

THE NORTH- EASTERN HILL UNIVERSITY

THE ORDINANCES



The North-Eastern Hill University, Shillong

CONTENTS

I. OA Series

1.	On the Establishment of Schools of Studies	1
2.	On the Establishment of Departments	2-3
3.	On the Establishment of Centres of Studies	4
4.	On Assignment of Departments./Centres to the School of Studies	5-6
5.	On Degrees, Diplomas and Certificates	7
6.	On the Board of Research Studies	8-9
7.	On the Boards of the Schools	10-12
8.	On the Board of Studies	13-14
9.	On the Board of Under-Graduate Studies	15
10.	On the Planning Board	16-17
11.	On the Establishment, Structure and Management of Centres in the University	18-21

II. OB Series

1.	On the Departments in the School	22-23
2.	On the Deans' Committee	24
3.	On the Powers and Functions of the Deans of Schools	25
4.	On the Functions of the Heads of Departments	26
5.	On the Functioning of Academic Departments in the University	27-28
6.	On the Affiliation of Colleges and Subject of Studies	29-37
7.	On the College Development Council	38-39
8.	On the Scheme of Exchange of Teachers/Experts	40-42
9.	On the Mahatma Gandhi Visiting Professorship	43-44
10.	On the Verrier Elwin Memorial Endowment	45-46
11.	On the Development and Social Change Lecture Series	47-48
12.	On the Barpujari Endowment Lectures	49-50
13.	On Adjunct Faculty Members	51
14.	On the President of India, Dr. Shankar Dayal Sharma Gold Medal	52-53

15.	On the Rajiv Gandhi Chair for Studies in Protective Discrimination	54-55
16.	On the Management of Colleges/Institutions maintained by the University	56
17.	On the Rajendra Kumar Sunehari Devi Jain Charitable Endowment	57
18.	On the NEHU Corpus Fund and its operation	58
19.	On Dr. Mahendra Naraian Karna Young Sociologist Prize	59-60
20.	On PG Departments in Colleges Affiliated to the University	61-62

III. OC Series

1.	On the admission of students to the University including its affiliated colleges	63
2.	On the Admission, Enrolment, Migration and Transfer of Students	64
3.	On the Medium of Instruction and Examination	65
4.	On the Doctor of Philosophy Programme	66-75
5.	On the Master of Philosophy Programme	76-80
6.	On the Master's Degree Programme in Education	81
7.	On the Master's Degree Programme in Arts, Science and Commerce and Law Library and Information Science	82-88
8.	On the Undergraduate Programmes in Arts, Science, Home Science, Commerce and Professional Courses, 2023	89-96
9.	On Equivalence/Recognition of Examinations/Degrees	97
10.	On the Convocation	98-103
11.	On the degree of Doctor of Literature and Doctor of Science	104-106
12.	On Social Work Education	107-109
13.	On Correspondence Courses	110-111
14.	On Certificate and PG Diploma Courses	112
15.	On Academic Calendar of the University	113-114
16.	On Honorary Degree	115
17.	On Professional Courses	116
18.	PG Departments in colleges affiliated to the University	117-118
19.	On Distance Mode of Education	119-120

IV. OD Series

1.	On the award of Junior Research Fellowships in Sciences, Humanities and Social Sciences.	121-124
2.	On the award of NEHU Post-Graduate Scholarships	125-126
3.	On Association of Students in Departments and Schools	127-128
4.	On conditions of Residence of the students of the University	129-133
5.	On representation of the PG Students of the University on the Academic Council	134-135
6.	On Discipline amount students in relation to University Examinations	136-139
7.	Powers and Functions of the Dean Student's Welfare	140-141
8.	On the maintenance of discipline and proper conduct among the students of the University.	142-145
9.	On the North Eastern Hill University Women's Cell	146-148

V. OE Series

1.	On the Emoluments and other terms and conditions of service of Pro-Vice-Chancellors	149-150
2.	On the terms and conditions of service of the Registrar	151-152
3.	On Selection Committee Procedures for Teachers and Other Academic Staff	153-156
4.	On the notification of vacancies and preliminary selections	157-160
5.	On Service Conditions, Salary Scales, Classifications and Qualifications of Teachers	161-166
6.	On governing Leave to Teachers of the University	167-187
7.	On Floating Posts	188
8.	On the Terms and Conditions of Service of the Finance Officer	189-190
9.	On the Terms and Conditions of Service of the Controller of Examinations.	191-192
10.	On the Hill Areas Special Allowance to teaching and Non-teaching staff	193
11.	On the Scales of pay and allowances and Service conditions of other academic staff	194
12.	On the Constitution of the Grievances Redressal Committee	195
13.	On the terms and conditions of the service of the Vice-Chancellor	196-197

14.	On Minimum Qualification for Direct recruitment to the posts of Librarian, Deputy Librarian and Assistant Librarian, Deputy Registrar and Assistant Registrar, Director of Physical Education/Deputy and Assistant Director of Physical Education.	198-210
15.	On Career Advancement Scheme.	211-219
VI.	OF Series	
1.	On Fees payable by students	220-228
2.	On the Students' Aid Fund	229-231
VII.	OG Series	
1.	On the North-Eastern Hill University Publications	232-234
VIII.	OH Series	
1.	On Research Projects	235-236
To be numbered		
1.	On Alumni Association	238-239
2.	OB- On the Kiang Nongbah Memorial Award	240-242
3.	OB- On the Prof.S.S.Khare promising Mathematician Award	243-245

ON THE ESTABLISHMENT OF SCHOOLS OF STUDIES

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

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

1. School of Social Sciences
2. School of Life Sciences
3. School of Human and Environmental Sciences
4. School of Physical Sciences
5. School of Humanities
6. School of Education
7. School of Economics, Management and Information Sciences
8. School of Technology

-
1. First Ordinance approved vide Ministry of Education, Govt. of India letter No. F.10-23/76/24 (U2) of March 19,1977.
 2. Revised ordinance approved vide MHRD, Deptt. of Edu., Govt. of India letter No.F.8-33/97-Desk(U) dated September 29,1997.
 3. Amended vide Resolution No.AC:73;2005;6;5(i) and EC;122;10;2005;5;(i) and notified vide notification no.Conf/13-5/ORD/99(Vol.III)-95 dated May 4,2006.
 4. Notified vide notification NO:F.Conf/13-5/ORD/99(Vol.III)-638 dated March 9. 2010

ON THE ESTABLISHMENT OF DEPARTMENTS

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

The following Departments may be established in the University:

1. Department of Economics
2. Department of History
3. Department of Philosophy
4. Department of Political Science
5. Department of Sociology
6. Department of Anthropology
7. Department of Commerce
8. Department of Botany
9. Department of Biochemistry
10. Department of Zoology
11. Department of Microbiology
12. Department of Geography
13. Department of Geology
14. Department of Chemistry
15. Department of Physics
16. Department of Mathematics
17. Department of English
18. Department of Khasi
19. Department of Hindi
20. Department of Linguistics
21. Department of Education
22. Department of Psychology
23. Department of Animal Production
24. Department of Horticulture
25. Department of Rural Development Planning
26. Department of Soil Conservation
27. Department of Forestry
28. Department of Library and Information Science
29. Department of History and Archaeology
30. Department of Public Administration
31. Department of Social Work
32. Department of Business Management
33. Department of Home Science
34. Department of Garo
35. Department of Mizo
36. Department of Christian Studies
37. Department of Traditional Religions
38. Department of Buddhist Studies
39. Department of Hinduism
40. Department of Islamic Studies

41. Department of Rural Development & Agricultural Production
42. Department of Statistics
43. Department of Biotechnology and Bio-Informatics
44. Department of Law
45. Department of Information Technology
46. Department of Electronics and Communication Engineering
47. Department of Bio-Medical Engineering
48. Department of Energy Engineering
49. Department of Civil Engineering
50. Department of Chemical Engineering
51. Department of Mining & Metallurgical Engineering
52. Department of Industrial Engineering
53. Department of Mechanical Engineering
54. Department of Environmental Engineering
55. Department of Rural Technology
56. Department of Management
57. Department of Adult & Continuing Education
58. Department of Environmental Studies
59. Department of Journalism & Mass Communication
60. Department of Tourism & Hotel Management
61. Department of Architecture
62. Department of Nanotechnology
63. Department of Agri-business & Food Technology
64. Department of Computer Applications
65. Department of History & Archaeology
66. Department of Horticulture
67. Department of Basic Sciences & Social Sciences
68. Department of Cultural & Creative Studies
69. Department of Electrical Engineering

-
1. First Ordinance approved vide Ministry of Education, Govt. of India letter No. F10-23/76/24(U2) of March 19, 1977.
 2. Included vide MHRD letter no. F.8-8/96-DESK(U) of December 28, 1996.
 3. Amended vide Resolution No. No:AC:73:2005:6:5:(1)(i) and EC:122:10:2005:5:(i) and notified vide notification No.Conf/13-5/ORD/99(Vol.III)-95 dated May 4, 2006 and approved vide MHRD letter No. F.8-33/97- Desk(U) dated September 29, 1997 and Ordinance approved vide MHRD letter No. F.8-33/97- Desk(U) dated September 29, 1997. Vide Executive Council Resolution NO:EC:148:2011:5:1:(ii) and notified vide No.F.Conf/13-5/Ord/99(Vol. IV)-140 dated 23rd August, 2012.
 4. Amended vide Notification No:F.Conf/22-2 REG/2007(Vol-IV) Pt-295 dated 21.08.2023

ON THE ESTABLISHMENT OF CENTRES OF STUDIES

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

1. The following Centres of Studies may be established in the University for the present:
 - i. Centre for Adult and Continuing Education
 - ii. Centre for Rural Development
 - iii. Centre for Cultural and Creative Studies
 - iv. Centre for Environmental Studies
 - v. Centre for Distance Education
 - vi. Centre for Science Education

-
1. First Ordinance approved vide Ministry of Education, Govt.of India letter No. F.10-23/76/24(U2) of March 19,1977.
 2. Amended Ordinance approved vide MHRD letter No.F.8-33/97-Desk(U), dated September 29,1997.
 3. Amended vide EC Resolution 119:2004:5:8(i) dated August 20,2004 and notification No.EC;119-4/ Conf. /2004-755, dated October 14,2004.
 4. Notified vide No. PL 126/New Deptt/Stat/2004-165 dated September 29,2004.
 5. Notified vide notification No.Conf/13-5/ORD/99(Vol.III)-95 dated May 4,2006.
 6. Notified vide notification NO:F.Conf/13-5/ORD/99(Vol.III)-638 dated March 9. 2010

ON ASSIGNMENT OF DEPARTMENTS/CENTRES TO THE SCHOOL OF STUDIES

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

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

1. School of Social Sciences

- i. Department of History and Archaeology
- ii. Department of Political Science
- iii. Department of Sociology
- iv. Department of History
- v. Department of Cultural and Creative Studies
- vi. Department of Law
- vii. Department of Public Administration
- viii. Department of Psychology.

2. School of Economics, Management and Information Sciences

- i. Department of Economics
- ii. Department of Commerce
- iii. Department of Library and Information Science
- iv. Department of Agri-Business Management and Food Technology(Tura)
- v. Department of Management(Tura)
- vi. Department of Tourism & Hotel Management
- vii. Deptt of Journalism and Mass Communication

3. School of Life Sciences

- i. Department of Biochemistry
- ii. Department of Botany
- iii. Department of Zoology
- iv. Department of Biotechnology and Bio-Informatics

4. School of Human and Environmental Sciences

- i. Department of Anthropology
- ii. Department of Geography
- iii. Department of Environmental Studies
- iv. Department of Rural Development and Agricultural Production
- v. Department of Horticulture.
- vi. Department of Geology
- vii. Department of Forestry(Tura)

5. School of Physical Sciences

- i. Department of Chemistry
- ii. Department of Mathematics
- iii. Department of Physics
- iv. Department of Statistics

6. School of Humanities

- i. Department of English
- ii. Department of Khasi
- iii. Department of Linguistics
- iv. Department of Philosophy
- v. Department of Hindi
- vi. Department of Garo
- vii. Department of English (Tura)

7. School of Education

- i. Department of Education
- ii. Department of Adult and Continuing Education
- iii. Centre for Distance Education
- iv. Centre for Science Education
- v. Department of Education (Tura)

8. School of Technology

- i. Department of Information Technology
- ii. Department of Electronics and Communication Engineering
- ii. Department of Bio-Medical Engineering
- iv. Department of Energy Engineering
- v. Department of Nanotechnology
- vi. Department of Architecture
- vii. Department of Basic Sciences & Social Sciences
- viii. Department of Computer Applications (Tura)

-
- 1. First Ordinance approved vide Ministry of Edu, Govt. of India letter No. F10-23/76/24(U2) of March 19, 1977.
 - 2. Amended Ordinance approved vide Executive Council Resolution No. 83:94:5:01:(i) and approved vide MHRD letter No. F.8-8/96-DESK (U) of October 28, 1996 and further, amended Ordinance approved vide MHRD letter No. F.8-33/97-Desk (U) dated September 29, 1997.
 - 3. Notification No. PL-126/New Deptt/Statistics/2004-165 dated September 29, 2004.
 - 4. Notification No. F.Conf/3-5/Ord/2005(Vol.III)-845, dated February 15, 2005.
 - 5. Notification No. F.Conf/13-5/Ord/99(Vol.III)-909 dated April 5, 2005.
 - 6. Notified vide Notification No. Conf/13-5/Ord/99(Vol.III)-95 dated May 4, 2006.
 - 7. Notified Vide Notification No: Conf/13-5/Ord/99(Vol.IV)-140 dated 23rd August, 2012

ON DEGREES, DIPLOMAS AND CERTIFICATES

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

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

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

-
1. Approved vide Executive Council Resolution No.EC:31:82:15(iii).
 2. Amended with insertion of Clause (x)vide AC:69:2003:5:1: (iii) and EC:116:2003:5:1:(iii) and notified vide No:Conf/13-5/ORD/99-(Vol.III)-541 dated June 7, 2004.
 3. Notified vide Notification NO.F.Conf/13-5/ORD/99/Vol. V/639 dated 18.02.2014

ON THE BOARD OF RESEARCH STUDIES

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

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

Note: Revised Ordinance in pursuance of Academic Council resolution
NO:AC:50:95:5:3(i) dated 21st and 22nd May, 1995 was approved vide Executive Council
NO:EC:86:95:5:1(iii) dated 18th July, 1995

1. Notified vide Notification NO:Conf/13-2/Ord/87(Vol.III)- dated 27th September 95

2. Notified vide Notification No:Conf/13-2/Ord/87 (Vol.III-5741 dated 27th Sept, 1995

ON THE BOARDS OF THE SCHOOLS

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

Constitution of the School Board

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

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

Terms of Office

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

Chairman

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

Powers and Functions

4. The powers and functions of the Board shall be as follows :
 - i. to prescribe the qualifications and procedure for admission of candidates to the various study programmes in the Departments in the School;
 - ii. to co-ordinate the teaching and research work in the Departments in the School;
 - iii. to recommend to the Academic Council the various courses of study, other than research degrees offered by the Departments in the School and courses of study for research degrees to the Board of Research

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

Meetings

5. (i) The Board shall hold at least two ordinary meetings in an academic year, one in each semester; and

(ii)The Dean may convene special meetings of the Board at his own initiative, or at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the total members of the Board.

Quorum

6. The quorum for the meeting of the Board shall be one-third of its total membership.

Notice

7. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.

Rules of Business

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

1. First ordinance approved vide Ministry of Education, Govt.of India, letterNo.F.10-23/76/24(U) of March 3,1977.
2. Clause 1 (iv) OA-7 amendment approved vide MHRD, Deptt. of Edu., Govt.of India letter no F.8-6/98-Desk(U), dated June 12,1998. And Notified vide notification No:Conf/13-2/Ord/87(Vol-IV) Part-836 dated 23rd July, 1998
3. Clause 4(c) of OA-7 amendment approved vide MHRD, Deptt. of Edu., Govt.of India letter No.F.8-14/99 Desk(U), dated February 28,2000. Notified vide notification No:Conf/13-2/Ord/87(Vol.IV/Pt)-1569 dated 21st march,2000.
4. Deleted vide AC:77:2007:2:(iii) and EC:129:2007:5:1:(i) vide notification No. Conf/13-5/ORD/99 (Vol.III)-682 dated November 16, 2007

ON THE BOARDS OF STUDIES

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

Constitution

1. The Board of Studies of each Department shall comprise
 - i. Head of the Department as Convener and ex-officio Chairperson
 - ii. All Professors of the Department;
 - iii. Two Associate Professors and two Assistant Professor of the Department by rotation, on the basis of seniority;
 - iv. One teacher each from other departments within the School
 - v. Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice-Chancellor on the recommendations of the Department concerned;
 - vi. Not more than three persons nominated by the Board of the School who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognised institutions. Provided that ordinarily one person each should be from the North-East, Eastern India and others from rest of the country.
 - vii. Five teachers from affiliated colleges engaged in teaching the subject/cognate subject, nominated by the concerned Department. However, not more than two teachers shall be nominated from the same college.
Provided that where there is no teaching for a subject /programme of studies at the University, Department for which the Board of Studies is required, the Academic Council may constitute a Committee in the manner described below to perform the functions of the Board under a School of Studies to be identified by the Academic Council:
 - a. Three persons not below the rank of Professor having specialized knowledge in the same or cognate subject area, one of whom shall be appointed as Chairperson, provided that she/he is a member of the Academic Council;
 - b. Five teachers from affiliated Colleges engaged in teaching the subject concerned or cognate subject, nominated by the concerned School Board;
 - c. Two external experts nominated by the Vice-Chancellor on the recommendation of the Chairman of the concerned School Board, of whom one should ordinarily be a person from the North-Eastern Region.

Terms of Office

2. The term of office of members, other than the **Head and the Professors of the concerned Department**, shall be three years; however, **teachers** can be re-nominated if the number of teachers in

the Department is not large enough for rotation.

Functions	3.	Functions of the Board shall be : <i>recommend to the School Board:</i> - subjects for research for various degrees <i>research proposals of</i> candidates for the Doctorate Degree along with the details <i>as prescribed in the relevant Ordinance/Regulation;</i> - post-graduate and <i>undergraduate</i> courses of studies; - appointment of examiners for post-graduate <i>and undergraduate</i> courses/<i>programmes;</i> - measures for the improvement of post-graduate <i>and undergraduate</i> teaching and research; and - perform such other functions as may be assigned to it by the <i>School Board</i>, the Academic Council, the Executive Council and/or the Vice-Chancellor.
Quorum	4	The Quorum for the meeting of the Board shall be one-third of the total membership of the Board.
Meetings	5	Ordinarily the Board shall hold at least two meetings in an academic year, one in each Semester. Notice of the meetings of the Board shall be issued at least fourteen days before the date fixed for the meeting.
Minutes	6	The Chairman of the Board shall keep the Minutes of the meetings of the Board.
Rules of Business	7	The rules of conduct of the meetings shall be prescribed by the relevant Regulations.

-
1. First Ordinance approved by the Govt. of India vide Ministry of Education letter No.F.10-23/76-24(U.2) of March 19,1977.
 2. Amended vide Academic Council Resolution No.AC:77:2007:2:(iii) and Executive Council Resolution No:EC:129:2007:5:1:(i) and notified vide No.Conf/13-5/ORD/99 (Vol.III)-682 dated November 11, 2007.
 3. Amended vide Academic Council Resolution No.AC:86:2011:2:(v) and Executive Council Resolution No:EC:151:2012:5:1:(i) and notified vide No.Conf/13-5/ORD/99 (Vol.III)-250 dated December 6, 2012.

ON THE BOARD OF UNDER-GRADUATE STUDIES

This will be covered by OA-8 as per the approval of MHRD vide letter No.F.08-05/2011 – Desk(U) dated 25.02.2014 on the recommendation of the Executive Council decision No:EC:151:2012:5:1(i).

ON THE PLANNING BOARD
Under Section 26 (1) (m) of NEHU Act, 1973

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

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

from the University's own staff for their
special interest in educational progress
and development -do- Members

x. Five external experts to be nominated by
the Vice-Chancellor representing broadly
the Schools of the University. -do- Members

xi. Three professors, one each from the
campuses not covered above by rotation. -do- Members

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

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

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

1. This Ordinance may be called the 'North- Eastern Hill University Centres of Studies Establishment , Structure and Management Ordinance.
2. The University may establish Centre(s) in any of its schools for the purposes designated herein in any of its Campuses or anywhere else within its territorial jurisdiction. A Centre may also have one or more sub-centres.
3. A Centre may have one or more of the following functions:
 - i. Inter-disciplinary research.
 - ii. Teaching of inter-disciplinary courses or teaching in any discipline not specifically assigned to any Department or which may be necessary as a common service facility to a number of Departments or teaching-cum-research in such disciplines.
 - iii. The Centres may conduct Degree, Diploma and Certificate courses, Training Programmes and Short-term courses, in addition to other activities.
 - iv. Field studies in relation to any facet of social and cultural life of the people including activities involving provision of facilities for training in relation thereto.
 - v. Basic studies in any aspect of education including pilot programmes and field studies associated therewith.
 - vi. Formulate and conduct programmes on a pilot basis to make the new advances in various fields of knowledge in a form which can be appreciated and assimilated by the people and become a living link between the University or any section thereof and the community.
 - vii. To provide any services by way of studies, lectures, training and the like for the advancement of social and economic conditions, of the people living in the hill areas and instilling scientific temper in the community.
 - viii. 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 (OB-13).
4.
 - i. A Centre shall comprise members of faculty in the grade equivalent to Professors, Associate Professors,/Readers and Assistant Professors.
 - ii. The designation of teachers in Centres may be Professor/Director, Associate Professor /Reader/ Deputy Director and Assistant Professor/Assistant Director or any such equivalent designations as may be assigned by the Academic Council and the Executive Council from time to time.
5. The Head of a Centre will be designated as Head. However, if the Head of the Centre happens to be in a grade lower than Associate Professor/Reader she/ he will be designated as In-Charge.

6. The faculty of a Centre will comprise a small nucleus of permanent positions and such number of visiting positions as may be necessary in each case.
7. The Head of the Centre shall be appointed for a tenure not exceeding 3 years and he will be eligible for re-appointment, but not in succession.
8. The Centres may have visiting faculty drawn from outside the University as well as Adjunct Faculty from within the University for a tenure not exceeding three years which may be renewed in suitable cases.
9. The teachers in the University or of other institutions shall have the option of retaining their original designation while working for Centres.
10. A Centre may be provided such administrative and technical support may be necessary in each case but the nucleus of the permanent staff shall be as small as possible. However, the field and research support in the Centre shall be provided entirely on project basis without creating any permanent structure whatsoever.
11. Each Centre shall have a Steering Committee with the Head as its Chairman and the following as members :
 - (i) a. All members of the Centre in the rank of Professor/Director.
 - b. One Associate Professor/Reader/Deputy Director
 - c. One Asstt. Professor/Assistant Director
 - d. Not more than two members from Visiting Faculties/Adjunct Faculties other than Professors.
 - e. Five Teachers from other Department/Centres
 - f. i. Three external experts of which at least one should be from the concerned subject and the rest from allied/cognate subjects. In case of Centres offering Ph.D programme, all 3 external experts shall be subject experts.
 - ii. The term of members of the Steering Committee shall be 3 years.
 - iii. Quorum: One third members of the Steering Committee shall constitute quorum.
 - iv. Notice: A minimum of 14 days of notice shall be there for holding meeting(s) of the Steering Committee.
 - v. Rules of Business: The rules of business of the meeting shall be provided in Regulations.
12. The functions of the Steering Committee shall be as follows:-
 - i. To formulate a long-term perspective for the Centre and approve a plan of action in consonance with the University's plan.
 - ii. To formulate and approve the programme of the Centre within the policy laid down by the School Board and Academic Council.
 - iii. To review half-yearly the progress of work done in the Centre, identify the bottlenecks if any and make suggestions for their removal.
 - iv. To discharge such other functions as may be assigned by the competent authority(ies).
 - v. To approve subjects for research for various degrees.

- vi. To recommend to the School Board, applications of students as candidates for M.Phil/ Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants.
 - vii. To recommend to the School Board the names of teachers in the Centre appointed as Supervisor(s);
 - viii. To recommend to the Board of the School measures for the improvement in teaching and research in the Centre and
 - ix. To perform such other functions as may be assigned by the School Board, the Academic Council, the Executive Council and the Vice-Chancellor.
13. Every member of the Centre shall prepare a brief resume of his work and submit it to the Head half-yearly.
 14. The Head shall prepare a general resume of the Centre's activity based on the assessment by its members which will be placed before the Steering Committee.
 15. The Steering Committee shall send this report along with its comments to the concerned School Board for their information and suggestions, if any.
 16. Each member of the Centre shall also prepare a resume of his work at the end of the year and submit it to the Head.
 17. The Head shall prepare a detailed review of work in his Centre for the year in a prescribed proforma bringing out clearly the achievement with reference to tasks undertaken during the year and progress made in relation to achieving its basic objectives. This report shall be finalised by the end of the year and placed before the Steering Committee soon after.
 18. The report along with the observations of the Steering Committee shall be sent to the School Board for information and suggestions, if any.
 19. The annual report of the Centre, as approved by the Steering Committee, shall be sent to the appropriate authority for further necessary action.
 20. The specific objective of each Centre shall be laid down in the Regulations.
 21. Notwithstanding anything contained in the provisions of the ordinance, the organisation and structure of a Centre established for teaching interdisciplinary course and research relating thereto may be the same as of the Departments of the University provided a decision to this effect is taken by the Academic Council and is approved by the Executive Council.

