

## **REGULATIONS**

## CONTENTS

RA-1	On Certificate and Diploma Course in Statistics.	256-257
RA-2	On The Deans' Committee.	258
RA-3	On the conduct of meetings of the School of Studies, Board of Research Studies, Board of Post-Graduate Studies, Board of Under Graduate Studies, Departments, Authorities, Committees appointed.	259-262
RA-4	On the Nomination to the Board of Post-Graduate Studies.	263-267
RA-5 -	On Conduct of meetings of the Academic Council.	268-269
RA-6	On Conduct of meetings of the Executive Council.	270-271
RA-7	On Conduct of meetings of the Court.	272-277
RA-8	On Schedule of Meetings.	278
RA-9	On Centres of Studies.	279-280
RA-10	On the Certificate Course in Floriculture.	281-282
RB-1	On the Minimum Number of Classes per week/per paper.	283
RB-2	On Minimum staffing requirement.	284
RB-3	On Duties /Work load of Teachers.	285
RB-4 -	On Norms for Accommodation.	286
RB-5 -	On Norms of Library Facilities.	287
RB-6	On the number of Students to be admitted to various classes.	288
RB-7 -	On Permanent Affiliation.	289
RC-1 -	On Admission to Post-Graduate departments.	290-292
RC-2	On the scaling of Marks between major & non-major degree Holders for considering admission to the Post- Graduate departments.	293-294
RC-3 -	On Governing direct Ph.D Registration for persons working in certain specialised fields.	295
RC-4 -	On the recognition of Research Laboratories as Centres to Guide Ph.D Research in North-Eastern Hill University.	296

RC-5 -	On Post Graduate Examinations.	297-299
RC-6	On M.A. Public Administration.	300
RC-7	On Post-Graduate Diploma in Public Administration.	301
RC-8	On the Master of Science (Agriculture) Programme.	302-315
RC-9	On Admission to and conduct of examinations for the three years Integrated Degree Courses in Arts, Science, Home Science & Commerce.	316-320
RC-10	On paper setting /Evaluation/ Moderation of Under-Graduate Examinations.	321-326
RC-11	On the Master of Philosophy Programme.	327
RC-12	On Subject Combination, Classwork etc. for the three years Integrated Degree Courses in Arts, Science, Home Science & Commerce.	328-332
RC-13	On the Award of Medals & Prizes.	333
RC-14	On External Research Projects.	334-335
RC-15	On MA Library and Information Science.	336-337
RC-16	On Conduct of Pre-submission Seminar for the Doctor of Philosophy and Master of Philosophy.	338-339
RC-17	On the Examination of students for Bachelor of Law (LLB) three years Course.	340-343
RC-18	On the Grace Principle for UG & PG Examinations, and re-evaluation cases.	344-345
RD-1	On Academic Study tours.	346
RD-2 -	On Library Committee.	347-349
RD-3	On Book Selection.	350
RD-4 -	On reprographic Materials to be maintained in Departmental Libraries.	351
RD-5 -	On Library.	352-355
RE-1 -	On The Procedure of Scrutiny of applications received for teaching posts.	356-357

RE-2	On Temporary Appointments –Visiting Fellows.	358
RE-3	On Contract Appointments to academic Posts.	359
RE-4 -	On Selection of teachers attending conferences/ Seminars/Symposia etc.	360-362
RE-5	On terms & Conditions of Service of Teachers elected/ nominated to Parliament/State Legislatures/District Council.	363
RE-6	On Counting of Past services for the Propose of Career Advancement scheme.	364
RF-1 -	On Reappropriation of Funds.	365
RF-2 -	On Operation of Nucleus Funds Provided by the University for different research Programmes and/ or publications.	366
RF-3	On the Governance & Utilisation of the Students' Association Fund.	367

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RA-1

### ON CERTIFICATE AND DIPLOMA COURSE IN STATISTICS

*(Under Ordinance OA-5)*

1. The University shall conduct a Certificate Course in Statistics of One Semester duration (six months) during the evening and a Diploma Course in Statistics of two Semesters duration (one year).
2. The Syllabus for the Courses shall be as prescribed by the Board of Post-Graduate Studies from time to time.
3. The eligibility for admission to the Courses shall be as under :

#### **CERTIFICATE**

Pre-University or equivalent examination of a university established by law in India with knowledge of Mathematics at High School/H.S.L.C. level.

#### **DIPLOMA**

B.A./B.Sc/B.Com. or its equivalent examination of a university established by law in India with knowledge of Mathematics at Pre-University/ Intermediate level. Preference will, however, be given to candidates with M.A./M.Sc. Degree in Mathematics or Economics or Graduate with Mathematics or Economics.

4. There shall be an examination conducted by the University at the end of the Course on the date and place to be notified by the University.
5. The medium of instruction and examination shall be English.

#### **6. CERTIFICATE**

There shall be three Papers as under:

- |                       |   |           |
|-----------------------|---|-----------|
| (i) Basic Mathematics | - | 75 Marks* |
| (ii) Statistics       | - | 75 Marks  |
| (iii) Practical       | - | 50 Marks  |

\*This paper will not be offered by the candidates who had Mathematics at B.A/B.Sc. level.

## NORTH-EASTERNHILL UNIVERSITY REGULATIONS

### DIPLOMA

There shall be 5 papers of 100 marks each as under:

Paper -I	Theoretical Statistics -I
Paper- II	Theoretical Statistics -II
Paper- III & IV	any two from the following*
(a)	Basic Mathematics
(b)	Economic Analysis
(c)	Mathematical Economics
(d)	Economics
(e)	Demography and Vital Statistics
(f)	Industrial Statistics and Design of Experiments
Paper -V	Practical

\*The candidates having Mathematics at Degree or Master's degree level will not be allowed to offer (a) but the candidates who did not have Mathematics at B.A./M.Sc. level shall have to offer (a). Candidates having Economics at Degree or Master's Degree level will not be allowed to offer (b).

7. The minimum pass marks in each of the Papers shall be 40%. The successful candidates shall be classified as under :-
  - (i) Second Division - those who obtain 40% or more but less than 60% of the aggregate marks ;
  - (ii) First Division - those who obtain 60% or more marks but less than 75% of the aggregate.
8. A candidate who passes in the first attempt with 75% or more marks in the aggregate shall be declared to have passed the course with 'Distinction'.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RA - 2****ON THE DEANS' COMMITTEE***(Under Ordinance OB-2)*

1. **Meetings :** The Deans' Committee shall meet normally once in two months and at least five times in a Calendar year.
2. **Functions:** Functions of the Deans' Committee shall be as follows:
  - (i) (a) Selection of candidates for the award of University Post Graduate and Research Scholarship/Fellowship/fee exemption as permissible under the Rules.
  - (b) Consideration of the Panel of Experts to be invited for various endowment lectures.
  - (c) Consideration of proposals of various Departments for Visiting Fellowship/ Visiting Professor-ships.
  - (ii) (a) Recommendation of applications for financial assistance to teachers to participate in International/National Conferences/ Seminars/ Symposiums/ Workshop/ Trainings/ Publications etc.
  - (iii) Consideration of common administrative matters relating to functioning of Schools.
  - (iv) Consideration of agenda items submitted by any Dean.
  - (v) Such other matters as may be assigned to it by the Executive Council/Academic Council or may be referred to by the Vice-Chancellor.

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Approved Vide AC:55:98:4(ii) and EC:98:98:5:1(v).

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RA-3****ON THE CONDUCT OF MEETINGS OF THE SCHOOL OF STUDIES, BOARD OF RESEARCH STUDIES, BOARD OF POST-GRADUATE STUDIES, BOARD OF UNDER-GRADUATE STUDIES, DEPARTMENTS, AUTHORITIES, COMMITTEES APPOINTED***(Under Clause (1) (a) of Statute 42)*

- Rules of Business**
- 1.** The School of Studies/Board of Research Studies/Boards of Post-Graduate Studies/Board of Under-Graduate Studies/Departments/Committees shall meet at least once in a Semester and/or at such time as may be desired by the Chairmen of respective Bodies/Vice-Chancellor.
  - 2.** Each Authority/Body shall have a Chairman as prescribed in the ordinances and a Convener to be nominated by the Vice-Chancellor from amongst the administrative officers of the University not below the rank of Deputy Registrar.
  - 3.** The Convener of the Body concerned shall issue the notice of the meeting as per directions of the Chairman, at least 14 days before the meeting indicating the date, venue and time of the meeting and the agenda to be discussed.
  - 4.** Notice of a motion to be included in the agenda for the said meeting along with detailed note thereon may be sent to the Chairman/Convener at least seven days before the meeting.
  - 5.** The right of entertaining an item on the agenda or dropping it shall vest with the Chairman/Vice-Chancellor.



**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

6. In the absence of the Chairman or in the absence of the person authorised to chair the meeting, the members present shall elect the Chairman for a particular meeting.
7. Unless otherwise provided in the Ordinances, one-third of the total members shall form a quorum.
8. If there is no quorum, the meeting shall be adjourned. An adjourned or continued meeting shall not require a quorum.
9. The conduct of business shall be regulated by the Chairman.
10. Each member shall be required to observe decorum during the conduct of meeting and shall confine his discussion to the views relevant to the matter. He may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.
11. The Chairman shall have the right to name a member in case of conduct not in keeping with the normally expected rule for academic bodies who shall have his obligation to withdraw, failing which the member concerned may be suspended from attending the particular session/meeting.
12. Ordinarily all decisions shall be by consensus. However, in exceptional circumstances the Chairman may put the resolution for voting. In case of difference of opinion on any matter and if still the issue remains unresolved, the matter shall be referred to the Vice-Chancellor/ Academic Council/Executive Council whose decision shall be final.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

- 13.** All members except the Convener, if he is not a member, shall have a right to vote. The Chairman will have a casting vote as well.
- 14.** Special/Emergency meetings may be called by the Chairman on his own or at the instance of the Vice-Chancellor or through a requisition from one-third of the total members at any time deemed fit notwithstanding the normal time limit but the business to be transacted at such meeting shall not be other than that intimated.
- 15.** The Authorities/Bodies shall not discuss or make recommendation on any matter beyond their jurisdiction as defined by Statutes/Ordinances. The decision of the chairman on this point shall be final. However, if majority of the members present have a different view the matter shall be referred to the Vice-Chancellor whose decision shall be final.
- 16.** Not more than three days after the conclusion of the meeting the Convener shall place the draft of the proceedings/minutes before the Chairman for confirmation to intimate implementation and shall circulate the same to all members of the authority concerned initially. Formal confirmation, however, will be done at such regular meeting of the authority concerned as first item of the agenda. The second item on agenda of all meetings shall be the review of implementation of decisions taken earlier.
- 17.** A member, other than ex-officio, may resign from the membership by giving notice in writing to the Chairman who shall forward the same to the Vice-Chancellor and such member shall cease to be a member from the date of acceptance of resignation by the Vice-Chancellor.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

- 18.** Vacancies shall not invalidate the proceedings of any authority and shall be filled in as per provision of the Ordinances.
- 19.** Ordinarily any matter decided shall not be re-opened before the expiry of six months except with the prior permission of the Vice-Chancellor, for reasons to be recorded in writing.
- 20.** The power to interpret, amend, repeal or add to these rules shall vest in the authority concerned with the approval of the Vice-Chancellor.
- 21.** Where the members of the authorities are teachers of the University, it shall be expected of them to attend the meetings invariably. They may, however, go out on tour or other official duties only after obtaining specific approval of the Chairman.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RA-4****ON THE NOMINATION TO THE BOARD OF POST-GRADUATE STUDIES***(Under Ordinance OA –8)*

1. In pursuance of the provision in Clause 1 (iv-v) of Ordinance OA-8 on the Board of Post-Graduate Studies for nomination of representatives to various Boards of Post-Graduate Studies by the Vice-Chancellor, the following regulations are made.
2. The allied and cognate Departments within the School and in other Schools referred to in clauses (iv) and (v) respectively in respect of different departments in Column I shall be as given in Column II of Tables A & B respectively.
3. In case the number of allied and cognate departments in Column II is more than 2, the nomination from those departments shall be on rotation in alphabetical order, the term in each case being three years.
1. The nomination from the concerned department shall be forwarded by the Head through the Dean of the School.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

*TABLE-A*

*ALLIED AND COGNATE SUBJECTS FOR THE PURPOSE OF  
CLAUSE (iv) OF ORDINANCE OA 8*

Column I	Column II
(i) Anthropology	- Geography, Geology
(ii) Sociology	- Political Science, History
(iii) Khasi	- English, Philosophy, Linguistics
(iv) English	- Linguistics, Khasi, Education, Philosophy
(v) History	- Pol.Science, Sociology, Public Administration
(vi) Economics	- Commerce, Management, Statistics, Information Science, Population Education, Demography, Audit and Continuing Education.
(vii) Pol. Science	- Public Admn., Sociology, History
(viii) Philosophy	- English, Education, Linguistics
(ix) Commerce	- Economics, Business Management
(x) Psychology	- Sociology, Cultural and Literary Studies, Political Science
(xi) Geography	- Geology
(xii) Biochemistry -	Botany, Zoology
(xiii) Geology	- Geography, Anthropology
(xiv) Botany	- Zoology, Biochemistry
(xv) Zoology	- Botany, Biochemistry
(xvi) Mathematics	- Chemistry, Physics
(xvii) Physics	- Chemistry, Mathematics

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

Column I	Column II
(xviii) Chemistry	- Physics, Mathematics
(xix) Education	- English, Khasi
(xx) Public Admn.	- Political Science, Sociology
(xxi) Forestry	- Environmental studies, Zoology, Botany
(xxii) Social Work	- Sociology, Psychology, Pol.Sc.
(xxiii) Library & Information Sc.	- Economics
(xxiv) Linguistics	- English, Khasi, Hindi, Philosophy, Garo
(xxv) Garo	- English, Khasi, Linguistics, Philosophy
(xxvi) Hindi	- English, Khasi, Linguistics
(xxvii) Mizo	- English, Khasi, Linguistics, Garo
(xxviii) Rural Development and Agriculture Production	- Geography, Anthropology

**Amendments approved vide A.C. Resolutions 56:97:5:1(i), 63:2000:5:8 (iii), 64:2000:3(vii), 68:2002:5:8 (iii) and E.C. Resolutions 95:97:5:8(i), 107, 2000:5:8(iii), 108:2000:3(ix) and 114:20002:5:8 (iii).**

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

**TABLE-B**  
**ALLIED AND COGNATE SUBJECTS FOR THE**  
**PURPOSE OF CLAUSE (v)**  
**OF ORDINANCE OA 8**

Column I	Column II
(i) Anthropology	- Sociology, Linguistics, History, Economics, Philosophy, Biochemistry, Zoology, Home Science, Rural Development Literary & Cultural Studies, Environmental studies and Forestry
(ii) Sociology	- Geography, Education and Anthropology
(iii) Khasi	- Sociology, History, Anthropology
(iv) English	- History, Sociology, Anthropology, Psychology
(v) History	- Anthropology, Philosophy, English.
(vi) Economics	- Geography, Mathematics Physics, Botany
(vii) Pol. Science	- Philosophy, Economics
(viii) Philosophy	- Sociology, Psychology, Political Science, History, Economics Mathematics and Physics
(ix) Commerce	- Linguistics, Education
(x) Psychology	- Anthropology, English and Education
(xi) Geography	- History, Environmental studies Centre, Political Science
(xii) Biochemistry	- Chemistry, Physics, Mathematics, Anthropology
(xiii) Geology	- Zoology, Botany, Forestry Chemistry, Physics
(xiv) Botany	- Geography, Chemistry

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

(xv)	Zoology	- Anthropology, Mathematics, Applied Statistics
(xvi)	Mathematics	- Philosophy, Economics
(xvii)	Physics	- Zoology, Economics, Botany, Philosophy, Biochemistry
(xviii)	Chemistry	- Zoology, Economics, Botany, Biochemistry, Geology
(xix)	Education	- Psychology, Sociology, History and Economics
(xx)	Public Admn	- Economics, Geography
(xxi)	Forestry	- Psychology, Education, Geography, Geology, Sociology, Anthropology, Chemistry & Economics
(xxii)	Social Work	- Anthropology, Economics
(xxiii)	Library & Information Sc.	- Psychology, Education, Statistics, Sociology, Computer Sc.
(xxiv)	Linguistics	- Anthropology, Sociology, Psychology
(xxv)	Garo	- History, Sociology
(xxvi)	Hindi	- History, Sociology
(xxvii)	Mizo	- Sociology, Psychology, Anthropology
(xxviii)	Rural Development Agricultural Production	- Botany, Zoology, Sociology, Political Science, History, Economics

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**Amendments approved vide A.C. Resolutions 56:97:5:1(i), 63:2000:5:8 (iii), 64:2000:3(vii), 68:2002:5:8 (iii) and E.C. Resolutions 95:97:5:8(i), 107, 2000:5:8(iii), 108:2000:3(ix) and 114:20002:5:8 (iii).**



**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

**RA-5**

**ON CONDUCT OF MEETINGS OF THE ACADEMIC COUNCIL**

*(Under Clause (1) (a) and (2) of Statute 42)*

- |                                 |   |
|---------------------------------|---|
| <b>Meetings</b>                 | 1. The Academic Council shall meet at least twice in a year and at such times as may be decided by the Vice-Chancellor.   |
| <b>Chairman &amp; Secretary</b> | 2. The Vice-Chancellor shall be the Chairman and the Registrar shall be the Secretary of the Academic Council.  |
| <b>Notice</b>                   | 3. The Registrar shall issue notices of meetings as per directions of the Chairman at least 30 days before the meeting indicating the date, venue and time of the meeting. The agenda to be discussed there shall be circulated at least 7 days prior to the date of the meeting.   |
| <b>Motion</b>                   | 4. Notice of a motion to be included in the agenda for a meeting alongwith a detailed note thereon should reach the Chairman at least 21 days before the meeting.<br>5. The right of entertaining an item on the agenda or withdrawing it shall vest with the Vice-Chancellor/ Chairman. In case an agenda item submitted by a member is not admitted, he will be informed of the reasons thereof.  |
| <b>Quorum</b>                   | 6. Half of the total members shall form the quorum.<br>7. An adjourned or continued meeting shall not require a quorum and shall restrict its deliberations to the agenda circulated earlier except with permission of the Chairman.<br>8. The conduct of business shall be regulated by the Chairman .   |
| <b>Conduct of Business</b>      | 9. Each member shall be required to observe decorum during the conduct of meetings and shall confine his discussion to the views relevant to the matter. He may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.<br>10. The Chairman shall have the right, in case of misconduct on the part of a member, to admonish or reprimand or suspend him from attending a particular session/meeting.<br>11. Ordinarily all decisions shall be by consensus. However, the Chairman may put a motion/ resolution to vote.<br>12. All members, except the Secretary who is not a member, shall have a right to vote. The Chairman will have a casting vote. |
| <b>Special Meeting</b>          | 13. Special/ Emergency meetings may be called by the Chairman at his own or through a requisition from one-third of the total members at any time deemed fit notwithstanding the normal time limit but the business to be transacted at such meetings shall not be other than that intimated.   |

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

- Minutes** 14. Not more than seven days after the conclusion of the meeting the Secretary shall place the draft of the proceedings/minutes before the Chairman for confirmation to initiate implementation and shall circulate the same to all members of the Academic Council. Formal confirmation, however, will be done at the next regular meeting as the first item of the agenda. The second item on the agenda of all meetings shall be the review of implementation of decisions taken earlier.
- Resignation** 15. A member, other than ex-officio, may resign from the membership by giving notice in writing to the Registrar and such a member shall cease to be member from the date of receipt of his resignation by the Registrar.
- Vacancies** 16. Vacancies shall not invalidate the proceedings of the Academic Council and shall be filled as per provisions of the Statutes.
- General** 17. Ordinarily any matter decided shall not be re-opened before the expiry of six months except with prior permission of the Vice-Chancellor, for reasons to be recorded in writing.
18. The power to interpret, amend, repeal or add to these rules shall vest in the Academic Council.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RA-6****ON CONDUCT OF MEETINGS OF THE EXECUTIVE COUNCIL***(Under Clause (1 )(a) and (2) of Statute 42)*

1. *The* Executive Council shall ordinarily meet once in two months and at such times as may be desired by the Vice-Chancellor.
2. The Vice-Chancellor shall be the Chairman and the Registrar shall be the Secretary of the Executive Council.
3. The Registrar shall issue the notice of the meetings as per directions of the Chairman at least 28 days before the meeting indicating the date, venue and time of the meeting. The agenda to be discussed there shall be circulated at least 10 days prior to the date of the meeting.
4. Notice of a motion to be included in the agenda for the said meeting along with a detailed note thereon should reach the Chairman at least 14 days before the meeting.
5. The right of entertaining an item on the agenda or withdrawing it shall vest with the Vice-Chancellor/Chairman.
6. Seven members shall form the quorum.
7. An adjourned or continued meeting shall not require the quorum and shall restrict its deliberations to the agenda circulated earlier except with permission of the Chairman.
8. The conduct of business shall be regulated by the Chairman.
9. Each member shall be required to observe decorum during the conduct of meetings and shall confine his discussion to the views relevant to the matter. He may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.
10. The Chairman shall have the right, in case of misconduct on the part of a member, to admonish or reprimand or suspend him from attending a particular session/meeting.
11. Ordinarily all decisions shall be by consensus. However, the Chairman may put a motion/ resolution to vote.
12. All members, except the Secretary who is not a member, shall have a right to vote. The Chairman will have a casting vote.
13. Special/Emergency meetings may be called by the Chairman at his own or through a requisition from one-third of the total members at any time deemed fit notwithstanding the normal time limit but the business to be transacted at such meetings shall not be other than that intimated.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

14. Not more than seven days after the conclusion of the meeting, the Secretary shall place the draft of the proceedings/minutes before the Chairman for confirmation to initiate implementation and shall circulate the same to all members of the Executive Council. Formal confirmation, however, will be done at the next regular meeting as first item of the agenda. The second item on the agenda of all meetings shall be the review of implementation of decisions taken earlier.
15. A member, other than ex-officio, may resign from membership by giving notice thereof in writing to the Registrar and such a member shall cease to be member from the date of receipt of his resignation by the Registrar.
16. Vacancies shall not invalidate the proceedings of the Executive Council and shall be filled in as per provision of the Statutes.
17. Ordinarily any matter decided shall not be re-opened before the expiry of six months except with prior permission of the Vice-Chancellor, for reasons to be recorded in writing.
18. The power to interpret, amend, repeal or add to these rules shall vest in the Executive Council.
19. Where the members of the Executive Council are teachers of the University, it shall be expected of them to attend the meetings invariably. They may however, go out on tour or other official duties only after obtaining specific approval of the Vice-Chancellor.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RA- 7

### ON CONDUCT OF MEETINGS OF THE COURT

*(Under Clause (1) (a) and (2) of Statute 42)*

- |                 |   |
|-----------------|---|
| <b>Meetings</b> | <ol style="list-style-type: none"> <li>1. The Regulations shall be called the Regulations for Conduct of Meetings of the Court.</li> <li>2. The meeting shall be called the Annual Meeting of the Court.</li> <li>3. Special meetings of the Court may be convened by the Executive Council or the Vice-Chancellor, or, if there is no Vice-Chancellor by a Pro-Vice-Chancellor, or if there is no Pro-Vice-Chancellor, by the Registrar.</li> <li>4. On requisition being sent in writing to the Chancellor/Vice-Chancellor by at least one-third of the members of the Court, Chancellor/Vice-Chancellor shall convene a meeting of the Court within three months of the receipt of the requisition. The business proposed to be conducted at such a meeting shall be specified and sent along with the requisition.</li> </ol>   |
| <b>Chairman</b> | <ol style="list-style-type: none"> <li>5. The Chancellor or in his absence the Vice-Chancellor or in his absence the senior most Pro-Vice-Chancellor shall preside at the meetings of the Court.</li> </ol>   |
| <b>Quorum</b>   | <ol style="list-style-type: none"> <li>6. As provided in Statute 10(4), 30 members of the Court shall form a quorum and all matters shall be decided by a majority of votes of the members present and voting. The Chairman shall have a casting vote.</li> <li>7. If in the course of the meeting any member calls attention to the absence of quorum, the Chairman shall adjourn the meeting for verification.</li> <li>8. If there is no quorum, the Chairman will adjourn the meeting to such other time and date as he may appoint.</li> <li>9. Only such proposals and amendments as are connected with the University and are in accordance with the Act and the Statutes shall be entertained and debated in the Court.</li> </ol>  |
| <b>Notice</b>   | <ol style="list-style-type: none"> <li>10. The Registrar shall give notice of the likely date of the meeting of the Court at least 45 days before such date. A member of the Court who intends to move a resolution or resolutions shall give notice thereof to the Registrar within 15 days of the date of the notice given by the Registrar.</li> <li>11. Fifteen days before the date fixed for a meeting of the Court the Registrar shall forward to each member of the Court, a statement of business to be then proposed, together with the name of the proposer of each intimation which has reached him in time. The inclusion of a report of any Committee of the Court on the agenda paper shall be held to be equivalent to notice of motion for its adoption.</li> <li>12. Notice in writing of the proposed amendments and the terms thereof and of motions for any change in the order of business as set forth in the statement must be forwarded so as to reach the Registrar three days before the date of the meeting.</li> <li>13. The Chairman may bring any business, which in his opinion is urgent, before any meeting of the Court with a shorter notice or without placing it on the statement of business.</li> </ol> |

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

### Order of Business

14. Except with the prior permission of the Vice-Chancellor, any matter which has been disposed of by the Court shall not be brought before the Court for reconsideration within a period of six months after its disposal.
15. At every meeting of the Court the business to be entertained shall be drawn up in the following order:
  - (a) Confirmation of the minutes of the previous meeting or adjourned meeting.
  - (b) A brief report on the follow-up of the minutes of the last meeting.
  - (c) Consideration of the report of the working of the University during the previous year together with a statement of the receipts and expenditure and the balance-sheet and the estimates for the next financial year.
  - (d) Any motion for a change in the order of business, provided that such motion shall not affect the order indicated herein above, or give priority to any item of business over the item mentioned in (a) to (c) above or any of them.
  - (e) Any business or motions of which due notice has been given in the order in which such business and motions are entered in the statement of business and motions to be brought forward subject to the provisions of this Regulation.

