

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

**THE NORTH-EASTERN HILL UNIVERSITY  
ORDINANCES**  
(incorporating amendments up to September 2008)



**The North-Eastern Hill University  
SHILLONG**

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

### CONTENTS

#### I. OA Series

1. On the Establishment of Schools of Studies	- 5
2. On the Establishment of Departments	- 6-7
3. On the Establishment of Centres of Studies	- 8
4. On Assignment of Departments./Centres to School of Studies	- 9-11
5. On Degrees, Diplomas and Certificates	- 12
6. On the Board of Research Studies	- 13
7. On the Boards of the Schools	- 14-16
8. On the Board of Post-Graduate Studies	- 17-18
9. On the Board of Under-Graduate Studies	- 19-20
10. On the Planning Board	- 21-22
11. On the Establishment, Structure and Management of Centres in the University	- 23-25
12. On the Institute of Self-Organising Systems & Bio-Physics	- 26-27
13. On the Board of Studies for Professional Courses	- 28-29
14. On the University Science Instrumentation Centre	- 30-31

#### II. OB Series

1. On the Departments in the School	- 32-33
2. On the Deans' Committee	- 34
3. On the Powers and Functions of the Deans of Schools	- 35
4. On the Functions of Heads of Departments	- 36
5. On the Functioning of Academic Departments/Centres of Studies in the University	- 37-38
6. On the Affiliation of Colleges	- 39-44
7. On the College Development Council	- 45-47
8. On the Scheme of Exchange of Teachers/Experts	- 48-50
9. On the Mahatma Gandhi Visiting Professorship	- 51-53
10. On the Verrier Elwin Memorial Endowment	- 54-55
11. On the Development and Social Change Lecture Series	- 56-57
12. On the Barpujari Endowment Lectures	- 58-59
13. On Adjunct Faculty Members	- 60
14. On the President of India, Dr. Shankar Dayal Sharma Gold Medal	- 61-62
15. On the Rajiv Gandhi Chair for Studies in Protective Discrimination	- 63-65

### THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

16. On Management of Colleges/Institutions maintained by the University	- 66
17. On Rajendra Kr. Sunehari Devi Jain Charitable Endowment	- 67-68
18. On the NEHU Corpus Fund and its operation	- 69-70
19. On Dr. Mahendra Narain Karna Young Sociologist Prize	- 71-72
20. On PG Departments in Colleges Affiliated to the University	- 73-74

#### III. OC Series

1. On the admission of students to the University including its affiliated colleges	- 75
2. On the Admission, Enrolment, Migration and Transfer of Students	- 76
3. On the Medium of Instruction and Examination	- 77
4. On the Doctor of Philosophy Programme	- 78-83
5. On the Master of Philosophy Programme	- 84-88
6. On the Master's Degree Programme in Education	- 89
7. On the Master's Degree Programme in Arts, Science and Commerce	- 90-93
8. On the Structure of Bachelor of Arts, Science, Home Science and Commerce Courses.	- 94-99
9. On Equivalence/Recognition of Examinations/Degrees	- 100
10. On the Convocation	- 101-6
11. On the degree of Doctor of Literature (D.Litt.) and Doctor of Science (D.Sc.)	- 107-09
12. On Social Work Education	- 110-111
13. On Correspondence Course	- 112-113
14. On Certificate and Diploma Courses	- 114
15. On Academic Calendar of the University	- 115-116
16. On Honorary Degree	- 117
17. On Professional Courses	- 118
18. On PG Departments in colleges affiliated to the University	- 119-120
19. On Distance Mode of Education	- 121

#### IV. OD Series

1. On the award of Junior Research Fellowships in Science, Humanities and Social Sciences	- 122-125
2. On the award of NEHU Post-Graduate Scholarships	- 126-127
3. On the Association of Students in Departments and Schools	- 128-129
4. On conditions of Residence of the students of the University	- 130-134
5. On representation of the PG Students of the University on the Academic Council	- 135-136
6. On Discipline among students in relation to University Examinations	- 137-140

### THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

- |                                                                                             |           |
|---------------------------------------------------------------------------------------------|-----------|
| 7. On Duties and Powers of the Dean, Students' Welfare                                      | - 141-142 |
| 8. On the maintenance of discipline and proper conduct among the students of the University | - 143-145 |
| 9. On the Women's Cell                                                                      | - 146-147 |

#### V. OE Series

- |                                                                                                                                                                                                                       |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. On the Emoluments and other terms and conditions of service of Pro-Vice-Chancellors                                                                                                                                | - 148-149 |
| 2. On the terms and conditions of service of the Registrar                                                                                                                                                            | - 150     |
| 3. On Selection Committee Procedures                                                                                                                                                                                  | - 151-152 |
| 4. On notification of vacancies and preliminary selections                                                                                                                                                            | - 153-156 |
| 5. On Service Conditions, Salary Scales, Classifications and Qualifications of Teachers                                                                                                                               | - 157-159 |
| 6. On governing Leave to Teachers of the University                                                                                                                                                                   | - 160-177 |
| 7. On Floating Posts                                                                                                                                                                                                  | - 178     |
| 8. On the Terms and Conditions of Service of the Finance Officer                                                                                                                                                      | - 179     |
| 9. On the Terms and Conditions of Service of the Controller of Examinations                                                                                                                                           | - 180     |
| 10. On the Hill Area Special Allowance to teaching and Non-teaching staff                                                                                                                                             | - 181     |
| 11. On the Scales of pay and allowances and Service conditions of Non-teaching (other than Statutory) Employees of the University from Group- A to D level                                                            | - 182     |
| 12. On the Constitution of the Grievances Redressal Committee                                                                                                                                                         | - 183     |
| 13. On the terms and conditions of the service of the Vice-Chancellor                                                                                                                                                 | - 184-185 |
| 14. On Minimum Qualifications for Direct recruitment to the posts of Librarian, Dy. Librarian and Assistant Librarian, Dy. Registrar and Assistant Registrar, Director of Physical Education/Deputy and Assistant DPE | - 186-189 |
| 15. On Career Advancement Scheme                                                                                                                                                                                      | - 190-193 |

#### VI. OF Series

- |                                |           |
|--------------------------------|-----------|
| 1. On Fees payable by students | - 194-199 |
| 2. On the Students' Aid Fund   | - 200-202 |

#### VII. OG Series

- |                                                      |           |
|------------------------------------------------------|-----------|
| 1. On the North-Eastern Hill University Publications | - 203-206 |
|------------------------------------------------------|-----------|

#### VIII. OH Series

- |                                  |           |
|----------------------------------|-----------|
| 1. On External Research Projects | - 207-208 |
|----------------------------------|-----------|

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OA-1****ON THE ESTABLISHMENT OF SCHOOLS OF STUDIES**

*Under Section 24 (p) of the NEHU Act, 1973  
read with Clause (1) of Statute 17*

The following Schools of Studies may be established in the University:

1. School of Social Sciences
2. School of Life Sciences
3. School of Human and Environmental Sciences
4. School of Physical Sciences
5. School of Agricultural Sciences and Forestry
6. School of Humanities and Education
7. School of Economics, Management and Information Sciences
8. School for Studies of Spiritual and Moral Values
9. School of Technology

- 
1. First Ordinance approved vide Ministry of Education, Govt. of India letter No. F.10-23/76/24 (U2) of March 19, 1977.
  2. Revised ordinance approved vide MHRD, Deptt. of Edu., Govt. of India letter No.F.8-33/97-Desk(U) dated September 29, 1997.
  3. Amended vide Resolution No.AC:73;2005;6;5(i) and EC;122;10;2005;5;(i) and notified vide notification no. Conf/13-5/ORD/99(Vol.III)-95 dated May 4, 2006.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OA -2

**ON THE ESTABLISHMENT OF DEPARTMENTS**

*Under Section 24 (p) of the NEHU Act, 1973  
read with Clause 5(b) of Statute 17*

The following Departments may be established in the University:

1. Department of Economics
2. Department of History
3. Department of Philosophy
4. Department of Political Science
5. Department of Sociology
6. Department of Anthropology
7. Department of Commerce
8. Department of Botany
9. Department of Biochemistry
10. Department of Zoology
11. Department of Microbiology
12. Department of Geography
13. Department of Geology
14. Department of Chemistry
15. Department of Physics
16. Department of Mathematics
17. Department of English
18. Department of Khasi
19. Department of Hindi
20. Department of Linguistics
21. Department of Education
22. Department of Psychology
23. Department of Animal Production
24. Department of Horticulture
25. Department of Rural Development Planning
26. Department of Soil Conservation
27. Department of Forestry
28. Department of Library and Information Science
29. Department of History and Archaeology
30. Department of Public Administration

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OA -2 Contd.**

31. Department of Social Work
32. Department of Business Management
33. Department of Home Science
34. Department of Garo
35. Department of Mizo
36. Department of Christian Studies
37. Department of Traditional Religions
38. Department of Buddhist Studies
39. Department of Hinduism
40. Department of Islamic Studies
41. Department of Rural Development & Agricultural Production
42. Department of Statistics
43. Department of Biotechnology and Bio-Informatics
44. Department of Law
45. Department of Information Technology
46. Department of Electronics and Communication Engineering
47. Department of Bio-Medical Engineering
48. Department of Energy Engineering
49. Department of Civil Engineering
50. Department of Chemical Engineering
51. Department of Mining & Metallurgical Engineering
52. Department of Industrial Engineering
53. Department of Mechanical Engineering
54. Department of Environmental Engineering
55. Department of Rural Technology
56. Department of Management

- 
1. First Ordinance approved vide Ministry of Education, Govt. of India letter No. F10-23/76/24(U2) of March 19, 1977.
  2. Included vide MHRD letter no. F.8-8/96-DESK(U) of December 28, 1996.
  3. Amended vide Resolution No. No:AC:73:2005:6:5:(1)(i) and EC:122:10:2005:5:(i) and notified vide notification No.Conf/13-5/ORD/99(Vol.III)-95 dated May 4, 2006 and approved vide MHRD letter No. F.8-33/97- Desk(U) dated September 29, 1997 and Ordinance approved vide MHRD letter No. F.8-33/97- Desk(U) dated September 29, 1997.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OA -3

**ON THE ESTABLISHMENT OF CENTRES OF STUDIES***Under Section 26(1) (k) of the NEHU Act, 1973*

1. The following Centres of Studies may be established in the University for the present:

- i. Centre for Adult and Continuing Education
- ii. Centre for Rural Development
- iii. Centre for Cultural and Creative Studies
- iv. Centre for Environmental Studies
- v. Centre for Distance Education
- vi. Centre for Science Education

- 
1. First Ordinance approved vide Ministry of Education, Govt.of India letter No. F.10-23/76/24(U2) of March 19,1977.
  2. Amended Ordinance approved vide MHRD letter No.F.8-33/97-Desk(U), dated September 29,1997.
  3. Amended vide EC Resolution 119:2004:5:8(i) dated August 20,2004 and notification No.EC;119-4/Conf./2004-755, dated October 14,2004.
  4. Notified vide No. PL 126/New Deptt/Stat/2004-165 dated September 29,2004.
  5. Notified vide notification No.Conf/13-5/ORD/99(Vol.III)-95 dated May 4,2006.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**  
**ON ASSIGNMENT OF DEPARTMENTS/CENTRES TO THE**  
**SCHOOL OF STUDIES**

OA -4

*Under Section 26(1) (q) of the NEHU Act, 1973 read with Clause 5 (a) of Statute 17*

The School of Studies shall consist of the Departments/Centres mentioned under each as and when they are established:

1. **School of Social Sciences**
  - i. Department of History and Archaeology
  - ii. Department of Political Science
  - iii. Department of Public Administration
  - iv. Department of Sociology
  - v. Department of History
  - vi. Department of Psychology
  - vii. Department of Social Work
  - viii. Centre for Cultural and Creative Studies
  - ix. Department of Law
2. **School of Economics, Management and Information Sciences**
  - i. Department of Economics
  - ii. Department of Commerce
  - iii. Department of Library and Information Science
  - iv. Department of Business Management
  - v. Department of Management
3. **School of Life Sciences**
  - i. Department of Biochemistry
  - ii. Department of Botany
  - iii. Department of Zoology
  - iv. Department of Microbiology
  - v. Department of Home Science
  - vi. Department of Biotechnology and Bio-Informatics
4. **School of Human and Environmental Sciences**
  - i. Department of Anthropology
  - ii. Department of Geography
  - iii. Department of Geology
  - iv. Centre for Environmental Studies
  - v. Department of Rural Development and Agricultural Production

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OA -4 Contd.

**5. School of Physical Sciences**

- i. Department of Chemistry
- ii. Department of Mathematics
- iii. Department of Physics
- iv. Centre for Statistics
- v. Department of Statistics
- vi. Centre for Science Education

**6. School of Humanities and Education**

- i. Department of English
- ii. Department of Khasi
- iii. Department of Linguistics
- iv. Department of Philosophy
- v. Department of Hindi
- vi. Department of Education
- vii. Department of Mizo
- viii. Department of Garo
- ix. Centre for Adult and Continuing Education
- x. (10)Centre for Distance Education

**7. School of Agricultural Sciences and Forestry**

- i. Department of Animal Production
- ii. Department of Horticulture
- iii. Department of Rural Development Planning
- iv. Department of Soil Conservation
- v. Department of Forestry
- vi. Centre for Rural Development

**8. School for Studies of Spiritual and Moral Values\***

- i. Department of Christian Studies
- ii. Department of Traditional Religions
- iii. Department of Buddhist Studies
- iv. Department of Hinduism
- v. Department of Islamic Studies

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OA -4 Contd.****9. School of Technology**

- i. Department of Information Technology
- ii. Department of Electronics and Communication Engineering
- ii. Department of Bio-Medical Engineering
- iv. Department of Energy Engineering
- v. Department of Civil Engineering
- vi. Department of Chemical Engineering
- vii. Department of Mining & Metallurgical Engineering
- viii. Department of Industrial Engineering
- ix. Department of Mechanical Engineering
- x. Department of Environmental Engineering
- xi. Department of Rural Technology

- 
1. First Ordinance approved vide Ministry of Edu, Govt.of India letter No. F10-23/76/24(U2) of March 19,1977.
  2. Amended Ordinance approved vide Executive Council Resolution No.83:94:5:01:(i) and approved vide MHRD letter No. F.8-8/96-DESK (U) of October 28,1996 and further, amended Ordinance approved vide MHRD letter No. F.8-33/97-Desk (U) dated September 29,1997.
  3. Notification No.PL-126/New Deptt/Statistics/2004-165 dated September 29,2004.
  4. Notification No. F.Conf/3-5/Ord/2005(Vol.III)-845, dated February 15,2005.
  5. Notification No. F.Conf/13-5/Ord/99(Vol.III)-909 dated April 5,2005.
  6. Notified vide Notification No.Conf/13-5/Ord/99(Vol.III)- 95 dated May 4,2006.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -5**

**ON DEGREES, DIPLOMAS AND CERTIFICATES**

*Under Section 26(1) (d) of NEHU Act, 1973*

The following Degrees, Diplomas and Certificates in accordance with conditions, which may be laid down from time to time in each case by an Ordinance or otherwise, will be awarded by the University in accordance with the provisions of the Ordinances and Regulations if any, in each case:

1. Research Degrees of Master of Philosophy, Doctor of Philosophy, Doctor of Science, Doctor of Literature and Doctor of Law;
2. Master's Degree in Arts, Sciences, Home Science, Commerce, Education, Law, Agriculture, Management Studies, Pharmacology, Medicine and Engineering;
3. Bachelor's Degree (General and Honours) in Arts, Science, Commerce, Home Science, Pharmacology, Education, Agriculture, Medicine, Engineering and Law;
4. Post Graduate Diploma in special branches of learning or practical skills, like Statistics, Planning, Public Administration, Electronics, Instrumentation, Entrepreneurship;
5. Diploma in Civil, Mechanical and Electrical Engineering, Electronics, Agriculture and such other fields as may be approved by the Academic Council from time to time;
6. Diplomas and Certificates in various Languages;
7. Certificates in Arts, Science, Commerce, Agriculture and other courses as may be approved by the Academic Council from time to time;
8. Certificates in special branches of learning or practical skills, technical subjects, foreign languages, Statistics etc.;
9. Honorary Degrees; and
10. Degrees (Master's and Bachelor's), diplomas and certificates in various professional courses introduced by the University from time to time.

- 
1. Approved vide Executive Council Resolution No.EC:31:82:15(iii).
  2. Amended with insertion of Clause (x)vide AC:69:2003:5:1: (iii) and EC:116:2003:5:1:(iii) and notified vide No:Conf/13-5/ORD/99-(Vol.III)-541 dated June 7, 2004.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -6**

**ON THE BOARD OF RESEARCH STUDIES**

*Under Section 26(1) (k) of the NEHU Act, 1973*

1. The University may constitute a Board of Research Studies the composition of which shall be as under:
  - i. Vice-Chancellor - Chairman - Ex-officio
  - ii. Deans of Schools of Studies - Members - Ex-officio
  - iii. Heads of Departments and Centres - Members - Ex-officio
  - iv. Professors other than Deans of Schools and Heads of Departments and Centres - Members - Ex-officio
  - v. Six Readers to be nominated by the Vice-Chancellor, three of whom will be from Humanities and Social Sciences and three from Sciences - Members
  - vi. Four external experts – two representing Humanities and Social Sciences and two representing Sciences, to be appointed by the Vice-Chancellor - Members
  - vii. Registrar - Secretary - Ex-officio
  
2. Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, *inter alia*, the following functions:
  - i. To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
  - ii. To review the current status of research in each Department and critically examine the progress thereof from time to time;
  - iii. To indicate the priority areas of research in the Departments particularly with reference to the role and responsibility of the University under Section 4 of North-Eastern Hill University Act, 1973, taking into account the facilities available in the University, the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
  - iv. To perform such other functions as may be assigned to it by the Academic Council.
  
3. The Board of Research Studies shall meet regularly and at least once in a year.
4. The Board may determine its own procedures for working.
5. The quorum of the Board shall be one-third of the total members.
6. The term of office of the members other than ex-officio members shall be for a period of two years.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -7**

**ON THE BOARDS OF THE SCHOOLS**

*Under section 26(1) (k) of the NEHU Act of 1973  
read with Clause (3) of Statute 17*

**Constitution  
of the  
School Board**

1. The Board of the School shall consist of
  - i. the Dean of the School ;
  - ii. Heads of the Departments/Centres in the School;
  - iii. all Professors in the School ;
  - iv. one Reader and one Lecturer from each of the Departments /Centres by rotation on the basis of seniority;
  - v. one representative each of the Board of other Schools which have inter-disciplinary work with the School, to be nominated by the Vice-Chancellor on the recommendations of the School Board concerned;
  - vi. not more than two teachers of the subject from affiliated colleges nominated by the Vice-Chancellor on the recommendations of the Board of Under-Graduate Studies; and
  - vii. not more than five persons nominated by the Academic Council, who have specialised knowledge of and expertise in the subjects around which the departments in the School are organised and who are not employees of the University or of any of its affiliated or recognised institutions.

Provided that ordinarily at least one person each should be from the region and from Eastern India and the rest from the rest of the country.

**Terms of Office**

2. The term of office of members, other than that of the Dean, Heads of Departments and Professors shall be two years.

**Chairman**

3. The Dean of the School shall be the Chairman of the Board and shall convene the meetings of the Board.

**Powers and  
Functions**

4. The powers and functions of the Board shall be as follows :
  - i. to prescribe the qualifications and procedure for admission of candidates to the various study programmes in the Departments in the School;
  - ii. to co-ordinate the teaching and research work in the Departments in the School;
  - iii. to recommend to the Academic Council the various courses of study, other than research degrees offered by the Departments in the School and courses of study for research degrees to the Board of Research Studies;
  - iv. to appoint committees to organize the teaching and research work in subject or areas which do not fall within the sphere of any Department in the School and to supervise the work of such committees;



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OA -7 Contd.

**Rules of  
Business**

8. Rules of conduct of the meetings shall be as prescribed in the Regulations in this regard.

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1. First ordinance approved vide Ministry of Education, Govt.of India, letterNo.F.10-23/76/24(U) of March 3,1977.
  2. Clause 1 (iv) OA-7 amendment approved vide MHRD, Deptt. of Edu., Govt.of India letter no F.8-6/98-Desk(U), dated June 12,1998.
  3. Clause 4(c) of OA-7 amendment approved vide MHRD, Deptt. of Edu., Govt.of India letter No.F.8-14/99 Desk(U), dated February 28,2000.
  4. Deleted vide AC:77:2007:2:(iii) and EC:129:2007:5:1:(i) vide notification No. Conf/13-5/ORD/99 (Vol.III)-682 dated November 16, 2007.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -8**

**ON THE BOARDS OF POST-GRADUATE STUDIES**

*Under Section 26 (1) (k) of the NEHU Act, 1973  
read with clause (2) of Statute 18*

- |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Constitution</b>   | <p><b>1.</b> The Board of Post Graduate Studies of each Department shall comprise</p> <ul style="list-style-type: none"> <li>i. Head of the Department;</li> <li>ii. All Professors of the Department;</li> <li>iii. Two Readers and two Lecturers of the Department by rotation, on the basis of seniority;</li> <li>iv. One teacher each from other departments within the School having common courses with the Department;</li> <li>v. Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice-Chancellor on the recommendations of the Department concerned; and</li> <li>vi. Not more than three persons nominated by the Board of the School who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognised institutions.</li> </ul> <p style="padding-left: 40px;">Provided that ordinarily one person each should be from the North-East, Eastern India and others from rest of the country.</p> |
| <b>Term of Office</b> | <p><b>2.</b> The term of office of members, other than the Head of the Department and the Professors, shall be three years; however, such members who are also members of the Department can be re-nominated if the number of teachers in the Department is not large enough for rotation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Chairman</b>       | <p><b>3.</b> Head of the Department shall be the Convenor and Ex-officio Chairman of the Board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Functions</b>      | <p><b>4.</b> Functions of the Board shall be :</p> <ul style="list-style-type: none"> <li>i. to recommend to the Board of the School, post graduate courses of studies offered by the Department;</li> <li>ii. to recommend to the School Board appointment of examiners for the post-graduate courses, other than for research degrees, in accordance with the provisions of the Regulations about examinations of the University;</li> <li>iii. to approve subjects for research for various degrees;</li> <li>iv. to recommend to the concerned Board of Research Studies, through the School Board, applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants;</li> </ul>                                                                                                                                                                                                                                                                                 |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -8 Contd.**

- v. to recommend to the Board of Research Studies the names of teachers in the department to be appointed as supervisors of research;
  - vi. to recommend to the Board of the School measures for the improvement of post-graduate teaching and research in the Department; and
  - vii. to perform such other functions as may be assigned to it by the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor.
- Quorum**            5.        The quorum for the meeting of the Board shall be one-third of the total membership of the Board.
- Meetings**            6.        The Board shall hold at least two ordinary meetings in an academic year, one in each semester. Notice of the meetings of the Board shall be issued at least 14 days before the date fixed for the meeting.
- Minutes**             7.        The Chairman of the Board shall keep the Minutes of the meetings of the Board.
- Rules of Business** 8.        The rules of conduct of the meeting shall be as may be prescribed by regulations in this regard.

- 
1. First Ordinance approved by the Govt. of India vide Ministry of Education letter No.F.10-23/76-24(U.2) of March 19,1977.
  2. Amended vide Academic Council Resolution No.AC:77:2007:2:(iii) and Executive Council Resolution No:EC:129:2007:5:1:(i) and notified vide No.Conf/13-5/ORD/99 (Vol.III)-682 dated November 11, 2007.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA-9**

**ON THE BOARD OF UNDER-GRADUATE STUDIES**

*Under Section 26(1) (k) of the NEHU Act, 1973  
read with Clause (4) of Statute 18*

- |                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Short Title</b>               | <b>1.</b> | There shall be a Board of Under-Graduate Studies for each subject taught at the degree level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Constitution of the Board</b> | <b>2.</b> | <p>Each Board shall comprise not less than nine members. The constitution of the Board shall be as follows:</p> <ol style="list-style-type: none"> <li>i. The Head of the University Department teaching the subject (Chairman, Ex-officio);</li> <li>ii. Professors in the Department;</li> <li>iii. One Reader in the Department by rotation;</li> <li>iv. One Lecturer in the Department by rotation</li> <li>v. Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the School of studies; and</li> <li>vi. Two outside experts nominated by the Vice-Chancellor on the recommendation of the Head of the Department of whom one shall ordinarily be a person from the North-Eastern Region.</li> </ol> |

Provided that where there is no teaching at the University Department for which the Board of Under-Graduate Studies is to be constituted, the constitution shall be as follows:

- a. Three persons not below the rank of Reader to be appointed by the Academic Council, one of whom shall be appointed as Chairman by the Vice-Chancellor provided that he should be a member of the Academic Council.
- b. Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the School of Studies.
- c. Two external experts nominated by the Vice-Chancellor on the recommendation of the Chairman of the School of Studies, of whom one should ordinarily be a person from the North-Eastern Region.

Provided further that for subjects for which there is no teaching at the Post-Graduate level in any University in India, the Vice -Chancellor may nominate a maximum of three persons, who in his opinion, possess the requisite expertise.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OA-9 Contd.

<b>Term of office</b>	<b>3.</b>	Members of the Board of Under-Graduate Studies shall hold office for a period of three years or such period as may be fixed at the time of appointment.
<b>Chairman</b>	<b>4.</b>	The Head of the Post-Graduate Department, where existing, shall be the Chairman of the Board. In his absence, the Chairman shall be elected by the members of the Board. The Chairman shall preside over all meetings of the Board; and in his absence, at any particular meeting, the members present shall elect their own Chairman.
<b>Powers and Functions</b>	<b>5.</b>	<p>The powers and functions of the Board shall be:</p> <ul style="list-style-type: none"> <li>i. to recommend to the Academic Council panel of names suitable for appointment as examiners including paper-setters, etc., in the subject with which it deals in accordance with the provisions of Regulations about examinations of the University;</li> <li>ii. to recommend text books where necessary ;</li> <li>iii. to consult specialists who are not members of the Board;</li> <li>iv. to make recommendation to the Academic Council in regard to the syllabi of the courses of study and examinations in the subject with which it deals;</li> <li>v. to recommend to the Academic Council measures for improvement of the standard of under-graduate courses and teaching in the subject; and</li> <li>vi. to consider and report on any matter referred to it in accordance with the Statutes, Ordinances and Regulations of the University by the Executive Council, the Academic Council, the Dean of the School or the Professor and Head of the Post-Graduate Department concerned.</li> </ul>
<b>Meetings</b>	<b>6.</b>	<ul style="list-style-type: none"> <li>i. Meetings of the Board of Studies shall be convened by the Chairman of the Board.</li> <li>ii. Special meetings may be called by the Chairman on his own or on the request of the Dean of the School or at the suggestion of the Vice-Chancellor or on a written request from at least four members of the Board.</li> <li>iii. Notice of the meetings of the Board shall be issued by an Administrative Officer of the Registrar's Office to be nominated by the Vice-Chancellor at least three weeks before the date fixed for the meetings.</li> </ul>
<b>Quorum</b>	<b>7.</b>	Four members of the Board shall form a quorum.
<b>Rules of Business</b>	<b>8.</b>	The rules of conduct of meetings shall be as may be prescribed by a Regulation in this regard.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -10**

**ON THE PLANNING BOARD**

*Under Section 26 (1) (m) of NEHU Act, 1973*

1. University may constitute a Planning Board as may be recommended by the Academic Council from time to time.
2. Subject to the over-all guidance of the Academic Council, the Planning Board shall perform, inter-alia, the following functions:-
  - i. To define its own perspective in the light of the needs of the region, which should aim at goals of excellence, relevance, social justice and development.
  - ii. To prepare perspective plan spread over 15-20 years with well-defined goals and objectives.
  - iii. To help the University to effectively implement various programmes approved by the UGC by strengthening the administrative and planning infrastructure in the University as well as implementation of Plan development schemes, to bring about necessary academic reforms in the courses of study, examinations and to take comprehensive view of the research activities.
  - iv. To prepare proposals for developmental grants. These may include continuing schemes of projects relating to the construction of academic buildings, staff quarters, teacher hostels, student hostels, study homes, purchase of books, journals and equipment, appointment of additional teaching staff and other miscellaneous schemes approved by the Commission (UGC).
3. The Board shall have the power to co-opt any member and invite specialists/experts to its meeting. It shall also have powers to appoint Committees to deal with any specific proposal.
4. 15(fifteen) members of the Board shall form the quorum.
5. The Board shall meet at least twice every year.
6. All the members of the Board, other than the ex-officio members, shall hold office for a term of three years.
7. Composition of the Planning Board :
 

The composition of the Planning Board shall be as follows:

i.	Vice-Chancellor	Ex-officio	Chairman
ii.	All Pro-Vice Chancellors	-do-	Member
iii.	All Deans of Schools	-do-	Member
iv.	All Principals of Constituent Colleges	-do-	Member
v.	All Heads of Academic Departments/Centres	-do-	Member
vi.	Registrar	-do-	Member-Secretary
vii.	Finance Officer	-do-	Member
viii.	Four Principals from affiliated colleges, to be nominated by the Vice-Chancellor		Members

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -10 Contd.**

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|-----|------------------------------------------------------------------------------------------------------------------------------------------|---------|
| ix. | Three nominees of the Vice-Chancellor from the University's own staff for their special interest in educational progress and development | Members |
| x.  | Five external experts to be nominated by the Vice-Chancellor representing broadly the Schools of the University.                         | Members |
| xi. | Three professors, one each from the campuses not covered above by rotation.                                                              | Members |

- 
1. Approved vide E.C. Resolution No. E.C. : 44:85:04:2 (i).
  2. Amendment to Clause 7 (v) on the composition of the Planning Board of Ordinance OA-10 under Section 6(21) (m) of the NEHU Act, 1973 (Pursuant to Academic Council's and Executive Council's resolutions No. AC:64:2000:5: 8(ii) and No. EC:108:2000:5:8(i), respectively.
  3. Clause 7(vi) of OA-10 amended vide Executive Council Resolution No.EC:107:2000:5:1(viii).

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA-11**

**ON THE ESTABLISHMENT, STRUCTURE AND  
MANAGEMENT OF CENTRES IN THE UNIVERSITY**

*Under Section 26 (1) (k) of the NEHU Act, 1973*

1. This Ordinance may be called the 'North Eastern Hill University Centres' Establishment, Structure and Management Ordinance 1986'.
2. The University may establish Centre(s) in any of its schools for the purposes designated herein in any of its Campuses or anywhere else within its territorial jurisdiction. A Centre may also have one or more sub-centres.
3. A Centre may have one or more of the following functions:
  - i. Inter-disciplinary research.
  - ii. Teaching of inter-disciplinary courses or teaching in any discipline not specifically assigned to any Department or which may be necessary as a common service facility to a number of Departments or teaching-cum-research in such disciplines.
  - iii. To provide guidance, facilities and opportunities for development of certain faculties of the student over a wide spectrum including creative arts.
  - iv. Field studies in relation to any facet of social and cultural life of the people including activities involving provision of facilities for training in relation thereto.
  - v. Basic studies in any aspect of education including pilot programmes and field studies associated therewith.
  - vi. Formulate and conduct programmes on a pilot basis to make the new advances in various fields of knowledge in a form which can be appreciated and assimilated by the people and become a living link between the University or any section thereof and the community.
  - vii. To provide any services by way of studies, lectures, training and the like for the advancement of social and economic conditions, of the people living in the hill areas and instilling scientific temper in the community.
4.
  - i. A Centre shall comprise members of faculty in the grade equivalent to Professors, Readers and Lecturers in the University.
  - ii. The designation in the Centre may be Professor / Director, Reader/ Deputy Director, Lecturer/Assistant Director.<sup>4</sup>
5. The Head of a Centre shall be designated as Head. However, if the Head of the Centre happens to be in a grade lower than the Reader, he will be designated as In-Charge.
6. The faculty of a Centre shall comprise a small nucleus of permanent positions and such number of visiting positions as may be necessary in each case.
7. The Head of the Centre shall be appointed for a tenure not exceeding 3 years and he will be eligible for re-appointment, but not in succession.
8. The Centres may have visiting faculty drawn from outside the University as well as Adjunct Faculty from within the University for a tenure not exceeding three years which may be renewed in suitable cases.
9. The teachers in the University or of other institutions shall have the option of retaining their original designation while working for Centres.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA-11 Contd.**

10. Each Centre may be provided such administrative and technical support as may be necessary in each case but the nucleus of the permanent staff shall be as small as possible. However, the field and research support in a Centre shall be provided entirely on project basis without creating any permanent structure whatsoever.
11. i. Each Centre shall have a Steering Committee with the Head as its Chairman and the following as members :
  - a. All members of the Centre in the rank of Professor/Director.
  - b. One Deputy Director/Reader.
  - c. One Assistant Director/Lecturer.
  - d. Not more than two members from Visiting Faculties/Adjunct Faculties other than Professors.
  - e. Three persons from other departments within the School or from other Schools.
  - f. Two members from other Centres having interdisciplinary interest recommended by the concerned School Board.
  - g. deleted<sup>4</sup>
  - h. Three external experts of which at least one should be from the concerned subject and the rest from allied/cognate subjects. In case of Centres offering Ph.D programme, all 3 external experts shall be subject experts.
- ii. The term of members of the Steering Committee shall be 3 years.
12. The functions of the Steering Committee shall be as follows:-
  - i. To formulate a long-term perspective for the Centre and approve a plan of action in consonance with the University's plan.
  - ii. To formulate and approve the programme of the Centre within the policy laid down by the School Board and Academic Council.
  - iii. To review half-yearly the progress of work done in the Centre, identify the bottlenecks if any and make suggestions for their removal.
  - iv. To discharge such other functions as may be assigned by the competent authority.
  - v. To approve subjects for research for various degrees.<sup>4</sup>
  - vi. To recommend to the Board of Research Studies, through the School Board, applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants.<sup>4</sup>
  - vii. To recommend to the Board of Research Studies the names of teachers in the Centre to be appointed as Supervisors of Research.<sup>4</sup>
  - viii. To recommend to the Board of the School measures for the improvement of research in the Centre.<sup>4</sup>
13. Every member of the Centre shall prepare a brief resume of his work and submit it to the Head half-yearly.
14. The Head shall prepare a general resume of the Centre's activity based on the assessment by its members which will be placed before the Steering Committee.
15. The Steering Committee shall send this report along with its comments to the concerned School Board for their information and suggestions, if any.
16. Each member of the Centre shall also prepare a resume of his work at the end of the year and submit it to the Head.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OA-11 Contd.**

17. The Head shall prepare a detailed review of work in his Centre for the year in a prescribed pro-forma bringing out clearly the achievement with reference to tasks undertaken during the year and progress made in relation to achieving its basic objectives. This report shall be finalised by the end of the year and placed before the Steering Committee soon after.
18. The report along with the observations of the Steering Committee shall be sent to the School Board for information and suggestions, if any.
19. The annual report of the Centre, as approved by the Steering Committee, shall be sent to the appropriate authority for further necessary action.
20. The specific objective of each Centre shall be laid down in the Regulations.
21. Notwithstanding anything contained in the provisions of the ordinance, the organisation and structure of a Centre established for teaching interdisciplinary course and research relating thereto may be the same as of the Departments of the University provided a decision to this effect is taken by the Academic Council and is approved by the Executive Council.

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1. Approved vide Ministry of Education, Govt. of India letter No. F.8-6/86-Desk(U) of April 21, 1987.
  2. Amended vide MHRD letter No. F. 8-33/97-Desk(U), dated September 29, 1977.
  3. Amendment of Clauses 11(h) and 12 vide EC resolution 114:2002:5:1(i), and notified by NEHU on May 13, 2003 (Conf/13- 5/ORD/99-77).
  4. Amended vide notification No.CONF/13-5/ORD/87 (Vol.IV)-457 dated October 20, 1997.
  5. Amended abolition of "Units" in all the Centres of Studies notified vide Notification No:EC:119-4/Conf/2004-755 dated October 14, 2004.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OA -12

**ON THE INSTITUTE OF SELF ORGANISING  
SYSTEMS AND BIO-PHYSICS***Under Section 26(1) (d) of the NEHU Act, 1973*

1. With a view to pursue inter school multidisciplinary research work, the Institute of Self Organising Systems and Bio-Physics is established in the Shillong Campus.
2. The Institute shall be involved in the teaching and research in such areas as:
  - i. Self Organisation
  - ii. Bio-Physics
  - iii. Biotechnology and Immunology
  - iv. Human Biology
  - v. And any other unconventional scientific pursuits.
3. There shall be a Director of the Institute, who shall be responsible for academic, administrative and financial affairs of the Institute, subject to such conditions as may be laid down by the University. The Director shall be the head of the Institute. It shall be the duty of the Director to:
  - i. Submit annually to the Registrar a statement of the staff and other requirements necessary for the University work and for maintaining high efficiency of work in the Institute together with the budget estimate of the Institute.
  - ii. Advise the Vice-Chancellor on all matters affecting the financial, administrative, extra curricular activities and discipline and to take such measures as may be needed to effectively implement the decisions of the Vice-Chancellor and the various bodies of the University.
  - iii. Supervise all academic matters.
  - iv. Arrange for deputation of teachers and technical staff for training in India and abroad and to start sub-Centres of activity of instrumentation in academic institutions elsewhere in the country, preferably in Delhi area.
  - v. Supervise admission of students and student's record.
  - vi. Take all required steps for the development, vocation, transfer, consolidation of the Institute and its facilities.
  - vii. Maintain discipline of the staff and students of the Institute.
  - viii. Arrange seminars, symposia, conferences, workshops and short term courses in the areas of research interest of the Institute.
  - ix. Submit proposals to the Vice-Chancellor for appointment of Visiting faculty members in the Institute.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OA -12 Contd.

4. There shall be an Advisory Committee of the Institute. The Advisory Committee shall be appointed by the Academic Council and will have at least five members living in the country. The Vice-Chancellor shall be the patron of the Advisory Committee, while the Director of the Institute shall be the Chairman of the Advisory Committee. The Advisory Committee shall give general directions on the research priorities of the Institute.
5. The Director of the Institute shall be the member of various bodies and committees of the University in a manner similar at least to a Dean of the School.
6. There shall be a Board of the Institute with the constitution, powers and functions similar to a Board of a School.
7. The Institute shall admit students with M.A/M.Sc degree in Bio- Physics, Biochemistry, Chemistry, Mathematics, Physics, Zoology, Quantitative Economics, Quantitative Sociology and M.D. in Medical Disciplines to its M.Phil / Ph.D. Programme.
8. Every candidate in the Ph.D. programme shall be allowed to opt for a Ph.D. degree either in Self-Organising Systems/Biophysics or in the subject of the basic discipline like Physics, Mathematics etc. of the candidate. Such option must be exercised at least six months before the submission of the thesis.

