

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OD-1

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

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

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| Objective | 1. The objective of the Research Awards is to provide an opportunity to research students and teachers to undertake advanced study and research in sciences, humanities and social sciences. |
| Value | 2. The value of Junior Research Fellowship and other details shall be as prescribed by Regulations. |
| Eligibility | 3. Junior Research Fellowships are open to persons below the age of 30 years who have obtained a Master's Degree of a recognised university. Only those candidates, who have a consistently good academic record and have secured a minimum of 55% marks at Master's level will be considered for these awards.

Provided that in case of Scheduled Caste/ Scheduled Tribe candidates the minimum qualifications may be suitably relaxed by the Executive Council from time to time. |
| Conditions for Award | 4. <ul style="list-style-type: none"> i. The Fellowships shall be awarded to enable scholars to pursue research in different fields at North-Eastern Hill University. ii. Each Fellow shall be attached to one of the Academic Departments of the University for pursuing research on full time basis leading to a research degree of the University. iii. The Fellow shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award. iv. A Fellow may be required to undertake up to four hours teaching assignment per week including assistance in tutorials, evaluation of test papers, Laboratory demonstration work, etc. v. No scholar will be allowed to discontinue his work before he completes his work for M. Phil. or Ph. D., as the case may be, and he may be required to execute a bond as may be prescribed by the University to that effect.

Provided that if the candidate continues his work in the University under some other scheme of the University or other sponsoring authority or other research work, he may be allowed to resign his fellowship. vi. If a scholar wishes to leave the fellowship before the end of the tenure or wishes to apply for a post or appear at an interview or at |

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

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

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

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**Unutilised
Fellowship**

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

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

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

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

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

**Application for
Award**

7.

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

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**ON ASSOCIATION OF STUDENTS IN
DEPARTMENTS AND SCHOOLS**

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

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

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

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

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

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

Objectives

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

Halls of Residence 2.

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

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

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Supervision and Control 3.

i. Central Committee on Residence.

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

ii. Warden, Prefect & Local Committee

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

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

Admission to Hostels Maintained by the University

ELIGIBILITY AND PROCEDURE 4.

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

Appointments, Powers and Functions of Wardens 5.

i. Appointment

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

ii. Wardens of Hostels

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

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

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

iii. Wardens in-charge of Lodges

The Wardens In-charge of Lodges shall:

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

iv. Remuneration

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

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

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OD-5

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

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

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| General | <p>1. The selection of two Post-Graduate students of the University, one from Science and one from Humanities and one Research Scholar shall be made in accordance with the provisions of this Ordinance.</p> |
| Procedure | <p>2. i. One student each, securing the highest index points at the Under-Graduate level as per the Merit list for admissions as prepared by the various Departments, shall be selected from the following groups:</p> <p>a. The students of Humanities comprising the Schools of Social Sciences, Languages, Education and such other Schools as may be notified by the University from time to time;</p> <p>b. The students of Science comprising the Schools of Physical Sciences, Life Sciences, Environmental Sciences and such other Schools as may be notified by the University from time to time.</p> <p>Provided that students from the same School will not be eligible or selection in any two consecutive terms. In case students from the same School score highest marks, a student from another School securing highest marks as referred to earlier will be selected.</p> <p>ii. One research Scholar who has worked for at least one year full time for his/her Ph.D./ M. Phil. degree and who has obtained First Class/ Grade and secured the highest marks at the Masters' Degree Programmes shall be selected by rotation from amongst the students of Humanities comprising the Schools of Social Sciences, Languages Education and such other Schools as may hereafter be notified, taken together, and from amongst students of Science comprising the Schools of Life Sciences, Physical Sciences and such other Schools as may hereafter be notified, taken together.</p> |
| Limitations as to Attendance in Meetings | <p>3. i. No member referred to in 2(1) and 2(2) above shall have the right to be present at the meeting of the Academic Council when it takes up for consideration any of the following subjects :</p> <p>a. Faculty positions, recruitments, conditions of service and academic freedom ;</p> <p>b. Actual process of evaluating of academic performance and merit of students including appointment of examiners, paper setters, moderators, etc.</p> |

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

Under Section 26 (g) of NEHU Act, 1973

**Disciplinary
Control
of an Examination
Centre**

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

**Use of unfair
means**

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

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

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

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

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- q. Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.

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

OR

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

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

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- ii. The Committees shall consist of at least five but not more than seven members drawn from amongst the teachers/officers of the University and affiliated Colleges. The committee shall sit in one or two benches of three members each, as may be directed by the Vice-Chancellor.

- iii. A member shall be appointed for a term of two years, but shall be eligible for re- appointment.

- iv. Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.

- v. At least three members present shall constitute the quorum.

- vi. A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.

- vii. A candidate may, within seven days of the receipt of the decision of the Examination Discipline Committee, bring to the notice of the Vice-Chancellor, in writing, any fact or material which may both have been considered by the Examination Discipline Committee. If the Vice-Chancellor is satisfied that there is force in the representation of the candidate he may refer back the case to the Examination Discipline Committee for re-consideration. The Examination Discipline Committee shall then reconsider the case and a unanimous decision of the Committee shall be final. In case of difference of opinion amongst members of the Committee the matter shall be referred by the Vice-Chancellor to the Executive Council, whose decision shall be final.

- viii. The Examination Discipline may recommend that:-
 - a. The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (a) and (b) of Clause 4 be cancelled.

 - b. The paper or the entire examination of candidate in respect or which she/he is found to have used unfair means specified in sub-clauses c,d,e,f and g of Clause 2 be cancelled.

 - c. **Deleted**

 - d. The entire examination of a candidate in respect of which she/he is found to have used unfair means specified in sub-clause h,i,j,k,l,m,n and o of clause 2 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year. The entire examination of a candidate in respect of which she/he is found to have used unfair means specified in sub-clause p and q of clause 2 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of two years.

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

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

The Dean, Students' Welfare shall :

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

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

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

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OD-8

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

Under Section 26 (i) of NEHU Act, 1973

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

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

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

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

**MAINTENANCE 4.
OF DISCIPLINE
IN HOSTELS**

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

PROCTOR 5.

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

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

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UNIVERSITY DISCIPLINARY COUNCIL

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

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

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

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OD-9

ON THE NORTH-EASTERN HILL UNIVERSITY WOMEN'S CELL

Under Section 26 (q) of NEHU Act, 1973

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

EXPLANATION NOTE

SEXUAL HARASSMENT INCLUDES SUCH UNWELCOME SEXUAL BEHAVIOURS AS :

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

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

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