

**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;

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- 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.

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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)*

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|------------------------------------|----|--|
| <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>  |

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**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.

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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.



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- 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*

- |   |   |
|---|---|
| <b>Members of the Teaching Staff</b>      | 1. The members of the Teaching Staff shall be designated as follows: <ol style="list-style-type: none"> <li>i. Professor</li> <li>ii. Reader</li> <li>iii. Lecturer</li> </ol>  |
| <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) | Commuted 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. |

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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.

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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

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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.

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## 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.

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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.

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**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.

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- 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 :
- Earned Leave**
    - 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:
      - (i) 1/60<sup>th</sup> of the period of actual service, plus
      - (ii) 1/3<sup>rd</sup> of the period, if any, during which he is required to perform duty during vacation.
    - 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.
  - Half-Pay Leave**
    - 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.
  - Commutated Leave**
    - iii. Temporary teachers shall not be entitled to commute any portion of the half-pay leave.
  - Extra-Ordinary Leave**
    - iv. In the case of a temporary teacher the duration of extra-ordinary leave on any occasion shall not exceed the following limits :
      - a. Three months at a time;

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- 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.



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**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.
	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.
<b>Maximum Period of Absence from Duty on leave</b>	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.

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**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

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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		
(a) Dean of Schools	Vice-Chancellor	Full
(b) Heads of Centres/Heads of Departments	Dean of Schools	Full
(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.

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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

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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.

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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.