### Rules of Debate

16. Every motion shall be formally moved by the member in whose name it stands, or if he is absent or declines to move it, it may be moved by any other member.
17. Every motion at a meeting must be seconded, otherwise it shall be dropped.
18. When a motion has been seconded, it shall be stated from the Chair and the motion with amendment, if any, shall be open to discussion.
19. If no member rises to speak on the motion, after it has been started from the Chair, the Chairman shall proceed to put the question to vote.
20. A motion substantially identical in part with one already disposed of may be moved at the same meeting, or at any adjournment thereof, with the omission of such part.
21. Not more than one motion and one amendment thereto shall be placed before the meeting at the same time. If there be more than one amendment, the Chair shall determine the order in which these amendments are to be taken up for discussion. Each amendment, after discussion, if any, be voted upon and disposed of separately.
22. All amendments which are not withdrawn under Clause 35 or which do not violate Clause 30 or which are not consistent with the Act and Statutes shall be considered and voted upon.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

23. During any debate a member may move but shall not make any speech on the motion 'that the question be now put' and unless it appears to the Chair that such motion is an infringement of the rights of reasonable debate, the motion 'that the question be now put' shall be put to vote forthwith and decided without amendment or debate.
  24. When the motion 'that the question be now put' has been carried, the Chairman shall call upon the mover of the proposal or amendment under consideration to reply.
  25. No member of the Court shall ordinarily speak for more than five minutes while proposing a motion on the agenda or for more than three minutes while moving an amendment or seconding or speaking on a motion or amendment or while replying to a debate, provided always that the time limit shall be operative only when the Chairman, either *suo moto* or at the instance of a member of the Court, rules that the time limit has been exhausted by the speaker concerned.
- Amendments**
26. An amendment must be relevant to and within the scope of the motion to which it is proposed.
  27. An amendment in the alternative shall not be moved.
  28. No amendment shall be proposed which would reduce the proposal to a negative form.
  29. No amendment shall be proposed which raises a question already disposed of by the meeting or is inconsistent with the Act, any Statute, or any resolution already passed by a meeting of the Court.
  30. Every amendment shall be in such form that it modifies the original motion by any or all the following methods :-
    - (a) by addition of words ;
    - (b) by deletion of words ;
    - (c) by substitutions of the words and the mover of the amendment may state the motion or the part thereof effected as it would stand when so amended.
  31. When an amendment has been moved and seconded, it shall be stated from the Chair and then the debate may proceed on the original proposal and the amendment together, but so far as the question raised by the amendment is one on which a member has not yet spoken, he may speak on that question even though he may have spoken on the original question or a previous amendment.
  32. If any amendment be carried, it shall become part of the motion before the Court and the motion shall be modified accordingly.
  33. When all the amendments for which due notice has been given have been considered, the original motion or the original motion as amended in course of debate shall be placed before the Court and put to vote without further discussion.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

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|--|---|
| <b>Withdrawal of a motion</b>                | 34. A motion which has been duly placed before the Court can be withdrawn from the consideration of the Court with its consent if the mover states his wish to do so.   |
| <b>Dissolution<br/>Adjournments<br/>Etc.</b> | <p>35. A proposal 'that this meeting be now dissolved' may be moved at any time with the permission of the Chair as a distinct motion, but not as an amendment nor so to interrupt a speech nor in the midst of debate. If the motion be carried, the unfinished business before the meeting shall be dropped.</p> <p>36. A proposal 'that the meeting be now adjourned to some specified time' may be moved at any time as a distinct question but not as an amendment, nor so as to interrupt a speech. If it is negative, the debate shall be resumed.</p> <p>37. No amendment shall be moved to a proposal under Clause 36, except one for substituting a different time for that to which it is proposed to adjourn the meeting.</p> <p>38. A meeting renewed or continued after an adjournment is to be deemed as one with that proceeding the adjournment, provided that if the meeting to be adjourned to such date as to admit of the notice required by Clause 12 if any amendment otherwise in order may be moved at any adjourned meeting if the notice so required duly given.</p> <p>39. The motion 'that the meeting pass to the next business or item on the statement' may be made at any time as a distinct question, but not as an amendment nor so as to interrupt a speech. If such a motion be carried, the proposal under consideration and the amendment thereto shall not be further dealt with at the meeting.</p> <p>40. No motion for dissolution or for the adjournment of the meeting, or for the suspension of the sitting, or to pass to the next business, shall be made or spoken to during a debate by any member who has spoken in the debate. Any such motion shall take the place of any question that may be before such question is further dealt with.</p> <p>41. When a motion of the Clause contemplated in the last preceding Clause has brought forward, and negative no other motion or that Clause shall be again brought forward during the course of the meeting except with permission of the Chairman.</p> |
| <b>Right of speech and reply</b>             | <p>42. On each proposal or amendment in debate, a member may speak once, subject to the provision of Clause 32 and 41.</p> <p>43. After the mover of a motion or amendment has spoken the other members may, save as otherwise provided, speak on the motion or amendment in such order as the Chairman may determine.</p>  |



## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

44. Save in the exercise of a right of reply or as otherwise provided, no member shall speak more than once, except with the permission of the Chairman, for the purpose of making personal explanation, but in such cases no debatable matter shall be brought forward.
45. The mover of a motion may speak for the second time on the conclusion of a debate, by way of reply.
46. The mover of an amendment of, when there is no amendment, the mover of the original resolution may reply upon the debate before each vote is taken. But the mover of a motion for a dissolution or adjournment or for the suspension of the sitting or for passing to the next business on the statement, has no right to reply.
47. No member shall speak on a question after the mover has entered on his reply.
48. The Chairman has the same right of moving or seconding motions or amendments and of otherwise taking part in the debate as any other member.
49. If, in the opinion of the Chair, a member keeps on repeating himself, the Chair may call him to order and he shall forthwith stop such repetitions.

### Points of Order

50. Any member may call the Chairman's attention to a point of order even whilst another member is addressing the meeting but beyond stating the precise point of order raised he shall not make a speech. Such a call pronounced by the Chairman to be vexatious, and any interruption or obstruction to the progress of the business before the Court pronounced by the Chairman to be unseemly or unreasonable, shall be deemed a breach of order.
51. The Chairman shall be the sole judge on every point of order and may call any member to order, and if a member so called to order shall, in speaking, disregard such call, the Chairman may direct him to sit down and thereupon another member may speak.
52. In the event of any contemptuous disregard of a ruling or call to order by the Chairman, he may request the member so offending to leave the meeting and on such request the member named by the Chairman shall be suspended from his functions as a member during the meeting and shall be bound immediately to withdraw.

### Voting

53. On putting any question to vote, the Chairman shall call for an indication of the opinion of the Court by a show of hands in the affirmative and negative and shall declare the result thereof according to his opinion. If the votes are actually counted the number of votes on either side shall be recorded in the minutes.
54. Any six members may then demand a division except on a motion of the kind contemplated in Clause 36, 37 and 40. The Chairman shall thereupon give such directions for effecting the division as he shall consider expedient and may nominate scrutineers to count the votes.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

55. In every division only such members as were present at the putting of the question shall be entitled to vote.
- Lapsing of Business** 56. All motions, together with their amendments if any, on the agenda of a Court meeting which have not been moved or voted upon for want of time or any other reason, at the meeting to which the agenda relates, shall lapse.
- Minutes** 57. After every meeting or adjourned meeting of the Court the Registrar shall as early as possible, but in any case within six weeks after the meeting send a copy of the draft minutes of the meeting to the address of each member of the Court. In the event of any exception being taken to the correctness of the minutes as circulated, the attention of the Chairman shall be drawn to the matter in writing before he signs the minutes, and he shall make such alterations as he may deem proper and necessary.
- Members' right to get information** 58. Any member of the Court may write to the Registrar at any time for the purpose of obtaining information in matters touching the affairs of the University and the Registrar shall supply the required information expeditiously.
59. A request for information which does not satisfy the following conditions may not be acceded to:-
- (i) (a) It must not contain argumentative, imputative, offensive expressions or defamatory statements.
  - (b) It must not ask for expression of opinion or for the solution of a hypothetical proposition or the solution of an abstract problem.
  - (c) It must not refer to the character, competence or conduct of any person except in his official capacity.
  - (d) It must not refer to a matter which in the opinion of the Vice-Chancellor is of a confidential nature.
  - (e) It must not contain any name or statement not strictly necessary to make the question intelligible.
  - (f) It must not involve the preparation of elaborate statements and statistics, or expenditure of an excessive amount, time or labour.
  - (ii) The Vice-Chancellor shall decide on the admissibility of a request. He may disallow any request which in his opinion, contravenes the above rules and his decision shall be final. The reason for such disallowance shall be communicated forthwith to the member concerned.
- Zero Hour** 60. In the meeting there shall be a zero-hour of 1/2 hour duration.
- Question Hour** 61. In the meeting there shall be a question hour of 1/2 hour duration.
- Adjournment of Meeting** 62. The Chairman will adjourn the meeting of the Court.

## NORTH-EASTERH HILL UNIVERSITY REGULATIONS

RA- 8

### ON SCHEDULE OF MEETINGS

*(Under Clause (2) of Statute 42)*

<b>University authority</b>	<b>Calendar of Meetings</b>
1. Board of Under Graduate Studies	Once in a year in September
2. Board of Post Graduate Studies	(a) One meeting of local members in March. (b) One full Board meeting in September.
3. School Board	(a) One meeting of local members in March- April. (b) One full Board meeting in October.
4. Advisory Committee of Centres	Once in a year in September
5. Steering Committee of Centres	Twice in a year in March and in November
6. Board of Research Studies	Once in a year in November (first week)
7. Academic Council	Twice in a year in May and in November (last week)
8. Executive Council	Thrice in a year in March, July and in December
9. Finance Committee	Thrice in a year in February, June and in November last week
10. Court	Once in a year in March

NOTE: In local meetings of the BPGS & School Board, outstation members from within the University if any, may be included.

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Items 9 and 10 are added vide EC resolution EC:110:2001:3(vii) & (viii).

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RA - 9

### ON CENTRES OF STUDIES

*(Under Ordinance OA - 3 and OA - 11)*

1. These Regulations shall be called the Regulation on the Centres of Studies and shall be applicable to all the Centres of Studies in the University.
2. These Regulations shall come into force with effect from the date of Notification.
3. The existing Centres, i.e., Centre for Adult & Continuing Education, Centre for Science Education and Centre for Distance Education shall form the Centre for Supportive Learning System (CSLS). The Centre for Literary and Cultural Studies and Centre for Creative Arts shall form the Centre for Cultural and Creative Studies (CCCS). The Centre for Eco-Development will be designated as Centre for Environmental Studies. The Centre for Applied Statistics and the Centre for Rural Development shall remain as such.
4.
  - a. The existing Centres shall become Units within the new Centres.
  - b. In each Unit there shall be a Unit In-charge responsible for the programmes of the Unit.
  - c. The allocation of the maintenance grant for a Centre shall be distributed among the constituent Units according to their justifiable needs. The funds sanctioned to a particular Unit will be utilised for that Unit alone and shall be accounted for by the Unit In-Charge.
  - d. The ongoing schemes and their in-charge will remain unchanged.
5. The Centres may conduct Diploma and Certificate Courses, Training Programmes and short term courses, in addition to other activities. The duration of a Diploma Course shall be two Semesters (one year) and that of a Certificate Course shall be one Semester (six months).
6. The teachers of the Centres may participate in programmes of teaching and research in other departments as per provisions laid down in the Ordinance on Adjunct Faculty.
7. The following shall be the Objectives of the respective Centres of Studies.

#### **(I) Centre for Supportive Learning Systems**

##### (a) Unit On Distance Education :

1. To conduct and develop material for Correspondence Courses at the Post-Graduate level.
2. To conduct and develop material for vocational type of correspondence courses.
3. To promote innovative methods of distance education.

##### (b) Unit on Adult & Continuing Education :

1. To conduct short term courses on population education, entrepreneur education, adult education, skill improvement programmes, consumer protection and vocational programmes.
2. To organise seminars and workshops related to adult education and extension programmes.
3. To monitor, evaluate and promote training in adult education and extension programmes in the service area.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

4. To develop, promote and disseminate audio, visual and or print material relating to adult continuing and extension education in the service area.
- (c) Unit for Science Education:
  1. To conduct programmes related to Science and Mathematics Education and promote scientific temper among School/College/University students and the community at large.
  2. To conduct extension activities to sensitise and create scientific awareness among the youth.
  3. To promote innovative methods of science and mathematics education.

### (II) Centre for Cultural and Creative Studies

- (a) Unit for Creative Arts:
  1. To offer courses and conduct training on:
    - (i) Fine Arts and other related arts.
    - (ii) Performing Arts
    - (iii) Tribal/Traditional Art forms
    - (iv) Folk, Classical and Modern Music.
  2. To promote and develop creative activities and material on audio-visual and other documentation activities.
  3. To conduct seminars, symposia and other programmes to create awareness of the need and importance of arts and crafts for self-employment and improvement of creative skills.
- (b) Unit for Literary and Cultural Studies:
  1. To promote activities in language, literature and literary culture.
  2. To promote collection and dissemination of literature on folk-lore, and musical festival.
  3. To promote innovative perspectives on folklore, festivals and culture.

### (III) Centre for Environmental Studies

1. To promote enquiries into the scientific management of natural resources and various aspects of sound environmental and ecological principles.
2. To promote awareness on:
  - (i) Environmental Management
  - (ii) Environmental Impact Assessment
  - (iii) Bio-mass Energy
  - (iv) Conservation Ecology
  - (v) Natural Resource Management
  - (vi) Wastelands Development
  - (vii) Eco-development
  - (viii) Bio-Diversity
3. To conduct training programmes for improving skills in the conservation on environment.

### (IV) Centre for Applied Statistics

To conduct Courses in applied statistics.

### (V) Centre for Rural Development

To promote and conduct the planning, evaluation and monitoring of rural development projects.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RA-10****ON THE CERTIFICATE COURSE IN FLORICULTURE***(Under Ordinance OA-3 and OA-5)***OBJECTIVES:**

NEHU Proposes to offer vocational education on Floriculture through correspondence course to generate employment opportunities for the unemployed youth.

Floriculture is reckoned as the emerging vocational subject having promising economic prospects. Therefore the course intends to disseminate knowledge of advanced methods of cultivation of flowers and use of various technical skills for establishment of nurseries and mass propagation of ornamental plants.

**SYLLABUS:**

The syllabus for the course shall be prescribed by the Steering Committee of the Centre from time to time.

Course Structure & Admission Criteria:

The eligibility for admission to the courses shall be as under:

There shall be a certificate Course on Floriculture of six-month duration for the graduates and General course on Floriculture of six-week duration for class X passed students.

**EXAMINATION:**

- i. Examination will be conducted by the University at the end of the course on the date and place to be notified by the University.
- ii. The medium of instruction and examination shall be in English.
- iii. Paper setters and examiners shall be from the panel as approved by the University.
- iv. The course of six month duration will have two theory papers, one practical and one project each having 100 marks. The total aggregate marks for the course shall be 400.
- v. The six week course on General Floriculture will have one theory paper and one practical paper each carrying 100 marks . The total aggregate marks of the course shall be 200.
- vi. The duration of examination for theory paper will be three hours and for practical it will be four hours.

**NORTH-EASTERN HILL UNIVERSITY REGULATION**

Each Paper:

Full Marks: 100

Pass Marks: 35%

Results:

Division I 60% and above.

II 50% to below 60%

III 40% to below 50%

Aggregate pass marks: 40% and above.

vii. The University will declare the results and issue the Certificates.

viii. The dropped/failed student has to take fresh admission.

**FEE STRUCTURE ON THE CERTIFICATE COURSE IN  
FLORICULTURE**

Six Months Course		Six Week Course	
1. Tuition Fee	: Rs. 450/-		
2. Lab. Fee	: Rs. 180/-	Rs. 30/-	
3. Library Fee	: Rs. 200/-	Rs. 200/-	
4. Admission fee	: Rs. 100/-	Rs. 100/-	
5. Exam fee	: Rs. 400/-	Rs. 400/-	
6. Mark Sheet Fee	: Rs. 100/-	Rs. 100/-	
7. Identity Card	: Rs. 25/-	Rs. 25/-	
8. Practical Exam Fee	: Rs. 100/-	Rs. 100/-	
9. Admit Card	: Rs. 50/-	Rs. 50/-	
10. Study Material	:Rs. 700/-	Rs. 340/-	
11. Miscellaneous	: Rs. 195/-	Rs. 155/-	
<b>Total</b>	<b>: Rs. 2500/-</b>	<b>Rs. 1500/-</b>	

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 Approved Vide AC: 69:2003:5:1 (vii) & EC: 116:2003:1: (vii).

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RB-1****ON THE MINIMUM NUMBER OF CLASSES  
PER WEEK/PER PAPER***(Under Ordinance OB –6)*

The time table of a College shall provide the minimum number of Lectures/tutorials/ practicals in every paper carrying 100 marks as under:

**Subject other than Science****General**

4 Lectures and one tutorial each of 45 minutes duration.

**Honours**

5 Lectures and one tutorial each of 45 minutes duration.

Provided that a college shall make arrangements for classes in each paper carrying 100 marks so as to ensure that each general paper is taught for at least 150 periods (including tutorials) while each Honours paper is taught for at least 180 periods (including tutorials) in a year.

**Three year degree Course in Science****General**

4 Lectures of 45 minutes each and practical of 6 hours per week.

**Honours**

5 Lectures of 45 minutes each and practicals of 6 hours per week.

Provided that a college shall make arrangements for classes in each paper carrying 100 marks so as to ensure that each paper is taught for at least 180 periods including practicals in a year.



## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RB-2

### ON MINIMUM STAFFING REQUIREMENT

*(Under Ordinance OB –6)*

1. Subject to the provision as laid down in the Regulations concerning the duties of the teachers and minimum number of classes per week, the minimum staffing requirement of a College shall be as prescribed below.
  - (i) No College shall be granted affiliation if it fails to satisfy such minimum requirement.
  - (ii) Three year degree Course, Science (General). At least four teachers for each subject.
  - (iii) Three year degree course, Science (Honours). At least five teachers for each subject.
  - (iv) Three year degree course (per programme) Arts/Commerce(General). At least three teachers for each subject.
  - (v) Three year degree course, (per programmes). (Honours) Arts/Commerce/ for each subject...

*NOTE:* However in a College where English is taught only as a compulsory subject there shall be at least four teachers. But in a college where English/MIL is also taught as Honours subject there shall be at least five teachers in each subject.

**Qualification  
of Teaching  
staff**

2. **Principal:** A principal of a college shall be a whole time officer, preferably with administrative experience. The age of retirement and qualifications for the post will be as per UGC norms.  
  
Provided that in special cases of outstanding merit and or administrative ability, the length of experience may be relaxed upto five years. His minimum age will be 35 years and will not exceed in any case beyond 62 years.
3. **Lecturer:** As per UGC norms.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RB-3****ON DUTIES/WORK-LOAD OF TEACHERS***(Under Ordinance OB –6)*

The workload of a teacher shall not ordinarily be less than 25 periods of teaching (including tutorials) in a week.

Provided that the duration of class (including tutorial) shall not be less than 45 minutes.

Provided further that no teacher drawing UGC scales shall be permitted/required to teach in more than two shifts in a day.

No teacher shall be allowed to work in more than one college in the same shift. No teacher of a College shall work in another college without the prior permission of the Governing Body of the College of which he is full time employee.

Notwithstanding anything mentioned above, a full time teacher of a College shall be required to be physically present at his college for a minimum period of 4 hours on a working day.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RB-4****ON NORMS FOR ACCOMMODATION***(Under Ordinance OB – 6)*

1. Each College shall provide suitable accommodation as follows:
  - (i) One room for the Principal
  - (ii) One room for the Vice-Principal, if any
  - (iii) One room for the College office with necessary arrangement for a Cash counter.
  - (iv) One common room for the staff.
  - (v) One common room for boys and another for girls.
  - (vi) One Library with sufficient space for reading.
  
2. In addition to the above, the College shall provide classrooms as specified below:
  - (i) There shall be separate classrooms for compulsory and elective subjects.

Provided that the classroom shall be of a size that each student sitting therein is provided with a minimum floor area of 0.75 sq metre.
  - (ii) For Science subjects there shall be separate Lecture theatres and lab rooms with the provision that no student will have less than 2.2 sq metre floor area for working in the laboratory.
  - (iii) Each college shall make necessary arrangement for museum, balance room, dark room, computer room, preparation room etc. which shall be close to the respective labs/class rooms.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RB-5****ON NORMS OF LIBRARY FACILITIES***(Under Ordinance OB – 6)*

Each College shall have a library of at least 5000 books. In addition, it shall have 300 books for each of the elective subjects and six hundred for English (including Elective English). Further the College library shall have at least one copy of a text book for each group of 5(five) students and one copy of a general/reference book for each group of 10(ten) students.

**Three year Degree Course (Honours)**

Each College shall have in addition to 5000 books, at least 500 books for each of the Honours subjects offered with the provision that each group of 5 (five) students has at least one copy of a text book.

As a general policy, a College shall subscribe to two important journals for each subject.

**Professional Courses**

A College offering a professional course shall have at least six hundred books in each major area with the provision that each group of 5 (five) students has at least one copy of a text book.

Provided further that each such college shall subscribe to two important journals in each major area.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RB-6****ON THE NUMBER OF STUDENTS TO BE  
ADMITTED TO VARIOUS CLASSES***(Under Ordinance OB – 6)***Three year Degree Course (General)**

- (i) The number of students to be admitted to a degree programme in Science shall not ordinarily exceed 40 in each section while the number of students to be admitted to a degree programme in subjects other than Science shall not exceed 50 in each section.
- (ii) Provided that the number of students for a practical class shall not exceed 20 under any circumstance.

In case, the number of students exceeds the prescribed limit the class shall be split into two or more sections so as to bring them within the prescribed norm.

**Three year Degree Course (Honours)**

- (i) The number of students to be admitted to a degree programme in subjects other than science shall not ordinarily exceed 35 while the number of students to be admitted to a degree programme in Science shall not ordinarily exceed 25. In case, the number exceeds the prescribed limits the class shall be split into two or more sections so as to bring them within the prescribed norms.

The number of students for a practical class however shall not exceed 15 under any circumstances.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RB - 7****ON PERMANENT AFFILIATION**

(Under Clause 6(1) of Ordinance OB - 6)

**Regulation On Permanent Affiliation**

Any College desirous of permanent affiliation shall apply for affiliation in the proforma prescribed for the purpose, subject to the following conditions :

- (i) A College may be eligible for permanent affiliation after a period of ten years provided that it fulfills all the conditions laid down in the relevant Ordinance.
- (ii) A College shall be inspected by an Inspection team to be appointed as per the Ordinance which shall submit its report to the Affiliation Committee for consideration by the Academic Council and approval by the Executive Council.
- (iii) Notwithstanding anything mentioned above other terms and conditions for affiliation shall be as laid down in the Act, Statutes and Ordinances of the University.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RC-1

### ON ADMISSION TO POST-GRADUATE DEPARTMENTS

*(Under Ordinance OC – 1)*

1. The number of seats available for admission into each department will depend on infrastructure facilities available.
2. Only those candidates who have passed a Three Year Degree Course (Honours) in the relevant subject shall ordinarily be considered for admission to the Master Degree Course. However, subject to availability of seats upto 10% percent of the seats may be assigned to students from other disciplines. It is also provided that if teaching of Major/Honours in a subject has not been sufficiently developed within the jurisdiction of the University, or in any unit in particular, seats in the concerned Departments may be filled in a manner as may be decided by the respective Department.
3. A candidate with 50% marks in B.Ed. may also apply for Admission to M.A. Education Course only.
4. The distribution of authorised seats to the Post-Graduate Courses in the University shall be as follows:-
  - (i) Open Category - 40%
  - (ii) SC/ST candidates -50% (Other things being equal preference will be given to domiciles of Meghalaya)
  - (iii) Physically challenged - 3%. Such applicants will be centrally examined by Medical Board. An applicant with 40% to 60% Physical disability may be given 5% added weightage and above 60%, 7% added weightage.
  - (iv) University quota-7% earmarked for the following categories :
    - (a) Educationally Backward Areas
 

The level of backwardness may be determined vis-a-vis the national level of literacy. An applicant coming from an area having 5% below the national level of literacy may be given 5% added weightage to the marks obtained by the applicant in the qualifying exam. Applicants with more than 5% below the national level of literacy may be given 7% added weightage to the marks obtained by the applicant at the qualifying Exams. The literacy rate at the block level would form the basis for award of added marks. Certificate in this regard should be issued by the B.D.O.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- (b) Outstanding Sports Men/Sports Women  
10% for representing the country at International level, 5% for representing the State at National level and 3% for Inter University at National level shall be added weightage to marks obtained at the qualifying exams. Ordinarily the sports conducted by NEHU shall be considered.
- (c) NEHU Employees/Spouse of NEHU Employees/Children of NEHU Employees:10% added weightage to the marks obtained at the qualifying exams. Certificate of employment may be issued by the Office of the Registrar.

Only the highest weightage will be considered for those who apply under multiple category in University special quota.

Note : Applicants under (iii) and (iv) above are required to submit documents in support of their claims.

5. The Weight-age to be given to Graduates from NEHU affiliated Colleges and Graduates who are from Universities other than NEHU but who are domiciles of Meghalaya will be 10%.
6. Departments will prepare consolidated lists of all applicants for the total number of seats authorised by the University. 40% of the seats shall be filled by merit and shall include SC/ST students who by merit can figure in the open list. For the reserved 50% seats, a list of candidates belonging to SC/ST will be prepared and the seats will be filled up from this category in order of merit.
7. Any or all the seats under category 4(iii) will stand converted to category 4(iv) if unfilled. Any or all the seats and converted of category 4(iv) will stand transferred to category 4(i) if unfilled.
8. Departments may, if they consider necessary, conduct written test/interview for admission to the Post-Graduate Programme in accordance with Ordinance OC-7. Performance of a candidate in the Under-Graduate Course together with eligibility test, if any, shall be taken into consideration while preparing the merit list of students. Weightage for eligibility test/interview shall, however, not exceed 50%.
9. In case of all internal students i.e. students who have graduated from Colleges affiliated to or maintained by the University, the percentage of marks obtained in the subject concerned shall be raised by 10 % on the aggregate.

In case of those candidates who have not offered the subject in Major/Honours no such weight-age shall be given and their marks in the Major/Honours subject without weight-age shall be taken into account.



**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

10. All departments shall constitute Admission Committees and assign them specific responsibility. Students who have already obtained a Master's Degree from the University or any other University, will be considered for admission only if there is any vacancy after considering all eligible candidates seeking first admission, in respect of such candidates too, the general criteria of marks obtained at Honours/Major level will be considered.
11. (a) For the purpose of determining the Physically Handicapped, they should have a minimum of 40% of Physical handicap or deformity which causes an interference with the normal functioning of the bones, muscles and joints.  
(b) A similar provision will be made for the deaf, dumb etc.  
(c) The last date for the purpose of admission to the post-graduate departments shall be the 31<sup>st</sup> August of each year.
12. For the purpose of admission in respect of overseas students, such students may be accommodated against supernumerary vacancies provided the Department concerned has adequate facilities and admission is made through a Central Committee appointed for the purpose.

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Approved by the Executive council vide Resolution No.:EC:88:95:5:1 (II) and EC :91 :96:5:5:(i). Amendments vide Ac: 66:2002:5:1 (iv) & EC:111:2001:5:1⊗iv) Clause 7 amended Vide Ac:67:2002:5:1 (i) and EC:113:2002:5:1 (ii). Clause li (C) added Vide AC:68:2002:5:8 (v) and EC:114:2002:5:8 (iii). Clause 12 added Vide AC:56:97:5:1(v) and EC; 95-97:5:8 (v).

**NORTH-EASTERN HILL UNIVERSITY REGULATION**

**RC-2**

**ON THE SCALING OF MARKS BETWEEN MAJOR AND NON-MAJOR  
DEGREE HOLDERS FOR CONSIDERING ADMISSION TO THE POST  
GRADUATE DEPARTMENTS**

*(Under Ordinance OC -1 & 7)*

The following formula may be adopted for establishing the equivalent relationship between major and non-major degree holders for the purpose of admission to P.G. programmes.

Scaling factor(F):

$$*F = \frac{\text{No. of papers offered in major subject}}{\text{No. of papers offered in general subject}}$$

\*approximated upto the 1st decimal place. This works out to be 1.4 for the degree holders of NEHU. However, the applicants from other Universities may have five, six, seven, eight or even more number of papers in major course. For them the scaling factor would be:

i)	$F = 8/5 = 1.3$	if no.	of papers	in major	subject is	5
ii)	$F = 8/6 = 1.2$	"	"	"	"	6
iii)	$F = 8/7 = 1.1$	"	"	"	"	7
iv)	$F = 1 = 1.0$	"	"	"	"	8 or more

Scaling Formula:

$$P^* = P/F$$

Where  $P^*$  = Scaled % marks

$P$  = Percentage marks (in the subject concerned)

$F$  = Scaling factor

All applicants for admission to P.G. programmes may be first assigned scaled percentage according to the above formula and then the merit list be prepared by comparing the scaled percentage (creating order relation on scaled percentage) and rest of the admission procedure be as per Ordinance.