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

5. Amended abolition of “Units” in all the Centres of Studies notified vide Notification No:EC:119-4/Conf/2004-755 dated October 14, 2004.
6. Notified vide notification F:No:Conf/13-5/ORD/99(Vol.III)-857 dated 13th August, 2010

ON THE DEPARTMENTS IN THE SCHOOL

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

- | | |
|--|--|
| 1. Constitution of the Department | Each Department in a School shall consist of the members the Department as given in the Statute 17(5) (c) and also such other persons as are designated members of the Department by the School Board concerned on the recommendations of the Department concerned. |
| 2. Duties of the Department | <p>Duties of the Department shall be:</p> <ol style="list-style-type: none"> i. to admit students to the Master's Programmes and to lay down the procedure for such admissions; ii. to approve the pattern and the schedule of sessional evaluation for each course offered by the Department; iii. to make proposals to the Academic Council regarding the creation and abolition of teaching posts; iv. to approve research projects to be taken up by the members of the Department in groups; v. to frame the syllabus and suggest reference books and other reading materials for the programmes of study at the Master's level; vi. to constitute Committees from its members and to assign to these Committees specific functions falling within its competence; vii. to appoint from amongst its teachers advisers to students; viii. to propose schemes for and help in the maintenance and improvement of the standards of under-graduate courses and teaching of the subject in the affiliated or recognized Institutions of the University; and ix. to perform such other functions as may be assigned to it by the concerned School; <p>Provided that Campus Department, if any, will be responsible for the day-today functioning of the local matters of the Department in the concerned Campus including:-</p> <ol style="list-style-type: none"> a. Admission of the students in accordance with the policy laid down by the Department; b. To appoint Committees from its members and to assign to these Committees specific functions falling within its competence; c. To appoint from amongst its teachers advisers to students; d. To perform such other functions as may be assigned by the Dean of the concerned School or the Vice-Chancellor. |

3. Quorum

The quorum for a meeting of a Department or Campus Department shall be one-third of the total members of the Department or the Campus Department as the case may be.

4. Rules of Business

The rules for conduct of meetings shall be as may be prescribed by Regulations in this regard.

1. Approved vide Ministry of Education, Govt. of India letter No..F. 10-23/76/24 (U.2) of March 19, 1977

ON THE DEANS' COMMITTEE

Under Section 26(1) (k) of the NEHU Act, 1973 read with Statute 24 & Statute 13 (2) (xvi)

- Short title 1.** The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.
- Constitution of the Committee 2.** The Deans' Committee shall comprise the following:-
- i. The Vice-Chancellor - Chairman,(Ex-officio)
 - ii. All Deans of Schools - Members,(Ex-officio)
 - iii. The Registrar – Secretary
- Functions 3** The functions of this Committee shall be as follows:
- i. Selection of candidates for award of fellowships;
 - ii. Recommend deputation of teachers for International Conferences;
 - iii. Consider matters arising from conduct of examination, standard of results, etc.
 - iv. Consider general administrative matters relating to functioning of Schools and Departments; and
 - v. Such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.
- Meeting 4.** The meetings of the Committee shall be convened by the Chairman.
- Quorum 5.** The quorum for the meeting of the Committee shall be four.
- Rules of Business 6.** The rules of conduct of meetings shall be as may be prescribed in Regulations in this regard.

1. Approved vide Ministry of Education, Govt. of India letter No.F. 8-32/82-Desk,(U) of February 9, 1984.

**ON THE POWERS AND FUNCTIONS OF THE
DEANS OF SCHOOLS**

*Under Section 26 (1) (q) of the NEHU Act, 1973
read with Clause (3) of Statute 6*

1. The Dean of the School shall:
 - i. co-ordinate and generally supervise the teaching and research work in the School through the Heads of the Departments;
 - ii. maintain discipline in the class rooms through the Heads of the Departments;
 - iii. keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
 - iv. arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
 - v. convene and preside over meetings of the Board of the School and keep the minutes of the meetings of the Board; and
 - vi. perform such other academic duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor.

1. Approved vide Ministry of Education, Govt. of India letter No. F.10-23f76/24 (U.2) of March 14, 1977.

ON THE FUNCTIONS OF THE HEADS OF THE DEPARTMENTS

Under Section 26(1) (q) of the NEHU Act, 1973 read with Clause (5) of Statute 7

- 1 The Head of the Department shall convene and preside over meetings of the Department.
- 2 The Head of the Department shall, under the general guidance of the Dean of the School:
 - i. organise the teaching and research work in the Department;
 - ii. allocate teaching work to the teachers in the Department and assign to them such other duties as may be necessary for the proper functioning of the Department;
 - iii. co-ordinate the work of Departmental Committees appointed for specific purposes; and
 - iv. perform such other duties as may be assigned to him by the Dean, the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor.

1. Approved vide Ministry of Education, Govt. of India letter No. F.10-23/76 LU (U.2) of March 19, 1977.

ON THE FUNCTIONING OF ACADEMIC DEPARTMENTS IN THE UNIVERSITY

Under Section 26 (1) (q) of NEHU Act, 1973

- Overall Workload** The academic work load for every member of the faculty is expected to be not less than 40 hours per week for 36 working weeks (180 teaching days) in an academic calendar. A teacher shall be available for at least 5 hours daily in the University/College as per the UGC Guidelines. Actual teaching time shall be the hours devoted for imparting education to students by way of lectures, tutorials, seminars, laboratory practical and project work.
- 1.** The direct teaching hours of teacher per week shall be as follows:
- Assistant Professors - 16 Hrs
- Associate Professors/Professors - 14 Hrs
- The other academic activities shall have the following break up:
- Tests/Semester Exams - 1 hour
- Teaching preparation/lab setting - 10 hours
- Research - 10 hours
- Own reading/Administrative and - 5 hours
- Professional work
- A relaxation of two hours in teaching per week shall be given to the Heads of departments/ centres, Dean of schools, and such teachers who are actively engaged in research projects/extension /administration.
- Work Unit 2.** The lecture shall be of one hour duration.
- Norms for Faculty Members 3 .** All members of the faculty are expected to take minimum core academic programme. Core academic programme shall include lectures, tutorials/seminars/practical/project work
- Time Table 4.**
- i. Each Department and School shall prepare a time table indicating engagement of each members of the faculty covering core academic programmes.
 - ii. One day in a week could be kept 'free' for each member of the faculty. There may be no lecture assignments on this free day but the member shall be available in the Department/Centre for general guidance to students, other academic programmes and administrative duties.
 - iii. Every Department/Centre will have some academic programme

or the other on every working day of the academic department of the University.

Number of	Ph.D.		
Research	Assistant Professors	-	4
Scholars 6.	Readers/Associate Professors	-	6
	Professors	-	8
	M.Phil	-	5

-
1. *First Ordinance approved vide Ministry of Education, Govt. of India letter No. F.8-32/82-Desk(U) of February 9, 1984*
 2. *Clause 1 of OB-5 amendments / modifications approved vide MHRD letter No: F.8-30/99/Desk (U),dated June 2, 2000.*
 3. *See also Ordinance OC-15 on University Calendar.*
 4. *Clause 5(ii) is deleted, consequent upon its incorporation in the Clause 1 under Overall Workload.*
 5. *Amended Ordinance (OB-5) was notified vide Notification No.F.Conf/13-5/99(Vol.III)786, dated November 17, 2004.*
 6. *Notified vide Notification F.No:Conf/13-5/ORD/99(Vol.III)-857 dated 13th August, 2010.*

ON THE AFFILIATION OF COLLEGES AND SUBJECT OF STUDIES
Under Section 26(1) (q) of the NEHU Act, 1973 read with Clause (6) of Statute 33

Admission to the Privileges of the University 1.	Admission of a College/ Institution providing instructions in subjects / courses of study for relevant degree) to the privileges of the University shall mean Affiliation of a College/ Institution (within the jurisdiction of University and also a minority Educational Institution in any part of India) for the purposes of this Ordinance and related Regulations.
Affiliation of a Subject/ Course of study 2.	Admission to the privileges of the University for various subjects /course of study leading to a relevant degree (General /Honours/ [Professional) shall mean Affiliation of Subjects/ Courses of study (offered by a College/Institution) and shall be granted as per this Ordinance and related Regulations.
Affiliation Committee 3.	i. The Academic Council shall constitute an Affiliation Committee to advise it on the reports of the various Committees of Inspection (referred, herein after, as the Inspection Team) appointed by it and other affiliation- related matter. ii. The composition of the Committee shall be as follows: a. Vice-Chancellor or Pro Vice Chancellor - Chairman b. Director of Public Instruction/ Higher Education or her/his nominee of the State(s) concerned - Member(s) c. Two nominees of the Academic Council- Members d. Controller of Examinations - Member e. Director, College Development Council (CDC) - Member-Secretary iii. Powers and Functions The Affiliation Committee shall (a) constitute Inspection Teams to inspect the College / Institution; (b) examine the reports submitted by the Inspection Teams; (c) consider other affiliation – related matter. It shall submit its recommendation (in terms of granting permission to start a new College/ Institution /Subject / Course of study; grant / withdrawal of affiliation; as the case may be) to the Academic Council. iv. Meetings The Affiliation Committee shall meet as and when necessary. v. Quorum The Quorum for the meeting of the Committee shall be one-third

of its total membership.

**Stages of affiliation
of a College /
Institution /Subject/
Course of
Study**

4.

Affiliation of a College / Institution /Subject/ Course of study as per the provisions of this Ordinance and related Regulation shall be granted in two stages (a) Provisional (Temporary) affiliation; and (b) Permanent affiliation.

**Starting a new
College/ Institution**

5.

i. When it is proposed to start a new College/Institution, the sponsoring body (either a Registered Society or a Trust) or in the case of a Government College/ Institution, the authorities concerned shall submit an application to the Registrar on the prescribed proforma not later than August 15 of the preceding year, in which it proposes to start the new College /Institution. The application shall be accompanied by a detailed project report along with the prescribed fees.

ii. Preliminary Scrutiny of the Application

On the receipt of the application along with the prescribed fees, the Affiliation Committee shall scrutinise the application and may seek further clarifications, if necessary, from the sponsoring body/authority concerned in writing. If the Committee is satisfied with the project report and having found that there is a prima facie case for starting a new College/ Institution, it shall recommend to the Academic Council for constitution of an Inspection Team.

iii. The Inspection Team

shall comprise of the following members:

- (i) One expert for each of the subject areas proposed
- (ii) Director, College Development Council
- (iii) Director of Public Instruction/ Higher Education of the State concerned or her/his nominee.
- (iv) One expert from the Department of Library and Information Science; and
- (v) An Engineer above the rank of Junior Engineer of the University. The Convener of the Inspection Team shall be a person not below the rank of Professor.

iv. Inspection

The Inspection Team shall submit its recommendation, duly filled-in and signed by all the members, on the prescribed proforma within 15 days of the visit, to the Affiliation Committee. The Inspection Team shall verify suitably of the site, feasibility of the plan submitted, adequacy of physical and financial resources offered, library/ laboratory facilities and other

requirements as prescribed in the proforma. If the Affiliation Committee is satisfied with the report, it shall recommend to

the Academic Council for consideration of the application to start a new College/Institution. The Academic Council, on being satisfied, shall send its recommendations to the Executive Council for the grant of permission.

v. Preliminary steps by a sponsoring Agency/ Authority for Provisional Affiliation

On receipt of permission to open a new College/Institution, the sponsoring agency/authority concern shall constitute a Governing Body and make appointment of a Principal/Director and other teaching and non teaching staff as the case may be, in accordance with provisions of the Statutes. Ordinances and Regulation of the University.

vi. Application for Provisional Affiliation

The Principal/Director of the new College/Institution shall apply to the University on the prescribed proforma along with the prescribed fee for the provisional affiliation of the proposed subject(s) / course(s) of study.

vii. Inspection Team for Provisional Affiliation

The inspection Team for inspecting a College/ Institution for the purpose of granting provisional affiliation shall be as provided in 5 (iii) above .

viii. Grant of Provisional Affiliation

An Inspection Team shall be constituted to inspect the College/ Institution seeking grant of provisional affiliation. The Inspection Team shall submit its recommendations on the prescribed proforma duly filled-in and signed by all the members within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its recommendations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of provisional affiliation for a period not exceeding 3 years at a time. On the basis of the infrastructure and other facilities to be made available by the proposed College/Institution the University shall decide the number of seats for each program in the College/Institution(new provisions).

ix. Upon affiliation being granted to the College/Institution by the Executive Council of the University, the said College/Institution shall be required to execute a bond of agreement with the University on the prescribed format within 30

days of the issue of the letter offering grant of affiliation to the College/Institution, failing which the offer of grant of affiliation shall stand withdrawn¹. In case of any changes/modifications/alteration in the terms and conditions laid down in the bond the same shall be binding upon the College/Institution and a fresh bond of agreement shall have to be executed by the College/Institution to that effect.

x. Further, the said College/Institution is required to maintain a Corpus Fund (CF) perpetually in the name of the said College/Institution by way of irrevocable Government Securities of ₹ 15.00 lakhs for under graduate non-professional programmes (B.A., B.Sc., & B.Com.) and an equal amount of post graduate non-professional programmes. Similarly, ₹ 35.00 lakhs for professional under graduate programmes (Engineering, Medical including Nursing and Para-Medical, Law and such other programmes), and an equal amount for post graduate professional programmes shall be maintained as CF. The CF shall be maintained jointly by the College/Institution and the University. However, the interest or accruals of the CF may be used by the College /Institution for current expenses /development puposes as decided by the College/Institution.²

i. *Application for Renewal of Provisional Affiliation.*

**Renewal of
Provisional
Affiliation
6.**

Request for renewal of provisional affiliation shall be submitted to the Registrar on the prescribed proforma, along with prescribed fee, six months before the expire of the period of provisional affiliation. If a College / Institution does not apply for renewal within the period stipulated above, the affiliation granted shall stand terminated automatically on the expiry of the period of provisional affiliation.

ii. Grant of Renewal of Provisional Affiliation

An Inspection Team shall be constituted to inspect the College/Institution seeking grant of renewal of provisional affiliation. The Inspection Team shall submit its recommendations on the prescribed proforma duly filled-in and signed by all the members, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the academic Council along with its recommendation. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the renewal of the provisional affiliation for a period not exceeding three years at a time.

iii. Inspection Team for renewal of Provisional Affiliation

The Inspection Team for inspecting a College/Institution for the purpose of renewal of provisional affiliation shall be as provided in 5(iii) above.

i. Application for Grant of Permanent Affiliation

**Permanent
Affiliation 7.**

A provisionally affiliated College/ Institution after the completion of five years of its continuous affiliation to the University, may apply for the grant of permanent affiliation to the Registrar on the prescribed proforma with the prescribed fee.

ii. Grant of Permanent Affiliation

An Inspection Team shall be constituted to inspect the College/Institution seeking grant of permanent affiliation. The Inspection Team shall submit its recommendations on the prescribed proforma duly filled-in and signed by all the members, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its recommendations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the grant of permanent affiliation to the College / Institution.

iii. Inspection Team for Permanent Affiliation

The Inspection Team for inspecting a College/Institution for the purpose of grant permanent affiliation shall be provided in 5(iii) above.

i. Application for starting a new Subject/Course of study by an Affiliated College/Institution

**Starting a New
Subject/ Course of
study 8.**

When a College/Institution proposes to start instruction in a new subject/course of study for relevant degree, it shall submit an application for permission to the Registrar on the prescribed performa along with the prescribed fee.

ii. Preliminary scrutiny of the Application

On receipt of the application along with the prescribed fee, the Affiliation Committee shall scrutinise the application and may seek further clarifications, if necessary, from the College/ Institution in writing. Having satisfied itself with the feasibility of the proposal the Affiliation Committee may grant permission to start the new subject/ course of study with clear instructions that the College/ Institution shall take necessary steps to fulfill all the requirements under the provisions of the relevant Ordinances and Regulations of the University in this regard

iii. Application for Provisional affiliation to the new subject/ course of study

The College/Institution, having made all arrangements and preparations to start the new subject/course of study shall apply to Registrar on the prescribed proforma for provisional affiliation.

iv. Grant of Provisional Affiliation to the New Subject Course of Study

An Inspection Team shall be constituted as provided in 5 (iii) above, to inspect the College/Institution seeking affiliation to the new subject/course of study. The Inspection Team shall submit its recommendations on the prescribed proforma duly filled-in and signed by all *the* members, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its recommendations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the grant of provisional affiliation to the new subject/ course of study for a period not exceeding three years at a time.

i. Application for Permanent Affiliation to a provisionally affiliated subject/course of study In a permanently affiliated college/ Institution

**Permanent
Affiliation to a
provisionally
affiliated
subject/course of
study.⁹**

A College/Institution which has been granted provisional affiliation may apply for permanent affiliation to a provisionally affiliated subject/course of study after the completion of five years of its continuous affiliation to the Registrar on the prescribed proforma with the prescribed fee.

ii. Grant of permanent Affiliation to a provisionally Affiliated Subject/Course of study in a permanently Affiliated College/ Institution

An Inspection Team shall be constituted to inspect the College/ Institution seeking grant of permanent affiliation of the new subject / course of study. The Inspection Team shall submit its recommendations on the prescribed proforma duly filled-in and signed by all the members, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its recommendations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the grant of permanent affiliation to the new subject/ course of study.

iii. Inspection Team for Permanent Affiliation to a provisionally affiliated subject/ Course of study in a permanently affiliated College/ Institution

The Inspection Team for inspecting a College/Institution for the purpose of grant of permanent affiliation to the new subject / course of study shall be constituted as provided in 5 (iii) above.

**Inspection
10.**

Every College/Institution admitted to the privileges of the University shall be inspected as per the provision laid down in the Statutes/ Ordinances /Regulations.

**Power to lay down
New Conditions
11.**

The Executive Council may, from time to time, lay down new conditions for affiliation (general or specific, regarding staff, building, equipment, library, laboratories, finances or other relevant matters) and specify the date by which these conditions

must be satisfied, failing which the College/Institution shall not be allowed to enjoy the privileges of the University.

**Admission of
Students 12.**

No student shall be admitted to any College/ Institution/Subject/ Course of Study before permission is granted by the University. Breach of this rule may invite refusal of any permission to the College/Institution.

**Affiliation and
Other Fees
13.**

Those admitted to the privileges of the University are liable to pay fee and other charge as specified in the relevant Regulations for the purpose.

**Power to withdraw
Privileges 14.**

The Executive Council, after consulting the Academic Council, shall have the power to withdraw privileges granted to a College/Institution at any time whenever, in the opinion of the Executive Council, (a) the College/ Institution has failed to comply with the Statutes, Ordinances, Regulations, Rules, or any other directives of the University, or (b) if the College /Institution has fail to maintain order and discipline or (c)the normal regular and proper functioning of the College/ Institution has become impossible due to mismanagement of the affairs of the College/Institution or (d) for any other reasons including non-payment of affiliation fee etc.

Provided that before any privileges are so withdrawn ,the Governing Body / Management Committee / Advisory Committee of the College/Institution concerned shall be given an opportunity to represent to the Executive Council why such action should not be taken.

**Dissolution of a
College/ Institution/
Subject/ Course of
Study 15.**

No College/ Institution/ Subject/ Course of Study shall be dissolved/ abolished/ suspended by the Governing Body / Management Committee / Advisory Committee of the College/ Institution without making prior arrangements for admission of its students in another affiliated College(s)/Institution(s) and without making alternative arrangements for the employment of the permanent members of the teaching and other staff and also without obtaining prior approval of the Executive Council, the State Government, and the University Grants Commission. Provided that no College/ Institution/Subject/ Course of study shall be dissolved/ abolished/ suspended during the term of an academic session.

**Removal of
Difficulties 16.**

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

-
1. Approved vide E.C. Resolution No. EC:90:96:5:1(ii) and notified vide Notification No. CONF/13-2/Ord/87(Vol.III)-251, dated March 20, 1997.
 2. Amended vide E.C. Resolution No. EC:107:2000:5:1(iv) and notified by Notification No.Conf/13-5/ORD/99-1824 dated September 14, 2000.
 3. National Commission for Minority Educational Institution Act 2004.
 4. Amended to the Title of Ordinance OB-6 was approved vide Academic Council Resolution No.AC:76:2006:2:(ii)and Executive Council Resolution No.EC:127:2006:5:1:(i): dated December 20,2006.
 5. Amendment to Clause 1(i) approved vide Resolution No:AC:2005:2(iv), Executive Council Resolution No:EC:123:12:2005:5:1(ii), dated December 14, 2005.

6. Amendment to OB-6 approved vide Academic Council Resolution No:AC:76:2006:2:(i), Executive Council Resolution No:EC:127:2006:5:1:(i) dated December 20, 2006, Notified vide No.F.Conf/13-5/ORD/99(Vol.III) dated November 22, 2006.
7. Notified vide notification No.F.Conf/13-5/Ord/99(Vol.III)-978 dated 25/1/2011

ON THE COLLEGE DEVELOPMENT COUNCIL
Under Section 26 (1) (m) of the NEHU Act, 1973

1. A College Development Council, to be known as “Council” herein after shall be established in North-Eastern Hill University.
2. Without prejudice to the generality of the Provisions of the Act, the Statutes and the Ordinances of the University, the objects of Council shall be to provide a leadership role and generally extend help, guidance and advice to the Colleges admitted to the privileges of the University.
3. The Council shall be the Principal Advisory Body to the Executive Council, through the Academic Council, in all matters relating to the affiliated colleges
4. Composition of the Council shall be as under:

i.	Vice Chancellor	Chairman Ex-Officio
ii.	Pro-Vice-Chancellor(s)	Member(s)
iii.	Four teachers of the Post-Graduate Departments, of which two will be from Sciences and two from Humanities, to be nominated by the Vice-Chancellor	Member
iv.	Two Principals of affiliated Colleges by rotation in order of seniority according to the date of establishment of the College	Members
v.	Two teachers of the affiliated colleges to be nominated by the Vice-Chancellor	Members
vi.	Director of Public/Instruction/Higher Education of the State concerned	Members
vii.	The Dean of Students’ Welfare	Member
viii.	The Director of Sports, NEHU	Member
ix.	The Registrar	Member
x.	The Finance Officer	Member
xi.	The Controller of Examinations	Member
xii.	The Librarian	Member
xiii.	The Director, College Development Council, NEHU	Member-Secretary
5. The term of office of members, other than Ex-Officio, shall be two years
6. Any vacancy arising due to illness, death or resignation or otherwise shall be filled up as soon as possible and the member(s) so appointed shall continue in office for the residue of the term.
7. One-third of the actual membership of the Council shall form the quorum for the meetings of the Council
8. i. The Council shall meet at least twice in an academic year and meetings shall be convened by the Director, College Development Council in consultation with the

Vice-Chancellor. In the absence of the Vice-Chancellor, the Pro- Vice-Chancellor present, and in case of more than one Pro-Vice-Chancellor, the senior most Pro-Vice-Chancellor, shall preside over the meetings of the Council. If there is no Pro-Vice-Chancellor present, then the members present will elect a member from among themselves to preside over the meeting.

ii. A special meeting of the Council may be convened if a request to that effect is received by the Vice-Chancellor in writing from not less than six members of the Council giving a notice of at least 21 days.

9. It shall be the duty of the Director, College Development Council, to keep record of the proceedings of the Council meetings and generally look after the day to day business of the Council.

10. The Council shall have the following functions, namely:

i. to provide a forum for consideration of various aspects of education in the affiliated colleges of the University with a view to continuously improve the general educational standards in the colleges;

ii. to assess the development needs of the colleges;

iii. to help the affiliated colleges to prepare developmental projects which may be financed internally by the Institutions, or which may be presented to other funding agencies such as University Grants Commission, etc;

iv. to submit projects to funding agencies on behalf of the affiliated colleges individually or collectively; make such information available to concerned bodies;

v. to assess periodically the physical facilities in the affiliated colleges with reference to the number of students and the subjects taught and make recommendations for their improvement;

vi. to review the academic performance of affiliated colleges from time to time and make suggestions for improvement;

vii. to review the examination systems and suggest innovations and improvement;

viii. to follow up the Inspection Reports on various colleges and suggest corrective measures wherever necessary;

ix. to promote and encourage co-curricular activities in the colleges;

x. to conduct surveys of all the affiliated colleges with a view to preparing and maintaining an up-to-date profile on each college under the University, revising the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges; and

xi. to ensure close and continued contact and interaction between the academic faculties at the University teaching departments and the colleges.

xii. prepare Annual Report of the functioning of the CDC during the year and submit the same to the Executive Council and the University Grants Commission and

xiii. Perform such other functions may be assigned to it be the Academic Council, the Executive Council or the Vice-Chancellor.