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1. Approved vide Ministry of Education, Govt. of India letter No. F. 8-21/87Desk (U) of December 21, 1987.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -13**

**ON THE BOARD OF STUDIES FOR PROFESSIONAL COURSES**

*Under Section 26 (1) (k) of the NEHU Act, 1973*

1. There shall be a Board of Studies for each Department / Institution conducting Professional Courses, the recommendations of which shall be submitted to the School Board concerned.
- Constitution**
2. A Board of Studies for Professional Courses shall consist of the following members:
    - i. Head of the Department/Institution
    - ii. All Professors of the Department/Institution
    - iii. Two Readers and two Lecturers by rotation, according to seniority, to be appointed by the Vice- Chancellor
    - iv. One teacher each from other Departments within the School having common courses with the Department/Institution, as well as outside the School.
    - v. Not more than three teachers teaching allied/cognate subjects to be nominated by the Vice-Chancellor on the recommendation of the Department concerned.
    - vi. Not more than three persons having specialised knowledge in the discipline and who are not employees of the University or of any of the affiliated Colleges/Institutions to be nominated by the Academic Council.
    - vii. The Chairman shall have the power to co-opt not more than two external experts to attend specific meetings as and when necessary with the prior permission of the Vice-Chancellor.
- Terms of Office**
3.
    - i. The tenure of the members of the Board except ex-officio members shall be three years.
    - ii. Head of the Department/Institution shall be the ex-officio Chairman of the Board.
- Meetings**
4.
    - i. Meetings of the Board of Studies shall be convened by the Chairman of the Board.
    - ii. Notice of the meetings shall be issued by an Administrative Officer of the Registrar's Office at least 14 days before the date fixed for a meeting.
    - iii. The Board shall meet twice a year in accordance with the provisions of the University.
    - iv. Special meetings may be convened by the Chairman with prior permission of the Vice-Chancellor.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -13 Contd.**

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|                             |           | v.    | The rules for conduct of meetings shall be as prescribed by the regulations in this regard.                                                                                                               |
| <b>Quorum</b>               | <b>5.</b> |       | The quorum for a meeting of the Board shall consist of one-third of the total membership of the Board.                                                                                                    |
| <b>Powers and Functions</b> | <b>6.</b> | i.    | To frame/revise as well as monitor courses and organise and rationalise fieldwork /practical work.                                                                                                        |
|                             |           | ii.   | To recommend a list of readings/references in theory courses and practicals.                                                                                                                              |
|                             |           | iii.  | To formulate and recommend regulations relating to admissions, minimum standard of passing and examinations.                                                                                              |
|                             |           | iv.   | To recommend to the Academic Council a panel of names suitable for appointment as paper setters, examiners etc. in accordance with the provisions.                                                        |
|                             |           | v.    | To consult specialists who are not members of the Board as and when necessary on (a) and (b) above.                                                                                                       |
|                             |           | vi.   | To recommend to the Academic Council, with regard to the syllabi of the courses of study and examinations in the concerned courses.                                                                       |
|                             |           | vii.  | To recommend to the Academic Council measures for improvement of the standards of the courses, practicals and teaching in the concerned professional subject.                                             |
|                             |           | viii. | To recommend subjects for research to be conducted by the Department/Institution.                                                                                                                         |
|                             |           | ix.   | To consider and recommend applications for admission to the M. Phil., Ph. D. and other research programmes and also to recommend the appointment of supervisors of research scholars to the School Board. |
|                             |           | x.    | To perform such other functions as may be assigned to it by the School Board, Academic Council, Executive Council and the Vice-Chancellor.                                                                |
| <b>Minutes</b>              | <b>7.</b> |       | The Chairman of the Board shall maintain minutes of the meetings of the Board which shall be forwarded to the Registrar's Office for record and circulation to the members.                               |

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1. Approved vide MHRD letter No. F.8-21/94/DESK (U) of October 28, 1996.
  2. Amended vide Academic Council Resolution No:AC:76:2006:5:1:(i) and Executive Council Resolution No:EC:127:2006:5:1: (ii) dated December 20, 2006.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -14**

**ON THE UNIVERSITY SCIENCE INSTRUMENTATION CENTRE**

*Under Section 26(1) (k) of NEHU Act, 1973*

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|-----------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Short Title</b>          | <b>1.</b> | This Ordinance may be called University Science Instrumentation Centre (hereinafter referred USIC) Ordinance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Objectives</b>           | <b>2.</b> | The objectives of the USIC shall be to strengthen the University in its technological infrastructure through collaborative efforts of its academic community, provide service to University Departments/Centres/Offices and affiliated colleges in repair and maintenance of their instruments etc., conduct training programmes, provide and assist analytical services on specialised instruments etc.,available in the University.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Status</b>               | <b>3.</b> | USIC shall be a non-vacational academic Centre and shall have the functional autonomy for its day to day functioning towards achievement of its objectives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Levels and Functions</b> | <b>4.</b> | The levels and functions of USIC shall be according to the guidelines of the UGC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Staff</b>                | <b>5.</b> | USIC shall have teaching, technical and administrative staff as per the guidelines of UGC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Head of USIC</b>         | <b>6.</b> | USIC shall have its Head not below the rank of a Reader with an adequate experience in Instrumentation. He/She will be responsible directly to the Vice-Chancellor and shall report to him. He/She shall be treated at par with the other Head of the Departments. The Head of USIC shall have the following duties. <ul style="list-style-type: none"> <li>i. Prepare an annual work-plan of the USIC and report it to the Advisory Committee, and assign work as per the plan to his/her staff and assess their performance.</li> <li>ii. Organise training and awareness programmes in collaboration with the staff of the Departments/Centres and maintain proper records as stipulated in the UGC guidelines on USIC and submit annual reports of work done by USIC to the Advisory Committee and to the UGC.</li> <li>iii. Monitor the activities of the technical Staff of USIC through their work diaries to be maintained by them.</li> </ul> |
| <b>Steering Committee</b>   | <b>7.</b> | <ul style="list-style-type: none"> <li>i. USIC shall have a Steering Committee with Head of USIC Committee as its Chairperson. It shall have the following members: <ul style="list-style-type: none"> <li>a. All members of USIC in the rank of Professor or its equivalent position in USIC.</li> <li>b. One member in the rank of Reader or its equivalent on the basis of seniority.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -14 Contd.**

- c. One member in the rank of Lecturer or its equivalent on the basis of seniority.
  - d. One teacher each nominated by the Dean of the School of Physical Sciences, Life Sciences and Human and Environmental Sciences, and
  - e. Three external experts nominated by the Vice-Chancellor, preferably from other USICS.
  - ii. Term of the members of the Steering Committee shall be three years.
  - iii. One third of the total members shall form the quorum in the meetings of the Committee.
  - iv. The functions of the Steering Committee shall be to:
    - a. Consider and approve the programmes of USIC within the policy frame work approved by the Advisory Committee
    - b. Review quarterly the progress of work done in USIC, identify difficulties, if any, and make suggestions for their removal, and
    - c. Discharge any such other functions as may be assigned by the Advisory Committee.
- Advisory 8.**
- i. There shall be an Advisory Committee consisting of Head Committee or her/his nominee from each user Department/Centre with the Head of the USIC as Convener and the Vice-Chancellor its Chairman.
  - ii. Where the number of the departments is more than ten, the Vice-Chancellor may nominate members from among the user departments to represent various areas. The Committee shall meet twice a year, one full Committee and one Local.
  - iii. Term of the members of the Advisory Committee shall be three years.
  - vi. One third of the total members shall form the quorum in the meeting of the Committee.
- The Advisory Committee shall have the following functions:
- a. Frame policies for providing services in general and advise the Head of USIC on all matters related to its services.
  - b. Evaluate the performance of USIC and its staff and suggest follow-up measures.
  - c. Consider an annual report on the implementation of USIC programmes and submit it to the University.
  - d. Prepare annual budget of USIC and submit it to the University.
- Removal of Difficulties 9.** Any difficulty in interpretation of any provisions of this Ordinance, shall be referred to the Vice-Chancellor whose decision thereon shall be final.

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1. Amended vide EC Resolution No.EC:113:2002:5:1:(iii) and notified vide Notification No.Conf./13-5/Ord/99(Vol.II) -1022, dated March 4, 2003.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-1**

**ON THE DEPARTMENTS IN THE SCHOOL**

*Under Section 26(1) (m) of the NEHU Act, 1973*

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|---------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Constitution of the Department</b> | <b>1.</b> | Each Department in a School shall consist of the members the Department as given in the Statute 17(5) (c) and also such other persons as are designated members of the Department by the School Board concerned on the recommendations of the Department concerned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Duties of the Department</b>       | <b>2.</b> | <p>Duties of the Department shall be:</p> <ul style="list-style-type: none"> <li>i. to admit students to the Master's Programmes and to lay down the procedure for such admissions;</li> <li>ii. to approve the pattern and the schedule of sessional evaluation for each course offered by the Department;</li> <li>iii. to make proposals to the Academic Council regarding the creation and abolition of teaching posts;</li> <li>iv. to approve research projects to be taken up by the members of the Department in groups;</li> <li>v. to frame the syllabus and suggest reference books and other reading materials for the programmes of study at the Master's level;</li> <li>vi. to constitute Committees from its members and to assign to these Committees specific functions falling within its competence;</li> <li>vii. to appoint from amongst its teachers advisers to students;</li> <li>viii. to propose schemes for and help in the maintenance and improvement of the standards of under-graduate courses and teaching of the subject in the affiliated or recognized Institutions of the University; and</li> <li>ix. to perform such other functions as may be assigned to it by the concerned School;</li> </ul> |

Provided that Campus Department, if any, will be responsible for the day-to-day functioning of the local matters of the Department in the concerned Campus including:-

- a. Admission of the students in accordance with the policy laid down by the Department;
- b. To appoint Committees from its members and to assign to these Committees specific functions falling within its competence;
- c. To appoint from amongst its teachers advisers to students;
- d. To perform such other functions as may be assigned by the Dean of the concerned School or the Vice-Chancellor.



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OB-1 Contd.

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|--------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Quorum</b>            | 3. | The quorum for a meeting of a Department or Campus Department shall be one-third of the total members of the Department or the Campus Department as the case may be. |
| <b>Rules of Business</b> | 4. | The rules for conduct of meetings shall be as may be prescribed by Regulations in this regard.                                                                       |

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1. Approved vide Ministry of Education, Govt. of India letter No..F. 10-23/76/24 (U.2) of March 19, 1977.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-2**

**ON THE DEANS' COMMITTEE**

*Under Section 26(1) (k) of the NEHU Act, 1973  
read with Statute 24 & Statute 13 (2) (xvi)*

<b>Short title</b>	<b>1.</b>	The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.
<b>Constitution of the Committee</b>	<b>2.</b>	The Deans' Committee shall comprise the following:- <ul style="list-style-type: none"> <li>i. The Vice-Chancellor - Chairman,(Ex-officio)</li> <li>ii. All Deans of Schools - Members,(Ex-officio)</li> <li>iii. The Registrar - Secretary</li> </ul>
<b>Functions</b>	<b>3.</b>	The functions of this Committee shall be as follows: <ul style="list-style-type: none"> <li>i. Selection of candidates for award of fellowships;</li> <li>ii. Recommend deputation of teachers for International Conferences;</li> <li>iii. Consider matters arising from conduct of examination, standard of results, etc.</li> <li>iv. Consider general administrative matters relating to functioning of Schools and Departments; and</li> <li>v. Such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.</li> </ul>
<b>Meeting</b>	<b>4.</b>	The meetings of the Committee shall be convened by the Chairman.
<b>Quorum</b>	<b>5.</b>	The quorum for the meeting of the Committee shall be four.
<b>Rules of Business</b>	<b>6.</b>	The rules of conduct of meetings shall be as may be prescribed in Regulations in this regard.

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1. Approved vide Ministry of Education, Govt. of India letter No.F. 8-32/82-Desk,(U) of February 9, 1984.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-3****ON THE POWERS AND FUNCTIONS OF THE  
DEANS OF SCHOOLS**

*Under Section 26 (1) (q) of the NEHU Act, 1973  
read with Clause (3) of Statute 6*

1. The Dean of the School shall:
  - i. co-ordinate and generally supervise the teaching and research work in the School through the Heads of the Departments;
  - ii. maintain discipline in the class rooms through the Heads of the Departments;
  - iii. keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
  - iv. arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
  - v. convene and preside over meetings of the Board of the School and keep the minutes of the meetings of the Board; and
  - vi. perform such other academic duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-4****ON THE FUNCTIONS OF THE HEADS OF THE DEPARTMENTS**

*Under Section 26(1) (q) of the NEHU Act, 1973  
read with Clause (5) of Statute 7*

1. The Head of the Department shall convene and preside over meetings of the Department.
2. The Head of the Department shall, under the general guidance of the Dean of the School:
  - i. organise the teaching and research work in the Department;
  - ii. allocate teaching work to the teachers in the Department and assign to them such other duties as may be necessary for the proper functioning of the Department;
  - iii. co-ordinate the work of Departmental Committees appointed for specific purposes; and
  - iv. perform such other duties as may be assigned to him by the Dean, the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor.

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1. Approved vide Ministry of Education, Govt. of India letter No. F.10-23/76 LU (U.2) of March 19, 1977.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-5**

**ON THE FUNCTIONING OF ACADEMIC DEPARTMENTS IN THE UNIVERSITY**

*Under Section 26 (1) (q) of NEHU Act, 1973*

- Overall Workload**
1. The academic work load for every member of the faculty is expected to be not less than 40 hours per week for 30 working weeks<sup>2</sup> (180 teaching days) in an academic calendar. A teacher shall be available for at least 5 hours daily in the University/College as per the UGC Guidelines from time to time.
- Actual teaching time shall be the hours devoted for imparting education to students by lectures, tutorials, seminars, laboratory practicals and project work.
- The direct teaching hours of teacher per week shall be as follows:
- |                                  |   |         |
|----------------------------------|---|---------|
| Lecturers/Lecturers(Sr. Scale) / |   |         |
| Lecturers (Sln. Grade)           | - | 16 Hrs. |
| Readers and Professors           | - | 14 Hrs  |
- The other academic activities shall have the following break up:
- |                                                  |   |          |
|--------------------------------------------------|---|----------|
| Testing/Exams                                    | - | 1 hour   |
| Teaching preparation/lab setting                 | - | 10 hours |
| Research                                         | - | 10 hours |
| Own reading/Administrative and Professional work | - | 5 hours  |
- A relaxation of two hours of teaching per week shall be given to the Teachers. Head & Dean who are actively involved in reasearch/extension and /administration.
- Work Unit**
2. The lecture shall be of one hour duration.
- Academic Activities of the Centre.**
3. The teachers working in the Centres perform the following special functions which shall be taken into account for their workload:
- i. Conducting interdisciplinary research work having direct implication and bearing on the community.
  - ii. Action based projects for societal needs as extension education programmes;
  - iii. Conducting short-duration diploma/certificate courses, training and outreach programmes
  - iv. Conducting professional courses.
- Norms for Faculty Members**
4. All members of the faculty are expected to take minimum core academic programme. Core academic programme shall include lectures, tutorials/ seminars/practical/project work in the post-graduate and M.Phil. programmes.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6**

**ON THE AFFILIATION OF COLLEGES AND SUBJECT OF STUDIES**

*Under Section 26(1) (q) of the NEHU Act, 1973  
read with Clause (6) of Statute 33*

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|------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------------------------------|----------|-----|----------------------------------------------------------------------------------------------|-----------|------|--------------------------------------|---------|-----|----------------------------|--------|----|----------------------------------------------|------------------|
| <b>Affiliation Committee</b>                         | 1.                                                                                           | <p>The Academic Council shall constitute an Affiliation Committee for Colleges/ Institutions(including minority Educational Institutions in any part of India)/Subject/Courses of Study under the University.</p> <p>The composition of the Committee shall be as follows:</p> <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">i.</td> <td style="padding-right: 20px;">Vice-Chancellor or Pro-Vice-Chancellor</td> <td style="text-align: right;">Chairman</td> </tr> <tr> <td>ii.</td> <td>Director of Public Instruction/Higher Education or her/his nominee of the State(s) concerned</td> <td style="text-align: right;">Member(s)</td> </tr> <tr> <td>iii.</td> <td>Two nominees of the Academic Council</td> <td style="text-align: right;">Members</td> </tr> <tr> <td>iv.</td> <td>Controller of Examinations</td> <td style="text-align: right;">Member</td> </tr> <tr> <td>v.</td> <td>Director, College Development Council (CDC).</td> <td style="text-align: right;">Member-Secretary</td> </tr> </table> | i. | Vice-Chancellor or Pro-Vice-Chancellor | Chairman | ii. | Director of Public Instruction/Higher Education or her/his nominee of the State(s) concerned | Member(s) | iii. | Two nominees of the Academic Council | Members | iv. | Controller of Examinations | Member | v. | Director, College Development Council (CDC). | Member-Secretary |
| i.                                                   | Vice-Chancellor or Pro-Vice-Chancellor                                                       | Chairman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |
| ii.                                                  | Director of Public Instruction/Higher Education or her/his nominee of the State(s) concerned | Member(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |
| iii.                                                 | Two nominees of the Academic Council                                                         | Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |
| iv.                                                  | Controller of Examinations                                                                   | Member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |
| v.                                                   | Director, College Development Council (CDC).                                                 | Member-Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |
| <b>Powers and Functions</b>                          | 2.                                                                                           | <p>The Affiliation Committee shall be the main body to scrutinize the applications for affiliation and recommend to the Academic Council affiliation of Colleges/ Institutions/Subjects/Courses of Study. Withdrawal of affiliation if any, of Colleges/ Institutions/Subjects/ Courses of Study , shall also be recommended by the Affiliation Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |
| <b>Meetings</b>                                      | 3.                                                                                           | <p>The Affiliation Committee shall meet as and when necessary.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |
| <b>Quorum</b>                                        | 4.                                                                                           | <p>The Quorum for the meeting of the Committee shall be one-third of its total membership.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |
| <b>Degree College/ Institution</b>                   | 5.                                                                                           | <p>The College/Institution for the purpose of this Ordinance shall be Degree College/Institution providing instructions in subjects/Courses of study for relevant degrees.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |
| <b>Admission to the Privileges of the University</b> | 6.                                                                                           | <p>Admission of a college/Institution (providing instructions in subjects/courses of study for relevant degrees) to the privileges to the University shall mean Affiliation for the purposes of this Ordinance and related Regulations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |
| <b>Affiliation of a Subject/Course of Study</b>      | 7.                                                                                           | <p>Admission to the privileges of the University for various subjects/course of study leading to a relevant degree (General/Honours/Professional) shall shall mean Affiliation and shall be granted as per this Ordinance and related regulation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                                        |          |     |                                                                                              |           |      |                                      |         |     |                            |        |    |                                              |                  |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6 Contd.**

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| <b>Stages of affiliation of a college/ institution/subject/ course of study.</b>        | <b>8.</b>  | Affiliation of a college/institution/subjects/courses of study as per the provisions of this Ordinance and related regulation shall be granted in two stages: (i) provisional affiliation; and (ii) permanent affiliation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Starting a New College/ Institution/ Course</b>                                      | <b>9.</b>  | When it is proposed to start a new college/ institution, the sponsoring body, or in the case of a Government College/Institution the authority concerned, shall submit an application to the Registrar on the prescribed proforma not later than August 15 of the preceding year in which it is intended to start the college/ institution. The application shall be accompanied by a project report giving details along with required fees.                                                                                                                                                                                                                                                                                                   |
| <b>Initial Screening of the Application</b>                                             | <b>10.</b> | On the receipt of the application along with prescribed fees, the Affiliation Committee shall scrutinize the application and may seek further clarification, if necessary, from the sponsoring body /authority concerned in writing. If the Committee is satisfied with the project report and having found that there is a prima facie case for starting a new college/institution, then it shall recommend constitution of an inspection team.                                                                                                                                                                                                                                                                                                |
| <b>Inspection Team</b>                                                                  | <b>11.</b> | The inspection team shall comprise not less than three members including the Director of Public Instruction/ Higher Education of the State concerned or her/his nominee and the subject expert(s). The Convener of the Inspection Team shall be a person not below the rank of Professor.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Inspection</b>                                                                       | <b>12.</b> | The Inspection Team shall submit its recommendations, on the prescribed proforma within 15 days of the visit, to the Affiliation Committee on the need for proposed college/institution after inspecting the site. The Inspection team shall verify suitability of the site, feasibility of the plan submitted, the adequacy of physical and financial resources offered, library/laboratory facilities and other requirement as prescribed in the proforma. If the Affiliation Committee is satisfied with the report, it shall recommend to the Academic Council for consideration of the application to start the college/institution. The Academic Council shall send its recommendations to the Executive Council for grant of permission. |
| <b>Preliminary Steps by the Sponsoring Agency/Authority for Provisional Affiliation</b> | <b>13.</b> | On receipt of permission to open a college/institution, the sponsoring agency/authority concerned shall constitute a Governing Body and make appointment of the Principal/Director and other teaching and non-teaching staff as the case may be, in accordance with provisions of the Statutes, Ordinances and Regulations of the University.                                                                                                                                                                                                                                                                                                                                                                                                   |



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6 Contd.**

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| <b>Application for Provisional affiliation</b>                | <b>14.</b> | The Principal/Director of the new college/institution shall apply to the University on the prescribed proforma along with the prescribed fee for provisional affiliation of the proposed subject(s)/course(s) of study.                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Grant of Provisional Affiliation</b>                       | <b>15.</b> | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection Tem shall submit its recommendations on the prescribed proforma, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of provisional affiliation for a period of not more than three years.                    |
| <b>Inspection Team for Provisional Affiliation</b>            | <b>16.</b> | The Inspection Team for inspecting a college/institution for the purpose of provisional affiliation shall comprise not less than three members including subject expert(s). The Convener of the Inspection team shall be a person not below the rank of Professor.                                                                                                                                                                                                                                                                                                                                            |
| <b>Application for Renewal of Provisional Affiliation</b>     | <b>17.</b> | Request for renewal of provisional affiliation shall be submitted to the Registrar on the prescribed proforma, along with required fee, six months before the expiry of the period of provisional affiliation. If a college/institution does not apply for renewal within the period stipulated above, the affiliation granted shall stand terminated automatically on the expiry of the period of provisional affiliation. Provisional affiliation to a college/institution shall be renewed for a period of not more than three year at a time.                                                             |
| <b>Grant of Renewal</b>                                       | <b>18.</b> | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection Team shall submit its recommendations on the prescribed proforma, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the renewal of the provisional affiliation for a period of not more than three years at time. |
| <b>Inspection Team for renewal of Provisional Affiliation</b> | <b>19.</b> | The Inspection Team for inspecting a college/institution for the purpose of renewal of provisional affiliation shall comprise of members as given in clause 16 above.                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6 Contd.**

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| <b>Application for Permanent Affiliation</b>                                                         | <b>20.</b> | A college/institution which has been granted provisional affiliation, after the completion of ten years of its unconditional affiliation to the university, may apply for permanent affiliation to the Registrar on the prescribed proforma with the required fee.                                                                                                                                                                                                                                                                                                                                     |
| <b>Grant of Permanent Affiliation</b>                                                                | <b>21.</b> | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection shall submit its recommendations on the prescribed proforma, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of permanent affiliation.                                                             |
| <b>Inspection Team for Permanent Affiliation</b>                                                     | <b>22.</b> | The Inspection Team for inspecting a college/institution for the purpose of grant of permanent affiliation shall comprise of members as given in clause 16 above.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Application for Starting a new Subject/course of study by an affiliated college/ institution.</b> | <b>23</b>  | When a college/institution proposes to start instructions in a new subject/course of study for relevant degree, it shall submit an application for permission to the Registrar on the prescribed proforma along with the required fee.                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Initial Screening of the Application</b>                                                          | <b>24.</b> | On receipt of application along with the prescribed fee, the Director, CDC shall scrutinise the application and may seek further clarifications, if necessary, from the college/institution in writing. Having satisfied herself/himself the Director, CDC, with the approval of the Chairman of the Affiliation Committee, may grant permission to start the new subject/course of study with clear instructions that the college/institution takes necessary steps to fulfill all the requirements under the provisions of the relevant Ordinances and Regulations of the University in this regard. |
| <b>Application for Provisional affiliation to the new subject/new course of study</b>                | <b>25.</b> | The college/institution, having made all arrangements and preparations to start the new subject/course of study shall apply to Registrar on the prescribed proforma for provisional affiliation.                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Grant of Provisional Affiliation to the new subject /new course of study</b>                      | <b>26.</b> | The Chairman of the Affiliation Committee shall constitute an Inspection Team, as given in clause 3:(7) above, to inspect the college/institution. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of provisional affiliation for a period of three years.                                                                                                                                     |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6 Contd.**

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| <b>Application for Permanent Affiliation to a provisionally affiliated subject /course of study In a permanently affiliated college/ Institution</b>     | <b>27.</b> | A college/institution which has been granted provisional affiliation, may apply for permanent affiliation to a provisionally affiliated subject/course of study after the completion of five years of its unconditional affiliation to the University.                                                                                                                                                                                                                                                                                          |
| <b>Grant of Permanent Affiliation to a Provisionally Affiliated subject/ Course of study in a permanently affiliated college/ institution</b>            | <b>28.</b> | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection Team shall submit its recommendations on the prescribed proforma, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of permanent affiliation. |
| <b>Inspection Team for Permanent Affiliation to a provisionally affiliated subject/ Course of study in a permanently affiliated college/ institution</b> | <b>29.</b> | The Inspection Team for inspecting a college/institution for the purpose of grant of permanent affiliation shall comprise of members as given in clause 16 above.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Inspection</b>                                                                                                                                        | <b>30.</b> | Every college/institution admitted to the privileges of the University shall be inspected as per the provision laid down in the Statutes/Ordinances/ Regulations.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Power to lay down New Conditions.</b>                                                                                                                 | <b>31.</b> | The Executive Council may, from time to time, lay down new conditions for affiliation (general or specific, regarding staff, building, equipment, library, laboratories, finance or other relevant matters) and specify the date by which these conditions must be satisfied, failing which the college/institution may not be allowed to enjoy the privileges of the University.                                                                                                                                                               |
| <b>Admission of Students</b>                                                                                                                             | <b>32.</b> | No student shall be admitted to any college/ institution/course of study before permission is granted by the University. Breach of this rule may invite refusal of any permission to the college/institution.                                                                                                                                                                                                                                                                                                                                   |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6-Contd.**

<b>Affiliation and Other Fees</b>	<b>33.</b>	As specified in the relevant Regulation.
<b>Power to withdraw Permission of Any Affiliation for a College/Institution</b>	<b>34.</b>	The Executive Council shall have the power to withdraw permission or any affiliation from a college/institution at any time whenever, in the opinion of the Executive Council, the college/institution has failed to comply with the Rules, Regulations, Statutes, Ordinances or any other directives of the University, or if the college/institution has failed to maintain order and discipline in the College/institution or the normal regular and proper functioning of the College/institution has become impossible due to mismanagement of the affairs of the college/institution or for any other reasons including non-payment of affiliation fee etc.
<b>Dissolution of a College/institution/ Subject/Course of Study</b>	<b>35.</b>	No college/ institution/ subject/ course of study shall be dissolved/abolished/suspended by the 'Governing Body' or Advisory Committee of the college/institution without making prior arrangement for admission of its students in another affiliated college(s) /institution(s) and without making alternative arrangement for the employment of the permanent members of the teaching and other staff and also without obtaining prior approval of the Academic Council, Executive Council, the State Government, and the University Grants Commission. Provided that no College/institution/subject/ course of study shall be dissolved/ abolished/suspended in the midst of an academic session.
<b>Removal of Difficulties</b>	<b>36.</b>	Any difficulty arising in interpretation of, giving effect to, any provisions of this Ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

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1. Approved vide E.C. Resolution No. EC:90:96:5:1(ii) and notified vide Notification No. CONF/13-2/Ord/87(Vol.III)-251, dated March 20, 1997.
  2. Amended vide E.C. Resolution No. EC:107:2000:5:1(iv) and notified by Notification No.Conf/13-5/ORD/99-1824 dated September 14, 2000.
  3. National Commission for Minority Educational Institution Act 2004.
  4. Amended to the Title of Ordinance OB-6 was approved vide Academic Council Resolution No.AC:76:2006:2:(ii)and Executive Council Resolution No.EC:127:2006:5:1:(i): dated December 20, 2006.
  5. Amendment to Clause 1(i) approved vide Resolution No:AC:2005:2(iv), Executive Council Resolution No:EC:123:12:2005:5:1(ii), dated December 14, 2005.
  6. Amendment to OB-6 approved vide Academic Council Resolution No:AC:76:2006:2:(i), Executive council Resolution No:EC:127:2006:5:1:(i) dated December 20, 2006, Notified vide No.F.Conf/13-5/ORD/99(Vol.III) dated November 22, 2006.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-7**

**ON THE COLLEGE DEVELOPMENT COUNCIL**

*Under Section 26 (1) (m) of the NEHU Act, 1973*

1. A College Development Council, to be known as "Council" hereinafter shall be established in North-Eastern Hill University.
2. Without prejudice to the generality of the Provisions of the Act, the Statutes and the Ordinances of the University, the objects of Council shall be to provide a leadership role and generally extend help, guidance and advice to the Colleges admitted to the privileges of the University.
3. The Council shall be the Principal Advisory Body to the Executive Council, through the Academic Council, in all matters relating to the affiliated colleges.
4. Composition of the Council shall be as under:
 

i.	Vice-Chancellor	Chairman	Ex-officio
ii.	Pro-Vice-Chancellor(s)	Member(s)	"
iii.	Four teachers of the Post-Graduate Departments, of which two will be from Sciences and two from Humanities, to be nominated by the Vice-Chancellor	-do	
iv.	Two Principals of affiliated Colleges by rotation in order of seniority according to the date of establishment of the College	-do	
v.	Two teachers of the affiliated colleges to be nominated by the Vice-Chancellor	-do-	
vi.	Director of Public Instruction/ Higher & Technical Education of the State	Member	Ex-officio
vii.	The Dean of Students' Welfare	-do-	"
viii.	The Director of Sports	-do-	"
ix.	The Registrar	-do-	"
x.	The Finance Officer	-do-	"
xi.	The Controller of Examinations	-do-	"
xii.	The Librarian	-do-	"

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-7 Contd.**

- xiii. The Director, College Development Council, Member-Secretary ”
5. The term of office of members, other than Ex-Officio, shall be two years.
6. Any vacancy arising due to illness, death or resignation or otherwise, shall be filled up as soon as possible and the member(s) so appointed shall continue in office for the residue of the term.
7. One-third of the actual membership of the Council shall form the quorum for the meetings of the Council.
8. i. The Council shall meet at least twice in an academic year and meetings shall be convened by the Director, College Development Council in consultation with the Vice-Chancellor. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor present, and in case of more than one Pro-Vice-Chancellor, the senior most Pro-Vice-Chancellor, shall preside over the meetings of the Council. If there is no Pro-Vice-Chancellor present, then the members present will elect a member from among themselves to preside over the meeting.
- ii. A special meeting of the Council may be convened if a request to that effect is received by the Vice-Chancellor in writing from not less than six members of the Council giving a notice of at least 21 days.
9. It shall be the duty of the Director, College Development Council, to keep record of the proceedings of the Council meetings and generally look after the day to day business of the Council.
10. The Council shall have the following functions, namely:
- i. to provide a forum for consideration of various aspects of education in the affiliated colleges of the University with a view to continuously improve the general educational standards in the colleges;
- ii. to assess the development needs of the colleges;
- iii. to help the affiliated colleges to prepare developmental projects which may be financed internally by the Institutions, or which may be presented to other funding agencies such as University Grants Commission, etc;
- iv. to submit projects to funding agencies on behalf of the affiliated colleges individually or collectively; make such information available to concerned bodies;
- v. to assess periodically the physical facilities in the affiliated colleges with reference to the number of students and the subjects taught and make recommendations for their improvement;
- vi. to review the academic performance of affiliated colleges from time to time and make suggestions for improvement;
- vii. to review the examination systems and suggest innovations and improvement;.
- viii. to follow up the Inspection Reports on various colleges and suggest corrective measures wherever necessary;
- ix. to promote and encourage co-curricular activities in the colleges;

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-7 Contd.**

- x. to conduct surveys of all the affiliated colleges with a view to preparing and maintaining an up-to-date profile on each college under the University, revising the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges; and
  - xi. to ensure close and continued contact and interaction between the academic faculties at the University teaching departments and the colleges.
11. The Office of the Council shall be located at Shillong.
12. Any difficulty arising in giving effect to or interpreting any of the provisions of this Ordinance shall be referred to the Vice-Chancellor whose decision thereon shall be final.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB -8**

**ON THE SCHEME OF EXCHANGE OF TEACHERS / EXPERTS**

*Under Section 24 (e) of the NEHU Act, 1973 read with Section 26 (1)(l)*

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|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Objectives</b>                 | <ol style="list-style-type: none"> <li>1. The broad objectives of the scheme are:           <ol style="list-style-type: none"> <li>i. to enable the University to invite distinguished teachers/ experts in various fields from other universities or institutions of higher learning;</li> <li>ii. to utilise as widely as possible the services of talented personnel in the universities and other centres of learning;</li> <li>iii. to provide opportunities for the staff and students engaged in advanced studies to come in close and fruitful contacts with distinguished persons in various fields of knowledge and to make expert advice and guidance available to research workers;</li> <li>iv. To provide opportunities to teachers of the University to collaborate in research with other centres, to interact with their peers by participating in academic programmes of other institutions and to get exposed to the larger national and international academic milieu; and</li> <li>v. to enable the colleges affiliated to the University to get the benefit of expertise of academicians from outside and to provide facilities to college teachers to widen their academic horizons.</li> </ol> </li> <li>2. The teachers/experts invited under the scheme may deliver a course of lectures, conduct seminars, participate in discussions and/or research and field work.</li> </ol>                                                                              |
| <b>Selection Under the Scheme</b> | <ol style="list-style-type: none"> <li>3.           <ol style="list-style-type: none"> <li>i. Scholar from outside               <ol style="list-style-type: none"> <li>a. Each Department shall prepare a list of scholars for invitation from other institutions by the end of March each year taking into account the weak areas in the University system, areas requiring special reinforcement, areas of excellence being systematically built and the eminent scholars likely to be available.</li> <li>b. The Vice-Chancellor will approve the list, amending it to the extent necessary, in consultation with the Deans' Committee.</li> <li>c. The Head of the Department will extend invitation on behalf of the University and fix the time of visit as early as possible, but not later than three months before the commencement of the semester in which the scholar is expected to visit the University.</li> </ol> </li> <li>ii. University Scholars               <ol style="list-style-type: none"> <li>a. The University shall have agreement for a general long-term or specific short-term academic exchange programme with such departments of other Universities and other Institutions of higher learning, as may be approved by the Academic Council, under which the scholars of the two Institutions may collaborate in research, participate in teaching and other academic pursuits as may be decided from time to time.</li> </ol> </li> </ol> </li> </ol> |



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OB -8 Contd.

- b. Each Department will nominate one or more teachers in consultation with the host institute by the end of April each year who may be desirous of taking advantage of this arrangement and work with those centres during the winter break, indicating the specific work which the teacher(s) propose(s) to take up.
  - c. The Deans' Committee shall make a final selection in this regard.
- Expenditure** 4. The expenditure on the exchange of teachers/experts has to be met out of the Unassigned Grant placed at the disposal of the University by the University Grants Commission.
- Duration of Visit** 5. The duration of the visit of a teacher/the expert will depend on the nature of the assignment and the time for which the visiting teacher/expert can be spared by the parent Institution. He will carry his own substantive designation with him to the Institution of his visit. The duration of the assignment may not ordinarily exceed three months and shall not be less than four weeks.
- Facilities and Remuneration** 6. The visiting teacher will be eligible for the facilities and remuneration as per the following scale :
- i. Scholars from Outside
    - a. Accommodation: Free accommodation will be provided by the University.
    - b. Travelling Allowance : First class railway fare both ways (normally by the shortest route) from the place of the parent University to the University. In case of travel from/to any place beyond Calcutta from North-Eastern Hill University air passage between Kolkata-Guwahati will be permitted in the normal course. If travel by air is necessary on other routes, specific approval of the Vice-Chancellor shall be obtained. Daily allowance may be paid for the period spent in transit according to the rules of the University.
    - c. Daily Allowance : Daily Allowance may be paid at the rate payable to the University staff of the same status.
    - d. Honorarium: The visiting teacher/expert may be paid Rs.100/- per lecture or Rs.500/-for conducting a seminar lasting 3 days or more. The maximum honorarium for an assignment of not less than four weeks' duration payable to any teacher/expert under this scheme may be limited to Rs.1000/-for one month or part there of.
  - ii. University scholars
    - a. Travelling Allowance: As per the rules of the University.
    - b. Daily Allowance : At the rate admissible under the rules of the University for the entire period of stay<sup>1</sup> .
    - c. Such other allowances which the University may allow in each case depending on the facilities offered by the concerned Institutions.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB -8 Contd.

**Note:** The period spent under the exchange programme shall be treated as duty for all purposes but shall not count as duty for the purpose of earning leave.

7.
  - i. The visiting teacher/expert will draw their salaries from their parent Institutions.
  - ii. The visiting teacher/expert would pay for their boarding.
8.
  - i. **Audit Certificate:** The University will send at the end of the financial year the usual audit certificate to the effect that the grant paid by the University Grants Commission has been spent for the purpose for which it was given and in accordance with the conditions laid down by the Commission.
  - ii. **Submission of Accounts:** A statement of accounts of the Commission's Unassigned Grants showing the expenditure incurred on the Scheme of Exchange of Teachers as implemented by the University may be sent to the Commission in the prescribed proforma at the end of each academic year, i.e. from 1st March to 20th December.

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1. Approved vide Ministry of Education, Govt. of India letter No.F.10-33/75-Leg. Unit of September 9, 1975.
2. Amended vide Executive Council Resolution No. EC.38:84:04:1 (iii).