### NORTH-EASTERN HILL UNIVERSITY REGULATIONS

For further clarifications the following detailed conversion table may be referred to:

Converted Scaled %	Actual obtained by the applicant in the subject Concerned					
	P(NEHU Non-Major & Non-NEHU Non-Major)	P(NEHU Major)	P(Non-NEHU Major with 500 marks)	P(Non-NEHU Major with 600 marks)	P(Non-NEHU Major with 700 marks)	P(Non-NEHU Major with 800 marks or more)
33	46.2	33	42.9	39.6	36.3	33
35	49	35	45.5	42.0	38.5	35
40	56	40	52.0	48.0	44.0	40
45	63	45	58.5	54.0	49.5	45
50	70	50	65.0	60.0	55.0	50
55	77	55	71.5	66.0	60.5	55
60	84	60	78.0	72.0	66.0	60
65	91	65	84.5	78.0	71.5	65
70	98	70	91.0	84.0	77.0	70
75	100	75	97.5	90.0	82.5	75
80	100	80	100	96.0	88.0	80
85	100	85	100	100	93.5	85
90	100	90	100	100	99.0	90
95	100	95	100	100	100	95
100	100	100	100	100	100	100
	Divide by scaling factor	Divide by scaling factor	Divide scaling factor	Divide scaling factor	Divide scaling factor	Divide scaling factor
	1.4	1.0	1.3	1.2	1.1	1.0

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RC-3****ON GOVERNING DIRECT PH. D. REGISTRATION  
FOR PERSONS WORKING IN CERTAIN  
SPECIALISED FIELDS***(Under Ordinance OC – 4)*

The following categories of candidates may be permitted to register themselves for Ph. D. Degree at the University subject to the fulfilment of conditions specified in each category:

- (a) A person working in relevant research organisations at the National or State level located within the jurisdiction of NEHU, and having a post-graduate or equivalent Degree in that or related field in which he or she proposes to pursue research and possessing at least five years of practical experience in that or related field and having publication of some research papers to his or her credit.
- (b) A person holding at least a Second Class Master's Degree in any allied subject and having at least 10 years of experience of administration/management in the relevant area and specialised knowledge in the proposed field of research upto the satisfaction of the University Department concerned, and having publication of a few research papers to his or her credit.
- (c) He shall be required to give one seminar every semester on a topic concerning his work till he submits his thesis.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RC-4

### ON THE RECOGNITION OF RESEARCH LABORATORIES AS CENTRES TO GUIDE Ph.D. RESEARCH IN NORTH-EASTERN HILL UNIVERSITY

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

1. (a) Recognition as a Centre for pursuing research leading to the Ph.D. Degree of this University may be granted on the basis of a written request by the Research Laboratory concerned and on the basis of a specific recommendation of a Regular Inspection Committee through the School Board concerned and acceptance by the Academic and Executive Councils of the University.
- (b) While granting such a recognition the Academic Council, if it considers desirable, may refer the matter to the concerned School Board/Boards for their considered opinion.
- (c) Where considered necessary, the Academic Council may assess the research in a given field of study, before recognition is granted.
2. The recognition of a Scientist as a Ph.D. Supervisor would be made, taking into consideration the relevant Ordinances, on the basis of a written application through the Head of the Institution where he works, along with bio-data and other supporting documents. This application should be made to the Dean of the concerned School. The concerned School Board shall forward the recommended names to the Academic Council through the concerned Board of Research Studies for its approval.
3. The Supervisor shall forward the name of the candidate who desires registration for Ph.D. to the Dean of the concerned School, along with the research synopsis. The School Board shall satisfy itself that necessary facilities are available for research on that particular topic, if necessary on the basis of a report by a Visiting Committee to be appointed by the School Board.
4. It shall be the responsibility of the concerned School Board to ensure that the candidate has fulfilled all the requirements as laid down in the Ph.D. Ordinances before the candidate is registered for Ph.D. and also at the time of submission.
5. For the purpose of research, persons working in research organisations can be functionally classified into two categories:-
  - (i) Employees engaged in active research; and
  - (ii) Supporting staff and administration.

The employees engaged in active research need not be full-time researchers under the University. In their case, the minimum period for submission of thesis should be three years after the date of their formal registration.

In case of other employees they should fulfil all requirements as laid down in the Ph.D. Ordinance.
6. The registration for Ph.D. of persons working in Research Organisations should be under a Scholar working in the same Organisation provided he is recognised as a guide by the University. Those desirous of working under a member of the University faculty exclusively should be registered as full-time scholars.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RC-5

### ON POST-GRADUATE EXAMINATIONS

*(Under Ordinance OC – 7)*

- |   |   |
|---|---|
| <b>Appointment of Paper-setter / Examiner</b> | <p>1. The Board of Post-Graduate Studies in each subject shall draw a panel of Paper-Setters/Examiners ordinarily in the month of August every alternate year and forward the same to the Vice-Chancellor who shall appoint the Paper-Setter/Examiner for a period of two years from this panel. While drawing the panel, the Chairman of the Board of Post-Graduate Studies shall take into consideration the confidential aspect of the assignment so as to make it fool-proof. Criteria for recommending the names shall be as under:</p> <ul style="list-style-type: none"> <li>(i) Ordinarily External teachers shall be appointed.</li> <li>(ii) A person to be appointed as a Paper-Setter must be a teacher not below the rank of a Reader in a University with at least 10 years' experience in teaching the subject/course at the Post-Graduate level provided that under unavoidable circumstances an internal teacher may be appointed as paper setter/examiner.</li> <li>(iii) Ordinarily the Paper-Setter shall act as Examiner. Under unavoidable circumstances the practice of appointment of paper setter as examiner may be linked. In case an examiner has to be appointed other than the Paper-Setter, the criteria shall be the same as for Paper-Setter.</li> </ul> |
| <b>Moderation Board</b>                       | <p>2. There shall be a Moderation Board for each subject and it shall consist of:</p> <ul style="list-style-type: none"> <li>(i) Dean of the School concerned;</li> <li>(ii) Chairman, Board of Post-Graduate Studies in the subject concerned and;</li> <li>(iii) One teacher teaching the concerned paper or a teacher nominated by the Head of the Department.</li> </ul>  |
| <b>Functions of the Moderation Board</b>      | <p>3. (i) To ensure that the question paper has been set strictly in accordance with the syllabus and instructions given by the University covering broad areas adequately;</p> <p>(ii) to delete question(s) set from outside syllabus and to make necessary substitution, if required;</p> <p>(iii) to remove ambiguity in the language of question, if any;</p> <p>(iv) to moderate all the questions properly giving ample opportunity to candidates of average as well as exceptional capabilities;</p> <p>(v) to ensure proper distribution and indication of total marks for the paper and marks for each paper or parts thereof, time prescribed for the paper and to correct errors, if any.</p>   |

## NORTH-EASTERN HILL UNIVERSITY REGULATION

- Evaluation**
4. (vi) to bring to the notice of the Controller of Examinations lapses or omission on the part of the Paper-Setter, if any.
- (vii) At the time of the moderation every shall Chairperson ensure that the question papers are written legibly and clearly.
- (i) M.A./M.Sc./M.Com degrees shall be awarded on the basis of evaluation of a candidate, out of the mark prescribed for the subject concerned.
- (ii) 75% of the total weight-age of marks will be given to End Semester Examination whereas 25% of it will be given to continuous sessional work done during the semester.
- (iii) There shall be both an End Semester Examination and continuous sessional evaluation for each course of study. This applies also to all practical work done as part of the course requirement.
- (iv) A candidate shall be required to obtain a minimum of 35% in each paper to be eligible for the award of degree. A candidate shall not be required to pass sessional examination separately.

### **Continuous Sessional Work**

- (v) Evaluation of continuous sessional work shall be made on the basis of the Student's performance in (i) tests organised for this purpose by the Department concerned (ii)
- Written assignments and/or seminars, field work, etc. The evaluation of Sessional work shall be done on the basis of three tests and counting the marks of the two best.
- (vi) The schedule for the tests shall be made known to the students at the beginning of the semester and each test shall assess the student on that part of the course which is covered during the period preceeding the test. The tests shall be evenly spaced out throughout the semester.
- (vii) The marks awarded for sessional test shall be made known to the candidates within fifteen days of the conduct of the test. Candidates may discuss and seek clarifications, if any, about their performance from the Chairman of the Examination Committee within a week of the declaration of marks.
- (viii) Each Department shall constitute an Examination Committee consisting of at least three members of its faculty to oversee all work connected with evaluation of sessional work. The Head of the Department shall be the ex-officio Chairman of this Committee.
- (ix) The awards given by the teacher(s) concerned shall be kept confidential until they are moderated and approved by the Departmental Examination Committee. It shall be the responsibility of this Committee to maintain the standard evaluation.

## NORTH-EASTERN HILL UNIVERSITY REGULATION

### End-semester Examination

- (x) The questions for the end semester examinations for each course of study shall ordinarily be set by an external paper setter. The teacher(s) responsible for instruction for each course shall model question, covering the entire syllabus of the course concerned, for the guidance of the external paper setter. The paper setter may, if he so wishes, incorporate in the final question paper not more than 50% of the total number of questions in the model paper.
- (xi) It shall be the responsibility of the external examiner to ensure that the syllabus for the course is adequately covered by the question paper.
- (xii) The answer scripts for End-Semester Examination shall be ordinarily evaluated externally, preferably, by the respective Paper-Setters.
- (xiii) End-Semester practical examination shall be jointly conducted by an external and an internal examiner. If for any reason, the external examiner is not available, a panel of atleast three internal examiners shall conduct the practical examination in question.
- (xiv) Submission of dissertation, if any, should be completed for evaluation within the concerned semester.

### Moderation of Results

5. Ordinarily on the basis of the recommendation of the Department and the concerned Dean the Vice-Chancellor shall approve each result before their declaration/ publication.
- There shall be a Moderation Board consisting of the Vice-Chancellor as the Chairman and all the Deans as Members to moderate results before the declaration/publication of the results.

### Function of the Board

6. The Board shall scrutinise the statistics of results prepared by the tabulators and moderate the same, if need be, before the declaration/ publication of results.



**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RC- 6****ON M.A. PUBLIC ADMINISTRATION***(Under Ordinance OC – 7)*

1. The Course shall comprise of two streams viz. (a) four semester programme leading to M.A. Degree and (b) two semester programme leading to P.G. Diploma followed by two more semesters programme leading to M.A. Degree. (see Regulation on P.G. Diploma Programme).

**Admission Requirements**

2. (a) A candidate seeking admission to four semesters M.A. programme in Public Administration must have passed Bachelor's Degree, Honours, of this University or a three-year degree course of any other recognised University.
- (b) He/she must fulfil all other conditions as may be laid down by the University/Admission Committee from time to time.
- (c) Reservation of seats for candidates belonging to Scheduled castes and Scheduled Tribes shall be as per policy laid down by the University from time to time.
- (d) In all cases of admission, the decision of the Admission Committee shall be final.

**Examination and Scheme of Papers**

3. (a) The duration of the M.A. Programme shall be two academic years.
  - (b) The course shall be whole time course.
  - (c) The course shall be divided into four semesters and there shall be an examination at the end of each semester.
  - (d) The scheme of papers and course contents shall be prescribed from time to time.
4. The attendance requirements, completion of course or courses, the procedure for admission to end-semester examinations, the declaration of the results, the gradation and award of the Degree shall be as prescribed by the Ordinance on the Master Degree Programmes in Arts, Science and Commerce (OC-7).

**NORTH-EASTERN HILL UNIVERSITY REGULATION****RC- 7****ON POST GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION***(Under Ordinance OC –7)***Course structure**

1. This shall be a two-semester course leading to the award of P.G. Diploma in Public Administration.

**Admission Requirements**

2. (a) The candidates seeking admission to Diploma Programme must have passed the honours degree examination from North-Eastern Hill University or from only other recognised University. Alternatively, candidates possessing a pass course bachelor's degree (two years) are also eligible for admission to the Diploma Programme provided they possess a minimum of two years of work experience in a governmental or private organisation.
- (b) A candidate who has passed the P.G. Diploma from North-Eastern Hill University and possesses an honours bachelor's degree (three years) shall be eligible for admission to M.A. Programme at the third semester provided that he/she has secured 50% marks in the P.G. Diploma. If admitted to M.A. Programme at the third semester, he/she shall be required to complete third and fourth semesters within six semesters from the date of admission to P.G. Diploma Programme. (A candidate who is admitted to the Diploma Programme with a pass course bachelor's degree shall terminate his/her study at the Diploma level and shall not be eligible for admission to the M.A. Programme).
- (c) He/she must fulfil all other conditions as may be laid down by the University/Admission Committee from time to time.
- (d) Reservation of seats for candidates belonging to Scheduled Castes and Scheduled Tribes shall be as per policy laid down by the University from time to time.
- (e) In all cases of admission, the decision of the Admission Committee shall be final.

**Examination and Scheme of Papers**

3. (a) The duration of the P.G. Programme shall be one academic year.
  - (b) The course shall be a whole time course.
  - (c) The course shall be divided into two semesters and there shall be an examination at the end of each semester.
  - (d) The scheme of papers and course contents shall be prescribed from time to time.
4. The attendance requirements, completion of course or courses, the procedure for admission to end-semester examinations, the declaration of the results, the gradation and award of the diploma shall be as prescribed by the Ordinance on the Master Degree Programmes in Arts, Science and Commerce (OC-7).

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RC- 8

### ON THE MASTER OF SCIENCE (AGRICULTURE) PROGRAMME

*Under Ordinance OC -7*

- 1.1 Academic Session: The academic session shall be divided into two academic terms of 100 working days each, known as semester.
- 1.2 Date of enforcement: These regulations shall come into force with effect from 18-08-1988.
- 2.1. Duration of Programme: Normal duration of M.Sc. (Agriculture) course shall be of four semesters. However, it may be increased for a student by two semesters by the Dean on the recommendation of the advisor and the Head of the Department concerned for any eventuality.
- 2.2 Students' Responsibility: Each student studying in this school is expected to know the requirements for award of degree including the general academic requirements and assume full responsibility for meeting them. He/she is expected to be constantly in touch with his/her major advisor and the advisory committee members for guidance on academic matters. In no case will a regulation be waived or exemption made.
- 2.3 Advertisement: For admission purpose an advertisement will be published in the national and local newspapers each year by the University.
- 2.4 Reservation: The distribution of authorised seats in the postgraduate courses shall be as under:
  1. Open Category -20% (One seat out of 5)
  2. Reserved for SC/ST - 60% (3 seats out of 5)
  3. University quota -20% (1 seat out of 5)
- 2.5 Procedure of Application: Application for admission shall be made in prescribed form obtainable from the Dean, School of Agricultural Science & Rural Development, (SASRD) Medziphema, Nagaland or the Registrar, North-Eastern Hill University (NEHU), Shillong.
 

The candidate must in his/her own interest fill up the application form most carefully and ensure that all relevant certificates are enclosed. An incomplete application or that received after last date of submission shall not be considered for admission. Attested copies of the following certificates and documents will be required. However, the following original certificates must be produced for verification at the time of admission.

  - a. Proof of date of birth
  - b. Matriculation or equivalent certificate and marksheet.
  - c. Pre-University examination certificate and marksheet.
  - d. B.Sc. (Ag.) marksheet and certificate.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- 2.6. Selection of candidates for Admission: Admission to open category shall be made purely on the basis of the merit and other qualifications and experience of the candidate. The candidates desirous to seek admission must submit their applications to the Dean. SC/ST candidates may also compete for open category.

Reserved category is strictly meant for SC/ST candidates belonging to North-Eastern Hill Region (Meghalaya, Mizoram, Nagaland, Arunachal Pradesh, Tripura & Manipur). The candidates desirous of seeking admission may send their application to the Dean. The admission to this category shall be made purely on the basis of merit and other qualifications and experience of these candidates.

University quota is strictly meant for candidates who are the blood relations of the University faculty members/staff. Candidates desirous to seek admission in University quota must submit their application to the Dean. The admission will be made on the basis of merit and other considerations.

Department will prepare a consolidated list of all applicants for the total number of seats authorised by the University. If there are no candidates against 20% University quota, 40% of the seats should be filled up on merit basis and shall include SC/ST students who by merit can figure in the open list. From the remaining seats, a list of candidates belonging to SC/ST will be prepared and the seats will be filled up from those candidates in order of merit. Departments may, if considered necessary, conduct written test/interview for admission for reserve category candidates, performance of a candidate in the under-graduate course together with test/interview if any shall be taken into consideration while preparing the merit list of the candidates. Weightage of test/interview shall however, not exceed 50%.

Department shall constitute admission committee and assign them specific responsibilities.

- 2.7. Number of seats: Total number of seats in each department shall be five. However, on the recommendation of the Head of the Department, the number of seats can be decreased/increased by the Dean of the School in special circumstances depending on shortage/addition of faculty members to supervise thesis work.
- 2.8. Eligibility : (a) M.Sc.(Ag.) programme in various disciplines of this school shall be open to those who have passed B.Sc. (Ag.) of this University or an equivalent degree from the recognised institution with a minimum of 60% of marks or equivalent overall grade point average. Also, a student must have secured 60% marks in all the courses of the concerned discipline. The relevant course in Soil Science, Agril. Engineering and Agronomy. This applies to all categories of candidates. For admission in reserve SC/ST category, a relaxation of 5% marks in total aggregate of marks will be given to candidate who are the product of this school and who are in service and have been in service for a minimum of three years. However, in no case this relaxation will exceed five percent.
- (b) Part time students will not be eligible for admission to M.Sc. (Ag.) Programme.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

(c) Students with B.Sc. (Ag) A.H.B.Sc. (Dairying) and B. V.Sc. and A.H. may be considered for admission in Animal sciences.

(d) Admission to M.Sc.(Ag) programme shall be done in the beginning of academic session only.

- 2.9. Age Limit: A candidate who has crossed the age of 28 years in case of Master's degree programme at the time of admission shall not be admitted provided that this regulation shall not apply to other candidates as may be specifically exempted by the Vice-Chancellor on being satisfied that there were good grounds for seeking admission to the concerned programme after attaining the prescribed age.
- 2.10 Refusal of Admission; The Vice-Chancellor reserves the right of refusing admission to any candidate, even though he may fulfil the academic requirements for admission on the basis of the criteria laid down in these Regulations, for reasons to be recorded in writing, whose admission, in the opinion of the Vice-Chancellor is not in the interest of the University.
- 2.11 Residential Requirements: Minimum residential requirements shall be four academic semesters (2 years).
- 2.12 Registration: Following the advertisement, as detailed earlier, registration of candidates selected for admission as well as of continuing students shall be completed on scheduled dates notified by the Dean.
- 2.13 Mode of Registration: Registration shall consist of the following steps:
1. Meeting with the Advisor.
  2. Enrolment of the students in various courses with individual instructions.
  3. Payment of the University fees and other dues in the Office of the Dean, Dean's office in turn, will forward a copy of the same to the respective Heads of the Departments for their record.
  4. Depositing personally with the Dean concerned the prescribed Registration Card/ forms, duly filled in and signed by the Advisor and Instructors.

Registration for the first semester of the year of a programme is a part of admission procedures and shall be governed by the admission rules. However, students admitted for the first time shall deposit their fees on the date notified in the select list of students by the Dean/Head of the Department.

Formal registration of students in the prescribed manner is compulsory, and failure to do so within three days of the registration shall lead to cancellation of selection, notwithstanding the dues having been paid. The seats so fallen vacant shall be offered to the candidates on the waiting list in order of merit. In the event of a newly admitted student being permitted by the Dean concerned to register late by three days, the students shall pay late registration fees of Rs.25/- for the first day and Rs.10/- for each subsequent day.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- 2.14. Registration of Continuing Students;
- (a) Registration in the subsequent semester shall take place on the date and time notified in the Academic Calendar.
  - (b) If during the days of registration a student happens to be outside the campus with the prior permission of the Dean/Head in connection with his studies, fieldwork, research or co-curricular activities, he may be allowed to register in absentia.
- 2.15. Summary Cancellation of Registration
- The Vice-Chancellor on the recommendation of the concerned Dean may summarily cancel the registration for the semester of any student(s) who indulge(s) in acts of indiscipline, absent(s) from classes without permission or without any valid reason or in whose case(s) the Vice-Chancellor has reasons to believe that his/her continuance would not be in the interest of the University.
- 2.16. Registration necessary for award of Degree:
- In case a student studies a course without registering in the prescribed manner, he/she will not be awarded any grade in that course.
- 2.17. Credit Requirement: Minimum total credit hours requirement shall be 60. Out of this, minimum 45 credit hours shall be for course work and 15 for thesis. Course credit requirement shall be divided into major and minor fields as detailed below:
- a. Major field -Minimum of 30 credit hours.
  - b. Minor field- Minimum of 15 credit hours.
- 2.18. Major Field: The particular course in which a student is admitted for M.Sc.(Ag) Degree shall be his/her major field.
- 2.19. Minor Field: The related courses from departments other than in Major Field shall constitute the minor field. The department in which he/she offers a minimum of 6 credit hours shall be treated as minor field. One course of Statistics having 4(3+1) credit hours will be compulsory for all students.
- 2.20. Seminar; A student shall be required to offer in major field one seminar of one credit hour. Seminar will be evaluated and percentage of marks obtained could be counted towards his/her O.G.P.A.
- 2.21. Credit Load: A student shall offer a minimum of 10 credit hours excluding thesis credits in first three semesters.
- 2.22. Record of Class Attendance: Each Instructor shall maintain a record of the students' attendance in each course taught by him in each semester in a prescribed register.
- 2.23. Minimum Class Attendance: Each student shall be regular in attending classes and shall be required to attend at least 80% of lectures delivered and practicals conducted in each courses. A student, failing to fulfill the requirement, shall not be allowed to appear in the end term examination.
- The Instructor shall notify the names of the students falling short of attendance at least three days before the conduct of the End term examination and a copy of the same will be sent to the concerned Dean through the Head of the Department.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- 2.24. Relaxation in attendance: Under special circumstances authorised absence may be permitted under official directives such as:
1. Representation in Academic, games, sports and extra curricular activities of state or national level.
  2. Hospitalisation.
  3. Physical disability.
- 2.25. Addition or Withdrawal from course(s): Subsequent to the registration, a student may add or withdraw course(s) in the manner prescribed below:
1. Application for addition or withdrawal shall be made in the prescribed 'Change of Course' form obtainable from the office of the Dean.
  2. The Adviser of the student shall give his recommendation through Head of the Department.
  3. After completing (2) above, the student shall obtain the approval of the concerned Dean for the change.
  4. In the event of the permission of change being granted by the Dean, the student shall deposit the prescribed fee.
  5. After the fee has been deposited, the student shall deposit one copy of the 'Change of Course' form with his advisor and the remaining three copies in the office of the Dean. The Dean shall inform within three days, the Instructor(s) concerned and the Head of the department about the addition or withdrawal of the courses by the student and also forward copy of the completed 'Change of Course' form to the Registrar.
  6. (a) The change shall become effective only when all the requirements mentioned above have been completed.  
 (b) Course(s) may be added by a student not later than two weeks from the date of registration by paying a fee of Rs.10/- per course.  
 (c) Students may withdraw from course(s) in the manner prescribed above without payment of fee upto two weeks from the date of registration. The course(s) withdrawn within the prescribed period shall not be shown on the transcript.

The students normally shall not be permitted to withdraw from course(s) beyond a period of two weeks as specified in clause(c) above. However, under special circumstances or to remove genuine difficulties given hereunder, Dean concerned may, on the recommendation of the Adviser concerned submitted through Head of the Department, permit withdrawal of course(s) beyond two weeks from the date of registration upto the end of the week following the completion of Mid term examination on payment of a fee of Rs.25/- per course and the student will be awarded 'W' grades for the with drawn courses which shall be shown on the semester report.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- 2.26. Repeating of the Course: Repetition of course is allowed under the following conditions:
1. When a student fails in a course.
  2. On medical ground with permission of the authority.
  3. Repetition shall be allowed only once.
- 2.27. Withdrawal from the School:
- (a) Every enrolled student shall be required to register at the beginning of each semester till the completion of the degree requirements, unless otherwise permitted by the Dean, failing which his/her enrolment shall be cancelled. Re-admission in such cases shall be by petition and not as a matter of right.
  - (b) Permission to withdraw from the School for a semester shall not be granted unless the application is made through the Adviser & Head of the Department to the Dean at least one week before the next semester.
  - (c) In exceptional circumstances, including those stated in (d) below, where the Adviser and the Head are satisfied, permission may be granted by the Dean.
  - (d) Permission to withdraw from the School for a semester shall be accorded on the following grounds.
    1. A student has been ill and his application has been supported by a medical certificate from the University Medical Officer or the Medical Officer of a Government Hospital.
    2. In the event of death of a close relative.
    3. In case of an accident whereby a student has been disabled temporarily and is not in a position to attend his/her classes.
    4. In the event of the student's own marriage or confinement or his/her getting an employment.
- 2.28. Transfer of Students: A student may be granted transfer from a University (or an institution deemed to be a University), following a comparable system of education, to this University with the consent of the competent authority of the other institution and Dean/Registrar of this University.
- Provided that the seat is available, the student is academically on 'Good standing', is not seeking transfer in the final year of a programme and fulfils the requirements. The student shall be required to produce the transcript of courses and character certificate from his/her previous institution.
- A committee constituted by the Dean shall examine the courses/subjects already studied by the student, the syllabi thereof, the examinations passed and may also, if considered necessary, conduct a proficiency test to determine the transfer of credits, and the course(s) from which the student may be exempted. In such a case, only the credits shall be transferred but not the grades. The overall grade points average of the student shall be determined entirely on the basis of the course undertaken by him in NEHU, SASRD and the credits earned therein. Merit scholarships (UGC/NEHU/ICAR) in such cases shall automatically stand terminated with effect from the date of transfer.



## NORTH-EASTERN HILL UNIVERSITY REGULATION

### 2.29. Advisory Committee:

#### 2.29.1 Composition of Advisory Committee:

M.Sc. (Ag) student shall be guided by an Advisory Committee comprising minimum of three members (but not more than five) two representing the Major field and one representing the Minor one. The supervisor of thesis appointed by the Head of the Department concerned shall be the Adviser/Chairman. The Chairman of the Advisory Committee shall propose the names of other members of the committee to the Head of the Department who will approve it.

An Adviser shall be assigned to each postgraduate student by Head of the Department in which the student is majoring under intimation to the Dean. The Advisor who must be a specialist in the field of studies of the study and shall be a faculty member of this Institute.

#### 2.29.2 Functions of the Advisory Committee:

The Advisory Committee shall guide a student in the choice of courses in major and minor fields, the selection of suitable research problems for thesis and in all matters relating to his/her academic activities. Outline of research work of a student in the prescribed pro-forma (Annexure-I) and recommended by the Chairman and members of the advisory committee shall be sent for approval' of the Dean by the end of the first semester from the date of admission.

The details of the course programme of a student prepared by the Advisory committee shall be submitted to the Head of the Department before the end of the first semester.

### 2.30 Programme of Study; By the end of the first semester of joining of the student, a detailed programme of studies giving the course requirements of the students admitted to the Master Degree shall be prepared by the respective Advisory Committee, and submitted through the Head of the Department to the Dean of the School for his approval. The programme of studies may not specify the title of the thesis, the broad area sub-discipline in which the thesis may be written be mentioned in the programme of the studies and the exact title of the thesis be approved by the end of the 3rd semester of the student as per the procedure.

### 2.31 Subject of Thesis:

- (a) The synopsis of thesis, on the prescribed pro-forma, must reach the Dean, through Head of the Department latest by the end of the second semester from the date of enrolment of the student.
- (b) The subject of thesis must be approved by:
  1. The Advisory committee of the student.
  2. Head of the Department in which the student is offering his/her major subject.

### NORTH-EASTERN HILL UNIVERSITY REGULATION

3. The Dean.
  - (c) The approved problem for research shall be communicated by the Dean to the Head of the Department concerned and Major Advisor not later than the middle of the third semester from the date of enrolment of the student.
  - (d) If the synopsis is not submitted in time, as laid down in (a) above, the concerned student shall not be allowed to earn research credits till he complies with this requirement.
  - (e) Change in the synopsis of the thesis can be made with the prior written permission of the Dean. A request for this approved by the authorities listed in (b) above should reach the office of the Head/Dean at least two months prior to the submission of the thesis.

#### **Examination, Evaluation and Grading:**

- 3.1 Examination: The School follows semester system with internal evaluation. The performance of the student will be evaluated in each course through mid term test, practical examination and end term test totalling 100 marks. The distribution of marks for various tests will be as follows:

<b>Examination</b>	<b>Duration</b>	<b>Courses with Practicals</b>	<b>Weightage Marks in Courses Without Practicals</b>
Quiz/ Assignment	15mts.for Quiz	10	10
Mid term	2 hours	30	30
End term	3 hours	40	60
Practical	3 hours	20	-

There will be no make up examination for any of the above examination. If a student fails to write an examination on a scheduled date, he/she will be allowed to write the same in coming semesters whenever the concerned course is offered, but it shall never be allowed to exceed the residential requirements of the students. There should be two quizzes/assignments not exceeding five marks each.

