

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).

-
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.

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.

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.

- f. Persons who have completed at least one year of research in a University/Institution after his registration, provisional or otherwise under the supervision of a teacher who may have since joined the University. SC/ST candidates shall be given 5% Relaxation for eligibility to the Ph. D. programme.
- Course work** **2.** Those Departments/Centres of Studies who wish to have course work in Ph.D. programme may do so. Such courses should be limited between two to four courses. The number of such courses will not vary in one and the same Department/Centre of Studies. Such courses will be formally examined and the grades obtained therein will be reflected in the final result.
- Supervisor** **3.**
- i. The Department/Centre of Studies shall appoint a supervisor. The supervisor shall be a Professor, Reader or a Lecturer with Ph.D. and with at least three years experience of research/teaching experience and should be a teacher of this University.
- ii. Provided that the Department/Centre of Studies may, with the approval of the School Board, appoint one or two joint supervisors in addition to the Supervisor, in which case the Supervisor shall be in overall charge of the supervision. A joint supervisor need not necessarily be a teacher of the University but should be a person recognised as per the University Regulations.
- Registration** **4.**
- i. The application for registration of Ph.D. shall be made to the Department/Centre of Studies concerned in the proforma as may be prescribed by the University along with a detailed research proposal including the topic, scope of its study, tentative hypothesis, research methodology including sampling and design, where necessary. The Department/Centre of Studies shall forward the research proposal to the School through the Board of Post-Graduate Studies or the Steering Committee in the case of the Centres of Studies. The date on which the School Board accepts the proposals for registration shall be the date of registration of the scholar for the purpose of this Ordinance. However, the maximum permissible period between the date of admission and the date of registration for Ph.D. programme shall be 18 months.
- ii. In case a candidate wishes to change the topic of research, he should do so within one year from the date of his registration. The modified research proposal should be submitted to the School Board through the Board of Post-Graduate Studies or the Steering Committee in the case of the Centres of Studies for its consideration and approval.

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC-4 Contd.

Duration	5.	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.
		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.
			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.
Review of Progress	6.		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.
Pre-Submission Seminar	7.		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.
Modification of Title	8.		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.
Submission of Thesis	9.	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.

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.

-
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

- | | |
|--------------------|---|
| Objective | <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> |
| Course work | <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> |
| Admission | <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.

- | | | | |
|---------------------|-----------|------|--|
| | | 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. |
| Registration | 4. | | 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 ¹ . |
| Duration | 5. | 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. |
| Attendance | 6. | | 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.

- | | | |
|-----------------------------------|------------|--|
| Evaluation of course work | 7. | <ul style="list-style-type: none"> i. The evaluation of the course work will be internal.
 ii. The performance of the scholar shall be evaluated in the following grades:
 '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'. |
| Pre-Submission Seminar | 8. | <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> |
| Submission of Dissertation | 9. | <ul style="list-style-type: none"> 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.
 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. |
| Panel of Examiners | 10. | <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.

- | | | |
|----------------------------|------------|--|
| Evaluation | 11. | <ul style="list-style-type: none"> 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.

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. ii. Evaluation of dissertation shall be according to OC-5, 8(2). |
| Award of the Degree | 12. | <ul style="list-style-type: none"> i. The Dissertation/project work shall be accepted for the award of the M.Phil. degree on the unanimous recommendation of the examiners. 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. 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. 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. |

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.

-
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 3rd & 4th December, 1999 and EC:105:99:5:1(iv), dated 9th 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 13th & 14th June, 2002 and EC:113:2002:5:1(iv), dated 23rd 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

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

- | | | |
|-------------------------------|-----------|--|
| Course of Study | 1. | 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). |
| Eligibility | 2. | 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. |
| Duration and Structure | 3. | 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. |
| Division and Classes | 4. | <p>In order to pass the Degree examination, a candidate shall obtain the following minimum marks :-</p> <ul style="list-style-type: none"> i. Candidates without Honours : <ul style="list-style-type: none"> a. 30% marks in each theory paper. b. 40% marks in each practical paper wherever applicable. 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. |

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:-

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

- 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 :-

Subject	1st year	2nd year	3rd year
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*

- | | | |
|--------------------------|-----------|---|
| Composition | 1. | There shall be an Equivalence Committee consisting of the Deans of all the Schools and its functions shall be as under:- |
| Functions | 2. | <ul style="list-style-type: none"> i. To recognise the examinations conducted by other Universities and Degrees awarded by them on reciprocal basis. ii. To decide equivalence of such examinations/ degrees as may be referred to it from time to time including those of foreign Universities. iii. To withhold, suspend or cancel recognition to any examination/degree for such reasons and such time as it may deem fit. 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. |
| Transitory Powers | 3. | 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. |
| Rules of Business | 4. | 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. |

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)*

- | | | |
|----------------------------|----|--|
| Annual Convocation | 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. |
| Special Convocation | 2. | <ul style="list-style-type: none"> 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. ii. The Convocation shall consist of the body corporate of the University. 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. |
| Notice | 3. | <ul style="list-style-type: none"> i. Not less than four weeks' notice shall be given by the Registrar of all meetings of the Convocation. ii. The Registrar shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat. 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. |
| Application | 4. | <ul style="list-style-type: none"> 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. 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. |

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC-10 Contd.