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-9

ON THE MAHATMA GANDHI VISITING  
PROFESSORSHIP

*Under Section 5 (23) read with Section 26 (1) (g)  
of the NEHU Act, 1973*

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|-----------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Short title</b>                | <b>1.</b> | The endowment shall be called the "Mahatma Gandhi Visiting Professorship Fund".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Objective</b>                  | <b>2.</b> | The object of the endowment is to promote the study of Gandhian ideology in the changing national context in general and the situation in the North-Eastern Region in particular and disseminate it amongst the University community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Operation of the endowment</b> | <b>3.</b> | <ul style="list-style-type: none"> <li>i. A distinguished scholar, preferably other than a teacher of the North-Eastern Hill University, in any discipline may be invited for a period, ordinarily not exceeding one semester, to the University under the endowment.</li> <li>ii. The Professor invited under this scheme shall be designated as "The Mahatma Gandhi Visiting Professor, NEHU" (or Gandhi Professor in short).</li> <li>iii. The Gandhi Professor shall be paid an honorarium the maximum of which shall not exceed Rs.2,500/-plus such other allowances as may be admissible to a Professor of the University per month or a part thereof. He will also be entitled to travelling expenses as per University rules .</li> <li>iv. The expenditure so incurred shall be met out of the interest accrued on the designated fund. However, the expenditure on account of his travelling allowance shall not be charged to the designated fund but shall be met out of the University funds.</li> <li>v. During his stay at the North-Eastern Hill University, the designated Professor shall be entitled to free lodging and also local conveyance and the expenses so incurred shall not be met out of the fund, but out of the general maintenance fund of the University.</li> </ul> |
| <b>Academic Thrust</b>            | <b>4.</b> | <ul style="list-style-type: none"> <li>i. The Visiting Professor under this endowment shall deliver a course of lectures comprising lectures to students of the University, public lecture etc. While the lectures to the students may cover a wider range, the public and general lectures will relate to a specific theme in the subject which may cover an aspect of Gandhian thought by way of its critical study, elaboration, comparative study with other philosophies, etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-9 Contd.**

- ii. Not less than three public lectures shall be organised under this Scheme. The number could be more depending on the tenure of the Professor.
- iii. In case the University decides to publish the lectures, the copyright shall vest in the University. If no decision is taken by the University within a year of the end of the term of the Professor or the submission of the manuscript by him which so ever is later, he will be free to publish them on his own.
- iv. The publication of the Gandhi lectures shall be done under the aegis of the North-Eastern Hill University Publications. A suitable subsidy may be provided from the interest of the endowment where necessary or if alternative arrangements are to be made for their publication.
- v. The amount of Rs. 1 lakh shall be invested in the long term interest yielding securities of the State Bank of India. The balance of the interest in a year after meeting the expenses shall be added to the corpus of the endowment.
- vi. The expenditure in connection with the Mahatma Gandhi Visiting Professor shall be met only from the interest accrued from the endowment in any particular year. In exceptional cases 50% of the net balance of the previous year added to the corpus of the fund in terms of (i) above, may be further utilised for any special programme like publication.

**Operation of the Fund**

**5.**

The Finance Officer shall be responsible for maintenance of proper accounts of the fund and accounts of the fund shall be audited every year along with the accounts of the University. The audit fees or any other related expenditure shall not, however, be charged to the fund.

**Management of the Fund**

**6.**

- i. The Deans' Committee of the University shall be responsible for management of the fund. The Finance Officer shall be a special invitee in those meetings of the Deans' Committee which may consider any proposal having financial implications to the Fund.
- ii. Without prejudice to the generality of the objectives of the fund, it shall be the duty of the Deans' Committee to recommend to the Executive Council on the following:
  - a. by the end of June every year a panel of three names of persons from which selection to the Mahatma Gandhi Visiting Professorship may be made;
  - b. the duration of stay and number of lectures to be delivered by the Visiting Professor and the amount of honorarium to be paid;
  - c. the publication or otherwise of the lectures delivered; and

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OB-9 Contd.

- d. such other matters as may be found necessary for achieving the objectives of the Fund.

**Annual Report 7.**

The Registrar shall prepare an annual report at the end of each financial year on the administration of the Fund and place it before the Executive Council.

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1. Approved vide Ministry of Education, Govt. of India letter No. F.8-45/82-Desk (U) of August 9, 1983.
2. Amended vide Executive Council resolution No. EC:41:84:04:1(i).

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-10**

**ON THE VERRIER ELWIN MEMORIAL ENDOWMENT**

*Under Section 5 (23) read with  
Section 26 (i) (q) of the NEHU Act, 1973*

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|-----------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Short title</b>                | <b>1.</b> | The endowment shall be called the "Verrier Elwin Memorial Endowment Lecture Fund".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Objectives</b>                 | <b>2.</b> | To organise annually a series of lectures at the University, preferably on tribal situation relevant to North-Eastern India, the area in which late Dr.Verrier Elwin lived and worked during his last days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Operation of the Endowment</b> | <b>3.</b> | <ul style="list-style-type: none"> <li>i. To invite distinguished scholars, preferably other than teachers of North-Eastern Hill University, in any discipline to visit NEHU and deliver three to four lectures.</li> <li>ii. The Visiting Professor shall be paid an honorarium of Rs.3,000/-. The expenditure on honorarium shall be met out of the interest accrued from the designated fund.</li> <li>iii. The expenses such as travelling allowance, daily allowance, hospitality during the stay of the invited Professor, shall be met by the University. Expenses on this account shall not be charged to the designated fund.</li> <li>iv. The designated Professor under this scheme shall deliver at least a minimum of three lectures of which at least one shall be for the general public and the other two may be for the University community. The lectures may be from any discipline but preference may be given to lectures related to the tribal situation in North-East India.</li> <li>v. The University may, at its discretion, arrange for publication of these lectures. If the University decides to publish the lectures, the NEHU Publications will do so and the copyright of the published work shall vest in the University. The cost of publication may be met out of the interest accrued on the designated fund if it cannot be met from other sources. If the University does not publish the lectures within a year's time of the submission of the manuscript, the author is at liberty to publish them on his own.</li> </ul> |
| <b>Endowment</b>                  | <b>4.</b> | <ul style="list-style-type: none"> <li>i. The amount of Rs.25,000/-(Rupees twenty five thousand) shall be invested in the long term interest yielding securities of the State Bank of India. The balance of the interest in a year after meeting the expenses shall be added to the corpus of the endowment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-10 Contd.**

- ii. The expenditure in connection with the Verrier Elwin Memorial Lectures or on publication thereof, shall be met only from the interest accrued from the endowment in any particular year. In exceptional cases, 50% of the net balance of the previous year added to the corpus of the Fund in terms of clause 4(i) above, may be further utilised for any special programme like publication of the lectures.<sup>1</sup>
- iii. The Executive Council shall have the power to make any changes in conditions of the endowment as may be necessary in consonance with the objectives of the endowment.
- Operation of the Fund**      **5.**      The Finance Officer shall be responsible for maintenance of proper accounts of the Fund and the accounts of the Fund shall be audited every year along with the accounts of the University. The audit fees or any other related expenditure shall not, however, be charged to the Fund.
- Management of the Fund**      **6.**
- i. The Deans' Committee of the University shall be responsible for management of the Fund. The Finance Officer shall be a special invitee when the Deans' Committee considers any matter having financial implications for the Fund.
- ii. Without prejudice to the generality of the objectives of the Fund, it shall be the duty of the Deans' Committee to recommend to the Executive Council on the following:
- a. a panel of three names of persons by the end of December each year from which selection to the Professorship be made;
- b. to decide about the duration of stay and number of lectures to be delivered by the designated Professor;
- c. to decide about the publication or otherwise of ten lectures; and
- d. to recommend such other matter as may be found desirable in accordance with the conditions laid down in this Ordinance.
- Annual Report**      **7.**      The Registrar shall prepare an annual report at the end of each financial year on the administration of the Fund and place it before the Executive Council.

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1. Approved vide Ministry of Education, Govt. of India, letter No. F.8-45/82-Desk (U) of August 9, 1983.

2. Amendments to Clause 2,3(v), 4(ii) vide Executive Council resolution No.EC:41:84:04:1(i), dated August 13, 1984.

3. Amendments to Clause 3(ii) vide Executive Council resolution No.EC:47:85:04, dated October 25, 1985

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-11**

**ON DEVELOPMENT AND SOCIAL CHANGE  
LECTURE SERIES**

*Under Section 5 (4) read with Section 26 (1) (q)  
of the NEHU Act, 1973*

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|--------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Short Title</b>             | <b>1.</b> | The Lecture Series shall be called the "Development and Social Change Lecture Series".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Objectives</b>              | <b>2.</b> | The objectives of the Series shall be to organize annually a Series of Lectures on some aspect of development and social change preferably with special reference to North-Eastern India.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Operation of the Series</b> | <b>3.</b> | <ul style="list-style-type: none"> <li>i. The University shall invite a distinguished scholar in any field of Social Sciences, preferably other than the teachers of North-Eastern Hill University, to deliver not less than three lectures, out of which at least one shall be for the general public.</li> <li>ii. The topic of the lectures shall be announced six months ahead of the scheduled time of their delivery after getting the approval of the designated lecturer.</li> <li>iii. The scholar shall be expected to prepare a manuscript of the lectures in advance so that they may be circulated soon after the delivery of the lecture.</li> <li>iv. The Advisory Committee of the North-Eastern Regional Centre of the Indian Council of Social Science Research shall recommend a panel of three persons by the end of December each year from which selection will be made by the Deans' Committee of the University.</li> <li>v. The scholar shall be paid an honorarium, the maximum of which shall not exceed Rs.5,000/-.</li> </ul> |
| <b>Expenditure on Lectures</b> | <b>4.</b> | <ul style="list-style-type: none"> <li>i. The expenditure on the honorarium shall be met out of the grants given by the North Eastern Regional Centre of the Indian Council of Social Science Research for this purpose.</li> <li>ii. The expenses such as travelling allowance, daily allowance, hospitality during the stay of the scholar shall be met from the University.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Publication</b>             | <b>5.</b> | The University may, at its discretion, arrange for the publication of these lectures. However, the Indian Council for Social Science Research may also finance the publication. The copyright of the published work shall vest with the University.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Provided, if the University does not arrange to publish the lectures within one year from the date of the submission of the manuscript of the lectures, the University may have no objection if the author desires to publish them on his own.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-11 Contd.****Annual Report 6.**

The Registrar shall prepare a report at the end of each financial year on the administration of the Fund and place it before the Executive Council.

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1. Approved vide Ministry of Education, Govt. of India, letter No. F. 8-4/86-Desk (U) of April 21, 1987.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-12**

**ON THE BARPUJARI ENDOWMENT LECTURES**

*Under Section 5(23) read with Section 26 (1) (q)  
of the NEHU Act, 1973*

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|-----------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Short Title</b>                | <b>1.</b> | The Endowment shall be called the “Barpujari Endowment Lectures Fund” which may hereafter be referred to as the Fund.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Objectives</b>                 | <b>2.</b> | The objectives of the Fund will be to organise annually a series of lectures at the University on some aspect of the History of North-Eastern India, Ancient, Medieval or Modern, with special reference to the Hill Tribes of North-Eastern India or any other related discipline/topic.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Operation of the Endowment</b> | <b>3.</b> | <ul style="list-style-type: none"> <li>i. The University will invite distinguished scholars, preferably other than the teachers of North-Eastern Hill University, to deliver three lectures of which at least one will be for general public.</li> <li>ii. The scholar so invited for these lectures will be an eminent person in the field of History or related discipline. The scholar shall be designated as the “Barpujari Endowment Lecturer” and shall be paid an honorarium, the maximum of which shall not exceed Rs.5000/-. The expenditure on the honorarium shall be met out of the interest accrued from the designated fund, i.e., “Barpujari Endowment Lectures Fund”.</li> <li>iii. The expenses such as travelling allowance, daily allowance, hospitality during the stay of the designated scholar, shall be from the University and no expenses on these items shall be charged to the designated Fund.</li> <li>iv. The University may, at its discretion, arrange for the publication of these lectures and the expenses involved from the interest accrued on the designated fund. However, if there is any shortfall in meeting the expenses on publication in any year such additional expenditure may be met by the University. The copy rights of the published work shall vest with the University.</li> </ul> <p>Provided, if the University does not arrange to publish the lectures within one year from the date of the submission of the manuscript of the lectures, the University may have no objection if the author desires to publish them on his own.</p> |
| <b>Endowment</b>                  | <b>4.</b> | <ul style="list-style-type: none"> <li>i. The amount of Rs.50,000/-(Rupees fifty thousand) shall be invested in the long term interest yielding securities of the State Bank of India or any other nationalised bank. The balance of interest in a year after meeting the expenses shall be added to the corpus of the Endowment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-12 Contd.**

- ii. The Executive Council shall have the power to make any changes in the conditions of the endowment as may be necessary in consonance with the objectives of the endowment.
- Operation of the Fund**     **5.**     The Finance Officer shall be responsible for maintenance of proper accounts of the Fund. The accounts of the Fund shall be audited every year along with the accounts of the University.
- Management**     **6.**     i.     The Deans' Committee of the University shall be responsible for management of the Fund. The Finance Officer shall be a special invitee when the Deans' Committee considers any matter having financial implications for the Fund.
- ii.     Without prejudice to the generality of the objectives of the Fund, it shall be the duty of the Deans' Committee to recommend to the Executive Council on the following:
- a.     A panel of three names of persons by the end of December each year from which selection to the Professorship be made;
- b.     The duration of stay and number of lectures to be delivered by the designated Professor;
- c.     publication or otherwise of the lectures; and
- d.     Such other matter as may be found desirable in accordance with the conditions laid down in this Ordinance.
- 7.**     The Registrar shall prepare a report at the end of each financial year on the administration of the Fund and place it before the Executive Council.

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1. Approved vide Ministry of Education, Govt. of India, letter No.F.8-4/86-Desk (U) of April 21, 1987.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-13****ON ADJUNCT FACULTY MEMBERS***Under Section 26 (1) (n) of the NEHU Act, 1973*

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members from among the teaching staff of the University.
2. Any Lecturer/Reader/Professor of the University can be appointed as adjunct faculty member with the same designation to any other Department/Centre/Institute of the University provided he fulfills the eligibility conditions as applicable to the regular faculty positions of that Department/Centre/Institute.
3. The Vice-Chancellor after consulting the person concerned and the Heads of two concerned Department/Centre/Institute shall make his recommendation to the Executive Council for appointment as an adjunct faculty member.
4. Such persons shall hold responsibility in two Departments, as a regular faculty member in one Department and as an adjunct faculty member in another Department. They shall not hold any administrative position in the Department in which they are adjunct faculty members. They shall not be entitled to any extra financial benefit because of the additional responsibility as adjunct faculty members. For all other purpose there shall be no difference between adjunct and regular faculty members.

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1. Approved vide Ministry of Education, Govt. of India, letter No.F. 8-21/87-Desk (U) of December 21,1987.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-14**

**ON THE PRESIDENT OF INDIA  
DR. SHANKAR DAYAL SHARMA GOLD MEDAL**

*Under Section 5(23) of the NEHU Act, 1973  
read with Section 26(1) (g)*

Short Title	1.	The Endowment shall be known as “THE PRESIDENT OF INDIA, DR. SHANKAR DAYAL SHARMA GOLD MEDAL”.
Amount of the Endowment	2.	Rs.15,000/-(Rupees fifteen thousand) only.
Manner by which the Endowment be invested	3.	The amount of Rs.15,000/-(Rupees fifteen thousand) shall be invested in a long term fixed deposit linked with a Savings Bank Account with a Nationalised Bank or any other Government Financial Institution in any suitable scheme, so that the interest accrued thereon is utilised for the award of a Gold Medal. The interest of the Endowment for the year 1993-94 and the subsequent savings, if any, shall be added to the principal.
Purpose of the Endowment	4.	The accrued interest of the Endowment from its Fixed Deposit Account for each year should be drawn rounded to nearest hundred rupees (from the Savings Bank Account) and should be utilised for the award of a Gold Medal to the candidates appearing at the Final Post-Graduate Examinations of North-Eastern Hill University in the year of award, who had been adjudged and found the best for General Proficiency including character and conduct and excellence in academic performance, extra-curricular activities and social service. The year of the Examination shall be taken into consideration for the purpose of the award of the Gold Medal.
Mode of Selection	5.	<ul style="list-style-type: none"> <li>i. The Selection shall be from the candidates for Post-Graduate Final Examinations of North-Eastern Hill University on the basis of the criteria spelt at Clause (4) above. In this context, the performance of the candidate during the preceding two years of studentship in the University shall be taken into consideration.</li> <li>ii. The Heads of Departments of all Academic Departments in the University shall be asked to forward their respective nominations in a prescribed format (duly approved by the Academic Council) to be forwarded by the Academic Section, after declaration of the Results of the respective Post-Graduate Examinations</li> <li>iii. The Dean of Students’ Welfare, NEHU, shall then constitute a Committee, which shall be approved by the Vice-Chancellor for the selection of the student, adjudged as per criteria spelt out at Clause (4) and shall submit the recommendation, for the approval of the Vice-Chancellor, before finally placing to the Executive Council of the University for approval.</li> </ul>

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-14 Contd.**

Time of Award	6.	The Medal shall be awarded in the Convocation Ceremony of the University along with a citation. The citation in this regard shall be prepared by the Controller of Examinations, NEHU.
Value of the Medal	7.	The value of the Medal awarded in a particular year shall be limited to 75 percent of the interest earned on the principal of the preceding year. The balance amount is to be added to the principal.
Period from which the fund will operate	8.	The first award of the Gold Medal shall start from the year 1995, after the declaration of results of all the Final Post-Graduate Examinations of the University to enable the Selection Committee constituted for the purpose to examine the eligibility of the candidates on the basis of the criteria spelt out. The Endowment shall continue to exist as long as the Post-Graduate Examinations are conducted by NEHU.
Custodian of the Endowment	9.	The Finance Officer, NEHU, shall be the custodian of the Endowment Fund and he shall be a Special Invitee to the Selection Committee as provided at Clause 5(c). He shall maintain all accounts in respect of this Endowment.

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1. Approved vide MHRD letter No. F.8-1/94-Desk(U) of September 27, 1994.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-15**

**ON THE RAJIV GANDHI CHAIR  
FOR STUDIES IN PROTECTIVE DISCRIMINATION**

*Under Section 5(23) read with Section 26 (1) (q) of NEHU Act, 1973*

<b>Short Title</b>	<b>1.</b>	The Endowment shall be called “The Rajiv Gandhi Chair for Studies in Protective Discrimination” and shall be administered by the North-Eastern Hill University (hereinafter to be referred to as the University).
<b>Objective</b>	<b>2.</b>	The objective of the Endowment shall be to create the Rajiv Gandhi Chair for Studies in Protective Discrimination and to carry out research work relating to “Protective Discrimination” the result of which shall be published by the University in an appropriate form to be devised by the Deans’ Committee of the University and the copyright of which shall vest with the University.
<b>Endowment</b>	<b>3.</b>	<ul style="list-style-type: none"> <li>i. The Endowment grant of Rs.45.0 lakhs (forty five lakhs) shall be invested in long term deposit with a nationalised bank.</li> <li>ii. The expenditure in connection with the salary and allowance of the incumbent of the Chair shall be met out of the interest accrued to the endowment in a particular year. The balance of interest in a year, after meeting the expenses, shall be added to the corpus of the endowment.</li> <li>iii. The Chair shall carry a contingency grant of Rs.2.09 lakhs (Rupees two lakhs and nine thousand) only per annum to enable the incumbent to meet the requirements of assistance in his/her research and travel etc. as may arise in the course of the work. This grant also shall be met from the interest accrued to the endowment in a particular year.</li> <li>iv. A lump sum of Rs.2.00 lakhs (Rupees two lakhs) on one time basis, as Non-Recurring Expenditure, shall be available to the University to develop infrastructure etc. for the Chair.</li> </ul>
<b>Operation of the Endowment</b>	<b>4.</b>	<ul style="list-style-type: none"> <li>i. A distinguished Professor equivalent to a National Professor in any discipline relevant to ‘Protective Discrimination’ shall be appointed for a period of 3(three) years till he/she completes 65 years of age, whichever is earlier.</li> <li>ii. The Professor so appointed to the Chair shall be designated as ‘The Rajiv Gandhi Professor’ and his/her headquarters shall be Shillong.</li> </ul>

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-15 Contd.**

- |                                                              |           |      |                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------|-----------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                              |           | iii. | The Professor so appointed as such shall formulate his/her research proposal and submit it to the Vice-Chancellor within a period of three months from the date of joining. The report of the research done shall be submitted to the Vice-Chancellor within a period of his/her tenure.                                                                                     |
|                                                              |           | iv.  | The incumbent shall submit a comprehensive Annual Report on the progress of the Research Project to the Chairman of the Deans' Committee.                                                                                                                                                                                                                                    |
| <b>Emoluments and perquisites of the Professor incumbent</b> | <b>5.</b> | i.   | The Rajiv Gandhi Professor shall be paid a salary of Rs.26,000/-(Rupees twenty-six thousand) per mensem plus the usual allowances as admissible.                                                                                                                                                                                                                             |
|                                                              |           | ii.  | During his stay in the University, he shall be entitled to free residential accommodation, and local conveyance and the expenses so incurred shall be met out of the General Maintenance Fund of the University.                                                                                                                                                             |
|                                                              |           | iii. | The incumbent and his/her spouse and unmarried children shall be entitled to joining and retirement T.A. by air. Such expenditure shall be met out of the interest of the endowment fund.                                                                                                                                                                                    |
| <b>Academic Thrust</b>                                       | <b>6.</b> |      | Deleted (i)                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Mode of Selection</b>                                     | <b>7.</b> | i.   | The Rajiv Gandhi Professor shall be selected in the manner as provided in Statute 21 of the NEHU Act, 1973.                                                                                                                                                                                                                                                                  |
|                                                              |           |      | Or                                                                                                                                                                                                                                                                                                                                                                           |
|                                                              |           |      | The Executive Council of the University shall constitute a Search Committee for the purpose consisting of three eminent Social Scientists of the Country and one representative each of the Ministry of Human Resource Development and the Rajiv Gandhi Foundation, as observers. One of the three social scientists shall be nominated as Chairman of the Search Committee. |
|                                                              |           | ii.  | The Search Committee shall carry out an exhaustive search amongst available Indian scholars within the country and overseas for the post and shall recommend a panel of three names to the Executive Council.                                                                                                                                                                |
|                                                              |           | iii. | The Executive Council shall constitute the Search Committee for the selection of the next incumbent after each incumbent completes two years in the post, or one year before his/her tenure is over.                                                                                                                                                                         |



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-15 Contd.

- Maintenance of the Endowment**      8.
- i. The Finance Officer of the University shall be responsible for proper maintenance of accounts of the endowment. The accounts of the fund shall be audited every year. The audit fees or any other related expenditure shall be charged to the University.
  - ii. The Finance Officer shall prepare an annual account report of the endowment at the end of each financial year for placing to the Executive Council for its approval before submitting it to the University Grants Commission/ Ministry of Human Resource Development.

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1. Amendments approved vide Academic Council resolution No. AC:63:2000:5:1(viii), and Executive Council resolution No. EC:107:2000:5:1:(v) and notified vide Notification No.Conf/13-5/ORD/99-1824 dated September 14, 2000.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-16**

**ON THE MANAGEMENT OF COLLEGES AND INSTITUTIONS  
MAINTAINED BY THE UNIVERSITY**

*Under Section 26 (1) (o) of the NEHU Act, 1973*

1. There shall be an Advisory Committee for a College or Institution maintained by the University.
2. i. The responsibility of the Advisory Committee shall be as follows:
  - a. to advise on the programmes of teaching in the college and to determine the teaching requirements of the colleges.
  - b. to propose new teaching posts in various departments and suggest expansion of the departments, if necessary.
  - c. to regulate the admission of the students for the various courses of the colleges within the framework of the policy laid down by the University.
  - d. to formulate guidelines for hostel accommodation and welfare of students.
  - e. to formulate guidelines regarding discipline of students.
  - f. to propose academic programmes such as seminars, conference, extension work etc. for the specific requirements of the college.
  - g. to lay down guidelines for purchase of library books and laboratory equipment in consultation with the appropriate departments.
- ii. The Advisory Committee will be constituted as follows:
  - a. The Vice-Chancellor or his nominee -Chairman
  - b. Two members to be nominated by the Executive Council from among the reputed educationists of the concerned state.
  - c. Four members of the teaching staff of the concerned college by rotation in order of seniority.
  - d. Director of Public Instruction/Director of Higher Education of the concerned state.
  - e. The Principal of the concerned college (Ex-officio Member Secretary).
- iii. Members, others than ex-officio members, shall hold office for a term of two years.
- iv. The quorum for the meeting of the Advisory Committee shall be four.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-17**

**ON THE RAJENDRA KUMAR SUNEHARI DEVI JAIN CHARITABLE ENDOWMENT**

*Under Section 26 (1) (f) of the NEHU Act, 1973*

<b>Short Title</b>	<b>1.</b>	The Endowment shall be called the “Rajendra Kumar Sunehari Devi Jain Charitable Endowment.”
<b>Objective</b>	<b>2.</b>	The objective of the Endowment is to provide scholarship and book grants to PG Students of the Department of Zoology, NEHU, Shillong.
<b>Endowment and its purpose</b>	<b>3.</b>	<ul style="list-style-type: none"> <li>i. The Endowment shall have an amount of Rs. 1,00,000 (one lakh) only. This amount shall be invested in Fixed Deposit in a nationalised/scheduled bank.</li> <li>ii. The annual accrued interest of the Endowment Fund from its Fixed deposit account shall be drawn rounded to the nearest hundred rupees. Sixty percent (60%) of the interest amount shall be used for award of one annual P.G. scholarship to one M.Sc. Previous (Zoology) student for one year, based on the criteria of merit of the awardee.</li> <li>iii. The rest of the annual interest amount (40%) shall be used for award of four book grants of equal value to two General category and two SC/ST students of M.Sc Previous (Zoology) each year on merit other than the recipient of the scholarship.</li> </ul>
<b>Mode of Selection</b>	<b>4.</b>	<ul style="list-style-type: none"> <li>i. The Head, Department of Zoology, NEHU, Shillong shall invite applications from the M.Sc. Previous (Zoology) students and shall short-list them as per the above mentioned criteria.</li> <li>ii. The final selection of the awardees shall be made by a Committee comprising of the following members: <ul style="list-style-type: none"> <li>a. The Head, Department of Zoology, NEHU, Shillong -Chairman.</li> <li>b. Nominee of the Dean, School of Life Sciences -Member.</li> <li>c. Two nominees of the Department -Members.</li> <li>d. Trust Nominee -Member.</li> </ul> </li> <li>iii. An announcement of the awards shall be made at the Convocation, where a nominee of the Trust shall be an official invitee (without payment of TA/DA).</li> <li>iv. The awardees shall be given citations at the time of Convocation.</li> </ul>

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-17 Contd.

**Management  
of the  
Endowment Fund****5.**

The Finance Officer, NEHU, shall manage the Endowment Fund and shall maintain all accounts in respect of this Endowment.

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1. Approved vide Resolution No: AC:66:2001:5: 1(i) and EC:111:2001:5:1:(v), dated 28<sup>th</sup> & 29<sup>th</sup> November, 2001 and 11<sup>th</sup> December, 2001 respectively.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-18**

**ON THE NEHU CORPUS FUND AND ITS OPERATION**

*Under Section 29(1) (1) of the NEHU Act 1973 and Statute 5(5) (a)*

- |                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of the Fund</b>        | <b>1.</b> | There shall be a fund created and made operational and the fund shall be known as NEHU Corpus Fund.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Objective of the Fund</b>   | <b>2.</b> | <p>The object of the fund shall be:-</p> <ol style="list-style-type: none"> <li>i. to accumulate resources and generate income on it to lead the University towards financial self-sufficiency;</li> <li>ii. to accumulate surplus revenues, i.e., revenues other than the revenues related to principal account of the University;</li> <li>iii. to accumulate the interest earned on investment of Plan Fund and the ear-marked Fund;</li> <li>iv. to accumulate the overhead charges payable to the University by the Project(s);</li> <li>v. to invest the Fund so accumulated to earn towards maximum possible interest;</li> <li>vi. to accumulate any grants given by the UGC or any other Government Organisations specifically for this purpose;</li> <li>vii. to accumulate any donation made specifically for this purpose;</li> <li>viii. to accumulate surplus interest earned on investment out of any fund other than the Part-I Non-Plan Fund;</li> <li>ix. Fund received from any other sources for the purpose.</li> </ol> |
| <b>Expenditure out of Fund</b> | <b>3.</b> | No expenditure out of this Fund is permissible. However, in very special circumstances to be recorded in writing, a portion of the interest earned on the investment of the Fund may be spent only with the prior approval of the Executive Council for this purpose. No Executive of the University shall have the power to incur any expenditure in anticipation of the approval of the Executive Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Operation of the Fund</b>   | <b>4.</b> | The Bank account(s) of the Fund shall be jointly operated by the Vice-Chancellor and the Finance Officer. The Finance Officer shall be responsible to maintain the accounts of the Fund separately and get it audited by the Auditor of the University annually.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-18 Contd.

**Loan from  
the Fund**

5. No loan for whatever purposes it may be, be allowed out of this Fund.

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1. Approved vide EC:113:2002:5:1(v) and notified vide Conf/13-5/ORD/99(Vol.II)-258 dated September 23,2003.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-19

## ON DR. MAHENDRA NARAIAN KARNA YOUNG SOCIOLOGIST PRIZE

Under Section 5(13) of the NEHU Act, 1973

- |                                                  |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Short Title:</b>                              | 1. | The Endowment shall be known as “Dr. Mahendra Narain Karna Young Sociologist Prize”.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                  |    | Amount of the Endowment Rs.25,000/- (Rupees twenty five thousand)only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Manner by Which the Endowment be invested</b> | 2. | The amount of Rs.25,000/- Rupees twenty five thousand)only shall be invested in a long term fixed deposit with a Nationalised Bank or in any other Government Bonds in a suitable scheme so that the interest accrued thereon is utilized for the award of a prize. The interest on the endowment for the year 2004-05 and the subsequent savings, if any, shall be added to the principal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose of the Endowment</b>                  | 3. | <p>i. The accrued interest on the Endowment from its Fixed Deposit account for each year shall be utilized for the award of a prize of Rs.1001/-(Rupees one thousand one) only or less, accordingly to the interest accrued, to the students who secures the first rank at the final Post-Graduate Examination in Sociology of North-Eastern Hill University in the year of the award. The Prize amount shall be equally distributed among the students if in a particular year, if there are more than one student at the top position.</p> <p>ii. The Prize shall normally be presented to the candidate in person at the Convocation of the University along with a certificate. The candidate who is unable to receive the Prize at the convocation in person will have to obtain the same from the office of the University after establishing her/his identity in the manner to be prescribed by the Vice-Chancellor.</p> |
| <b>Annual Report</b>                             | 4. | The Registrar shall prepare a report after each Convocation indicating the name and address of the recipient of the Prize and the administration of the Endowment for placing it before the Executive Council. A copy of the report shall be sent every year to the donor of the Endowment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-19 Contd.

Draft of certificate:

NORTH-EASTERN HILL UNIVERSITY  
SHILLONG

This is to certify that.....  
.....(Name) has been awarded the Dr.Mahendra Narain Karna  
Young Sociologist Prize for having stood first in Sociology at the master of Arts Examination of  
.....(Year).....

Vice-Chancellor  
North-Eastern Hill University

The.....20

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1. Ordinance has been notified vide Notification No.F.Conf/13-5/Ord/99(Vol,III)-1096 dated October 27,2005.



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

### ON PG DEPARTMENTS IN COLLEGES AFFILIATED TO THE UNIVERSITY<sup>1</sup>

*Under Section 5 of NEHU ACT 1973 and Statutes 33*

<b>Eligibility to Apply for Opening a PG Department</b>	1. Only a degree college permanently affiliated to NEHU may apply. The college must have valid NAAC accreditation with a rating of 4 star (or equivalent) and above. The College must have existing UG teaching programmes (Honours) in the subject concerned for which NEHU has granted permanent affiliation. These conditions, however may not apply to Minority Educational Institutions under the NCMEI Act, 2004. <sup>2</sup>
<b>Procedure of Application</b>	2. The application shall be made in the proforma as prepared by the Affiliation Committee and made available by the CDC and approved by the AC, which shall include the following details: i. Adequate running grant, Library facilities, Infrastructure facilities and staff for the PG course proposed. ii. A non-refundable application fee of Rs.50,000.00 shall be payable by DD in favour of the Finance Officer, NEHU. iii. Other provisions of OB-6 shall apply. However, the non-refundable application fee shall be as prescribed by the University from time to time.
<b>Number of Seats</b>	3. As recommended by the Visiting Team to be sent by CDC and approved by the Academic Council depending on Infrastructure facilities available in the College.
<b>Admission</b>	4. The college may have their own admission criteria which is to be approved by the University.
<b>Syllabus</b>	5. Syllabi shall be provided by the University from time to time for the purpose.
<b>Fees</b>	6. Fees will be specified by the College concerned. Twenty percent of the fees charged shall be payable by the college to the University. In addition, each student shall pay Registration and Examination Fees to NEHU as prescribed for PG students.
<b>Course Structure And Examination</b>	7. Ordinance OC-7 and Regulation RC-5 shall apply.
<b>Qualifications and Number Of Teachers</b>	8. i. The qualification for teachers shall be as prescribed by the UGC from time to time. ii. At least 10 teachers (5 for UG and 5 for PG) in Science subjects; and iii. At least 8 teachers (4 for UG and 4 for PG) in courses other than science subject will be the minimum requirement.

<sup>1</sup> Notified vide F.Conf/13-5/99(Vol.III)-786 of 17.11.2004 vide AC Resolution AC:71:2004:5:1(ix) and EC Resolution No. EC:119:2004:5:1(iii)

<sup>2</sup> Amended vide AC:75:2006:8(i) and EC:125:2006:5:1(vi) and notified vide No.F.Conf/13-5/Ord/99(Vol.III)-Nil dt. 22.11.2006.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-20 contd..****Work Load**

**9.** The academic workload for every faculty member shall not be less than 40 hours per week for 30 working weeks in an academic calendar (15 weeks per semester, which shall include preparation of actual classroom lectures, correction and examination work, seminars, admission and other professional work. The direct teaching hours per week shall not be less than 16 hours for every teacher. Minimum number of classes per week/paper shall be the same as that in the University PG departments.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OC-1

**ON THE ADMISSION OF STUDENTS TO THE UNIVERSITY  
INCLUDING ITS AFFILIATED COLLEGES***Under Section 26(1) (a) of the NEHU Act, 1973*

1. Without prejudice to the provisions of the Act and Statutes, and other rules of the University, no student shall be eligible for admission to any Under-Graduate or Post-Graduate Course of study under the University unless he has passed the examination or examinations prescribed by the University for admission to the concerned course or courses.
2. The candidates seeking admission to a course of study in the University including the affiliated colleges, must satisfy the rules and conditions made in this behalf.
3. Foreign students may be admitted to various programmes of study under the following categories.
  - i. Cultural Exchange-Fellowship Programme of Govt. of India
  - ii. Self-financing students
  - iii. Short-term programmes (not leading to award of any degree/ diploma/certificate).

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1. Approved vide Ministry of Education, Govt. of India letter No. F.10-15/76-Leg. Unit (U.2) of August 13, 1976.
  2. Amended vide Academic Council Resolution No.AC:77:2007:2:(v) and Executive Council Resolution No.EC:129:2007:5:1:(ii), Notified vide Notification No.Conf/13-5/ORD/99 (Vol.III)-682 dated November 16, 2007.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-2**

**ON THE ADMISSION, ENROLMENT, MIGRATION  
AND TRANSFER OF STUDENTS**

*Under Section 26 (i) (a) of the NEHU Act, 1973*

1. Without prejudice to the Provisions of the Statutes, no student shall be eligible for admission to any Under-Graduate or Post-Graduate course of study under this University on migration from any other University or Board unless he has passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances for admission to the concerned course or courses by this University.

Provided that the application for admission must be supported by:

- i. a migration/no objection certificate from the concerned University/Board; and
- ii. a certificate from the Principal of the College in which last studied testifying the record of attendance and conduct of the student;

Provided further that the application of a student who has not completed his course of study and has not appeared at the examination for which he was reading in any other University or Board in India shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that course studied by him in the former University/Board.

1. Transfer of a student from one affiliated college to another during a particular course of study shall be permitted only on the production of:
- i. a transfer/no objection certificate issued by the Principal of the college from which the migration is sought ;
  - ii. certified copies of the report of attendance against his name in the register of students of the college concerned; and
  - iii. a certificate from the Principal testifying the conduct of the student.

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1. Approved vide Ministry of Education, Govt. of India letter No. F.10-15/76-Leg. Unit (U.2) of August 13, 1976.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OC-3****ON THE MEDIUM OF INSTRUCTION  
AND EXAMINATION***Under Section 26(1) (c) of the NEHU Act, 1973*

1. English shall be the medium of instruction and examination in the research and study programmes of Schools unless otherwise decided by the University.