11. The Office of the Council shall be located at Shillong.

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

1. Approved vide E.C. Resolution EC:90:96:5:1 (ii) and notified vide Conf/13-2/Ord/87 (Vol.III)-251 dated March 20, 1997.

2. Notified vide notification NO.Conf/13-2/Ord/87(Vol.III)-251 dated 20th March.1997

ON THE SCHEME OF EXCHANGE OF TEACHERS / EXPERTS
Under Section 24 (e) of the NEHU Act, 1973 read with Section 26 (1)(l)

Objectives 1.

The broad objectives of the scheme are:

- i. to enable the University to invite distinguished teachers/ experts in various fields from other universities or institutions of higher learning;
- ii. to utilise as widely as possible the services of talented personnel in the universities and other centres of learning;
- iii. to provide opportunities for the staff and students engaged in advanced studies to come in close and fruitful contacts with distinguished persons in various fields of knowledge and to make expert advice and guidance available to research workers;
- iv. To provide opportunities to teachers of the University to collaborate in research with other centres, to interact with their peers by participating in academic programmes of other institutions and to get exposed to the larger national and international academic milieu; and
- v. to enable the colleges affiliated to the University to get the benefit of expertise of academicians from outside and to provide facilities to college teachers to widen their academic horizons.

2.

The teachers/experts invited under the scheme may deliver a course of lectures, conduct seminars, participate in discussions and/or research and field work.

Selection Under the Scheme 3.

- i. Scholar from outside
 - a. Each Department shall prepare a list of scholars for invitation from other institutions by the end of March each year taking into account the weak areas in the University system, areas requiring special reinforcement, areas of excellence being systematically built and the eminent scholars likely to be available.
 - b. The Vice-Chancellor will approve the list, amending it to the extent necessary, in consultation with the Deans' Committee.
 - c. The Head of the Department will extend invitation on behalf of the University and fix the time of visit as early as possible, but not later than three months before the commencement of the semester in which the scholar is expected to visit the University.
- ii. University Scholars
 - a. The University shall have agreement for a general long-term or specific short-term academic exchange programme with such departments of other Universities and other Institutions of higher learning, as may be approved by the Academic Council, under which the scholars of the two Institutions may collaborate in research, participate in teaching and other academic pursuits as

may be decided from time to time.

b. Each Department will nominate one or more teachers in consultation with the host institute by the end of April each year who may be desirous of taking advantage of this arrangement and work with those centres during the winter break, indicating the specific work which the teacher(s) propose(s) to take up.

c. The Deans' Committee shall make a final selection in this regard.

Expenditure 4.

The expenditure on the exchange of teachers/experts has to be met out of the Unassigned Grant placed at the disposal of the University by the University Grants Commission.

Duration of Visit 5.

The duration of the visit of a teacher/the expert will depend on the nature of the assignment and the time for which the visiting teacher/expert can be spared by the parent Institution. He will carry his own substantive designation with him to the Institution of his visit. The duration of the assignment may not ordinarily exceed three months and shall not be less than four weeks

Facilities and Remuneration 6.

The visiting teacher will be eligible for the facilities and remuneration as per the following scale :

i. Scholars from Outside

a. Accommodation: Free accommodation will be provided by the University.

b. Travelling Allowance : First class railway fare both ways (normally by the shortest route) from the place of the parent University to the University. In case of travel from/to any place beyond Calcutta from North-Eastern Hill University air passage between Kolkata- Guwahati will be permitted in the normal course. If travel by air is necessary on other routes, specific approval of the Vice-Chancellor shall be obtained. Daily allowance may be paid for the period spent in transit according to the rules of the University.

c. Daily Allowance: Daily Allowance may be paid at the rate payable to the University staff of the same status.

d. Honorarium: The visiting teacher/expert may be paid ₹100/- per lecture or ₹500/-for conducting a seminar lasting 3 days or more. The maximum honorarium for an assignment of not less than four weeks' duration payable to any teacher/expert under this scheme may be limited to ₹1000/-for one month or part thereof.

ii. University scholars

a. Travelling Allowance: As per the rules of the University.

b. Daily Allowance : At the rate admissible under the rules of the University for the entire period of stay1 .

c. Such other allowances which the University may allow in each case depending on the facilities offered by the concerned Institutions.

Note: The period spent under the exchange programme

shall be treated as duty for all purposes but shall not count as duty for the purpose of earning leave.

7.
 - i. The visiting teacher/expert will draw their salaries from their parent Institutions.
 - ii. The visiting teacher/expert would pay for their boarding.
8.
 - i. Audit Certificate: The University will send at the end of the financial year the usual audit certificate to the effect that the grant paid by the University Grants Commission has been spent for the purpose for which it was given and in accordance with the conditions laid down by the Commission.
 - ii. Submission of Accounts: A statement of accounts of the Commission's Unassigned Grants showing the expenditure incurred on the Scheme of Exchange of Teachers as implemented by the University may be sent to the Commission in the prescribed proforma at the end of each academic year, i.e. from 1st March to 20th December.

-
1. Approved vide Ministry of Education, Govt. of India letter No.F.10-33/75-Leg. Unit of September 9, 1975.
 2. Amended vide Executive Council Resolution No. EC.38:84:04:1 (iii).

**ON THE MAHATMA GANDHI VISITING
PROFESSORSHIP**

Under Section 5 (23) read with Section 26 (1) (g) of the NEHU Act,

- Short title 1.** The endowment shall be called the “Mahatma Gandhi Visiting Professorship Fund”.
- Objective 2.** The object of the endowment is to promote the study of Gandhian ideology in the changing national context in general and the situation in the North-Eastern Region in particular and disseminate it amongst the University community.
- Operation of the endowment 3.**
- i. A distinguished scholar, preferably other than a teacher of the North-Eastern Hill University, in any discipline may be invited for a period, ordinarily not exceeding one semester, to the University under the endowment.
 - ii. The Professor invited under this scheme shall be designated as “The Mahatma Gandhi Visiting Professor, NEHU” (or Gandhi Professor in short).
 - iii. The Gandhi Professor shall be paid an honorarium the maximum of which shall not exceed ₹2,500/-plus such other allowances as may be admissible to a Professor of the University per month or a part thereof. He will also be entitled to travelling expenses as per University rules .
 - iv. The expenditure so incurred shall be met out of the interest accrued on the designated fund. However, the expenditure on account of his travelling allowance shall not be charged to the designated fund but shall be met out of the University funds.
 - v. During his stay at the North-Eastern Hill University, the designated Professor shall be entitled to free lodging and also local conveyance and the expenses so incurred shall not be met out of the fund, but out of the general maintenance fund of the University.
- Academic Thrust 4.**
- i. The Visiting Professor under this endowment shall deliver a course of lectures comprising lectures to students of the University, public lecture etc. While the lectures to the students may cover a wider range, the public and general lectures will relate to a specific theme in the subject which may cover an aspect of Gandhian thought by way of its critical study, elaboration, comparative study with other philosophies, etc.
 - ii. Not less than three public lectures shall be organised under this Scheme. The number could be more depending on the tenure of the Professor.
 - iii. In case the University decides to publish the lectures, the copyright shall vest in the University. If no decision is taken by the University within a year of the end of the term of the Professor or the submission of the manuscript by him which so ever is later, he

will be free to publish them on his own

iv. The publication of the Gandhi lectures shall be done under the aegis of the North-Eastern Hill University Publications. A suitable subsidy may be provided from the interest of the endowment where necessary or if alternative arrangements are to be made for their publication.

v. The amount of ₹ 1 lakh shall be invested in the long term interest yielding securities of the State Bank of India. The balance of the interest in a year after meeting the expenses shall be added to the corpus of the endowment.

vi The expenditure in connection with the Mahatma Gandhi Visiting Professor shall be met only from the interest accrued from the endowment in any particular year. In exceptional cases 50% of the net balance of the previous year added to the corpus of the fund in terms of (i) above, may be further utilised for any special programme like publication.

Operation of the Fund 5.

The Finance Officer shall be responsible for maintenance of proper accounts of the fund and accounts of the fund shall be audited every year along with the accounts of the University. The audit fees or any other related expenditure shall not, however, be charged to the fund.

Management of the Fund 6.

i. The Deans' Committee of the University shall be responsible for management of the fund. The Finance Officer shall be a special invitee in those meetings of the Deans' Committee which may consider any proposal having financial implications to the Fund.

ii. Without prejudice to the generality of the objectives of the fund, it shall be the duty of the Deans' Committee to recommend to the Executive Council on the following:

a. by the end of June every year a panel of three names of persons from which selection to the Mahatma Gandhi Visiting Professorship may be made;

b. the duration of stay and number of lectures to be delivered by the Visiting Professor and the amount of honorarium to be paid;

c. the publication or otherwise of the lectures delivered; and

d. such other matters as may be found necessary for achieving the objectives of the Fund

Annual Report 7.

The Registrar shall prepare an annual report at the end of each financial year on the administration of the Fund and place it before the Executive Council.

1. Approved vide Ministry of Education, Govt. of India letter No. F.8-45/82-Desk (U) of August 9, 1983.

2. Amended vide Executive Council resolution No. EC:41:84:04:1(i).

ON THE VERRIER ELWIN MEMORIAL ENDOWMENT

Under Section 5 (23) read with Section 26 (i) (g) of the NEHU Act, 1973

Shorttitle 1

- i. The endowment shall be called the “Verrier Elwin Memorial Endowment Lecture Fund”.

Objectives 2

- i. To organise lectures at the University, preferably on tribal situation relevant to North – Eastern India, the area in which late Dr.Verrier Elwin lived and worked during his last days.

Operation of the Endowment 3

- i. To invite distinguished scholars, preferably other than teachers of North-Eastern Hill University, in any discipline to visit NEHU and deliver the lectures.
- ii. The Visiting Professor shall be paid an honorarium of Rs.5,000/-. The expenditure on honorarium shall be met out of the interest accrued from the designated fund.
- iii. The expenses such as travelling allowance, daily allowance, hospitality during the stay of the invited Professor, shall be met by the University. Expenses on this account shall not be charged to the designated fund.
- iv. The University may, at its discretion, arrange for publication of these lectures. If the University decides to publish the lectures, the NEHU Publications will do so and the copyright of the published work shall vest in the University. The cost of publication may be met out of the interest accrued on the designated fund if it cannot be met from other sources. If the University does not publish the lectures within a year’s time of the submission of the manuscript, the author is at liberty to publish them on his own.

Endowment 4.

- i. The amount of Rs.25,000/-(Rupees twenty five thousand) shall be invested in the long term interest yielding securities of the State Bank of India. The balance of the interest in a year after meeting the expenses shall be added to the corpus of the endowment.
- ii. The expenditure in connection with the Verrier Elwin Memorial Lectures or on publication thereof, shall be met only from the interest accrued from the endowment in any particular year. In exceptional cases, 50% of the net balance of the previous year added to the corpus of the Fund in terms of clause 4(i) above,

may be further utilised for any special programme like publication of the lectures.

- iii. The Executive Council shall have the power to make any changes in conditions of the endowment as may be necessary in consonance with the objectives of the endowment.

Operation of Funds 5.

- i. The Finance Officer shall be responsible for maintenance of proper accounts of the Fund and the accounts of the Fund shall be audited every year along with the accounts of the University. The audit fees or any other related expenditure shall not, however, be charged to the Fund.

Management of the Funds 6.

- i. The Department of Anthropology shall be responsible for management of the fund.
- ii. Without prejudice to the generality of the objectives of the Fund, it shall be the duty of the Head of the Department of Anthropology to recommend to the Dean's Committee on the following:-
 - a. A panel of three names of persons by the end of December each year from which selection to the speaker be made;
 - b. To recommend such other matter as may be found desirable in accordance with the conditions laid down in this Ordinance.

Annual Report 7.

- i. The Registrar shall prepare an annual report at the end of each financial year on the administration of the Fund and place it before the Executive Council.

Approved by the 99th & 100th Academic Council and 168th & 169th Executive Council and Notification NO:F.Conf/13-5/ORD/99/Vol-VII)-72 dated 30.05.2019.

ON DEVELOPMENT AND SOCIAL CHANGE LECTURE SERIES*Under Section 5 (4) read with Section 26 (1) (g) of the NEHU Act, 1973*

- | | |
|-----------------------------------|---|
| Short Title 1. | The Lecture Series shall be called the “Development and Social Change Lecture Series”. |
| Objectives 2. | The objectives of the Series shall be to organize annually a Series of Lectures on some aspect of development and social change preferably with special reference to North-Eastern India. |
| Operation of the Series 3. | <p>i. The University shall invite a distinguished scholar in any field of Social Sciences, preferably other than the teachers of North-Eastern Hill University, to deliver not less than three lectures, out of which at least one shall be for the general public.</p> <p>ii. The topic of the lectures shall be announced six months ahead of the scheduled time of their delivery after getting the approval of the designated lecturer.</p> <p>iii. The scholar shall be expected to prepare a manuscript of the lectures in advance so that they may be circulated soon after the delivery of the lecture.</p> <p>iv. The Advisory Committee of the North-Eastern Regional Centre of the Indian Council of Social Science Research shall recommend a panel of three persons by the end of December each year from which selection will be made by the Deans’ Committee of the University.</p> <p>v. The scholar shall be paid an honorarium, the maximum of which shall not exceed ₹5,000/-.</p> |
| Expenditure on Lectures 4. | <p>i. The expenditure on the honorarium shall be met out of the grants given by the North Eastern Regional Centre of the Indian Council of Social Science Research for this purpose.</p> <p>ii. The expenses such as travelling allowance, daily allowance, hospitality during the stay of the scholar shall be met from the University.</p> |
| Publication 5. | The University may, at its discretion, arrange for the publication of these lectures. However, the Indian Council for Social Science Research may also finance the publication. The copyright of the published work shall vest with the University. Provided, if the University does not arrange to publish the lectures within one year from the date of the submission of the manuscript of the lectures, the University may have no objection if the author |

desires to publish them on his own.

Annual Report 6.

The Registrar shall prepare a report at the end of each financial year on the administration of the Fund and place it before the Executive Council.

1. Approved vide Ministry of Education, Govt. of India, letter No. F. 8-4/86-Desk (U) of April 21,1987.

ON THE BARPUJARI ENDOWMENT LECTURES

Under Section 5(23) read with Section 26 (1) (q) of the NEHU Act, 1973

- Short Title 1.** The Endowment shall be called the “Barpujari Endowment Lectures Fund” which may hereafter be referred to as the Fund.
- Objectives 2.** The objectives of the Fund will be to organise annually a series of lectures at the University on some aspect of the History of North-Eastern India, Ancient, Medieval or Modern, with special reference to the Hill Tribes of North-Eastern India or any other related discipline/topic
- Operation of the Endowment 3.**
- i. The University will invite distinguished scholars, preferably other than the teachers of North-Eastern Hill University, to deliver three lectures of which at least one will be for general public.
 - ii. The scholar so invited for these lectures will be an eminent person in the field of History or related discipline. The scholar shall be designated as the “Barpujari Endowment Lecturer” and shall be paid an honorarium, the maximum of which shall not exceed ₹5000/-. The expenditure on the honorarium shall be met out of the interest accrued from the designated fund, i.e., “Barpujari Endowment Lectures Fund”.
 - iii. The expenses such as travelling allowance, daily allowance, hospitality during the stay of the designated scholar, shall be from the University and no expenses on these items shall be charged to the designated Fund.
 - iv. The University may, at its discretion, arrange for the publication of these lectures and the expenses involved from the interest accrued on the designated fund. However, if there is any shortfall in meeting the expenses on publication in any year such additional expenditure may be met by the University. The copy rights of the published work shall vest with the University.
- Provided, if the University does not arrange to publish the lectures within one year from the date of the submission of the manuscript of the lectures, the University may have no objection if the author desires to publish them on his own.
- Endowment 4.**
- i. The amount of ₹50,000/-(Rupees fifty thousand) shall be invested in the long term interest yielding securities of the State Bank of India or any other nationalised bank. The balance of interest in a year after meeting the expenses shall be added to the corpus of the Endowment ii. The Executive Council shall have the power to make any changes in the conditions of the endowment as may be necessary in consonance with the

objectives of the endowment

**Operation of
the Fund 5.**

Management 6.

The Finance Officer shall be responsible for maintenance of proper accounts of the Fund. The accounts of the Fund shall be audited every year along with the accounts of the University

i. The Deans' Committee of the University shall be responsible for management of the Fund. The Finance Officer shall be a special invitee when the Deans' Committee considers any matter having financial implications for the Fund.

ii. Without prejudice to the generality of the objectives of the Fund, it shall be the duty of the Deans' Committee to recommend to the Executive Council on the following:

- a. A panel of three names of persons by the end of December each year from which selection to the Professorship be made;
- b. The duration of stay and number of lectures to be delivered by the designated Professor;
- c. publication or otherwise of the lectures; and
- d. Such other matter as may be found desirable in accordance with the conditions laid down in this Ordinance

7.

The Registrar shall prepare a report at the end of each financial year on the administration of the Fund and place it before the Executive Council.

1. Approved vide Ministry of Education, Govt. of India, letter No.F.8-4/86-Desk (U) of April 21,1987

ON ADJUNCT FACULTY MEMBERS
Under Section 26 (1) (n) of the NEHU Act, 1973

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members from among the teaching staff of the University
2. Any Lecturer/Reader/Professor of the University can be appointed as adjunct faculty member with the same designation to any other Department/Centre/Institute of the University provided he fulfills the eligibility conditions as applicable to the regular faculty positions of that Department/Centre/Institute.
3. The Vice-Chancellor after consulting the person concerned and the Heads of two concerned Department/Centre/Institute shall make his recommendation to the Executive Council for appointment as an adjunct faculty member.
4. Such persons shall hold responsibility in two Departments, as a regular faculty member in one Department and as an adjunct faculty member in another Department. They shall not hold any administrative position in the Department in which they are adjunct faculty member. They shall not be entitled to any extra financial benefit because of the additional responsibility as adjunct faculty member. For all other purpose there shall be no difference between adjunct and regular faculty members

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

ON THE PRESIDENT OF INDIA
DR. SHANKAR DAYAL SHARMA GOLD MEDAL
Under Section 5(23) of the NEHU Act, 1973 read with Section 26(1) (g)

Short Title 1.	The Endowment shall be known as “THE PRESIDENT OF INDIA, DR. SHANKAR DAYAL SHARMA GOLD MEDAL”.
Amount of the Endowment 2.	₹15,000/- (Rupees fifteen thousand) only.
Manner by which the Endowment be invested 3.	The amount of ₹15,000/- (Rupees fifteen thousand) shall be invested in a long term fixed deposit linked with a Savings Bank Account with a Nationalised Bank or any other Government Financial Institution in any suitable scheme, so that the interest accrued thereon is utilised for the award of a Gold Medal. The interest of the Endowment for the year 1993-94 and the subsequent savings, if any, shall be added to the principal.
Purpose of the Endowment 4.	The accrued interest of the Endowment from its Fixed Deposit Account for each year should be drawn rounded to nearest hundred rupees (from the Savings Bank Account) and should be utilised for the award of a Gold Medal to the candidates appearing at the Final Post-Graduate Examinations of North-Eastern Hill University in the year of award, who had been adjudged and found the best for General Proficiency including character and conduct and excellence in academic performance, extra-curricular activities and social service. The year of the Examination shall be taken into consideration for the purpose of the award of the Gold Medal.
Mode of Selection 5.	i. The Selection shall be from the candidates for Post-Graduate Final Examinations of North-Eastern Hill University on the basis of the criteria spelt at Clause (4) above. In this context, the performance of the candidate during the preceding two years of studentship in the University shall be taken into consideration. ii. The Heads of Departments of all Academic Departments in the University shall be asked to forward their respective nominations in a prescribed format (duly approved by the Academic Council) to be forwarded by the Academic Section, after declaration of the Results of the respective Post-Graduate Examinations iii. The Dean of Students’ Welfare, NEHU, shall then constitute a Committee, which shall be approved by the Vice-Chancellor for the selection of the student, adjudged as per criteria spelt out at Clause (4) and shall submit the recommendation, for the

approval of the Vice-Chancellor, before finally placing to the Executive Council of the University for approval.

Time of Award 6.

The Medal shall be awarded in the Convocation Ceremony of the University along with a citation. The citation in this regard shall be prepared by the Controller of Examinations, NEHU.

Value of the Medal 7.

The value of the Medal awarded in a particular year shall be limited to 75 percent of the interest earned on the principal of the preceding year. The balance amount is to be added to the principal.

Period from which the fund will operate 8.

The first award of the Gold Medal shall start from the year 1995, after the declaration of results of all the Final Post-Graduate Examinations of the University to enable the Selection Committee constituted for the purpose to examine the eligibility of the candidates on the basis of the criteria spelt out. The Endowment shall continue to exist as long as the Post-Graduate Examinations are conducted by NEHU

Custodian of the Endowment 9.

The Finance Officer, NEHU, shall be the custodian of the Endowment Fund and he shall be a Special Invitee to the Selection Committee as provided at Clause 5(c). He shall maintain all accounts in respect of this Endowment.

1. Approved vide MHRD letter No. F.8-1/94-Desk(U) of September 27,1994

2. Notified vide Notification NO:Conf/13-1/Ord/87-3519 dated 5th May, 1995

**ON THE RAJIV GANDHI CHAIR
FOR STUDIES IN PROTECTIVE DISCRIMINATION**

Under Section 5(23) read with Section 26 (1) (q) of NEHU Act, 1973

- Short Title 1.** The Endowment shall be called “The Rajiv Gandhi Chair for Studies in Protective Discrimination” and shall be administered by the North-Eastern Hill University (hereinafter to be referred to as the University)
- Objective 2.** The objective of the Endowment shall be to create the Rajiv Gandhi Chair for Studies in Protective Discrimination and to carry out research work relating to “Protective Discrimination” the result of which shall be published by the University in an appropriate form to be devised by the Deans’ Committee of the University and the copyright of which shall vest with the University.
- Endowment 3.**
- i. The Endowment grant of ₹45.0 lakhs (forty five lakhs) shall be invested in long term deposit with a nationalised bank.
 - ii. The expenditure in connection with the salary and allowance of the incumbent of the Chair shall be met out of the interest accrued to the endowment in a particular year. The balance of interest in a year, after meeting the expenses, shall be added to the corpus of the endowment.
 - iii. The Chair shall carry a contingency grant of ₹2.09 lakhs (Rupees two lakhs and nine thousand) only per annum to enable the incumbent to meet the requirements of assistance in his/her research and travel etc. as may arise in the course of the work. This grant also shall be met from the interest accrued to the endowment in a particular year.
 - iv. A lump sum of ₹2.00 lakhs (Rupees two lakhs) on one time basis, as Non-Recurring Expenditure, shall be available to the University to develop infrastructure etc. for the Chair
- Operation of the Endowment 4.**
- i. A distinguished Professor equivalent to a National Professor in any discipline relevant to ‘Protective Discrimination’ shall be appointed for a period of 3(three) years till he/she completes 70 years of age, whichever is earlier.
 - ii. The Professor so appointed to the Chair shall be designated as ‘The Rajiv Gandhi Professor’ and his/her headquarters shall be Shillong
 - iii. The Professor so appointed as such shall formulate his/her research proposal and submit it to the Vice-Chancellor within a period of three months from the date of joining. The report of the research done shall be submitted to the Vice- Chancellor within a period of his/her tenure.
 - iv. The incumbent shall submit a comprehensive Annual Report on the progress of the Research Project to the Chairman of the

Emoluments and perquisites of the Professor incumbent 5.	Deans' Committee i. The Rajiv Gandhi Professor shall be paid a salary of ₹70,000/- (Rupees seventy-thousand) per mensem plus the usual allowances as admissible. ii. During his stay in the University, he shall be entitled to free residential accommodation, and local conveyance and the expenses so incurred shall be met out of the General Maintenance Fund of the University. iii. The incumbent and his/her spouse and unmarried children shall be entitled to joining and retirement T.A. by air. Such expenditure shall be met out of the interest of the endowment fund
Mode of Selection	6. i. The Rajiv Gandhi Professor shall be selected in the manner as provided in Statute 21 of the NEHU Act, 1973. Or The Executive Council of the University shall constitute a Search Committee for the purpose consisting of three eminent Social Scientists of the Country and one representative each of the Ministry of Human Resource Development and the Rajiv Gandhi Foundation, as observer One of the three social scientists shall be nominated as Chairman of the Search Committee. ii. The Search Committee shall carry out an exhaustive search amongst available Indian scholars within the country and overseas for the post and shall recommend a panel of three names to the Executive Council. iii. The Executive Council shall constitute the Search Committee for the selection of the next incumbent after each incumbent completes two years in the post, or one year before his/her tenure is over.
Maintenance of the Endowment	7. i. The Finance Officer of the University shall be responsible for proper maintenance of accounts of the endowment. The accounts of the fund shall be audited every year. The audit fees or any other related expenditure shall be charged to the University. ii. The Finance Officer shall prepare an annual account report of the endowment at the end of each financial year for placing to the Executive Council for its approval before submitting it to the University Grants Commission/ Ministry of Human Resource Development