- 3.2 Preparation of the Examination Schedule: The schedules for Mid term and End term examinations shall be prepared by the Head of the Department and notified to the students and teachers at least seven days before the commencement of the former and ten days before the commencement of the latter.
- 3.3 Medium of Examination/Instruction: The medium of Examination shall be English, unless specified otherwise.
- 3.4 Appearing in Mid Term and End Term Examinations: Candidates coming late more than 15 minutes in case of the Mid term examination and more than 30 minutes in case of end term examination shall not be allowed to appear in that examination and no examinee be allowed to go out of the examination hall for the first one hour.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

- 3.5 Conduct of End Term examination:
- (a) The concerned Instructor shall reach the place of examination sufficiently before the commencement of the examination concerned.
  - (b) In case any Instructor goes on leave during the End Term examination Head of the Department shall be responsible to make necessary arrangements to hold the examination as per schedule.
  - (c) Practical Examination will be conducted by the concerned course teacher.
  - (d) Instructor finding any student resorting to unfair means in the examination or creating disturbance or acting in any manner so as to cause an inconvenience to other students in the examination hall, shall report the matter at once to the Dean concerned for suitable action.
- 3.6 Evaluation: Each course in semester system is given certain number of credit hours on the basis of amount of work done in the course in class room, laboratory and field. The system of grading will be 10 point grading system.
- 3.7. Grade: Grade in the course shall be submitted by the concerned Instructor on the basis of the marks obtained in the course including the End term examination and copy of the same will be sent to the Dean through Head of the Department.
- 3.8 Minimum Qualifying Grade: A student must secure minimum qualifying GPA at least 6.0 to pass the course which is equivalent to 60% will be the minimum qualifying O.G.P.A.
- 3.9 Award of Division :
- |               |                              |
|---------------|------------------------------|
| Ist Division  | - OGPA 7.5 and above.        |
| IInd Division | - OGPA 6.0 to less than 7.5. |
- 3.10 Award of Distinction: The student getting 9.0 OGPA or above will pass with distinction.
- 3.11 Scrutiny of Grades: If a student discovers any discrepancy in the totalling of marks etc., he/she shall report to the teacher and the same will be notified by the teacher. The teacher will correct the grade sheet with the knowledge of the Dean.
- 3.12 GPA and OGPA: At the end of each semester the credit point in each course will be calculated by multiplying credit hours by grade points obtained in particular course(s). To calculate the semester grade point average (GPA) of the student the total number of credit points obtained will be divided by total credit hours of the student in a semester. The grade point average will be calculated in the manner as shown below:

### NORTH-EASTERN HILL UNIVERSITY REGULATIONS

Course Hours	Credit Marks	Total Point	Total Point	Grade Obtained
1.	3	75	7.5	22.5, (7.5 x 3)
2.	3	85	8.5	25.5, (8.5 x 3)
3.	2	65	6.5	13.0, (6.5.x 2)

$$\text{GPA} = 60/8=7.5$$

- 3.13 Conversion Formula: Conversion formula from OGPA to percentage of marks:  $\text{OGPA} \times 10 = \text{percentage of marks}$ .
- 3.14 Grade Sheet: The Grade sheet in the prescribed form will be issued by the Dean or any other officer authorised by Dean and shall be forwarded to the Student/his guardian. A copy of grade sheets shall be sent to the Registrar/Controller of Examinations.

#### Tabulation of Result;

- (a) Tabulation of the results shall be done from the Instructor's grade sheet in the office of the Dean and the Registrar separately, simultaneously and independently of each other.
  - (b) The Tabulation sheets shall be supplied by the Registrar and tabulation at both the offices shall be done in accordance with the procedure and rules prescribed by the Registrar.
  - (c) Each tabulation sheet shall be signed by the Dealing Assistant, Officer concerned and In- charge, Academic Cell.
- 3.15 Checking of Tabulation Sheets: After the tabulated sheets in the office of the Dean are ready he shall send them to the Registrar which shall be returned to him after the results are declared.
- 3.16 Preparation of Semester Report:
- (a) After collection of the results, the office of the Registrar shall transcribe the grades on the individual semester sheets.
  - (b) The semester Report sheets shall mention specifically both the title of the course, the course number and credit hours.
- 3.17. Comprehensive Examination: When a student has completed 75 percent of his/her course requirement he/she shall be required to take a comprehensive examination. This examination will be written as well as oral and conducted by the Advisory Committee. The performance will be termed as "Satisfactory"/'Unsatisfactory', and the student has to complete this examination as satisfactory as a part of the requirement for the award of degree. In case the performance of a student in the comprehensive examination is unsatisfactory he/she will be required to reappear at the examination after the expiry of one semester. Not more than one chance will be given to improve his/her performance after which his/her name will be struck off from the rolls of the school.

## NORTH-EASTERN HILL UNIVERSITY REGULATION

Oral Comprehensive: The oral examination shall be conducted by examiner along with the Advisory Committee on a date fixed by the Head of the Department after the candidate has successfully completed the written comprehensive examination. The candidate shall be graded as 'Satisfactory' or 'Unsatisfactory', and the student has to complete this examination as satisfactory as a part of the requirement for the award of degree.

- 3.18 Appointment of External Examiners:
- (a) Head of the Department concerned, in consultation with the Major Advisor, shall submit a panel of three names for each area of specialisation to the Dean, who shall select and appoint one person from the panel as External Examiner.
  - (b) Normally no person should be appointed as External Examiner for more than two years and/or more than twice in each academic session consecutively. After a break of a year or more, the same person can, however, be eligible for reappointment.
- 3.19 Research and Thesis: Requirement for the Master's Degree shall include successful completion of scientific investigation and creditable research reported in the form of thesis.
- 3.20 Submission of Thesis:
- (a) A candidate for Master's Degree must present to the Dean five type-written and bound copies of the thesis approved by the Advisory Committee and forwarded by the Head of the Department by the end of the semester. In case of fellowship holders, the number of copies to be submitted shall be as prescribed by the Dean keeping in view the additional demand of functioning agency.
  - (b) If a candidate fails to submit the thesis before the commencement of the subsequent semester he/she shall be required to register for that semester too.
  - (c) The student shall not be required to pay any fee for the period between the submission of thesis and conduct of the viva voce examination. For all purpose the student shall be considered to have been enrolled till the end of the month in which the thesis is submitted.
- 3.21 Thesis Evaluation: The thesis will be evaluated by the Chairman (Guide) of the Advisory Committee and one External Examiner. A panel of three names will be suggested by the Chairman of the Advisory Committee in consultation with the Head of the Department, out of which one name will be approved by the Dean to work as external examiner, under intimation to the Controller of Examinations.

The thesis shall be sent to examiners for evaluation:

1. If the reports are favourable, viva voce shall be conducted by the members of the Advisory Committee and the External examiners.
2. If one of the reports is unsatisfactory, the thesis will be sent to the third examiner, whose report will be final.

## NORTH-EASTERN HILL UNIVERSITY REGULATION

3. Provided that any student whose thesis has been adjudged 'Unsatisfactory' under clause (2) above, resubmits his/her thesis after a lapse of two semesters. Resubmission will be permitted only once.

4. The external examiner may be requested to submit his evaluation report within a period of two months.

### 3.22 Thesis Viva Voce Examination:

- (a) The external examiner recommending the acceptance of M.Sc. (Ag) thesis will conduct the thesis viva voce examination on a date and at a place fixed by the Head of the Department in consultation with the Major Adviser.
- (b) A post graduate student failing to show 'Satisfactory' performance in the thesis viva voce examination shall be permitted by the Dean to take the examination again after the expiry of at least three months from the date of the first viva voce examination. No further chance to take the viva voce shall be given and the student shall stand dropped.
- (c) In the event of absence of the Major adviser due to unavoidable circumstances, the Head of the Department himself may act as an adviser or nominate another teacher of the department to conduct the viva voce.

4.0 Readmission of Students: Students who withdraw from the University or who have been dropped from the University may petition to the Vice-Chancellor for readmission. However, on readmission, such students shall be treated as continuing students for meeting the academic requirements and shall not be required to pay fees for the discontinued period.

4.1 Scholastic Probation: If a student fails, at the end of the semester to achieve the minimum standard prescribed, i.e. GPA 6-0 equivalent to 60% marks he/she shall be placed on 'Scholastic Probation' for the duration of the following semester.

4.2 Dropping from the University: A student who fails to achieve the overall grade point average specified above at the end of the second or the fourth semester, as the case may be, shall stand dropped from the University and such a student shall have no right to petition for re-admission.

4.3 Re-registration: If a student fails in a course he/ she will be allowed once to re-register in the said course. If a student fails in a particular course twice, he/she will be removed from the School.

4.4 Provision of Audit: A student may audit a course if he/she so desires or if recommended by his/her advisory Committee. The course shall be evaluated as satisfactory/unsatisfactory. There will be no examination for an audit course. The word 'AUDIT' shall be written in the script (on successful completion) where the course has been audited.

5.0 Eligibility for Award of Degree: A student has to pass all the prescribed courses for the degree he has registered for and to obtain a minimum of 6.0 OGPA. To get a degree a student must complete his/her courses and thesis work within 3 years. Under special circumstances however, the period may be extended by the School Board.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

- 5.1 Leaving the School: No student shall be deemed to have left the University unless he/she has obtained a clearance certificate from all concerned.
- 5.2 Refund of Security: The refund of security to a student shall be made only after he has obtained a 'Clearance Certificate' from the Dean. The refund of security shall be permissible upto a period of two years from the date the student leaves the University, whereafter it shall stand credited to the amalgamated fund of the Institute.
- 6.0 Branch of Discipline, Punishment and use of Unfair Means thereof: Same as the procedures followed by NEHU.
- 6.1 Conduct Probation: A student involved in the violation of the rules and regulations of the University or in any way involved in any act of indiscipline may be placed on Conduct probation by the Dean for a specified period. During the period of this Conduct Probation the student shall stand debarred from representing the institute or University in any meet, tournament, youth festival, cultural competition etc., shall also remain suspended from any office that he may be holding in any student organisation, and shall not be entitled to achieve any scholarship/stipend/fellowship. Another act of indiscipline by the student during the tendency of conduct of probation may lead to the 'Rustication' of the student, to be effected by the Dean of the School. If a student who has been on conduct probation on two previous occasions commits an act of indiscipline, he may be subjected to 'Expulsion' to be effected by the Vice-Chancellor.
- The act of placing a student on Conduct Probation shall be noted in his personnel file, and in case of consistently good conduct subsequently recommended by the discipline committee, the adverse remark shall be expunged from the record.
- 6.2 Rustication: A student involved in any act of indiscipline or any other act likely to bring disrepute to the University may be rusticated from the Institute for a specific semester(s), by the Dean and will be required to leave the College and the hostel immediately. This shall be noted in the personal file.
- 6.3 Expulsion: A student involved in any act of gross indiscipline or any other act likely to bring disrepute to the University may be expelled from the University by the Vice-Chancellor on the recommendation of the Dean and shall be debarred from readmission in the University. The punishment shall be entered in the personal file with intimation to Registrar for further needful action.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

Before awarding the punishment the student shall be given an opportunity to be heard in person and to explain his conduct in writing. During the tendency of enquiry, the student may be suspended from attending the classes and appearing in the examinations by the Dean. In case, the student does not co-operate in the conduct of the enquiry, a notice of ten days effective from the date of its issue shall be treated as sufficient opportunity given to the student. If the student fails to respond to this notice, expert decision shall be taken.

A copy of the Order imposing any of the above punishments shall be sent to the parent/guardian sponsoring Institution of the student.

Students punished by 'rustication' may, at the discretion of the Dean, be readmitted after the expiry of the period of punishment on such conditions as may be prescribed by the Dean on his behalf.



**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

**RC-9**

**ON ADMISSION TO AND CONDUCT OF EXAMINATIONS  
FOR THE THREE YEARS INTEGRATED DEGREE  
COURSES IN ARTS, SCIENCE, HOME SCIENCE  
AND COMMERCE**

*(Under Ordinance OC-8)*

- |   |  |
|---|--|
| <b>Admission<br/>Criteria</b>                           | 1. For admission to the Degree (General) Courses, a candidate shall have passed the Plus Two Level of Education and for admission to the Degree (Honours) Courses, a candidate shall have passed the same with 45% marks in the subject concerned or 45% marks in overall aggregate for the subjects not offered/taken at the Plus Two Level. Provided further that candidates of streams other than Arts shall also be eligible for admission to the Arts Stream fulfilling the criteria set.   |
| <b>Procedure in<br/>the conduct of<br/>Examinations</b> | 2. (a) There shall be two examinations for the Three Years Integrated Degree Course, Part I Examination at the end of the Second Year and Part II Examination at the end of the Third Year.<br><br>(b) A candidate shall be permitted to appear for the Part II Examinations only after having cleared all the papers of the Part I Examinations.<br><br>(c) A candidate, failing in not more than two papers in the Part I or Part II Examinations, shall be permitted to appear in the failed paper(s) as Non-collegiate.<br><br>(d) A candidate, failing in more than two papers, shall be required to appear in all the papers as a Regular or Non-collegiate candidate, as the concerned college may permit.  |
| <b>Permissible<br/>Chances</b>                          | 3. A candidate shall be required to clear the Three Years Integrated Degree Course within a span of 5 (five) years, failing which, he/she shall be required to take re-admission into the first year.  |
| <b>Faculty for<br/>Improvement</b>                      | 4. There shall be facility for Improvement Examination for desiring candidates after successful completion of the course (on the recommendation of the college). The facility will be available only once and immediately on the following year of passing the course, subject to the fulfilment of the following conditions:<br><br>(i) Both for the General and Honours candidates, the facility for improvement shall be extended only to those securing less than 45% marks in aggregate in one of the Elective Subjects concerned. If eligible, such candidates shall have to appear in all the papers of the concerned subjects. For General all the three concerned papers and for Honours all the eight papers i.e., 5+3 irrespective of the marks obtained in each paper. |

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- (ii) A candidate, choosing to go for Improvement, shall be eligible for Division/Class if only he/ she improves in the aggregate, for which the marks obtained in all the papers of the previous examinations shall be taken into account in respect of the General candidates. In respect of the Honours candidates, the marks obtained in all the eight Honours papers shall be taken into account. Such candidates shall, however, not be eligible for Ranking.
- (iii) No forfeiture condition shall be applied to the candidates, choosing to go for improvement but better of the whole shall be taken into account for determining the results of the candidates and certificates issued, shall indicate the year during which he/she improved only.
- (iv) In case of improvement, the original marksheet and the improved marksheet shall both be given to the concerned candidates. However, the fact that the marksheet is of the Improved examination shall be clearly indicated.
- Dropping of Honours** 5. Dropping of Honours shall not be allowed beyond the Part I Examinations.
- Change of Subjects** 6. Change of subject combinations shall not be allowed beyond the successful completion of the Part I Examinations.
- Registration** 7. A candidate shall be required to register under the University before the Part I Examinations.
- Migration** 8. Migration from other Institutions to the University beyond Part I Examinations shall be allowed only on the merit of each case.
- Transfer** 9. No local transfer shall be allowed beyond Part I Examinations. Other transfers shall be allowed only on the merit of each case.
- Results** 10. (i) For purpose of determining results in respect of general candidates, marks secured in all the papers shall be taken into account. In respect of Honours candidates, only the marks secured in the Honours papers shall be taken into account, provided that the candidate shall have obtained the minimum pass marks in the other papers.
- (ii) For the General Courses, successful candidates, securing 60% and above shall be placed in First Division; 45% and above but less than 60% in Second Division and 33% and above but less than 45% in Simple Pass.
- (iii) For the Honours Courses, successful candidates, securing 60% and above shall be placed in the First Class; 45% and above but less than 60% in Second Class and 33% and above but less than 45% in Simple Pass.
- (iv) A candidate securing 75% and above in a particular subject shall be awarded Distinction in that particular subject, but a candidate shall require a minimum of 85% marks to obtain Distinction in the General Foundation Course.

### NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- (v) Both Honours and General candidates shall be required to secure minimum 30% marks in each theory paper and 40% marks in each practical paper for the purpose of passing.
- Qualification of Candidates for Examinations** 11. The application must be forwarded by the Principal concerned testifying to:
- (i) the eligibility of the candidate to appear in the examination;
  - (ii) the good conduct of the candidate;
  - (iii) the satisfactory progress of the candidate in studies during the course; and
  - (iv) a minimum of 75% attendance of the candidate in the lectures/tutorials and practicals.
- Fees** 12. A candidate for the examinations shall be required to pay such fees as may be prescribed by the University.
- Procedures Governing change of Centre of Examinations** 13. (i) A candidate, requiring change of centre for examination, shall apply in the prescribed form through the Principal of the Parent college, endorsed by the Principal of the Centre, to which the change is being sought.
- (ii) The application form for the change of centre shall be accompanied by an identification certificate and a passport size photograph, duly attested by a Gazetted Officer stationed at the place where the centre of examination is sought, to ensure ready identification, if need be.
- (iii) One copy of the identification certificate shall be with the candidate for production at the examination centre, if asked for.
- (iv) A prescribed fee of Rs.30/- (Rupees Thirty) shall be deposited either by a Bank Draft Challan, payable to 'North-Eastern Hill University' and the instrument of payment shall be attached to the application form referred to in sub-clause (1) above.
- (v) A candidate shall not be permitted to change his/her centre of examination to a college to which the affiliation of the subject(s) in his/ her combination has not been given by the University.
- Scrutiny of Answer-Scripts** 14. A candidate by request in writing, may apply for scrutiny of answer-scripts in subject(s) within 30 days of declaration of the result(s). The request shall be accompanied by a fee of Rs.30/- per paper in the form of Bank Draft/University Challan drawn in favour of NEHU.
- The answer-scripts shall be scrutinised by the University and the result of such a scrutiny shall be communicated to the candidate concerned.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- Carrying Over of Examination fees** 15. A candidate who is unable to appear in an examination due to illness or otherwise may within one month of the completion of the examination, apply through the Principal of the college concerned for carrying over of the examination fees.
- The University may permit such carrying over of the fees on the merit of the case. But no application for carrying over shall be entertained in respect of candidates who have been debarred by the Discipline Committee or whose dues have been ordered to be cancelled.
- Refund of Examination Fee** 16. A candidate who has been refused permission to appear at an examination may, within one month of the completion of examination, apply for refund of examination fees.
- The University may, on the merit of the case, permit such refund. However, no requests for refund shall be entertained in respect of candidates who have been debarred by the Discipline Committee.
- Re-Evaluation** 17.
1. A candidate may apply for re-evaluation within 30 days of declaration of the concerned results.
  2. Re-evaluation is permissible for a maximum of two papers only @ Rs. 300 (Rupees three hundred) only per paper.
  3. The facility for Re-evaluation is not applicable to practical papers.
  4. Candidate securing less than 15% in a paper shall not be eligible to apply for re-evaluation.
  5. All applicants for re-evaluation shall be accompanied by:
    - (i) Banker's Cheque/Demand Draft of State Bank of India drawn in favour of NEHU, Shillong, or by NEHU - Challan for the amount prescribed above.
    - (ii) The original mark-sheet issued by the University.
  6. The application shall be screened by the Controller of Examinations and shall be sent to two Examiners, other than the ones who have examined the script earlier, appointed by the Vice-Chancellor.
- Although the University shall make all efforts to declare the results of re-evaluation as early as possible, but because of various safeguards required to be taken, re-evaluation cannot be a time bound process. The University reserves its right of preserving the confidentiality of the re-evaluation process and the results.

### NORTH-EASTERN HILL UNIVERSITY REGULATIONS

7. Average of the two closer marks awarded by the examiners shall be the marks awarded after re-evaluation.
8. The score after re-evaluation shall supersede the earlier score, provided that a candidate who was declared pass initially shall not be declared unsuccessful as a result of – re-evaluation and downwards revision of marks shall be limited to pass level.
9. No retrospective benefit such as award of Gold Medal, Scholarship, Fellowship admission, promotion etc., shall accrue to a candidate as a result of re-evaluation.
10. Candidates who secure less than or equal to 4/5 (80%) of the average percentage of marks obtained in the rest of the papers shall be eligible for re-evaluation, to illustrate whereas under the old formula a candidate wishing to go for re-evaluation where he/she has secure 42% was to have secured 70% in the rest of the papers, now under the new formula a candidate with 42% marks in a paper can go for re-evaluation of a paper if she/he secures 56% in the rest of the papers. For ready reference please see the 'Ready Reckoner' appended below.
11. In addition to the modified provisions of re-evaluation the rate for scrutiny shall be Rs.100/- per paper.
12. If the improvement in the re-evaluation is equal to or less than 5% over the original marks, the difference will be ignored and shown as NO IMPROVEMENT over the original and the original marks shall be retained.

#### Ready Reckner:

Average % obtained in the rest of papers	Minimum % of marks to be obtained in the concerned paper as per the existing rule.	Minimum % of marks to be obtained in the concerned paper as per the new rule
67%	40.2%	53.6%
70%	42%	56%
80%	48%	64%
90%	54%	72%

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Clause 17 amended Vide Ac:65:2001:5:1 (vi) and EC:110:2001:5:1 (vi).

Clause 4 amended Vide Ac:65:2001:5:1 (v) & EC:110:2001:5:1 (iii).

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RC- 10

### ON PAPER-SETTING/EVALUATION/MODERATION OF UNDER-GRADUATE EXAMINATIONS

*(Under Ordinance OC –8)*

- Appointment of Paper-Setters / Examiners/ Moderators** 1. The Board of Under- Graduates Studies in each subject shall draw a panel of paper-setters/examiners/moderators in the month of March on every alternate year and forward the same to the Vice-Chancellor, who shall appoint the paper-setters / examiners/ moderators for a period of two years. While drawing the panel, the Chairman of the Board shall take into consideration the confidential aspect of the assignment so as to make it fool-proof. Criteria for recommending the names shall be as under :
- Paper-Setter** (1)(i) The teachers from the University academic department/Centres, teachers from academic departments of other Universities and teachers from the affiliated colleges of NEHU may be appointed.
- (ii) Must be a teacher in the subject concerned with a minimum of 5 years teaching experience.
- (iii) In exceptional circumstances, however, the Vice-Chancellor may relax the condition regarding experience.
- Examiner** (2)(i) Must have at least 5 years of teaching experience in the subject concerned at under-graduate level.
- (ii) Must be a teacher of the affiliated college.
- (iii) In exceptional circumstances, however, the Vice-Chancellor may relax the condition of experience or may appoint an examiner from outside, subject to fulfilment of other conditions.
- N.B. Ordinarily not more than 200 scripts shall be allotted to one examiner. For Honours, conditions of appointment of paper-setter/examiners/moderator will be the same as for Post-Graduate examinations.
- Moderation Board** 2. (1) There shall be a Moderation Board appointed by the Vice-Chancellor for each paper/subject for a period of two year.
- The Board shall consist of:
- (i) Chairman, Board of Under-Graduate Studies or any senior teacher in the subject, recommended by the Chairman.
- (ii) One or two teachers in the subject concerned from post-graduate Department/Centre of the University.
- (iii) At least two teachers in the subject concerned from the affiliated colleges of the University.
- (iv) One or two expert(s) in the subject concerned from outside the University to be nominated by the Vice-Chancellor.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- (2) Functions of the Moderation Board:
- (i) To ensure that question paper has been set strictly in accordance with the syllabus and instructions given by the University covering all broad areas adequately.
  - (ii) To delete questions set from outside the syllabus and to make necessary substitution, if required.
  - (iii) To remove ambiguity in the language of question, if any.
  - (iv) To moderate all the questions properly giving ample opportunity to candidates of average and exceptional capabilities.
  - (v) To ensure proper distribution and indication of weightage of marks for each question or parts thereof, time prescribed for the paper and to correct error, if any, in this regard.
  - (vi) To bring to the notice of the Controller of examination lapse or omission on the part of the paper-setter, if any.
- Moderation of Results** 3.
- (1) There shall be a Moderation Board if need be to moderate results of each examination and it shall consist of:
    - (i) 3 Principals of the Colleges located at Shillong, to be nominated by the Vice-Chancellor.
    - (ii) Dean of Schools to be nominated by the Vice-Chancellor.
    - (iii) Vice-Chancellor or in his absence Pro-Vice-Chancellor as the Chairman.
  - (2) The term of the office of the members of the board, other than the Chairman, shall be two years which may be curtailed on any ground likely to affect/prejudice the confidentiality of results.
  - (3) The duties of the Board shall be as under:
    - (i) The Board shall scrutinise the statistics of results prepared by the tabulators and moderate the same, if need be, before the declaration/publication of results.
    - (ii) As a matter of policy, the candidates having shortage of 1% marks to pass a subject shall be given grace upto 1% marks in the subject concerned. This will be independent of the grace principle recommended by the Moderation Board.
    - (iii) No grace shall be awarded after the declaration/publication of result.
- Evaluation** 4.
- (1) There shall be a 3-tier system of evaluation of answer-scripts for which purpose there shall be a Chairman, Chief-Examiner and Examiner for each subject.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- (2) The duties of the Chairman, Chief-Examiner and Examiner shall be as under:
- Chairman**
- (i) The Chairperson for each paper will be appointed by the Vice-Chancellor on the recommendations of the Board of Under Graduate Studies. Immediately after the examination in the concerned subject/paper are over, the Chairman shall prepare the instruction for evaluation. On receipt of instruction, the Examination department shall start the process of evaluation by sending the packets of Answer scripts to the examiners for evaluation alongwith a copy of the instruction prepared by the Chairman. The Examiners shall return the evaluated packets of answer scripts to the Examination department alongwith the Markbook.
- It shall be the duty of the Chairman to give necessary instruction to the Chief Examiners/Examiner and regarding the standard of evaluation of answerscripts in the various papers. He shall also be responsible for ensuring uniformity of standard of evaluation.
- He shall be paid a remuneration of Rs. 250/- (Rupees two hundred and fifty) only.
- Chief-Examiner**
- (ii) It shall be the duty of the Examination department to send all the evaluated answerscripts alongwith the markbooks received from the Examiners to the Chief Examiners alongwith a copy of the instruction for scrutiny.
- It shall be the duty of the Chief Examiner to scrutinise the evaluated answerscripts according to the instruction given by the Chairperson. If any wide variation in evaluation is detected, she/he shall refer the matter to the Examination department for doing the needful. **She/he shall conduct a check-valuation of at least 15% of the total number of answer-books allotted to each examiner.** She/he will have the powers to revalue any or every script allotted to her/his Examiners. But he shall not erase or obliterate the marks awarded by the original Examiner when he revalues any script and if there is variation between his marks and the marks awarded by the original examiner, he shall clearly score off the marks written by the original Examiner, and write his own marks beside that. While scoring off the original marks the Chief Examiner shall take special care to see that the former marks are still clearly visible. If he finds very wide variation between his marks and those of original examiner, he shall make special mention of such cases in the final report which he submits to the Chairman regarding the performance of each and every Examiner placed under him.
- Besides check- evaluation of 15% of the scripts of each and every Examiner, it shall also be his duty to scrutinise each and every paper of all examiners under him.



## NORTH-EASTERH HILL UNIVERSITY REGULATION

**Scrutiny does not mean reevaluation.** It means only checking up as to whether all questions have been marked, both inside and on the facing sheet of the Answer script, checkup the correctness of the totalling of marks and posting of the same in the mark book. Correction of marks effected by him at the time of scrutiny shall be initialled in the answer-scripts as well as in the mark-book with red-ink. **In the mark-book single digit marks shall be written both in figures and in words.**

As soon as the valuation work is completed, he will forward all evaluated answer-scripts **to the University in double-fold cloth-bound parcels by registered (A.D.) post.** While packing, the answer-books must be serially arranged. **The Chief Examiner specially look into all answers which have been awarded zero mark while scrutinizing the answer-books. The candidates should not be penalised for wrong numbering of answers.**

- |                                  |        |  |
|----------------------------------|--------|--|
| <b>Examiners</b>                 | (iii)  | It shall be the duty of each and every Examiner to carry on evaluation of answer scripts sent to him according to the instructions he receives. Immediately on receipt of answer scripts from the University, he shall check up whether all the scripts are there. Discrepancies if any, shall be reported to the Controller of Examinations. He shall complete the evaluation within the prescribed period and return the evaluated answer scripts with the Markbook to the Examination department on or before due date. |
| <b>Continuous Sessional Work</b> | 5. (i) | Evaluation of continuous sessional work shall be made on the basis of the student's performance in (a) tests organised for this purpose by the department concerned and (b) written assignment and/or seminars, fieldwork, etc. as indicated in the syllabus.  |
|                                  | (ii)   | The schedule for the tests shall be made known to the students at the beginning of the year and each test shall assess the student on that part of the syllabus covered preceding the test. The tests shall be evenly spaced out throughout the year.  |
|                                  | (iii)  | The marks awarded for the sessional tests shall be made known to the candidates within 15 days of the conduct of the test. Candidates may discuss and seek clarification, if any, about their performance from the Principal within a week of the declaration of the marks.  |
|                                  | (iv)   | Principal shall constitute an examination committee for each subject consisting of the Head of the department and two members of its faculty to oversee all work connected with evaluation of sessional work. The Principal shall be ex-officio chairman of each committee.  |
|                                  | (v)    | The awards given by the teacher(s) concerned shall be kept confidential until they are moderated and approved by the concerned Examination Committee. It shall be the responsibility of this committee to maintain the standard of evaluation.   |
| <b>General</b>                   | 6. (1) | Special care shall be taken by the Chairman, the Chief Examiners and Examiners to maintain secrecy relating to matters of evaluation.  |

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

On completion of the scrutiny work, the Chief Examiners shall send the pockets of answer scripts alongwith the markbooks directly to the department. Malpractice, if any, if detected during the course of evaluation and scrutiny, the matter is referred by them directly to the Controller of Examinations. Special care shall be taken in packing and forwarding answerscripts. Answer-books and mark-books must be always despatched only through the post office, if they are not being sent by Special messenger or personally delivered. No. T.A. shall, however, be admissible for his purpose. Postage charges can be claimed supported by the original vouchers.