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1. Approved vide Ministry of Education, Govt. of India letter No. F.10-23/6/24(4.2) of March 19,1977.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-4**

**ON THE DOCTOR OF PHILOSOPHY PROGRAMME**

*Under Section 26 (1) (b) of the NEHU Act, 1973*

**Admission and Eligibility**

1.
  - i. The admission to the Ph.D. Programme will be done preferably in the beginning of each semester. The candidates with at least 55% marks in their Master's Degree in the subject concerned or allied/cognate subject offered by the Departments/Centres of Studies will be required to appear in a written test and/or an interview to be conducted by the Department/Centres of Studies. The candidate will be selected according to merit determined after giving suitable weightage to the following as defined in the Regulations:-
    - a. Persons with M.Phil. Degree from this University.
    - b. Students securing average 'A' grade or 60% and above in the course work of M.Phil. Programme of this University.
    - c. Percentage in Master's Degree or equivalent (at least 50% weightage)
    - d. Performance in the test and/or performance in the interview.
  - ii. Candidates qualifying in any of the National Level tests recognized by UGC will also be considered for Selection.
  - iii. Subject to availability of seats, candidates belonging to the following categories and possessing a Master's Degree may also be admitted on the recommendation of the Department/Centre of Studies.
    - a. Recognised teachers of NEHU.
    - b. Teachers of colleges affiliated to this University possessing Master's Degree with an experience of at least 3 years of uninterrupted service.
    - c. Persons with M. Phil. Degree from any other recognised University.
    - d. Persons who have completed at least one year of research in a research laboratory / institute.
    - e. Persons having Master's degree in the relevant or allied subject and at least seven years experience of administration, management and specialised knowledge in the proposed field of research to the satisfaction of the University Department/Centre of Studies concerned.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-4 Contd.**

<b>Duration</b>	<b>5.</b>	<ul style="list-style-type: none"> <li>i. No scholar shall be permitted to submit the thesis for the Ph.D. degree, unless he has pursued research at the University for not less than two years from the date on which his candidature has been registered.</li>   <li>iv. The name of a scholar shall be removed from the rolls of the University if he fails to submit his thesis within five years of the date of his registration.</li> </ul> <p style="margin-left: 40px;">Provided in exceptional circumstances, the School Board on the recommendation of the Department/Centre of Studies may extend the Registration of the candidate for a maximum period of two more years. If the candidate fails to submit his thesis within the extended period his registration shall lapse automatically.</p>
<b>Review of Progress</b>	<b>6.</b>	<p>The Supervisor will regularly monitor the progress of the research work of the candidate. If the Supervisor finds that the progress of the work is not satisfactory, a report to that effect shall be submitted to the School Board through the Department/Centre of Studies for appropriate action.</p>
<b>Pre-Submission Seminar</b>	<b>7.</b>	<p>When the Supervisor is of the opinion that the thesis is in the final stage of completion, the scholar shall be required to give a pre-submission seminar on his research findings, well in advance. This seminar will be given in the presence of a committee of at least three faculty members, of which one will be from outside the Department/Centre of Studies. The candidate may incorporate the recommendations of the Committee in the thesis.</p>
<b>Modification of Title</b>	<b>8.</b>	<p>If there is a need for modification of the title of research the candidate shall submit an application to the School Board through the Board of Post-Graduate Studies or the Steering Committee in the case of the Centre of Studies at least 4 months before the date of submission of the thesis for approval.</p>
<b>Submission of Thesis</b>	<b>9.</b>	<ul style="list-style-type: none"> <li>i. A candidate shall submit his thesis for the Ph.D. in which he may incorporate the text of any work which he may have published on the subject. But he shall not submit as his thesis any work for which a Degree has been conferred on him by this or any other University.</li> </ul>



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-4 Contd.**

- ii. The thesis shall satisfy that it is a piece of research work characterised either by discovery of new facts or by fresh interpretation of facts or theories. In either case it should evince the candidate's capacity for critical examination, original thinking and judgment. It shall also be satisfactory so far as its literary presentation is concerned.
- iii. The thesis shall include a certificate from the Supervisor and the declaration from the candidate that the thesis incorporates the student's bonafide researches and that these have not been submitted for award of any degree in this or any other University or Institute of learning.
- iv. The application for submission of thesis shall be countersigned by the Head of the concerned Department/Centre of Studies. The Head of the Department/ Centre of Studies will then forward the thesis together with the observations of the Committee for pre-submission seminar to the Controller of Examinations for further necessary action.
- v. In the case of a teacher or researcher in a Research Institute or candidate who is not pursuing research on a full time basis, the thesis shall be accepted only:
  - a. If the candidate has stayed in the University for at least 30 days in each year including vacation and participated in such academic programmes as may be decided by the Department/Centre of Studies and the total period of such stay in the University before submission of the thesis shall not be less than six months.
  - b. On the production of periodical certificates from his Supervisor that the candidate has been in continuous touch with him and has acquainted himself adequately with the latest theories and methods in research in his field of specialisation.

**Panel of Examiners**

10. A Supervisor shall submit a panel of six names of examiners in the prescribed proforma to the School Board through the Head of the Department/Centre of Studies for approval and submission to the Controller of Examinations. The School Board shall also submit a copy of the panel of examiners to the Chairman of the Academic Council.

**Evaluation**

11. The thesis submitted by the candidate for the Ph.D. Degree shall be examined by at least three examiners appointed by the Executive Council on the recommendation of the Academic Council. Two of the examiners shall be those who are not the staff of the University, while the third examiner shall be the Supervisor.

Provided that the Supervisor shall not serve as an examiner where a candidate is a wife or husband, son or daughter, brother or sister.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC-4 Contd.

**Examiner's  
Report and  
Viva-Voce**

12. i. Each examiner shall, after examining the thesis submitted by the candidate for the award of the Ph.D. Degree, submit a report in a prescribed proforma to the University containing a clear recommendation that in his opinion (a) the thesis is recommended for the award of Ph.D. Degree (b) the thesis should be modified/revised; or (c) the thesis may be rejected. The examiners may, however, recommend a Viva-Voce examination for some clarifications, if necessary.
- ii. If one of the external examiners recommends that a Viva-Voce examination should be held, a Board may be constituted by the Vice-Chancellor for holding the Viva-Voce examination consisting of the Supervisor, who shall also be the Convener and at least one of the external examiners. This examination shall be held within a period of six months of the receipt of the reports from the External examiners. The Convener will submit a report of Viva-Voce examination to the Controller of Examinations.
- iii. In case an examiner suggests some modifications/improvements of the thesis on certain specific lines or points out certain lacunae in the thesis, the candidate should be asked to reply or modify the thesis as suggested and resubmit the thesis to be forwarded to the concerned examiner within a period of one year from the date of intimation of the requirement of modification by the University. If the candidate decides to reply to the points/observations raised by an examiner and if the reply is neither accepted by the examiner nor retrieved by the candidate the matter shall be referred to a Committee of experts to be appointed by the Vice-Chancellor.
- iv. A thesis shall be accepted for the award of the Degree of Doctor of Philosophy on the unanimous recommendation of the examiners. If both the external examiners reject the thesis, no degree will be awarded. If there is a difference of opinion between the external examiners it should be referred to a fourth examiner to be nominated by the Vice-Chancellor out of the panel already approved by the Academic Council and the Executive Council. The opinion of the 4th Examiner shall be final.

**Re-Submission  
of Thesis**

13. i. A candidate whose thesis has been referred back for revision shall re-submit it for the award of the Ph.D Degree within one year of the intimation of the decision of the University.
- ii. A thesis which has been re-submitted shall be examined by the same external examiner(s). In case the examiner(s) is/are unwilling to act as such, another examiner(s) may be appointed by the Vice-Chancellor from the approved panel of examiners.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC-4 Contd.

**Award of  
Degree**

14. Based on the reports of the examiners and the Viva-Voce the School Board shall recommend to the Executive Council through the Academic Council for the award of the degree or otherwise.

**Removal of  
Difficulties**

15. Notwithstanding anything contained in the above Ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.

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1. Approved vide MHRD's DO No. F.8-15/91-DESK (U) of October 19, 1994.
  2. Amendments approved vide EC. Resolution No. EC:103:99:5:1(i), EC:114:2002:5::1(i), and vide MHRD's DO No. F.8-5/2002-Desk(u) of September 1, 2003.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC-5

## ON THE MASTER OF PHILOSOPHY PROGRAMME

*Under Section 26 (1)(b) of the NEHU Act, 1973*

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|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Objective</b>   | <p>1. i. The University shall organise M.Phil. programme with the objective of providing deeper insight in the relevant subject, broadening horizons, emphasising the unity of all knowledge normally divided in numerous disciplines, equipping scholars with necessary tools and practical experience for further researches in different fields. M.Phil. shall be the first research degree of the University.</p> <p>ii. The M.Phil. programme shall comprise two parts, viz., (a) course work and (b) dissertation/project work, both the parts shall have equal weightage.</p>                                                                                                                                                                                                                                |
| <b>Course work</b> | <p>2. i. The course work shall consist of three courses offered by the Department. A teacher of this University having at least an M.Phil. degree shall be eligible to teach M.Phil. Courses.</p> <p>ii. The M.Phil. scholars shall be required to attend and participate in seminars which will be organised by the Department for the purpose of discussing new results, developments in the subject and/or interpretation of data. Each scholar shall be required to take at least two seminars, one in the early phase of his dissertation/project work and the other just before concluding his work.</p>                                                                                                                                                                                                      |
| <b>Admission</b>   | <p>3. i. The admission to M.Phil. programme shall be done preferably in the beginning of a semester.</p> <p>ii. The candidates with at least 55% (50% in the case of candidates belonging to SC/ST) marks in the Master's Degree in the subject concerned shall be required to appear in a written test and/or an interview to be conducted by the Department. The candidates shall be selected according to merit determined after giving weightage to the following: (i) percentage in the Master's Degree or equivalent (at least 50% weightage) (ii) performance in the test and/or interview. The admission shall be finalised on the basis of the number of seats available and the performance of the candidates. A candidate shall be assigned a supervisor by the Department at the time of admission.</p> |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-5 Contd.**

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|---------------------|-----------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |           | iii. | A candidate who is awarded a fellowship on the basis of a National level examination recognised by University Grants Commission may be admitted to the M.Phil. programme directly without being required to appear at an internal test provided under this Ordinance.                                                                                                                                                                                                                                  |
|                     |           | iv.  | All teachers working in the constituent and affiliated colleges of the University and recognised as University teachers shall be eligible for admission to M.Phil. course. The teachers working in colleges under the jurisdiction of other Universities may also be admitted subject to availability of seats and their satisfying such conditions as may be laid down by the concerned School Board, preference being given to those working in the North Eastern Region.                            |
| <b>Registration</b> | <b>4.</b> |      | A candidate, during the course work, shall apply through the Department's BPGS for registration along with the synopsis which shall be considered for approval by the School Board. The date of registration shall be the date of approval by the School Board. The department shall appoint a supervisor. The supervisor shall be a Professor, Reader or Lecturer with Ph.D. and with at least three year's experience of research/teaching and should be a teacher of this University <sup>1</sup> . |
| <b>Duration</b>     | <b>5.</b> | i.   | A scholar shall normally complete his M.Phil. in not more than three semesters. An extension of only one semester shall be allowed in suitable cases on the recommendation of the supervisor submitted to the Department. In the case of college teachers undertaking M.Phil. programme, one extra semester time may be given for completing the programme over and above that allowed for regular candidates.                                                                                         |
|                     |           | ii.  | If a candidate after clearing the course work discontinues his dissertation work for some unforeseen reason, the School Board may condone a break of not more than two semesters and the candidate be allowed to resume his work. If the break is for more than two semesters, the scholar shall seek fresh admission to the M.Phil. programme. The period of the break shall be computed from the date of publication of the Course work result.                                                      |
| <b>Attendance</b>   | <b>6.</b> |      | An M.Phil. student is expected to attend all lectures pertaining to his course work. The attendance of the candidate shall be at least 75% in each course. In addition to course work an M.Phil. student shall deliver at least two seminars in the Department during his M.Phil. programme.                                                                                                                                                                                                           |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-5 Contd.**

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| <b>Evaluation of course work</b>  | <b>7.</b>  | <ul style="list-style-type: none"> <li>i. The evaluation of the course work will be internal.</li> <br/> <li>ii. The performance of the scholar shall be evaluated in the following grades:<br/> '0' (outstanding), 'A' and 'B' with grade point valuation in the 10 point scale, i.e. 7.00-10.00 corresponding to '0' grade, 6.00-6.99 corresponding to 'A' grade, 5.00 to 5.99 corresponding to 'B' grade. Those securing less than 5 points shall be graded as 'C'. To clear a course, a candidate should secure at least grade 'B'.</li> </ul>               |
| <b>Pre-Submission Seminar</b>     | <b>8.</b>  | <p>When the Supervisor is of the opinion that the dissertation is in the final stage of completion, well in advance before the likely date of submission, the scholar shall be required to give a pre-submission seminar on his research findings. This seminar will be given in the presence of a Committee of at least three faculty members, of which one will be from the allied Department. The candidate may incorporate the recommendation of the Committee in his dissertation.</p>                                                                      |
| <b>Submission of Dissertation</b> | <b>9.</b>  | <ul style="list-style-type: none"> <li>i. An M.Phil. candidate shall be required to submit a dissertation in triplicate duly recommended by the Supervisor and forwarded by the Department to the Controller of Examinations.</li> <br/> <li>ii. The dissertation/project work shall contain a declaration from the candidate and a certificate from his supervisor stating that the dissertation/project work incorporates bonafide research of the student and that this has not been submitted for another degree of this or any other University.</li> </ul> |
| <b>Panel of Examiners</b>         | <b>10.</b> | <p>At least two months before the proposed date of submission of the dissertation, the supervisor shall present a panel of four names of examiners to the Department to be forwarded to the School Board for approval and submission to the Controller of Examinations. The School Board shall also submit a copy of the panel of Examiners to the Chairman of the Academic Council.</p>                                                                                                                                                                         |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC-5 Contd.

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| <b>Evaluation</b>          | <b>11.</b> | <ul style="list-style-type: none"> <li>i. The dissertation/project work will be examined by two examiners (one of them being the Supervisor) to be appointed by the Vice-Chancellor from the panel approved by the Academic Council and the Executive Council. At least one of the examiners should be from outside the University.<br/><br/>However a supervisor shall not act as an examiner where a candidate is a wife or husband, son or daughter, brother or sister of the Supervisor. Where a candidate is related to the Supervisor as such, the dissertation submitted by a candidate for M.Phil. degree shall be sent to another examiner selected from the panel of examiners.</li> <li>ii. Evaluation of dissertation shall be according to OC-5, 8(2).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Award of the Degree</b> | <b>12.</b> | <ul style="list-style-type: none"> <li>i. The Dissertation/project work shall be accepted for the award of the M.Phil. degree on the unanimous recommendation of the examiners.</li> <li>ii. If there is a difference of opinion the matter shall be referred to a third examiner to be appointed by the Vice-Chancellor out of the panel already submitted. The Third examiner will act as the adjudicator and his decision will be final.</li> <li>iii. In case the examiner suggests some modifications improvement of the dissertation/ project work on certain suggested lines or points out certain lacunae in the dissertation/ project work, the candidate shall be asked to reply or to modify the dissertation/ project work on the suggested lines and resubmit the dissertation/project work within a period of six months of the communication of the decision.</li> <li>iv. Both external and internal examiners shall award grade as well as grade point for dissertation. In the event of unanimous recommendation by both the examiners, the final grade point may be computed keeping in mind the average of both course work and dissertation grade points. In the event of one of the examiners for dissertation not recommending, the final grade point may be computed keeping in mind the average of the course work and the grade point awarded to the candidate by the third examiner.</li> </ul> |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-5 Contd.**

- v. All the reports of the examiners shall be submitted to the School Board, which, on being satisfied, may recommend to the Academic Council that the M. Phil. Degree may be awarded to the candidate. A copy of the recommendation of the School Board may be sent to the Controller of Examinations for declaration of the provisional result.

**Removal of  
Difficulties**

13. Notwithstanding anything contained in the above Ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.

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1. Approved vide MHRD DO No. F. 8-15/91-Desk (U) of October 19, 1994.
  2. Amendments to clause 3 i and 5 vide AC and EC Resolutions No.AC:62:99:5:1(iv), dated 3<sup>rd</sup> & 4<sup>th</sup> December, 1999 and EC:105:99:5:1(iv), dated 9<sup>th</sup> December, 1999 respectively.
  3. Amendments to clause 11 ii and 12 iii approved vide AC and EC Resolution No: AC:67:2002:5:1(iii), dated 13<sup>th</sup> & 14<sup>th</sup> June, 2002 and EC:113:2002:5:1(iv), dated 23<sup>rd</sup> July, 2002 respectively.



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC-6

**ON THE MASTER'S DEGREE PROGRAMME  
IN EDUCATION***Under Section 26(1) (b) of the NEHU Act, 1973*

1. The M.Ed. Programme in the School of Education shall be a course of study spread over a period of two academic semesters or one academic year.
2. Ordinarily a student has to complete six courses during the period of two semesters. However, a student admitted to the M.Ed. Programme may participate in the academic programme to clear all courses up to a maximum of four semesters.
3. Every student shall submit a dissertation on a subject connected with one of the courses offered by him. The topic for this shall be approved by the Board of Post-Graduate Studies. Each student shall work for this purpose under a staff advisor assigned by the Head of the Department.
4. The minimum qualifications and procedure for admission and the courses to be offered for the degree, and the method of evaluation shall be prescribed by the Board of School.
5. Provisions relating to attendance, classification of examination results and other related matters for the M.Ed. course shall be the same as for the Master's Degree programmes in Arts and Science.
6.
  - i. If the M.Ed. Programme is offered as a part-time programme it shall extend to a period of four semesters or two academic years.
  - ii. The regulations regarding the schedule of courses, methods of evaluation and other matters relating to the part-time programme shall be prescribed by the Board of School.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OC-7****ON THE MASTER'S DEGREE PROGRAMMES  
IN ARTS, SCIENCE AND COMMERCE***Under Section 26 (1) (b) of the NEHU Act, 1973*

1. The Master's Degree Programmes in the Schools under the University are full time courses of study spread over a period of four academic Semesters or two academic years. These courses cannot be combined with any other full-time course or any part-time post-graduate course offered by the University except those which may be designed by the University for the post- graduate students of the University.
2.
  - i. A candidate seeking admission to any of the courses must possess the qualifications prescribed by the Board of the School as approved by the Academic Council from time to time.
  - ii. Admissions to different courses shall be made only in the first semester at the beginning of each academic year unless specifically decided for a course by the Academic Council.
  - iii. Candidates who have taken the Bachelor's Degree (Pass or Honours), of this University or any other recognised University shall be eligible to apply for admission to the courses offered by the Schools subject to provisions of the regulations relating to prerequisites if any. The minimum qualifying marks for admission to the different courses shall be as per regulation prescribed for the purpose.
  - iv. Admission to a course shall be made on the basis of the candidate's performance at the admission test, if any, conducted by the concerned Department and/or her/his merit in the concerned subject at the undergraduate level.
3.
  - i. Subject to the general guidance of the Board of School, the instruction and routine in each course shall be under the control and direction of the Head of the Department concerned.
  - ii. Each student, with respect to her/his work in the course as well as his general conduct in the University, shall remain under the control of the School and the discipline of the concerned Department.
  - iii. Each course of a given programme of study shall have a credit value ranging from 2 to 6. Credit shall be defined on the basis of maximum marks allotted to the course and contact hours. One credit is assigned for each 25 marks and 12 contact hours of teaching for theory or 24 contact hours for practical.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-7 Contd.**

4. Ordinarily , a student shall earn 72 credits during the period of four semesters. Out of these 60 credits shall have to be earned from the core courses of the programme to which she/he is admitted. The balance 12 credits shall be earned by the student from the courses offered under the open choice. A student can, however, earn the 72 credits within a maximum period of six semesters.
  
5. A student must have attended a minimum of 75% of the lectures, which may also include seminars and tutorials organized by the Department, during a Semester to be eligible to appear at the end semester examination.
  
6. The School Board may, on the recommendation of the Department concerned, consider and decide on the request for condonation of shortage of attendance up to 5%. Condonation of any shortage more than 5% and up to 15% may be recommended by the Board to the Vice-Chancellor with full justification, whose decision shall be final.
  
7. A student who does not earn credit(s) in a given semester, for any reason whatsoever, may do so in one of the remaining semesters during which she/he is eligible to participate in the curricular programme under the provisions of 4 above.

Provided that if a student is not able to earn at least 24 credits by the end of the second semester she/he shall not be eligible to move on to the third semester. Under such cases the student shall be required to seek fresh admission and pursue the entire course-work as a fresh candidate.

8.
  - i. Evaluation for each course shall be done on the basis of performance in continuous assessment and end-semester examination.
  
  - ii. Each course shall carry maximum marks/ credits as may be prescribed by the School Board. For the purposes of determining the marks obtained by the student in any course, the weightage assigned to continuous assessment and end-semester examination shall be 1:3.
  
  - iii. The pattern and schedule of continuous assessment and its evaluation shall be laid down in the regulation.
  
9.
  - i. Each semester shall have at least 90 working days excluding examination days.
  
  - ii. The dates of commencement and termination of each semester shall be fixed by the Academic Council.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-7 Contd.**

10. Examiners or a Board of examiners for each course of study shall be appointed by the Board of the concerned School on the recommendations of the Board of Post-Graduate Studies in accordance with the provisions of regulations concerning P.G. examinations of the University.
11. A candidate shall apply for admission to the end-Semester examination in the prescribed form to the Dean of the concerned School through the Head of the Department. Such applications shall be accompanied by certificates indicating that:
  - i. the candidate has attended the minimum number of lectures etc. in respect of all courses and open choice courses.
  - ii. all dues including prescribed examination fee have been deposited.
12. The end-semester results shall be placed before the Vice-Chancellor for approval after they have been screened by a committee consisting of the Head of the Department concerned and not less than two faculty members appointed by the Dean on the recommendation of the Head of the Department.
13.
  - i. In order to qualify for the Master's degree a candidate shall have to earn 72 credits; to earn credits assigned to a course the candidate shall have to secure at least grade point 4, in the seven point grading scale (as per clause 17) in that course.
  - ii. Candidates securing grade points 5, 4, or 0 may be allowed to repeat / improve upon a paper within the maximum period of six semesters as prescribed in clause 4.
14. Successful candidates shall be awarded the Degree under the following classification:
 

First Division: Obtained Grade points: 9 (Outstanding), 8 (Excellent), 7 (very good), or 6 (Good), in the seven point grading scale (as per clause 17) in the aggregate of all the examinations and continuous assessments.

Second Division: Obtained Grade: 5 (Fair), in the seven point grading scale (as per clause 17) in the aggregate of all examinations and continuous assessments.

Pass: Obtained Grade: 4 (Average), in the seven point grading scale (as per clause 17) in the aggregate of all examinations and continuous assessments.
15. No candidate will be allowed to appear in any course more than twice (which shall include the paper which the candidate opts not to appear) and no candidate shall be allowed to appear in any course beyond six semesters of her/his first admission to the programme.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-7 Contd.**

16. The courses of study and the scheme of examination for the degree in each subject shall be such as may be approved by the Academic Council on the recommendation of the Board of the School and the Board of Post-Graduate Studies of the Department concerned.
17. The grade points/description/percent marks and the division obtained shall be as determined below:

Grade Points	Description	Percentage of Marks	Division
9	Outstanding	90% to 100%	First
8	Excellent	80% to 89%	First
7	Very good	70% to 79%	First
6	Good	60% to 69%	First
5	Fair	50% to 59%	Second
4	Average	40% to 49%	Pass
0	Fail	Below 40%	Fail

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1. Approved vide Ministry of Education, Govt. of India letter No. F.10-23/76/24 (U.2) of March 19,1977.  
 2. Amended vide No:AC:79:2008:5:1:(viii) and No:EC:134:2008:5:1:(iii) & (vi).and notified vide notification F.No.Conf/13-5/ORD/99(Vol.III)-263 of September 12,2008.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC – 8**

**ON THE STRUCTURE OF BACHELOR OF ARTS, SCIENCE, HOME SCIENCE  
AND COMMERCE COURSES**

*Under Section 26 (1) (b) of the NEHU Act, 1973*

- |                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course of Study</b>        | <b>1.</b> | There shall be courses of study leading to the Degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Home Science and Bachelor of Commerce (Pass or Honours).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Eligibility</b>            | <b>2.</b> | Students who have passed the two years PU examination of NEHU or any other equivalent examination from any recognised University/Board shall be eligible to seek admission to the first year of the Degree course. However, with effect from the 1997 academic session the candidates desiring to opt for Honours shall be required to have obtained 45% marks in the concerned subject or 45% in the aggregate if that particular subject is not offered at the P.U. or equivalent level.                                                                                                                                                                                                                                         |
| <b>Duration and Structure</b> | <b>3.</b> | The duration of the Degree courses with or without Honours shall be of three years. There shall be three examinations, the first being at the end of first year, the second being at the end of second year, and the third being at the end of third year. However, with effect from the 1997 academic session there shall be two University Examinations only for the Three Year Degree Course, Part I falling at the end of the second year and covering the existing syllabi of the first and second year and Part II Examination at the end of the third year covering the existing third year syllabi without backlog facilities and with improvement facility only on successful completion of the Part I & II Examinations. |
| <b>Division and Classes</b>   | <b>4.</b> | <p>In order to pass the Degree examination, a candidate shall obtain the following minimum marks :-</p> <ul style="list-style-type: none"> <li>i. Candidates without Honours :           <ul style="list-style-type: none"> <li>a. 30% marks in each theory paper.</li> <li>b. 40% marks in each practical paper wherever applicable.</li> <li>c. A candidate securing 33% marks or more but less than 45% marks in aggregate shall be declared to have qualified for the degree as Simple Pass; a candidate securing 45% marks or more but less than 60% in aggregate shall be placed in the Second Division and candidates securing 60% marks or more shall be placed in the First Division.</li> </ul> </li> </ul>              |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC – 8 Contd.**

iv. Candidates with Honours :

- a. 30% marks in each theory paper.
- b. 40% marks in each practical paper.
- c. A candidate securing 33% or more but less than 45% marks in aggregate in the Honours subjects shall be declared to have qualified for the degree as Simple Pass; a candidate securing 45% marks or more but less than 60% marks in aggregate in the Honours subjects shall be placed in the Second Class and the candidates securing 60% marks or more in the Honours subjects in aggregate shall be placed in the First Class.

v. Distinctions :

A candidate obtaining 75% marks or more in a particular subject shall be awarded Distinction in that particular subject but a candidate shall be required to secure a minimum of 85% marks to obtain Distinction in G.F.C.

**Award of Degrees**

5.
  - i. The candidates shall be eligible to get the Degree for the respective stream taking into account their performances in the three examinations namely, the examination at the end of the First year, the examination at the end of the Second year and the examination at the end of the Third year. For the purpose of classification of divisions/classes, the aggregate of the marks obtained in all the three examinations shall be taken into account. However, for the candidates admitted with effect from the 1997 academic session, the candidates shall be eligible to get their degree for the respective stream taking into account their performances in the two examinations, namely, Part I and Part II Examinations. For the purpose of classification of divisions/ classes the aggregate of the marks obtained in the two-part examination shall be taken into account.
  - ii. Regardless of whether the candidates pass or fail in one or more subjects of the first and second year examination(s) shall be eligible to proceed to the next year's course without having to wait for the declaration of the concerned result. However, a candidate failing in one or more subjects shall be required to appear and pass the subjects failed earlier availing subsequent two chances. A student shall have to clear the degree within 5 years from the date of admission to the Degree Course, beyond which a candidate shall be required to seek readmission into the first year as a fresh candidate. However, with effect from the 1997 academic session the candidate shall be required to have passed the Part I examination before he/she can appear for the Part II examination. The student shall be required to clear the Degree Course within five years from the date of admission to the Degree Course during which he/she shall be eligible to re-

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC – 8 Contd.

appear in the failed subjects as many times as will be allowed by the limitation of 5 years beyond which the candidate shall be required to seek re-admission to the first year as a fresh candidate.

**Course Structure 6.**

- i. Bachelor of Arts (Pass) :  
The Course structure and the distribution of marks for B.A. Pass shall be as under:-

<b>Subject</b>	<b>1st year</b>	<b>2nd year</b>	<b>3rd year</b>
English	100	100	-
G.F.C.	-	-	100
M.I.L.	-	100	100
Elective - I	100	100	100
Elective -II	100	100	100
Elective -III	<u>100</u>	<u>100</u>	<u>100</u>
Total:	400	500	500

**Grand Total: 1400 Marks**

- ii. Bachelor of Science and Bachelor of Home Science (Pass):  
The course structure and distribution of marks for B.Sc and Home Science Courses (Pass) shall be as under :-

<b>Subject</b>	<b>1st year</b>	<b>2nd year</b>	<b>3rd year</b>
English	100	100	-
G.F.C.	-100		
Elective -I	100	200	100
Elective -II	100	200	100
Elective -III	<u>100</u>	<u>200</u>	<u>100</u>
Total:	400	600	400

**Grand Total: 1400 Marks**



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC – 8 Contd.

- iii. Bachelor of Commerce (Pass) :  
The course structure and the distribution of marks for B.Com Courses(Pass) shall be as under:-

Subject	1st year	2nd year	3rd year
English	100	100	-
G.F.C.	-	-	100
M.I.L.	-	100	100
Elective -I	100	100	100
Elective -II	100	100	100
Elective-III	<u>100</u>	<u>100</u>	<u>100</u>
Total:	400	500	500

**Grand Total: 1400 Marks**

- iv. Bachelor of Arts with Honours :  
The course structure and the distribution of marks for the B.A. course with Honours shall be as under :-

Subject	1st year	2nd year	3rd year
English	100	100	-
G.F.C.	-	-	100
M.I.L.	-	100	-
Elective -I	100	100	100
Elective-II	100	100	100
Honours(Elective)	<u>200</u>	<u>300</u>	<u>300</u>
Total:	500	700	600

**Grand Total: 1800 Marks**

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC – 8 Contd.

- v. Bachelor of Science and Bachelor of Home Science with Honours:  
The course structure and distribution of marks for the B.Sc. with Honours and B.Sc. (Home Science) with Honours shall be as under:-

Subject	1st year	2nd year	3rd year
English	100	-	-
G.F.C.	-	-	100
M.I.L.	-	-	-
Elective -I	100	200	100
Elective-II	100	200	100
Hons(Elective)	<u>200</u>	<u>300</u>	<u>300</u>
Total:	500	700	600

**Grand Total: 1800 Marks**

- vi. Bachelor of Commerce with Honours :  
The course structure and the distribution of marks for B.Com course with Honours shall be as under:-

Subject	1st year	2nd year	3rd year
English	100	100	-
G.F.C.	-	-	100
M.I.L.	-	100	-
Elective -I	100	100	100
Elective -II	100	100	100
Hons(Elective)	<u>200</u>	<u>300</u>	<u>300</u>
Total:	500	700	600

**Grand Total: 1800 Marks**

## Common Courses

7. Three papers of each elective subject, General Foundation Course and MIL shall be common to both categories of candidates, with or without honours. The three common papers of the elective subject shall be spread over the three years, i.e. one paper in each year except for the candidates being admitted with effect from the 1997 academic session.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC – 8 Contd.

- Miscellaneous**
- 8.
- i This Ordinance shall be effective from the academic session beginning from 1993 except where indicated.
  - ii The organisation of the programmes leading to the Degrees in this Ordinance, framing of the course and conduct of examinations and other related matters shall be laid down in the regulations framed for this purpose from time to time.
  - iii The students who have been studying for the two years Degree Pass Course or three years Degree Honours Course immediately before the commencement of this Ordinance shall be governed by the provision of the Ordinance in force at the time of their enrolment.
  - iv Notwithstanding anything contained in this Ordinance, the Academic Council shall take any such decision as may be deemed necessary for overcoming any difficulties that may arise during the transitional period.
  - v A student from the Arts group may be permitted to opt for only one elective having 400 marks and such candidates shall have only one MIL paper of 100 marks.
  - vi The MIL paper in the third year shall be common to both the categories of candidates with or without major/Honours.  
This paper may comprise of prose, poetry, drama, etc.
  - vii A student from Science stream opting Economics as one of the electives shall have 4 papers in Economics, the 4th paper being from the major/Honours group which is not common paper.
  - viii A student choosing English as major elective shall be required to opt for one elective in lieu of general English of 200 marks and one MIL of 100 marks.
  - ix A student going for Honours may opt to switch over to a course without Honours but not vice-versa. However, with effect from the 1997 academic session such switch over shall not be allowed beyond the Part examination. Professional Courses 9. For each professional course introduced, there shall be a regulation detailing the course of study, eligibility, duration, division and classes, award of degrees, course structure, common courses, etc.

**Professional Courses 9.** For each Professional Course introduced, there shall be a Regulation detailing the Course of study, eligibility, duration and structure, division and classes, award of degrees, course structure, common courses etc.

- 
1. Revised Ordinance approved vide Executive Council resolution No. EC: 78:93 :05:(ii). Clause 9 added vide AC:69:2003:5:1(iii) and EC:116:2003:5:1(iii).
  2. Amendment to the Ordinance OC-8 Clause 9 has been notified vide Notification No.F.Conf/13-5/Ord/99 (Vol.III)-541 dated June 7,2004.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-9**

**ON EQUIVALENCE/RECOGNITION OF  
EXAMINATIONS/DEGREES**

*Under Section 26 (1) (g) of the NEHU Act, 1973*

- |                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Composition</b>       | <b>1.</b> | There shall be an Equivalence Committee consisting of the Deans of all the Schools and its functions shall be as under:-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Functions</b>         | <b>2.</b> | <ul style="list-style-type: none"> <li>i. To recognise the examinations conducted by other Universities and Degrees awarded by them on reciprocal basis.</li> <li>ii. To decide equivalence of such examinations/ degrees as may be referred to it from time to time including those of foreign Universities.</li> <li>iii. To withhold, suspend or cancel recognition to any examination/degree for such reasons and such time as it may deem fit.</li> <li>iv. While considering the cases of equivalence and/or recognition, the Committee may go through the syllabus, curriculum, etc., and may either have the views/opinions of the concerned Head/Dean or may seek clarification, for which purpose the Equivalence Committee may request the concerned Head of Department to attend its meeting as a special invitee.</li> </ul> |
| <b>Transitory Powers</b> | <b>3.</b> | Notwithstanding any of the Clauses above, the Vice-Chancellor may grant recognition/equivalence to any examination/degree and action taken by the Vice-Chancellor shall be reported to the Equivalence Committee at its next meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Rules of Business</b> | <b>4.</b> | The Committee shall frame the rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, on this behalf, to the Equivalence Committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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1. Approved vide Ministry of Education, Govt. of India letter No.F.8-2/85 Desk (U) of May 28,1985.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-10**

**ON THE CONVOCATION**

*Under Section 26 (1) (d) of the NEHU Act, 1973  
read with Statute 34 and 29 (1)*

- |                            |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual Convocation</b>  | 1. | A Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Special Convocation</b> | 2. | <ul style="list-style-type: none"> <li>i. A special convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary degrees in accordance with the procedure laid down in Statute 29(1) for the purpose of conferring other degrees under special circumstances on the recommendation of the Academic Council.</li> <li>ii. The Convocation shall consist of the body corporate of the University.</li> <li>iii. The Chancellor shall, if present, preside over the Convocations of the University for conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside over the convocation.</li> </ul>                                                                                                                                                                                                                               |
| <b>Notice</b>              | 3. | <ul style="list-style-type: none"> <li>i. Not less than four weeks' notice shall be given by the Registrar of all meetings of the Convocation.</li> <li>ii. The Registrar shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.</li> <li>iii. The candidates who have passed their examinations in the year for which the Convocation is held shall be eligible to be admitted to the Convocation. Provided that this will not be applicable to the First Convocation at which candidates for preceding years shall also be admitted to their respective degrees. Provided also in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of successful candidates in the year to their respective degrees in absentia and issue the degrees on payment of prescribed fees.</li> </ul> |
| <b>Application</b>         | 4. | <ul style="list-style-type: none"> <li>i. A candidate for the degree must submit to the Registrar his application on or before the date prescribed for the purpose for admission to the degree at the Convocation in person along with the prescribed fees.</li> <li>ii. Such candidates as are unable to present themselves in person at the Convocation shall be admitted to the degree in absentia by the Chancellor or in his/her absence by the Vice-Chancellor and their diplomas shall be given by the Registrar on application and payment of the prescribed fees.</li> </ul>                                                                                                                                                                                                                                                                                                                                |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-10 Contd.**

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|-----------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fees</b>           | <b>5.</b> | The fees for admission to the degree at the Convocation in person shall be Rs.250/-. The fees for admission to the degree at the Convocation in absentia shall be Rs.200/-.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Honorary</b>       | <b>6.</b> | <ul style="list-style-type: none"> <li>i. Honorary degree shall be conferred only at a Convocation and may be taken in person or in absentia.</li> <li>ii. The presentation of the persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his absence the Senior-most Dean of the University.</li> <li>iii. Candidates at the Convocation shall wear gowns and hoods appropriate to their respective degrees as specified in 14 below. No candidate shall be admitted to the Convocation who is not in proper academic dress prescribed by the University.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Academic Dress</b> | <b>7.</b> | <p>The academic dress of the University for the Convocation shall be as follows :</p> <ul style="list-style-type: none"> <li>i. For Chancellor: Gown of pure Hand-spun Head cover silk with Mizo pattern lace on the front folds and Garo pattern lace round the neck and bottom of sleeves; with one University Crest fully interlined. Cap for the Hon'ble Chancellor in pure Handspun Handwoven silk with silver Tassel and Mortar Band.</li> <li>ii. For Chief Rector: Gown of Pure Handspun Hand Woven silk with Mizo pattern lace on the front folds and Garo pattern lace round the neck with one University crest fully interlined. Cap of pure silk with silver tassel and Mortar Band.</li> <li>iii. For Vice-Chancellor : Gown of Pure Hand-spun Hand woven silk with Mizo pattern lace on the front folds and Garo pattern lace round the neck and round the sleeves with one University crest fully interlined. Cap of pure Handspun hand woven silk with silver tassel and mortar Band.</li> <li>iv. For Chief Guest: Gown of Pure Handspun Hand woven silk with Mizo pattern lace on the front folds and Garo pattern lace round the neck fully interlined. Cap of pure handspun hand woven with silver tassel.</li> <li>v. For Registrar: Gown of pure silk Handspun Hand woven with white silk facing round the neck and one University crest fully interlined. Cap with black Tassel.</li> </ul> |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC-10 Contd.

- vi. For Members of the University Authorities: Superior black silk gown with facing of golden silk and with stripes on the arm. Cap of Black silk cloth with black tassel and mortar Band.
- vii. For Master of Arts: Black silk gown with maroon facing and with gold stripes round the neck. Hood-Maroon with black lining.
- viii. For Master of Science: Black silk gown with maroon facing and with gold stripes round the neck. Hood-golden with black lining.
- ix. For Master of Commerce: Black silk gown with maroon facing and with gold stripes round the neck. Hood-Red silk with black lining.
- x. For Bachelor of Arts: Black silk gown with Red silk pattern and with blue stripes on the front folds. Hood-3 inch Red border with black lining.
- xi. For Bachelor of Science: Black silk gown with Red silk pattern and with blue stripes on the front folds. Hood-3 inch Blue border with black lining.
- xii. For Bachelor of Science(Agriculture) : Black silk gown with red silk pattern and with blue stripes on the front fold. Hood-3 inch green border with black lining.
- xiii. For Bachelor of Commerce: Black silk gown with red silk pattern and with blue stripes on the front folds. Hood-black silk with two Red stripes and one black stripe on both sides.
- xiv. Bachelor of Education: Black silk gown with red silk pattern and with blue stripes on the front folds. Hood-black silk lined with 3 inch purple border both sides.
- xv. Bachelor of Law: The gown shall be of black silk with purple facing lined with dark blue on the front folds. Hood-black silk lined with 3 inch purple border both sides.
- xvi. Doctor of Philosophy in Arts & Education: White silk gown with maroon facing and with maroon band on the sleeves. Hood will be white silk with maroon lining.
- xvii. Doctor of Philosophy in Science: White silk gown with violet facing and with violet band on the sleeves. Hood-white silk with violet lining.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC-10 Contd.

