

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

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

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

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OA -2

**ON THE ESTABLISHMENT OF DEPARTMENTS**

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

The following Departments may be established in the University:

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

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

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OA -3

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

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

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

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

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

OA -4

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

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

OA -4 Contd.

**5. School of Physical Sciences**

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

**6. School of Humanities and Education**

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

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

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

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

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

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

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -5**

**ON DEGREES, DIPLOMAS AND CERTIFICATES**

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

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

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

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



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -6**

**ON THE BOARD OF RESEARCH STUDIES**

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -7**

**ON THE BOARDS OF THE SCHOOLS**

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

**Constitution  
of the  
School Board**

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

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

**Terms of Office**

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

**Chairman**

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

**Powers and  
Functions**

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

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

### OA -7 Contd.

- v. to appoint committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such committees ;
- vi. to recommend to the Academic Council the creation or abolition of teaching posts, and consider proposals received from the Departments or committees mentioned in clause iv above;
- vii. to consider schemes for the advancement of the standards of teaching and research and to submit proposals in this regard to the Academic Council;
- viii. to formulate arrangements for the School to participate in the work of the different Centres of Studies in the University ;
- ix. to promote and review research within the School and to submit reports on research to the Academic Council,
- x. to frame general rules for the evaluation of sessional work;
- xi. to recommend examiners for appointment for the courses other than research degrees, offered by the Departments, on the recommendation of the Boards of Studies of the concerned Departments;
- xii. to recommend to the Academic Council through the Board of Research Studies, the names of examiners for the evaluation of theses after considering proposals received in this regard from the Departments;
- xiii. to recommend to the Academic Council through the Board of Research Studies the award of research degrees to candidates who have been found qualified and fit to receive such degrees;
- xiv. to consider and act on any proposal regarding the welfare of the students of the Schools;
- xv. to perform all other functions which may be prescribed by the Act, the Statutes and the Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor ; and
- xvi. to delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time;

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|-----------------|----|---|
| <b>Meetings</b> | 5. | <ul style="list-style-type: none"> <li>i. the Board shall hold at least two ordinary meetings in an academic year, one in each semester; and</li> <li>ii. Deleted<sup>4</sup></li> <li>iii. The Dean may convene special meetings of the Board at his own initiative, or at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the total members of the Board.</li> </ul> |
| <b>Quorum</b>   | 6. | The quorum for the meeting of the Board shall be one-third of its total membership.   |
| <b>Notice</b>   | 7. | Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.  |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OA -7 Contd.

**Rules of  
Business**

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -8**

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

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -8 Contd.**

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA-9**

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

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

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

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

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

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

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OA-9 Contd.

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



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -10**

**ON THE PLANNING BOARD**

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

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

The composition of the Planning Board shall be as follows:

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -10 Contd.**

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA-11**

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

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA-11 Contd.**

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

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

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

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

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OA -12

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

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

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OA -12 Contd.

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -13**

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

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

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



**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -13 Contd.**

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|-----------------------------|-----------|--|
| <b>Quorum</b>               | <b>5.</b> | v. The rules for conduct of meetings shall be as prescribed by the regulations in this regard.   |
| <b>Powers and Functions</b> | <b>6.</b> | <ul style="list-style-type: none"> <li>i. To frame/revise as well as monitor courses and organise and rationalise fieldwork /practical work.</li> <li>ii. To recommend a list of readings/references in theory courses and practicals.</li> <li>iii. To formulate and recommend regulations relating to admissions, minimum standard of passing and examinations.</li> <li>iv. To recommend to the Academic Council a panel of names suitable for appointment as paper setters, examiners etc. in accordance with the provisions.</li> <li>v. To consult specialists who are not members of the Board as and when necessary on (a) and (b) above.</li> <li>vi. To recommend to the Academic Council, with regard to the syllabi of the courses of study and examinations in the concerned courses.</li> <li>vii. To recommend to the Academic Council measures for improvement of the standards of the courses, practicals and teaching in the concerned professional subject.</li> <li>viii. To recommend subjects for research to be conducted by the Department/Institution.</li> <li>ix. To consider and recommend applications for admission to the M. Phil., Ph. D. and other research programmes and also to recommend the appointment of supervisors of research scholars to the School Board.</li> <li>x. To perform such other functions as may be assigned to it by the School Board, Academic Council, Executive Council and the Vice-Chancellor.</li> </ul> |
| <b>Minutes</b>              | <b>7.</b> | The Chairman of the Board shall maintain minutes of the meetings of the Board which shall be forwarded to the Registrar's Office for record and circulation to the members.  |

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -14**

**ON THE UNIVERSITY SCIENCE INSTRUMENTATION CENTRE**

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

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OA -14 Contd.**

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

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