-
1. Amendments approved vide Academic Council resolution No. AC:63:2000:5:1(viii), and Executive Council resolution No. EC:107:2000:5:1(v) and notified vide Notification No.Conf/13-5/ORD/99-1824dated September 14, 2000.
 2. Notified vide notification No.F.Conf/13-5/Ord/99(Vol.IV)-169 dated 21st Nov, 2011

**ON THE MANAGEMENT OF COLLEGES AND
INSTITUTIONS MAINTAINED BY THE UNIVERSITY**

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

1. There shall be an Advisory Committee for a College or Institution maintained by the University.
2.
 - i. The responsibility of the Advisory Committee shall be as follows:
 - a. to advise on the programmes of teaching in the college and to determine the teaching requirements of the college.
 - b. to propose new teaching posts in various departments and suggest expansion of the departments, if necessary.
 - c. to regulate the admission of the students for the various courses of the colleges within the framework of the policy laid down by the University.
 - d. to formulate guidelines for hostel accommodation and welfare of students.
 - e. to formulate guidelines regarding discipline of students.
 - f. to propose academic programmes such as seminars, conference, extension work etc. for the specific requirements of the college.
 - g. to lay down guidelines for purchase of library books and laboratory equipment in consultation with the appropriate departments.
 - ii. The Advisory Committee will be constituted as follows:
 - a. The Vice-Chancellor or his nominee -Chairman
 - b. Two members to be nominated by the Executive Council from among the reputed educationists of the concerned state.
 - c. Four members of the teaching staff of the concerned college by rotation in order of seniority.
 - d. Director of Public Instruction/Director of Higher Education of the concerned state.
 - e. The Principal of the concerned college (Ex-officio Member Secretary).
 - iii. Members, others than ex-officio members, shall hold office for a term of two years.
 - iv. The quorum for the meeting of the Advisory Committee shall be four

1. Approved vide Executive Council's resolution No. EC:91:96 :5 1:(ii), dated December 7, 1996.

2. Notified vide notification No.Conf/13-2/Ord/87(Vol.III)-253 dated 20th March, 1997.

**ON THE RAJENDRA KUMAR SUNEHARI DEVI JAIN CHARITABLE
ENDOWMENT**

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

Short Title 1.	The Endowment shall be called the “Rajendra Kumar Sunehari Devi Jain Charitable Endowment.”
Objective 2.	The objective of the Endowment is to provide scholarship and book grants to PG Students of the Department of Zoology, NEHU, Shillong.
Endowment and its purpose3.	i. The Endowment shall have an amount of ₹ 1,00,000 (one lakh) only. This amount shall be invested in Fixed Deposit in a nationalised/scheduled bank. ii. The annual accrued interest of the Endowment Fund from its Fixed deposit account shall be drawn rounded to the nearest hundred rupees. Sixty percent (60%) of the interest amount shall be used for award of one annual P.G. scholarship to one M.Sc. Previous (Zoology) student for one year, based on the criteria of merit of the awardee. iii. The rest of the annual interest amount (40%) shall be used for award of four book grants of equal value to two General category and two SC/ST students of M.Sc Previous (Zoology) each year on merit other than the recipient of the scholarship
Mode of Selection 4.	i. The Head, Department of Zoology, NEHU, Shillong shall invite applications from the M.Sc. Previous (Zoology) students and shall short-list them as per the above mentioned criteria. ii. The final selection of the awardees shall be made by a Committee comprising of the following members: a. The Head, Department of Zoology, NEHU, Shillong - Chairman. b. Nominee of the Dean, School of Life Sciences -Member. c. Two nominees of the Department -Member d. Trust Nominee -Member. iii. An announcement of the awards shall be made at the Convocation, where a nominee of the Trust shall be an official invitee (without payment of TA/DA). iv. The awardees shall be given citations at the time of Convocation
Management 5. of the Endowment Fund	The Finance Officer, NEHU, shall manage the Endowment Fund and shall maintain all accounts in respect of this Endowment.

-
1. Approved vide Resolution No: AC:66:2001:5: 1(i) and EC:111:2001:5:1:(v), dated 28th & 29th November, 2001 and 11th December, 2001 respectively
2. Notified vide Notification No: Conf/13-5/Ord/99(Vol.I)-639 dated 27th May, 2002

ON THE NEHU CORPUS FUND AND ITS OPERATION*Under Section 29(1) (1) of the NEHU Act 1973 and Statute 5(5) (a)*

Name of the Fund 1.	There shall be a fund created and made operational and the fund shall be known as NEHU Corpus Fund.
Objective of the Fund 2.	The object of the fund shall be:- i. to accumulate resources and generate income on it to lead the University towards financial self-sufficiency; ii. to accumulate surplus revenues, i.e., revenues other than the revenues related to principal account of the University; iii. to accumulate the interest earned on investment of Plan Fund and the ear-marked Fund; iv. to accumulate the overhead charges payable to the University by the Project(s); v. to invest the Fund so accumulated to earn towards maximum possible interest; vi. to accumulate any grants given by the UGC or any other Government Organisations specifically for this purpose; vii. to accumulate any donation made specifically for this purpose; viii. to accumulate surplus interest earned on investment out of any fund other than the Part-I Non-Plan Fund; ix. Fund received from any other sources for the purpose
Expenditure out of Fund 3.	No expenditure out of this Fund is permissible. However, in very special circumstances to be recorded in writing, a portion of the interest earned on the investment of the Fund may be spent only with the prior approval of the Executive Council for this purpose. No Executive of the University shall have the power to incur any expenditure in anticipation of the approval of the Executive Council.
Operation of the Fund 4.	The Bank account(s) of the Fund shall be jointly operated by the Vice-Chancellor and the Finance Officer. The Finance Officer shall be responsible to maintain the accounts of the Fund separately and get it audited by the Auditor of the University annually.
Loan from the Fund 5.	No loan for whatever purposes it may be, be allowed out of this Fund.

1. Approved vide EC:113:2002:5:1(v) and notified vide Conf/13-5/ORD/99(Vol.II)-258 dated September 23,2003.

**ON DR. MAHENDRA NARAIAN KARNA YOUNG SOCIOLOGIST
PRIZE**

Under Section 5(13) of the NEHU Act, 1973

Short Title1.	The Endowment shall be known as “Dr. Mahendra Narain Karna Young Sociologist Prize”. Amount of the Endowment ₹25,000/- (Rupees twenty five thousand)only.
Manner by which the Endowment be invested 2.	The amount of ₹25,000/- Rupees twenty five thousand)only shall be invested in a long term fixed deposit with a Nationalised Bank or in any other government Bonds in a suitable scheme so that the interest accrued thereon is utilized for the award of a prize. The interest on the endowment for the year 2004-05 and the subsequent savings, if any, shall be added to the principal.
Purpose of the Endowment 3.	i. The accrued interest on the Endowment from its Fixed Deposit account for each year shall be utilized for the award of a prize of ₹1001/- (Rupees one thousand one) only or less, accordingly to the interest accrued, to the students who secures the first rank at the final Post-Graduate Examination in Sociology of North-Eastern Hill University in the year of the award. The Prize amount shall be equally distributed among the students if in a particular year, if there are more than one student at the top position. ii. The Prize shall normally be presented to the candidate in person at the Convocation of the University along with a certificate. The candidate who is unable to receive the Prize at the convocation in person will have to obtain the same from the office of the University after establishing her/his identity in the manner to be prescribed by the Vice-Chancellor.
Annual Report 4.	The Registrar shall prepare a report after each Convocation indicating the name and address of the recipient of the Prize and the administration of the Endowment for placing it before the Executive Council. A copy of the report shall be sent every year to the donor of the Endowment.

Draft of certificate

NORTH-EASTERN HILL UNIVERSITY
SHILLONG

This is to certify that.....
.....(Name) has been awarded the
Dr.MahendraNarain Karna Young Sociologist Prize for having stood first in Sociology at
the master of Arts Examination of
.....(Year)..... .

Vice-Chancellor

North-Eastern Hill University
The.....20

1. Ordinance has been notified vide Notification No.F.Conf/13-5/Ord/99(Vol,III)-1096
dated October 27,2005.

**ON PG DEPARTMENTS IN COLLEGES AFFILIATED TO THE
UNIVERSITY**

Under Section 5 of NEHU ACT 1973 and Statutes 33

Eligibility to Apply for Opening a PG Department 1.	Only a degree college permanently affiliated to NEHU may apply. The college must have valid NAAC accreditation with a rating of 4 star (or equivalent) and above. The College must have existing UG teaching programme (Honours) in the subject concerned for which NEHU has granted permanent affiliation. These conditions, however may not apply to Minority Educational Institutions under the NCMEI Act, 2004. ² and Higher Educational Institutions established by Central Government located in Meghalaya.
Procedure of Application 2.	The application shall be made in the proforma as prepared by the Affiliation Committee and made available by the CDC and approved by the AC, which shall include the following details: i. Adequate running grant, Library facilities, Infrastructure facilities and staff for the PG course proposed. ii. A non-refundable application fee of ₹50,000.00 shall be payable by DD in favour of the Finance Officer, NEHU. iii. Other provisions of OB-6 shall apply. However, the non-refundable application fee shall be as prescribed by the University from time to time.
Number of Seats 3	As recommended by the Visiting Team to be sent by CDC and approved by the Academic Council depending on Infrastructure facilities available in the College.
Admission 4.	The college may have their own admission criteria which is to be approved by the University.
Syllabus 5.	Syllabi shall be provided by the University from time to time for the purpose.
Fees 6.	Fees will be specified by the College concerned. Twenty percent of the fees charged shall be payable by the college to the University. In addition, each student shall pay Registration and Examination Fees to NEHU as prescribed for PG students.
Course Structure And Examination 7.	Ordinance OC-7 and Regulation RC-5 shall apply.
Qualifications and Number Of Teachers 8.	i. The qualification for teachers shall be as prescribed by the UGC from time to time. ii. At least 10 teachers (5 for UG and 5 for PG) in Science subjects; and iii. At least 8 teachers (4 for UG and 4 for PG) in courses other

than science subject will be the minimum requirement.

Work Load 9.

The academic workload for every faculty member shall not be less than 40 hours per week for 30 working weeks in an academic calendar (15 weeks per semester, which shall include preparation of actual classroom lectures, correction and examination work, seminars, admission and other professional work. The direct teaching hours per week shall not be less than 16 hours for every teacher. Minimum number of classes per week/paper shall be the same as that in the University PG departments.

-
1. Notified vide F.Conf/13-5/99(Vol.III)-786 of 17.11.2004 vide AC Resolution AC:71:2004:5:1(ix) and ECRolution No.EC:119:2004:5:1(iii).
 2. Amended vide AC:75:2006:8:i) and EC:125:2006:5:1(vi) and notified vide No.F.Conf/13-5/Ord/99(Vol.III)-Nil dt.22.11.2006.
 3. Notified vide Notification No.F.Conf/13-5/Ord/99/(Vol.III)-633 dated 25th February, 2010

**ON THE ADMISSION OF STUDENTS TO THE UNIVERSITY INCLUDING ITS
AFFILIATED COLLEGES**

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

1. Without prejudice to the provisions of the Acts and Statutes, and other rules of the University no student shall be eligible for admission to any Undergraduate or Postgraduate Course of Study under the University unless he has passed the examination or examinations prescribed by the University for admission to the concerned course or courses.
2. The candidates seeking admission to a course of study in the University including the affiliated colleges must satisfy the rules and conditions made in this behalf.
3. Foreign students may be admitted to various programmes of study under the following categories:
 - i. Cultural Exchange-Fellowship Programme of Govt. of India
 - ii. Self-financing students
 - iii. Short-term programmes (not leading to award of any degree/diploma/certificate).

-
1. Approved vide Ministry of Education, Govt. of India letter No. F.10-15/76-Leg. Unit (U.2) of August 13, 1976.
 2. Amended vide Academic Council Resolution No.AC:77:2007:2(v) and Executive Council Resolution No. EC:129:2007:5:1(ii), notified vide Notification No.Conf./13-5/ORD/99 (Vol.III)-682 dated November 16, 2007.
 3. Notified vide notification No.F.Conf/13-5/Ord/99/(Vol.III)-633 dated 25th February, 2010

ON THE ADMISSION, ENROLMENT, MIGRATION AND TRANSFER OF STUDENTS

Under Section 26(i)(a) of the NEHU ACT, 1973

1. Without prejudice to the Provisions of the Statutes, no student shall be eligible for admission to any Under-Graduate or Post-Graduate course of study under this University on migration from any other University or Board unless he has passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances for admission to the concerned course or courses by this University.

Provided that the application for admission must be supported by:

- i. A migration/ no objection certificate from the concerned University/ Board:
and
- ii. A certificate from the Principal of the College in which last studied
testifying the record of attendance and conduct of the student;

Provided further that the application of a student who has not completed his course of study and has not appeared at the examination for which he was reading in any other University or Board in India shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that course studied by him in the former University/Board.

1. Transfer of a student from one affiliated college to another during a particular course of study shall be permitted only on the production of :
 - i. A transfer/ no objection certificate issued by the Principal of the college from which the migration is sought;
 - ii. Certified copies of the report of attendance against his name in the register of students of the college concerned; and
 - iii. A certificate from the Principal testifying the conduct of the student.

-
1. Approved vide Ministry of Education, Govt. of India letter No.F.10-15/76-Leg.Unit (U.2) of August 13, 1976.

ON THE MEDIUM OF INSTRUCTION AND EXAMINATION

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

1. English shall be the medium of instruction and examination in the research and study programmes of Schools unless otherwise decided by the University.

1. Approved vide Ministry of Education, Govt. of India letter No. F.10-23/6/24(4.2) of March 19, 1977

ON THE DOCTOR OF PHILOSOPHY PROGRAMME

Under Section 26 (1)(b) of the NEHE Act, 1973

1. Title

These ordinances shall be called the “**NEHU (Amendment) Ordinance OC-4 on PhD Programmes, 2023**” (Under Section 26(1)(b) of the NEHE Act, 1973)

2. Definitions

In this ordinance, and in all Regulations made here under, unless the context otherwise requires:

- (1) “**University**” means North-Eastern Hill University (NEHU);
- (2) “**Regulations**” means regulations of the University;
- (3) “**Executive Council**” means the Executive Council of the University;
- (4) “**Academic Council**” means the Academic Council of the University;
- (5) “**School Board**” means a School of Studies of the University;
- (6) “**Board of Studies**” means a Board of Studies of the University;
- (7) “**Department**” means “a Department of Studies and includes a Centre of Studies of the University;
- (8) “**College**” means an institution engaged in higher educational and /or research affiliated to or established by NEHU;
- (9) “**DRC**” means the Department Research Committee of a Department/Centre of the University;
- (10) “**Programme**” means courses of study and/or research leading to a degree of the Doctor of Philosophy (PhD);
- (11) “**Master’s Degree**” means a 1-year/2 semester master's degree programme after a 4-year Bachelor’s degree programme or a 2-year/4-semester master’s degree programme after a 3-year Bachelor’s degree programme or equivalent from the University or any recognised institution;
- (12) “**Coursework**” means the one-semester courses of study prescribed by a Department/Centre to be undertaken by a student registered for the PhD programme;
- (13) “**Course**” means one of the units/papers which comprise a PhD programme;
- (14) “**Research Proposal**” means a brief write-up outlining the search proposal, which a PhD scholar submits along with the application for PhD registration;
- (15) “**Credit**” means the number of hours of instruction required per week over the duration of a semester.
- (16) “**Grade Point**” means a numerical value of a letter grade on the 10-point grading scale;
- (17) “**Cumulative Grade Point Average (CGPA)**” means a measure of the overall cumulative performance of a student in all courses during a coursework semester;
- (18) “**Interdisciplinary Research**” means a research conducted by a PhD scholar involving two or more academic disciplines;
- (19) “**Plagiarism**” means the act of taking or copying someone else’s words, ideas, or

intellectual property without proper references and presenting them as one's own original work;

- (20) **“Supervisor/Co-Supervisor”** means an academician or researcher / scientist recognized by the University to supervise a Ph.D scholar for his/her research.
- (21) **“Student/Scholar”** means a person admitted to and pursuing a PhD programme of the University;
- (22) **“Candidate”** means an applicant for admission to a programme / examination of the University;

3. Eligibility Criteria for Admission

- (1) The admission to the PhD programme shall be only once in a year.
- (2) Each Department/Centre of Study shall decide the number of PhD students to be admitted in a year and convey the same to the Registrar of the University for notification/uploading on the University's website.
- (3) Candidates with at least 55% aggregate marks or equivalent grade points on the UGC 10-point grading scale at the Master's Degree/M.Phil Degree or equivalent level in the concerned or allied/cognate subject from the University or a recognized institution (national/international) are eligible for admission. A relaxation of 5% marks (from 55% to 50%) or equivalent grade points shall be given to candidates belonging to ST/SC/OBC (non-creamy layer)/EWS/Differently-abled and other categories as per the UGC decision and approved by the Academic Council from time to time.
- (4) A candidate seeking admission to the PhD programme after a 4-year/8-semester Bachelor's Degree programme should have a minimum of 75% aggregate marks or equivalent grade. A relaxation of 5% marks (from 75% to 70%) or equivalent grade points shall be given to candidates belonging to ST/SC/OBC (non-creamy layer) / EWS / Differently-abled and other categories as per the UGC decision and approved by the Academic Council from time to time.
- (5) The Reservation Policy of the Government of India/UGC shall be followed.
- (6) The Head of the Department/Centre shall forward the list of students admitted to the PhD programme, as prescribed under RC-23, to the University through the Dean of the School Board concerned

4. Admission Procedure

Admission process shall be as follows:

- (1) Candidates who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/ICSSR NET and similar National Level Tests based on an interview.
- AND/OR**
- (2) Each Department/Centre of Study shall conduct an Entrance Test consisting of 50% of research methodology and 50% of the concerned subject. Candidates who have secured at least 50% marks in the Entrance Test shall be called for interview. A relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (non-creamy layers)/EWS/ differently-abled and other categories.
 - (3) As regards the selection of candidates, a weightage of 70% shall be given to the Entrance Test scores and 30% to the candidates' performance in the interview/viva voce.

5. Coursework

(1) A PhD student shall be required to complete one semester's coursework comprising a minimum of 14 credits. Provided that a student with an M.Phil degree securing at least 55% aggregate marks or equivalent grade shall be exempted from the requirement of coursework.

(2) The coursework structure shall comprise 4(four) papers, of which three papers with four credits each (including a paper on Research Methodology) and another paper with two credits on Research and Publication Ethics (RPE).

(3) A PhD scholar must obtain a minimum of 55% marks or equivalent grade points on the 10-point grading scale in the coursework to be eligible for final registration to the PhD programme.

(4) The weightage for the continuous assessment and the end-semester examination shall be 1:3, and the pattern and schedule of examination and evaluation shall be as prescribed in RC-23.

(5) A student who discontinued the MPhil/PhD programme after completing the coursework with the requisite CGPA from the University/recognised institution shall be exempted from the coursework requirement in case she/he is admitted again to the PhD programme.

(6) A Ph.D student failing to obtain the required marks/grade points may be provided another chance to repeat/improve the paper (s) after three months but not later than six months from the date of the declaration of results, failing which his/her admission / provisional registration shall automatically stand cancelled.

(7) All PhD scholars, irrespective of discipline, shall be required to train in teaching / education / pedagogy/writing related to their chosen PhD subject, in addition to 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work.

6. Supervisor

(1) Permanent faculty members working as Professor/Associate Professor of the University with at least **five** research publications in refereed journals or any regular Assistant Professor of the University with a PhD degree and at least **three** research publications in refereed journals shall be eligible to supervise a PhD candidate. External Supervisor(s) shall not be allowed.

Provided that PhD scholars working in Central government/State government research institutions whose degrees are offered by NEHU, the scientists in such research institutions, equivalent to Professor/Associate Professor/Assistant Professor, may be recognized as Co-Supervisors if they fulfill the above requirements.

Provided further that in areas/disciplines where there is a lack of or only a limited number of refereed journals, the above conditions may be relaxed and approved by the Academic Council to recognize a permanent faculty member as a research Supervisor.

(2) A Department/Centre shall appoint a Supervisor for each student within 30 days of admission. The Department/Centre may also appoint a Co-Supervisor on the recommendation of the Supervisor from within or another Department/Centre/Recognized Institution/Reputed Research Laboratory concerning inter-disciplinary research work, depending on the academic requirement to be recorded in writing.

(3) A Professor, Associate Professor, and Assistant Professor shall guide upto **8 (eight)**, **6 (six)**, and **4 (four)** PhD scholars, respectively, at any given point in time. A vacancy in the

intake capacity of a Supervisor shall arise only when a student submits the PhD thesis.

(4) A Supervisor shall take up to two PhD candidates in a given academic year. However, the Vice-Chancellor may relax the restriction of two scholars per teacher at a time, provided vacancies and eligible candidates are available in the Department/Centre concerned.

(5) In case a Supervisor of a registered candidate leaves the University, or under circumstances of death or incapacitation of a Supervisor, the concerned Department/Centre shall appoint an alternate Supervisor within 30 days of such eventuality with intimation to the Dean of the School concerned.

(6) In the case of relocation of a female PhD scholar due to marriage or otherwise, the research data shall be transferred to the institution to which the scholar intends to relocate, provided all conditions in this Ordinance are followed, and the research work does not pertain to a project sanctioned to NEHU/Supervisor by any funding agency. Such a scholar shall, however, give due credit to the University and the Supervisor for the part of the research already undertaken.

(7) Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, she / he may be appointed as a Co-Supervisor, but not after attaining the age of 70 years.

(8) If a Supervisor superannuates during the period of registration of a PhD student under her/his supervision, she/he may continue to supervise the student as a Supervisor till the age of 70 years. In such a situation, the Department/Centre may appoint a Co-Supervisor from among the faculty to oversee the student's progress and facilitate administrative requirements.

(9) Each supervisor can guide up to two international students as prescribed under RC-27 on a supernumerary basis over and above the permitted number of PhD scholars as specified in Clause 6(3) above.

7. Registration

(1) The date of a candidate's admission to the PhD programme shall be considered the date of provisional registration.

(2) The application for final registration shall be made by a Ph.D student to the Department /Centre concerned in the prescribed pro-forma along with a detailed research proposal inclusive of the Title of study, Scope of study and its significance, Brief review of literature, Hypothesis, Research problems/questions, and Methodology – including laboratory techniques, field method, sampling and design, and such, as the case may be. The student shall present the research proposal through a seminar in the Department/Centre concerned before applying for final registration.

(3) Each Department/Centre shall constitute a Department Research Committee (DRC) to oversee and review the PhD proposals submitted by candidates. The comments and observations/suggestions made by the DRC must be duly considered by a candidate for incorporation in the research proposal 30 days before submission to the Board of Studies

(4) Upon clearance from the DRC, the proposal shall be forwarded by the Department / Centre to the concerned Board of Studies (BOS)/Steering Committee (SC) for consideration. After incorporating suggestions, if any, the Research proposal shall be forwarded by the BOS/SC to the School Board concerned for consideration of registration.

(5) Upon approval of the research proposal by the School Board concerned, a candidate may be deemed to have been finally registered from the date of admission. A candidate shall be required to complete the registration process not later than 18 months from the date of admission, failing which her/his application for registration to the programme shall be cancelled.

(6) A student who wishes to modify the topic with justifiable reasons to be recorded may submit the revised proposal to the Department/Centre concerned within one year from the date of approval of the School Board for consideration of the BOS / SC and subsequent approval by the School Board concerned.

Provided that minor modification(s) on the title of the thesis may be carried out within 6 (six) months before the date of submission of the thesis or immediately after the pre-submission seminar, as the case maybe, with approval of the Dean of the School to be reported to the School Board concerned.

(7) The registration of student is liable to cancellation under the following circumstances:

- (a) Non-payment of prescribed fees to the University.
- (b) Unsatisfactory progress of a student reported by the Department/Centre to the School Board.
- (c) Indulgence in misconduct/financial irregularities and academic misdemeanor (e.g., plagiarism) leading the University into disrepute.

8. Duration

(1) The duration of the PhD programme shall be atleast **3(three)** years, including coursework, and a maximum of **6 (six)** years from the date of admission.

(2) Upon the recommendation of the Department/Centre of Study, the concerned School Board may extend the Registration of a candidate for a maximum period of **two** years.

Provided that such a candidate shall present her/his progress of research and the Department/Centre, upon being satisfied with the progress and reasons for the delay in submission of the thesis, may recommend the application for an extension of the period of registration not exceeding **8 (eight)** years from the date of admission to the PhD programme.

Provided further that female PhD candidates and persons with disabilities (having more than 40% disability) may be given an additional relaxation of **2(two)** years, but not exceeding **10 (ten)** years from the date of admission.

(3) Female PhD candidates may be granted Maternity Leave/Child Care Leave for up to 240 days during the entire duration of the PhD programme. However, such leave granted to a female candidate shall not entitle her to seek an extension of registration beyond the maximum of 10 (ten) years.