- xviii. Master of Philosophy: Black silk gown with maroon facing and with gold stripes around the neck. Hood-violet with black lining.
- xix. Master of Education: Black silk gown with maroon facing and with gold stripes around the neck. Hood-purple with black lining.

**Convocation  
Procedure**

8.

- i. For the award of degree at the Convocation, candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice-Chancellor for admission to their respective degrees. The Heads of respective Post-Graduate Departments will present the Masters of Arts and Masters of Science Candidates. The Principals of the affiliated colleges, nominated for the purpose by the Vice-Chancellor will present, in the following order, the candidates for the degree of L.L.B., B.Ed., B.A. (Honours and pass), B.Sc. (Honours and Pass), B.Com. (Honours and Pass). The names of the recipients of medals and prizes shall be read by the Registrar.

The Registrar or the person appointed for the purpose will present the candidates for their degrees in absentia for admission to their respective degrees.

Degree Certificates shall be supplied to the candidates in a manner to be prescribed by the Vice-Chancellor after the Convocation is over.

- ii. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, The Pro-Vice-Chancellor (if any), the Registrar, the Finance Officer, the Deans of Schools and the members of the University authorities shall wear their special robes prescribed by the University.
- iii. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellors (if any), the Registrar, the Deans, the members of the University authorities shall assemble in the meeting room at the appointed hour and shall walk in procession in the following order to the convocation hall :
  - a. The Registrar
  - b. Members of the authorities
  - c. The Court
  - d. The Academic Council
  - e. The Executive Council
  - f. The Boards of Schools
  - g. The Deans of Faculties
  - h. The Controller of Examinations
  - i. The Finance Officer
  - j. The Pro-Vice-Chancellor



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC-10 Contd.

- k. The Vice-Chancellor
  - l. The Chief Guest
  - m. The Chief Rector
  - n. The Chancellor
- iv. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor (if any), the Registrar, the Deans, the Finance Officer, the Members of University Authorities shall take their seats in places reserved for them.
  - v. When the procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
  - vi. When the Chancellor and the Chief Guest are present, the Vice-Chancellor will welcome them.
  - vii. The Convocation address will be delivered by the appointed Speaker.
  - viii. Having obtained the permission of the Chancellor or in his/her absence the Vice-Chancellor, the Registrar shall declare the convocation open. The Chancellor, or in his/her absence the Vice-Chancellor shall then say, "Let the candidates be presented".
  - ix. The persons appointed for the purpose of presentation of candidates for their respective degrees shall present in the manner prescribed in Clause 15 in the following form. The candidates when presented shall rise in their seats.

"Madam Chancellor/Chancellor Sir, I present to you .....  
Candidates who have been examined and found qualified for the Degree  
of .....to which I pray that they may be now admitted".

The Chancellor or in his/her absence the Vice-Chancellor will admit the candidates to the degree in the following words :

"By virtue of the powers vested in me as the Chancellor/ Vice-Chancellor of North-Eastern Hill University, I admit you to the degree of .....and I charge you that ever in your life and conversation you show yourselves worthy of the same".

The candidates will then take their seat.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-10 Contd.**

- x. The Registrar or the person appointed for the purpose shall then request the Chancellor or in her/ his absence the Vice-Chancellor to admit the candidates in absentia to the various Degrees in the following words :

“Madam Chancellor/Chancellor Sir, on behalf of the other..... candidates who have been examined and found qualified for the Degree of ..... and have been permitted to receive their Degrees in absentia, I pray that they be admitted to their respective degrees”.

The Chancellor or in her/his absence the Vice-Chancellor will admit those candidates to their respective degrees in the following words :

“By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of North-Eastern Hill University, I admit those candidates to their respective degrees in absentia”.

- xi. When all candidates have been admitted to their degrees, medals and prizes the Vice-Chancellor, when the Chancellor is present, shall propose a vote of thanks.
- xii. After this the Registrar shall, with the permission of the Chancellor or in his/her absence, the Vice-Chancellor, declare the Convocation Closed.
- xiii. The procession shall then leave the Convocation Hall in the same order as that in which it entered, the graduates and the audience standing.

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1. Approved vide Ministry of Education, Govt. of India letter No. F.10-11/76-Leg. Unit (U.2) dated July 20,1976.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC -11

ON THE DEGREE OF DOCTOR OF LITERATURE  
AND DOCTOR OF SCIENCE*Under Section 26(1) (d) of the NEHU Act, 1973*

- |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility</b>                  | <p>1. i. A candidate who has distinguished himself/ herself in the relevant area and has proved her/his ability for conducting research/ academic work independently with at least eight years of academic experience after Master's degree (Minimum 55% marks) and has published work of high quality comparable to Ph.D. work;</p> <p style="text-align: center;">OR</p> <p>ii. Has obtained a Ph.D degree of this or any other recognised University followed by three years' post doctoral research/teaching experience may be admitted to the D.Litt./ D.Sc. degree.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Admission &amp; Registration</b> | <p>2. The candidate shall apply in a prescribed proforma along with a detailed synopsis of the research proposal accompanied with application fee of Rs.1000/-for admission as a candidate for D.Litt/ D.Sc. degree programme to the Head of the Department concerned. The Head of the Department shall forward the same to the Dean of the concerned School who shall refer the proposal to three eminent external experts in the relevant area and shall constitute a Committee consisting of at least three members with the Dean as Chairperson and two senior professors from the Department. The Committee so constituted shall look into the viability and academic merits of the proposal and the eligibility of the candidate with reference to the eligibility criteria referred to at (1) above of this Ordinance in the light of the reports from experts. After the Committee members are satisfied about the academic merits of the proposal the Dean shall place the recommendations in the concerned School Board. The recommendations of the School Board shall then be forwarded by the Dean to the Board of Research Studies along with all the relevant documents which shall then be forwarded to the Academic Council. The date of admission and registration shall be effective from the date of approval by the Academic Council. The Dean of the School shall communicate the decision of the Academic Council to the candidate.</p> |
| <b>Review of Progress</b>           | <p>3. The Dean of the concerned School shall organize at least two seminars by the candidate, at the University level. A formal notice to that effect shall be issued by the Dean of the School.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Duration</b>                     | <p>4. Subject to the provisions of Clauses (1) to (3) of this Ordinance, the candidate shall be permitted to submit his/her thesis for the D.Litt./D.Sc. degree after three years but not later than six years from the date of admission and registration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-11 Contd.**

**Submission of Thesis**

5. i. The candidate for the D.Litt./D.Sc. degree may incorporate in her/his thesis any research work which she/he may have published independently on the subject but shall not include any work in the thesis for which any degree may have been conferred on him/her by this or any other University.
- ii. The thesis shall satisfy the following conditions :
- a. It must be a piece of independent research work characterized either by discovery of new facts or by fresh interpretation of facts or theories; in either case it should evince the candidate's capacity for critical examination, original thinking and judgment. It shall be satisfactory as far as its literary presentation is concerned.
- b. The candidate shall indicate how far the thesis embodies the results of her/his own research or observations and in what respects her/his investigations appear to her/him to advance the knowledge in the subject of thesis.
- iii. Every candidate for the D.Litt. or D.Sc. degree shall submit five copies of her/his thesis to the concerned Head of the Department who shall forward the same to the Dean of the School. The thesis shall embody results of his/her independent research findings, and shall certify that :
- a. she/he has fulfilled the requirements of this Ordinance;
- b. the thesis is the result of her/his own independent investigations;
- c. the thesis or any part of its work has not been submitted to any University for any degree. The thesis submitted shall be accompanied by an examination fee of Rs.5000/-and countersigned by the concerned Head of Department and shall be forwarded to the Dean of the School.

**Examination**

6. i. The committee referred under Clause (2) shall submit a panel of at least seven examiners, out of which at least three names shall be from abroad. This list of examiners shall be forwarded by the School Board to the Board of Research Studies.
- ii. The thesis shall be referred by the Examination Department for adjudication along with an abstract of the thesis to the Board of four examiners, at least one of which should be from abroad, out of a panel of experts approved by the Academic Council and Executive Council.
- iii. a. In case any of the examiners desires to seek clarification(s) before submitting evaluation report on the thesis, she/he should seek such clarification(s) from the candidate through the Dean and reply from the candidate to the examiner should be routed only through the Dean of the School.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OC-11 Contd.**

- b. Each examiner, after examining the thesis shall submit a report containing a clear recommendation that in her/his opinion (a) the thesis is acceptable for the D.Litt./D.Sc. degree; or (b) the thesis be rejected.
- c. As far as possible, the examiners in their reports shall spell out the major contribution made by the candidate.
- iv. When the concerned School Board is satisfied that all the four examiners have unanimously recommended the award of the degree, it shall recommend to the Executive Council through the Board of Research Studies and the Academic Council that the D.Litt. or D.Sc. degree may be awarded to the candidate. The result of the candidate shall be declared only after the approval of the Executive Council.
- v. In case the Head of the Department or the Dean of the School is a candidate, the role of the Head and Dean as per this Ordinance shall vest with the Dean and the Chairman, Academic Council respectively.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC-12

## ON SOCIAL WORK EDUCATION

*(Under Section 26 (1) (b) of the NEHU Act, 1973)***Duration  
And Structure**

1.
  - i. The Integrated Social Work Education shall be a full time five-year course. Each of the first three years of this course shall be terminal year (Modular Structure).
  - ii. A candidate is entitled to terminate the course at the end of any one year, before the commencement of the fourth year (seventh semester), consisting of two semesters.
  - iii. In case a candidate terminates the course after the successful completion of any particular year she/he shall acquire a formal qualification relevant only to that particular year as under:
    - I Year : Certificate in Social work
    - II Year : Under Graduate Diploma in Social Work
    - III Year : Bachelor of Social Work
  - iv. A candidate who decided who decides to continue the course after the successful completion of the first three years, i.e., six semesters, she/he shall acquire a post-graduate degree only after the successful completion of the course at the end of the fifth year, i.e., the tenth semester.

**Discontinuation  
and Rejoining**

2.
  - i. A candidate can discontinue the Course education at the end of any year during the first 3 years.
  - ii. A candidate shall be eligible to join the next successive year within a maximum of two years after discontinuation.
  - iii. Discontinuation at the end of any one year and rejoining during the first three years shall be done with the permission of the concerned department/Institution.

**Admission**

3.
  - i. A candidate who has completed 10+2 level of any other equivalent examination with 45% marks can apply for admission to the first semester.
  - ii. Preference will be given to a deputed/sponsored candidate of governmental or non-governmental agencies.
  - iii. A graduate with an overall average of 45% of the marks or its equivalent from a recognised university can apply for admission to the VII semester of the Master of Social Work (degree).

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC-12 Contd.

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| <b>Attendance</b>            | <b>4.</b> | The minimum requirement to appear in end-semester examinations shall be 75% attendance of all theory, practicum and other curricular activities. However, 5% exemption of attendance may be granted to a student by the Head of the Institution concerned under special circumstance to be noted while granting such concession.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Passing and Division</b>  | <b>5.</b> | In order to pass the examination (at each stage), a candidate shall be required to obtain the following minimum marks : <ol style="list-style-type: none"> <li>i. 40% marks in each theory paper.</li> <li>ii. 50% in Field Work/Practicum.</li> <li>iii. The candidate must secure overall 50% to qualified to get the degree.</li> <li>iv. A candidate securing 45% marks or more but less than 60% marks in aggregate shall be placed in the Second Division.</li> <li>v. A candidate obtaining 60% marks or more in aggregate shall be placed in the First Division.</li> </ol>                                                                                                                                                                                                                                                                   |
| <b>Eligibility</b>           | <b>6.</b> | Performance of all the previous semesters examinations for the shall be taken into account for the purpose of obtaining the Bachelor's or Master's degree as per examinations determining the Division.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Failure and Clearance</b> | <b>7.</b> | <ol style="list-style-type: none"> <li>i. In case of the delay in declaration of the results, a candidate shall be able to proceed to the subsequent semester.</li> <li>ii. A candidate who fails in two subjects in the semester examination shall be required to reappear and pass the paper(s) in maximum two chances in the corresponding subsequent semesters.</li> <li>iii. A candidate shall have to clear Bachelor Degree within maximum of 5 years from the date of admission in the first semester.</li> <li>iv. A candidate shall have to clear Master Degree within 6 semesters from the date of admission in the seventh semester.</li> <li>v. However, a candidate continuing with the 5 year Integrated Course shall be given the total of 14 semesters (7 years) form the admission into the course in the first semester.</li> </ol> |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC – 13

## ON CORRESPONDENCE COURSES

*Under Section 26 (1) (b) of the NEHU Act, 1973*

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|----------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Short Title</b>               | 1. | There shall be established Correspondence Courses under the Centre for Distance Education, North-Eastern Hill University.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Objectives</b>                | 2. | <ul style="list-style-type: none"> <li>i The objective of the Correspondence Courses shall be to offer courses at Post-Graduate level to students who have, for some reason or other, been deprived of higher education.</li> <li>ii The number of courses under the programme will be decided by the Competent Authority from time to time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Eligibility</b>               | 3. | Any Graduate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Standing Committee</b>        | 4. | <p>There shall be a Standing Committee for the purpose. The composition of the Committee shall be as follows:</p> <ul style="list-style-type: none"> <li>i Director / Head of Centre for Distance Education as ex-officio Convener &amp; Member-Secretary.</li> <li>ii Head of the concerned Department as ex-officio Chairman.</li> <li>iii One Professor and one Reader of the relevant subject of the Post-Graduate department, NEHU as member in order of seniority.</li> <li>iv One Professor from a cognate subject to be nominated by the Dean of the concerned School.</li> <li>v One subject expert at the Professor's level preferably from North- Eastern Region as a member to be nominated by the Vice- Chancellor, NEHU, Shillong.</li> <li>vi Controller of Examinations or his nominee.</li> </ul> |
| <b>Term of Office</b>            | 5. | The term of office of the members except that of the Head/Director, Centre for Distance Education, NEHU, Shillong and the Head of the concerned Department, shall be for a period of three years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Quorum</b>                    | 6. | A minimum of three members shall constitute the quorum, provided the Convener and the Head of the concerned subject are present. The Standing Committee shall meet as and when required subject to a minimum of twice a year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Function of the Committee</b> | 7. | The function of the Standing Committee will be as laid down in the regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Course Structure</b>          | 8. | <ul style="list-style-type: none"> <li>i The syllabus of the subject offered would be the same as a regular course offered in the University.</li> <li>ii The examination for the correspondence Course shall be at the end of the second and fourth semesters and not at the end of each semester as in the case of regular courses.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC-13 Contd.

- iii A candidate registering for a Post-Graduate course under the programme may have a maximum of 5 years to complete and be eligible for the degree and those failing to complete and pass the course within the stipulated time of 5 years, will have to seek fresh admission.
- iv Each course shall carry 100 marks. There shall be no sessional assessment, field work or dissertation.
- v There shall be separate question paper of 100 marks for each paper.

**Procedure  
of Admission**

9. The procedure of Admission and fees shall be laid down in the regulations.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC – 14

## ON CERTIFICATE AND PG DIPLOMA COURSES

*Under Section 26(1) (b) of NEHU Act, 1973*

1. The University shall conduct Certificate Courses of one semester duration (six months) and PG Diploma Courses of two semester duration (One year).
2. The Syllabus for the Courses shall be as prescribed by the Board of Post Graduate Studies or Steering Committee and approved by the School Board and Academic Council.
3. The eligibility for admission to the Certificate and PG Diploma Courses shall be Bachelor Degree or equivalent.
4. There shall be an examination conducted by the University at the end of the Semester.
5. The Course structure and distribution of marks shall be as under :
  - i. Certificate Courses  
There shall be 4 Papers of 100 Marks each inclusive of Practicals. Practicals/Internal assessment should not exceed 25% of the total marks.
  - ii. PG Diploma Courses  
There shall be 8 Papers of 100 Marks each inclusive of Practicals. Practicals should not exceed 25% of the total marks.
6. The minimum pass marks in each of the Papers shall be 35%. The successful candidates shall be classified as under :-
  - i. Second Division—those who obtain 45% or more, but less than 60% of the aggregate marks.
  - ii. First Division—those who obtain 60% or more, but less than 75% of the aggregate marks.
  - iii. A candidate who obtains 75% or more marks in the aggregate shall be declared to have passed the Course with “Distinction”.
7. Any difficulty arising in giving effect to or interpreting any of the provisions of this Ordinance shall be referred to the Vice-Chancellor whose decision thereon shall be final.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-15**

**ON ACADEMIC CALENDAR OF THE UNIVERSITY**

*Under Section 26 (1) (q) of the NEHU Act, 1973*

1. The University shall have at least 30 weeks' of actual teaching in a year.
2. In the University, 12 weeks shall be devoted to admission/examination/preparation for examination.
3. The University shall have a vacation of 8 weeks.

i. The University shall have 2 weeks' public holidays.

ii. The above is summarised as follows :

	No of weeks
a. Teaching	30
b. Admission/Examination, preparation for Examination	12
c. Vacation	8
d. Public Holidays to increase and adjust teaching days accordingly	2
<b>Total</b>	<b>52</b>

- Note (i) As 'b' above curtails the vacation of University teachers by two weeks, they shall be entitled to earned leave at the rate of 1/3rd of the period of curtailment.
- (ii) Wherever the actual teaching days exceeds 180 days, 1/3 of the period in excess of 180 days may be credited as earned leave to the teachers of the University.

4. The list of academic holidays for the University shall be as notified by the University.
5. In addition to the holidays notified by the University, the Pro-Vice-Chancellor of the outlying Campuses should be competent to declare local holidays according to their need and significance of the day, under intimation to the University.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OC-15 Contd.**

**6. Semester Calendar**

Commencement of 1st and 3rd Semester Classes	1st working day of August
Commencement of 1st and 3rd Semester Examinations	First working day of December
Winter Vacation	19 <sup>th</sup> December to 18 <sup>th</sup> February
Commencement of 2nd and 4th Semester Classes	19 <sup>th</sup> February
Commencement of 2nd and 4th Semester Examinations	First working day of July
Semester week	20 <sup>th</sup> to 31 <sup>st</sup> July

\*Relevant Semesters in case of Courses other than P.G. Programmes

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1. Approved vide MHRD letter No. F. 8-30/99/Desk(U), dt. 2. 6.2000.
  2. Amended vide EC resolution EC : 113 : 2002 : 5 : 8 (1).
  3. Approved vide Academic Council Resolution No.AC:77:2007:5:1:(ii) and Executive Council Resolution No:EC:129:2007:5:1:(vi).
  4. Notified vide No.Conf/13-5/ORD/99 (Vol.III-682 dated 16.11.2007).

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC-16

## ON HONORARY DEGREE

*under Statute 29 of NEHU Act, 1973*

1. The Degree of Doctor of Letters (D.Litt), Doctor of Science(D.Sc.)and Doctor of Law (LL.D) *Honoris Causa* may be conferred upon persons or proven exceptional merit.
2. There shall be a standing Committee constituted by Academic Council, which would invite and receive nominations for such awards from distinguished persons, public institutions and Academic bodies of NEHU. The Standing Committee shall devise the criteria for inviting nominations.
3. The persons nominated should not belong to any of the nominating institutions.
4. A Panel of experts appointed by the Academic Council shall examine such nominations and forward their recommendations for considerations of the Academic Council.
5. After consideration by the Academic Council every proposal for Honorary Degree shall be forwarded to the Executive Council. The Executive Council, after its consideration, shall send the proposals to the Visitor for approval for conferment of the Honorary Degrees.

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Notes: This Ordinance has been notified vide Notification No.F.Conf/13-5/Ord/99(Vol.III)-1096, dated 27<sup>th</sup> October, 2005.  
The numbering of this Ordinance as OC-16 (NEW)has been suggested, in continuation of award of Degrees, provided for, in this Series (OC series).

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OC-17****ON PROFESSIONAL COURSES***under Section 26(1)(a),(b),(d),(e),(g) of NEHU Act, 1973*

1. There shall be courses of study leading to the Bachelor's and Master's degree in various professional courses.
2. Eligibility criteria for admission, selection procedure, duration, course structure, fee structure, examination, award of degrees and other conditions governing each professional course shall be laid down in Regulations for each of these courses.
3. In case the fee charged to a student includes special fees, such as programme course/development fee specific to the programme/course, the fund so collected shall be transferred to the department. The fund shall be utilized for running quality enhancement/improvement of the programme/course for which it is collected.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC-18

**PG Department in Colleges affiliated to the University***Under Section 5 of NEHU Act, 1973 and Statute-33*

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|------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility to apply for opening of a PG Department in Colleges</b> | <b>1.</b> | Only a degree college permanently affiliated to NEHU may apply. The College must have valid NAAC accreditation with a rating of 4 Star (or equivalent) and above. The College must have existing UG teaching programme (Honours) in the subject concerned for which NEHU has granted permanent affiliation. These conditions however, may not apply to Minority Educational Institutions under the NCMEI Act,2004.                                                                                                                                  |
| <b>Procedure for application</b>                                       | <b>2.</b> | The application shall be made in the proforma as prepared by the affiliation Committee and made available by the CDC, which shall include the following details:<br>Adequate running grant, Library facilities, infrastructure facility and staff for the PG Courses proposed. A non-refundable application fee of Rs.50,000/- shall be payable by D.D. in favour of Finance Officer, NEHU. Other provisions of OB-6 shall apply. However, the amount of non-refundable application fee shall be as prescribed by the University from time to time. |
| <b>Number of Seats</b>                                                 | <b>3.</b> | As recommended by the Visiting Team sent by the Vice-Chancellor and approved by the Academic Council depending on infrastructure facilities.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Admission</b>                                                       | <b>4.</b> | The College may have their own admission criteria with prior approval of the University.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Syllabus</b>                                                        | <b>5.</b> | Syllabi shall be provided by the University from time to time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Fees</b>                                                            | <b>6.</b> | Fees will be specified by the College concerned. Twenty percent of the fees charged shall be payable by the College to the University. In addition, each student shall pay registration and examination fee to NEHU as prescribed for PG students.                                                                                                                                                                                                                                                                                                  |
| <b>Course structure &amp; Examination</b>                              | <b>7.</b> | Ordinance OC-7 and Regulation RC-5 shall apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Qualification and Number of Teachers</b>                            | <b>8.</b> | <ul style="list-style-type: none"> <li>i. The qualification for teachers shall be as prescribed by the UGC from time to time.</li> <li>ii. At least 10 teachers (5 for UG and 5 for PG) in Science subject.</li> <li>iii. At least 8 teachers (4 for UG and 4 for PG) in subjects other than Science.</li> </ul>                                                                                                                                                                                                                                    |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OC-18 Contd.

**Workload**

9.

The Academic work load for every faculty member shall be not less than 40 hours per week for 30 working weeks in an Academic Calendar (15 weeks per semester) which shall include preparation actual class room lectures, correction and examination work, seminars, admission and other professional work. The direct teaching hours per week shall not be less than 16 hours for every teacher.

Minimum number of classes per week/per paper shall be same as that in the University PG Departments.

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- Notes: 1. This Ordinance has been notified vide Notification No.F.Conf/13-5/99 (Vol.III)-786, dated 17.11.2004.
2. The amendment to Clause 1 of this Ordinance OC-18 has been approved vide Resolution No:EC:125:2006:5:1: (vi), dated 07.07.2006.



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC-19

**On Distance Mode of Education***Under Section 26(1)(b) of NEHU Act, 1973*

<b>Objective</b>	<b>1.</b>	The objective of distance mode of education shall be to offer courses to students who are desirous of further education through various modes of distance learning systems.
<b>Eligibility</b>	<b>2.</b>	The eligibility of admission, duration of courses and fees etc. shall be provided in regulations for each course/programme as and when offered.
<b>Course Structure</b>	<b>3.</b>	<p>i. The syllabus of each of the courses shall be the same for disciplines that the University operates subject to feasibility of running the courses.</p> <p>vi. The syllabus for other Courses shall be prepared by respective Expert Committee constituted by the Vice-Chancellor on the recommendation of the Head of the Centre for Distance Education or adopted by the University. The syllabus framed or adopted may be considered by the Steering Committee of the Centre which shall recommend the same to the appropriate School Board that may consider the syllabus and recommend to the Academic Council for its approval. Provided that in cases where this process may not be feasible, the recommendations of the Steering Committee may be sent directly to the Academic Council for its consideration.</p>
<b>Examination</b>	<b>4.</b>	The examinations for the courses offered shall be conducted by the University and as per modalities provided in regulations for the purpose.
<b>Study Centres</b>	<b>5.</b>	The Executive Council on recommendation of the Academic Council may establish Study Centers, need based for contact programmes for students at appropriate locations, as and when required, or abolish such Centres if they prove ineffective.
<b>Removal of Difficulties</b>	<b>6.</b>	Notwithstanding anything contained in this Ordinance, any difficulty arising in interpretation of, or giving effect to, any provision of this Ordinance shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

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1. Approved vide Academic Council Resolution No:AC:79:2008:5:1:(v), dated May 30, 2008 and Executive Council Resolution No:EC:134:2008:5:1:(iv), dated June 18, 2008.
  2. Notified vide F.No.Conf/13-5/ORD/99(Vol.III)-263, dated September 12, 2008.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-1**

**ON THE AWARD OF JUNIOR RESEARCH  
FELLOWSHIPS IN SCIENCES, HUMANITIES AND  
SOCIAL SCIENCES**

*Under Section 26 (1) (f) of the NEHU Act, 1973*

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| <b>Objective</b>            | 1. The objective of the Research Awards is to provide an opportunity to research students and teachers to undertake advanced study and research in sciences, humanities and social sciences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Value</b>                | 2. The value of Junior Research Fellowship and other details shall be as prescribed by Regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Eligibility</b>          | 3. Junior Research Fellowships are open to persons below the age of 30 years who have obtained a Master's Degree of a recognised university. Only those candidates, who have a consistently good academic record and have secured a minimum of 55% marks at Master's level will be considered for these awards.<br><br>Provided that in case of Scheduled Caste/ Scheduled Tribe candidates the minimum qualifications may be suitably relaxed by the Executive Council from time to time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Conditions for Award</b> | 4. <ul style="list-style-type: none"> <li>i. The Fellowships shall be awarded to enable scholars to pursue research in different fields at North-Eastern Hill University.</li> <li>ii. Each Fellow shall be attached to one of the Academic Departments of the University for pursuing research on full time basis leading to a research degree of the University.</li> <li>iii. The Fellow shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award.</li> <li>iv. A Fellow may be required to undertake up to four hours teaching assignment per week including assistance in tutorials, evaluation of test papers, Laboratory demonstration work, etc.</li> <li>v. No scholar will be allowed to discontinue his work before he completes his work for M. Phil. or Ph. D., as the case may be, and he may be required to execute a bond as may be prescribed by the University to that effect.<br/><br/>Provided that if the candidate continues his work in the University under some other scheme of the University or other sponsoring authority or other research work, he may be allowed to resign his fellowship.</li> <li>vi. If a scholar wishes to leave the fellowship before the end of the tenure or wishes to apply for a post or appear at an interview or at</li> </ul> |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-1 Contd.**

an examination conducted by any University or Public body, "prior" permission of the University in the prescribed proforma shall be obtained, provided that notwithstanding the permission if he discontinues his research leaving the work incomplete, he will be liable to refund the entire amount received by him as Fellowship. Provided further that 'if he continues his research work in another scheme or joins a teaching or research assignment, the University may waive the above condition.

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|-----------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tenure of Fellowship</b> | <b>5.</b> | <ul style="list-style-type: none"> <li>vii. The work of the scholar shall be assessed at the end of the first year as may be provided in the Ordinances or as may be prescribed by the University. If it is found that the scholar lacks potential for useful research, the fellowship may be terminated.</li> <li>viii. Notwithstanding the provision in vii above, if a scholar fails to submit his dissertation for M. Phil. degree within a period of two years of his having been registered, irrespective of the time of the award of the fellowship to him, the fellowship shall be terminated at the end of two years.</li> <li>ix. The scholar shall execute a bond as may be prescribed by the University in this regard before he is allowed to draw the fellowship.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Leave</b>                | <b>6.</b> | <ul style="list-style-type: none"> <li>i. The fellowship shall be awarded for a period of two years or till such time as he is awarded M. Phil. Degree, whichever is earlier.</li> <li>ii. If a Scholar is allowed to proceed with his Ph.D. programme on the basis of his performance in the course work, the fellowship will be automatically renewed for a further period of two years.</li> <li>iii. A scholar who successfully completes his M. Phil. and wishes to continue his work for Ph.D. may be awarded the fellowship for a further period of two years subject to their performance at M. Phil. being of a sufficiently high standard. A scholar who was not drawing any fellowship may also be awarded a fellowship after his M. Phil. on the basis of the quality of his work at M. Phil.</li> <li>iv. The scholar will be allowed to complete full four or two years of the fellowship, as the case may be, even if the Ph.D. dissertation is submitted before the expiry of the fellowship.</li> <li>v. Notwithstanding the provisions in viii to ix above, the University may terminate a fellowship at any time if it is not satisfied with the progress or conduct of the fellow.</li> </ul> <ul style="list-style-type: none"> <li>i. A fellow will be entitled to leave for a period not exceeding thirty days in a year, in addition, to general holidays, which can be availed only with the approval of the Supervisor. Women scholars will, in addition be eligible for maternity leave at full rates for a period not exceeding three months during the tenure of their award.</li> <li>ii. The University may allow special leave for a period not exceeding three months during the whole tenure of a scholar under exceptional circumstances. The scholar will not be eligible to draw his fellowship during the period of special leave. The period of leave will, however, be counted towards the tenure of fellowship.</li> </ul> |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-1 Contd.**

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| <b>Selection</b>                 | 7.  | <ul style="list-style-type: none"> <li>i. The application received from the candidates by the University shall be sent to the Heads of the respective Departments by 5th August for screening and recommending the award.</li> <li>ii. The Departments will finalise the recommendation for the fellowships on the basis of assessment by a committee consisting of not less than three members with the Head of the Department as the Chairman. While the recommendations for fellowships will be primarily made on the basis of merit, the availability of supervisors in the Department in the area of research in which a candidate wants to pursue his research shall also be taken into consideration.</li> <li>iii. The recommendations for these awards should be forwarded to the University in the prescribed proforma latest by 10th August, so that the candidates may join the University by 1st September every year.</li> </ul> |
| <b>Reservation</b>               | 8.  | Fifty percent of the fellowships are reserved for candidates belonging to Scheduled Castes and Scheduled Tribes, provided they fulfill the minimum qualifications laid down for the award. In case qualified candidates are not available, the fellowship may be awarded to other candidates in order of merit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Payment</b>                   | 9.  | Payment of the Fellowship amount will be made each month at the University office against bills drawn by the Fellow and countersigned by the concerned Head of the Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Application for the Award</b> | 10. | Each department shall forward to the University by the end of May each year the position about fellowship holders and the number of likely vacancies as may exist on the first of September, indicating the area in which M. Phil. / Ph.D. courses will be available. The Fellowship shall be advertised by 30th June every year specifying the last date for application which shall not be later than 21st July.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Enhancement Of Rates</b>      | 11. | The scholar may be allowed the fellowship at the higher rate at the end of a period of two years, provided he has successfully completed his M.Phil. or has been allowed to proceed for Ph.D. on the basis of his performance in the course work, on the recommendation of his supervisor submitted to the University through the concerned Head and Dean.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OD-1 Contd.

**Unutilised  
Fellowship**

12. In case some fellowships remain unutilised, the research scholars already working in the Department without fellowship may be considered for the award. These cases shall be forwarded to the University latest by 15th February each year in accordance with the procedure laid down under clause 3 and 6(ii) above.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-2**

**ON THE AWARD OF THE NORTH-EASTERN HILL UNIVERSITY  
POST –GRADUATE SCHOLARSHIPS**

*Under Section 26(1) (f) of the NEHU Act, 1973*

<b>Objective</b>	<b>1.</b>	To prevent hardship of meritorious students who have passed their Degree Examinations and who are pursuing their Post-graduate studies at this University in subjects for which Post-Graduate departments have been opened.
<b>Eligibility</b>	<b>2.</b>	<p>Students who have secured 55% and above or at least a B+ in the 7 point grade system at the Degree Examinations conducted by the University are eligible for consideration for the award of NEHU Post-Graduate Scholarships.</p> <p>Provided that the Committee at its discretion may award a scholarship to a fresh candidate of the final year Class taking his/her performance at the previous examination if he/she has obtained at least 55% marks.</p> <p>Note: 5% of the marks will be relaxed in the case of Scheduled Caste and Scheduled Tribe students. A candidate who is in full time employment will not be eligible for the award of scholarship.</p>
<b>Selection</b>	<b>3.</b>	<p>i. The applications received by the University from the candidates shall be sent to the Heads of respective departments by 1<sup>st</sup> September each year for screening and recommending the award.</p> <p>ii. Selection for the award of the scholarships will be made by a committee to be appointed by the Vice-Chancellor consisting of not less than three persons including the Dean of Students' Welfare who shall be the Chairman thereof. The selection by the Committee in each case, shall be on the basis of merit and shall be subject to the approval of the Vice- Chancellor.</p>
<b>Renewal</b>	<b>4.</b>	The Scholarship may be renewed for a second year provided the student secures at least 50% marks (or 'B' grade) at the I & II Semester examination and maintains an all round satisfactory record of work and attendance to be certified by the Head of the Department concerned.
<b>Value</b>	<b>5.</b>	The value of the scholarship shall be as determined from time to time by the University.
<b>Conditions of Award</b>	<b>6.</b>	<p>i. The candidates selected for award of scholarships for Post-graduate studies shall pursue their course at the North-Eastern Hill University in subjects for which Post-graduate courses have been opened.</p>

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC-2 Contd.

- ii. The selected scholars shall not accept or hold any appointment, paid or otherwise, and will not receive any emoluments, salary, etc. from any other source during the tenure of scholarship.
- iii. The selected scholars shall not accept any other scholarship simultaneously with the NEHU scholarship. They will however be eligible to receive free studentships if granted by the University.
- iv. The scholarship may be suspended or terminated at any time on the grounds of misconduct on the part of the student concerned or on continued absence for more than one month except on medical grounds.

**Application for  
Award**

7.

Applications in the prescribed form duly completed by the candidates along with relevant enclosures should reach the Registrar, North-Eastern Hill University within the date to be notified by the University.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OD-3

**ON ASSOCIATION OF STUDENTS IN  
DEPARTMENTS AND SCHOOLS***Under Section 26(1) (m) of the NEHU Act, 1973*

1. All Students enrolled in a department for post-graduate or research studies shall be members of the departmental association.
2. Each Association may take a name for itself with the approval of the Advisory Committees of Associations.
3. Each Association will have a Staff Advisor, nominated by the Dean of the School in consultation with the Head of the Department from amongst the members of the faculty of the concerned department. In case of a difference of opinion between the Dean and the Head of the Department, the matter may be referred to the Vice-Chancellor whose decision shall be final.
4. Each Association shall have an Executive Committee comprising not more than 5 members which will be constituted according to such rules and provisions as may be laid down by the Advisory Committee of Associations.
5. The Advisory Committee of Associations shall comprise one Staff Advisor each from departmental association of schools by rotation, Dean Students' Welfare & Director of Sports. The Dean of Students' Welfare shall be the Convener of the Committee and the senior most member of the Committee shall preside over its meetings.
6. Each Association shall promote the study and appreciation of the concerned discipline, broaden the interests of its members in other fields of studies, engender holistic approach in learning and study, create consciousness about the broader issues of the society, the nation and humanity, promote cultural activities and provide opportunities for self-expression for appreciation of arts and cultural forms and development of artistic potential and promote sports, athletics, etc.
7. Without prejudice to the generality of its role and activities, each Association shall organise the following specific programmes (i) A weekly meeting of the Association on a day of the week and time assigned to the Association by the Advisory Committee. (ii) One of the weekly meetings of each Departmental Association in each month shall be broad-based in which members of other Departmental Associations in the School shall also be invited to participate. The programme for this meeting shall be inter-disciplinary. (iii) Each Departmental Association shall organise one meeting in each semester inviting all associations in all the Schools of the University. (iv) Each Departmental Association shall organise one full length lecture by one of the post-graduate students on a topic which may be chosen by the student in consultation with the Staff Advisor or other members of the faculty.

The Student shall prepare a handwritten manuscript of the speech along with bibliography. The lecture may, however, be delivered generally following the text but may not be read out. (v) Research scholars may make full length or brief presentations in the weekly meetings about their findings. (vi) Associations may also invite members of other Associations to address them on special topics. (vii) Associations may organise seminars in which members of the faculty and other guests may also participate, and (viii) Each Association will organise one open essay competition each year which will be open to students of all Universities in the North-Eastern Region.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OD-3 Contd.**

8. Each Association shall keep a full record of its activities. The Secretary of the Association will prepare a brief resume every week which shall be authenticated by the Staff Advisor.
9. The University may institute running medals and prize, like trophies for best Association of the year, Student lectures, essays and other items.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-4**

**ON CONDITIONS OF RESIDENCE OF THE  
STUDENTS OF THE UNIVERSITY**

*Under Section 26 (1) (h) of the NEHU Act, 1973*

**Objectives**

1. North Eastern Hill University is primarily a residential University. A large section of its students come from distant places and reside in the campus of the University. The objectives of residence in the halls and lodges are as follows :
  - i. to provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
  - ii. to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/ guardians;
  - iii. to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of cooperation and goodwill and acquire broader societal frame;
  - iv. to provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
  - v. to develop in the students the capacity to govern their own affairs.

**Halls of Residence 2.**

- i. **Residence in Campus**
  - a. The University shall maintain such hostels as may be necessary to fulfill the objectives of residence;
  - b. Every hostel shall have a name as the University may assign to it;
  - c. A hostel may accommodate about 100 students; and
  - d. One hostel shall be under the charge of a Warden.
- ii. **Residence off campus**  
Students who do not live either with their parents or approved guardians shall, during the term, reside in an approved hostel or in an approved lodge.