Evaluation of answer-scripts shall be done strictly in the serial order and marks shall be entered in the mark-books also accordingly. While despatching the answer-scripts they must be arranged serially. Ordinarily only about one hundred answer-books shall be made in a parcel. Marks must be always written legibly and clearly and in words **with ink** in the mark-book. All alterations or corrections of marks must be done by clearly scoring off the original figure and writing the new figure by its side. There should not be any kind of over-writing of marks in the answer-books and in marks-books.

- (2) Correspondence relating to Examinations shall be carried **on most confidentially** and all envelopes containing correspondence relating to Examination shall bear the superscription "**Confidential**". All correspondence to the Controller of Examinations shall be carried on in his personal address. **No post card shall be made use of for any correspondence relating to matters of Examination between anybody.** The assignment of valuation or anything relating to that shall not be divulged or let known in any manner to anybody. Correspondence at every stage shall be reduced to the absolute minimum. Unnecessary correspondence with the Chief Examiner or the Chairman or the University should be avoided. Special care must be taken to ensure absolute punctuality in matters relating to the schedule of valuation, despatch of answer-book and submission of mark-books.
- (3) Every Chief Examiner shall submit a report on the nature of work done by each Examiner under him to his Chairman immediately after the valuation work is completed. The Chairman shall forward all those reports to the Controller of Examinations with his own remarks. Separate report shall be prepared by the chief Examiner in respect of each Examiner. **While preparing the final mark-book. All columns on the cover- page of the mark-book must be filled up,** The mark-book of every Examiner shall be countersigned by his Chief Examiner and the Chairman. The Chairman shall forward the mark-books to the Controller of Examinations, as and when they are received, instead of waiting for all the mark-books from the Chief Examiners to be received.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

- (4) The External Examiners appointed for the Practical Examinations shall reach the allotted stations **one clear day before the commencement of** the concerned Practical examinations. Failure on the part of any external examiner to reach the allotted station on the due date shall be telegraphically reported by the concerned internal Examiner to the Controller of Examinations.
- (5) It is hoped that every Examiner/Chief Examiner Chairman will fully realise that it is his duty to ensure utmost secrecy and integrity at the various stages of the valuation work and thus cooperate with the University in upholding the sanctity and fairness of Examinations.
- Remuneration** (6) Examiners, Practical examiners, Internal examiners, faculty and staff etc shall be paid remuneration for examination work according to latest rates approved by Academic Council.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

**RC- 11**

**ON THE MASTER OF PHILOSOPHY PROGRAMME**

*(Under Ordinance OC-5)*

- |                                   |   |
|-----------------------------------|---|
| <b>Admission</b>                  | 1. The date of admission shall be the date from which the duration of M.Phil course work shall be counted.  |
| <b>Structure</b>                  | 2. The first part of the M.Phil, i.e., course work shall be counted from the date of admission till the completion of the course examination. The second part shall be counted from the date of registration by the School Board.   |
| <b>Registration</b>               | <p>3. The date on which the School Board approves a synopsis shall be the date of registration of the same, subject to Clause 8 below.</p> <p>4. The M.Phil students shall be allotted supervisors soon after admission. Even if a candidate does not clear the course work examination, she/he shall be allowed to continue the dissertation work and be registered as well but she/he shall have to clear the course work within the stipulated time. The repetition of the course work shall be allowed only once, failing which her/his registration shall stand cancelled.</p> <p>5. The power to extend the period of M.Phil programme from the normal three semesters shall lie with the School Board.</p> <p>6. The break of two semesters may be given only after the 'unforeseen reason' mentioned in OC-5, 6(2) is specified to the satisfaction of the department.</p> <p>7. Such break may be applied for at any point of time but shall be counted from the end of the semester during which she/he applies for the same.</p> |
| <b>Submission of Dissertation</b> | 8. The last date for submission of the dissertation shall normally be within 12 months from the date of registration. However, under exceptional circumstances provided for in the Ordinance, the extension of time for submission shall be granted as per Clause-6.  |

**NORTH-EASTERH HILL UNIVERSITY REGULATIONS**

**RC-12**

**ON SUBJECT COMBINATION, CLASSWORK, ETC. FOR THE THREE YEARS  
INTEGRATED DEGREE COURSES IN ARTS, SCIENCE, HOME SCIENCE  
AND COMMERCE**

*(Under Ordinance OC –8)*

1. Subjects available for study in different courses.

**(A) Compulsory**

The candidates admitted to B.A., B.Sc., and B.Com. shall be required to opt compulsorily the following courses in addition to the elective Subjects specified in this regulation elsewhere :

- (i) **B.A.**  
English  
Modern Indian Language/Alternative English  
Man & Environment.
- (ii) **B.Sc.**  
English  
Man & Environment.
- (iii) **B.Sc (Home Science)**  
English  
Man & Environment.
- (iv) **B.Com.**  
English  
Man & Environment.  
Modern Indian Language/Alternative English

A candidate of the B.A. or B.Com. Examination may offer one of the following Modern Indian Languages(MIL) :

- (a) Assamese
- (b) Bengali
- (c) Garo
- (d) Hindi
- (e) Khasi
- (f) Manipuri (B.Com. only)
- (g) Mizo
- (h) Nepali
- (i) Punjabi
- (j) Urdu (B.Com. only)

**(B) Electives**

A candidate may opt for the subjects mentioned below as electives in different streams of Under- Graduate courses of the University.\*

- i. **Bachelor of Arts**
  - (a) Anthropology
  - (b) Assamese
  - (c) Bengali
  - (l) Nutrition
  - (m) Khasi
  - (n) Mathematics

### NORTH-EASTERH HILL UNIVERSITY REGULATIONS

- |                |   |
|----------------|---|
| (d) Economics  | (o) Mizo                                  |
| (e) Education  | (p) Philosophy                            |
| (f) English    | (q) Political Science                     |
| (g) Garo       | (r) Sanskrit                              |
| (h) Geography  | (s) Statistics                            |
| (i) Hindi      | (t) Sociology                             |
| (j) History    | (u) Mass Communication & Video Production |
| (k) Psychology |   |

Provided that only female candidates shall be eligible to opt for the course in Nutrition.

\*Explanation: There may be more than one course structure for the same subject for students with different backgrounds and/or different subject combinations.

#### ii. Bachelor of Science

- |                  |                            |
|------------------|----------------------------|
| (a) Anthropology | (h) Physics                |
| (b) Botany       | (i) Statistics             |
| (c) Chemistry    | (j) Zoology                |
| (d) Economics    | (k) Electronics            |
| (e) Geography    | (l) Pisciculture           |
| (f) Geology      | (m) Computer Science       |
| (g) Mathematics  | (n) Biotechnology          |
|                  | (o) Biochemistry (Honours) |

#### iii. Bachelor of Science (Home Science)

A candidate shall opt for the following subjects:

- |  |   |
|--|---|
| (a) Food and Nutrition   | (i) Extension Education                       |
| (b) Chemistry  | (j) Mother and Child,<br>Health and Nutrition |
| (c) Bio-Chemistry  | (k) Family & Child Welfare                    |
| (d) Physiology   |   |
| (e) Textile & Clothing   |   |
| (f) Child Development  |   |
| (g) Child Psychology   |   |
| (h) Home Management,<br>Household Equipment<br>Appliances<br>and Consumer<br>Economics |   |

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

### iv. **Bachelor of Commerce**

A candidate shall offer the following subjects :

- (a) Financial Accounting
- (b) Cost Accounting
- (c) Business Organisation & Management
- (d) Business Laws
- (e) Auditing & Income Tax
- (f) Business Economics
- (g) Theory & Practice of Banking
- (h) Business Statistics

## 2. **Eligibility for Subject Combinations**

### (A) **General Course**

A candidate must have passed the Plus Two Level of education in the relevant stream to be eligible for admission in that stream at the Under-Graduate courses of the University. Provided that students of streams other than Arts will also be eligible for admission to the Arts stream.

#### (a) **Arts stream**

In the Arts stream, a candidate may offer any subject even though that subject may not have been studied by him/her at the Plus Two Level.

Provided that the subject mentioned in Column (a) may be offered only if the candidate has passed the subject mentioned in Column (b).

(a)	(b)
Mathematics	- Mathematics
Statistics	- Statistics or Mathematics

#### (b) **Streams other than Arts**

In streams other than Arts, a student shall have passed the relevant subject at the Plus Two level if the subject was offered in the Plus Two level.

Provided that the subjects mentioned in (a) may be opted in Degree (Science) even if that subject was not studied at the Plus Two level provided that the student has passed the subject(s) mentioned in (b).

(a)	(b)
1. Economics	- Any subject
2. Geography	- Any subject
3. Statistics	- Mathematics
4. Geology	- Any two of the four subjects viz., Physics, Chemistry, Biology and Mathematics.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

### (B) Honours Course

A candidate shall be allowed to opt for the Honours Stream provided that he/she has passed the Plus Two level with 45% marks in the subject concerned or 45% in overall aggregate for the subjects not offered/taken at the Plus Two level.

#### (a) Arts Stream

Provided further that a candidate can also opt for subjects mentioned in Column (a) if he/ she has studied the subject(s) mentioned in Column (b) and vice-versa.

(a)	(b)
1. Sociology	- Anthropology
2. Statistics	- Mathematics
3. Economics	- Mathematics or Statistics
4. Hindi	- Sanskrit

#### (b) Science Stream

(a)	(b)
1. Physics	- Physics & Mathematics
2. (i) Chemistry(A)	- Physics, Chemistry, Mathematics
(ii) Chemistry(B)	- Physics, Chemistry, Biology
3. (i) Geology (A)	- Physics, Chemistry, Biology
(ii) Geology(B)	- Physics, Chemistry, Mathematics
(iii) Geology(C)	- Physics, Chemistry, Geology
4. Statistics	- Mathematics
5. Economics	- Statistics or Mathematics

#### (c) Home Science Stream

(a)	(b)
1. Mother & Child Health and Nutrition	-Food & Nutrition, Chemistry & Biochemistry, Physiology
2. Child Development	- Child Development
3. Family & Child Welfare	- Home Management, Consumer Economics, Household Equipment and Appliances



## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

### (d) **Commerce Stream**

A candidate shall be required to opt for any one group from the optional group in addition to the compulsory papers.

#### **Compulsory Papers**

1. Financial Accounting
2. Cost Accounting
3. Business Organisation & Management
4. Business Law
5. Auditing & Income Tax
6. Business Economics
7. Theory & Practice of Banking
8. Business Statistics
9. Business Mathematics & Computer Awareness
10. Business Environment
11. Indian Financial System

#### **Optionals (anyone group to be chosen)**

- |           |   |
|-----------|---|
| Group- I. | 1. Income Tax Law & Practice<br>2. Advanced Auditing            |
| Group-II  | 1. Advanced Financial accounting<br>2. Advanced Cost Accounting |
| Group-III | 1. international Trade<br>2. Public Finance                     |
| Group-IV  | 1. Macro-Economics<br>2. Monetary Economics                     |
| Group-V   | 1. Computer Science Paper I<br>2. Computer Science Paper II     |

### 3. **Minimum period of Class work etc.**

- (i) The Minimum number of lectures/tutorials/ seminars/ practicals in every paper carrying 100 marks for eligibility to appear at the concerned examination shall be as follows:
  - (a) **General Course**

1.	Theory papers	- 130 lectures and tutorials
2.	Practical papers	- 160 practicals
  - (b) **Honours Course**

1.	Theory papers	- 144 lectures & 30 tutorials
2.	Practical papers	- 180 practicals
- (ii) Each lecture/period shall be of 45 minutes duration and the duration of each Practical/ tutorial/seminar class shall be of 90 minutes.
- (iii) Every candidate shall be required to attend at least 75% of minimum of lectures/tutorials/ seminars and practicals prescribed in 4(i) above, if any, for each subject in theory and practicals, separately in the general course and every paper in theory and practicals if any, separately in Honours Course.

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RC- 13

### ON THE AWARD OF MEDALS AND PRIZES

- A. Gold Medals**
1. One gold medal will be awarded to each candidate securing First position in order of merit at the Final M.A./M.Sc./M.Com/M.Ed examination of the University provided that he/she is placed in the First Division and has passed the examination in first attempt. For this all subjects offered at the University will be considered separately.
  2. One Gold Medal will be awarded to each candidate securing First Position in order of merit at the B.A./ B. Sc/B.Sc(Agri)/B. Com/Final Honours/B. Ed/LL.B Examination provided that he/she is placed in the First Division. For this all subjects offered at the University will be considered together.
  3. One Gold Medal will be awarded to each candidate securing overall First Position in the Pre-University, Degree, Honours and Master's Degree Examinations provided that he/she is placed in the First Division.
  4. All Medals will bear the University Crest and an inscription giving the name of the candidate to whom the Medal is awarded with the name and year of the examination.
  5. The medals will be presented at the Convocation.  
Those candidates who are not able to receive the medals in person may obtain the same from the office of the University after establishing their identity in the manner to be prescribed by the Vice- Chancellor.
  6. The value and the weight of the gold medal shall be determined by the Vice-Chancellor.
- B. Prizes**
1. Two prizes consisting of books donated by the Jawaharlal Nehru Memorial Trust will be presented to the two candidates securing the first and second positions in order of merit out of all final examinations conducted by the University.
  2. One prize in the form of books will be awarded by the University to the candidate securing the first position in order of merit provided that he/she is placed in the First Class out of all final Honours examinations conducted by the University. For this, all subjects of the Honours Courses offered at the University will be considered separately.
  3. Each set of Prizes shall bear the name of the University, the name of the candidate, the subject/ course and the year of the examination and signed by the Vice-Chancellor with the University Seal.
  4. The Prizes will normally be presented to the candidates in person at the Convocation. Those candidates who will not be able to receive the Prize at the Convocation in person will have to obtain the same from the office of the university after establishing their identity in the manner to be prescribed by the Vice-Chancellor.
  5. Any academic excellence at the University level can be awarded in a prize form at the Convocation.

## NORTH-EASTERH HILL UNIVERSITY REGULATIONS

RC-14

### ON EXTERNAL RESEARCH PROJECTS

1. The regulations may be called Regulations on External Research Projects and the procedures laid down hereunder shall apply to all External Research Projects.
2. Action on the project may be initiated by the Chief Investigator (CI) in advance, if necessary, with the prior approval of the Vice-Chancellor soon after the receipt of sanction while awaiting for the release of funds.  
  
The Vice-Chancellor may allow an expenditure of a token amount for preliminary action if any. Appointment of staff and research personnel shall however be processed only after the receipt of funds. Copies of the sanction order will be maintained by the Registrar, the Finance Officer and the concerned Department. Information about the sanctioned External Research Projects shall be communicated to the concerned Board of Post Graduate Studies / Steering Committee and School Board by the Head of the Department
3. The funds received will be deposited in the 'Research Project Fund' of the University and a separate ledger maintained in the Finance Department in respect of each Project.
4. Requisition for selection of sanctioned staff shall be sent to the Registrar by the Chief Investigator. All request received in every block of two month beginning with January shall be consolidated by the Registrar and sent for advertisement in the first week of the following month. The cost of the advertisement shall be met from the project overhead charges.
5. The Head of the Department shall constitute a Selection Committee, on the recommendation of the Chief Investigator, comprising of three members:
  - (1) The Chief Investigator (Chairperson)
  - (2) Head of the Department
  - (3) One expert on the recommendation of the Chief Investigator.

This Selection Committee shall be for (1) research positions up to research associate and equivalent, (2) staff up to Group B.

For positions higher than those mentioned above, the Vice-Chancellor shall constitute a Selection Committee of five members on the request of the Chief Investigator. The Committee shall consist of:

- |   |            |
|---|------------|
| 1. Vice-Chancellor or his nominee   | - Chairman |
| 2. Chief Investigator   | - Convener |
| 3. Head of the Department   | - Member   |
| 4. Two Subject Experts to be selected by the Vice-Chancellor from a Panel of at least five names submitted by the Chief Investigator. | - Member   |

### NORTH-EASTERN HILL UNIVERSITY REGULATIONS

If the terms and conditions of the project specify the procedure for selection of Research/Technical and other staff, the same shall followed.

6. All available infra-structural facilities of the Department/ University shall be extended for the smooth running of the project.
7. (a) All purchases of equipment, books, consumables and non-consumables concerning the project shall be procured by the Chief Investigator out of the project grant. Such purchases shall be routed through the Departmental Purchase Committee with the Chief Investigator as a member. Items costing less than Rs. 10,000/- can be purchased by the Chief Investigator without going through the DPC.  
 (b) All purchases connected with the project shall be entered in a separate Stock Registrar to be maintained by the Chief Investigator. After the completion of the project, the equipments, book and such other assets including any vehicle provided by the Funding Agency shall be transferred to the Department or dealt with a stipulated by the Funding Agency. Transfer of non-consumables must be dealt with as per the audited Stock Register.
8. The University shall deduct 30% of the overhead charges of the project for facilities already extended. The balance amount shall be used by the Chief Investigator for specific requirements of the project. The unused part of the overhead charges will automatically go to the University after expiry of the Project.
9. The Chief Investigator shall be the controlling and sanctioning officer for all the financial administrative and academic matters related to the project. In the absence of the Chief Investigator and / or any co- investigator, the faculty member nominated by the Chief Investigator shall look after the matters related to the project.
10. (a) When a project is sanctioned to more than one investigator drawn from different Department and the funds are given to the CI, for the purpose of this Ordinance/Regulation the "Department" means the Department to which the Chief Investigator belongs.  
 (b) When a project is sanctioned to more than one investigator drawn from different Departments and the project grant is sanctioned to each investigator individually, for the purpose of this Ordinance / Regulation the "Department" means the Department which each investigator belongs.
11. Utilisation certificates on the project expenditure shall be submitted by the Chief Investigator to the University to be forwarded within a fortnight to the Funding Agency.
12. All administrative, academic and financial matters in relation to the projects shall be governed by the provisions of these regulations and / or the terms and conditions of the concerned Funding Agency.

Any difficulty arising in giving effect to or interpretation any of the provisions of this Regulation shall be referred to the Vice-Chancellor whose decision thereon shall be final.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

**RC-15**

**ON M.A. LIBRARY AND INFORMATION SCIENCE**

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

- |                               |   |
|-------------------------------|---|
| <b>Objectives</b>             | 1. (i) To give the student an understanding of the basic principles and fundamental laws of Library and Information Science and to enable his/her to understand and appreciate the functions and purposes of the Library in the changing social and academic set up of North-Eastern India.   |
|                               | (ii) To train the student in the techniques of librarianship and management of libraries.   |
|                               | (iii) To acquaint the students with the organization and development of the universe of knowledge and research methods.   |
|                               | (iv) To make the student proficient in the theory and methods involved in information storage and retrieval.  |
| <b>Course Structure</b>       | 2. The course shall comprise two phases viz., the first two semesters leading to B.Lib. Sc. (Bachelor of Library and Information Science) and the successful completion of all the Semesters leading to M.Lib. Sc. (Master of Library and Information Science).   |
| <b>Admission Requirements</b> | 3. Candidates seeking admission to the course shall satisfy the following conditions: <ul style="list-style-type: none"> <li>(a) He/She must have passed an Honours Degree Examination (3 years) with a minimum of 45% marks from North-Eastern Hill University or from any other recognised University or must have passed a Bachelor's degree examination with a minimum of 45% marks with 3 years professional experience in Library.</li> <li>(b) He/She must fulfil other conditions as may be laid down by the University/Admission Committee from time to time.</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>(i) 40% of the seats will be available for deputed candidates and working librarians. Minimum qualifications required for admission shall be a Bachelor's degree.</li> <li>(ii) Reservation of seats belonging to Scheduled Castes and Scheduled Tribes shall be as per policy laid down by the University.</li> <li>(iii) In all cases of admission, the decision of the Admission Committee shall be final.</li> </ul> <ul style="list-style-type: none"> <li>(c) Candidates who have passed B.Lib.Sc/ B.L.I.Sc. from any other recognised University shall be eligible for admission to the third semester; if they have secured 50% marks.</li> </ul> |
| <b>Examination</b>            | <ul style="list-style-type: none"> <li>(i) The duration of the course shall be two academic years.</li> <li>(ii) The course shall be whole time course.</li> <li>(iii) The course shall be divided into four semesters and there shall be an examination at the end of each semester as given below:-</li> </ul>  |

### NORTH-EASTERN HILL UNIVERSITY REGULATIONS

4. A student admitted to the course shall work daily from 10.30 a.m. to 12.30 p.m. in the North-Eastern Hill University Library for the first and second Semesters to gain practical and clinical experience. 75 percent attendance will be necessary in the practical assignment to be eligible for appearing in the examination of the first and second semesters. A diary will be maintained by the students in the form as prescribed by the Department for the purpose, signed daily by the Supervisors. At the end of the first and second semesters the diaries will be evaluated by a Committee constituted by the Department and Viva-Voce will also conducted.
5. No candidate shall be deemed to have pursued a regular course of study unless he/she has attended not less than two-thirds of the aggregate of the lectures, tutorials taken together and 75% of the practical and assignment in North-Eastern Hill University in the first and second semesters.
6. No candidate shall be deemed to have pursued a regular course of study for the third and fourth semester unless he/she has attended not less than two-thirds of the lectures and tutorials taken together in each semester.
7. The pass marks required for each paper will be 35% marks. Internal Assessment marks will be included in the total marks of each paper.
8. The total of marks in the first and second semester examination will determine the classification of results for B.Lib. I.Sc.(Bachelor of Library & Information Science) which will be as follows :-
 

1 st Division	-	60%
2nd Division	-	50%
3rd Division	-	40%
9. The total of marks obtained in all semester examinations will determine the classification of results for the degree of M.Lib. I.Sc. (Master of Library and Information Science), which will be as follows:
 

1st Division	-	60%
2nd Division	-	50%

Note :-In case of candidates who have joined the third semester after obtaining B.Lib. Sc/B.L.I. Sc. Degree from any recognised University, the total of marks obtained in the third and fourth semester will determine the classification of results for the degree of M.A. (Library and Information Science).
10. Failed candidates will be governed by the Ordinances as applicable to other Post-Graduate students of the University.
11. Fees payable by students will be in accordance with Ordinance as applicable in case of M.A. students.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

**RC-16**

**ON THE CONDUCT OF PRE-SUBMISSION SEMINAR FOR THE DOCTOR OF  
PHILOSOPHY AND MASTER OF PHILOSOPHY**

*(Under Clause 7 of OC-4 and Clause 9 of OC-5,  
read with Section 26(1)(B) of the NEHU Act, 1973)*

The Rules and Regulations on the operative parts under the above mentioned Clauses shall be as under:

1. The phrases 'the final stage of completion of the thesis' and 'well in advance' should be interpreted as:
  - a) at least 2 months before the submission of a Ph.D dissertation; and
  - b) at least 1 month before the submission of an M.Phil. dissertation.
2. (i) The Committee in whose presence the seminar shall be given should be addressed as the Evaluation Committee.
  - (ii) The Evaluation Committee (referred as the Committee hereafter) consisting of three members related to the specialization of research should be constituted as follows:
    - a) Supervisor of the candidate as the Convenor of the Committee and the Chairman of the Seminar.
    - b) One faculty member from the department as the nominee of the Head where the candidate is registered.
    - c) One faculty member nominated by the Dean from an allied department in the School.

Explanation: The faculty member mentioned in (b) and (c) shall be recognised supervisors of the University.
  - iii) The committee shall be constituted and notified by the Dean of the school.
  - iv) After the notification of the Committee the supervisor shall fix the date and time of the seminar through mutual consent of the other two members.
  - v) The supervisor shall issue the notice of the Seminar.
  - vi) The Seminar shall be public and open to all the faculty members and students of the departments in the School concerned.
  - vii) The Seminar presentation shall be open to public debate only after the Committee has made its recommendations.

Explanation: No member of the public shall be permitted to participate in the discussion during the course of evaluation unless when the Committee members feel the necessity of inviting the comments by way of clarification from any particular member of the public to assist them in their work on some specific issue arising from the presentation of the candidate.

**NORTH-ESATERN HILL UNIVERSITY REGULATIONS**

- viii) The unanimous recommendations shall be clearly and specifically recorded on a standard format in triplicate and shall be duly signed on each proforma by each member of the Committee.
  - ix) Two copies of the report shall be forwarded to the Dean through the Head of the Department while one copy of the report shall be kept in the records of the Departmental Research Committee. The Dean shall forward one copy of the report to the concerned section of the University while one copy shall be retained for the record of the School Board.
3. Incorporation of the Recommendation of the Committee in the thesis: In case where the Committee suggests any modifications in the thesis (which shall, of course, not be by way of modifications in the finally registered title of the thesis) then the candidate is required to incorporate these modifications suitably in the thesis and submit a certificate to this effect to the Dean before he/she is permitted to submit the thesis for examination. However, if the candidate is unwilling to incorporate the suggested modifications then the candidate should submit through the Supervisor a justification in writing to the Dean giving sound academic/intellectual argument in support of this unwillingness.



**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RC-17****ON THE EXAMINATION OF STUDENT FOR BACHELOR OF LAW (LLB)  
THREE YEARS COURSE.**

1. There shall be courses of study leading to the degree of Bachelor of Law designated as LLB. The duration of the course shall be minimum period of three years. The academic session in each year shall be from 1<sup>st</sup> July to 30<sup>th</sup> June of the new calendar year. The course shall be a full time course.
2. (i). The minimum qualifications required for admission to the course for LLB Degree shall be a Bachelor Degree in any discipline of the NEHU or any other Universities recognised by NEHU.  
(ii). The admission to the LLB course shall be as per the rules prescribed by the BCI from time to time.
3. (i) The course of study for LLB shall be by regular attendance at the requisite number of lectures, tutorials or moot courts in a College as per requirements of BCI.  
(ii). The student shall be required to put in a minimum, attendance of 66% of the lectures in each of the subject as well as at tutorials, moot court and practical training course.  

Provided that in exceptional cases for reasons to be recorded and communicated to the BCI the Principal of a Law college and the Dean of the Faculty of Law may condone attendance short of these required by the rule, if the student has to attend 66% of lectures in aggregate.
4. The details of courses to be covered in each paper mentioned in the above regulations shall be prescribed by the Board of Under Graduate Studies in Law.
5. A candidate must pass three written examination in law as noted below:
  - (i) LLB First year Examination at the end of the first year.
  - (ii) LLB second year examination at the end of the Second Year.
  - (iii) LLB third year Examination at the end of the Third year.
6. There shall be a total of 28 papers/subjects as per the BCI Rules divided into LLB. 1<sup>st</sup> Year, LLB 2<sup>nd</sup> Year and LLB 3<sup>rd</sup> Year Examination.
7. The distribution of papers of compulsory, optional and practical papers shall be as follows:

### NORTH-EASTERH HILL UNIVERSITY REGULATIONS

Name of Paper/Subject	Marks
<b>LLB First Year Examination</b>	
1. Land Laws	100
2. Jurisprudence	100
3. Family Law-I	100
4. Interpretation of Statutes	100
5. Tort & Consumer Protection Laws	100
6. Legal Language and Legal writing	100
7. Contract-I	100
8. Constitutional laws	100
9. Professional Ethics (Practical)	100
<b>LLB Second Year examination</b>	
10. Contract-II	100
11. Family Law-II	100
12. Property Law-II	100
13. Administrative Law	100
14. Company Law	100
15. Environmental Law & Protection of Wild life and Animal Welfare.	100
16. Labour Laws	100
17. Drafting Pleading & Convincing (Practical)	100
<b>LLB Third Year Examination</b>	
18. Criminal Procedure Code, Juvenile Justice and Probation of Offenders Act.	100
19. Law of Evidence	100
20. Civil Procedure code and Limitation Act	100
21. Human Rights and International Law	100
22. Law of Crimes	100
23. Moot Court pre-trial preparation and Court Visit (practical).	100
24. Arbitration and Alternative Dispute Resolution	100
25. Public Interest Lawyering, Legal Aid and Legal Services (Practical)	100

In addition to the above compulsory papers, there shall be at least one more paper in each year, which may be chosen from the list given hereunder:

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

26. Taxation Laws.
  27. Legal history
  28. Insurance law
  29. Conflict of Laws.
  30. Trust, Equity and Fiduciary Relationship.
  31. Criminology and Penology.
  32. Women and Law and Law Relating to Child.
  33. Law and Medicine.
- 
8. The medium of instruction and the medium of examination for all LLB examinations shall be English.
  9. Each written paper in the LLB Course of study shall be for 100 marks containing five questions and every examination shall be of three hours duration.
  10. Any candidate who prosecuted a regular course of study as explained in this regulation, so far as the subjects for First year, Second year and Third year Examinations are concerned, may be admitted to that examination, if he deposits his application which such fee and with a certificate in such form and within such time as may be prescribed by the university.  
  