9. Review of Progress

(1) Every Supervisor shall regularly monitor the progress of the research work of a PhD scholar under her/his supervision. If the Supervisor finds that the research scholar's progress is not satisfactory, a report to this effect shall be submitted to the Head of the Department/Centre, who may issue a warning to the scholar in this regard. If the Supervisor believes the research scholar still needs to show progress, the DRC shall inquire into the matter and submit a report to the concerned Dean, who shall then place it before the School Board for consideration.

(2) A PhD scholar shall appear before the DRC at least once every six months to present the progress of her/his work for evaluation and further guidance. If the progress of the research scholar is unsatisfactory or the scholar fails to implement the corrective measures by the DRC, the Department may recommend with specific reasons to the School Board to cancel her/his PhD Registration. A copy of such recommendation shall also be provided to the scholar concerned.

(3) All PhD scholars shall fulfill a minimum of two years of residential requirement from the date of registration. Thereafter, research scholars shall be required to participate in academic activities in the Department/Centre for at least 30 days a year till submission of the thesis. Further, the Supervisor/Co-Supervisor shall submit periodic reports to the DRC indicating that a PhD scholar has been actively engaged in research and adequately acquainted with the latest theories and methods in her/his field of specialization.

10. Pre-submission Seminar

(1) On completing coursework and obtaining the marks/grade prescribed in clause 5(3) above, a PhD scholar shall undertake research work, analyze data, and write her/his PhD thesis.

(2) Before submitting the thesis, a PhD scholar shall give a pre-submission seminar on her/his research findings before the Evaluation Committee, which shall also be open to all faculty members and other research scholars and students. The research scholar must suitably incorporate the comments/suggestions (if any) in the thesis made by the Evaluation Committee.

(3) The Evaluation Committee shall be constituted by the concerned Dean of School consisting of at least three teachers [one of which shall be the Supervisor, who shall be the convener and chairperson], of which one shall be from outside the Department / Centre to be nominated by the Dean of the School and one by the Head of the Department/Centre.

(4) The recommendation of the Evaluation Committee in a prescribed format shall be forwarded to the Controller of Examinations for evaluation purposes. If the recommendation includes suggestions to be incorporated in the thesis of a research scholar, the Supervisor concerned shall be required to certify that such suggestions have been incorporated in the thesis.

11. Submission of Thesis

(1) A candidate shall submit the thesis for the PhD degree that may incorporate the text of any work that the candidate may have published on the subject, but she/he shall

not be permitted to submit the thesis containing materials that have been carried out for another degree in this University or any other institutions.

(2) The PhD thesis shall satisfy that it is a research work characterized by discovering new facts or interpretations of facts or theories. In either case, it should reveal the candidate's capacity for critical examination, original thinking, and judgement. It shall also be satisfactory as far as its literary presentation is concerned.

(3) A PhD scholar shall submit the thesis for evaluation along with (a) an undertaking from the PhD scholar that there is no plagiarism and (b) a certificate from the Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any degree to any other Institution.

(4) The application for submission of the thesis shall be countersigned by the Head of the concerned Department/ Centre of Studies. The Head of the Department/Centre of Studies will then forward the thesis together with the observations of the Evaluation Committee based on the pre-submission seminar to the Controller of Examinations for further necessary action.

(5) The photo copy of the coursework transcript, if any, shall be annexed to the copies of the thesis submitted.

12. Panel of Examiners

A Supervisor shall submit a panel of six examiners not below the rank of Associate Professor from Indian Universities or abroad (including the supervisor as one of the members of the panel) in the prescribed pro-forma to the School Board through the Department/Centre for consideration and forwarding the same to the Academic Council and the Executive Council, at least six months before submitting the thesis of a candidate.

13. Evaluation

The PhD thesis submitted by a PhD scholar shall be examined by at least three examiners appointed by the Executive Council on the recommendation of the Academic Council. Two of the examiners shall be those who are not the staff of the University, while the third examiner shall be the Supervisor concerned. One of the external examiners shall be from outside the State of Meghalaya, except on such subject as may be decided by the Academic Council from time to time due to the non-availability of examiners outside the State of Meghalaya. Further, one of the external examiners may be chosen from outside India wherever possible.

14. Examiner's Report and Viva-Voce

(1) Having examined the thesis submitted by a candidate for the award of the PhD Degree, each examiner shall submit a report in a prescribed pro-forma to the University containing a clear recommendation that, in her/his opinion, (a) the thesis is recommended for the award of the PhD Degree, or (b) the thesis should be modified/revised, or (c) the thesis may be rejected.

(2) If all three examiners have recommended the thesis for the award of the PhD Degree, a viva-voce examination shall be arranged within two months of receipt of the reports. The Viva-Voce Board shall consist of the Supervisor/Co-Supervisor and one of the two external examiners, and it may be conducted ONLINE. The Supervisor/Co-Supervisor shall be the Convener and Chairperson of the Viva-Voce Board.

(3) The Viva Voce shall be an open defence by a candidate in which all faculty members of the Department/Centre, research scholars, and students can participate. The venue , date , and time shall be notified by the Department/Centre at least one week before the viva- voce examination of the candidate. Any member of the University or the public may also attend, provided they seek permission from the Head of the Department/Centre concerned.

(4) The Examination Board shall decide on the merits of the work and recommend whether they stand satisfied with the candidate's work for the PhD degree award. The Convener shall submit the report duly signed by the examiners to the Controller of Examinations within the next three working days.

(5) In case an examiner suggests modifications or asks for improvements in the thesis with specific suggestions, the candidate shall reply or modify the thesis as per the suggestions and resubmit it to the Controller of Examinations for forwarding to the concerned examiner within one year from the date of intimation of the requirement for modification by the University. If the reply/modification by the candidate is neither accepted by the examiner nor retrieved by the candidate, the matter shall be referred to a Committee of Experts to be appointed by the Vice-Chancellor.

(6) A thesis shall be accepted for the award of the PhD Degree subject to the unanimous recommendation of the examiners. If one of the external examiners recommends rejection, the thesis should be referred to a fourth examiner nominated by the Vice-Chancellor from the panel already approved by the Academic Council and the Executive Council. If the 4th examiner rejects the thesis, the candidate shall be declared ineligible for the award of the PhD degree.

15. Resubmission of thesis.

(1) A candidate whose thesis has been referred back for revision shall re-submit it for the award of the PhD Degree within **six** months from the date of intimation of the decision of the University.

(2) The PhD thesis which has been re-submitted shall be examined by the same external examiner(s). In case an examiner is unwilling to act as such, another examiner may be appointed by the Vice-Chancellor from the approved panel of examiners.

16. Award of Degree

(1) Based on the reports of the examiners and the performance report on the Viva-Voce examination, the Dean of the School, on behalf of the School Board, may recommend awarding the PhD degree to the Executive Council through the Academic Council.

(2) The University reserves the right to withdraw a PhD degree awarded to a candidate under

exceptional circumstances.

Provided that no PhD degree may be withdrawn from an awardee without giving adequate opportunity to the awardee to defend her/his case.

17. Ph.D through Distance mode/Part time

(1) The PhD programme through part-time mode will be permitted, provided all the conditions stipulated in this Ordinance are fulfilled.

(2) The Department/Centre concerned shall obtain a “No Objection Certificate” through the candidate for a part- time PhD programme from the appropriate authority in the organization where the candidate is employed,clearly stating that: (a) The candidate is permitted to pursue studies on a part-time basis, (b) His/her official duties permit him/her to devote sufficient time for research,and (c) Ifrequired,he/shewillberelievedfromthedutyto complete the course work.

(3)Notwithstanding anything contained in this Ordinance or any other Regulations, the University shall not conduct a PhD programme through Distance and/or Online Mode.

18. M.Phil Programme

The University shall not offer the Master of Philosophy (MPhil) programme. Nothing in this provision shall impact the MPhil degree programmes commencing prior to the enactment of this Ordinance.

19. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the PhD degree(s), the Controller of Examinations shall submit an electronic copy of the PhD thesis to INFLIBNET for hosting the same to make it accessible to all other universities and research institutions.

20. Colleges and Research Institutions Offering Ph.D Programmes

(1) Postgraduate Colleges offering 4-year Undergraduate Programmes and/or Postgraduate Programmes may offer PhD programmes, provided they satisfy the availability of eligible Supervisors, required infrastructure, and supporting administrative and research facilities as per the provisions of this Ordinance approved by the Academic Council.

(2) Colleges and research institutions established by the Central government or a State government whose degrees are awarded by NEHU shall offer PhD programmes provided they have:

- (a) Atleast two faculty members in a college or two PhD-qualified scientists in the research institution.
- (b) Adequate infrastructure, administrative support, research facilities, and library resources approved by the Academic Council.

21. Commencement and Application

This Ordinance shall be effective from the academic session as notified by the University and shall cover all PhD courses/programmes within the jurisdiction of the University . The award of degrees to candidates already registered and pursuing PhD programmes of the University shall be governed by this Ordinance OR the extant Ordinance in accordance with the UGC Regulations,2016 and subsequent amendments,2018.

22. Removal of Difficulties

Notwithstanding anything contained in this Ordinance, any difficulty in interpreting or giving effect to any provision of this Ordinance shall be referred to the Vice- Chancellor, whose interpretation or decision thereon shall be final.

Amended in pursuance of UGC-

PhD Award Regulations, 2022, and AC Resolution, vide No.AC:110:2023:5:5(ii); Approved by AC, vide No.AC:111:2023:5:1:(iv).

1. Amended vide Notification No.F.Conf/22-2/REG/2007(Vol-IV)-784 dated 18.07.2024

ON THE MASTER OF PHILOSOPHY PROGRAMME

Objective I.

The M. Phil. programme shall be for a minimum duration of two (2) consecutive semesters and a maximum of four (4) Semesters.

Extension beyond the above limit of four (4) Semesters shall be as follows:

The women candidates and persons with disability (more than 40% disability) shall be allowed two more Semesters.

The programme shall comprise of two parts: (a.)

(a) Course work (12 Credits) and (b) Dissertation/ Thesis work, both the parts shall have equal weightage for the degree aggregating 24 Credits.

In case a woman candidate applies for maternity leave during the period of registration, the leave shall be granted as per Government of India Policy on such matters. However, such leave granted to a candidate shall not entitle her to seek extension of registration beyond the maximum stipulated period of six (6) Semesters.

Admission 2.

- (i) The admission to the M.Phil. Programme shall be once in a year. It shall be optional to the Department/Centre to offer the Programme in a given year.
- (ii) Each Department/Centre of study shall intimate the total number of M.Phil. Candidates admitted each year to the Registrar of the University on completion of admission process.
- (iii) Eligibility: Candidates with minimum 55% marks or letter grade 'B' (CGPA=3.5) in the 7 point UGC Scale at the Masters' Degree level or equivalent will be eligible for admission to the M.Phil. Programme. However, in the case of candidates belonging to SC/ ST categories, the minimum percentage/ CGPA may be relaxed to the extent provided by Government of India policy on such matter. Further subject to availability of vacancies, candidates from disciplines/ subjects other than those dealt by the concerned Department/Centre may be admitted, provided they belong to allied/cognate subjects and/or expertise in such subjects are available in the Department/Centre (details as per Regulation RC-23).
- (iv) The National Reservation Policy of Government of India on SC/ST shall be indicated in the notification for admissions.
- (v) Admission procedure shall be as per procedure laid down in Regulations for the purpose.
- (vi) The list of selected candidates shall be forwarded by the Head of respective Department/Centre offering the Programme to the University.

Coursework 3.

- (i) All M.Phil. Candidates shall be required to undergo one semester coursework. The procedure of evaluation of the coursework is provided in the Regulations (RC-23) for the purpose.
- (ii) The coursework syllabus for the M.Phil. Programme shall be the same as for the Ph.D. course which shall be prescribed by the Department/Centre.
- (iii) In order to qualify for registration, a candidate is required to secure a minimum letter grade 'B' (CGPA=3.5) in the coursework with minimum of 'C' grade (GP=2.5) in each paper.
- (iv) A student failing to obtain the required grade as in the sub clause (iii) above, she/he shall be provided one additional chance after three months but not later than six months from the date of publication of result, to clear the paper(s) failing which the admission of the candidate shall stand cancelled.

Supervisor 4.

- (i) Any regular Professor of the University with at least five research publications in refereed journals and any Associate/Assistant Professor of the University with a Ph. D. degree and at least two research publications in refereed journals shall be eligible to supervise a M.Phil. candidate. External supervisors are not allowed.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University shall relax the above condition for recognition of a person as a research Supervisor with reason recorded in writing.

- (ii) The Department/Centre shall appoint a supervisor for each student within 30 days of admission. A Department/ Centre may appoint Jt. Supervisor(s) on recommendation of the Supervisor from within or another Department/Centre depending on the academic requirement. Provided further that Joint Supervisor(s) may be appointed from another recognized University/ Deemed University/ Institute of Higher Learning/Reputed Research Laboratory in the manner prescribed in the Regulation.
- (iii) A research Supervisor/Joint Supervisor who is a Professor, at any given point of time, shall not guide more than three (3) M. Phil. scholars. An Associate Professor as research Supervisor shall not guide more than two (2) M. Phil. scholars and an Assistant Professor as Supervisor shall not guide more than one (1) M.Phil scholar.
- (iv) In the event of a Supervisor of a registered candidate leaves the University or in the event of death or incapacitation of a supervisor making her/him unable to supervise a registered candidate, the Department/Centre shall appoint an alternative supervisor within 30 days of such eventuality
- (v) No teacher may be allotted an M. Phil student if she/he is likely to superannuate in less than two years.

Registration 5.

- (i) The application of Registration for M.Phil. shall be made to the Department/Centre concerned in the proforma prescribed by the University during the coursework semester, along with the detailed Research Proposal including the (a) Title, (b) Scope of study and its significance, (c) Hypothesis/Research Issue/Questions and (d) Methodology.
- (ii) The format of the detailed proposal shall be prescribed by the School concerned to maintain a degree of uniformity among proposals within a given school.
- (iii) The Departmental Research Committee (DRC) constituted for the purpose by the Department/Centre shall scrutinize the M. Phil proposal submitted and communicate comments/observations, if any, to the candidate (s) concerned for incorporation in the proposal wherever possible or feasible not later than 30 days of submission of proposal.
- (iv) Upon clearance from DRC, the M. Phil proposal may be forwarded by the Department/Centre to the Board of Studies (BOS) or the Steering Committee (SC), for its consideration, which may accept it/reject it/ask the student to modify the proposal. The BOS/SC shall, after being satisfied with the proposal may forward the proposal for formal approval by the School Board concerned.
- (v) Upon acceptance of the M. Phil proposal by the School Board concerned, the candidate shall be deemed to have been registered from the date of her/his admission to the Programme. However, if the student fails to get herself/himself registered within the first two semesters of admission, she/he shall forfeit the admission.
- (vi) Irrespective of clearance of back papers if any, the candidate can be registered. However, for the final results for the degree, the candidate shall be required to clear the coursework with the requisite CGPA.
- (vii) The registration for M. Phil of a candidate is liable to cancellation under the following circumstances:
 - a. Failing to pay prescribed fees of the University;
 - b. Non-performance, poor progress record to be reported by the Department/Centre to the School Board; and/or
 - c. Candidates found to indulge in misconduct/financial Irregularities/academic misdemeanor (e.g. plagiarism) leading to disrepute of the University.
- (viii) A maximum period of four semesters shall be allowed for the student to complete her/his M. Phil Programme.

Evaluation of Coursework 6.

- I. The evaluation of the coursework will be internal.
- II. A candidate is required to secure a minimum of 'C' Grade (2.5) in each paper and a letter grade 'B' (CGPA=3.5) in course work as well as the dissertation separately to qualify for the degree of M.Phil.

Pre-Submission Seminar 7.

- i. An M. Phil. Scholar shall present one research paper in a conference/seminar etc. prior to pre-submission seminar. When the

Supervisor of a candidate is of the opinion that the thesis of a candidate is in the final stage of completion, the supervisor shall ask the candidate to

give a pre-submission seminar on her/ his research finding, at least one month in advance, which shall be open to all the faculty members of the Department/ Centre and other research students.

- ii. The seminar shall be given in the presence of an Evaluation Committee consisting of at least three teachers of the University of which one shall be from outside the Department/Centre to be nominated by the Dean of the School and one by the Head of the Department/Centre concerned. The candidate may incorporate the recommendations of the Evaluation Committee as far as possible.

The dissertation shall include a certificate from the Supervisor and the declaration from the candidate that the dissertation incorporates the student's Bonafide researches vouching that there is no plagiarism and that these have not been submitted for award of any degree in this or any other University or Institute of learning.

- iii. A certificate that recommendations of the Pre-submission Seminar have been incorporated by the recommendation by both the examiners, the CGPA may be computed as per Regulations as above.

Submission of Dissertation 8.

- i. An M. Phil candidate shall be required to submit the dissertation in a manner as prescribed in the relevant Regulation.

Panel of Examiners 9.

At least two months before the probable date of submission of the dissertation the supervisor shall present a panel of four names of examiners (of which one shall be the supervisor) to the Department/ Centre to be forwarded to the School Board for approval. The School Board shall then forward/submit a copy of the panel of Examiners to the Chairman of the Academic Council for consideration and approval.

Evaluation of Dissertation 10.

- i. The dissertation will be examined by two examiners, including the Supervisor (External examiner to be from outside the State of Meghalaya except in such subjects as decided by the AC in which experts may not be available from outside the State) to be appointed by the Vice-Chancellor from the panel approved by the Academic Council and Executive Council. The external examiner shall not be in the employment of the University.
- ii. The dissertation shall be evaluated in a manner provided in the Regulations for the purpose.
- iii. There shall be no viva-voce examination of an M. Phil candidate.

Award of the Degree 11.

- i. The Dissertation work shall be accepted for the award of M. Phil degree on the unanimous recommendation of the examiners.
- ii. If there is a difference of opinion of the examiners, the matter shall be referred to a third examiner to be appointed by the Vice Chancellor out of the panel of examiners approved for the purpose. The third examiner will act as the adjudicator and her/his decision shall be final.
- iii. In case the examiner suggests some modifications for improvement of the dissertation on certain suggested lines or points out certain lacunae in the dissertation, the candidate shall be asked to modify the dissertation on the suggested lines and resubmit the dissertation within a period of two months of the communication of the decision.
- iv. Both external and internal examiners shall award grade points as well as letter grades for the dissertation as per Regulation RC-2.

M. Phil. through Distance Mode/Part time 12.

Notwithstanding anything contained in this Ordinance or any other Regulations, the University shall not conduct M. Phil. programme through Distance Education Mode/Part time.

Removal of Difficulties 13.

Notwithstanding anything contained in the above Ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.

Approved by the 99th & 100th Academic Council and 168th & 169th Executive Council and Notification NO:F.Conf/13-5/ORD/99/Vol-VII)-72 dated 30.05.2019.

ON THE MASTER'S DEGREE PROGRAMME IN EDUCATION

Under section 26(1) (b) of NEHU Act, 1973

1. The M.Ed Programme in the School of Education shall be a course of study spread over a period of two academic semesters or one academic year.
2. Ordinarily a student has to complete six courses during the period of two semesters, However, a student admitted to the M.Ed Programme may participate in the academic programme to clear all courses up to a maximum of four semesters.
3. Every student shall submit a dissertation on a subject connected with one of the courses offered by him. The topic for this shall be approved by the Board of post-Graduate Studies. Each student shall work for this purpose under a staff advisor assigned by the Head of the Department.
4. The minimum qualifications and procedure for admission and the courses to be offered for the degree, and the method of evaluation shall be prescribed by the Board of School.
5. Provisions relating to attendance, classification of examination results and other related matters for the M.Ed. Course shall be the same as for the Master's Degree programmes in Arts and Science.
6.
 - i. If the M.Ed. Programme is offered as a part time programme it shall extend to a period of four semesters of two academic years.
 - ii. The regulations regarding the schedule of courses, methods of evaluation and the other matters relating to the part-time programme shall be prescribed by the Board of School.

-
1. Approved vide Ministry of Education. Govt of India letter No. F.10-23/76/24(U) of March 19,1977

**ON THE MASTER'S DEGREE PROGRAMMES IN ARTS, SCIENCE,
COMMERCE, LAW, LIBRARY AND INFORMATION SCIENCE**

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

1. Title

These ordinances shall be called the **NEHU (Amendment) Ordinance OC- 7 on the Master's Degree Programmes in Arts, Science, Commerce, Law, Library and Information Science, 2022** [Under Section 26 (1) (b) of the NEHU Act, 1973]

2. Definitions

In this ordinance, and in all Regulations made hereunder, unless the context otherwise requires:

- (1) **“University”** means North-Eastern Hill University (NEHU);
- (2) **“Academic Council”** means the Academic Council of the University;
- (3) **“Academic Bank of Credits”** means an academic service mechanism as a digital or online entity established by the UGC and adopted by the University to facilitate students to become its academic account holders;
- (4) **“Programme”** a series of courses of study leading to a Master's degree;
- (5) **“Semester”** means an academic semester of at least 90 working days excluding examinations;
- (6) **“Course”** means one of the papers which comprise a specified programme of study;
- (7) **“Credit”** means a value assigned to a course used for converting and calculating of contact hours or grade points earned by a student in achieving a specified level of learning at least in one academic semester
- (8) **“Exit Point”** means the end or termination of the first academic year of the two-year Master's degree programme when a student is given an option to leave the programme;
- (9) **“Massive Open Online Courses (MOOCs)”** means such online courses which are developed through SWAYAM Platform, Ministry of Education, Government of India;
- (10) **“Study Webs of Active Learning for Young Aspiring Minds (SWAYAM)”** means the national online course platform designed for offering online courses to achieve the three cardinal principles of India's Education Policy: access, equity, and quality;

- (11) “**Department**” means “a Department of Studies, and includes a Centre of Studies of the University;
- (12) “**School Board**” means School of Studies of the University;
- (13) “**Student**” means a person admitted to, and pursuing, a specified credit-based course/programme of the University;
- (14) “**Candidate**” means an applicant for admission to a programme/examination of the University;
- (15) “**Regulations**” means regulations of the University;
- (16) “**Grade Point**” means a mark earned by a student in each credit course of a programme;
- (17) “**Compulsory courses**” means courses that are essential to meet the academic requirements of a department/discipline for running a given programme like core courses, practicum, skill enhancement courses, dissertation and project works.

3. **Master’s Degree**

The Master’s degree programmes in the Schools under the University are and Duration full-time courses of study with the following duration:

- (i) Two-year Master’s degree programme with a duration of four academic semesters,
- (ii) One-year Master’s degree programme with a duration of two academic semesters, and

Provided that a student can pursue two academic programmes one in full-time physical mode and another in Open and Distance Learning (ODL)/Online mode, or up to two ODL/Online programmes simultaneously, if class timings between the two programmes do not overlap, as approved by the Academic Council on the recommendation of the Board of School.

4. **Eligibility Criteria**

(a) Eligibility qualifications for Master’s degree programmes shall be a for Admission prescribed below:

- (i) For the two-year Master’s degree programme, a candidate must obtain a three-year Bachelor’s degree from this University or any other recognized university.
- (ii) For the one-year Master’s degree programme, a candidate must have a four-year Bachelor’s degree with Research/one-year PG Diploma of the

Master's degree programme/one-year Bachelor's degree of the Master's programme in Library and Information Science from this University or any other recognized university.

Provided that a candidate seeking admission to any Master's degree programme must possess the qualifications prescribed by the Board of School as approved by the Academic Council or concerned regulatory body from time to time.

Provided also that the admission to a Master's degree programme is open to those candidates who have met the entrance requirements, including specified levels of attainment, as prescribed in **RC-1**.

(b) Admission to different programmes shall be made only in the first semester at the beginning of each academic year on list specifically decided for a programme by the Academic Council

5. Exit Point

Students shall have **one exit point** at the end of the first two semesters (first academic year) of the two-year Master's degree programme, and such students shall be awarded the **Post-Graduate Diploma**, provided they earn **44 credits** or at least **4.0 grade points** on the 10-point grading scale (**40% marks**) in each course as prescribed under Clause 13.

Provided that for the two-year Master's degree programme in Library and Information Sciences, a student shall be awarded the **Bachelor's degree in Library and Information Science** if she/he earns **44 credits** or at least **4.0 grade points** on the 10-point grading scale (**40% marks**) in each course at the end of the first academic year.

6. Admission Procedure

(a) Admission process shall be based on marks/scores in the Common University Entrance Test (CUET) conducted by the National Testing Agency (NTA), or any other agency recognized by the UGC and approved by the Academic Council.

(b) The University policy on reservation, weightages, and preparation of merit lists for different categories shall be followed as prescribed under RC-1.

7. Department/Board of School

(a) Subject to the general guidance of the Board of School, the instruction of School and routine in each course shall be under the control and direction of the Head of the Department concerned.

(b) As for the work in the programme and the general conduct in the University, each student shall remain under the control of the School and the discipline of the Department concerned.