- Note :
- a. An approved hostel is a place of residence maintained by a State Government or any other organisation exclusively for students of the University, colleges or other courses of the University.
  - b. An approved lodge may comprise such houses or parts thereof where the students of the University may reside.
  - c. Each approved lodge shall be under the charge of a Warden.
  - d. The University may, if deemed necessary, suspend or withdraw recognition of any approved lodge.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-4 Contd.**

**Supervision and Control 3.**

**i. Central Committee on Residence.**

- a. The supervision and control of the residence of all students is vested in the Vice-Chancellor. The Dean, Students' Welfare will assist the Vice-Chancellor in performing his function with the help of a Central Committee on Residence.
- b. The Central Committee shall be appointed by the Vice-Chancellor or by such person he may specify on his behalf and shall comprise the following :
  - (i) Dean, Students' Welfare
  - (ii) Director of Sports,
  - (iii) 3 Wardens of hostels maintained by the University by rotation; and
  - (iv) 2 Wardens in charge of approved lodges by rotation.
- c. The term of office of the Central Committee shall be two years in the first instance.
- d. The functions of the Committee shall be as follows :
  - (i) Management, selection and admission of students to University halls and approved lodges ;
  - (ii) Supervision of the halls of residence and advise the University on matters of policy, etc. relating to their management ;
  - (iii) Maintenance of discipline amongst the resident students ;
  - (iv) Transfer of a student from one hostel to another; and
  - (v) Such other duties as may be assigned by the Vice-Chancellor.
- e. The Committee may admonish a student for misconduct, may impose a fine up to Rs.50/- on a student at a time, may remove a student residing in a hall of the University, and may declare halls out of bounds for students during the period of suspension.
- f. The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the Dean, Students' Welfare, and 1/3 of its members shall form the quorum.
- g. The Dean, Students' Welfare shall submit the conclusions of the meeting to the Vice-Chancellor who will place it before the Executive Council for its information.

**ii. Warden, Prefect & Local Committee**

- a. The management of each hostel/approved lodge and the mess attached to it shall vest in the Warden who will be assisted by the Prefect and a Local Committee which may consist of :
  - (i) Warden – Chairman.
  - (ii) Prefect.
  - (iii) Three students of the Hostel, one of whom shall be the mess manager/secretary.
- b. The Local Committee shall be appointed by the Warden and its term of office shall be one year.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

### OD-4 Contd.

- c One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he/she may deem proper for the smooth functioning of the hostel.
- d The Prefect shall hold office for one year and shall be entitled to free accommodation in the hostel during the period of office.

### Admission to Hostels Maintained by the University

#### ELIGIBILITY AND PROCEDURE 4.

- i. All students registered for full-time programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the hostels of the University. Students on projects sponsored by organisations like UGC, ICAR, ICSSR in the university on a salary not exceeding the amount of UGC, ICAR, ICSSR fellowship, shall also be eligible for allotment of accommodation in the hostels.
- ii. As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for hall/hostel accommodation.
- iii. Students desirous of residing in the University hostel may apply in the prescribed form after admission to the academic departments.
- iv. The Heads of the departments may forward all hostel applications of selected candidates for admission to their respective departments to the Dean, Students' Welfare. The applications shall be scrutinised by the Central Committee which will allot the hostel to each applicant.
- v. Students joining the University for the first time and those from distant places will be given preference for hostel accommodation.
- vi. Hostel accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to the hostel in every subsequent year of study. The applications should reach the Warden of the hostel concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a programme of study and after furnishing proof of having paid all hostel/tuition dues.

#### Appointments, Powers and Functions of Wardens 5.

##### i. Appointment

Wardens of Hostels and Wardens in-charge of lodges outside the Campus shall be appointed by the Vice-Chancellor on the recommendation of the Dean, Students' Welfare for a period of two years and they shall be eligible for reappointment.

##### ii. Wardens of Hostels

- a. The Wardens of Hostels shall perform such duties as are assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Dean, Students' Welfare.
- b. Subject to the guidelines of the Central Committee, the Warden shall allot rooms to the students assigned to him/her, maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- c. In addition to the specific duties assigned by the Vice-Chancellor, the Wardens shall perform the following duties:

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

### OD-4 Contd.

- (i) Welfare of, and discipline, amongst the residents in the hall and to maintain daily record of the resident students such as students present each day, students absent from the Hall together with reasons for absence;
- (ii) Oversee health, hygiene and general life of the students in the Hostels and to ensure that the students observe the Regulations and discipline in accordance with the rules framed thereof;
- (iii) Report to the Dean, Students' Welfare all cases of misbehavior, indiscipline and illness of students residing in his/her hostel;
- (iv) Safe custody and maintenance of such properties of the concerned hostel as are entrusted to him/her and for their repairs within the funds allotted and norms laid down by the University authorities for the same.

- d. The Wardens shall have the right to inspect hostel rooms.
- e. The Wardens shall have administrative control over the staff assigned to the hostel.
- f. Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of his/her Wardenship, and he/she shall be entitled to such allowance/special pay as the University may determine.

### iii. Wardens in-charge of Lodges

The Wardens In-charge of Lodges shall:

- a. exercise supervision and control over all students in the zone;
- b. maintain a register of all students and all information relating to the terms and conditions of their residence in the lodges;
- c. maintain information of accommodation available in the lodges from time to time and help students to find suitable accommodation in the zone. The Warden shall be expected to maintain close and frequent contact with the students and so help in resolving the problems that they might encounter during their residence;
- d. be responsible for the health, hygiene and general life of the students residing in the lodges in the zone;
- e. maintain discipline among students living in the zone and shall promptly report to the appropriate authority all cases of indiscipline, mis-conduct or illness of students;
- f. be the liaison between students and the administration; and
- g. perform such duties as may be assigned to him by the Vice-Chancellor from time to time.

### iv. Remuneration

The Warden shall be entitled to such allowances as may be determined by the University from time to time.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OD-4 contd.****Miscellaneous 6.**

- i. All students of the University, residing in and off campus, shall be under the disciplinary control of the Vice-Chancellor, and of the authorities of the University.
- ii. The conditions of admission, accommodation and the organisation of mess in the hostels maintained by Warden shall be in accordance with the rules which may be framed in this regard by the University.
- iii. Students living in approved hostels shall be under the disciplinary control of the management of the hostel concerned.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-5**

**ON REPRESENTATION OF THE POST-GRADUATE  
STUDENTS OF THE UNIVERSITY ON THE  
ACADEMIC COUNCIL**

*Under Clause (I) (xiii) of Statute 14 of NEHU Act, 1973*

- |                                                 |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General</b>                                  | 1. | The selection of two Post-Graduate students of the University, one from Science and one from Humanities and one Research Scholar shall be made in accordance with the provisions of this Ordinance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Procedure</b>                                | 2. | <ul style="list-style-type: none"> <li>i. One student each, securing the highest index points at the Under-Graduate level as per the Merit list for admissions as prepared by the various Departments, shall be selected from the following groups:           <ul style="list-style-type: none"> <li>a. The students of Humanities comprising the Schools of Social Sciences, Languages, Education and such other Schools as may be notified by the University from time to time;</li> <li>b. The students of Science comprising the Schools of Physical Sciences, Life Sciences, Environmental Sciences and such other Schools as may be notified by the University from time to time.</li> </ul> <p style="margin-left: 40px;">Provided that students from the same School will not be eligible or selection in any two consecutive terms. In case students from the same School score highest marks, a student from another School securing highest marks as referred to earlier will be selected.</p> </li> <li>ii. One research Scholar who has worked for at least one year full time for his/her Ph.D./ M. Phil. degree and who has obtained First Class/ Grade and secured the highest marks at the Masters' Degree Programmes shall be selected by rotation from amongst the students of Humanities comprising the Schools of Social Sciences, Languages Education and such other Schools as may hereafter be notified, taken together, and from amongst students of Science comprising the Schools of Life Sciences, Physical Sciences and such other Schools as may hereafter be notified, taken together.</li> </ul> |
| <b>Limitations as to Attendance in Meetings</b> | 3. | <ul style="list-style-type: none"> <li>i. No member referred to in 2(1) and 2(2) above shall have the right to be present at the meeting of the Academic Council when it takes up for consideration any of the following subjects :           <ul style="list-style-type: none"> <li>a. Faculty positions, recruitments, conditions of service and academic freedom ;</li> <li>b. Actual process of evaluating of academic performance and merit of students including appointment of examiners, paper setters, moderators, etc.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |





**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-6**

**ON DISCIPLINE AMONG STUDENTS IN RELATION  
TO UNIVERSITY EXAMINATIONS**

*Under Section 26 (g) of NEHU Act, 1973*

**Disciplinary  
Control  
of an Examination  
Centre**

1. i. During an examination, the candidates shall be under the disciplinary control of the Superintendent of the Centre who shall issue instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he may be expelled from the examination of that Session. The Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under the Ordinances.
- ii. Everyday, before an examination begins, the Invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and deliver to them all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted, this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his admit card with him.

**Use of unfair  
means**

2. i. A candidate shall not use unfair means in connection with any examination.
- ii. The following shall be deemed to be unfair means:
  - a. Talking to another candidate or any person, inside or outside the examination hall during the examination hours without the permission of a member of the supervisory staff.
  - b. Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Superintendent or Supervisor concerned and taking away, tearing off or otherwise disposing off the same or any part thereof.
  - c. Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything excepting the answer book or the continuation sheet supplied to the candidate.
  - d. Using abusive or obscene language in the answer books.
  - e. Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose or writing Roll number at place(s) other than the specified one for that purpose.
  - f. Making an appeal to the Examiner through the answer book.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-6 Contd.**

- g. Possession by a candidate or having access to his books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- h. Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
- i. Passing on or attempting to pass on, during the examination hours, a copy of a question or a part thereof, or solution to a question or a part thereof, to any other candidate or to any person.
- j. Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination, or through any other agency, whatsoever.
- k. Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff (Grade-IV) or any outside agency, a solution to a question or to a part thereof.
- l. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, tabulator or any other person connected with the University examinations with the object, directly or indirectly, of inducing him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- m. Undue influence that is to say direct or indirect interference or attempt thereof, on the part of the candidate or any person on his behalf, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination.

Provided that without prejudice to the generality of the provisions of the clause any such person as is referred to therein who:

- a. abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
- b. abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with the duties of the Supervisory and the inspecting staff within the meaning of the clause.
- n. Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- o. Presenting a thesis, dissertation, practical or classwork note-book, wherever required, not prepared or produced by the candidate himself.
- p. Arranging or permitting any person, whosoever he may be, to impersonate for the candidate at the examination.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OD-6 Contd.

- q. Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.
- iii. a. The Executive Council may declare, by resolution, any other act of omission or commission to be unfair means in respect of any or all the examinations.
- b. If the Executive Council is satisfied that there has been copying or use of unfair means in mass scale at a particular centre(s) it may cancel the examination of the candidates concerned and order re-examinations.

OR

Disqualify the candidate from appearing at such examination of the University for a period not exceeding three years; in case disqualification is to be imposed then such action may be taken on the report/recommendations of the Examinations Discipline Committee, or the Executive Council may take such action *suo moto* after giving the affected candidates a reasonable opportunity of being heard. The Executive Council may take one or both the actions i.e. ordering re-examination or disqualifying them from appearing at such examination as stated above.

- c. The use of unfair means at the Centre(s) was aided, abetted or connived by the authorities of the institution where the centre was located or by some other agency or due to the inability of the authorities to prevent the use of unfair means, it may abolish the Centre for a manner as stated in (ix) above.
- Explanation: In Clause 5(ii) 'Mass copying' means: where the invigilator-in-charge is satisfied that 30 or more students are involved in using unfair means or copying in the particular paper.
- iv. a. The power of expulsion of candidates for the entire examinations of paper as specified in Clause 4 above in respect of unfair means detected in the Examination Hall and the premises of the Centre shall vest in the Officer-in-charge of the Centre who shall decide the matter with the help of a Centre Discipline Committee formally constituted for the purpose and shall report the matter immediately to the Controller of Examinations along with all incriminating materials for the consideration of the NEHU Discipline Committee.
  - b. A candidate shall not be forced to give a statement but the fact of the candidate having refused to make a statement shall be recorded by the Officer-in-charge and shall be attested by two other members of the Supervisory Staff, if on duty, at the time of occurrence. The decisions regarding the quantum of punishment beyond one year and other reported offences shall vest in the NEHU Discipline Committee.
  - c. All cases of use of unfair means specified in sub-clauses d,e,l,n,o,q of Clause 2 shall be reported immediately to the Controller of Examinations by the examiner, paper setter, evaluator, tabulator or the person connected with the University Examination as the case may be, with all the relevant materials.
- Examination 3.** i. All the cases of alleged use of unfair means shall be referred to a Discipline Committee called the Examination Discipline Committee to be Committee appointed by the Vice-Chancellor.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-6 Contd.**

- ii. The Committees shall consist of at least five but not more than seven members drawn from amongst the teachers/officers of the University and affiliated Colleges. The committee shall sit in one or two benches of three members each, as may be directed by the Vice-Chancellor.
  
- iii. A member shall be appointed for a term of two years, but shall be eligible for re- appointment.
  
- iv. Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.
  
- v. At least three members present shall constitute the quorum.
  
- vi. A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
  
- vii. A candidate may, within seven days of the receipt of the decision of the Examination Discipline Committee, bring to the notice of the Vice-Chancellor, in writing, any fact or material which may both have been considered by the Examination Discipline Committee. If the Vice-Chancellor is satisfied that there is force in the representation of the candidate he may refer back the case to the Examination Discipline Committee for re-consideration. The Examination Discipline Committee shall then reconsider the case and a unanimous decision of the Committee shall be final. In case of difference of opinion amongst members of the Committee the matter shall be referred by the Vice-Chancellor to the Executive Council, whose decision shall be final.
  
- viii. The Examination Discipline may recommend that:-
  - a. The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (a) and (b) of Clause 4 be cancelled.
  
  - b. The paper or the entire examination of candidate in respect or which she/he is found to have used unfair means specified in sub-clauses c,d,e,f and g of Clause 2 be cancelled.
  
  - c. **Deleted**
  
  - d. The entire examination of a candidate in respect of which she/he is found to have used unfair means specified in sub-clause h,i,j,k,l,m,n and o of clause 2 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year. The entire examination of a candidate in respect of which she/he is found to have used unfair means specified in sub-clause p and q of clause 2 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of two years.

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1. Approved vide Executive Council Resolution No:EC:68:90:5:1:(iv), dated, March 22, 1990 and Academic Council Resolution No:AC:38:90:5:05(iii), dated March 3, 1990.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OD-7****POWERS AND FUNCTIONS OF THE  
DEAN STUDENTS' WELFARE***Under Clause (5) of Statute 8 of NEHU Act, 1973*

The Dean, Students' Welfare shall :

1. Co-ordinate the policies and procedures of the admissions to the various Under-Graduate and Post-Graduate Courses, research degrees and other full-time and part-time courses as prescribed by the University.
2. Advise the Vice-Chancellor on matters relating to the admission of students under the categories other than the 'Open category'.
3. Co-ordinate the admission process in the University.
4. Co-ordinate the admission of students in various halls of residence, approved hostels, and approved lodges of the University.
5. Advise the Vice-Chancellor on the appointment of the Wardens to the Halls of Residence, approved Hostels and approved Lodges of the University.
6. Assist the Vice-Chancellor in supervising and controlling the residents of all students by co-ordinating the activities of the Wardens.
7. Deal with the matters of management, overall discipline and conditions of living in the halls of residence, approved hostels, and approved lodges of the University.
8. Advise the University in the matter of organisations and development of student bodies.
9. Co-ordinate the activities of the different bodies concerning student welfare.
10. Arrange for and coordinate the elections of the Office bearers and other representatives of the NEHU Students Union and other student bodies in the Campuses as per the rules of the University.
11. Advise the University on the nomination of student representatives on various bodies of the University.
12. Supervise and/or organise the co-curricular and sports activities of the Post-Graduate Students and Research Scholars in the Campuses.
13. Be in overall charge of the funds for the cultural and sports activities of NEHU students union and other student bodies in the Campuses of the University. He shall forward the accounts of expenditure sanctioned to him for these purpose received from the NEHU students Union and other students bodies as mentioned in the above to the University. Such accounts shall be certified by the body receiving it from the University.
14. Issue the travel concession to the students and shall recommend the educational tours/excursions of the students.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OD-7 Contd.**

15. Supervise and/or organise the career guidance and other counseling facilities for the welfare of the students.
16. Supervise and/or organise such programmes and activities which shall strengthen the students-teacher relationship, student-administration and student-society relationships.
17. Undertake such other duties and responsibilities relating to the welfare of the students as directed by the Vice-Chancellor from time to time.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-8**

**ON THE MAINTENANCE OF DISCIPLINE AND PROPER CONDUCT  
AMONG THE STUDENTS OF THE UNIVERSITY**

*Under Section 26 (i) of NEHU Act, 1973*

- OBJECTIVES**
1.
    - i. This Ordinance framed under Section 26(i) of the NEHU Act, 1973 shall be called the "Ordinance on Discipline and Proper Conduct" under Statute 31(5) for the maintenance of discipline and proper conduct among the students of the University and shall come into force with immediate effect.
    - ii. The students, for the purpose of this Ordinance, shall include all students admitted in the University.
    - iii. The University may frame Rules and Regulations from time to time, as its deems necessary.
- DEPARTMENTAL DISCIPLINE COMMITTEE**
2.
    - i. Every Department shall have a Departmental Discipline Committee. The Committee shall have three members with the Head of the Department as its Chairman. The Committee will be constituted by the Head of the Department in consultation with the Department and with the approval of the Dean of the School. Its term of office shall be two years.
    - ii. The functions of the Departmental Discipline Committee shall be as follows :
      - a. to oversee general discipline in the Department and assist the Head in ensuring that the Department functions smoothly.
      - b. to enquire into cases of indiscipline *suo moto*, or on report from any student, teacher etc.
    - iii. The Committee shall be competent to admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be referred to the School Discipline Committee.
    - iv. The Head of the Department, as the Chairman, will preside over the Departmental Discipline Committee meetings and all communications to the School Discipline Committee will be made by him.
- SCHOOL DISCIPLINE COMMITTEE**
3.
    - i. Every School of studies shall have a School Discipline Committee. It shall comprise of the following :
 

a. Dean	—	Chairman
b. All Heads of Departments/ Centres of the concerned School, or their nominees	—	Members
    - ii. The functions of the School Discipline Committee shall be as follows :
      - a. to oversee general discipline in the School and assist the Dean in ensuring that the School functions smoothly.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-8 Contd.**

- b. to enquire into cases of indiscipline *suo moto*, on report from any student, teacher etc.
- iii. It shall have the powers to suspend a student from attending classes for a specified period or award any other suitable punishment and shall report all such actions to the University Discipline Council.
- iv. The School Disciplinary Committee may, where it deems necessary, refer cases to the Vice-Chancellor/Proctor.

**MAINTENANCE 4.  
OF DISCIPLINE  
IN HOSTELS**

Without prejudice to the powers of the Vice-Chancellor and the Proctor, the Central Committee on Residence and the Wardens of Hostels shall exercise such powers and perform such functions as prescribed in the Ordinance on Conditions of the students of the University, for the maintenance of discipline in the Hostels.

**PROCTOR 5.**

- i. All powers relating to the discipline and disciplinary actions in relation to the students of the University shall vest in the Vice-Chancellor in accordance with Statute 31(1) and 31(3). He shall be assisted by a Proctor(s) who shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor and as prescribed in this Ordinance.
- ii. The Proctor(s) shall be responsible for the maintenance of discipline among the students of the University.
- iii. The Proctor(s) shall on behalf of the Vice-Chancellor receive and act upon any report received by him from Teacher, Warden or any public complaints against a student or a group of students.
- iv. In the event of breach of discipline and or misconduct / misbehaviour on the part of a student or a group of students, the Proctor(s) shall have powers :
  - a. to impose a fine up to Rs. 1000/- (Rupees One Thousand) on a student at a time.
  - b. to suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- v. Action taken by the Proctor(s) shall immediately be reported to the University Disciplinary Council. Appeal to be made within one week of the date of receipt of orders by the Proctor(s) shall in the first instance lie with the University Disciplinary Council which may confirm, modify or reverse the decision of the Proctors).
- vi. Notwithstanding what is contained in 5 v above, a student may appeal to the Executive Council against any decision of the Proctor(s) or Vice-Chancellor in accordance with the procedure of appeal and arbitration and right to appeal under Statute 31 and 32 of the North-Eastern Hill University Act.
- vii. In instances of serious breach of discipline or misconduct/misbehaviour where the Proctor(s) is/are convinced that action in excess of powers vested in him is called for, he shall refer all such cases to the University Disciplinary Council for its consideration and appropriate action.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-8 Contd.**

**UNIVERSITY DISCIPLINARY COUNCIL**

6. i. There shall be a University Disciplinary Council. It shall comprise the following :
- |    |                                                                                    |   |                  |
|----|------------------------------------------------------------------------------------|---|------------------|
| a. | The Pro-Vice-Chancellor<br>(or a person to be appointed by<br>the Vice-Chancellor) | - | Chairman         |
| b. | Six teachers of the University                                                     | - | Members          |
| c. | Dean, Students' Welfare                                                            | - | Ex-Officio       |
| d. | Director of Sports                                                                 | - | Ex-Officio       |
| e. | One other Officer of the University                                                | - | Member           |
| f. | Two Wardens of the Hostels                                                         | - | Member           |
| g. | Proctor                                                                            | - | Member Secretary |

All members except the ex-officio members and the Member-Secretary shall be appointed by the Vice-Chancellor for a term of two years.

- ii. The functions of the University Disciplinary Council shall be as follow:
- |    |                                                                                                                                                                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | to advise the Vice-Chancellor in the maintenance of discipline and proper conduct among the students of the University.                                                                           |
| b. | to review from time to time the overall situation regarding discipline in the University and consider special cases referred to it by the Vice-Chancellor or other authorities of the University. |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-9**

**ON THE NORTH-EASTERN HILL UNIVERSITY WOMEN'S CELL**

*Under Section 26 (q) of NEHU Act, 1973*

1. A Women's Cell shall be set up in the University to assist the Vice-Chancellor in realising the following aims and objectives.
  - i. Gender sensitization.
  - ii. Create awareness on the rights of women.
  - iii. Prevention of sex discrimination in job and career opportunities.
  - iv. Prevention of sexual harassment in the University campus.
  - v. Mediation and redressal as may be found necessary following any case of sex discrimination or sexual harassment.

**EXPLANATION NOTE**

**SEXUAL HARASSMENT INCLUDES SUCH UNWELCOME SEXUAL BEHAVIOURS AS :**

- a. Physical contacts and advances
  - b. A demand for sexual favours.
  - c. Sexually coloured remarks.
  - d. Showing pornography.
  - e. Any other unwelcome physical, verbal or non verbal conduct of sexual nature which directly or impliedly humiliates or intimates women or creates harassment psychologically.
2. The women's Cell shall be constituted as under :
    - i. A Chairperson to be nominated by the Vice-Chancellor from amongst senior women employees not below the rank of a Reader or Deputy Registrar.
    - ii. Dean, Students' Welfare as Ex-Officio member.
    - iii. Two women belonging to the students' community to be nominated by the Vice-Chancellor on the recommendation of the Dean, Students' Welfare.
    - iv. Four persons belonging to the employees' community — two representing the non-teaching community and two representing the teaching community to be nominated by the Vice-Chancellor on the recommendation of the General Body of the respective employees' association, provided that one representative from each of the communities should be a woman.
    - v. One legal expert with expertise in handling cases of women's issues to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Cell.
    - vi. Two Social Workers working in the relevant field to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Cell, one of whom should be a woman.
    - vii. Any other member(s) to be co-opted by the Cell as and when necessary with the approval of the Vice-Chancellor.
  3. The terms of the members except ex-officio shall be three years.
  4. The powers and functions of the Women's Cell :

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OD-9 Contd.**

- i. To organise seminars, workshops, awareness camps and such other activities necessary to sensitise the University community on issues of gender justice and sexual harassment.
  - ii. To recommend to the Chairman, Executive Council, measures for creation of a secure and cordial learning/working atmosphere between men and women.
  - iii. To examine complaints against sexual harassment or sexual discrimination and take necessary remedial measures wherever possible or submit its findings with recommendations to the Chairman, Executive Council.
  - iv. To pursue for time-bound treatment of the complaints, wherever necessary.
  - v. To provide special counsellors to the victim as and when necessary.
  - vi. To report to the Chairman, Executive Council, if there lies a prima-facie case for legal or disciplinary action against the perpetrator of the crime and to pursue the case to its logical end.
  - vii. To suggest measures and ensure protection of the general welfare of the women in the University community.
5. The modalities of the functioning of the Cell shall be as under :
- i. Complaints shall be lodged with the Cell by the Victim concerned at the earliest but not later than 30(Thirty) days from the date of occurrence of the incident of sexual harassment or sex discrimination. Complaints may also be lodged by a third party or any member of the University community about any undesirable situation which directly or indirectly affects the women of the University community in general.
  - ii. The Cell should have a regular Office space with the necessary infrastructure to be provided by the University to facilitate meetings with the complainants and to provide expert/professional counselling, when necessary.
  - iii. The Cell should meet regularly at least four times a year. Emergent meetings may also be held on any occasion as the exigency may be, provided that in emergent meeting only the respective exigent case(s) should be transacted upon. The Cell will always endeavour to have time bound treatment of the complaints and ensure that justice is not delayed.
  - iv. The Cell should maintain due confidentiality while dealing with complaints of sexual harassment if it is convinced that openness would directly or indirectly humiliate the parties concerned.
  - v. The Cell will evolve modalities on working timings and receipt of complaints etc. and these should be widely notified within the University.
6. Conduct of Meetings of the Women's Cell :
- i. Quorum. One third of the total members, subject to a minimum of four members of the Cell, shall make the quorum for a meeting of the Cell.
  - ii. The Chairperson shall preside over all the meetings of the Cell. In the absence of the Chairperson, the senior-most woman member of the Cell (seniority by cadre) shall preside over the meetings.
  - iii. The Women's Cell shall, as far as possible, try to arrive at a consensus on cases decided. However, should there be a division resulting in a tie, the Chairperson shall have the casting vote.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-1**

**ON THE EMOLUMENTS AND OTHER TERMS AND CONDITIONS  
OF SERVICE OF PRO-VICE-CHANCELLORS**

*Under Clause (3) of Statute 3*

- Salary and Allowances**
1. A Pro-Vice-Chancellor shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.
- Provided that if a Professor is appointed to discharge the duties of the Pro-Vice-Chancellor in addition to his/her own duties as Professor, he/she shall draw his/her pay on the substantive post plus a special pay, but the total amount so drawn shall not exceed the total emoluments at the maximum of the Pro-Vice-Chancellor's scale of pay as prescribed by the UGC/MHRD, Government of India and accepted by the University.
- Provided further that if a superannuated person is appointed as Pro-Vice-Chancellor, his/her salary will be fixed after taking into account the superannuation benefits available to him from the post which he superannuated.
- Residential Accommodation**
2. The University shall provide unfurnished residential accommodation to the Pro-Vice-Chancellor for which he/she shall pay rent at the usual rate. The University shall maintain the grounds of the accommodation provided.
- Provided that the Pro-Vice-Chancellors in the Campuses shall be entitled to a free furnished house maintained by the University<sup>1</sup>.
- Travelling Allowances and Daily Allowances**
3. The Pro-Vice-Chancellor shall be entitled to draw traveling allowances at such rates and in accordance with such rules as are applicable to the teachers of the University.
- Provident Fund**
4. The Pro-Vice-Chancellor shall be entitled to the benefit of the Provident Fund in accordance with the Statutes for the time being in force.
- Provided that if a person already in the service of the University is appointed as Pro-Vice-Chancellor, his/her service as Pro-Vice-Chancellor shall, for the purpose of Provident Fund, be treated as continuous and he/she shall be entitled to continue to subscribe to the Provident Fund. The salary for the purpose of his/her subscription and contribution of the University shall be the salary he/she would have drawn but for his/her appointment as Pro-Vice-
- Benefits of Pro-Vice-Chancellor**
5. The Pro-Vice-Chancellor shall be entitled to the following other benefits:
- i. Medical reimbursement as per rules in force for University employees;
  - ii. Leave Travel Concession as applicable to University employees;

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-1 Contd.**

- Leave**
6. i. The Pro-Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent on active service.
- ii. In addition to the leave as provided for in sub-clause (1) above, the Pro-Vice-Chancellor shall be entitled, in case of illness or on account of private affairs, to leave on half pay for a period not exceeding 15 days in a year.
- Provided that if a person already in service of the University is appointed as Pro-Vice-Chancellor, he/she may be allowed to avail himself of any leave due at his credit before his/her appointment as Pro-Vice-Chancellor in case of illness or private affairs.
- Seniority**
7. If a person holding a post in the cadre of the University is appointed as Pro-Vice-Chancellor, the service rendered by him/her as Pro-Vice-Chancellor shall be counted for his/her seniority in that cadre on his/her reversion to the post he/she held immediately before his/her appointment as Pro-Vice-Chancellor.
- Pension and Gratuity**
8. If a person in the pensionable service of the University is appointed as Pro-Vice-Chancellor, the service or part of the service rendered as Pro-Vice-Chancellor, as the case may be shall be counted for pension and gratuity as if he/she had continued to serve in the same post which he/she held immediately before his/her appointment as Pro-Vice-Chancellor.

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1. Approved vide Ministry of Education, Govt. of India letter No. F.8-11/79-Desk (U) dated May 1981.  
 2. Amendment to Clause 1 of OE-1 approved vide MHRD, Govt. of India letter No. F.8-30/99/Desk(U), dated. June 2, 2000.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OE-2

**ON THE TERMS AND CONDITIONS OF SERVICE  
OF THE REGISTRAR**

*Under Clause (2) of Statute 4*

1. The Ordinance may be called the Ordinance on the Terms and Conditions of Service of the Registrar, North-Eastern Hill University.
  2. This Ordinance shall take effect from the twentieth day of October, 1978.
  3.
    - i. The Registrar shall be paid a monthly salary and allowances and perks as prescribed by the UGC/MHRD, Government of India/University and accepted by the University from time to time.
    - ii. All appointments to the post of Registrar shall be through advertisement and selection for a tenure of 5 years, which may be renewed for similar terms.  
The minimum qualification shall be as follows:-
      - a. A Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
      - b. At least 15 years of experience as Lecturer in a University or PG College of which eight years shall be in Reader's grade along with experience in educational administration.

Or

Comparable experience in establishments and other institutions of higher education.

Or

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
- Note: The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates or candidates already in the University system.
4. The Registrar shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.
  5. The University shall provide him/her with unfurnished residential accommodation for which he/she will pay rent at the usual rate.
  6. Notwithstanding anything contained in these Ordinances, the Registrar appointed under the provisions of Section 41 of the North-Eastern Hill University Act, 1973, shall be governed by such terms and conditions of service as the Visitor in his order may specify.

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1. Approved vide Ministry of Education, Govt. of India letter No. F. 8-37-Desk (U) dated June 1, 1997.
2. Amendment to Clause 3(1) and (2) approved vide MHRD, Govt. of India letter No. F.8-30/99/Desk(U), dated June 2, 2000.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OE-3****ON SELECTION COMMITTEE PROCEDURES***Under Clause (5) of Statute 20*

1. The Chairman shall fix the date and venue of the meeting of the Selection Committee.
2. Ordinarily, a week's notice of a meeting shall be given to the members.  
  
Provided that the meetings of the Selection Committee shall be fixed only after ascertaining the convenience of the Visitor's nominee and the persons nominated by the Executive Council.  
  
Provided further that the proceedings of the Selection Committee shall not be valid unless :-
  - i. Where the Visitor's nominee and the persons nominated by the Executive Council number four in all, at least three of them attend the meeting; and
  - ii. Where the Visitor's nominee and the persons nominated by the Executive Council number three in all, at least two of them attend the meeting.
3. The Selection Committee shall make recommendations as to the suitability of the candidates referred to it, for consideration of the Executive Council.
4. The decision shall be arrived at by the Selection Committee by a majority vote. In case there is a tie, the Chairman shall exercise a casting vote.
5. The Chairman shall have the power to lay down procedures in respect of matters not specified in these Ordinances.
6. The Selection Committee shall interview the candidates belonging to the Scheduled Castes and Scheduled Tribes for the post of Lecturers separately and make its recommendations before other candidates are interviewed.
7. The Selection Committee may, for reasons to be recorded, consider the curriculum vitae of a candidate in absentia and make recommendations for consideration of the Executive Council.
8. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.
9. If more candidates than the number of vacancies are selected, the Selection Committee shall prepare a panel containing names of candidates in order of preference. The extra candidates found suitable shall constitute the reserve list. The reserve list shall remain confidential till an occasion arises for its use due to some selected candidates declining the offer only, and shall not be used for appointments against posts other than those advertised.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OE-3 Contd.

10. The proceedings of the Selection Committee shall be treated as confidential.
11. The panel drawn up by the Selection Committee shall remain valid till the vacancies advertised are filled or till the panel is exhausted, whichever is earlier. Provided that the validity as such shall not exceed one year.

Explanation: The Executive Council can appoint a person from the approved panel only within a period of one year from the date on which the panel was drawn up by the Selection Committee.

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1. Approved vide Ministry of Education, Govt. of India letter No. F. 8-35/78-0esk (U), dated April 3, 1979.
  2. Amended vide MHRD, Govt. of India Letter No. F.8-30/99/Desk(U), dated June 2, 20002.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-4**

**ON NOTIFICATION OF VACANCIES AND PRELIMINARY SELECTIONS**

*Under Section 26 (1) (q) of the NEHU Act, 197)*

- |                                    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Vacancies</b>                   | 1. | <ul style="list-style-type: none"> <li>i. The Registrar shall maintain the up-to-date position about the faculty positions in the Department in the form which may be prescribed by the Vice-Chancellor, the nature of vacancies and such other details as may be necessary.</li> <li>i. The Head of the Department shall intimate to the Registrar through the Dean of the School, the occurrence of a vacancy in the prescribed proforma along with such other particulars like the specialization, etc., which may be needed for making selections for these positions with reference to the structure of the Department approved by the University.</li> <li>iii. Suitable advertisement shall be prepared from time to time on the basis of the information by the Registrar and approved with suitable changes, if any, by the Vice-Chancellor.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Mode of Advertisement</b>       | 2. | <ul style="list-style-type: none"> <li>i. All vacancies in academic cadres of the University shall be advertised in at least four India papers, one each from the eastern, northern, western and southern region and at least one regional paper each of the constituent units of the University.<br/><br/>Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region or regions, advertisement may be limited to the papers in that region or regions, only after recording the reasons for doing so in writing and with prior approval of the Vice-Chancellor.</li> <li>ii. The fact that certain vacancies are reserved for SC/ST candidates will be clearly mentioned in the advertisement. Applications from other candidates shall be considered only if suitable SC/ST candidates are not available.</li> <li>iii. The conditions, if any, under which the essential qualifications are relaxable shall be clearly stated in the advertisement.</li> <li>iv. The closing date for receipt of applications shall be at least five weeks from the date of appearance of the advertisement in the papers.<br/><br/>Provided that in emergent circumstances the notice could be reduced to three weeks for reasons to be recorded in writing.</li> <li>v. No application received after the closing date for the receipt of application will be entertained unless the delay is accounted for by dislocation in the postal system or in its being forwarded by the appropriate authorities or such other valid reasons as may be accepted by the Vice-Chancellor.</li> </ul> |
| <b>Personal Contact Candidates</b> | 3. | <ul style="list-style-type: none"> <li>A process of personal contact may be initiated by the Vice-Chancellor for obtaining particulars of candidates from appropriate authorities in the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-4 Contd.**

concerned fields. The particulars so forwarded by the concerned authorities, in response to such request may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.

**Career**

**Advancement 4.** i. Teachers eligible for placement/promotion under the Career Advancement Scheme shall apply in a prescribed form to the Registrar through the Head of the Department/Centre.

Provided that if a candidate is the Head of the Department/Centre application is to be forwarded by the concerned Dean.

ii. An application for promotion under the Career Advancement Scheme shall be entitled to the benefit of regular and continuous previous service in the equivalent grade and Scale of pay outside this University/Institutions like a University, College, or other Research organizations, e.g., CSIR, ICAR, DRDO, ICSSR, ICHR, and other such institutions, up to a maximum of half the number of years required to be eligible for such promotion, subject to the guidelines issued by the UGC from time to time.

**Counting of**

**Past Service 5.** If the number of years required in a feeder cadre are less than those stipulated under the Career Advancement Scheme, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

**Fees**

**6.** Details of procedure shall be laid down in Regulations. All applications, including those for placement/promotion under the Career Advancement Scheme, shall be accompanied by such application fee for the posts as may be prescribed by the University from time to time. In case a candidate is not eligible for consideration on account of any disability, other than academic qualification, the application shall not be considered and the application fee will be refunded in full.

**Procedure of  
Scrutiny**

**7. i.** The applications of all candidates for the post of Lecturers, Readers, Professors, or equivalent posts or application for placement/promotion under the Career Advancement Scheme shall be forwarded by the University Office to the Heads of the Department concerned. However, if the Head of the Department happens to be a Reader, the applications for the posts of Professors or equivalent will be forwarded to a Professor in the Department or failing which to the Dean of the School.

ii. The Head of the Department shall constitute a Committee of not less than three members of the staff in the Department not below the rank of Reader including a Professor(s) (excluding Professors reappointed after superannuation) in the Department to scrutinize the applications for the posts of Lecturers, Readers and equivalent and for preparing a list of candidates for interview. Similarly, a Committee shall be constituted by the Head of the Department or the Dean of the School, as the case may be, for scrutinizing the applications for the posts of Professors or equivalent. This Committee shall comprise not less than three persons and shall include all Professors in the Department (excluding Professors reappointed after superannuation) and at least one Professor from another Department in the School or another School.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-4 Contd.**

iii. The procedure for scrutiny of applications shall be as follows :

- a. In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc, shall be scrutinized and those candidates who suffer from any disability will be separately listed.
- b. The applications of all the remaining candidates shall be scrutinized with reference to the essential and desirable qualifications.
- c. Ordinarily, the number of candidates recommended for interview for one post may not exceed six and for two posts ten, and five per post if the vacancies are more.

Provided that the above number may be exceeded by the Committee for reasons to be given in writing.

- d. A short list of candidates who appear to be better qualified on the basis of qualifications given in the application, shall be prepared by the Committee on the basis of criteria which may be adopted by the Committee in each case.

Provided, such candidates who may have been interviewed for the same or similar post by the University and may not have been found suitable within a year preceding the advertisement of the post in question shall not be called for interview unless the committee makes a special recommendation for reasons to be recorded in writing.