A candidate, who failed to pass or present himself for any examination shall not be entitled to claim refund of the fee.
  11. In order to qualify in a particular examination leading to the LLB Degree, i.e. LLB First year, LLB second Year, LLB Third Year examination, a candidate shall have to secure at least 30% of marks in each paper and at least 45% of marks in aggregate including practical paper.
  12. A candidate who failed to pass or appear in any annual examination in theoretical papers but he/she completed the practical papers and secured pass percentage of marks in such examination, the marks obtained in practical papers shall be carried forward for the subsequent examinations and the candidate shall not be required to complete the practical papers for the next examination in such cases.
  13. A candidate securing 45% marks and above in aggregate and 30% or more marks in individual paper in each year of LLB Examination but less than 60% marks in aggregate shall be declared to have passed in the second class. A candidate securing 60% and above in the aggregate and 30% or more marks in individual paper in each year of LLB Examination shall be declared to have passed in the First Class.
  14. The LLB degree of the University including First year, Second Year and Third Year, shall be a total 2800 marks and on successful completion of all the LLB examination of First Year, Second Year and Third Year, the result of candidate shall be arranged in First Class and Second Class taking into account the aggregate of all the three examination out of 2800 marks.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

15. All the examinations leading to the LLB degree shall be held twice in a year ordinarily in January and July every year commencing on a date to be notified by the University. The examination held ordinarily in the month of July on completion of one full academic session shall be regular annual examination and the examination held in January in mid-session shall be supplementary examination.
16. A candidate who fails to pass or fails to appear in the regular annual examination for which he has pursued regular course of study for the full year shall have to pass in that examination at the next two consecutive examinations of the same standard excluding the supplementary examination.  

However, a candidate who appeared in the said annual examination but failed to pass in more than two theoretical papers shall be allowed to appear in the subsequent supplementary examination of that year, which can be availed only once by the candidate.
17. All candidates shall continue in the next class of a year after the previous examination of the year irrespective of the results of the previous examination subject to fulfilment of the following conditions.
  - (i). A candidate of First Year shall be promoted to Second Year class if he/she fulfilled the required attendance.
  - (ii). A candidate of Second Year shall be promoted to Third Year class if he/she does not have more than two back papers of the second year examination and has cleared all the papers of First Year Examination.
  - (iii). Candidates who fail to get promotion to the next higher class due to having more back papers than stipulated above shall register themselves as a casual candidate in the subsequent examination of the respective year. However the maximum number of chances to clear any examination shall not exceed three times.
18. A candidate who has pursued regular course of study in any year and has appeared in that year regular annual examination but failed to pass in more than two theoretical papers and those appeared in supplementary examination but failed to pass in the said not more than two papers, shall have to appear in all the papers of that year examination.
19. The Board of Studies in Law shall recommend a panel of names of paper setters, examiners, moderators and examiners for re-assessment and post publication scrutiny for answer scripts and in addition the Board of Studies shall also recommend one or more teachers to act as scrutinizer.
20. The paper setter shall ordinarily set double number of the questions to the required number of question to be answered in a paper. Each question in all theoretical paper shall have two or more parts concerning the Long and Short descriptive types answer as well as short answer. As far as possible, the question should be so chosen as to cover the whole course.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**  
**RC-18**  
**ON THE GRACE PRINCIPLE FOR UG AND PG EXAMINATIONS,**  
**AND RE-EVALUATION CASES**

**Grace Principal for PG Examinations**

- (a) A candidate falling short of pass marks or aggregate by one mark is awarded one mark automatically without adjustment. For example, if a candidate gets 34 and require 35 to pass, is given 1 mark automatically without adjustment.
- (b) Whatever grace is decided, it is to be subject to adjustment to the extent possible and from the highest scored paper in descending order.
- (c) A candidate failing to secure a better division or to secure 55% of marks in overall, shall be given a maximum of five marks for improvement of his/her division or to secure 55% of marks. This is to be done without mark adjustment.
- (d) The leader/tabulation register shall reflect the grace marks, if any.
- (e) The above grace adjustment principle will not apply to the cases of mass failures. For example, in a certain examination, 40 students appear and 35 (say) of them fail. The software should have provisions for such cases also.

Note: A grace can be either adjusted or non-adjusted grace.

**Grace Principle for UG examination**

- (a) A candidate falling short of pass marks of aggregate by one mark is awarded one mark automatically without adjustment. For example, if a candidate gets 29 and requires 30 to pass, is given 1 mark automatically without adjustment.
- (b) Whatever grace is decided, it is to be subject to adjustment to the extent possible. The adjustment principle, to be followed for such, is from HONOURS to HONOURS, PASS TO PASS, and from non-elective to non-elective papers. The order of adjustment is to be in descending order from the highest to the lowest.
- (c) The ledger/ tabulation register shall reflect the grace marks, if any.
- (d) The above grace principle will not apply to all cases of mass failures. For example, in a certain examination, 40 students appear and 35 (say) of them fail. The software should have provisions for such cases also.

Note: A grace can be either adjusted or non-adjusted grace.

## **NORTH EASTERN HILL UNIVERSITY REGULATIONS**

### **Principles for Re-evaluation of PG Examination**

- (a) A candidate falling short of pass marks or aggregate by one mark, is awarded one mark automatically without adjustment. For example, if a candidate gets 34 and require 35 to pass, is given 1 mark automatically without adjustment.
- (b) A candidate falling to secure a better division or to secure 55% of marks in the overall, shall be given a maximum of five marks for improvement of his/her division or to secure 55% of marks. This is to be done without marks adjustment.

### **Principles for Re-evaluation of UG Examination**

- (a) A candidate falling short of pass marks or aggregate is awarded one mark automatically without adjustment. For example, if a candidate gets 29 and requires 30 to pass is given 1 mark automatically without adjustment.
- (b) A candidate failing to secure a better division shall be given a maximum of five marks for improvement of his/her division. This is to be done without marks adjustment.

## NORTH EASTERN HILL UNIVERSITY REGULATIONS

RD-1

### ON ACADEMIC STUDY TOURS

- |                     |  |
|---------------------|--|
| <b>Objectives</b>   | Study tours undertaken by the Departments of studies shall be for the purpose of promotion of or acquiring specific knowledge as part of the regular academic programme. All academic tours shall focus attention on specific aspect of a study and shall be confined to a particular local, covering not more than two major cities. Wherever possible, study tours will be made credit courses requiring the students to submit reports of the tours undertaken by them for evaluation. Students will be expected to prepare group papers or deliver lectures individually on subjects related to the tour.  |
| <b>Organisation</b> | 1. All study tours shall be undertaken during vacation or during Semester break and shall not exceed 25 days including journey time. However, under special circumstances, a tour may be undertaken during the Semester with prior permission of the Vice-Chancellor and its duration shall not exceed 10 days including journey days.   |
| <b>Finance</b>      | <p>2. The academic study tour will be organised in a group of not less than 10 and not more than 20 students with each group under the charge of a teacher. An attendant per group may be included where necessary with the prior permission of the Vice-Chancellor.</p> <p>3. All proposals for Work-Study Tours shall be submitted to the Registrar by the Head of the Department concerned at least 3 months before the proposed date of tour. The proposals will contain a brief description of the object of the proposed tour based on the objectives mentioned above, a detailed itinerary showing place/places of visit, date and time of departure/arrival, mode of travel and list of students undertaking the tour along with the name of the teacher(s) in-charge.</p> <p>4. The University shall meet the following expenses of a student:</p> <p style="margin-left: 40px;">(a) Second Class train fare at a concessional rate by shortest route and actual Bus fare where necessary.</p> <p style="margin-left: 40px;">(b) Board/lodging expenses @ Rs.70/- per day per student ;</p> <p style="margin-left: 40px;">(c) Local conveyance by the shortest route and cheapest mode of travel subject to a maximum of Rs.50/- per student per tour;</p> <p>5. TA/DA to the teacher(s) /Teacher-in-charge and Attendant as per rules of the University.</p> |

**NORTH EASTERN HILL UNIVERSITY REGULATIONS****RD-2****ON LIBRARY COMMITTEE**

- Constitution**
1. The Library Committee will consist of the following members:
    - (a) The Vice-Chancellor -Chairman
    - (b) Pro-Vice-Chancellors
    - (c) Deans of Schools
    - (d) Two Heads of Departments -one representing Social Sciences, and the other Sciences, nominated by the Vice-Chancellor.
    - (e) Three members -co-opted by the Vice- Chancellor.
    - (i) Two experts in the field of librarianship.
    - (ii) One Principal from among the affiliated colleges.
    - (f) The Finance Officer
    - (g) One representative each from the Library Sub-Committee of Campuses and Constituent Colleges, to be nominated by the Vice-Chancellor.
    - (h) The Librarian -Ex-Officio Secretary.
- Powers & Function**
2. The Committee shall have the following powers and function:
    - (1) To look after the proper management and use of the Library including services to be rendered to the readers.
    - (2) To look after the proper furnishing of the Library.
    - (3) To review the functioning of the Library on annual basis.
    - (4) To control and suggest Library budget for every year.
    - (5) To allocate funds to different Departments.
    - (6) To lay down policy for the guidance of the Librarian.
    - (7) To consider any matter referred to it by the Academic Council or the Vice-Chancellor.
    - (8) To appoint a Book Selection Sub-Committee.
    - (9) To add, amend or delete any rules prescribed for the use of the Library services by the readers.



## NORTH EASTERN HILL UNIVERSITY REGULATIONS

- Term** 3. The term of office of the members, except the Ex- Officio members, shall be three years.
- Management** 4. The University Librarian will be responsible for the management of this system for which he will be answerable directly to the Vice-Chancellor.
- Constitution** 5. The Library Committee shall hold one meeting in each semester.
- Standing Committee for Book Selection** 6. (1) The Standing Committee will consist of the following members.  
 1. Deans of the Schools  
 2. Librarian  
 The Senior-most Dean will act as the Chairman.
- Function and Powers** (2) The functions and powers of the Standing Committee will be to scrutinise and review the requisitions for books received from various departments and other sources and approve them finally for orders.
- Meeting** (3) The Standing Committee shall hold one meeting every month on first Saturday. In case the first Saturday happens to be a holiday, the next Monday.

### LIBRARY CAMPUS COMMITTEE

- Constitution** 7. (1) The Library Campus Committee will consist of the following:  
 (a) The Pro-Vice-Chancellor -Chairman  
 (b) The Heads/ In-charges of all the Departments.  
 (c) Deputy Registrar.  
 (d) Assistant Librarian -Secretary.
- Function and Powers** (2) The functions and powers of the Library Campus Committee will be as follows:  
 (a) To look after the proper management and use of the campus Library including service to be rendered to the readers.  
 (b) To look after the proper furnishing of the Campus Library.  
 (c) To review the functioning of the Library on annual basis.  
 (d) To control and suggest library budget for every year.  
 (e) To allocate funds to different departments.

**NORTH EASTERN HILL UNIVERSITY REGULATIONS**

		(f)	To scrutinise and approve the indents for books received from various Departments.
		(g)	To consider any matter referred to it by the Library Committee or the Vice-Chancellor.
<b>Term</b>	(3)		The term of the office of the members except the Ex-Officio members, shall be three years.
<b>Meeting</b>	(4)		The Library Campus Committee shall hold one meeting in each semester.
<b>LIBRARY SUB-COMMITTEE FOR CONSTITUENT COLLEGE</b>			
<b>Constitution</b>	8. (1)		The Library Sub-Committee for the constituent college will consist of the following :
		(a)	Principal -Chairman
		(b)	5 teachers to be nominated by the Vice-Chancellor/ Pro-Vice-Chancellor on the recommendation of the Principal representing various disciplines.
		(c)	Assistant Librarian/College-Librarian/Secretary
<b>Function and Powers</b>	(2)		Functions and powers of the Sub-Committee will be as follows:
		(a)	To look after the proper management and use of the college library including services to be rendered to the readers.
		(b)	To look after proper furnishing of the college library.
		(c)	To review the functioning of the library on annual basis.
		(d)	To control and suggest library budget for every year.
		(e)	To allocate funds to different departments.
		(f)	To scrutinise and approve the indents for books received from various departments.
		(g)	To consider any matter referred to it by the Standing Library Committee or the Vice-Chancellor.
<b>Term</b>	(3)		The term of the Office of the members except the Ex-Officio members, shall be three years.
<b>Meeting</b>	(4)		The Sub-Committee shall hold one meeting in each semester.

**NORTH EASTERN HILL UNIVERSITY REGULATIONS**

**RD-3**

**ON BOOK SELECTION**

1. Each department shall review the new announcements of books in periodicals, publishers' catalogues and other sources at least once a month in **departmental library committee** meeting.
2. Requisition for books shall be sent by the department quarterly, i.e., by the end of March, June, September and December in prescribed proforma. If no books of interest has appeared, a nil requisition will be sent. However, the department can send the requisition on monthly basis for immediate needs.
3. Requisition for books relating to semester courses shall be sent with one clear semester notice, i.e., June for March -July semester and by December for August-December semester.
4. Books selected by senior library personnel and other University authorities will be sent to the Department concerned for review.
5. The Library will check the requisitions against the holdings and books in order to avoid duplication.
6. The checked requisitions will be placed before the Standing Committee for further review and approval.
7. Duplication will be generally avoided except in case of course books where they may be duplicated at the ratio of 1 :5 for post-graduate students and 1: 10 for under graduate students.
8. The pro-forma for sending the requisitions shall be as follows.

Department.....

Books reviewed in the meeting of the Departmental Library Committee on.....

Requisition for .....

Author	Title	Publisher	Year of Price Publication
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- 1.
- 2.
- 3.

**NORTH EASTERN HILL UNIVERSITY REGULATIONS****RD-4****ON REPROGRAPHIC MATERIALS TO BE MAINTAINED IN DEPARTMENTAL LIBRARIES**

1. Each member of the faculty will be entitled to get copies of reading materials extending to about 200 pages per course xeroxed from the Library free of cost.
2. Such reprographed reading materials will be properly recorded and maintained in the departmental library for future reference and use.
3. This facility will be available in case of periodical articles, chapters of books and other materials not easily accessible to the students.
4. Requisitions in prescribed proforma will be received by the library through the Head of the Department.
5. Requisitions will be sent by the department well in advance to enable the library to provide the materials at proper time. One month's notice will be essential.
6. The ratio of copies to be xeroxed will be 1:5 students.

**NORTH EASTERN HILL UNIVERSITY REGULATIONS****RD-5****ON LIBRARY****Eligibility for  
Library  
Membership**

1. The following shall be eligible to become members of the Library:
  - (a) Teachers, students, officers and other employees of the University.
  - (b) Retired teachers and officers of the University who are residing in Shillong/Kohima/Aizawl.
  - (c) Teachers of affiliated colleges of NEHU.
  - (d) Any other person whose name is recommended by the Head of the Department and approved by the Vice-Chancellor/Pro-Vice-Chancellors in the case of Mizoram and Nagaland Campuses.

**Procedure for  
enrolment**

2. All categories of members shall fill in the prescribed forms and make the necessary deposit to become members of the Library. Members will be given Pass Book/Borrowing Cards for borrowing books.

**Loss of Pass  
Boos/Card**

3. If a member loses a Pass Book/Card, it should immediately be reported to the Librarian. The Librarian may issue a duplicate set of Cards/Pass Book on payment of a fine of Rs.5/-.

**Termination of  
Membership**

4. Any member intending to terminate the membership shall return all the books borrowed. On surrendering the Pass Book/Cards, the Librarian shall issue a "no dues" Certificate.

**Refund of  
Caution  
Deposit**

5. A member who has terminated his membership may claim a refund of the caution deposit from the Finance Department of the University after producing the "no dues" Certificate from the Librarian. In case of members who do not have to make any caution deposit, the accounts will be settled only on production of a "no dues" Certificate from the Librarian. Similarly in case of teachers of affiliated colleges the Principal will settle the accounts only on production of a "no dues" Certificate by the teachers from the Librarian, North- Eastern Hill University.

### NORTH EASTERN HILL UNIVERSITY REGULATIONS

**Conditions  
Regarding  
Issue of Books**

6. Category of members	No. of Vol.	Loan Period	Amount of Caution Deposit
A. Teachers	20	1 month	NIL
B. Technical Staff	6	5 days	NIL
C. Administrative Staff			
(a) Officers	4	15 days	NIL
(b) Other Staff	2	15 days	NIL
D. Students			
(a) Research Students (Ph.D)	6	15 days	} as prescribed in Ordinance OF-1
(b) Research Students M.Phil	6	15 days	
(c) Post-Graduate Students	4	7 days -	
E. Teachers of affiliated colleges & Other categories	2	15 days	Rs.500+Rs.50 Library fee

**Responsibility  
of Borrower**

7. Each borrower will be responsible for the books borrowed against the Card/Pass Book issued to the member and for the return of the books to the Library without damage.

**Suspension of  
Membership**

8. In the event of misuse or damage of the books borrowed by a member, the Librarian will have the power to suspend the member and report the matter to the Vice-Chancellor for appropriate action.

## NORTH EASTERN HILL UNIVERSITY REGULATIONS

### Damage of

- Books** 9. If any member of the library is found guilty of mutilating or defacing a book, writing in the margin or on the print, or of destroying or damaging Library property, such members shall be required to replace such books or properties damaged. If such book is one of a set or a series and the volume cannot be obtained singly, the members shall be asked to replace the entire set or series. Such members may also be fined for the offences and debarred from further use of the Library.

- Terms** 10. Reference books, rare books, unbound periodicals and any other expensive or otherwise precious material will not be issued but will be kept in the reserve section of the Library for on the spot use by the members. However, the Librarian may, at his discretion, permit overnight issue of such materials to the teaching staff only.

### Re-issue of

- Books** 11. Books can be re-issued to the borrower for another week/month provided those books have not been requisitioned by any other members. However, re-issuing will be done only after the books have been first returned and entry made in the book card.

- Loss of Books** 12. If a book borrowed is lost, the member who borrowed it shall have to replace it.

- Delays** 13. Any member delaying the return of a book after the due date will be fined 15 paise per book for each day of delay in the return of a text book used for overnight use will be fined @ 25 paise per book for each hour of delay for the first day, Rs.10/- the second day and if the book is not returned by the third day, the facility of overnight issue will be withdrawn for one month.

### Withholding

- Results** 14. The outgoing students are required to produce a clearance certificate from the Librarian in the absence of which the results of their University examination are liable to be withheld.

### Special

- Powers** 15. The Librarian shall have the power to refuse the issue of a book or to recall any book from a borrower if it is considered necessary in the interest of the Institution.

### Condition

- of Loan** 16. Members shall take books on loan in person. However, teachers and other officers may borrow books through an authorised agent and with a letter mentioning the names of the volumes required.

- General** 17. (a) Personal belongings such as handbags, umbrellas, files, personal books, etc. should be left with the attendant at the entrance of the Library.
- (b) Smoking, chewing betel, speaking and talking is not allowed inside the Library.
- (c) Pets like dogs, cats, etc., shall not be brought into the Library.
- (d) Books, periodicals, etc., taken by members from the shelves may be left on the tables provided for this purpose.

**NORTH EASTERN HILL UNIVERSITY REGULATIONS****Stock**

**Verification** 18. All materials on loan, irrespective of the normal due date, shall be returned within a fortnight in the event of an annual stock verification.

**Reprography** 19. (a) Indents received will be executed in the order of their receipt in the section.

(b) The indenter will have to sign an undertaking to the effect that the material reprographed will be used only for teaching and research purposes.

(c) The charges for each xerox copy will be Rs.0.50 only (fifty paisa only).

(d) Full payment will have to be made against receipt before taking delivery.



**NORTH EASTERN HILL UNIVERSITY REGULATIONS**

RE-1

**ON THE PROCEDURE OF SCRUTINY OF APPLICATIONS RECEIVED FOR  
TEACHING POSTS***(Under Ordinance OE –3)***Procedure of  
Scrutiny**

1. The applications of all candidates for the posts of Lecturer, Reader, Professor or equivalent will be forwarded by the University Office to the Head of the Department concerned. However, if the Head of the Department happens to be a Reader, the applications for the posts of Professor or equivalent will be forwarded to a Professor in the Department failing which to the Dean of School or the Vice-Chancellor. The Head of the Department shall constitute a Committee of not less than three members of the staff in the Department not below the rank of a Reader including the Professors in the Department or from other Department in case there are not enough faculty members in the Department to scrutinise the application for posts of Lecturers, Readers and equivalent and for preparing a list of candidates for interview. Similarly, a Committee will be constituted by the Head of the Department or the Dean of the School or the Vice-Chancellor as the case may be, for scrutinising the applications for the posts of Professor or equivalent. This Committee will comprise of not less than three persons and shall include all Professors in the Department, if any, and at least one Professor from another Department in the school or other Schools. Professors who are re-employed after superannuation cannot however be members of the Screening Committee.
2. The procedure for scrutiny of applications will be as follows.
  - (i) In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc., will be scrutinised and those candidates who suffer from any disability will be separately listed.
  - (ii) The applications of all the remaining candidates will be scrutinised with reference to the essential and desirable qualifications.
  - (iii) Ordinarily, the number of candidates recommended for interview for one post may not exceed six and for two posts ten, and five per post if the vacancies are more provided the number may be exceeded by the committee for reasons to be given in writing.
  - (iv) A short list of candidates, who appear to be better qualified on the basis of qualifications given in the application, shall be prepared by the committee on the basis of criteria which may be adopted by the committee in each case.

## NORTH EASTERN HILL UNIVERSITY REGULATIONS

- (v) Ordinarily for the posts of Lecturer, Research Associates, Research Fellows or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experiences shall also be considered but with a lesser weightage. In case of the posts of Readers and equivalent, the academic record and their achievements in research, teaching and other fields will be given equal weightage. In case of higher posts of Professor, the achievements in the fields of their study and work will be given a high priority.
- (vi) The qualifications advertised in the notice shall not be relaxed unless the fact that qualifications are relaxable under special circumstances.
- (vii) The basic academic qualification will not be relaxable. In case a candidate does not satisfy anyone of the other essential qualifications like experience and yet is recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing of the qualifications will be given in writing.
3. The Head of the Department or the Dean of the School, as the case may be, will forward the applications with his recommendations to the Vice-Chancellor for final selection of candidates for interview of the posts. The Vice-Chancellor may vary the list suitably at his discretion for reasons to be recorded in writing.
- Readvertisement** 4. If the number of candidates eligible for being called for interview is less than three in all, the post shall be re-advertised with a note that candidates who may have applied earlier need not apply again. In such cases the Vice-Chancellor shall also initiate personal contact as provided in Clause 5 above. In case the number of eligible candidates is still less than three after the process of second advertisement and personal contact, the interview shall be held in accordance with the provisions of the Ordinances.
- Information to Candidates** 5. The candidates will be informed telegraphically as well as through registered post of the venue and date of the interview at least two weeks ahead of the due date of their interview.
- Reserved Post** 6. In the case of reserved posts the same procedure must be followed. If no suitable candidate is found the post may be de-reserved and the reservation may be carried forward to another vacancy according to the provisions of the Ordinances.

**NORTH EASTERN HILL UNIVERSITY REGULATIONS****RE-2****ON TEMPORARY APPOINTMENTS- VISITING FELLOWS***(Under Section 26 (1) (n) of the NEHU Act, 1973)*

1. The University shall create a few posts of NEHU Visiting Fellows from the University Budget, in addition to Visiting Professors/Visiting Fellows appointed from unassigned grants.
2. These Visiting Fellowships shall be utilised only to fill up temporary vacant academic posts and no other temporary appointments shall be made to fill up any temporary vacant academic posts.
3. The qualifications for any visiting fellowship shall be the same as prescribed for the post against which that particular visiting fellowship is created.
4. Any person qualified for the vacant post may be appointed by the Vice-Chancellor as a Visiting Fellow for a period depending on the period of vacancy, but not exceeding two years.
5. Under no circumstances, these appointments will be renewable on the expiry of the term.
6. The teacher appointed shall be attached to a Department/Centre and shall carry out the duties entrusted by the Department/Centre.
7. The Visiting Fellow shall be eligible for the scale of pay of the vacant post against which he/she is appointed.

**NORTH EASTERN HILL UNIVERSITY REGULATIONS****RE-3****ON CONTRACT APPOINTMENTS TO ACADEMIC POSTS***(Under Ordinance OE –5)*

1. These regulations shall be termed 'Regulations on Contract appointments' and shall come into force with immediate effect.
2. Subject to the provisions of the Act, Statutes & Ordinances, the Executive Council shall have the power to make contract appointments against floating posts and against the vacant sanctioned posts in the teaching cadre viz., Professors, Readers and Lecturers for furthering the cause of academic life and programmes of the University. Provided that 5 (five) such appointments shall be made from amongst the persons of eminence and repute in their respective fields and working abroad for a period not exceeding three years; Provided further that such appointments shall in no case block any of the regular posts lying vacant in the cadre concerned.
3. The appointment shall initially be for a period of two years during which period the appointee shall have the opportunity to seek employment against a regular post in the University where after he may look for an appointment elsewhere. The contract may be renewed for another year but shall automatically stand terminated at the expiry of three years. There may be no bar to the appointee under this appointment being absorbed/appointed in a regular post subject to provisions under the Statutes/Ordinances.
4. The appointment shall not be against a specified vacancy but shall depend on the merit, suitability and status of the person *vis-a-vis* requirement of the Department concerned.
5. The person so appointed shall execute a bond to serve the University for a period of two years and shall be attached to a Department/Centre and carry out the duties entrusted to him/her by the Department/Centre concerned.
6. The person so appointed shall be entitled to the scale of pay of the post in which he/she is appointed and allowances as admissible under rules from time to time at the Campus concerned.
7. The expenditure for contract appointments shall be met out of the overall savings of the University under non-plan budget of the respective financial year.

## NORTH EASTERN HILL UNIVERSITY REGULATIONS

RE- 4

### ON SELECTION OF TEACHERS ATTENDING CONFERENCES/ SEMINARS/SYMPOSIA ETC.

#### A. International Conferences, etc., held abroad

- |                                 |    |   |
|---------------------------------|----|---|
| <b>Selection</b>                | 1. | <ul style="list-style-type: none"> <li>(i) Selection will be made by the "Committee of Deans" consisting of all the Deans of Schools with the Vice-Chancellor as Chairman. Registrar will be the Convener of the Selection Committee.</li> <li>(ii) The Heads of Departments will send their recommendations confidentially every six months to the Dean of their respective Schools.</li> <li>(iii) The Dean shall review the recommendation received from the Head of Department and send his recommendations to the Convener of the Committee of the Deans.</li> <li>(iv) The recommendations of (i) and (ii) above should reach the Convener six months ahead of the commencement of the Conference, etc.</li> <li>(v) Ordinarily three teachers -one Professor, one Reader and one Lecturer -will be eligible for selection during a particular year subject to availability of funds.</li> </ul>  |
| <b>Eligibility<br/>Criteria</b> | 2. | <ul style="list-style-type: none"> <li>(i) A teacher will be eligible for consideration after he has served the University for a continuous period of two years after his initial appointment. No teacher will be considered for selection for a second time for a period of three years from an earlier visit abroad.</li> <li>(ii) A teacher who has published at least three papers relating to his subject in journals of international repute in the preceding three years and his paper should have been accepted for presentation at the International Conference.</li> <li>(iii) Preference will be given to a teacher who is offered a reasonable amount of contribution by a Government organisation, an academic body, a research or development organisation.</li> <li>(iv) Among senior teachers preference will be given to those who are invited for plenary lectures at those Conferences. The text of the lecture will be the property of the University.</li> </ul> |

## NORTH EASTERN HILL UNIVERSITY REGULATIONS

- Sanction of Expenditure** 3. (i) Expenditure on travel, etc., will be met according to the guidelines prescribed by the UGC from time to time.
- (ii) 50% of the travel expenses (first class rail fare in India and International air fare by economy Class) and 50% of the maintenance and registration expenses will be borne out of 'Unassigned Grant' released by UGC and the balance 50% of travel expenses and also 50% of the maintenance and registration expenses will be met by the University out of the provision made for the purpose.
- (iii) Personal contribution from the teacher shall not be treated as matching share towards international travel cost etc.
- (iv) The teacher participating in such conferences, seminars, symposia shall travel by Air India on the sectors where it is operated. Even on sectors where it does not operate, air passage shall be booked through Air India.
- B. National Conference, etc.**
- Selection** 1. (i) Selection will be made by the Committee of Deans as outlined for International Conferences in 1 (i) to (v) above.
- (ii) Ordinarily not more than one teacher will be eligible for selection in any one year from a particular Department subject to availability of funds and suitability.
- (iii) The University may also select two teachers each from the affiliated/constituent colleges in its constituent states.
- Eligibility Criteria** 2. (i) A teacher will be eligible for selection on the basis of his contribution in his area of research during the past two years on his subject.
- (ii) "The members of faculty proposing to participate may intimate well in advance along with the title of the paper which he/she wants to present. These teachers who have to their credit, published works (single/multiple authors) in the preceding two years are eligible to apply".
- (iii) Preference will be given to a teacher receiving partial subsidy towards travel expenses from the Sponsors of the conference, etc., held in India.
- (iv) Professors who are invited for presenting plenary lecture will be given preference. The text of the lecturer will be the property of the University.