- | | | |
|-----------------------|-----------|--|
| Fees | 5. | 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/-. |
| Honorary | 6. | <ul style="list-style-type: none"> i. Honorary degree shall be conferred only at a Convocation and may be taken in person or in absentia. 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. 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. |
| Academic Dress | 7. | <p>The academic dress of the University for the Convocation shall be as follows :</p> <ul style="list-style-type: none"> 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. 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. 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. 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. 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. |

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 ofto 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 ofand 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.

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*

- | | |
|-------------------------------------|---|
| Eligibility | <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> |
| Admission & Registration | <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> |
| Review of Progress | <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> |
| Duration | <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.

- | | | |
|------------------------------|-----------|---|
| Attendance | 4. | 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. |
| Passing and Division | 5. | 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"> i. 40% marks in each theory paper. ii. 50% in Field Work/Practicum. iii. The candidate must secure overall 50% to qualified to get the degree. iv. A candidate securing 45% marks or more but less than 60% marks in aggregate shall be placed in the Second Division. v. A candidate obtaining 60% marks or more in aggregate shall be placed in the First Division. |
| Eligibility | 6. | 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. |
| Failure and Clearance | 7. | <ol style="list-style-type: none"> i. In case of the delay in declaration of the results, a candidate shall be able to proceed to the subsequent semester. 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. iii. A candidate shall have to clear Bachelor Degree within maximum of 5 years from the date of admission in the first semester. iv. A candidate shall have to clear Master Degree within 6 semesters from the date of admission in the seventh semester. 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. |

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OC – 13

ON CORRESPONDENCE COURSES

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

- | | | |
|----------------------------------|----|--|
| Short Title | 1. | There shall be established Correspondence Courses under the Centre for Distance Education, North-Eastern Hill University. |
| Objectives | 2. | <ul style="list-style-type: none"> 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. ii The number of courses under the programme will be decided by the Competent Authority from time to time. |
| Eligibility | 3. | Any Graduate. |
| Standing Committee | 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"> i Director / Head of Centre for Distance Education as ex-officio Convener & Member-Secretary. ii Head of the concerned Department as ex-officio Chairman. iii One Professor and one Reader of the relevant subject of the Post-Graduate department, NEHU as member in order of seniority. iv One Professor from a cognate subject to be nominated by the Dean of the concerned School. 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. vi Controller of Examinations or his nominee. |
| Term of Office | 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. |
| Quorum | 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. |
| Function of the Committee | 7. | The function of the Standing Committee will be as laid down in the regulations. |
| Course Structure | 8. | <ul style="list-style-type: none"> i The syllabus of the subject offered would be the same as a regular course offered in the University. 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. |

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
Total	52
- 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 th December to 18 th February
Commencement of 2nd and 4th Semester Classes	19 th February
Commencement of 2nd and 4th Semester Examinations	First working day of July
Semester week	20 th to 31 st July

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

-
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.

Notes: This Ordinance has been notified vide Notification No.F.Conf/13-5/Ord/99(Vol.III)-1096, dated 27th 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*

- | | | |
|--|-----------|---|
| Eligibility to apply for opening of a PG Department in Colleges | 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 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. |
| Procedure for application | 2. | 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:
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. |
| Number of Seats | 3. | As recommended by the Visiting Team sent by the Vice-Chancellor and approved by the Academic Council depending on infrastructure facilities. |
| Admission | 4. | The College may have their own admission criteria with prior approval of the University. |
| Syllabus | 5. | Syllabi shall be provided by the University from time to time. |
| Fees | 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 fee to NEHU as prescribed for PG students. |
| Course structure & Examination | 7. | Ordinance OC-7 and Regulation RC-5 shall apply. |
| Qualification and Number of Teachers | 8. | <ul style="list-style-type: none"> 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 subject. iii. At least 8 teachers (4 for UG and 4 for PG) in subjects other than Science. |

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.

-
- 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*

Objective	1.	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.
Eligibility	2.	The eligibility of admission, duration of courses and fees etc. shall be provided in regulations for each course/programme as and when offered.
Course Structure	3.	<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>
Examination	4.	The examinations for the courses offered shall be conducted by the University and as per modalities provided in regulations for the purpose.
Study Centres	5.	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.
Removal of Difficulties	6.	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.

-
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.