8. Credits/Contact Hours

(a) Credits shall be defined on the basis of maximum marks/grade points

Hours allocated to the course and contact hours. One credit is assigned for each **25 marks(2.5 grade points)** on the 10-point grading scale) and **15** contact hours of teaching for theory or 30 contact hours for practical or lab work, project work, field-based learning, and such.

(b) For the two-year Master's degree programme, a student must earn **88 credits** during the period of four semesters. Of the 88 credits, 44 credits are to be earned from courses in each academic year.

Notwithstanding contained above, a student may earn up to 40% of 88 credits from MOOCs through SWAYAM, excluding compulsory courses.

(c) For the one-year Master's degree programme, a student must earn 44 credits during the period of two semesters. Of the 44 credits, at least 20 credits may be earned from one of the two semesters.

Notwithstanding contained above, a student may earn up to 40% of 44 credits from MOOCs through SWAYAM, excluding compulsory courses.

(d) Credits to be earned through MOOCs shall be as prescribed under Regulations on Online Learning Courses through SWAYAM.

9. Semester Duration and Credit Structure

(a) Each year shall have two academic semesters, and each academic Duration and Credit semester shall have at least 90 working days excluding examination days.

(b) Every academic semester shall have courses with 2 to 4 credits, and the total number of credits in each semester shall be from 20 to 24 credits

(c) The dates of commencement and termination of each semester shall be fixed by the Academic Council.

10. Attendance

(a) A student must attend a minimum of 75% of the lectures, which may also include seminars and tutorials organized by the Department, during a semester, to be eligible to appear for the End-Semester Examination.

(b) The School Board may condone a shortage of attendance up to 5% at the request of a student recommended by the Department concerned. The Board may recommend, with justification, condoning a shortage of attendance of over 5% but not exceeding 15% to the Vice-Chancellor, whose decision shall be final.

(c) A student who does not earn credit(s) in a given semester, for any reason whatsoever, may be permitted to attend classes and appear for the Continuous Assessment and End-Semester Examinations in the corresponding semester(s) within a maximum period of **eight semesters** for the two-year Master's degree programme, and not more than a period of **four semesters** for the one-year Master's degree programme from the date of admission

Provided that a student is unable to earn a minimum of **4.0 grade points** from at least **24 credit courses**, including project/methodology courses, by the end of the second semester, she/he shall not be eligible to move on to the third semester.

11. Examination and Evaluation

(a) The programme/course of study and the scheme of examination for the degree in each subject shall be such as may be approved by the Academic Council on the recommendation of the Board of the School and the Board of Studies of the Department concerned.

(a) The dates of commencement and termination of each semester shall be fixed by the Academic Council.

(b) Examiners or a Board of examiners for each course of study shall be appointed by the Board of concerned School, on the recommendation of the Board of Studies in accordance with the provisions of Regulations concerning PG Examinations of the University.

(c) Students shall apply for admission to the End-Semester Examination, including option for exit, in the prescribed form to the Dean of the concerned School through the Head of the Department. Such applications shall be accompanied by certificates indicating that the concerned students have paid all dues, and they have attended a minimum number of lectures, tutorials, seminars, and such, in respect of all courses.

(d) The pattern and schedule of Continuous Assessment and its evaluation shall be as laid down in RC-5 and Regulations on the **University Academic Bank of Credits**.

(e) Each course shall carry maximum marks/credits as may be prescribed by the School Board. For the purposes of determining the marks/credits obtained by a student in any course, the credit weightage assigned to Continuous Assessment and End-Semester Examination shall be 1 : 3.

(g) The end-semester results shall be placed before the Vice-Chancellor for approval after they have been screened by a Committee consisting of the Head of the Department concerned and not less than two faculty members appointed by the Dean on the recommendation of the Head of the Department.

12. Improvement and Re evaluation

(a) Students securing a grade point of **5.0** or below may be allowed to repeat/improve upon a paper within a maximum period of eight semesters for the two-year programme and four semesters for the one-year programme as prescribed under Clause 10(c).

(b) Evaluation of each course/paper shall be done on the basis of performance in the Continuous Assessment and the End-Semester Examination.

(c) A student shall be allowed to repeat a failed paper/course and clear the course within a maximum period of eight semesters for the two-year programme and four semesters for the one-year programme from the date of admission to the programme beyond which the student shall be required to seek a fresh admission.

Provided that in exceptional circumstances, like maternity leave/serious illness, a student shall be granted two more semesters beyond which the student must seek fresh admission

13. Credit Requirements

(a) In order to qualify for the one-year Master's degree builds on the four-year Bachelor's degree with Research, a student must earn **44 credits** or at least **4.0 grade points** on the 10-point grading scale in each course of the two-academic semester programme.

(b) In order to qualify for the two-year Master's degree builds on the three-year Bachelor's degree, a student shall have to earn **88 credits** or at least **4.0 grade points** on the 10-point grading scale in each course of the four-academic semester programme.

(c) A student securing less than **4.0 grade points** on the 10-point grading scale (**40% marks**) shall be declared unsuccessful/fail.

(d) The credits earned by a student in the End-Semester Examinations shall be deposited in the Academic Bank of Credits (ABC) as prescribed in **Regulations on ABC**. The validity of credits earned will be up to a maximum period of seven years or as specified under ABC regulations and approved by the Academic Council.

(e) The letter grade, grade point, and equivalent percentage of marks shall be as follows:

Letter Grade	Grade Point	Percentage Equivalent	Description
O	9 to 10	90 to 100	Outstanding
A	8 to <9	80 to <90	Excellent
B	7 to <8	70 to <80	Very Good
C	6 to <7	60 to <70	Good
D	5 to <6	50 to <60	Average
E	4 to <5	40 to <50	Pass
F	Below 4	Below 40	Fail

14. Grade Card

- (a) After the results of a semester are declared, Grade Cards shall be issued to each student, which contains the list of papers for that semester and the grades obtained by the student as prescribe under RC-5.
- (b) The Grade Point Average (GPA) for each semester shall be calculated only for those students who have passed all the credit papers/courses of that semester. GPA may be calculated as follows:

$$GPA = \frac{\sum_{i=1}^n (C_i \times GP_i)}{\sum_{i=1}^n C_i}$$

where, C_i is the number of credits assigned to a paper/course, GP_i is the grade point scored in that course, and n is the total number of credit courses in a particular semester.

- (c) On successful completion of the programme, the Cumulative Grade Point Average (CGPA) may be calculated as follows:

$$CGPA = \frac{\sum_{i=1}^N (C_i \times GP_i)}{\sum_{i=1}^N C_i}$$

where N is the total number of credit courses for the programme.

Equivalent Percentage = $CGPA \times 10$, and **Equivalent Grade Points** = Percentage of marks $\div 10$

15. Removal of Difficulties

Notwithstanding anything contained in this regulation, any difficulty arising in interpretation of or giving effect to, any provision of this regulation shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final

Approved by the 26th EAC and 75th EEC meeting vide notification NO:F.Conf/13-5/ORD/2022-219 dated 14.02.2023.

ON THE UNDERGRADUATE PROGRAMMES IN ARTS, SCIENCE, HOME SCIENCE, COMMERCE AND PROFESSIONAL COURSES, 2023

1. Title

These ordinances shall be called the **NEHU Ordinance OC-8 on the Undergraduate Programmes in Arts, Science, Home Science, Commerce, and Professional Courses, 2023** [Under Section 26 (1) (b) of the NEHU Act, 1973]

2. Definitions

In this Ordinance, and in all Regulations made hereunder, unless the context otherwise requires:

- (1) “**University**” means North-Eastern Hill University (NEHU);
- (2) “**Academic Council**” means the Academic Council of the University;
- (3) “**Ordinances/Regulations**” means ordinances/regulations of the University;
- (4) “**Programme**” means a series of the courses of study leading to a Bachelor’s degree or undergraduate Certificate/Diploma;
- (5) “**Discipline**” means a branch of knowledge;
- (6) “**Subject**” means a branch of discipline;
- (7) “**Course**” means one of the papers which comprise a specified programme of study;
- (8) “**Core Courses**” means courses/papers which comprise a specified programme of study;
- (9) “**Major Courses**” means courses/papers of main focus or in-depth study of a major subject;
- (10) “**Minor Courses**” means core courses offered by subjects as interdisciplinary/open courses to specific subjects;
- (11) “**Multidisciplinary Courses**” means a combination of courses/papers of more than two subjects within a broad category of disciplines;
- (12) “**Vocational Education and Training Courses**” means minor courses that form an integral part of the UG programmes to impart job oriented skills;
- (13) “**Skill Enhancement Courses**” means courses/papers on practical skills, hands-on training, soft skills, and such, to enhance the student’s employability;
- (14) “**Ability Enhancement Courses**” means courses/papers on major Indian language and English language;
- (15) “**Value Added Courses**” means courses/papers on understanding India, environmental science, digital and technological solution, health and wellness, yoga education, sports, constitutional values, fundamental rights and duties, and

such;

- (16) “**Internship/Apprenticeship Course**” means an induction course requiring a student to participate in a professional activity offered by government or recognized private/firms/labs/organizations;
- (17) “**Professional Courses**” means professional courses other than those regulated under OC-17;
- (18) “**Credit**” means a unit by which the course work is measured in terms of the number of hours of instructions required per week or semester. One credit is equivalent to one hour of teaching or two hours of practical work per week;
- (19) “**Grade Point**” means a numerical value of a letter grade on the 10-point grading scale;
- (20) “**Credit Point**” means the product of the grade point and the number of credits corresponding to a letter grade for a specific course;
- (21) “**Semester Grade Point Average (SGPA)**” means the ratio of the sum of the credit points secured by a student in all courses and the total number of credits in all courses over a semester;
- (22) “**Cumulative Grade Point Average (CGPA)**” means the ratio of the total credit points secured by a student in all courses and the sum of the total credits over all the semesters of a programme;
- (23) “**Academic Bank of Credits**” means an academic service mechanism as a digital or online entity established by the UGC and adopted by the University to facilitate students to become its academic account holders;
- (24) “**Academic Year**” means two semesters of a minimum of 180 teaching days excluding examination days;
- (25) “**Semester**” means an academic semester of at least 90 teaching days excluding examination days;
- (26) “**Exit Point**” means the termination of an academic year of a UG programme when a student is given an option to leave that programme;
- (27) “**Entry Point**” means an admission of an exit student to a programme;
- (28) “**Student**” means a person admitted to, and pursuing, a specified programme;
- (29) “**Candidate**” means an applicant for admission to a programme/examination of the University;
- (30) “**Massive Open Online Courses (MOOCs)**” means such online courses which are developed through SWAYAM Platform, Ministry of Education, Government of India;
- (31) “**Study Webs of Active Learning for Young Aspiring Minds (SWAYAM)**” means the national online course platform designed for offering online courses to achieve the three cardinal principles of India’s Education Policy: access, equity, and quality.

3. Programmes

- (a) There shall be three or four-year undergraduate programmes in different disciplines.
- (b) The three-year undergraduate programmes shall be leading to a Bachelor's degree in single major or multidisciplinary programme.
- (c) The four-year undergraduate programmes shall be leading to a Bachelor's degree (**Honours**) or a Bachelor's degree (**Honours with Research**).
- (d) The infrastructure requirements, including faculty members, shall be as laid down in relevant Ordinances and Regulations. For a 4-year undergraduate programme in **Honours with Research**, there shall be at least two permanent faculty members who are recognized as PhD supervisors.

4. Programme Duration

The duration of the undergraduate programmes shall be three or four years evenly spread over six or eight semesters, respectively, with exit and re-entry options.

5. Eligibility and Criteria for Admission

- (a) A candidate must obtain a Senior Secondary School Leaving Certificate or Higher Secondary Certificate on successful completion of Grade 12 examination or any other equivalent examination from any recognized Board of Secondary Education.
- (b) Admission process shall be based on marks/scores in the Common University Entrance Test (CUET) conducted by the National Testing Agency (NTA), or any other authorized agency approved by the University.
- (c) Admission to the second, third, and fourth-academic year of a programme shall be given to those candidates exiting the programme after the first, second, and third-academic year, respectively. Admission criteria shall be as notified by the concerned College/Higher Education Institution.
- (d) Students securing at least 75% marks in aggregate on completion of the third academic year shall be eligible for a 4-year Bachelor's degree programme in **Honours with Research**. Students securing less than 75% shall be eligible for undertaking **Honours** only.

6. Credit-Course Structure by Academic Year-cum-Exit Point

- (a) **First Academic Year (2 Semesters - 40 credits):** Major Courses (**8 credits**), Minor Courses (**8 credits**), Multidisciplinary Courses (**6 credits**), Ability Enhancement Courses (**6 credits**), Skill Enhancement Courses (**6 credits**), and Value Added Courses (**6 credits**).

Students exiting the programme shall be awarded an undergraduate (UG) **Certificate** on successful completion of one internship/vocational/apprenticeship/community and service/field-based learning or minor project of 4 credits (120 credit hours) in addition to 40 credits. An exit student who has successfully completed 40 credits may apply for fresh admission to the second year within a period of three years.

- (b) **Second Academic Year (2+2 Semesters - 80 credits):** Major Courses (32

credits), Minor Courses (**8 credits**), Multidisciplinary Courses (**9 credits**), Ability Enhancement Courses (**8 credits**), Skill Enhancement Courses (**9 credits**), Value Added Courses (**6 credits**), and Vocational Education and Training (Minor Courses - **8 credits**).

Students exiting the programme shall be awarded a **UG Diploma** on successful completion of one internship/vocational/apprenticeship/community and service/field-based learning or minor project of 4 credits (120 credit hours) in addition to 80 credits. An exit student who has successfully completed 80 credits may apply for fresh admission to the third year within a period of three years.

(c) Third Academic Year (2+2+2 Semesters - 120 credits): Major Courses (**60 credits**), Minor Courses (**12 credits**), Multidisciplinary Courses (**9 credits**), Ability Enhancement Courses (**8 credits**), Skill Enhancement Courses (**9 credits**), Value Added Courses (**6 credits**), Vocational Education and Training (Minor Courses - **12 credits**), and Internship, Apprenticeship, and such (**4 credits**).

Core courses shall be substituted for the major and minor courses in a multidisciplinary programme.

(d) Fourth Academic Year (2+2+2+2 Semesters - 160 credits): Major Courses (**80 credits**), Minor Courses (**20 credits**), Multidisciplinary Courses (**9 credits**), Ability Enhancement Courses (**8 credits**), Skill Enhancement Courses (**9 credits**), Value Added Courses (**6 credits**), Vocational Education and Training (Minor Courses - **12 credits**), Internship, Apprenticeship, and such (**4 credits**), Research Project/Dissertation or 3 Additional Courses (**12 credits**).

Notwithstanding contained in this Clause, the curriculum and credit framework shall be laid down in RC-12, 2023.

7. Online Learning Courses

- (a) A student may earn up to 40% of credits in each academic year from MOOCs through SWAYAM, excluding vocational, internship, and practicum.
- (b) Credits to be earned through MOOCs shall be as prescribed under relevant Regulations on Online Learning Courses through SWAYAM.

8. Semester Duration and Number of Credits

- (a) Each academic year shall have two semesters, and each semester shall have at least 90 working days excluding examination days.

An academic semester shall have courses with 2 to 4 credits, and the total number of credits in each semester shall be from 20 to 24 credits.

9. Credits and Contact Hours

One credit shall be assigned for **15 contact hours** of teaching for theory and **30 contact hours** for practical or lab work, project work, field-based learning, community engagement, tutorials, internship, and such.

10. Award of Certificate/Diploma/Degrees

Students shall be awarded Certificate, Diploma and Degrees as detailed below:

- (a) A student opting to exit after completion of the first academic year (two semesters) shall be awarded a **UG Certificate**, provided she/he has completed **40** credits with at least **5.0** grade points on the 10- point grading scale in each course and semester. The **UG Certificate** shall be issued only on production of a certificate from a recognized entity that the student has also completed one internship/vocational/apprenticeship/community and service/field-based learning/minor project of 4 credits (**120** credit hours) within a maximum period of three years from the date of admission.
- (b) A student opting to exit after completion of the second academic year (four semesters) being built on the one-year UG programme shall be awarded a **UG Diploma**, provided she/he has completed **80** credits with at least **5.0** grade points on the 10-point grading scale as per the minimum credit requirements in each course and semester of the two-academic years. The **UG Diploma Certificate** shall be issued only on production of a certificate from a recognized entity that the student has also completed one internship/vocational/apprenticeship/community and service/field-based learning/minor project of **4** credits (**120** credit hours) within a maximum period of three years from the date of admission.
- (c) In order to qualify for a 3-year Bachelor's degree in a **Major Subject** being built on the two-year UG programme, a student shall be required to complete **120** credits with at least **5.0** grade points on the 10-point grading scale as per the minimum credit requirements in each course and semester of three-academic years.
- (d) Students opting for a 3-year Bachelor's degree in a multidisciplinary programme shall have the option to choose core courses from three subjects specified under RC-12, 2023. A student shall be awarded a 3-year Bachelor's degree in a multidisciplinary programme, provided she/he has successfully completed **120** credits with at least **72** credits from core courses of the three subjects with equal distribution of credits.
- (e) In order to qualify for a 4-year Bachelor's degree (**Honours**) in a major subject being built on the three-year Bachelor's degree, a student shall be required to complete **160** credits with at least **5.0** grade points on the 10-point grading scale as per the minimum credit requirements in each course and semester of four-academic years [Clause 6(d) above].
A student completing **160** credits with at least **5.0** grade points on the 10-point grading scale, including research project/dissertation of **12** credits, shall be awarded a 4-year Bachelor's degree (**Honours with Research**).

11. Examination and Evaluation

- (a) There shall be an examination at the end of each semester as per the Semester Calendar for the UG programmes.
- (b) The schedule of end-semester examinations and the pattern of continuous assessment and evaluation shall be laid down in the relevant Regulations.

(c) Evaluation of each course/paper shall be based on the student's performance in the Continuous Assessment and the End-Semester Examination.

(d) Each course shall carry maximum marks/credits as may be prescribed by the

University. For the purposes of determining the marks/credits obtained by a student in any course/paper, the credit weightage assigned to the Continuous Assessment and the End-Semester Examination shall be **1: 3**.

(e) The end-semester results shall be placed before the Vice-Chancellor for approval after they have been moderated by the Moderation Board laid down in the relevant Regulations.

Candidates shall be eligible to move on to the next semester without waiting for the results of End- Semester Examination(s) or without fulfilling the credit requirements.

12. Improvement and Reevaluation

(a) Students securing a grade point of **6.0** or below may be allowed to repeat/improve upon a paper/course within a maximum period of **six years** for the 3-year Bachelor's degree and **seven years** for the 4-year Bachelor's degree.

(b) A student shall be allowed to repeat a failed paper and clear that paper within a maximum period of **fourteen, twelve, eight, and four** semesters for the **fourth, third, second, and first**-year programmes, respectively, beyond which the student shall be required to seek fresh admission.

Provided that in exceptional circumstances, like maternity leave/serious illness; a student shall be granted two more semesters, beyond which the student shall be required to seek fresh admission.

13. Grade Cards, Letter Grades and Grade Points

(a) The Semester Grade Point Average (SGPA) shall be calculated only for those students who have passed all the credit papers/courses of a given semester. SGPA may be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n (C_i \times GP_i)}{\sum_{i=1}^n C_i}$$

where C_i is the number of credits assigned to a paper/course, GP_i is the grade point scored in that paper and n is the total number of credit papers in a particular semester.

(b) On successful completion of the programme, the Cumulative Grade Point Average (CGPA) may be calculated as follows:

$$CGPA = \frac{\sum_{i=1}^N (C_i \times GP_i)}{N}$$

$$\sum C_i$$

$$i \leq N$$

where N is the total number of credit courses for the programme.

(c) The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

(d) The letter grade and grade point shall be as follows:

Letter Grade	Grade Point	% Marks Range	Description
O	10	90 to 100	Outstanding
A+	9	80 to < 90	Excellent
A	8	70 to < 80	Very Good
B+	7	60 to < 70	Good
B	6	50 to < 60	Average
P	5	40 to < 50	Pass
F	4	Below 40	Fail

(e) A student securing less than 5.0 grade points on the 10-point grading scale shall be declared unsuccessful/fail.

(f) After the results of a semester are declared, Grade Cards shall be issued to each student, which contains the list of papers, codes, grades, grade points, marks obtained, and such.

(g) The credits earned by a student in the End-Semester Examinations shall be deposited in the Academic Bank of Credits (ABC). The validity of credits earned will be up to a maximum period of seven years or as prescribed under the ABC.

14. Commencement and Application

This Ordinance shall be effective from the academic session as notified by the university and shall cover all undergraduate courses/programmes within the jurisdiction of the University. Except as specifically provided herein, other provisions under the relevant Regulations (*viz.*, RC-9, RC-10 and RC-18) shall remain in full force and effect. If provisions of this Ordinance conflict in any way with the provisions of the relevant Regulations, the provisions herein shall supersede those of the relevant Regulations.

15. Removal of Difficulties

Notwithstanding anything contained in this Ordinance, any difficulty arising in interpretation of or giving effect to, any provision of this Ordinance shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

**Approved by the 110th AC and 187th EC meeting vide Notification
NO:F.Conf/22-2/REG/2007(Vol-IV) 331 dated 14.09.2023**

0C- 9

ON EQUIVALENCE/RECOGNITION OF EXAMINATIONS/DEGREES

Under Section 26(1) (g) of the NEHU act, 1973

- Composition** 1. There shall be an Equivalence Committee consisting of the Deans of all the Schools and its functions shall be as under:-
- Function** 2.
- i. To recognise the examination conducted by other and Universities Degree awarded by them on reciprocal basis.
 - ii. To decide equivalence of such examinations / degrees as may be referred to it from time to time including those of foreign Universities.
 - iii. To withhold, suspend or cancel recognition to any examination/ degree for such reason and such time as it may deem fit.
 - iv. While considering the cases of equivalence and /or recognition, the Committee may go through the syllabus, curriculum, etc., and may either have the views/opinions of the concerned Head/ Dean or may seek clarification, for which purpose the Equivalence Committee may request the concerned Head of Department to attend its meeting as a special invitee.
- Transitory power** 3. Notwithstanding any of the Clauses above, the Vice-Chancellor may grant recognition/ equivalence to any examination/degree and action taken by the Vice-Chancellor shall be reported to the Equivalence Committee at its next meeting.
- Rule of Business** 4. The Committee shall frame the rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, on this behalf, to the Equivalence Committee.

1. Approved vide Ministry of Education, Govt. of India letter NO.F.8-2/85 Desk (U) of May 28, 1985

2.

ON THE CONVOCATION

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

read with Statute 34 and 29 (1)

1. Annual Convocation

- i. A Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor.

2. Special Convocation

- i. A special convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary degrees in accordance with the procedure laid down in Statute 29(1) for the purpose of conferring other degrees under special circumstances on the recommendation of the Academic Council.
- ii. The Chancellor shall, if present, preside over the Convocations of the University for conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside over the convocation.

3. Notice

- i. The Registrar shall issue a formal Notice at least four weeks prior to holding of Convocation Ceremony of the University.
- ii. The Registrar shall issue the necessary instructions to each member of Convocation Committee, the programme and procedure to be observed thereat.
- iii. The candidates who have passed their final examinations in an Academic Year shall be eligible to be admitted to the Convocation. Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorize admission of successful candidates of that academic year to their respective degrees in absentia, and issue the degrees on payment of prescribed fees.

Provided also that if Convocation is not held within 180 days from the date of declaration of results, the Vice-Chancellor shall be competent to authorize admission of successful candidates to their respective degrees in absentia and issue the degrees on payment of prescribed fees.

4. Application

- i. A candidate shall submit application for the degree to the office of the Controller of Examinations on or before the date prescribed for the purpose for admission to the degree at the Convocation in person along with the prescribed fees.

- ii. Candidates who are unable to present themselves in person at the Convocation shall be admitted to the degree in absentia by the Chancellor or in his/her absence by the Vice-Chancellor and their degree(s) shall be given by the Controller of Examinations on receipt of application and on payment of the prescribed fees.

5. Fees

The fees for admission to the degree at the Convocation for candidates applying “In Person” or “In Absentia” shall be applicable as per prescribed rates notified by the University from time to time.

6. Honorary

- i. Honorary degree shall be conferred only at the Convocation and may be taken in person or in absentia.
- ii. The presentation of the persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his absence the Pro Vice- Chancellor (if any) or the Senior-most Dean of the University nominated by the Vice- Chancellor.
- iii. Candidates at the Convocation shall wear gowns and hoods appropriate to their respective degrees as specified in in Clause 7 below. No candidate shall be admitted to the Convocation who is not in proper academic dress prescribed by the University.