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****Sanction of  
Expenditure 3. Expenditure**

Expenditure on TA/DA etc., will be met according to the University Rules on 100% basis from the 'Unassigned Grant' released by the UGC from the provision made for the purpose by the University.

**C. International Conferences Held in India etc.**

International Conference in India and National/Regional Conferences in the North East. The University may support participation of teachers on a liberal scale in case an international conference is held in India and national/regional conference in the North- Eastern Region. The concerned Department may formulate the proposal well in advance and place it before the Deans' Committee for their consideration.

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-Adopted Vide EC resolution No: EC:31:82:15(ii) (b).Clause B2.(ii) modified  
Vide Notification No: Conf/22-1/Regu/87(Vol. II), Part-1288 dt. 13.7.99.

**NORTH EASTERN HILL UNIVERSITY REGULATIONS**

**RE- 5**

**ON TERMS AND CONDITIONS OF SERVICE OF TEACHERS  
ELECTED/NOMINATED TO PARLIAMENT/STATE LEGISLATURE/DISTRICT  
COUNCIL**

*(Section 26(1) of the NEHU Act, 1973 and Clause 19(3) of Ordinance OE-6)*

1. A *teacher* of this University permitted by the Executive Council to contest election and elected as member of Parliament/State Legislature/District Council or nominated to the Parliament/State Legislature shall be governed by the following terms and conditions during the period of such membership.
  2. **Elected/ Nominated Members not Holding any Any executive post.**
    - (i) They will not be required to take leave. But if they so desire they may be considered for grant of leave of the kind as per the provisions of Ordinances governing leave to the teachers.
    - (ii) Such teachers not availing leave shall not hold any administrative position/responsibility in the University but shall be available for their academic work, teaching and research in the University.
    - (iii) Their teaching work-load shall be one-half of the work load prescribed by the University for teachers of their category.
    - (iv) They may opt for the pay of the University or that of the elected members of Parliament/ State Legislature/District Council, as the case may be.
  3. **Elected/ Nominated Holding Executive Jobs.**
    - (i). Such teachers shall have to avail extra- ordinary leave for the period of holding executive job. The period so spent shall be counted for increment and for seniority.
    - (ii). Such teacher shall not hold any administrative position/responsibility in the University.



**NORTH EASTERN HILL UNIVERSITY REGULATIONS**

**RE-6**

**ON COUNTING OF PAST SERVICES FOR THE PURPOSE OF CAREER  
ADVANCEMENT SCHEME**

*(Under Ordinance OE 4 Clause 3 b & c)*

- A. The following criteria shall apply for counting of past Service for the purpose of Career Advancement Scheme from outside the University.

Previous service, without any breaks as a Lecturer or equivalent, in a university, college, national institute laboratory, or other Research Organisations e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, will be counted for placement of Lecturer in Senior Scale/Selection Grade/Reader provided that:

- (i) The post was in an equivalent grade/scale of pay as the post of a Lecturer/Reader.
  - (ii) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer/Reader.
  - (iii) The candidates applied through proper channels :
  - (iv) The concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointments as Lecturers/Reader;
  - (v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations;
  - (vi) The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Service of such appointment for one year or more duration can be counted provided-
    - (a) the ad-hoc service under such appointments was of more than one year duration;
    - (b) the incumbent was appointed on the recommendation of a duly constituted Selection Committee; and
    - (c) the incumbent was selected to the permanent post in continuation of the ad-hoc service, without any break.
- B. (i) To avoid hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, a promotee will be placed in the next higher cadre/category from his/her date of eligibility for the promotion as per UGC norms issued from time to time.

**NORTH EASTERN HILL UNIVERSITY REGULATIONS****RF- 1****ON REAPPROPRIATION OF FUNDS***(Under Clause (7) of Statute 19)*

1. These Regulations will be called 'Regulations on Re-appropriation of Funds' and shall come into force with immediate effect.
2. Subject to the provision of funds in the Plan and Non-Plan budget of the University as may be approved by the Finance Committee from time to time, the Vice-Chancellor shall have the power to allow Re-appropriation of funds within the major head of the account in the interest of the University.
3. All cases of re-appropriation shall be submitted by the Finance Officer with full justification and if approved by the Vice-Chancellor shall be reported to the Finance Committee for information at its next meeting as and when held.
4. The funds earmarked for teaching and academic programmes in the budget shall, in no case be allowed to be re-appropriated for the non-teaching expenditure but savings, if any from the non- teaching funds may be diverted for academic and or teaching purposes.
5. No savings, unless specifically provided for in the budget, shall be diverted for any liability to be discharged for non-academic expenditure.
6. Any savings during the year may be diverted for incurring expenditure on purchase of Equipment for the Laboratories, Books, Journals and other items relating to Library such as the back volumes if the exigencies so require and after the amount for the respective items has been exhausted by observing all codal formalities.
7. No expenditure shall be incurred on a rush through basis or for meeting the dead line of the financial year in any case. However, expenditure on essential items listed under Para 6 above may be booked during the financial year and may be incurred in the normal course.

**NORTH EASTERN HILL UNIVERSITY REGULATIONS****RF- 2****ON OPERATION OF NUCLEUS FUNDS PROVIDED BY THE UNIVERSITY FOR  
DIFFERENT RESEARCH PROGRAMMES AND/OR PUBLICATIONS***(Under Clause (7) of Statute 19)*

1. These Regulations may be called Regulations on 'Operation of Nucleus Funds'.
2. The University may provide nucleus fund for any long term and major research and/or publication in pursuance of discharging its special responsibilities for the advancement of objectives laid down in Section 4 of the NEHU Act.
3. The nucleus fund so provided shall be treated as seed money for initiating the work and taking up the actual programme which may be a part of the larger project. However, if the financial support is received from any other organization for the general support of the project or for any specific part thereof, the same shall be added to the nucleus fund of the concerned project.
4. If any assistance is received in respect of the items for which the nucleus fund has been used, the amount to that extent will be deemed to be recouped and contribution of the University will be brought to the initial positions. The concerned authorities will be given the necessary certificate for the utilization of these funds and the expenditure debited to the funds of the project from the concerned organisation.
5. The Nucleus Fund shall not be used for employing any regular staff in a general way. It may, however, support the salary of investigators and research associates recruited for the specific task assigned to them to be accomplished within a specific period. Similarly, the Nucleus Fund shall not be used for providing such facilities as are available in the University in the Departments or as a general support. The Nucleus Fund shall be used for additional expenditure which may be involved after using these facilities for the work associated with the project.
6. The Nucleus Fund will be operated by the Project Committee, under the Chairmanship of the Vice-Chancellor.
7. The Project Officer shall prepare the Annual Report of the Fund and the Finance Officer shall prepare the Annual Accounts of the Nucleus Fund and shall place the same before the competent authorities for such discretions as they deem fit.

## NORTH EASTERN HILL UNIVERSITY REGULATIONS

RF- 3

### ON THE GOVERNANCE AND UTILIZATION OF THE STUDENTS' ASSOCIATION FUND

<b>Name of the Fund</b>	1. There shall be a Fund called the North-Eastern Hill University Students' Association Fund instituted out of the contributions from the students of the University, the University and contributions received from other sources.
<b>Objects of the Funds</b>	2. The objects of the Fund shall be to render financial assistance to the Students' Association recognised by the University, to organise and maintain its office and to organise such activities that conforms to the NEHU Act and the Students' Association Constitution.
<b>Contribution by the Ordinance</b>	<p>3. (i) Each student of the University shall contribute a sum which may be prescribed. The sum shall be realised from the students at the time of enrolment in the University.</p> <p>(ii) contribution from the University.</p> <p>(iii) contribution from other sources meant for the Students' Association Fund.</p> <p>4. (i) The Finance Officer shall maintain an account of the Fund and the contributions annually received into the Fund Account.</p> <p>(ii) The President of the Association and the Vice- President of the Units in each campus of the University may apply for funds from the collections mentioned in (i) above. However, each withdrawal should not exceed the collection for a particular academic year available with each campus. No fresh withdrawal shall be sanctioned unless the earlier withdrawal has been fully adjusted.</p> <p>(iii) Applications for withdrawal from each Fund account should be processed through their respective Dean, Students' Welfare, Teacher- in-charge.</p> <p>(iv) The Students 'Association Funds shall be managed as per the Constitution of the Students' Association.</p>
<b>Auditing of the Fund</b>	5. The accounts of the Fund shall be audited by an Auditor appointed by the University after all withdrawals from the Fund at each campus have been submitted and adjusted through their respective sanctioning officers not later than 30th September of each year. The Association shall submit accounts prior to handing over of charge of their Association.
<b>Annual Report</b>	6. The Registrar/Dean, Students' Welfare shall prepare in consultation with the Finance Officer, Dean, Students' Welfare, Teacher-in-charge a report at the end of each academic year on the administration of the Fund and place one copy before the Executive Council.

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-Approved by the Executive Council vide resolution No.EC:80:93:5 (i).

## **RULES**

**CONTENTS**

RU – 1	The North-Eastern Hill University Election Rules	370-380
RU – 2	Discipline and Proper Conduct of Students.	381
RU – 3	Admission to and Management of Hostels	382-386
RU - 4	Allotment of Residence.	387-397

## NORTH-EASTERN HILL UNIVERSITY RULES

RU-1

### THE NORTH -EASTERN HILL UNIVERSITY ELECTION RULES

*(Under Statute 42(1) (b) and 36(A) of the First Schedule)*

Rules for the election of members to the Authorities and Bodies of the University under provisions of the Statutes of the North-Eastern Hill University Act, 1973, as amended up to-date.

1. These Rules shall be called "The North-Eastern Hill University Election Rules,
2. These Rules shall come into force with immediate effect.
3. Definition: In these Rules:-
  - (a) 'Act' means the North-Eastern Hill University Act, 1973, as amended up to-date.
  - (b) 'University' means the North-Eastern Hill University.
  - (c) 'Returning Officer' means an Officer of the University appointed by the Election Commission to assist the Commission for the purposes of holding and conducting of election.
  - (d) 'Teacher' means a Professor, Reader or a Lecturer of a College affiliated to North- Eastern Hill University.
  - (e) 'Candidate' means a contesting candidate.
  - (f) 'Constituency' means the constituency from which a member is to be elected to the Authority or Body of North-Eastern Hill University.
  - (g) 'Polling Booth' means a place where arrangements are made for voters to personally record their votes.
  - (h) 'Continuing candidates' means candidates not elected or not excluded from the poll at any given time.
  - (i) 'Exhausted Papers' means ballot papers on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to be exhausted in any case in which -
    - (1) The names of two or more candidates, whether continuing or not are marked with the same figure and are next in order of preference; or
    - (2) the name of the candidate next in order of preference whether continuing or not, is marked -
      - (i) by a figure not following consecutively after some other figure on the ballot paper; or
      - (ii) by two or more figures.
  - (j) 'Original Votes' in regard to any candidate means the vote derived from ballot papers on which a first preference is recorded for such candidates.

### NORTH-EASTERN HILL UNIVERSITY RULES

- (k) 'First preference' means, the figure 1 set opposite the name of any candidate, 'Second preference' similarly the figure 2, 'Third preference' the figure 3 and so on.
- (l) 'Surplus' means the "number by which the votes of any candidate, original and transferred, exceeds the quota.
- (m) 'Quota' for counting of votes where only one seat is to be filled- (1) at any election where only one seat is to be filled, every valid ballot paper shall be deemed to be value of one at each count, and the quota sufficient to secure the return of a candidate at the election shall be determined as follows:
- (i) Add the values credited to all the candidates,
  - (ii) Divide the total by two; and
  - (iii) Add 1 to the quotient ignoring the remainder, if any, and the resulting number is the quota.
- (n) Quota for counting of votes when more than one seat is to be filled - (1) At any election where more than one seat is to be filled, every ballot paper shall be deemed to be of the value of 100, and the quota sufficient to secure the return of a candidate at the election shall be determined as follows:
- (i) Add the values credited to all the candidates;
  - (ii) Divide the total by a number which exceed by 1 the number of vacancies to be filled; and
  - (iii) Add 1 to the quotient ignoring the remainder, if any, and the resulting number is the quota.
- (o) 'Transferred Votes' in regard to any candidate means votes credited to such candidate which are derived, from ballot paper on which a second subsequent preference is recorded for such candidate.
- (p) 'Un-exhausted papers' means ballot papers on which a further preference is recorded for a continuing candidate.
- Electoral Roll**
4. (a) For the purpose of election of members to an Authority or Body of the University under the North-Eastern Hill University Act, 1973, as amended upto-date, there shall be an Electoral Roll of the members of the different constituencies who are entitled to vote in the elections concerned.
- (b) The Returning Officer shall be under the superintendence and direction of the Election Commission prepare constituency-wise a draft Electoral Roll of voters who are eligible to vote in the constituency concerned.
- (c) The Returning Officer shall thereafter publish a draft Electoral Roll under his signature which shall be circulated among the Principals of Colleges and a copy of the same shall be affixed on a Notice Board at a conspicuous place in such offices and places for giving wide publicity (Schedule-1).



## NORTH-EASTERN HILL UNIVERSITY RULES

- (d) The Election Commission shall fix a date for receipt of objections, if any, in writing and a date for hearing as well as disposal of objections shall be so fixed that there is a gap of 15 days between the date fixed for submission of objections and the date of hearing.
- (e) On the date fixed for hearing the claimants or objections may adduce oral or documentary evidence in support of their respective intentions and the order passed by the Election Commission shall be final and binding.
- (f) The Electoral Roll, after disposal of objections, be prepared and shall be finally published by the Returning Officer under his seal and signature and copies thereof may be supplied on payment of a price fixed by the Vice-Chancellor.
- Notification** 5. The Returning Officer under the direction of the Election Commission shall duly notify the Principals of affiliated colleges fixing the dates for the following purposes:
- (i) Last date for filling nomination papers.
- (ii) Date and time of scrutiny of nomination papers.
- (iii) Last date and time of withdrawal of nominations which shall ordinarily be the 3rd day after the scrutiny of nomination papers.
- (iv) Last date and time by which the postal ballot papers and the ballot boxes where polling is held in polling booths should reach the Returning Officer.
- (v) Date and time of polling at the polling booths.
- (vi) Date, time and place for counting of votes.
- Nominations** 6. (a) Any person whose name appears in the final Electoral Rolls of a constituency may be nominated as a candidate for election to that constituency, provided he is proposed by at least one person and seconded by another who are the voters according to the final Electoral Rolls.
- (b) The nomination paper in the prescribed form as in Schedule-IV must be submitted to the Returning Officer as per date and time fixed under Rule 5(i) above.
- (c) Any person whose name is enrolled in the final Electoral Roll of a constituency may subscribe as proposer or seconder in the nomination paper and nothing shall prevent any candidate from being nominated by more than one valid nomination papers.
- Scrutiny** 7. (a) All nomination papers shall be scrutinised by the Returning Officer on the date and hour fixed under Rule 5(ii).
- (b) The candidates or their agents, not more than one agent for each candidate, duly authorised by the candidate in writing may attend the scrutiny of nomination papers. Facilities for examining the nomination papers shall be provided to the candidates or their agents.

### NORTH EASTERN HILL UNIVERSITY RULES

(c) The Returning Officer shall examine the nomination paper and hear the objections, if any, in respect of any nomination paper and may reject the same on any of the following grounds:

(i) that the nomination paper was not received within the date and time fixed;

(ii) that the name of the candidate or his proposer, or seconder is not in the Electoral Roll;

(iii) that the name or and signature of the candidate or his proposer or seconder does not tally with the names entered in the Electoral Roll;

(iv) that the signature of the candidate or his proposer or seconder is not genuine.

Provided that in case of dispute an opportunity shall be given to the person or persons concerned to prove the genuineness of his/ their signatures by a date to be fixed by the Returning Officer which shall not be beyond the date of withdrawal.

(v) that there has been failure to comply with any of the provisions of these rules; and

(vi) any other irregularity which in the opinion of the Returning Officer may vitiate the election.

(d) The Returning Officer, after scrutiny, shall declare the valid nominations.

(e) If, after scrutiny of nomination papers, the number of candidates validly nominated is equal to or less than the number of vacancies to be filled, the candidates as nominated shall be declared duly elected.

(f) If the number of candidates in a constituency shall be less than the number of vacancies, the constituency shall be called upon to elect a person or persons as the case may be, to fill the remaining vacancies.

(g) If, after scrutiny, the number of candidates nominated is greater than the number of vacancies, a list of candidates whose nomination papers have been declared valid shall be published by affixing the same on the Notice Board in the Office of the Returning Officer on the same day, and a copy of the same be forwarded to each of the candidates nominated for election.

#### **Withdrawal**

8. (a) Any candidate may withdraw his candidature by notice in writing subscribed by him and sent by registered post so as to reach the Returning Officer or delivered to the Returning Officer or other person authorised by him not later than four O' Clock in the afternoon of the day fixed for withdrawal, which shall be five clear days after the last day of receipt of nominations. A candidate who has withdrawn his candidature shall not be allowed to cancel the withdrawal or to be nominated as a candidate for the same election.

## NORTH-EASTERN HILL UNIVERSITY RULES

- (b) The Returning Officer shall publish on the same day after the time for withdrawal of nomination has lapsed, a final list of candidates validly nominated.
- (c) If the number of candidates after withdrawal, if any, be equal to the number of vacancies the Returning Officer shall declare such candidate or candidates duly elected.
- (d) If the number of candidates exceeds the number of vacancies to be filled, the Returning Officer shall publish a list of names and addresses of the candidates whose nominations were found valid and poll shall be taken.

### **Emergency Provision**

9. It shall be competent for the Election Commission when any emergency arises (1) to assume the powers of the Returning Officer and function as such either by the Commission or by deputing any other person when in the course of the conduct of any election, the Returning Officer cannot carry out his duties and (2) to postpone the dates fixed in the programme for transaction of business connected with the elections at any intermediate stage. The Commission shall record its reasons for such acting.

### **Death of Candidate Before Commencement of the Poll**

10. If a contesting candidate dies and a report of his death is received before the commencement of the poll, the Returning Officer shall upon being satisfied of the fact of the death of the candidate, countermand the poll and report the fact to the Commission and all proceedings with reference to the election are taken anew in all respects as if for a new election, provided further that a person who has given a notice of withdrawal of his candidature before the countermanding of the poll, shall also be eligible as a candidate for the election after such countermanding.
11. When a poll is taken as required under Clause 8 (d) above, the Election Commission shall appoint a presiding and/or a polling officer where necessary in order to conduct the poll.

### **Casting of Votes**

12. (a) In case of casting of votes at the polling booths, the Returning Officer shall send to each Presiding Officer alongwith copies of the Electoral Rolls as many ballot papers as there are enrolled votes of the polling centre concerned so as to reach the Presiding Officer not less than three days ahead at the date fixed for the poll.

## NORTH-EASTERN HILL UNIVERSITY RULES

- (b) In case of ballot vote to be cast by the teachers of colleges, the Returning Officer shall send by registered post or by messenger the ballot papers for the voters of the colleges to the respective Principals of the colleges alongwith instructions as to the procedure for casting votes (Schedule -II) to reach them at least 15 days before the date fixed for the receipt of ballot papers by the Returning Officer and the Principals on receipt of the ballot papers shall deliver the same to the respective voters on proper verification and under signed receipt. After delivery of the ballot papers, the Principal shall send by registered post or by messenger the said receipts alongwith his report to the Returning Officer and also the ballot papers which could not be delivered with reasons thereof.
- Counting 13. (a) The Returning Officer shall conduct the counting on the date, time and place fixed for this purpose by the Election Commission. Provided that if any ballot box from a polling centre is not received by the Returning Officer within the date and time fixed for the purpose counting of votes shall be kept in abeyance for a period not exceeding 7 days and if it is deemed necessary a fresh poll may be held in such polling centre or centres and the Election Commission shall fix the date and time for fresh poll and for such other purposes.
- (b) The procedure prescribed in the following rules shall be adopted in the election in accordance with the system of proportional representation by means of single transferable vote.
- (c) All voters shall be entitled to vote and each voter shall have only one vote.
- (d) The Returning Officer shall have the power to reject any ballot paper:
- (i) Which does not bear Principal's signature ; or
  - (ii) on which a voter signs his name or writing any word or makes any mark by which it becomes unrecognisable ; or
  - (iii) on which figure 1 is not marked; or
  - (iv) on which figure 1 is set opposite the names of more than one candidate; or
  - (v) on which the figure 1 and some other figures are set opposite the name of the same candidate; or
  - (vi) which is void because of uncertainty.
- (e) On every ballot paper so rejected, the Returning Officer shall endorse the word 'invalid' and such papers shall be kept in a separate bundle.

## NORTH-EASTERN HILL UNIVERSITY RULES

- (f) The ballot paper covers, other than those rejected under sub-clause (d) above, shall then be opened and the ballot papers taken out and mixed together in the presence of the Returning Officer. The Returning Officer shall then proceed to count the votes.
- Admission to the  
the place fixed  
for counting** 14. The Returning Officer shall exclude from the place fixed for counting of votes all persons except-
- (a) Such persons as may be engaged to help him in the counting of votes.
- (b) Candidates and their counting agents, being allowed for each candidate at a time.
- Counting  
Procedure** 15. (1) The following counting procedure shall be followed:
- (a) All fractions shall be disregarded, and
- (b) All preferences recorded for candidates already elected or excluded from the poll shall be ignored.
- (2) After the invalid ballot papers, if any, have been rejected, the remaining ballot papers shall be divided into parcels according to the first preferences recorded for each candidate and the number of papers in each parcel noted.
- (3) The number of papers in all the parcels shall then be added together and the total divided by a number exceeding by one the number of vacancies to be filled and the result increased by one shall be numbered sufficient to secure the return of a candidate hereinafter called the quota.
- (4) Any candidate, in whose parcel the number of votes on the first preferences being counted is equal to or greater than the quota shall be deemed elected.
- (5) If at any time a number of candidates equal to the number of persons to be elected has obtained the quota, such candidates shall be treated as elected and no further steps shall be taken thereafter.
- (6) (a) If the number of papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.
- (b) If the number of papers in any such parcel is equal to the quota, the surplus shall be transferred to the parcel containing candidates indicated on the ballot papers as next in the order of the voters preference in the manner prescribed below:
- (c) If and wherever as a result of any operation prescribed by these rules a candidate has a surplus that surplus shall be transferred in accordance with the provisions of this rule.

**NORTH-EASTERN HILL UNIVERSITY RULES**

- (d) If in ascertaining the number of papers to be transferred from a sub-parcel, fractional parts are found to exist and if owing to the existence of such fractional parts, the number of papers to be transferred is less than the surplus, as many of these fractional parts taken in the order of their magnitude the total number of papers to be transferred equal to the surplus, shall be reckoned as the value of unity and the remaining fractional parts are of equal magnitude that fractional parts shall be deemed to be the larger which arises from the larger sub-parcel, and if the sub-parcels in question are equal in quantum, preference shall be given to the candidate who obtained the larger number of original votes.
- (e) If more than one candidate has a surplus, the largest surplus shall be dealt with first and the others in order of magnitude provided that every surplus arising on the first count of votes shall be dealt with before those arising on the second count and so on.
- (f) When two or more surpluses are equal, the Returning Officer shall decide, as hereinafter provided in Clause 15(c) which shall be first dealt with.
- (g) (i) If the surplus of any candidate to be transferred arises from original votes only, all the papers in the parcel belonging to the candidate whose surplus is to be transferred shall be examined and the exhausted papers divided into sub-parcels according to the next preferences recorded thereon. A separate sub-parcel shall also be made of the exhausted papers.
- (ii) The number of papers in each sub-parcel and the total of all the unexhausted papers shall then be ascertained.
- (iii) If the total number of exhausted paper is greater than the surplus, these shall be transferred from each sub-parcel the number of papers which bears the same proportion to the number of papers in the sub-parcel as the surplus bears to the total number of unexhausted papers, in the order in which such papers have been transferred.
- (h) If the surplus of any candidate to be transferred arises from the transferred as well as original votes, all the papers in the sub-parcel, last transferred to the candidates shall be re-examined and the unexhausted papers divided thereon. The sub-parcels shall be dealt with in the same manner as is provided in the case of sub-parcels referred to in Clause (i) given above.
- (i) The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already secured by such candidate.
- (j) All papers in the parcel or sub-parcel of an elected candidate not transferred under this rule shall be set aside as finally dealt with.

**NORTH-EASTERN HILL UNIVERSITY RULES**

- (k)
  - (i) If, after all the surplus has been transferred as hereinafter mentioned less than the number of candidates required has been elected the candidate lowest on the poll shall be excluded from the poll and his unexhausted papers distributed among the continuing candidates according to the next preferences recorded thereon. Any exhausted papers shall be set aside as finally dealt with.
  - (ii) The papers containing original votes of an excluded candidate shall first be transferred.
  - (iii) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfer in which he obtained them.
  - (iv) If the total of the votes of the two or more candidates lowest in the poll, together with any surplus votes not transferred is less than the votes credited may in the operation be excluded from the poll and their votes transferred in the accordance with the direction given in sub-rule (i) to (iii) above.
- (l) The process directed by this rule shall be repeated on the successive exclusion of the candidate lowest on the poll until the last vacancy is filled either by the election of candidate with the quota or as hereinafter provided.
- (m) If as a result of a transfer of papers under these rules the number of votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed but no further papers shall be transferred to him.
  - (i) If after the completion of any transfer under these rules the number of votes of any candidate shall be equal to or greater than the quota, he shall be declared elected.
  - (ii) If the number of votes of any such candidate shall be equal to the quota, the whole of the papers on which such votes are recorded shall be set aside as finally dealt with.
  - (iii) If the number of votes of any such candidate shall be greater than the quota, his surplus shall there upon be distributed in the manner herein before provided, before the exclusion of any other candidate.
- (n)
  - (i) When the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.
  - (ii) When only vacancy remains unfilled and the number of votes of some of the continuing candidates exceeds the total of all the votes of the other continuing candidates, together with any surplus not transferred, that candidate shall be deemed elected.

## NORTH-EASTERN HILL UNIVERSITY RULES

(iii) When only two vacancies remain unfilled and there are only two continuing candidates and these two candidates have each the same number of votes and no surplus remains capable of transfer, one candidate shall be excluded under next succeeding clause and the other deemed elected.

(o) If when there is more than one surplus to be distributed two or more surpluses are equal or if any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, regard shall be had to the original votes of each candidates, and the candidates for whom lowest original votes are recorded shall have his surplus first distributed, or shall be first excluded as the same may be. If the number of their original votes is the same, the Returning Officer shall decide by lot which candidate shall have his surplus distributed or be excluded.

(p) Any candidate or his agent, at any time, during the counting of votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) demands on reasonable grounds the Returning Officer to re-examine and recount the papers of all candidates or of any candidate (not being papers set aside at any previous transfer as finally dealt with) and the Returning Officer deems it necessary, shall forthwith re-examine and re-count the same with the help of such persons as he may appoint. The Returning Officer may also at his discretion re-count votes either once or more than once in any case in which he is not satisfied as to the accuracy of any previous counting provided that nothing herein shall make obligatory on the Returning Officer to re-count the same votes more than once.

16. In the matter of hearing of claims or objections in respect of inclusion or non-inclusion of a name in the Electoral Roll, Scrutiny of nomination papers or counting of votes, no rejection shall be made on technical or trivial grounds.
17. On completion of counting, the Returning Officer shall declare the results which shall be displayed on the Notice Board and subsequently be published in a daily newspaper.
18. No election can be questioned or challenged except by an election petition presented in accordance with the following provisions:
  - (a) An election petition must be filled within 21 days from the date of declaration of the results of the election.
  - (b) An election petition shall lie only when any irregularity has materially affected the result of the election.
  - (c) The Election Commission shall be the final authority to admit and dispose of an election petition whose decision shall be binding and cannot be questioned by any other proceeding.
  - (d) An election petition shall be submitted to the Election Commission through the Returning Officer who shall then forward the election petition alongwith a brief report and all relevant papers to the Election Commission, The Election Commission may admit or reject the petition.

