

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OF-1

ON FEES PAYABLE BY STUDENTS

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

Fees payable by Students

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

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

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

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

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

Under Graduate Courses

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

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GENERAL FEES PAYABLE BY ALL CATEGORIES OF STUDENTS

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

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

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

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

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

**Due Date &
Mode of
Payment**

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

**Delay or
Default
Payment**

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

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**Fees Payable by
the University
Employees.**

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

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

**Blind
Students
Exempted**

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

**Concession
In Fee**

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

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

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

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

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

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

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| Management of Fund | 5. | The recommendations of the various School Committees shall be considered by the Deans' Committee. |
| Application for Financial assistance or Loan | 6. | <ul style="list-style-type: none"> i. A student requiring financial assistance or loan from the fund shall apply in the prescribed form to the lone Dean of the School concerned through the Head of his Department. ii. No application for loan for a second time shall be considered before the expiry of three months after the clearance of the earlier loan. iii. Applications for financial assistance/loan should reach the Committee within the notified dates. |
| Consideration of Application by the School Committee. | 7. | <ul style="list-style-type: none"> i. The Committee shall consider the application of students for assistance/ loans with regard to heir merit and Committee means and may, if it so desires also interview them. ii. The Committee shall make recommendations in conformity with these rules after due consideration of : <ul style="list-style-type: none"> a. the purpose for which assistance/loan is asked for ; b. the number of applicants seeking assistance/ loan; c. the progress maintained by the applicant in his studies; d. the fact that during a Semester/Academic Year financial assistance shall not exceed Rs.1000/- for each student (including assistance given in the form of loans) : <p style="margin-left: 40px;">Provided that in very exceptional cases the Committee may recommend, for reasons to be recorded, financial assistance exceeding Rs.1000/-.</p> |
| Recovery of Assistance Loans | 8. | <ul style="list-style-type: none"> i. Students granted financial assistance (excluding loans) may repay the amount if convenient to them. ii. The loan shall be advanced on a guarantee to be accepted by the Committee in each case. The guarantee shall be given by any of the following on a prescribed form: <ul style="list-style-type: none"> a. Any permanent member of the teaching or non-teaching staff (other than a lower subordinate staff); b. Any Scholarship/Fellowship holder provided his Scholarship/Fellowship is tenable upto the date by which the loan will be fully repaid. |

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| <p>Auditing of the Fund.</p> | <p>9.</p> | <p>The accounts of the Fund shall be audited in the manner laid down in Section 29 of the North – Eastern Hill University Act, 1973. The audit fee or any other related expenditure shall not however, be charged to the Fund.</p> |
| <p>Annual Report</p> | <p>10.</p> | <p>The Registrar shall prepare in consultation with the Dean of Schools, a Report at the end of each financial year on the administration of the Fund and send one copy of the Report to the University Grants Commission and place one copy before the Executive Council.</p> |

- iii. The loans shall be repaid in such number of instalments as may be fixed in each case by the Committee.
- iv. The number of instalments shall, however be so fixed that the last instalment of the loan is repaid before the end of the ensuing April.
- v. The recovery of the loan shall commence from the month following that in which the loan is paid.
- vi. The account of loans granted to Scholarship/ Fellowship holders shall be realised from their Scholarships/Fellowships and it shall be a condition of the Grant of loans.