7. Academic Dress

The academic dress of the University for the Convocation shall be as follows :

- i. For Chancellor: Gown of pure Hand-spun Head cover silk with Mizo pattern lace on the Front folds and Garo pattern lace round the neck and bottom of sleeves, with one University Crest fully interlined. Cap for the Hon’ble Chancellor in pure Handspun Hand woven silk with silver Tassel and Mortar Band.
- ii. For Chief Rector: Gown of Pure Handspun Hand woven silk with Mizo pattern lace on the front folds and Garo pattern lace round the neck with one University crest fully interlined. Cap of pure silk with silver tassel and Mortar Band.
- iii. For Vice-Chancellor : Gown of pure hand-spun hand woven silk with Mizo pattern lace on the front folds and Garo pattern lace round the neck and round the sleeves with one University crest fully interlined. Cap of pure handspun hand woven silk with silver tassel and mortar band

- iv. For Chief Guest: Gown of pure handspun hand woven silk with Mizo pattern lace on the front folds and Garo pattern lace round the neck fully interlined. Cap of pure handspun hand woven with silver tassel.
- v. For Registrar: Gown of pure silk handspun hand woven with white silk facing round the neck and one University crest fully interlined cap with black Tassel.
- vi. For Members of the University Authorities: Superior black silk gown with facing of golden silk and with stripes on the arm. Cap of Black silk cloth with black tassel and mortar Band.
- vii. For Master of Arts/ M.Lib/MSW/LLM: Black silk gown with maroon facing and with gold stripes round the neck. Hood-Maroon with black lining.
- viii. For Master of Science/MTech/MCA/MS/MD/DM: Black silk gown with maroon facing and with gold stripes round the neck. Hood-golden with black lining.
- ix. For Master of Commerce/MBA: Black silk gown with maroon facing and with gold stripes round the neck. Hood-Red silk with black lining.
- x. For Master of Education : Black silk gown with maroon facing and with gold stripes round the neck. Hood-Purple with black lining.
- xi. For Bachelor of Arts/BSW: Black silk gown with red silk pattern and with blue stripes on the front folds. Hood-3 inch Red border with black lining.
- xii. For Bachelor of Science/BTech/MBBS/BCA: Black silk gown with red silk pattern and with blue stripes on the front folds. Hood-3 inch Blue border with black lining.
- xiii. For Bachelor of Science(Nursing) : Black silk gown with red silk pattern and with blue stripes on the front fold. Hood-3 inch green border with black lining.
- xiv. For Bachelor of Commerce/BBA: Black silk gown with red silk pattern and with blue stripes on the front folds. Hood-black silk with two red stripes and one black stripe on both sides.
- xv. For Bachelor of Education: Black silk gown with red silk pattern and with blue stripes on the front folds. Hood-black silk lined with 3 inch purple border both sides.

- xvi. For Bachelor of Law/BA.LLB: The gown shall be of black silk with purple facing lined with dark blue on the front folds. Hood-black silk lined with 3 inch purple border both sides.
- xvii. For Doctor of Philosophy other than Science: White silk gown with maroon facing and with maroon band on the sleeves. Hood will be white silk with maroon lining.
- xviii. For Doctor of Philosophy in Science: White silk gown with violet facing and with violet band on the sleeves. Hood- white silk with violet lining.
- xix. For Master of Philosophy: Black silk gown with maroon facing and with gold stripes around the neck. Hood-violet with black lining.

8. Convocation Procedure

- i. For the award of degree at the Convocation, candidates present shall be formally be presented to the Chancellor or in his/her absence to the Vice- Chancellor for admission to their respective degrees. Ph.D and M.Phil, Post Graduate Degrees, Degrees in Absentia, Award of Gold Medals, Merit Prize winners shall be presented by the respective Dean of Schools on basis of seniority which also includes Special Endowment Awards where the name of the presenter is not specific in the Ordinance. One of the Principals of the affiliated colleges, nominated by the Vice-Chancellor will present in respect of Undergraduate Degree Awardees.
- ii. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellors (if any), the Registrar, the Deans, the members of the University authorities shall assemble and proceed to the dice of the Convocation Hall in the following order:
 - a. The Registrar
 - b. Members of the authorities
 - c. The Court
 - d. The Academic Council
 - e. The Executive Council
 - f. The Boards of Schools
 - g. The Deans of Faculties
 - h. The Controller of Examinations

- i. The Finance Officer
 - j. The Pro-Vice-Chancellor
 - k. The Vice-Chancellor
 - l. The Chief Guest
 - m. The Chief Rector
 - n. The Chancellor
- iii. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor (if any), the Registrar, the Deans, the Finance Officer, the Members of University Authorities shall take their seats in places reserved for them.
 - iv. When the procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
 - v. When the Chancellor and the Chief Guest are present, the Vice-Chancellor will welcome them.
 - vi. The Convocation address will be delivered by the Chief Guest.
 - vii. Having obtained the permission of the Chancellor or in his/her absence the Vice-Chancellor, the Registrar shall declare the convocation open. The Chancellor, or in his/her absence the Vice-Chancellor shall then say, "Let the candidates be presented".
 - viii. The persons appointed for the purpose of presentation of candidates for their respective degrees shall present in the manner prescribed in Clause 8 (i) above. The candidates when presented shall rise in their seats.

"Madam Chancellor/Chancellor Sir, I present to you Candidates who have been examined and found qualified for the Degreeto which I pray that they may be now admitted".

The Chancellor or in his/her absence the Vice-Chancellor will admit the candidates to the degree in the following words :

"By virtue of the powers vested in me as the Chancellor/ Vice-Chancellor of North-Eastern Hill University, I admit you to the degree

of.....and I charge you that ever in your life and conversation you show yourselves worthy of the same”.

The candidates will then take their seat.

- ix. The Dean of School on the basis of seniority as specified in Clause 8 (i) above request the Chancellor or in her/his absence the Vice Chancellor to admit the candidates in absentia to the various degree in the following words:

“Madam Chancellor/Chancellor Sir, on behalf of the other candidates who have been examined and found qualified for the Degree of..... and have been permitted to receive their Degrees in absentia, I pray that they be admitted to their respective degrees”.

The Chancellor or in her/his absence the Vice-Chancellor will admit those candidates to their respective degrees in the following words :

“By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of North-Eastern Hill University, I admit those candidates to their respective degrees in absentia”.

- x. When all candidates have been admitted to their degrees, medals and prizes the Vice-Chancellor, when the Chancellor is present, shall propose a vote of thanks. In the absence of Chancellor the Vice-Chancellor may request Pro Vice-Chancellor (if any) or Dean of School on the basis of seniority to propose a vote of thanks.
- xi. After this the Registrar shall, with the permission of the Chancellor or in his/her absence, the Vice-Chancellor, declare the Convocation Closed.
- xii. The procession shall then leave the Convocation Hall in the same order as provided under Clause 8 sub Clause (iii) and the graduates and the audience present in the hall shall rise up till procession is over.

9. Removable of difficulties.

Notwithstanding anything contain in the above ordinance the Vice-Chancellor, may take such measures as maybe necessary for removable of the difficulties.

Approved by the 99th & 100th Academic Council and 168th & 169th Executive Council and Notification NO:F.Conf/13-5/ORD/99/Vol-VII)-72 dated 30.05.2019.

OC-11

ON THE DEGREE OF DOCTOR OF LITERATURE AND DOCTOR OF SCIENCE

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

- Eligibility**
1.
 - i A candidate who has distinguished himself/herself in the relevant area and has Proved her/his ability for conducting research/academic work independently with at least eight years of academic experience after Master's degree (Minimum 55% marks) and has published work of high quality comparable to Ph.D work;
 - OR
 - ii Has obtained a Ph.D degree of this or any other recognized University followed by three years' post doctoral research/teaching experience may be admitted to the D.Litt/D.Sc degree.

Admission &

- Registration**
2. The candidate shall apply in a prescribed proforma along with a detailed synopsis of the research proposal accompanied with application fee of Rs. 1000/- for admission as a candidate for D. Litt/D.Sc. degree programme to the Head of the Department concerned. The Head of the Department shall forward the same to the Dean of the concerned School who shall refer the proposal to three eminent external experts in the relevant area and shall constitute a Committee consisting of at least three members with the Dean as Chairperson and two senior professors from the Department. The Committee so constituted shall look into the viability and academic merits of the proposal and the eligibility of the candidate with reference to the eligibility criteria referred to at (1) above of this Ordinance in the light of the reports from experts. After the Committee members are satisfied about the academic merits of the proposal the Dean shall place the recommendations in the concerned School Board. The recommendations of the School Board shall then be forwarded by the Dean to the Board of Research Studies along with all the relevant documents which shall then be forwarded to the Academic Council. The date of Admission and registration shall be effective from the date of approval by the Academic Council. The Dean of the School shall communicate the decision of the Academic Council to the candidate.

- Review of Progress** 3. The Dean of the concerned School shall organize at least two seminars by the candidate, at the University level. A formal notice to that effect shall be issued by the Dean of the School.
- Duration** 4. Subject to the provisions of Clauses (1) to (3) of his Ordinance, the candidate shall be permitted to submit his/her thesis for the D.Litt/D.Sc degree after three years but not later than six years from the date of admission and registration.
- Submission of Thesis** 5 i. The candidate for the D.Litt/D.Sc. degree may incorporate in her/ his thesis any research work which she/he may have published independently on the subject but shall not include any work in the thesis for which any degree may have been conferred on him/her by this or any other University.
- ii. The thesis shall satisfy the following conditions:
- a. It must be a piece of independent research work characterized either by discovery of new facts or by fresh interpretation of facts or theories; in either case it should evince the candidate's capacity for critical examination. Original thinking and judgement. It shall be satisfactory as far as its literary presentation is concerned.
- b. The candidate shall indicate how far the thesis embodies the results of her/his own research or observations and in what respects her/his investigations appear to her/him to advance the knowledge in the subject of thesis.
- iii. Every candidate for the D.Litt or D.Sc degree shall submit five copies of her/his thesis to the concerned Head of the Department who shall forward the same to the Dean of the School. The thesis shall embody results of his/ her independent research findings, and shall certify that:
- a. She/he has fulfilled the requirements of this Ordinance;
- b. The thesis is the result of her/his own independent investigations.
- c. The thesis or any part of its work has not been submitted to any University for any degree. The thesis submitted shall be accompanied by an examination fee of Rs.5000/- and countersigned by the concerned Head of Department and shall be forwarded to the Dean of the School.

- Examination 6.**
- i. The Committee referred under Clause (2) shall submit a panel of at least seven examiners, out of which at least three names shall be from abroad. This list of examiners shall be forwarded by the School Board to the Board of Research Studies.
 - ii. The theses shall be referred by the Examination Department for adjudication along with an abstract of the thesis to the Board of four examiners, at least one of which should be from abroad, out of a panel of expert approved by the Academic Council and Executive Council.
 - iii.
 - a. In case any of the examiners desires to seek clarification(s) before submitting evaluation report on the thesis, she/he should seek such clarification(s) from the candidate through the Dean and reply from the candidate to the examiner should be routed only through the Dean of the school
 - b. Each examiner, after examining the thesis shall submit a report containing a clear recommendation that in her/his opinion(a) the thesis is acceptable for the D.Litt/D.Sc. degree; or (b) the thesis be rejected.
 - c. As far as possible, the examiners in their reports shall spell out the major contribution made by the candidate.
 - iv. When the concerned School Board is satisfied that all the four examiners have unanimously recommended the award of the degree, I shall recommend to the Executive Council through the Board of Research Studies and the Academic Council that the D. Litt, Or D.Sc. degree may be awarded to the candidate. The result of the candidate shall be declared only after the approval of the Executive Council.
 - v. In case the Head of the Department or the Dean of the School is a candidate, the role of the Head and Dean as per this Ordinance shall vest with the Dean and the Chairman, Academic Council respectively.

Approved vide Executive Council's resolution No.EC:84:94:05:1(iii), dated December 8, 1999.

ON SOCIAL WORK EDUCATION

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

Duration

And Structure

1.
 - i. The Integrated Social Work Education shall be a fulltime five-year course. Each of the first three years of this course shall be terminal year (Modular Structure).
 - ii. A candidate is entitled to terminate the course at the end of any one year, before the commencement of the fourth year (seventh semester), consisting of two semesters.
 - iii. In case a candidate terminates the course after the successful completion of any particular year she/he shall acquire a formal qualification relevant only to that particular year as under:

I Year: Certificate in Social work

II Year: Under Graduate Diploma in Social Work

III Year: Bachelor of Social Work
 - iv. A candidate who decided to continue the course after the successful completion of the first three years, i.e. six semester, she/ he shall acquired a post-graduate degree only after the successful completion of the course at the end of the fifth year, i.e. the tenth semester.

Discontinuation and

Rejoining

- 2
 - i. A candidate can discontinue the Course education at the end of Any year during the first 3 years.
 - ii. A candidate shall be eligible to join the next successive year within a maximum of two years after discontinuation.
 - iii. Discontinuation at the end of any year and rejoining during the first three years shall be done with the permission of the concerned department/ institution.

Admission

- 3
 - i. A candidate who has completed 10+2 level of any other equivalent examination with 45% marks can apply for admission to the first semester.
 - ii. Preference will be given to a deputed /sponsored

- candidate to governmental or non-governmental agencies.
- iii. A graduate with an overall average of 45% of the marks or its equivalent from a recognized university can apply for admission to the VII semester of the Master of Social Work (degree)
- Attendance** 4. The minimum requirement to appear in end –semester examinations shall be 75% attendance of all theory, practicum and other curricular activities. However, 5% exemption of attendance may be granted to a student by the Head of the Institution concerned under special circumstance to be noted while granting such concession.
- Passing and Division** 5. In order to pass the examination (at each stage), a candidate shall be required to obtain the following minimum marks:
- i. 40% marks in each theory paper.
 - ii. 50% in Field Work/Practicum.
 - iii. The candidate must secure overall 50% to qualified to get the degree.
 - iv. A candidate securing 45% marks or more but less than 60% marks in aggregate shall be placed in the Second Division..
 - v. A candidate obtained 60% marks or more in aggregate shall be placed in the first Division.
- Eligibility** 6. Performance of all the previous semesters examinations for the shall be taken into account for the purpose of obtaining the Bachelor's or Master's degree as per examination determining the Division.
- Failure and Clearance** 7.
- i. In case of the delay in declaration of the result, a candidate Shall be able to proceed to the subsequent semester.
 - ii. A candidate who fails in two subjects in the semester examination shall be required to reappear and pass the paper(s) in maximum two chances in the corresponding subsequent semesters.

- iii. A candidate shall have to clear Bachelor Degree within maximum of 5 years from the date of admission in the first semester.
- iv. A candidate shall have to clear Master Degree within 6 semesters from the date of admission in the seventh semester.
- v. However, a candidate continuing with the 5 year integrated Course shall be given the total of 14 semester (7 years) from the admission into the course in the first semester.

ON CORRESPONDENCE COURSES

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

- | | | |
|-----------------------|----|---|
| Short Title | 1. | There shall be established Correspondence Course under the Centre for Distance Education, North- Eastern Hill University. |
| Objectives | 2. | <ul style="list-style-type: none"> i. The objective of the Correspondence Courses shall be to offer courses at Post-Graduate level to students who have, for some reason or other, been deprived of higher education. ii. The number of courses under the programme will be decided by the Competent Authority from time to time. |
| Eligibility | 3. | Any Graduate. |
| Standing Committee | 4. | <p>There shall be a Standing Committee for the purpose. The composition of the Committee shall be as follows:</p> <ul style="list-style-type: none"> i. Director / Head of Centre for Distance Education as ex-officio Convener & Member- Secretary. ii. Head of the concerned Department as ex-officio Chairman. iii. One Professor and one Reader of the relevant subject of the Post-Graduate department, NEHU as member in order of Seniority. iv. One Professor from a cognate subject to be nominated by the Dean of the concerned School. v. One subject expert at the Professor's level preferable from North Eastern Region as a member to be nominated by the Vice-Chancellor, NEHU, Shillong. vi. Controller of Examination or his nominees. |
| Term of Office | 5. | The Term of office of the members except that of the Head/ Director, Centre for Distance Education, NEHU, Shillong and the Head of the concerned Department, shall be for a period of three years. |

Quorum	6.	Minimum of three members shall constitute the quorum. Provided the Convener and Head of the concerned subject are present. The Standing Committee shall meet as and when required subject to a minimum of twice a year.
Function of the Committee	7.	The function of the Standing Committee will be as laid down in the regulations.
Course Structure	8.	i. The syllabus of the subject offered would be the same as a regular course offered in the University. ii. The examination for the correspondence Course shall be at the end of the second and fourth semester and not at the end of each semester as in the case of regular courses. iii. A candidate registering for a Post –Graduate course under the programme may have a maximum of 5 years to complete and be eligible for the degree and those failing to complete and pass the course within the stipulated time of 5 years, will have to seek fresh admission. iv. Each course shall carry 100 marks. There shall be no seasonal assessment, field work or dissertation. v. There shall be separate question paper of 100 marks for each paper.
Procedure of Admission	9.	The procedure of Admission and fees shall be laid down in the regulation.

1.Approved vide MHRD, Govt.of India letter No.F.8-30/97-Desk(U),dt. October 8,1997.
2. Notified vide notification NO.Conf/13-1/Ord/87(Vol.II)/492 dated 27th October, 1997

ON CERTIFICATE AND PG DIPLOMA COURSES*(Under Section 26(1)(b) of NEHUA Act, 1973)*

1.	i. The University shall conduct certificate Courses of one Semester duration (six months) and PG Diploma Courses of two Semesters duration (one year). ii. In addition, the University may prescribe Professional PG Diploma Programmers either on regular or self -financing basis which shall be of two semester duration. iii. There shall be separate regulation governing fee structure, examination system and other operational aspects for each of such professional Diploma programme.
2.	The Syllabus for the Courses shall be as prescribed by the Board of Post Graduate Studies or Steering Committee and approved by the School Board and Academic Council.
3.	i. The eligibility for admission to certificate courses may be prescribed in regulations for the purpose. ii. The eligibility for PG Diploma courses shall be a Bachelor's Degree or equivalent.
4.	i. For Certificate programmes there shall be of a minimum requirement of 18 credits. ii. The course structure of PG Diploma programmes shall be based on a minimum requirement of 36 credits spread over two semesters. iii. The University shall conduct the semester examinations and declaration of results for both the Certificate and PG Diploma Courses.
5.	i. The Course Structure and distribution of marks/credits of both Certificate and PG Diploma programmes shall be provided in the syllabus prescribed for the purpose. ii. The sessional assessment component shall be in the range of 25%-50% for the Certificate/ PG Diploma course but could vary among papers depending on specific requirement of the paper. The prescribed syllabus for the course shall define the practical and theory components as well as weightage on sessional assessments. iii. Details of evaluation system for practical and sessional assessments shall be provided in the syllabus concerned.
6.	The evaluation of the PG Diploma course shall be in Grading System, as prescribed for the Master's Programme (OC-7).
7.	Any difficulty arising in giving effect to or interpreting any of the provisions of this Ordinance shall be referred to the Vice-Chancellor whose decision thereon shall be final.

ON ACADEMIC CALENDAR OF THE UNIVERSITY

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

1. The University shall have at least 180 days of actual teaching in a year, with at least 90 teaching days in each semester.
2. In the University, 8 weeks shall be devoted to admission / examination (inclusive of public holidays).
3. The University shall have a vacation of 8 weeks.

- i. The University shall have public holidays as announced by Government of India and local holidays as declared by the University from time to time.
- ii. The summary of the University work schedule shall be as follows:

	No. of weeks
a. Teaching	36
b. Admission/Examination	8
c. Vacation	8
Total	52

iii Wherever the actual teaching days exceeds 180 days, 1/3 of the period in excess of 180 days may be credited as earned leave to the teachers of the University.

4. The list of academic holidays for the University shall be as notified by the University.
5. In addition to the holidays notified by the University, the Pro-Vice-Chancellor of the outlying Campuses shall be competent to declare local holidays outside, under intimation to the University.
6. Semester Calendar

Completion of Admission Process (B.Tech/B.A. LLB (Hons)/MA/M.Sc/M.Com/PG Diploma &/or, any other degrees of the University other than Research programmes).	31 st July
Completion of Admission Process: (M.Phil/Ph.D)	16 th August
Commencement of Semester Classes: Semester Classes: (M.Phil/PhD)	1 st working day of August 17 th august
Commencement of Semester Examinations	First working day of December
Completion of Semester Exam	15 th December

Semester Results**	1 st February
Winter Vacation	22 nd December to 15 th February
Opening of the University	16 th February
Commencement of Semester Classes	16 th February
Commencement of Semester Examinations	First working day of July
Completion of Semester Exams	15 th July
Semester Results	14 th August
Admissions (Break)	20 th to 31 st July

7. Convocation Calendar

Notice of Convocation:	At least 30 days prior to the date of convocation
Conferment Ceremony for giving away of Degrees/Diploma and other awards:	First week of November

8. Semester Calendar for Under Graduate Teaching in Affiliated Colleges

Academic Activity	Date/Period
Admission to Odd Semesters(Odd Semesters)	June 15 to June 30
Commencement of the Odd Semesters	July 1
Commencement of Examinations: Odd Semesters	October 11
End of Examinations: Odd Semesters	November 15
Publication of Results: Odd Semesters	December 15
Commencement of Winter Vacation	December 16
End of Winter Vacation	February 6
Commencement of the Even Semesters(Even Semesters)	February 7
Commencement of Examinations (Even Semesters)	May 17
End of Examinations (Even Semesters)	June 17
Commencement of Summer Vacation	June 18
End of Summer Vacation	June 30
Publication of Results: Even Semesters	July 15

1. Notified vide notification NO:F.Conf/13-5/ORD/99/(Vol.V)-639 dated 18.02.2014

ON HONORARY DEGREE

Under Statute 29 of NEHU Act, 1973

1. The Degree of Doctor of Letters (D.Litt), Doctor of Science (D.Sc.) and Doctor of Law (LL.D) *Honoris Causa* may be conferred upon persons or proven exceptional merit.
2. There shall be a standing Committee constituted by Academic Council which would invite and receive nominations for such awards from distinguished persons, public institutions and Academic bodies of NEHU. The Standing Committee shall devise the criteria for inviting nominations.
3. The person nominated should not belong to any of the nominating institutions.
4. A panel of experts appointed by the Academic Council shall examine such nominations and forward their recommendations for considerations of the Academic Council.
5. After consideration by the Academic Council every proposal for Honorary Degree shall be forwarded to the Executive Council. The Executive Council, after its consideration, shall send the proposals to the Visitor for approval for conferment of the Honorary Degrees.

Notes: This Ordinance has been notified vide Notification No.F.Conf/13-5/Ord/99 (Vol.III)-1096, dated 27th October, 2005.

The numbering of this Ordinance as OC-16 (NEW) has been suggested, in continuation of award of Degrees, provided for, in this Series (OC series)

ON PROFESSIONAL COURSES

Under Section 26 (1) (a),(b),(d),(e),(g) of NEHU Act 1973

1. There shall be courses of study leading to the Bachelor's and Master's degree in various professional courses.
2. Eligibility criteria for admission selection procedure, duration, course structure, fee structure, examination, award of degrees and other conditions governing each professional course shall be laid down in Regulations for each of these courses.
3. In case the fee charged to a student includes special fees, such as programme course/development fee specific to the programme/course, the fund so collected shall be transferred to the department. The fund shall be utilized for running quality enhancement/improvement of the programme/course for which it is collected.

-
1. Approved vide Resolution No.EC:125:2006:5:1:(iv),dated07.07.2006.
 2. Notified vide notification No:F.Conf/13-5/Ord/99(Vol.III)-278 dated 22nd November, 2006

PG Department in College affiliated to the University

Under Section 5 of NEHU Act, 1973 and Statute - 33

Eligibility to apply for opening of a PG Department in Colleges	1. Only a degree college permanently affiliated to NEHU may apply, The College must have valid NAAC accreditation with a rating of 4 star (or equivalent) and above. The college must have existing UG teaching programme (Honours) in the subject concerned for which NEHU has granted permanent affiliation. These conditions however, may not apply to Minority Educational Institution under the NCMEI Act, 2004.
Procedure for application	2. The application shall be made in the proforma as prepared by the affiliation Committee and made available by the CDC, which shall include the following details: Adequate running grant, Library facilities, infrastructure facility and staff for the PG Courses proposed. A non – refundable application fee of Rs.50,000/- shall be payable by D.D. in favour of Finance Officer, NEHU. Other provisions of OB-6 shall apply. However, the amount of non-refundable application fees shall be as prescribed by the University from time to time.
Numbers of seats	3. As recommended by the Visiting Team sent by the Vice-Chancellor and approved by the Academic Council depending on infrastructure facilities.
Admission	4. The college may have their own admission criteria with prior approval of the University.
Syllabus	5. Syllabi shall be provided by the University from time to time.
Fees	6. Fees will be specified by the College concerned Twenty percent of the fees charged shall be payable by the College to the University. In addition, each student shall pay registration and examination fee to NEHU as prescribed for PG students
Courses structure & Examination	7. Ordinance OC-7 and Regulation RC – 5 shall apply.
Qualification and Number of Teachers	8. I. The qualification for teachers shall be as prescribed by the UGC from time to time. II. At least 10 teachers (5 for UG and 5 for PG) in Science subject.

III. At least 8 teachers(4 for UG and 4 for PG) in subject other than science

Workload

9. The Academic work load for every faculty member shall be not than 40 hours per week for 30 working weeks in an Academic Calendar (15 weeks per semester)which shall include preparation actual class room lectures correction and examination work, seminars, admission and other professional work. The direct Teaching hours per week shall not be less than 16 hours for teacher.