- e. Ordinarily for the posts of Lecturers, Research Associates, Research Fellows or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience will be considered but with a lesser weightage. In the case of the posts of Readers or equivalent, the academic record and their achievements in research, teaching and in other fields will be given equal weightage. In the case of higher posts of Professors, the achievements in their fields of study and work will be given a high priority;
- f. The qualifications advertised in the notice shall not be relaxed unless the fact that qualifications are relaxable under special circumstances has been mentioned in the advertisement; and
- g. The basic academic qualification shall not be relaxable. In case of a candidate who does not satisfy anyone of the other essential qualifications like experience and yet recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing the qualification will be given in writing.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-4 Contd.**

- iv. The Head of the Department or the Dean of the School, as the case may be, shall forward the applications with his recommendations to the Vice-Chancellor for final selection of candidates for interview for the posts. The Vice-Chancellor may vary the list suitably at his discretion for reasons to be recorded in writing.
  - v. A copy each of three best publications/written academic contribution of the candidate for Professorship/Readership (selected to be called for interviews as defined by her/him) shall be sent well in advance to three external experts of the Selection Committee for critical review before the interview for placement/promotion is held. The review reports of these three experts shall be placed before the Selection Committee.
- Readvertisement** 8. If the number of candidates being called for interview is less than three in all, the post shall be readvertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the Vice-Chancellor shall also initiate personal contact as provided in clause 3 above. In case the number of eligible candidates is still less than three the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of the Ordinance.
- Resubmission of application** 9. If a candidate for placement/promotion under the Career Advancement Scheme is not found suitable for placement/promotion for which he/she has applied, he/she shall be eligible to apply afresh for such placement/promotion.
- Information to Candidates** 10. The outstation candidates will be informed telegraphically as well as through registered post and the local candidates through registered posts, of the venue and date of interview at least two weeks ahead of the due date of interview.
- Reserved Posts** 11. In the case of reserved posts, the same procedure may be followed. If no suitable candidate is found, the post may be de-reserved and the reservation may be carried forward to another vacancy according to the provisions of the Ordinance.

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- 1. Approved vide Ministry of Education, Govt. of India No.F.8-32/82-Desk(u) dated February 2, 1984.
  - 2. Amendment to Sub-clause (5) of clause 5 and clause 6(a) OE-4 approved vide MHRD, Deptt. of Education, Govt. of India letter No.F.8-30/99/Desk(U), dated June 2, 2000.
  - 3. Further amended vide EC:105:99:8(vi), dated December 8, 1998.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-5**

**ON SERVICE CONDITIONS, SALARY SCALES,  
CLASSIFICATION AND QUALIFICATIONS OF TEACHERS**

*Under Section 26 (1) (n) of the NEHU Act, 1973 read with Statute 25*

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|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Members of the Teaching Staff</b>      | 1. The members of the Teaching Staff shall be designated as follows: <ul style="list-style-type: none"> <li>i. Professor</li> <li>ii. Reader</li> <li>iii. Lecturer</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Scale of Pay</b>                       | 2. The Scales of pay of the teaching staff shall be as prescribed by the UGC/MHRD, Government of India from time to time and as accepted by the University. In addition to the pay in the scales such other allowances, facilities and perks as may be sanctioned by the UGC/MHRD, Government of India/University from time to time will be admissible to the teachers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Qualification</b>                      | 3. The qualifications for the post of Professors, Readers or Lecturers shall be such as may be prescribed in the Regulations of the University in consultation with the University Grants Commission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Teacher to be whole time employees</b> | <p>4. i. For the purpose of this Ordinance “teacher” means whole-time salaried teacher of the University and does not include honorary, visiting or part-time teachers.</p> <p>ii. A teacher shall be a whole-time salaried employee of the University and shall devote his whole time to the University.</p> <p>iii. No whole-time salaried teacher of the University shall, without the permission of the Executive Council, engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.</p> <p>Provided that nothing in this Ordinance shall apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission or to any literary work or publication or radio talk or extension lectures or with the permission of the Vice-Chancellor, to any other academic work.</p> |
| <b>Nature of Duties</b>                   | <p>5. i. Every teacher shall undertake to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the Act, Statutes and Ordinances framed thereunder, organization of instruction, or teaching or research or the examination of students or their discipline or their welfare and generally to act under the direction of the authorities of the University.</p> <p>ii. A teacher who is assigned work relating to teaching or research in any Department, other than his, within the School or outside School, shall not be entitled to extra remuneration.</p>                                                                                                                                                                                                                                                                               |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OE-5 Contd.

- Probation**            6. Professors and Readers shall be appointed on probation ordinarily for a period of twelve months and Lecturers for a period of twenty four months but in no case shall the total period of probation exceed twenty four months. Provided that the Executive Council may, for reasons to be recorded waive the condition of probation. The Executive Council shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not earlier than nine months from that date.
- Confirmation**        7. i     It shall be the duty of the Registrar or any Officer-in-charge of the case, to place before the Executive Council the case of confirmation of a teacher on probation to assess the suitability in the 10<sup>th</sup> month and the 19<sup>th</sup> month.
- ii.     The Executive Council may then either confirm the teacher or decide not to confirm him/her. Where the Executive Council decides not to confirm the teacher, he/she shall be informed in writing to that effect, not later than thirty days before the expiry of the probation. Provided that the decision not to confirm a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.
- iii.     A teacher appointed by the Executive Council under Statute 21 shall be deemed to be confirmed with effect from the date he/she joins duty.
- Increment**            8. Every teacher shall draw increment in his/her scale of pay, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor, and after the teacher has been given sufficient opportunity to make his written representation.
- Provided that two advance increments shall be admissible to those who enter the University system with an M.Phil/M.Litt. while four advanced increments to those with Ph.D/D.Litt./D.Sc./D.Phil. Degree.
- Provided further that one increment shall be admissible to a teacher who acquires an M.Phil/M.Litt.Degree, while two increments shall be admissible to a teacher who acquires a Ph.D/D.Litt./D.Sc. in his/her service career. But the number of increments shall not exceed two if a teacher acquires both the degrees in his/her service career.
- Age of retirement**    9. Subject to the provision of Statute 27, every teacher confirmed in the service of the University, shall retire from such service on the afternoon of the last date of the month in which he/she attains the age of 65 years or if the date attaining 65 years falls on the first day of the month, the teacher shall retire on the afternoon of the last day of the preceding month. Continuation in service thereafter may be considered only under rules of reemployment.
- Variation in terms  
& conditions of  
Service**                10. Every teacher of the University shall be bound by the Act, Statutes Ordinances of and Regulations for the same being in force in the University.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-5 Contd.**

Provided that no change in the terms and conditions of service of a teacher shall be made after his appointment, in regard to designation, scale of pay, increments, probation, confirmation, leave, leave salary, age of retirement, provident fund benefits and removal from service so as to adversely affect him.

- Resignation**      11. A teacher may, at anytime, terminate his engagements by giving the Executive Council three months' notice in writing.

Provided further that if the notice period ends in the middle of the academic semester, and if the leaving of the teacher may be released only at the end of the semester in the case of the University teachers and at the end of the academic session in the case of teachers of the constituent colleges.

- Contract**      12. i. The written contract between a teacher and the University required to be entertained into under clause (2) of the Statute 25, shall be in the form annexed to this Ordinance or as nearly or substantially to take effect.

Provided that if a contract is not executed by a teacher for any reason whatsoever, he shall be governed by the general principles like equity, fair play, the overall academic interests of the students, harmonious functioning of the institution and healthy development of the University.

- ii. Special contract: Notwithstanding anything contained in this Ordinance, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit. Such teachers shall execute a contract in the form as annexed.  
Provided that no appointment shall be made under this clause for a period exceeding five years at a time.

- Provident Fund**      13. A teacher of the University shall subscribe to the Provident Fund scheme and shall be entitled to such gratuity/retirement benefits and leave encashment prescribed by the Government of India from time to time.

Provided that a teacher who entered the University with a Ph.D Degree, shall be entitled to the benefit in service up to a maximum period of 3 years for the purposes of retirement benefits such as Pension / C.P.F., gratuity and leave encashment/subject to the fulfillment of the condition that the teacher attains the age of superannuation in this University except in case of death before superannuation.

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1. Approved vide Ministry of Education, Govt. of India, letter No.F.8-17/78-Desk(u) dated 29.7.1978.
  2. Amendment to Clause 2 and 9, and New Clauses 8A and 13, approved vide M.H.R.D., Dept. of Education, Govt. of India letter No.F.8-30/99/Desk(u), dated. June 2, 2000.
  3. Amended vide Academic Council Resolution No.AC:77:2007:5:8:(ii) and Executive Council Resolution No:EC:129:2007:6:2: (xxii), dated July 7, 2007 and notified vide No.Conf/13-5/ORD/99 (Vol.III-682 dated 16.11.2007 dated November 16, 2007.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OE-6

**ON GOVERNING LEAVE TO TEACHERS OF THE UNIVERSITY**

*Under Section 26 (1) (n) of the NEHU Act, 1973  
Read with Statute 25*

**A. PERMANENT TEACHERS**

- |                      |    |       |                                                                                                                                                                                                                                                     |
|----------------------|----|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Kind of Leave</b> | 1. | i     | The following kinds of leave shall be admissible to permanent teachers:                                                                                                                                                                             |
|                      |    | a.    | Leave treated as duty                                                                                                                                                                                                                               |
|                      |    | (i)   | Casual Leave, and                                                                                                                                                                                                                                   |
|                      |    | (ii)  | Special Casual Leave                                                                                                                                                                                                                                |
|                      |    | (iii) | Duty Leave                                                                                                                                                                                                                                          |
|                      |    | b.    | Leave earned by duty                                                                                                                                                                                                                                |
|                      |    | (i)   | Earned Leave                                                                                                                                                                                                                                        |
|                      |    | (ii)  | Half-pay Leave, and                                                                                                                                                                                                                                 |
|                      |    | (iii) | Commutated Leave                                                                                                                                                                                                                                    |
|                      |    | c.    | Leave not earned by duty                                                                                                                                                                                                                            |
|                      |    | (i)   | Extra-ordinary Leave, and                                                                                                                                                                                                                           |
|                      |    | (ii)  | Leave not due                                                                                                                                                                                                                                       |
|                      |    | d.    | Leave not debited to leave account                                                                                                                                                                                                                  |
|                      |    | (i)   | Leave for academic pursuits –                                                                                                                                                                                                                       |
|                      |    | (a)   | Study Leave, and                                                                                                                                                                                                                                    |
|                      |    | (b)   | Sabbatical Leave                                                                                                                                                                                                                                    |
|                      |    | (ii)  | Leave on grounds of health                                                                                                                                                                                                                          |
|                      |    | (a)   | Maternity leave                                                                                                                                                                                                                                     |
|                      |    | ii.   | The Executive Council may, in exceptional cases grant for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.                                                                    |
| <b>Casual Leave</b>  | 2. | i     | Total leave granted to a teacher shall not exceed eight days in an academic year.                                                                                                                                                                   |
|                      |    | ii.   | Deleted                                                                                                                                                                                                                                             |
|                      |    | iii.  | Casual leave cannot be combined with any other kind of leave, except special casual leave. It may be combined with holidays, including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. |



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OE-6 Contd.

Special Casual  
Leave

3. i. Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher:
- a. To conduct examination of a University, Public Service Commission/ Board of Examination or other similar bodies/institutions;
  - b. To inspect academic institutions attached to a statutory board etc.,
- NOTE :**
- (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
  - (ii) In addition, special casual leave to the extent mentioned below may also be granted' (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
    - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
    - (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
  - (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.
- c. to do such other work as may be approved by the Vice-Chancellor as academic work.
- ii. Absence from duty and Headquarters during a semester:
- a. The entitlement to casual and special casual leave in each semester shall be limited to the extent of 50% of annual entitlement;
  - b. The total absence from headquarters intermittently during a semester on casual leave including journey days or other duty (like attending conferences, seminars, symposia on behalf of the University shall not be more than fifteen days in all (exclusive of holidays in between, if any). Provided that the Vice-Chancellor may allow in exceptional cases a teacher to go on duty on specific request being made and supported by the Head of the Department that suitable arrangements have been made for teaching etc., during his absence.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OE-6 Contd.

- Duty Leave**
4. i. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- ii. Duty leave may be granted for
- Attending Conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University.
  - Delivering lectures in institutions and University at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor.
  - Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University.
  - Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and also for attending meetings in the UGC, DST etc. where a teacher is invited to share expertise with academic bodies, government or NGO.
  - For performing any other duty for the University.
- iii. Duty Leave shall be sanctioned by the Vice-Chancellor.
- iv. The application for duty leave shall be recommended by the Head of the Department and forwarded by the Dean of the School to the Vice-Chancellor after taking into account, the academic needs of the Department/Centre. While recommending the application, the Head of the Department shall specify that alternative arrangements for the academic duties of the faculty member concerned shall be made, without asking for a substitute/extra academic position.
- v. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- Earned Leave**
5. i. Earned leave admissible to a teacher shall be –
- $1/30^{\text{th}}$  of actual service including vacation plus  $1/3^{\text{rd}}$  of the period, if any, during which he is required to perform duty during vacation.
  - Plus  $1/3^{\text{rd}}$  of the actual teaching days in excess of minimum stipulation of 180 days may be credited to the Earned Leave account of the teachers.
- Note:** For purposes of computation of period of actual services, all periods of leave except casual and special casual leave shall be excluded.
- ii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days with effect from 01.07.1997. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OE-6 Contd.

- Note:** a. When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave
- b. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.

**Half-Pay Leave 6.** Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, private affairs or for academic purposes.

**Note:** A "completed year of service" means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extra-ordinary leave.

**Commutated Leave 7.** Commuted leave not exceeding half the amount of half-pay leave due shall be granted on medical certificate to a permanent teacher subject to the following conditions:

- i. Commuted leave during the entire service shall be limited to a maximum of 240 days.
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- iii. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

Provided that no commuted leave shall be granted under this Ordinance unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

**Extra-Ordinary Leave**

- 8.** i. A permanent teacher may be granted extra ordinary leave :-
- a. when no other leave is admissible; or
  - b. when other leave is admissible, the teacher applies in writing for the grant of extra-ordinary leave.

Provided, however, that save under the provision of sub-clauses (ii) to (iv) below, no extra-ordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the University.

- ii. The Executive Council may grant, on the request from the institution concerned and on application of the teacher, extra-ordinary leave to hold an appointment of a fellowship under a Government, a University, Research Institute or other similar important institutions, if in the opinion of the Executive Council such leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at least three years.

Provided further that such leave shall not be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OE-6-Contd.

The application for such leave shall be sent through the Dean of the School concerned and the latter shall give his recommendations taking into account the strength of the teaching staff for the particular subject. Except in very special cases, at no time more than 20% of the strength of the teachers on rolls of a centre shall be allowed to be absent from the centre on extra-ordinary leave, study leave and/or sabbatical leave. For this purpose, the teachers shall be classified separately in two groups for consideration as follows :

- a. Professors and Associate Professors
- b. Assistant Professors.

In case of his failure to return to duty at the end of the period of leave sanctioned to him, the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University, pay and allowances, if any, received by him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose.

- iii.
  - a. The Executive Council may also grant, at its discretion, extra-ordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other similar important Institution provide he has served the University for a period of at least three years and the application had been sent through and forwarded by the University;
  - b. The leave in such cases shall not exceed a maximum period of two years;
  - c. Notwithstanding any other leave which may be due to a teacher of the entire period for which the teacher holds the appointment outside the University shall be without pay; and
  - d. The period so spent shall not be counted for increment but shall count for seniority. The period shall not also count for pensionary/contributory provident fund benefits unless the pension / contributory provident fund contributions are paid by the teacher or the foreign employer.

Provided that no such leave shall be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave. If the teacher does not resume his duties in the University at the end of the period of extra-ordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.

- iv. Subject to the provisions of sub-clause (vii) below, the total amount of extra-ordinary leave granted to a teacher under sub-clause (ii) and (iii) above shall not exceed five years during his entire service.
- v. Extra-ordinary leave shall always be without pay. Payment of allowances during the period of extra-ordinary leave shall be governed by the relevant rules.
- vi. Extra-ordinary leave shall not count for increment except in the following cases;

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OE-6 Contd.

- a. Leave taken on medical certificate.
  - b. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.
  - c. Leave taken for prosecution of studies
  - d. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.
- vii. Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty or leave (including periods of vacation) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of continuous absence from duty shall in no case exceed five years in all.
- viii The authority empowered to grant leave may commute retrospectively period of absence without leave into extra-ordinary leave.
- Leave-not-due 9.**
- i. Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire service out of which not more than 90 days at a time and 180 days in all may be otherwise on medical certificate. Such leave may be debited against the half-pay leave earned by him subsequently.  
 Provided that the teachers who are appointed on probation against substantively permanent posts be treated as 'Probationers' for the purpose of granting leave not due.
  - ii. Leave not due shall not be granted unless the Vice-Chancellor is satisfied that as far as it can reasonable be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
  - iii. A teacher to whom leave-not-due is granted shall not be permitted to tender resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay or allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health incapacitating the teacher for further service, refund of leave salary for the period of leave to be earned may be waived by the Executive Council.  
 Provided that the Executive Council may, in any other exceptional case, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.
- Study Leave 10.**
- i. Study leave may be granted after a minimum of 3 years of continuous service to pursue a special line of study or research directly related to her/his work in the University or research in interdisciplinary areas of study or to make a special study of the various aspects of University organization and methods of education.  
 The paid period of study leave shall be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the research Guide. The number of teachers given study leave shall not exceed

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-6 Contd.**

20% of the total strength of the Department/Centres. For the purpose of calculation of the above percentage, teachers, both on study leave and sabbatical leave, shall be taken into account.

Provided that the Executive Council may, in the special circumstances of a case, waive the condition of three years service being continuous.

**Explanation:** In computing the length of service, the time during which a person was on probation may be reckoned provided there is no break in her/his service in the University.

- ii. Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department/Centres and the School Board. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- iii. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which she/he is expected to return to duty after the expiry of study leave.
- iv. Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service shall not exceed five years.
- v. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.
- vi. Subject to the provisions of sub Clauses (vii) &(viii) below, study leave may be granted on full pay up to two years, extendable by the one year, if there is adequate progress as reported by research guide.
- vii. The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude her/his being granted study leave with pay and allowances but the scholarship, etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/ fellowship will be offset against pay only if the fellowship is above a specified amount, which is to be determined on case to case basis from time to time a committee consisting to the Head of the concerned Department and the Finance Officer based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- viii. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after rejoining the post.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-6 Contd.**

- ix. A teacher granted study leave shall, on her/his return and rejoining the service of the University, be eligible to the benefit of the annual increment(s) which she/he would have earned in the course of time if she/he had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.
- x. Study leave shall count as service for pension/ contributory provident fund, provided the teacher joins the University on the expiry of her/his study leave.
- xi. Study leave granted to a teacher shall deem to be cancelled in case it is not availed of within 12 months of its sanction.  
Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- xii. A teacher availing herself/himself of study leave shall undertake that she/he shall serve the University for a continuous period equal to the period of study leave actually availed, from the date of her/his resuming duty after expiry of the study leave.
- xiii. After the leave has been sanctioned, the teacher shall, before availing herself / himself of the leave, execute a bond in favour of the University, binding herself/ himself for the due fulfillment of the conditions laid down in this ordinance and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University.
- xiv. The teacher shall submit to the concerned Dean of the School six monthly reports of progress in her /his studies through her/his Supervisor or the Head of the Institution. This report shall reach the Dean within one month of the expiry of every six months of the study leave. If the report does not reach the Dean within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xv. A teacher: (a) who is unable to complete her/his studies within the period of study leave granted to her/him or (b) who fails to rejoin the service of the University on the expiry of her /his study leave and leave for journey period, or (c) who rejoins the University but leaves the service without fulfilling the conditions laid down in this ordinance after the date of rejoining the service, or (d) who within the said period is dismissed or removed from the service by the University shall be liable to refund to the University the amount of leave salary, allowance and other expenses incurred on the teacher or paid to her /his behalf in connection with the course of study, or such amount as may be decided by the Executive Council from time to time.

**Explanation:** If a teacher asks for extension of study leave and if on such extension not being granted, she/he does not rejoin the University on the expiry of the leave originally sanctioned, she/he will be deemed to have failed to rejoin the service on the expiry of her/his the leave for the purpose of recovery of the dues under this Ordinance.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-6 Contd.**

Notwithstanding the above, the Executive Council may order that nothing in this Ordinance shall apply to a teacher who within three years on return to duty from study leave is permitted to retire from service on medical grounds.

Provided further that the Executive Council may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher, or the period of continuous service as laid down in this Ordinance. The Executive Council may also extend the period of leave in exceptional exigencies for a suitable period.

- xvi. On return from study leave, the teacher shall report to the University, through the Head of the Department/Centres, the nature of her/his work and her/ his achievement(s). She/he shall also present a resume of her/his work in a School level seminar, specially organized for the purpose by the Head of Department/ Centre.
- xvii. The application for Study Leave should be sent through the Head of the department/Centre to the School Board concerned and the Head of the Department/Centre should give her/his recommendation taking into account the strength of the teaching staff for the particular subject. Except in very special cases, at no time more than 20 percent of the teachers on rolls shall be allowed to proceed on Study Leave/Extra-Ordinary Leave/or Sabbatical Leave.

- Sabbatical Leave 11.**
- i. Permanent whole time teachers of the University who have completed three years of service may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the University. This leave shall not be granted to a teacher who has less than three years of service in the University to retire.
  - ii. The duration of leave shall not exceed six months or one year according as the teacher has actually worked in the University for not less than three or six years respectively since his return from the earlier spell of sabbatical leave. Provided further that sabbatical leave shall not be granted until the expiry of three years from the date of the teacher's return from previous study leave or any other kind of training programme, or extra-ordinary leave under clause 8(ii) and (iii).
  - iii. The teacher shall execute a bond, with proper sureties as in the case of study leave, that after the expiry of sabbatical leave he will return to the service of the University and serve thereafter at least for three years, failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him, or on his behalf plus such amount as may be decided by the Executive Council from time to time if the teacher is allowed to go abroad for sabbatical leave together with interest at the rate of 6% per annum to be calculated from the date of such payment. Provided that the Executive Council may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Ordinance.
  - iv. A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave. The University shall not, however, fill up the post or make other alternative arrangements involving additional expenditure.



## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OE-6 Contd.

- v. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund provided the teacher rejoins the University on the expiry of his leave.

- Note:**
- a. The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.
  - b. On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave. He shall also present a resume of his work in a School-level seminar specially organized for the purpose by the Head of the Department.

- Maternity Leave**
- 12. i. A woman teacher with less than two surviving children may be granted Maternity leave for a period of 135 days from the date of confinement or the date of delivery whichever is earlier. Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks in all or does not extend beyond six weeks of the date of miscarriage and the application for leave is supported by a Medical Certificate.
  - ii.
    - a. Maternity Leave may be combined with leave of any other kind.
    - b. Notwithstanding the provisions contained in clause 7, any leave (including commuted leave) for a period not exceeding 60 days, applied for in continuation of maternity leave, may be granted without production of Medical Certificate.
    - c. Leave in further continuation of leave granted under sub-clause (ii) (b) above may be granted on production of a Medical Certificate for the illness of a female teacher. Such leave may also be granted in case of illness of a newly born baby, subject to production of medical Certificate to the effect that the condition the ailing baby warrant mother 's personal attention and that her presence by the baby's side is absolutely necessary.
- Paternity Leave**
- 13. i. Paternity leave of 15 days may be granted to a male teacher during the confinement of his wife, provided the limit is up to two children.
  - ii. Adoption leave may be provided as per the rules of the Central Government.
- Vacation**
- 14. i. Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.
  - ii. Except in special circumstances, vacation and earned leave taken together shall not extend beyond six months.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-6 Contd.**

- iii. When vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- iv. For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during the vacation or within one month from the last day thereof.

**B. TEACHERS APPOINTED ON PROBATION**

- 15.** A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall, during the period of probation, be granted leave which would be admissible to him if he hold his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant, to assess his suitability to the post, shall, until he is substantively confirmed, be treated as a temporary teacher for the purpose of grant of leave. If a person in the permanent service of the University is appointed on probation' to a higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

**C. TEMPORARY TEACHERS**

- 16.** Temporary teachers shall be governed by the provisions of part (A) of these Ordinances subject to the following conditions and exceptions :

- |                             |      |                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Earned Leave</b>         | i.   | a. A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows: <ul style="list-style-type: none"> <li>(i) 1/60<sup>th</sup> of the period of actual service, plus</li> <li>(ii) 1/3<sup>rd</sup> of the period, if any, during which he is required to perform duty during vacation.</li> </ul> |
|                             |      | b. A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been in permanent employ, diminished by any earned leave already taken. Leave is not interruption of duty for the purpose of this Ordinance.                                                                             |
| <b>Half-Pay Leave</b>       | ii.  | No half-pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.                                                                                                                                                                                                                          |
| <b>Commutated Leave</b>     | iii. | Temporary teachers shall not be entitled to commute any portion of the half-pay leave.                                                                                                                                                                                                                                                                                                                                    |
| <b>Extra-Ordinary Leave</b> | iv.  | In the case of a temporary teacher the duration of extra-ordinary leave on any occasion shall not exceed the following limits : <ul style="list-style-type: none"> <li>a. Three months at a time;</li> </ul>                                                                                                                                                                                                              |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-6 Contd.**

- b. Six months in case where the teacher has completed three years continuous service and the leave application is supported by a medical certificate;
- c. Eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy;
- d. (i) Twenty-four months in cases where the leave is required for prosecuting studies, certified to be in the University's interest, provided that the teacher has completed three years' continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extra-ordinary leave to this extent may be sanctioned in commutation of any other kind of leave due and applied for (including three months extra-ordinary leave under (a) above) if the teacher completes three years continuous service on the date of expiry of such leave.
- (ii) When a temporary teacher fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extra-ordinary leave granted exceeds the limit up to which he could have been granted such leave under (a) above, he shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determine, be deemed to have resigned his appointment and shall accordingly cease to be in the University employ.

**Leave Not-due,  
Study Leave &  
Sabbatical Leave**

v. Temporary teachers shall not be entitled for the grant of leave-not-due, study leave and Sabbatical leave.

**Vacation**

- vi. a. A teacher who is appointed as a temporary measure shall be entitled to pay for the following winter vacation only if he joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining up to the last working day of the session.
- b. In other cases, the vacation salary may be paid to the teacher, if the temporary appointment continues for a part of whole if the next academic year and the teacher joins on the opening day and has also served on the least working day before the vacation.

**D. TEACHERS APPOINTED ON CONTRACT**

- 17. Teachers appointed on contract shall be granted leave in accordance with the terms of the contract.

**E. HONORARY AND PART-TIME TEACHERS**

- 18. Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OE-6 Contd.

**F. GENERAL**

<b>Leave how Earned</b>	19. i. Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.
<b>Maximum Period of Absence from Duty on leave</b>	ii. a. Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empower to granted it without assigning any reason, if that authority considers such action to be in the interest of the University. b. No leave shall be granted to a teacher when a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension.  iii. a. No teacher shall be granted leave of any kind for a continuous period exceeding three years. Provided that a teacher selected as member of the Parliament/State Assembly may be granted extra ordinary leave for five years. b. Where a teacher does not resume duty after remaining on leave for continuous period of three years or where a teacher after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds three years, he shall, unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have vacated his position from the date of his unauthorized absence.
<b>Application for Leave.</b>	iv. Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.
<b>Commencement And termination Of leave</b>	v. a. Leave ordinarily begins from the date on which leave as such actually availed of and ends on the day the teacher resumes his duty. b. Sundays and other recognized holidays may be prefixed and / or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to the clauses 5,8 and 14 of this Ordinance.
<b>Rejoining of Duty before the Expiry of leave</b>	vi. a. A teacher on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so b the authority which sanctioned him the leave. b. Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty save with the consent of the Executive Council.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-6 Contd.**

**Leave on medical Grounds.**

- vii. A teacher who applies for leave on medical grounds shall support his application with a medical certificate from an Authorised Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date a teacher is Pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

**Rejoining duty on return from leave on medical ground.**

- viii. No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

**Employment during leave**

- ix. A teacher on leave shall not, without the written permission of the University taken in advance, engage directly or indirectly in any trade or business whatsoever or in any private tuition or their work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions of to any literary work or publication or radio or extension lectures or with the permission the Vice-Chancellor, to any other academic work.

The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

**Absence without leave or over stayal of leave**

- x. Subject to provisions of clause 19 ii above, a teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

**Leave beyond the date of retirement**

- xi. No leave shall be granted beyond the date on which a teacher must compulsorily retire –
- a. Provided that if, in sufficient time before the date of retirement on superannuation, a teacher has been, in the interest of the University, denied in whole or in part any leave which was due to him and applied for as preparatory to retirement, then he may be granted after the date of retirement the amount of earned leave due to him on the date of superannuation subject to a maximum of 120 days. This limit may be extended up to 180 days if the entire leave or any portion thereof is spent outside India. Provided that when earned leave under this

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-6 Contd.**

Ordinance, the period of such leave spent in India shall not in the aggregate exceed 120 days. The leave so granted including the leave granted to him between the date from which the leave preparatory to retirement was to commence and the date of retirement, shall not exceed the amount of leave preparatory to retirement, actually denied; the half-pay leave, if any, applied for as preparatory to retirement and denied in the exigencies of the University service may be exchanged with earned leave to the extent such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of retirement.

- b. Provided further that a teacher ;
- (i) who after having been under suspension is reinstated within 120 or 180 days, as the case may be, preceding the date of his retirement on superannuation and was prevented by reason of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying, 'Subject to a maximum of 120 or 180 days as the case may be, reduced by the period between the date of reinstatement and the date of retirement.
  - (ii) who attained age of superannuation while under suspension and was thus prevented from applying for leave preparatory to retirement shall be allowed to avail of the leave to his credit, subject to a maximum of 120 or 180 days, as the case may be after termination of proceedings as if it had been refused aforesaid, if in the opinion of the authority competent to order reinstatement, he has been fully exonerated and the suspension was wholly unjustified.
- c. Provided further that a teacher whose service has been extended in the interest of the University beyond the date of his superannuation may be granted leave as under:
- (i) During the period of extension any leave due in respect of the period of such extension and to the extent necessary, earned leave which would have been granted to him under sub-clause (a) above, had he retired on the date of superannuation;
 

Explanations: In determining the quantum of earned leave that could accumulate during the period of extension, the leave, if any, admissible under sub-clause (a) above, shall also be taken into account.
  - (ii) After the expiry of the period of the extension :
    - (a) After earned leave which could have been granted to him under sub-clause 9(a) above, had he retired on the date of superannuation diminished by the amount of such leave as was availed of during the period of extension; and
    - (b) earned leave earned during the period of extension and applied for as leave preparatory to retirement in sufficient time before the date to final cessation of his duties and refused in the interest of the University.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-6 Contd.**

**Note:** A teacher who avails himself of the refused leave in full or in part immediately after the date of his superannuation or on the expiry of extension of service will be deemed for purposes other than pensionary/contributory provident fund benefits and lien, to be in service till the expiry of the refused leave, he will retire and become eligible for all pensionary benefits as due to him on the date of superannuation (or on such other late date if any extension of service is granted) from the date of expiry of such leave only.

**Leave to a teacher whose services are no longer needed (Terminal Leave)**

- xii. a. The earned leave to the extent due (but not exceeding 120 days) may be granted at the discretion of Vice-Chancellor as terminal benefit to a teacher not employed on a contract basis whose services are terminated by the University on account of retrenchment or abolition of post before his attaining the age of superannuation, even if it has not been applied for and refused in the University interest. In cases where the teacher is relieved before the expiry of the notice period, such notice or the unexpired portion thereof should run concurrently with the leave granted.
- b. If a teacher resigns his post, he may not normally be granted either prior or subsequent to his resignation any leave. In cases, however, where the resignation is for reasons of health or for other reasons beyond his control, earned leave at his credit, but not exceeding 120 days, may be granted to him at the discretion the Vice-Chancellor. In other cases of resignation, half the amount of earned leave at his credit but not exceeding 60 days, may be allowed at the discretion of the Vice-Chancellor.
- In cases in which a prescribed period of notice is required to be given, the leave will be so granted as to cover as far as possible the period of notice required to be given.
- c. No terminal leave shall, however, be admissible in a case of dismissal or removal from the service

**Conversion of One kind of leave To another**

- xiii a. At a request of the teacher concerned, the University may convert retrospectively any kind of leave, including extra-ordinary leave, into a leave of different kind which was a admissible to him at the time the leave was originally taken; but he cannot claim such conversion as a matter of right.
- b. If one kind of leave is converted into another, the amount of, leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered, as the case may be.

**Increment during Leave**

- xiv. If the increment of pay falls during any leave, other than casual leave, special casual leave, duty leave or sabbatical leave, the effect of increase of pay will be given from the date the teacher resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-6 Contd.**

- Leave Year** xv. For the purpose of this Ordinance, unless otherwise specified, the term 'year' shall mean an academic year running from the commencement of the academic session to the end of the academic session.

**Authorities empowered to sanction Leave**

20. The authorities specified in column (2) of the table below are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the teacher concerned.

Kind of leave	Sanctioning authority	Extent of power
(1)	(2)	(3)
(i) Casual Leave and Special Casual Leave	Vice-Chancellor Dean of Schools	Full Full
(a) Dean of Schools		
(b) Heads of Centres/Heads of Departments		
(c) Other teachers	Heads of Centre/heads of Department	Full
(ii) Earned Leave, Half-pay Leave, Commuted Leave and Maternity Leave	Vice-Chancellor	Full
(iii) Extra-ordinary Leave	Vice-Chancellor	Upto 90 days
(iv) Leave-not-due	Vice-Chancellor	Full

- Leave Salary** 21. A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave and sabbatical leave, a teacher will draw pay under the provisions of clauses 4 and 11 of this Ordinance, respectively. During other kinds of leave, a teacher shall be paid leave salary as under;

- i. Earned leave and Commuted leave :  
Leave salary equal to the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences or the substantive pay to which the teacher is entitled immediately before the commencement of leave whichever is greater. Provided that the leave salary of a teacher who has been continuously officiating in another post for more than three years at the time he proceeds on leave shall be calculated as if he were the substantive holder of the post in for his officiating appointment in an equivalent or higher post.

**Note:** The three-year limit shall include :

- a. all period of leave during which a teacher would have officiated in the post but for his proceeding on such leave; and



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-6 Contd.**

- b. all periods of officiating service rendered in an equivalent or higher post but for appointment to which he would have officiated in that post.
- ii. Half-pay leave and leave-not-due:  
Leave salary equal to half of the amount specified against i. above.
- iii. Extra-ordinary leave:  
Not entitled to any leave salary.
- iv. Study leave:  
As admissible under clause 10 of this Ordinance and calculated as shown above.
- v. Maternity Leave and Quarantine Leave:  
Pay drawn at the time of proceeding on leave. Subject to the provisions of clauses 10 of this Ordinance, payment of dearness, house rent and city compensatory allowance during leave shall be governed by the provisions of the rules regarding the payment of those allowances.

**Making of  
rules under  
this  
Ordinance**

- 22.** The Vice-Chancellor may make rules under this Ordinance prescribing the procedure to be followed in :
- i. making application for leave and for permission to return to duty before the expiry of leave ;
  - ii. granting leave and submission of medical certificates while proceeding or returning from leave ;
  - iii. the payment of leave salary ;
  - iv. the maintenance of records of service; and
  - v. the maintenance of leave accounts.

- 
1. Amendment approved vide Executive Council resolution No.EC:76:92:05, dated 14.8.1992 and assented to by the Visitor vide MHRD Letter No.F.8-24/92-DESK(U) of 20<sup>th</sup> September 1995.
  2. Amendment to Clauses 2,4,5 & 12(i), and the new Clause 13 approved vide MHRD, GOI letter No.F.8-30/99/Desk(U) dt. 2.6.2000
  3. Clause 5(ii) amended vide EC:108:2000:6:6(v) & notified vide Conf/13-5/Ord/99-Vol.I/52 dt. 7.3.2001.

- Notes:** (1) The amendment to the Ordinance (OE-6) has been notified vide notification No.F.Conf/13-5/Ord/99(Vol.III)-681, dated 02 September, 2004.
- (2) Amended Ordinance on Casual leave and Special Leave approved vide Academic Council Resolution No:AC:79:2008:6:3:(i)and Executive Council Resolution No:EC:134:2008:6:3: (ii)
- (3) Notified Vide Notification No.Conf/13-5/ORD/99(Vol.III)-263 dated 12 September,2008.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OE-7

**ON FLOATING POSTS***Under section 26 (1) (q) of the NEHU Act, 1973*

1. There shall be a few floating posts of Professors, the number of which shall depend on the posts sanctioned by the University Grants Commission from time to time and as approved by the Executive Council of the University.
2. These posts shall not be assigned to any particular Department but shall be made available to certain departments which may be finding it difficult to fill up certain vacancies by the normal procedure.
3. Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts will initially be made ordinarily for one year and efforts will be continued for filling these posts in the normal course.  
  
Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Departments is filled up.
5. No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per Proforma prescribed for 'Contract Appointment'.
6. Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council in accordance with the UGC guidelines in this regard.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OE-8

**ON THE TERMS AND CONDITIONS OF SERVICE  
OF THE FINANCE OFFICER***Under Clause (2) of the Statute 5*

1. This Ordinance may be called 'Ordinance on the terms and conditions of the service of the Finance Officer, North-Eastern Hill University'
2. This Ordinance shall take effect from the date of creation of the post.
3.
  - i. The Finance Officer shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India/University and accepted by the University from time to time.
  - ii. The Finance Officer shall be entitled to leave, leave salary, allowances, provident fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.

Provided that, a person appointed as Finance Officer on deputation shall be entitled to the benefits under the usual deputation terms as contained in the Government of India rules from time to time.

- (iii) Appointment to the post of Finance Officer shall be through advertisement and shall require the following minimum qualifications:
  - (a) "Members of any of the Organised Central Accounts Services in the same scale of pay or with 5 years' service in the next below grade.

OR

- (b) A Chartered Accountant having minimum experience of 10 years as Chartered Accountant".

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1. Amendment to Clause 3(i) and 3(iii) of OE-8 approved vide MHRD, Dept. of Edu., Govt. of India letter No.F.8-30/99/desk(U0, dated. June 2, 20002.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-9**

**ON THE TERMS AND CONDITIONS OF SERVICE OF  
THE CONTROLLER OF EXAMINATIONS**

*Under Clause (2) of Statute 5A*

1. This Ordinance may be called 'Ordinance on the terms and conditions of the Service of the Controller of Examinations, North-Eastern Hill University.
2. This Ordinance shall take effect from the date of creation of the post.
3.
  - i. The Controller of Examinations shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India/University and accepted by the University from time to time.
  - ii. The Controller of Examinations shall be entitled to leave, leave salary, allowances, Provident Fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.
  - iii. The University shall provide him with unfurnished residential accommodation for which he will pay rent at the usual rate;
  - iv. Appointment to the post of Controller of Examinations shall be through advertisement and selection for a tenure of 5 years which can be renewed on similar terms. The minimum qualifications should be read as follows :-
    - a. A Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.
    - b. At least 15 years experience as Lecturer in a University or Post Graduate College of which eight years shall be in the Reader's grade along with experience in educational administration.