### **Election Petition**



## NORTH-EASTERN HILL UNIVERSITY RULES

- (e) The Returning Officer on admission of the petition shall supply copies of the same to be furnished by the person challenging the election to all the contesting candidates fixing the date for filing of written statements and documents, if any.
- (f) The Election Commission may admit and dispose of a petition on perusal of the relevant papers or may authorise any other person or persons for hearing the parties after admitting petition and the persons so authorised shall submit a report to the Election Commission for necessary order.
- Duties & Functions of the Election Commission** 19.(a) The superintendence, direction and control of the preparation of the Electoral Rolls for and the conduct of all elections to the authorities shall be vested with the Election Commission.
- (b) There shall be a Standing Election Commission consisting of the following:
- (i) Senior most Professor - Chairman
  - (ii) Senior most Reader - Member
  - (iii) Senior most Lecturer -Member
- (c) Before each election to the Authorities and Bodies of the University, the Election Commission shall appoint a Returning Officer, Presiding Officers and such other Officers as may be considered necessary to assist the Election Commission in the performance of the functions entrusted to the Commission by sub-clause (a) above.
- Preservation of ballot papers** 20. The ballot papers shall be preserved till the disposal of an election petition and if no election petition is received, the ballot papers shall be destroyed on the expiry of the period prescribed for filing of election petitions.
21. The North-Eastern Hill University Election Rules, 1978 are hereby repealed.

**NORTH-EASTERN HILL UNIVERSITY RULES****RU-2****DISCIPLINE AND PROPER CONDUCT OF STUDENTS**

*(Under Ordinance OD-8)*

The following shall be construed as indiscipline and misconduct:

1. Any act committed by a student causing disturbance at Lectures, tutorials, tests, terminal or preliminary examinations, etc.
2. Any act which causes destruction or defacing of the property of the University.
3. Any act amounting to trespass or unauthorised entry into specified premises and areas.
4. False statements or the submission of false documents.
5. Use of title of the University for sending any communication for purposes not specifically authorised by the University.
6. Any act which disrupts the smooth functioning of the University, the environment conducive to the pursuit of knowledge, or the harmonious relationship amongst students of the University on any ground whatsoever.
7. Any act or statement, distribution of any documents or literature including the issue of circulars, pamphlets, posters, press release, etc which adversely affects the public image of the University or any individual member thereof.
8. Any act of abetting or resorting to ragging in any form.
9. Any act of unruly and disorderly behaviour at competitions in sports and cultural activities or other social or educational programmes organised by the University.
10. Any act violative of the Ordinances and/or Rules framed there under.
11. Disobeying the decisions of Referees/Umpires/Judges appointed at the competitions organised by the University on the field.
12. Any act which interferes with the personal liberty of another person or subjects others to indignity, or involves physical violence or use of abusive language.
13. Any act which implies interference of outside persons, organisations or authorities in the functioning of the University.
14. Unauthorised collection of funds.
15. Consumption of alcoholic drinks, intoxicants and narcotic drugs, etc.
16. Any act involving moral turpitude.
17. Possession of objectionable goods or materials.
18. Any other act which, in the opinion of the Vice-Chancellor/Proctor(s), Deans of Schools, Heads of Departments, Wardens and Officers of the University, is unbecoming of a student.

**NORTH-EASTERN HILL UNIVERSITY RULES**

RU - 3

**ADMISSION TO AND MANAGEMENT OF HOSTELS***(Under Ordinance OD-4)*

Admission to the hostels of the University and their management shall be made as per the following Rules:

- 1.1 Admission to hostels maintained by University shall be in accordance with the provisions of the Ordinance on Conditions of Residence of Students of the University.
- 1.2 Admission of postgraduate students to hostels shall be made once a year after the commencement of the 1st/3rd semesters.
- 1.3 Admission of research scholars to hostels shall be a continuous process. The Dean of Students' Welfare shall continuously update the waiting list of research scholar applicants for hostel accommodation.
- 1.4 Admission to hostels shall be on the basis of merit, i.e. performance in the qualifying examination or the class/programmes to which admitted. Graduates of North-Eastern Hill University shall be assigned a weightage of 10% marks. Graduates who are from universities other than NEHU but who are domiciles of Meghalaya shall also be assigned a weightage of 10% marks.
- 1.5 The distribution of hostel seats for postgraduate students and research scholars shall be as follows.
  - i) 17% of the total hostel seats shall be open to all.
  - ii) 40% of the total hostel seats be reserved for SC/ST students of Meghalaya.
  - iii) 40% of the total hostel seats shall be reserved for other SC/ST students.
  - iv) 3% of the total hostel seats shall be reserved for physically challenged students.
  - v) Applicants under (ii) and (iii) are required to submit necessary documents in support of their claims. Physically challenged students will have to submit a certificate to that effect from a Medical Officer of the University.
  - vi) All of the authorised seats under category (ii), (iii) and (iv) above shall stand converted to category (i) if unfilled.
- 1.6 All hostel fees, including University Caution and Mess Caution Money, should be paid in advance for one year and the fee counterfoil submitted to the Warden prior to occupying the hostel room / seat. Anyone found violating this shall forfeit his/her hostel seat.

## NORTH-EASTERN HILL UNIVERSITY RULES

- Duration of Residence**
- 1.7 Any hosteller who is subsequently found to be a working man/woman (and not on study leave) shall forfeit his/her hostel seat. A working man/woman should produce an attested copy of his/her leave letter along with the application for hostel accommodation. The original certificate should also be produced at the time of admission for verification.
  - 1.8. The Dean of Students' Welfare shall permit transfer of allotment from one hostel to another only in exceptional cases.
  - 2.1. Seats shall be allotted for one academic year at a time, to be renewed on application in the prescribed form.
  - 2.2. Those desirous of an extension should apply in the prescribed form at least one month prior to the expiry of present allotment, their application being forwarded by the respective Head of the Department and Warden.
  - 2.3. The maximum duration of residence shall ordinarily be as follows:
    - i) Two academic years (4 Semesters) for postgraduate students and M.Phil scholars.
    - ii) Five academic years for Ph.D. scholars + 1(one) Semester.
  - 2.4. Post-Graduate students shall be required to vacate their rooms within seven days of completion of the end semester examinations and M.Phil and Ph.D. scholars within seven days of submission of their dissertation/thesis for evaluation. Those who discontinue their studies/research shall be required to give immediate vacant possession of their rooms.
  - 2.5. Ordinarily no postgraduate student shall be permitted to stay in the hostel during the winter vacation. The Dean of Students' Welfare may, however, at his discretion permit a postgraduate student to stay during the winter vacation for a specific period not exceeding 10 days.
- Conditions of Residence**
- 3.1. All hostellers should be back in their rooms before the "roll call" at 9 p.m.
  - 3.2. During "study hours", common rooms shall be closed and strict silence shall be observed.
  - 3.3 (a) The Warden may grant permission for late stay only on a written request from the authority concerned. Residents granted late stay permission should be issued passes in which the time of return to the hostel shall be indicated.
 

Note: Late stay for the purpose of these Rules shall solely be for the purpose of research/laboratory work/attending University functions on the recommendation of the Supervisor.
  - (b) The Warden may grant permission for overnight stay on a written request from the parents / local guardians of the hostellers. Such permission shall be granted only once a month. Residents granted overnight stay permission should be issued passes in which the date and time of return to the hostel shall be indicated.

**NORTH-EASTERN HILL UNIVERSITY RULES**

- 3.4 A research scholar shall be permitted by the Warden to stay out for a specified length of time on a written request duly recommended by the concerned Supervisor.
- 3.5 A research scholar who does not occupy his/her hostel seat for a continuous period of three months or more shall ordinarily forfeit his/her seat.
- 3.6 A hosteller who stays out for any length of time without the written permission of the Warden shall forfeit his/her seat.
- 3.7 Visitors of the opposite sex will be allowed entry only upto the Visitors' room. Wardens shall have the right to deny entry to any visitor into their respective hostels.
- 3.8 A resident of a hostel may accommodate one guest in his/her room with the prior permission of the Warden. All appropriate conditions laid down under these Rules shall also apply to a guest. The charge for such accommodation shall be Rs. 20/- (Rupees twenty) per day in addition to what may be charged for Mess etc.
- 3.9 Guests of hostellers will be provided accommodation only on a written permission from the Warden.
- 3.10 No guest shall reside in a hostel for more than three days in each semester. A hosteller who is found to accommodate a guest for more than three days is likely to forfeit his/her seat.
- 3.11 Residents shall be personally responsible for the care and cleanliness of the rooms allotted to them. They shall also be responsible for the safe upkeep of the fitting in the rooms, furniture and other items supplied to them. More than the prescribed furniture will not be allowed in the hostel rooms.
- 3.12 No resident shall remove any property from the common room or dining room to his or her own room.
- 3.13 Use of unauthorised electrical or electronic appliances in the rooms are not permitted.
- 3.14 While the usual and necessary precautions for security of residents would be taken, the University, however, shall not be responsible for any loss of private property of the residents of the hostels. Residents should take measures for the safe keeping of their property. Residents must provide their own locks for their allotted rooms.
- 3.15 The University reserves the right to withhold the results of any semester/course of a hosteller who does not clear all hostel fees/dues in time. The Dean of Students' Welfare shall bring such cases to the knowledge of the Controller of Examinations for necessary action.
- 3.16 Keeping of pets/animals in the hostels is strictly prohibited.
- 3.17 The University reserves the right to take immediate occupation of any hostel room/seat that has been forfeited.
- 3.18 Telephone connection shall not be permitted in hostel rooms.

## NORTH-EASTERN HILL UNIVERSITY RULES

- 3.19. The use of television sets in hostel rooms shall not be permitted.
- 3.20. Personal computers may be installed in the hostel rooms only on a written permission from the Warden.
- 3.21. Consumption of alcoholic beverages and narcotic substances is prohibited. Any resident found violating this rule shall be immediately expelled.
- Hostel mess**
- 4.1 All bonafide students and research scholars of the University who have been allotted seats in the University Hostels are required to join the hostel mess.
- 4.2. As a special case, the Warden may allow associate membership to the hostel Mess to the following:
- (a) Casual students who pursue special courses in the University. These students can join the mess for the duration of their course.
  - (b) Visiting non-resident students and research scholars.
- 4.3. A student/Research Scholar who ceases to be such shall no longer be eligible for membership of the hostel mess.
- 4.4. Each hostel shall have a mess of its own. Students residing in a particular hostel shall be members of the mess located in that hostel only. In the event that a hostel has no mess of its own, the students residing in that hostel may be permitted to join a Mess of another hostel with the consent of the Wardens of both hostels.
- 4.5. (A) Each hostel shall have a Mess Committee to be composed of the following and appointed by the Warden.
- i) One Chairman/Chairperson (Warden-Ex-officio)
  - ii) One Secretary
  - iii) One Treasurer
  - iv) Members
    - (a) Prefect(s) (Ex-officio)
    - (b) Two hostellers, one each from the 1st/2nd and 3rd/4th semesters.
- Note: The Mess Committee may co-opt a maximum of 2 additional members if considered necessary.
- (B) The term of office of all Committee members, except the Ex-officio members, shall be one month, and shall be eligible for reappointment.
- 4.6. The supervision and management of each hostel mess shall vest in the Mess Committee. The Committee shall fix the mess dues to be charged from residents, lay down the food menu and look after the quality of the food. The Committee may arrange special dinners or other function in the mess and fix the financial limit of expenditure to be incurred on every such occasion. However, in the event that food is being catered in the hostel, the function of the Mess Committee shall be limited to overseeing the quality of the food being served.

## NORTH-EASTERN HILL UNIVERSITY RULES

- Recreation**
- 5.1. Recreation facilities shall be provided in each hostel. Every hostel shall have the recreational facilities to be decided by a Committee consisting of the Dean, Student Welfare, Warden and the Registrar and to be provided by the University through the office of the Dean of Students' Welfare.
- The Hostels may be provided with a telephone without dialling facilities.
- 5.2. No equipment of a personal nature, like table tennis bats, rackets etc., shall be supplied.
- 5.3. (a) Every hostel shall have a Sports Committee to consist of the following and appointed by the Warden:
- i) One Chairman/Chairperson (Warden-Ex-officio)
  - ii) One Secretary-senior resident
  - iii) Members
  - (iv) Prefect(s) (Ex-officio)
  - (v) Four hostellers, two each from the 1st/2nd and 3rd/4th semester.
- (b) The term of office of all Committee members, except the Ex-officio members, shall be one semester, and shall be eligible for reappointment.
- (c) The Secretary of the Committee shall be responsible for the organisation of all recreational and sport activities in the hostels. He/she shall maintain stock register of all equipment and shall be responsible for their maintenance and safe custody.
- Maintenance of Discipline**
- 6.1. Subject to the provision of the Rules of Discipline framed under Section 32(5) of the Statute, all powers relating to the maintenance of discipline and proper conduct of resident in the hostel shall vest in their respective Warden.
- Miscellaneous**
- 7.1 All Wardens shall maintain a detailed profile with photographs of the residents. A copy of the profile shall be forwarded to the Dean of Students Welfare immediately after admission to the hostel is made.
- 7.2 The Dean of Students' Welfare may allot rooms in the hostels to visiting non-resident students and research scholars during vacation. However, the duration of stay of such person shall not exceed the vacation.
- 7.3. Notwithstanding anything contained in these Rules, the University reserves the right to have any or all of the hostels vacated on a thirty six hour notice to the residents.

## NORTH-EASTERN HILL UNIVERSITY RULES

RU-4

### ALLOTMENT OF RESIDENCE

1. These rules shall be called "The Rules of allotment of Residence" in North-Eastern Hill University.
2. These rules shall apply to all teaching and non-teaching employees of North-Eastern Hill University.
3. **Definition**
  - (a) "Allotment" means grant of licence to an employee of the University to occupy a house owned/hired by the University or portion thereof for use by him/her as residence.
  - (b) "Residence" means the house owned/hired by the University or portion thereof for use by him/her as residence with a Certificate to be furnished to that effect by him/her.
    - (i) Gardens, grounds, garages and out-houses, attached to such building.
    - (ii) Any furniture supplied by the University for use in such building.
    - (iii) Any fitting affixed to such building.
  - (c) "Allotment year" means the year beginning 1st April or such other date as may be notified by the University.
  - (d) "Salary" for the purpose of determining eligibility for a type of residence shall include Basic Pay, non-practicing allowance and special pay.
  - (e) "Emoluments" for purpose of recovery of licence fee shall include pay and such allowances as may be decided by the Govt. of India from time to time for the purpose. However, that in the case of a University employee under suspension and in receipt of a subsistence allowance, the amount of the subsistence allowance shall be considered as emolument.
 

Provided that if such University employee is subsequently allowed to draw full pay for the period of suspension, the difference between the license fees recovered on the basis of the substance allowance and the emoluments ultimately drawn shall be recovered from him/her.
  - (f) "Family" means the wife or husband, and children, Step-children, legally adopted children, parents, brothers and sisters, parent-in-law, grand-children, as ordinarily residing with and are dependent on the employee.
  - (g) "Allotment Seniority" of an employee in relation to the type of residence to which he/she is eligible shall mean the seniority in a particular place of posting of the employee, employed on a regular basis.



### NORTH-EASTERN HILL UNIVERSITY RULES

Provided that where the date of seniority of two or more employees is the same, seniority amongst them shall be determined by the basic pay of the employee i.e. employee in receipt of higher pay shall take precedence over the employee drawing lower pay. Where the pay is equal, seniority amongst them for the purpose of allotment of residence shall be determined by seniority in age.

- (h) "Licence Fee" shall mean the sum of money payable monthly on account of the accommodation allotted.
- (i) "Subletting" shall mean sharing of accommodation by the allottee with another employee of the University with or without payment of licence fees by such other person. Provided that any sharing of accommodation by an allottee with close-relations shall not be deemed to be sub-letting.
- (j) "Temporary Transfer" shall mean a transfer which involves absence from headquarters for a period allowed by the University.
- (k) "Type" in relation to an employee shall mean the type of residence to which he/she is entitled.
- (l) "Residence Allotment Committee" (RAC) shall mean a Committee to consider allotment of residence and shall consist of the following:
  - (i) A nominee of the Vice-Chancellor Chairman
  - (ii) Registrar Member
  - (iii) Adviser, Construction /Head, Engineering Deptt. Member
  - (iv) President, NEHUTA Member
  - (v) General Secretary, NEHUTA Member
  - (vi) President, NEHUNSA Member
  - (vii) General Secretary, NEHUNSA Member
  - (viii) Finance Officer Member
  - (ix) Asstt. Registrar (Estate) (Convener)

## NORTH-EASTERN HILL UNIVERSITY RULES

### QUORUM

- (1) Four members shall constitute the quorum.
- (2) The Committee shall meet as and when necessary.
  - (i) Meeting of the R.A.C. shall be conducted as per provision of conducting other meetings in the University as per Regulation RA.3 . Provided further that clause RA 3. (8) shall not be applicable.
  - (ii) The convener of the committee shall notify the “allotment seniority” list of employees for purpose of house allotment in the various grades in March every year. He shall also maintain the record of vacant houses and convene the meeting of the RAC in consultation with the Chairman.
  - (iii) The Committee shall allot the vacant residences.

### 4. CLASSIFICATION OF RESIDENCE:

The University quarters shall be classified in the following types of residence:

<u>TYPE OF RESIDENCE</u>	<u>SALARY SLAB ELIGIBILITY</u>
(I)	Group 'D' employees
(II)	Group 'C' employees
(III)	Section officers and officers of equivalent rank
(IV)	Lecturers and officers of equivalent rank.
(V)	Professors and Readers of the University and officers of equivalent ranks

### 5. APPLICATION FOR ALLOTMENT

An employee whose turn for allotment of residence is due, shall be asked by the University to apply in the prescribed form as per (Appendix. I).

Unless otherwise provided in these rules, the allotment of residence falling vacant shall be made by the RAC after carefully examining the following:

## NORTH-EASTERN HILL UNIVERSITY RULES

### 6. ALLOTMENT OF RESIDENCE:

- (i) Allotment shall be made strictly according to the "Allotment seniority" as per Appendix-II subject to reservation of 22.5% of the available houses for allotment to SC/ST categories.
- (ii) No employee shall ordinarily be allotted a residence of higher entitlement. However an employee may be considered for allotment of residence of the immediately lower type. If an employee who is occupying a residence of lower type is allotted a residence of his/her entitlement, he/she shall be required to vacate the accommodation of lower type within the prescribed time limit, failing which the eviction process shall be initiated by the University.
- (iii) An employee, who is on an approved absence may authorise a member of his family or another-employee, whose name shall be communicated to the administration before the allotment, to comply with the time limit prescribed for acceptance of allotment etc.
- (iv) If any employee fails to accept the allotment of residence within fifteen days or fails to take possession of the residence after acceptance within one month from the date of receipt of the letter of allotment, the allotment shall stand automatically cancelled and shall be deemed to have been surrendered by the allottee.
- (v) An employee, having surrendered the allotment mentioned above, shall be entitled to apply again after one year for suitable allotment.

### 7. ALLOTMENT TO SPECIAL CATEGORY OF STAFF:

Allotment on priority basis over others shall be made to such employees whose presence in the University Campus is considered essential for management and supervision of University work and building etc., under the following categories :

- (a) Specified member of the Administrative and ministerial staff :
- (b) Specified members of Health and Sanitation services.
- (c) Specified members of Engineering, Electricity and water services.
- (d) Specified staff for the maintenance of Telephones, Laboratories, Library, Hostels.
- (e) Visiting Teachers

Such of the staff eligible for residence under the above categories shall be specified by the Vice-Chancellor from time to time. The above priority accommodation shall be given to person so long as the person holds the "Essential Post" so as to enable him to make himself/herself available for duty at any time of the day or night as the requirement may be.

## NORTH-EASTERN HILL UNIVERSITY RULES

### 8. ELIGIBILITY OF HUSBAND AND WIFE

- (a) No employee shall be allotted a residence under these rules if the wife or husband of the employee, as the case may be, has already been allotted a residence, unless such residence is surrendered simultaneously provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by the Court.
- (b) Where two employees in occupation of separate residence allotted under these rules marry each other, they shall within one month of the marriage surrender one of the residences Continued occupation of residence will result in automatic cancellation of the allotment of one of the residences, otherwise, the couple will be liable to pay rent at the market rate for one of the residences.
- (c) Where both husband and wife are employed in the University the entitlement of either of them to allotment of residence under these rules shall be considered independently provided the house surrendered by either of the spouses may be retained by the other in case both of them are in the same grade.

### 9. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION

- (i) An allotment shall be effective from the date on which an allotment is accepted and shall continue in force, until an employee ceases to be in the service of the University unless otherwise provided.
- (ii) A residence allotted to an employee may be retained as specified in Col. (i) of the table below for the period specified in the corresponding entry in Col. (2) thereof and payment of normal licence fee in the event of any one of the following, provided that the residence is required for bonafied member of his/her family.

<b>EVENTS</b>	<b>PERMISSIBLE PERIOD FOR RETENTION OF THE RESIDENCE</b>
(a) Termination/dismissal/ retirement from service or death of the allotted	3(three months)
(b) On leave i.e., Study leave/Sabbatical leave/leave on medical ground	Period of leave sanctioned but for use of the member(s) his/her family.

### NORTH-EASTERN HILL UNIVERSITY RULES

- |   |   |
|---|---|
| (c) EOL/Lien/deputation for taking employment elsewhere | 6 (six) months exceeding which the allottee shall have to pay an amount equivalent to the HRA admissible for the month preceeding the actual period of EOL/Lien/Deputation. |
| (d) Re-employment                                       | The period of re-employment.  |

#### NOTE

- (i) Where a residence is retained under sub-rule (ii) allotment shall be deemed to be cancelled on the expiry of admissible concession period, unless the employee resumes duty at the end of the leave period.
- (ii) Where an employee is on leave on medical grounds without pay and allowances, and is allowed to retain his/her residence by virtue of the concession under sub-rule (ii) he/she shall pay the licence fee for such residence every month and where he/she fails to pay such licence fee for more than twelve months the allotment shall automatically stand cancelled.
- (iii) Re-employed employees shall be allowed to retain the accommodation allotted to them. They will not be entitled to allotment of a higher type of accommodation during re-employment.
- (iv) Notwithstanding anything contained in sub-rule (ii) where an employee is dismissed or removed from service or where one's services have been terminated and the University is satisfied that it is necessary or expedient in the interest of the University to do so, the University may cancel the allotment of the residence made to such an employee either forthwith or with effect from such date prior to the expiry of the period of three months referred to in item (a) of the table, below sub-rule (ii).
- (v) The Member Secretary of the Committee shall, at least twice a year (April & October), notify the list of employees on EOL/Lien/Deputation for a period exceeding 6 months so that necessary arrangements for the collection of the amount equivalent to the admissible HRA and other charges from employees concerned are made by the Finance Department.

## NORTH-EASTERN HILL UNIVERSITY RULES

### 10. PROVISION RELATING TO LICENCE FEE

- (i) Where an allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or the 31st day from the date of receipt of the allotment, whichever is earlier.
- (ii) Where an employee, who is in occupation of a residence is allotted another residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence. He/She may, however, retain the former residence without payment of license fee for that day and the subsequent day for shifting.
- (iii) The licence fee payable shall be as prescribed by the Govt. of India from time to time, provided that licence fee shall not be payable by teachers and those employees exempted from payment by any special order.

### 11. PERSONAL LIABILITY OF THE EMPLOYEE FOR PAYMENT OF LICENCE FEE TILL THE RESIDENCE IS VACATED

- (i) The employee to whom a residence has been allotted shall be personally liable for payment of the licence fee, Water, electricity, conservancy charges, and for any damage beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings of services provided therein by the university during the period for which the residence has been and remains allotted to him or where the allotment has been cancelled under any of the provisions in these rules, until the residence along with the out houses attached thereto have been vacated and full vacant possession thereof has been resorted to the University.

### 12. SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE

An allottee may at any time surrender the allotment by giving one month's notice before the date of vacation of the residence. The allotment shall be deemed to be cancelled with effect from the day of expiry of notice. Such allottee may be considered again for allotment of residence on a fresh application.

### 13. CHANGE OF RESIDENCE

- (i) An employee to whom a residence had been allotted under these rules may apply for a change to another residence of the same type or a residence of the type to which he/she is eligible subject to Rule No. 5 (ii) whichever is lower.
- (ii) If an employee fails to accept a change of residence offered to him within ten days of the receipt of such offer or allotment his/her request for the change will lapse.
- (iii) Such change of residence can be done only once for the same type of residence.
- (iv) An employee who changes university residence to undertake a responsibility of the University requiring a stay in earmarked accommodation of the University shall be allotted an accommodation on a priority basis on relinquishing the responsibility.

**NORTH-EASTERN HILL UNIVERSITY RULES****14. MUTUAL EXCHANGE OF RESIDENCE**

Employees to whom residence of the same type have been allotted under these rules may apply for permission to mutual exchange, which may be granted by the committee.

**15. MAINTENANCE OF RESIDENCE**

- (i) The allottee shall maintain the allotted residence and compound in a neat and clean condition and shall be liable to make good any damage to the residence including wood works floor and walls fixture, furniture fittings (natural wear and tears exempted).
- (ii) The allottee shall not construct any unauthorised structure(s) in any part of the premises and not tamper with the existing structures or electricity and water connections. Cutting of trees and shrubs without permission will not be allowed.
- (iii) The allottee shall not use the residential quarters for purposes other than for which it is allotted nor use in any manner that may cause annoyance/nuisance to the neighbourhood.
- (iv) The allottee on occupation/vacation of the quarter should sign an inventory of furniture/fittings in the quarter. The Estate Officer will sign the inventory on behalf of the University.

**16. SUB-LETTING AND SHARING OF RESIDENCES**

No employee shall share the residence allotted to him or any of the outhouse attached thereto except with the employees of the University eligible for allotment of residence under these rules with a prior permission of the University. A formal report shall be made to the University by the allottee giving particulars of sharing the accommodation. The servant quarters, outhouse and garages may be used for the bonafied purposes.

**17. CANCELLATION OF ALLOTMENT**

- (i) Any breach of the above rules will without prejudice to any disciplinary action entail cancellation of allotment and in such case three months time will be given for vacating of the quarter.
- (ii) After an allotment has been cancelled but the residence remains in occupation of the employees such employee shall be liable to pay for use and occupation of the residence services, furniture, etc, an amount equal to the market license fee as may be determined by the University. Proceedings shall commence forthwith for the vacation of the residence.

**18. INTERPRETATION OF THE RULES**

Any problem arising as to the interpretation of these rules will be decided by the Vice-Chancellor.

**NORTH-EASTERN HILL UNIVERSITY RULES****19. APPEAL AGAINST THE DECISION OF THE ALLOTMENT COMMITTEE**

Any appeal against the decision of RAC shall in the first instance be made to the RAC for a review of the case. If however, the appellant is not satisfied with the decision of the committee, an appeal may be made to the Executive Council and the decision of the Executive Council shall be final. The first appeal should be made within the period of validity of the offer of allotment.



**NORTH-EASTERN HILL UNIVERSITY RULES**

**APPENDIX-I**

**APPLICATION FOR RESIDENTIAL ACCOMMODATION**

1. Name
2. Designation
3. Department to which attached
4. (i) Date of joining at Shillong/Tura:  
 (ii) First appointment in NEHU as \_\_\_\_\_ on \_\_\_\_\_  
 (iii) Next appointment/promotion as \_\_\_\_\_ on \_\_\_\_\_  
 (iv) Present appointment/promotion as \_\_\_\_\_ on \_\_\_\_\_
5. Scale of pay
6. Present basic pay
7. Date of Birth
8. Present accommodation
  - (i) Own house
  - (ii) Govt./Semi Govt. quarters
  - (iii) Rented House
9. Type of accommodation applied for
10. Do you want to be considered for accommodation below your entitlement?

Dated \_\_\_\_\_

Place \_\_\_\_\_

Signature  
Designation

**For office use**

Name/Designation

Received for allotment of quarters

From  
Name  
Designation

**NORTH-EASTERN HILL UNIVERSITY RULES****APPENDIX-II****Allotment Seniority List**

The University shall maintain a station seniority list of the following cadres:

1. Professors/Readers and Lecturers (Combined)
2. Officers of the University of the rank of Directors, Deputy Registrars & Assistant Registrar and equivalent (Combined).
3. Section Officers and employees of equivalent rank.
4. Group 'C' employees.
5. Group 'D' employees.