OR

Comparable experience in research establishments and other Institutions of higher Education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

**Note :** The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates or candidates already in the University system.
4. Subject to the provisions of the Act, Statute and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of the examinations and such duties and functions as may be assigned to him from time to time by the Executive Council.
5. The Controller of Examinations shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OE-10

**ON THE HILL AREAS SPECIAL ALLOWANCE TO  
TEACHING AND NON-TEACHING STAFF**

*Under clauses (j) and (n) of the Sub-section (1) of  
Section 26 of NEHU Act, 1973*

1. The members of the Teaching and Non-Teaching Staff shall be paid a Hill Areas Special Allowance at the rate of twelve percent of the basic pay.
2. The above Hill Areas Special Allowance is deemed to be effective from 1<sup>st</sup> January 1995 in addition to the pay in the respective scales and such other allowances as may be sanctioned by the University Grants Commission from time to time.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OE-11****ON THE SCALES OF PAY AND ALLOWANCES AND SERVICE CONDITIONS OF OTHER ACADEMIC STAFF<sup>1</sup>***Under Section 26(1)(i) of the NEHU Act, 1973*

1. The scales of pay and allowances of Non-teaching (other than Statutory) employees of the University from Group A, B, C to D level shall be the same as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.
2. The date of retirement of such employees shall be the same as prescribed by the UGC/MHRD, Govt. of India and accepted by the University from time to time.
3. They shall be entitled to such allowances and perks as may be prescribed by the Govt. of India/ UGC/University from time to time.
4. The Recruitment and Promotion policy in relation to such posts shall be as provided in the respective approved Recruitment Rules, framed and adopted by the University from time to time.<sup>2</sup>
5. Other conditions of service such as leave, pay fixation, probation period, retirement benefits etc., shall be as prescribed by the Govt. of India from time to time.

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1. Approved vide M.H.R.D., G.O.I. letter No. F.8-30/99/Desk(U), dt. 2.6.2000.

2. Amended vide Executive Council Resolution No:EC:132:2007:5:1:(ii) and notified vide Notification No.F.Conf/13-5/Ord/99(Vol.III)-45 dated March 7, 2008.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-12**

**ON THE CONSTITUTION OF THE GRIEVANCE  
REDRESSAL COMMITTEE**

*Under Section 24(q) read with Section 32 of the NEHU Act, 1973.*

1. Any employee or student of the University or its constituent Colleges/Institution who is aggrieved by a decision of any authority or officer of the University may represent to the Registrar through proper channel within 10 days of receipt of such orders or copy of such resolution clearly stating how he is affected by such a decision along with any documentary evidence on the matter supporting the representation.
2. The Registrar upon scrutiny of the representation shall forward the same to the Grievance Redressal Committee within 10 days of receipt of the representation to the Registrar within 30 days of receipt of such a reference.
3. The Grievance Redressal Committee will submit its recommendation on the representation to the Registrar within 30 days of receipt of such a reference.
4. The report of the Grievance Redressal Committee may be placed before the next meeting of the Executive Council whose decision on the matter shall be final.
5. The Grievance Redressal Committee shall comprise the following members :
  - i. Chairman - To be nominated by the Vice-Chancellor
  - ii. Nominee of the Association/ Union to which the Appellant belongs. - Member
  - iii. Nominee of the Appellant - Member
  - iv. Senior most Dean - Member
  - v.. One Officer not connected with the case to be nominated by the Vice-Chancellor. - Member-Secretary

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OE-13****ON THE TERMS AND CONDITIONS OF THE  
SERVICE OF THE VICE-CHANCELLOR***Statute 2(a) (4) of the Schedule to the NEHU Act, 1973*

1. The Vice-Chancellor shall receive a salary as fixed by the Govt. of India/UGC from time to time plus other allowances as admissible from time to time. If he assumes charge after attaining the normal age of superannuation and is receiving pension due to his past services, then either his pay and allowances will be reduced by the gross amount of his pension amount prior to commutation or the payment of the pension shall be held in abeyance up to the post of Vice-Chancellor. On the other hand, if he assumes charge after attaining the normal age of superannuation and he was on a non-pensionable post, his gross pension equivalent of retirement benefits will be reduced from the pay and allowances admissible for the post of Vice-Chancellor.
2. During the tenure of Office, the Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the University.
3. The Vice-Chancellor shall be entitled to use a University vehicle for official purposes. The Vice-Chancellor shall also be eligible to use the University vehicle for private purposes and for such journeys he will be liable to pay such charges as are prescribed by the Government for private use of Government vehicle by officers on the basis of kilometers involved in private use.
4. The Vice-Chancellor shall be eligible to opt for the general provident Fund-Pension-Gratuity Scheme of the University if he has not attained the normal age of superannuation prior to commencement of his tenure and provided he has been eligible for pension scheme as an employee of the Central/State Government or a Central/State autonomous body or a Central/State University before joining as Vice-Chancellor. If he opts to join GPF-cum-Pension Gratuity Scheme of the University, the Vice-Chancellor shall be entitled to the benefit of combining his past services with the services as Vice-Chancellor up to the normal age of superannuation for the purpose of pension. For this purpose the University will receive the pension/contributory provident fund liability from the previous organizations. The period of service rendered by him in the University beyond the normal age of superannuation shall not qualify for the purpose of pensionary benefits. Pension-cum-gratuity benefits shall be payable on the date of normal Superannuation. If the Vice-Chancellor assumes his office either after superannuation or superannuates during the tenure, he shall be entitled to join Contributory Provident Fund-Gratuity Scheme from the date of his joining the post if already superannuated or the date of his superannuation during the tenure as applicable.
5.
  - i. The Vice-Chancellor shall be entitled to leave on full pay @30 days in a calendar year. The leave shall be credited to his account in advance in two half yearly installments of 15 days each on the first day of January and first day of July every year, provided that if the Vice-Chancellor assumes /relinquishes charge of the Office of Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of 2 1/2 days for each completed month of service.
  - ii. The leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the leave so carried forward the maximum limit as prescribed by the Government of India from time to time.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OE-13 Contd.**

- iii. The Vice-Chancellor on relinquishing the charge of his Office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of his relinquishment of charge subject to a maximum of the number of days as prescribed by the Government of India from time to time.
  - iv. The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leaves on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.
  - v. The Vice-Chancellor shall also be entitled to avail himself extra ordinary leave without pay for a maximum period of three months during full term of five years on medical ground of otherwise.
6. The Vice-Chancellor shall be reimbursed the actual expenditure incurred while on Official tour in addition to the TA/DA entitled as per rules.
  7. Further, if in case accommodation as per entitlement of the staff accompanying the Vice-Chancellor is not available, the Vice-Chancellor may provide them accommodation and other facilities which will be reimbursed to him and the staff shall be entitled to 1/4<sup>th</sup> DA only.
  8. In addition to the other staff allotted to the official residence of the Vice-Chancellor, the Vice-Chancellor shall be entitled to a personal orderly.
  9. The Vice-Chancellor shall be entitled to all other benefits such as medical Attendance and Leave Travel Concession as admissible to other University employees.
  10. The Vice-Chancellor shall be entitled to Travelling Allowance on Transfer on his appointment as Vice-Chancellor and after relinquishment of his charge.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-14**

**ON MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT  
TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN  
AND ASSISTANT LIBRARIAN/DEPUTY REGISTRAR AND  
ASSISTANT REGISTRAR/DIRECTOR OF PHYSICAL  
EDUCATION/DEPUTY AND ASSISTANT DIRECTOR OF PHYSICAL EDUCATION**

*Under Section 26 (1) (n) of the NEHU Act, 1973*

**University Librarian 1.**

Minimum Qualification:

- i. Master's degree in library science/ information science / documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.
- ii. At least thirteen years as a Deputy Librarian in the University library or eighteen years experience as a P.G. College Librarian.
- iii. Evidence of innovative library service and organization and / or published work.

Desirable

M.Phil/Ph.D degree in library science/information science/ documentation/archives and manuscript keeping.

**University Deputy Librarian 2.**

Minimum Qualification:

- i. Master's degree in library science/ information science / documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.
- ii. Five years experience as an University Assistant Librarian / College Librarian.
- iii. Evidence of innovative library services, published work, professional commitment and computerization of library.

Desirable

M.Phil/Ph.D degree in library science/ information science / documentation /archives and manuscript keeping, computerization of library.

**University Assistant Librarian / College Librarian / Documentation Officer 3.**

Minimum Qualification:

- i. Ph.D or qualifying in the national level-test conducted for the purpose by the UGC.
- ii. Master's degree in library science/information science/documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-14 Contd.**

**Deputy Registrar 4.**

Minimum Qualification :

- i. A Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.
- ii. Five years experience as a Lecturer in a University or College with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post.

**Assistant Registrar 5.**

Minimum Qualification:

Good academic record plus Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.

**University Assistant Director of Physical Education and Sports/College DPEs (Lecturer Scale) 6.**

Minimum Qualification :

- i. Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent grade B in the UGC Seven Point Scale plus consistently good academic record.
- ii. Record of having represented the University/College at the inter-University/inter-collegiate competitions or the State in national championship.
- iii. Passed the physical fitness test
- iv. Ph.D. or certificate of having cleared in the national test conducted for the purpose by the UGC.

**University Assistant DPEs/College DPEs (Senior Scale) 7.**

Minimum Qualification :

- i. Should have completed six years of service as University Assistant DPEs/College DPEs with a benefit of two years for Ph.D and one year for M.Phil Degree holders.
- ii. Passed the physical fitness test.
- iii. Possesses satisfactory self-appraisal reports.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-14 Contd.**

- iv. Should have attended at least one orientation and one refresher course of about three to four week duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D. degree holders.)

**University Assistant DPEs/College DPEs (Selection Grade) 8.**

Minimum Qualification

- i. Completed five years of service as University Assistant DPEs/College DPEs in the senior scale.
- ii. Has attended at least two refresher courses of about three-four week duration with proper and well-defined evaluation procedure after placement in the senior scale.
- iii. Shown evidence of having produced good teams/athletes and of having organized and conducted coaching camps of at least two week duration.
- iv. Passes the physical fitness test.
- v. Possesses satisfactory self-appraisal reports.

**University Deputy DPEs/College DPEs (Reader's scale) 9.**

- i. Ph.D. in physical education. Candidates from outside the University system, in addition, shall also possess at least 55% marks or an equivalent grade B in the UGC seven point scale at the Master's Degree level.
- ii. Five years experience as University Assistant DPEs/College DPEs, with a benefit of two years and one year for Ph.D. and M.Phil Degree holders respectively.
- iii. Evidence of organizing competitions and conducting coaching camps of at least two week duration.
- iv. Evidence of having produced good performance team/athletes for competitions like state/national/inter-university/combined university, etc.
- v. Passed the physical fitness test.
- vi. Possesses satisfactory self-appraisal reports.

**University DPEs 10.**

Minimum Qualification :

- i. Ph.D in Physical Education.
- ii. Experience of at least ten years as University deputy of fifteen years as University Assistant DPEs/College/DPEs (selection grade)
- iii. Participation in at least two national/international seminars/conferences.
- iv. Possesses satisfactory self-appraisal reports.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OE-14 Contd.**

- v. Evidence of organizing competitions and conducting coaching camps of at least two week duration.
- vi. Evidence of having produced good performance teams/athletes for competitions like stat/national/inter-University/combined University, etc.

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- Notes:
- 1. Notwithstanding anything contained in Clauses 1 to 10, the 55% marks shall not be insisted upon for those already in University service.
  - 2. A relaxation of 5% marks shall be applicable to SC/ST candidates at entry level. Provided that minimum marks in both cases shall not be less than 50%.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-15**

**ON CAREER ADVANCEMENT SCHEME**

*Under Section 26 (1) (n) of the NEHU, 1973*

1. There shall be a career advancement scheme (CAS) for placement / promotion of teachers of the University from lecturer to lecturer (Senior Scale), from lecturer (Senior Scale) to Lecturer (Selection Grade) /reader and from reader to professor.
2. Selection committees for CAS shall be the same as those for direct recruitment for each category.
3. The existing scheme of career advancement for other academic staff shall continue.
4. Qualification and requirements.
  - i. Lecturer (Senior Scale)  
A lecturer shall be eligible for placement in the senior scale if he/she has
    - a. Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil and Ph.D.
    - b. Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. Candidates with Ph.D degree shall be exempted from on refresher course, and
    - c. Satisfactory self appraisal report.
  - ii. Lecturer (Selection Grade)  
A lecturer in the senior scale shall be eligible for placement in the selection grade if he/she has
    - a. Completed 5 years of service in the senior scale or 11 years of combined service as Lecturer/Lecturer in the senior scale (9 years in the case of Ph.D degree holders and 10 years in the case of the M.Phil degree holders.
    - b. Participated after placement in the senior scale, in two refresher courses/summer institutes of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC.
    - c. A good record in teaching and has contributed to the corporate life of the University/Institutions examination work or through extension activities and
    - d. Satisfactory self appraisal report.

Whenever the requirement of orientation/refresher course has remained incomplete, the placement would not be held up but these may preferably be completed by the year 2000 and not later than 2002.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OE-15 Contd.

## iii. Reader

A lecturer (senior scale) shall be eligible for promotion as reader if he/she has

- a. completed 5 years of service in the senior scale or 11 years of combined service as lecturer/lecturer in the senior scale/selection grade (9 years in the course of Ph.D. degree holders).
- b. Obtained a Ph.D. degree or has equivalent published work.
- c. Made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publication, contribution to educational innovation, design of new courses and curricula and extension activities.
- d. Participated in two refresher courses/ summer institutes of approved duration after placement in lecturer (senior scale), or engaged in other programmers of comparable quality as may be specified or approved by the University Grants Commission, and
- e. Consistently satisfactory self-appraisal report(s).

Provided that a lecturer in the selection grade may offer himself/herself for fresh assessment to be designated as Reader after obtaining a Ph.D. degree of fulfilling other requirements for promotion to readership.

- f. The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 weeks duration, and consistently satisfactory performance appraisal reports, shall be mandatory requirements for career advancement from lecturer to lecturer (Senior scale) and from lecturer (Senior Scale) to lecturer (Selection Grade) / reader. Wherever the requirements of orientation/ refresher courses/summer institutes has remained incomplete, the promotion would not be held up but these must be completed by the year 2000 but not later than 31.12.2002.

Provided that if an applicant for promotion to the post of lecturer (Senior Scale)/Lecturer (Selection Grade/Reader) does not have required number of summer institutes/orientation of refresher courses, he/she shall be required to bring this fact to the notice of the University giving reasons for his/her not being able to participate in such course.

## iv. Professor

- a. that a minimum of 8 years experience as a Reader be an eligibility.
- b. that the Professor already appointed under direct recruitment be not eligible.
- c. that the self-appraisal report for the period including five years before the date of eligibility be submitted;
- d. that minimum of five years research publications out of which two could be books be submitted for evaluation/ assessment before the interviews. The research publications to be assessed by the experts for

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-15 Contd.**

promotion of Readers to professors shall pertain to the period between his/her appointment as Reader and the date he/she becomes eligible for promotion as Professor. If on the date of eligibility the candidate did not have the required number of publications, his/her date of eligibility shall be shifted to the date he/she becomes eligible after fulfilling all requirements;

- e. that the assessment of the research publications, including books, be done by three eminent experts in the subject which shall be different from those called for interview to be conducted later on;
- f. that all the recommendations be positive from the three experts. In case the recommendation of one out of the three is negative, the research publications be sent to the fourth expert for evaluation and assessment. In all, there has to be a minimum of three positive recommendations out of the total of four experts, in case the fourth expert has participated in the exercise due to one negative report out of the initially three expert involved in evaluation;
- g. that the University be permitted to hold the interview for promotion under CAS only for those candidates who have obtained a minimum of three positive recommendations from the experts on their research publications/books;
- h. that the interview be conducted inviting three experts of the concerned subject making sure that these experts be different from those who had assessed and evaluated the research publications;
- i. that the cases to promotion/interview for the rejected candidates can be processed only after a minimum period of one year from the date of promotion process/interview in which the candidate was rejected;
- j. that the promotion from Reader to professor under CAS being persona and not against a sanctioned post, the teaching work load of the Reader be carried forward with him/her and be undertaken by the promote even in the capacity of the CAS professor.
- k. that for the purpose of continuing of past services one should have rendered his or her services as Reader/Associate Professor (in the scale of Pay of Rs.3700-5700 revised to Rs.12,000-18-300/-) in any other recognized University/College.

5. Procedure of Scrutiny:

A copy each of five research publications, out of which two could be books, of the candidate for Professorship shall be sent well in advance to three eminent external experts in the subject for evaluation / assessment before the interview for promotion is held. These experts will be different from those called to conduct the interview.

Only those candidates who have received minimum of three positive recommendations from the experts on their research publications/ books will be called for interview.



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-15 Contd.**

In case the recommendations of one out of the three experts is negative, the research publications/books will be sent to the fourth expert for evaluation. In all there shall be a minimum of three positive recommendations out of the four experts in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation/ assessment.

6. An applicant for promotion under the CAS shall be entitled to the benefit of regular and continuous previous service in the equivalent grade and scale of pay outside this University/institution like a University, college or other research organizations, such as CSIR, ICAR, DRDO, ICSSR, ICHR, and other such institutions up to a maximum of half of number of years required to be eligible for such promotion subject to the guidelines issued by the UGC from time to time.
7. A professor already appointed under the direct recruitment shall not be eligible for promotion under this scheme.
8. Re-submission of application.  
Those candidates, who have not been found suitable by the selection committee, shall become eligible again after an expiry of one year from the date of previous eligibility.
9. Notwithstanding the various clauses above, this ordinance shall remain in force till such time as the Career Advancement Scheme of the University Grants Commission remains in force and any change or changes notified by the Commission from time to time shall automatically be treated as having been incorporated in this ordinance.

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1. Approved vide MHRD, GOI, Letter No: F.8-22/04-Desk(U) dt. 15.3.2004.  
**Notes:** (i) Approved by the 70<sup>th</sup> Academic Council and 117<sup>th</sup> Executive Council vide Resolution No:EC:117:2003:6:7:(iv) , dated December 12, 2003.  
(ii) Approved by the 71<sup>st</sup> Academic Council vide Resolution No:AC:71:2004:5:1: (7) (i) and 119<sup>th</sup> Executive Council Resolution No:EC:119:2004:2: (ii), dated August, 20, 2004.  
(iii) The amendment to the Ordinance (OE-15) has been notified vide Notification No.F.Conf/13-5/Ord/99 (Vol.III)-792, dated 25 November, 2004.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OF-1**

**ON FEES PAYABLE BY STUDENTS**

*Under Section 26 (1) (e) of the NEHU Act, 1973*

**Fees payable by Students**

1. Students admitted to Courses of Studies in M.Phil, Ph.D., Master of Science, Master of Arts, Master of Commerce and Master of Library and Information Science shall pay the fees as specified below:-

Fees	M.Phil	Ph.D	M.Sc.	MA/M.Com/M.Lib
(1)	(2)	(3)	(4)	(5)
1. Tuition fee/ Research Supervision fee (Monthly)	100	150	75	75
2. Laboratory fee(monthly)	50	50	30	30
3. Registration fee	100	100	100	100*
4. Laboratory Caution Money (refundable)	500	600	400	300
5. Library fee (per semester)	50	50	30	30
6. Sports fee (annual)	40	40	40	40
7. Medical fee (annual)	100	100	100	100
8. Students Association fund(annual)	40	40	40	40
9. Students Aid fund (annual)	75	75	50	50
10. Admission fee	100	100	100	100
11. Library caution money(refundable)	400	500	300	200
12. Examination fee (per examination)				
a) Subjects having practicals	1200	1500	300	300
b) Subjects not having practicals	1000	1200	300	300
13. a) Identity Card(annual)	25	25	25	25
b) Re-issue of Identity Card	40	40	40	40

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OF-1 Contd.**

14. Hostel fees:				
a) Room Fee	75	75	75	75
b) Caution Money	750	750	750	750
c) Hostel Application Form	10	10	10	10

\*\*The same fees shall be applicable for Certificate and Diploma Courses.

Fees Type	Amount in Rs.
(1)	(2)

**Under Graduate Courses**

1. Examination fee	
a) Non-Professional	300
b) Professional	400
2. Exam. Fee for certain subjects(per paper)	
a) Non-Professional	75
b) Professional	100
3 Non-Collegiate fee	
a) Non-Professional	150
b) Professional	200
4. Practical Exam. Fee (per subject)	
a) Non-Professional	100
b) Professional	160
5. Registration	100
6. Registration(Duplicate)	
a) Non-Professional	150
b) Professional	150
7. Enrolment fee (Annual)	
a) Non-Professional	25
b) Professional	25
8. Fee for change of Examination Centre	
a) Non-Professional	150
b) Professional	150

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OF-1 Contd.**

**GENERAL FEES PAYABLE BY ALL CATEGORIES OF STUDENTS**

	<b>Items</b>	<b>Amount</b>
1.	Convocation (in person)	Rs. 250/-
2.	Convocation (in absentia)	Rs. 200/-
3.	Mark Sheet (Original)	Rs. 100/-
4.	Mark Sheet (Duplicate)	Rs. 150/-
5.	Certificate (Original)	Rs. 200/-
6.	Certificate (Duplicate)	Rs. 300/-
7.	Rank Certificate	Rs.50/-
8.	Provisional Certificate	Rs. 50/-
9.	Re-Issue of mark sheets, etc Per Documents	Rs. 200/-
10.	Admit Card	Rs. 50/-
11.	Migration	Rs. 200/-
12.	Condonation of Migration	Rs. 100/-
13.	Re-evaluation (per paper )	Rs. 250/-
14.	Re-scrutiny (per paper)	Rs. 200/-
15.	Transcription (per course)	Rs. 300/-
16.	Application from for admission (Including Prospectus)	Rs. 100/-
17.	Other application form (eg. For Duplicate mark sheet, provisional Certificate, etc.)	Rs. 10/-

\*If it is a mistake made by the University in the correction of mark-sheets and other documents the fee is not payable.

The following are the proposed Courses/Subjects which may be taken as Professional Courses.

1. Bachelor of Education (B.Ed.)
2. Bachelor of Law (LL.B)
3. B.Sc. Nursing
4. Bachelor of Business Administration (BBA)
5. Bachelor of Computer Application (BCA)
6. Bachelor of Engineering
7. Bachelor of Medicines

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OF-1 Contd.**

8. Bachelor of Mass Communication and Video Production
9. Bachelor of Bio-Technology
10. Any other courses to be introduced as Professional Courses by the University.
11. NERIST Courses.

**Due Date &  
Mode of  
Payment**

2. i. Students shall deposit tuition fees –
  - a. For March, April & May at the time of Admission.
  - b. For June, July and August on or before the 10<sup>th</sup> June;
  - c. For September, October and November on or before 10<sup>th</sup> September; and
  - d. For December, January and February on or before the 10<sup>th</sup> December.
- ii. Annual fees shall be paid at the commencement of each academic year.
- iii. Fees shall be payable in cash or through Money Order or by a crossed Bank Draft or Indian Postal Order drawn in favour of the Finance Officer of the University.

**Delay or  
Default  
Payment**

3. i. If a student does not pay fees on time, a fine shall be levied as follows :
  - a. One rupee for the first ten days.
  - b. Two rupees for the next ten days.
  - c. Three rupees thereafter up to the last day of the month in which the fee is due.
- ii. The Vice-Chancellor, or on his behalf any other officer to whom this power has been delegated, may, on the recommendation of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application setting forth the reasons for late payment of fees. Such applications should be submitted well ahead of the due dates so that a decision may be taken and communicated to the student concerned in time.
- iii. Name of the defaulters, which shall be put up on the Notice Board, shall be removed from the rolls of the University with effect from the first day of the following months.
- iv. A student whose name has been struck off the rolls of the University may be readmitted on the recommendation of the Dean of the School concerned and on payment of arrears of fees in full and other dues. He shall, in addition, pay a fresh Admission Fee.
- v. Whenever, a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Department intimating the date of his withdrawal. If he fails to do so, his name shall continue to be kept on the rolls of the University for a minimum period of one month following the month up to which he has paid fees. He shall also be required to pay all fees/ charges that may fall due during this period.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OF-1 Contd.**

**Fees Payable by  
the University  
Employees.**

- 4.** i. Employees of the University who join a course in the University, except for the Ph.D. degree, shall pay tuition fee, admission fee and enrolment fee.
- ii. University employees joining a course of research for the Ph.D. degree shall not be required to pay any fees except admission fee and enrolment fee.

Note: The provisions of this clause shall not apply to those employed by the University on an ad-hoc basis or on daily wages.

**Blind  
Students  
Exempted**

- 5.** Blind students shall be exempted from payment of all fees except the Caution Deposit.

**Concession  
In Fee**

- 6.** i. The Dean of the School, on the recommendation of a Committee consisting of the following, shall grant free-ship up to the percentage which may be prescribed by the University Grants Commission in this regard.
- a. Dean – Chairman
- b. Three Heads of the Departments (by rotation) according to seniority for two years.
- c. Three students elected from amongst an electoral college consisting of one representative from each Department concerned elected by the students in the Department.
- ii. If the number of applicants for free-ship is more than the number of free-ships available, the Committee referred to in Clause 6.1 may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.
- iii. Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School of Studies concerned through the Head of the Department by the 31<sup>st</sup> March or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.
- iv. The following factors shall be taken into account while making recommendation on the applications of students for grant of free-ships:
- a. academic record of the students;
- b. his progress in studies in the case of renewal of free-ships;
- c. his financial position; and
- d. any other factor which shall also be recorded. The list of students to whom concessions have been awarded ordinarily shall be notified by the 30<sup>th</sup> September.
- v. Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year which shall be considered along with the new applications in that year.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OF-1 Contd.**

- vi. A free-ship granted to a student may be cancelled if his conduct of progress in studies is found to be unsatisfactory or if his financial condition improves and he is no longer in need of fee concession.
- Refund of fees, Caution Deposit.**
7. i. If after having paid the fees, a candidate desires the admission to be cancelled, she/he shall be refunded all fees and deposits, subject to a maximum deduction of Rs.1000/- provided her/his application for withdrawal is received by the Registrar before the commencement of the academic session concerned.
- ii. Should a student leave after joining the course and if the seat consequently falling vacant has been filled out of the waitlisted candidates by the last date of admission, she/her shall be refunded all fees after appropriate deduction of monthly fees and proportionate hostel rent where applicable.
- iii. If a student owes any money to the University on account of any damage he may have caused to the University property, it shall be, along with outstanding tuition fee and fines, if any, deducted from the Caution Money due to him.

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1. Approved vide Ministry of Education, Government of India, letter no. F.10-41/75-Leg. Unit (UZ), of 11-8-76 Amendments approved vide E.C.Resolution No. EC:113:2003:3(xii), dated July 23, 2002.
2. Amended vide No:AC:79:2008:5:5:(viii)and No:EC:134:2008:5:5:(vi) and notified vide Notification No.Conf/13-5//ORD/99 (Vol.III)-263 dated 12 September, 2008 on increase of Identity Card Fee, Sport Fee and Student Association Fee under Ordinance OF-1.
3. Amended vide No:AC:79:2008:2:(iii)and No:EC:134:2008:5:1:(ii) under clause 7 and notified vide Notification No.Conf/13-5//ORD/99 (Vol.III)-263 dated 12 September, 2008.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OF-2

**ON THE STUDENTS' AID FUND  
Under Section 26 (1) (f) of the NEHU Act, 1973**

<b>Name of the Fund</b>	1.	There shall be a Fund called "The North-Eastern Hill University Students' Aid Fund" instituted out of the contributions from the students and staff of the university and collections from other sources as well as the contributions received from the University Grants Commission.
<b>Objects of the Fund</b>	2.	<p>The objects of the Fund shall be :</p> <ul style="list-style-type: none"> <li>i. to render financial assistance to poor and deserving students for payment of tuition fees, examination fees, purchase of text books, stationery etc. ;</li> <li>ii. to grant limited assistance to students to meet their hostel charges, expenses on clothes and emergency medical expenses, if their needs are considered genuine;</li> <li>iii. to grant interest-free loans to deserving students subject to a maximum of 50% of the total amount standing to the credit of the Fund; and</li> <li>iv. to meet any other needs of students considered to be genuine by the committee referred to in rule;</li> </ul> <p><b>Note:</b> The fund shall not be utilised for award of scholarship/ fellowships or stipends or for payment of prizes, rewards etc., to students.</p>
<b>Contribution to the Fund</b>	3.	<ul style="list-style-type: none"> <li>i. Each student of the University shall, contribute annually a sum which may be prescribed by the Ordinance. The sum shall be realised from the students along with the first instalment of fees in the academic year.</li> <li>vii. Voluntary contributions received from the staff and from students shall also be welcomed as well as the unclaimed refund of any amount lying to the credit of a student within one calendar year of his leaving the University.</li> <li>iv. The Finance Officer shall maintain an account of the Fund and submit it annually to the Executive Council and the U.G.C. after it is audited in the manner laid down in Section 29 of the North-Eastern Hill University Act, 1973.</li> </ul>
<b>Recommendations for Assistance</b>	4.	<ul style="list-style-type: none"> <li>i. Each School shall have a Committee consisting of : <ul style="list-style-type: none"> <li>a. The Dean of the School (Chairman)</li> <li>b. One Head of the Department (by rotation)</li> <li>c. The Registrar or his representative.</li> <li>d. The Committee shall consider the applications from the students and forward its recommendations to the Registrar.</li> </ul> </li> </ul>





**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OF-2 Contd.**

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| <p><b>Auditing of the Fund.</b></p> | <p><b>9.</b></p>  | <p>The loans shall be repaid in such number of instalments as may be fixed in each case by the Committee.</p> <p>The number of instalments shall, however be so fixed that the last instalment of the loan is repaid before the end of the ensuing April.</p> <p>The recovery of the loan shall commence from the month following that in which the loan is paid.</p> <p>The account of loans granted to Scholarship/ Fellowship holders shall be realised from their Scholarships/Fellowships and it shall be a condition of the Grant of loans.</p> |
| <p><b>Annual Report</b></p>         | <p><b>10.</b></p> | <p>The accounts of the Fund shall be audited in the manner laid down in Section 29 of the North – Eastern Hill University Act, 1973. The audit fee or any other related expenditure shall not however, be charged to the Fund.</p> <p>The Registrar shall prepare in consultation with the Dean of Schools, a Report at the end of each financial year on the administration of the Fund and send one copy of the Report to the University Grants Commission and place one copy before the Executive Council.</p>                                     |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OG-1

### ON THE NORTH-EASTERN HILL UNIVERSITY PUBLICATIONS

Section 26 (1) (m) of the NEHU Act, 1973

- Introduction** 1. i. The North-Eastern Hill University may establish a Publication Unit which shall be known as North- Eastern Hill University Publications, hereafter referred to as the Publications Unit.
- ii. The Publications Unit shall function as an autonomous unit in the University subject to the provisions of this Ordinance and other Statutes and Ordinances of the University and subject to such directions as the Executive Council may give from time to time in this regard.
- iii. The Publications Unit shall promote and undertake publications in various areas and for different target-groups and also their distribution in general furtherance of the objectives of Section 4 of the North-Eastern Hill University Act, 1973.
- Areas of Operation** 2. Without prejudice to the generality of provisions in the preceding clause 3 the publication work will broadly cover the following areas:
- i. University level text books, supplementary reading material and reference books in English and in the languages of the area under its jurisdiction, specially text concerning the North- Eastern Hill University region and texts for special/ innovative courses introduced by the University from time to time.
- ii. Research works on different subjects carried out within the University and reference material and Research work on various facets of the North-Eastern Region and on tribal affairs in general in the country in this or other universities or institutions of higher learning.
- iii. Literature on various facets of continuing education for dissemination of knowledge and improving the general awareness about new scientific, cultural and economic content of the human society and literary works in languages spoken in the area under the jurisdiction of the University.
- Management** 3. i. There shall be a Governing Board of the Publications Unit which shall be responsible for its overall management.
- ii. There shall be a fulltime Publication Director of whose status and pay scales shall be such as may be determined by the Executive Council from time to time. He shall be designated as Director, North-Eastern Hill University Publications.
- iii. The Governing Board shall comprise seven members as follows :-

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OG-1 Contd.**

- a. Vice-Chancellor, Chairman, Ex-Officio.
  - b. One nominee each of the Executive Council and the Academic Council.
  - c. One member to be nominated by the Vice- Chancellor from amongst persons of standing in publication industry.
  - d. Registrar, North-Eastern Hill University.
  - e. Finance Officer, North-Eastern Hill University.
  - f. Director, North-Eastern Hill University Publications, Member-Secretary, Ex-Officio.
- iv. The term of the members of the Governing Board, other than Ex-Officio members, shall be three years.
  - v. Four members of the Governing Board, shall form a quorum for the meetings of the Board.
- Editorial Board**      **4.**
- i. There shall be an Editorial Board comprising of not more than fifteen members.
  - ii. The Editorial Board may appoint as many Editorial Committees for different subjects or groups of subjects as may be considered necessary from time to time, provided that at least one Editorial committee shall be appointed in each of the following areas: (i) Sciences (ii) Languages (iii) Humanities and Social Sciences subjects.
  - iii. The composition of the Editorial Board shall be as follows :-
    - a. Vice-Chancellor, Chairman, Ex-Officio
    - b. One member each nominated by the School Boards.
    - c. Chairman of Editorial Committee, Ex-Officio
    - d. Director, Publications Unit.
    - e. Not more than three members nominated by the Vice-Chancellor from amongst noted literary figures, social scientists and scientists.
- Editorial Committee** **5.**
- i. The Editorial Committee shall comprise of not more than seven members and shall be nominated by the Editorial Board. Provided the first Editorial Committee may be nominated by the vice-Chancellor, if necessary.
  - ii. The term of the members of the Editorial Board other than ex-officio members, shall be three years and shall be eligible for reappointment.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OG-1 Contd.

- iii. The term of the members of the Editorial Committees shall be for two years and they shall be eligible for reappointment.
- Self-Supporting Unit** 6. The Publication Unit shall, as far as possible, be run on sound commercial lines on self-supporting or remunerative basis, subject to the basic objectives.
- Selection of Manuscripts** 7. Matters relating to the selection of manuscripts, royalty, and honorarium to be paid to authors, printing, distribution and other related matters shall be laid down in the Regulation as approved by the Executive Council from time to time.
- Fund** 8. i. The Publications unit shall have a separate fund but within the consolidated funds of the University for which separate accounts shall be maintained.
- ii. This fund shall be operated as a revolving fund in which grants and receipts shall be credited and all expenditure in relation to the publications shall be debited.
- iii. The Publications Unit may receive directly or through the University, grants or assistance for any specific or general purpose from the Central or a State Government or from an institution established by them. Prior approval of the Executive Council shall be necessary to receive a grant or assistance in any form from any other organisation or institution.
- iv. The unassigned grant of the University for research publications, etc. will be credited to the revolving fund of the Publications Unit provided that publications unit shall ensure that minimum number of research publications which could have been supported by the University under normal scheme shall be brought out by the Publications every year.
- v. A separate account shall be maintained in respect of the publications in Group A for which special support is available from the Government of India.
- vi. The Finance Officer shall be responsible for all financial transactions of the Publications Unit.
- Printing Press** 9. i. The University shall establish its own printing press as early as possible ;
- ii. Pending establishment of a press, special arrangements should be made for the time being following usual commercial terms.
- iii. Pending finalisation of all formalities for establishment of the Publications Unit the Vice-Chancellor may authorise publication of works of any description on such terms and conditions as may be considered necessary in each case provided they broadly conform with the provisions of this Ordinance.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OG-1 Contd.**

**Removal of Difficulties 10.** In case some difficulties arise in the operation of any provision of this Ordinance, the Vice-Chancellor, or the Governing Board after its constitution, may take suitable action in furtherance of the basic objectives of the Publications subject to the condition that action shall also be initiated to amend the Ordinance suitably.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OH – 1

**ON RESEARCH PROJECTS**

Under section 26(q) of the NEHU Act, 1973

1. **Definition :**
  - i. A 'research project' is defined hereunder as a 'scheme' or 'project' funded by a Government, semi-Government, autonomous body(ies), public sector undertaking(s), public/private limited company(ies), private trust(s)/foundation(s) and registered body(ies). Funding from foreign organisations and such entities as agreed to by the University may be obtained with due permission of the Government of India. Such project funding shall be for the following purposes:
    - a. academic investigations,
    - b. development of technology,
    - c. monitoring and evaluation work,
    - d. training & development activities,
    - e. other extension activities including action research, and
    - f. carrying out surveys and documentation.
  - ii. A 'University level' project is a project / scheme sanctioned to the University by an external agency.
  - iii. An 'individual / inter-departmental / inter-institutional level project' is a project/scheme sanctioned to an individual teacher or a group of investigators of the University by an external agency.
  - iv. A 'Department' means a department or centre of the University.
2. A teacher desirous of seeking financial support (referred to as Chief Investigator hereafter or such other designation given by the funding agency) from an external organisation will prepare the project proposal as per the requirements of the funding/sponsoring organisation concerned and also prepare a memorandum giving briefly the objectives of the project and also bringing about inter alia the way it is likely to support the general research area of the University.
3. The project will be forwarded by the Head of the Department to the Vice-Chancellor for his approval and the HOD shall report the matter to the Department.
4.
  - i. When securing a major project, if the funding agency stipulates execution of a Memorandum of Understanding or such other instruments the University shall consider signing of such a MOU after due scrutiny by a Committee constituted for the purpose by the Vice-Chancellor which may consist of the following :
    - a. Dean(s) of School(s) concerned.
    - b. HOD(s) concerned.
    - c. Chief Investigator.
    - d. Finance Officer.
    - e. Registrar.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OH-1 Contd.

- ii. In cases where a project is offered to the University, the same shall be referred to a standing committee of the Academic Council to scrutinise the terms and conditions and recommend to the Academic Council the acceptance and modalities of operation of such projects.
5. Matters relating to application, operation including administration and financial management, and of assets of the project/scheme shall be laid down in the Regulations.
6. In cases where the Chief Investigator is the Head of the Department/Centre, the function of the HOD shall be performed by the Dean for the purpose of this Ordinance and the Regulation under this.
7. In cases not covered under the above provisions of this Ordinance, the matter shall be referred to the Vice-Chancellor whose decision shall be final.