Minimum number of classes per week/ per paper shall be same as that in the University PG Departments.

Notes	1.	This Ordinance has been notified vide Notification No.F.Conf/13-5/99(Vol.III)-17.11.2004.
	2.	The amendment to Clause 1 of this Ordinance OC-18 has been approved vide Resolution No:EC:125:2006:5:1:(vi), dated 07.07.2006.

On Distance Mode of Education

Under Section 26(1)(b) of NEHU, 1973

- | | |
|---------------------------------------|---|
| <i>Objective</i> | 1. Objective of distance mode of education shall be to offer courses to student who are desirous of further education through various modes of distance learning systems. |
| <i>Eligibility</i> | 2. The eligibility of admission, duration of courses and fees. Etc shall be provided in regulations of each course/ programme as and when offered |
| <i>Course Structure</i> | 3. I. The Syllabus of each of the courses shall be the same for disciplines that the University operates subject to feasibility of running the Courses.

ii. The syllabus for other Courses shall be prepared by respective Expert Committee constituted by the Vice-Chancellor on the recommendation of the Head of the Centre for Distance Education or adopted by the University. The syllabus framed or adopted may be considered by the Steering Committee of the Centre which shall recommend the same to the appropriate School Board that may consider the syllabus and recommend to the Academic Council for its approval. Provided that in cases where this proves may not be feasible, the recommendations of the Steering Committee may be sent directly to the Academic Council for its consideration. |
| <i>Examination</i> | 4. The examinations for the courses offered shall be conducted by the University and as per modalities provided in regulations for the purpose. |
| <i>Study Centres</i> | 5. The Executive Council on recommendation of the Academic Council may establish Study Centers, need based for contact programmes for students at appropriate locations, as and where required, or abolish such Centres if they prove ineffective. |
| <i>Removal of Difficulties</i> | 6. Notwithstanding anything contained in this Ordinance, any difficulty arising in interpretation of, or giving effect to , any provision of this Ordinance shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final. |

1. Approved vide Academic Council Resolution No:AC:79:2008:5:1(v), dated May 30, 2008 and Executive Council Resolution No:EC:134:2008:5:1:(iv), dated June 18, 2008.
2. Notified Vide F.No.Conf/13-5/ORD/99(Vol.III)-263, dated September, 12, 2008.

**ON THE AWARD OF JUNIOR RESEARCH FELLOWSHIPS IN SCIENCES,
HUMANITIES AND SOCIAL SCIENCES
Under Section 26(1) (f) of the NEHU Act, 1973**

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

Provided that in case of Scheduled Caste/ Scheduled Tribe candidates the minimum qualifications may be suitably relaxed by the Executive Council from time to time.

Conditions for Award

4. i. The Fellowship shall be awarded to enable scholars to pursue research in different fields at North-Eastern Hill University.
- ii. Each Fellow shall be attached to one of the Academic Departments of the University for pursuing research on full time basis leading to a research degree of the University.
- iii. The Fellow shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award.
- iv. A Fellow may be required to undertake up to four hours teaching assignment per week including assistance in tutorials, evaluation of test papers, Laboratory demonstration work, etc.
- v. No scholar will be allowed to discontinue his work before he completes his work for M.Phil. or Ph.D, as the case may be, and he may be required to execute a bond as may be prescribed by the University to that effect.

Provided that if the candidate continues his work in the University under some other scheme of the University or other sponsoring authority or other research work, he may be allowed to resign his fellowship.

- vi. If a scholar wishes to leave the fellowship before the end of the tenure or wishes to apply for a post or appear at an interview or at an examination conducted by any University or Public body, "prior"

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

vii. The work of the scholar shall be assessed at the end of the first year as may be provided in the Ordinances or as may be prescribed by the University, If it is found that the scholar lacks potential for useful research, the fellowship may be terminated.

viii. Notwithstanding the provision in vii above, if a scholar fails to submit his dissertation for M.Phil. degree within a period of two years of his having been registered , irrespective of the time of the award of the fellowship to him, the fellowship shall be terminated at the end of two years.

ix. The scholar shall execute a bond as may be prescribed by the University in this regard before he is allowed to draw the fellowship.

**Tenure
Of**

Fellowship

5.
 - i. The fellowship shall be awarded for a period of two years or till such time as he is awarded M. Phil. Degree, whichever is earlier.
 - ii. If a Scholar is allowed to proceed with his Ph.D. programme on the basis of his performance in the course work, the fellowship will be automatically renewed for a further period of two years.
 - iii. A scholar who successfully completes his M.Phil. and wishes to continue his work for Ph.D. may be awarded the fellowship for a further period of two years subject to their performance at M.Phil being of a sufficiently high standard. A scholar who was not drawing any fellowship may be awarded a fellowship after his M.Phil. on the basis of the quality of his work at M.Phil.
 - iv. The scholar will be allowed to complete full four or two years of the fellowship, as the case may be, even if the Ph.D. dissertation is submitted before the expiry of the fellowship.
 - v. Notwithstanding the provisions in vii to ix above, the University may terminate a fellowship at any time if it is not satisfied with the progress or conduct of the fellow.

Leave

6.
 - i. A fellow will be entitled to leave for a period not exceeding thirty days in a year, in addition, to general holidays, which can be availed only with the approval of the Supervisor. Women scholars

will, in addition be eligible for maternity leave at full rates for a period not exceeding three months during the tenure of their award.

- ii. The University may allow special leave for a period not exceeding three months during the whole tenure of a scholar under exceptional circumstances. The scholar will not be eligible to draw his fellowship during the period of special leave. The period of leave will, however, be counted towards the tenure of fellowship.

Selection

- 7. i. The application received from the candidate by the University shall be sent to the Heads of the respective Departments by 5th August for screening and recommending the award.
- ii. The Departments will finalise the recommendation for the fellowships on the basis of assessment by a committee consisting of not less than three members with the Head of the Department as the Chairman. While the recommendations for fellowships will be primarily made on the basis of merit, the availability of supervisors in the Department in the area of research in which a candidate wants to pursue his research shall also be taken into consideration.
- iii. The recommendations for these awards should be forwarded to the University in the prescribed proforma latest by 10th August, so that the candidates may join the University by 1st September every year.

Reservation 8.

Fifty percent of the fellowships are reserved for candidates belonging to Scheduled Castes and Scheduled Tribes, provided they fulfill the minimum qualifications laid down for the award. In case qualified candidates are not available, the fellowship may be awarded to other candidates in order of merit.

Payment

- 9. Payment of the Fellowship amount will be made each month at the University office against bills drawn by the Fellow and countersigned by the concerned Head of the Department.

**Application for
The Award**

- 10. Each department shall forward to the University by the end of May each year the position about fellowship holders and the number of likely vacancies as may exist on the first of September, indicating the area in which M.Phil./Ph.D. courses will be available. The Fellowship shall be advertised by 30th June every year specifying the last date for application which shall not be later than 21st July.

Enhancement

- of Rates** **11.** The scholar may be allowed the fellowship at the higher rate at the end of a period of two years, provided he has successfully completed his M.Phil. or has been allowed to proceed for Ph.D.

on the basis of his performance in the course work, on the recommendation of his supervisor submitted to the University through the concerned Head and Dean.

Unutilised

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

1. Approved vide Ministry of Education, Govt of India, Letter No. F. 8-38/78-Desk (U) dated 27 January, 1979.

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

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

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

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

**Application for
Award**

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

Approved vide Ministry of Education, Govt. of India, letter NoF8-38-Desk(U) of 27th January 1979. Notes: (i) Amendment approved vide Resolution No : EC : 125 : 2006 : 5 : 1 : (ix) dated 07.07.2006.

Notified Clause 3 and 5 vide notification NO.F.Conf/13-5/Ord/99(Vol.III)-278 dated 22nd November, 2006.

ON ASSOCIATION OF STUDENTS IN DEPARTMENTS AND SCHOOLS

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

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

The Student shall prepare a handwritten manuscript of the speech along with bibliography. The lecture may, however, be delivered generally following the text but may not be read out. (v) Research scholars may make full length or brief presentations in the weekly meetings about their findings. (vi) Associations may also invite members of other Associations to address them on special topics.

(vii) Associations may organize seminars in which members of the faculty and other guests may also participate, and (viii) Each Association will organize one open essay competition each year which will be open to students of all Universities in the North-Eastern Region.

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

1. Approved vide Ministry of Education, Govt. of India, letter No.F.8-32/82-Desk (U) of 9-2-84.

ON CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY

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

Objectives

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

Halls of Residence

2.

i. Residence in Campus

- a. The University shall maintain such hostels as may be necessary to fulfill the objectives of residence;
- b. Every hostel shall have an name as the University may assign to it; and
- c. One hostel shall be under the charge of one or more Warden(s) as decided from time to time.

ii. Residence off campus

The University may at its discretion approve hostels or lodges for students who do not live either with their parents or approved guidelines

Supervision and Control

i. Central Committee on Residence.

- a. The supervision and control of the residence of all students is vested in the Vice-Chancellor/Pro-Vice-Chancellor. The Dean, Students' Welfare will assist the Vice-Chancellor in performing his function with the help of a Central Committee on Residence.

- b. The Central Committee shall be appointed by the Vice-Chancellor/Pro-Vice Chancellor or by such person he may specify on his behalf and shall comprise the following:
 - (i) Provost (Convener and Chairman)
 - (ii) Proctor
 - (iii) Director of Sports
 - (iv) 6 Wardens of Hostels maintained by the University by seniority, two each from UG, PG and Research Scholars
 - c. The term of office of the Central Committee shall be three years.
 - d. The functions of the Committee shall be as follows:
 - (i) Management, selection and admission of students to University halls and approved lodges as per details in rules;
 - (ii) Supervision of the halls of residence and advise the University on matters of policy, etc. relating to their management;
 - (iii) Maintenance of discipline amongst there resident students;
 - (iv) Transfer of a student from one hostel to another; and
 - (v) Such other duties as may be assigned by the Vice-Chancellor.
 - e. The Committee may admonish a student for misconduct, may impose a fine upto Rs.50/-on a student at a time, may remove a student residing in a hall of the University, and may declare halls out of bounds for students during the period of suspension.
 - f. The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the Provost, and 1/3 of its members shall form the quorum.
 - g. The Dean, Students' Welfare shall submit the conclusions of the meeting to the Vice-Chancellor who will place it before the Executive Council for its information.
- ii. Provost
- The Provost shall be a teacher not below the rank of a reader and shall be appointed by the Vice-Chancellor, on the recommendation of the Dean, Student's Welfare She/he will work under the

general supervision of the Dean, Student's Welfare and shall look after all aspects of management of halls of Residence maintained by the University. She/he shall be entitled to remuneration and others privileges as per University norms.

iii. Warden, Prefect & Local Committee

- a. The management of each hostel/approved lodge and the mess attached to it shall vest in the Warden who will be assisted by the Prefect and a Local Committee which may consist of:
 - (i) Warden–Chairman.
 - (ii) Prefect.
 - (iii) Three students of the Hostel, one of whom shall be the mess manager/secretary.
- b. The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- c. One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he/she may deem proper for the smooth functioning of the hostel.
- d. The Prefect shall hold office for one year and shall be entitled to free accommodation in the hostel during the period of office.

Admission to Hostels Maintained by the University ELIGIBILITY AND

PROCEDURE 4.

- i. All students registered for full-time programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the hostels of the University. Students on projects sponsored by organizations like UGC, CSIR, ICAR, ICSSR, DST, DBT etc in the university on a salary not exceeding the amount of UGC, CSIR, ICAR, ICSSR, DST, DBT fellowship, shall also be eligible for allotment of accommodation in the hostels.
- ii. As soon as a student ceases to satisfy anyone of the conditions in (a) above, he will become eligible for hall/hostel accommodation.
- iii. Students desirous of residing in the University hostel may apply in the prescribed form after admission to the academic departments.
- iv. The Heads of the departments may forward all hostel applications of selected candidates for admission to their respective departments to the Dean, Students' Welfare. The applications shall be scrutinized by the Central Committee which will allot the hostel to each applicant.

- v. Students joining the University for the first time and those from distant places will be given preference for hostel accommodation.
- vi. Hostel accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to the hostel in every subsequent year of study. The applications should reach the Warden of the hostel concerned atleast 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a programme of study and after furnishing proof of having paid all hostel/tuition dues.

Appointments, Powers and Functions of Wardens 5.

i. Appointment

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

ii. Power & Function of Wardens

- a. The Wardens of Hostels shall perform such duties as are assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Dean, Students' Welfare/Provost.
- b. Subject to the guidelines of the Central Committee, the Warden shall allot rooms to the students assigned to him/her, maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- c. In addition to the specific duties assigned by the Vice-Chancellor, the Wardens shall perform the following duties:
 - (i) Welfare of ,and discipline, amongst the residents in the hall and to maintain daily record of the resident students such as students present each day, students absent from the Hall together with reasons for absence;
 - (ii) Oversee health, hygiene and general life of the students in the Hostels and to ensure that the students observe the Regulations and discipline in accordance with the rules framed thereof;
 - (iii) Report to the Central Committee all cases of misbehavior, indisciplines and illness of students residing in his/her hostel;
 - (iv) Safe custody and maintenance of such properties of the concerned hostel as are entrusted to him/her and for their repairs within the funds allotted and norms laid down by the University authorities for the same.
- d. The Wardens shall have the right to inspect hostel rooms.
- e. The Wardens shall have administrative control over the staff assigned to the hostel.
- f. Hard furnished residential accommodation will be provided to a Warden on rent-free basis for the period of his/her Wardenship, and he/she shall be entitled to such allowance/special pay as the University may determine.

iii. Wardens in-charge of Lodges

The Wardens In-charge of Lodges shall:

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

Miscellaneous 6.

- i. All students of the University, residing in and off campus, shall be under the disciplinary control of the Vice-Chancellor, and of the authorities of the University.
- ii. The conditions of admission, accommodation and the organization of mess in the hostels shall be in accordance with the rules which may be framed in this regard by the University.

1.Approved vide Ministry of Education, Govt.of India letter No F 8-32/82-Desk (U) ,of February 9,1984

2.Notified vide notification No.F.Conf/13-5/ORD/99(Vol.III)-633 dated 25th February,2010

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

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

General 1. The selection of two Post-Graduate students of the University, one from Science and one from Humanities and one Research Scholar shall be made in accordance with the provisions of this Ordinance.

Procedure 2. i. One student each, securing the highest index points at the Under-Graduate level as per the Merit list for admissions as prepared by the various Departments, shall be selected from the following groups:

a. The students of Humanities comprising the Schools of Social Sciences, Languages, Education and such other Schools as may be notified by the University from time to time;

b. The students of Science comprising the Schools of Physical Sciences, Life Sciences, Environmental Sciences and such other Schools as may be notified by the University from time to time.

Provided that students from the same School will not be eligible or selection in any two consecutive terms. In case students from the same School score highest marks, a student from another School securing highest marks as referred to earlier will be selected.

ii. One research Scholar who has worked for at least one year full time for his/her Ph.D./ M.Phil. degree and who has obtained First Class/Grade and secured the highest marks at the Masters' Degree Programmes shall be selected by rotation from amongst the students of Humanities comprising the Schools of Social Sciences, Languages Education and such other Schools as may hereafter be notified, taken together, and from amongst students of Science comprising the Schools of Life Sciences, Physical Sciences and such other Schools as may hereafter be notified, taken together.

**Limitations as 3.i.
Attendance in
Meetings**

No member referred to in 2(1) and 2(2) above shall have the right to be present at the meeting of the Academic Council when it takes up for consideration any of the following subjects:

a. Faculty positions, recruitments, conditions of service and academic freedom;

b. Actual process of evaluating of academic performance and merit of students including appointment of examiners, paper setters, moderators, etc.

Term of Office 4. i. The term of a student member of the Academic Council shall be one year provided that a student member shall cease to be a member of the Academic Council when he ceases to be a student of the University and no student member shall be eligible for selection to the Council for a second term.

- ii. The term of the student members shall commence on such date as may be notified.

Disqualifications 5. No student shall be a member of the Academic Council and the Court of the University simultaneously.

-
1. Approved vide Ministry of Education, Govt. of India, letter No.F.8-32/82-Desk (U)of 9-2-84.
 2. Amendment to Clause 2 of OD-5 vide MHRD letter No.F.8-27/98-Desk (U) dt.8th July, 1999. And Notified Vide Notification No:Conf/13-2/Ord/87(Vol.IV)-1358 dated 19th August, 1999

ON DISCIPLINE AMOUNT STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

Under Section 26 (g) of NEHU Act, 1973

1.
 - i. During an examination, the candidates shall be under disciplinary control of the Superintendent of the Centre who shall issue instructions. If a candidate disobeys instruction or misbehave with any member of the supervisory staff or with any of the invigilators at the Centre, he may be expelled from the examination of that Session. The Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendation for disciplinary action as it may deem fit to the Vice-Chancellor as provided under the Ordinances.
 - ii. Everyday before an examination begins, the Invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and deliver to them all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted, this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his admit card with him.
2.
 - i. A candidate shall not use unfair means in connection with any examination.
 - ii. The following shall be deem to be unfair means:
 - a. Talking to another candidate or any person, inside or outside the examination hall during the examination hours without the permission of a member of the supervisory staff.
 - b. Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Superintendent or Supervisor concerned and taking away, tearing off or otherwise disposing off the same or any part thereof.
 - c. Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything excepting the answer book or the continuation sheet supplied to the candidate.
 - d. Using abusive or obscene language in the answer books.
 - e. Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose or writing Roll number at place(s) other than the specified one for that purpose.
 - f. Making an appeal to the Examiner through the answer book.
 - g. Possession by a candidate or having access to his books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
 - h. Concealing, destroying, disfiguring, rendering illegible, swallowing running away with causing disappearance of or attempting to do any of these things in

respect of any book, notes, paper or other material or device used or attempted to be used for assistance or help in answering a question or a part thereof.

- i. Passing on or attempting to pass on during examination a copy or a part thereof, or solution to a question or a part thereof to any other candidate or to any person.
- j. Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination, or through any other agency, whatsoever.
- k. Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff (Grade-IV) or any outside agency, a solution to a question or to a part thereof.
- l. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, tabulator or any other person connected with the University examinations with the object, directly or indirectly, inducing him to leak out the question paper or any part thereof, or to enhance marks, or favourable evaluate, or to change the award in favour of the candidate.
- m. Undue influence that is to say direct or indirect interference or attempt thereof, on the part of the candidate or any person on his behalf, with the discharge of the duties of a member of the supervisory or inspecting of an examination centre before, during or after the examination.

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

- a. abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so.
- b. abuses, insults, intimidates, assaults any other candidates or threatens to do so, shall be deemed to have interfered with the duties of the Supervisory and the inspecting staff within the meaning of the clause.
- n. Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidates to do any of these things.
- o. Presenting a thesis, dissertation, practical or classwork note-book, wherever required, not prepared or produced by the candidate himself.
- p. Arranging or permitting any person, whosoever he may be, to impersonate for the candidate at the examination.
- q. Forging a document or using a forged document knowing to be forged in any matter relating to the examination.
- iii. a. The Executive Council may declare by resolution, any other act of omission or commission to be unfair means in respect of any or all the examinations.
b. If the Executive Council is satisfied that there has been copying or use of unfair means in mass scale at a particular centre(s) it may cancel the examination of the candidates concerned and order re-examinations.

OR

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

- c. The use of unfair means at Centre(s) was aided, abetted or connived by the authorities of institution where the centre was located or by some other agency or due to the inability of the authorities to prevent the use of unfair means, it may abolish the Centre in (ix) above.

Explanation: In Clause **2(iii)b** 'Mass copying' means: where the invigilator-in-charge is satisfied that more **than one third students** are involved in using unfair means or copying in the particular paper.

- iv. a. The power of expulsion of candidate(s) for the entire examination of that paper **in which use of unfair means as specified in 2(ii)** above detected in the Examination Hall and the premises of the Centre shall vest in the Officer-in-charge of the Centre who shall decide the matter with the help of a Centre Discipline Committee, formally constituted for the purpose and shall report the matter immediately to the Controller of Examinations along with all incriminating materials for the consideration of the NEHU Discipline Committee.
 - b. A candidate shall not be forced to give a statement but the fact of the candidate having refused to make a statement shall be recorded by the Officer-in-charge and shall be attested by two other members of the Supervisory Staff, if on duty, at the time of occurrence. The decisions regarding the quantum of punishment beyond one year and other reported offences shall vest in the NEHU Discipline Committee.
 - c. All cases of use of unfair means specified in sub-clauses d, e, l, n, o, q of Clause 2 shall be reported immediately to the Controller of Examinations by the examiner, paper setter, evaluator, tabulator or the person connected with the University Examination as the case may be, with all the relevant materials.
3. i. All the cases of alleged use of unfair means shall be referred to a Discipline Committee called the Examination Discipline Committee, **which shall consist of such members as appointed by the Vice-Chancellor.**
- ii. The Committees shall consist of at least five but not more than seven members drawn from amongst the teachers/officers of the University and affiliated Colleges. The committee shall sit in one or two benches of three members each, as may be directed by the Vice-Chancellor.
 - iii. A member shall be appointed for a term of two years, but shall be eligible for re-appointment.
 - iv. Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.

- v. At least three members present shall constitute the quorum.
- vi. A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- vii. A candidate may, within seven days of the receipt of the decision of the Examination Discipline Committee, bring to the notice of the Vice-Chancellor, in writing, any fact or material which may not have been considered by the Examination Discipline Committee. If the Vice-Chancellor is satisfied that there is force in the representation of the candidate he may refer back the case to the Examination Discipline Committee for re-consideration. The Examination Discipline Committee shall then reconsider the case and a unanimous decision of the Committee shall be final. In case of difference of opinion amongst members of the Committee the matter shall be referred by the Vice-Chancellor to the Executive Council, whose decision shall be final.
- viii. The Examination Discipline Committee may recommend that:-
 - a. The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (a) to (g) of Clause **2(ii)** be cancelled.
 - b. The entire examination of a candidate in aspect of which she/he is found to have used unfair means specified in sub-clauses (h) to (o) of Clause 2(ii) be cancelled.
 - c. The entire examination of a candidate in respect of which she/he is found to have used unfair means specified in sub-clause p and q of clause 2 be cancelled and the candidate shall further be disqualified from appearing at any University examination in future.

-
1. *Approved vide Executive Resolution No:EC:68:9:5:1(iv), dated March 22, 1990 and Academic Council Resolution No:AC:38:90:5:05(iii), dated March 3, 1990.*
 2. *Notified vide Notification NO:Conf/13-5/Ord/99(vol.IV)-359 dated 2.05.2013*

POWERS AND FUNCTIONS OF THE DEAN STUDENTS' WELFARE

Under Clause(5) of Statute 8 of NEHU Act, 1973

The Dean, Students' Welfare shall:

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

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

1. Approved vide E.C. Resolution No.EC:91:96:6:7:(v),dated December 7,1996.

2. Notified vide notification No.Conf/13-1/Ord/87-249 dated 18th March, 1997

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

Under Section 26(i) of NEHU Act, 1973

- OBJECTIVES 1.**
- i. This Ordinance framed under Section 26(i) of the NEHU Act, 1973 shall be called the “Ordinance on Discipline and Proper Conduct” under Statute 31(5) for the maintenance of discipline and proper conduct among the students of the University and shall come into force with immediate effect.
 - ii. The students, for the purpose of this Ordinance, shall include all students admitted in the University.
 - iii. The University may frame Rules and Regulations from time to time, as it deems necessary.

DEPARTMENTAL 2. DISCIPLINE COMMITTEE

- i. Every Department shall have a Departmental Discipline Committee. The Committee shall have three members with the Head of the Department as its Chairman. The Committee will be constituted by the Head of the Department in consultation with the Department and with the approval of the Dean of the School. Its term of office shall be two years.
- ii. The functions of the Departmental Discipline Committee shall be as follows:
 - a. To oversee general discipline in the Department and assist the Head in ensuring that the Department functions smoothly.
 - b. To enquire into cases of indiscipline *suo moto*, or on report from any student, teacher etc.
- iii. The Committee shall be competent to admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be referred to the School Discipline Committee.
- iv. The Head of the Department, as the Chairman, will preside over the Departmental Discipline Committee meetings and all communications to the School Discipline Committee will be made by him.

- SCHOOL**
- 3. i. Every School of studies shall have a School Discipline

**DISCIPLINE
COMMITTEE**

Committee. It shall comprise of the following:

- a. Dean - Chairman
- b. All Heads of Department/
School, or their nominees - Members
- ii. The functions of the School Discipline Committee shall be as follows:
 - a. to oversee general discipline in the School and assist the Dean in ensuring that the School functions smoothly.
 - b. To enquire into cases of indiscipline *suo moto*, on report from any student, teacher etc.
- iii. It shall have the powers to suspend a student from attending classes for a specified period or award any other suitable punishment and shall report all such actions to the University Discipline Council.
- iv. The School Disciplinary Committee may, where it deems necessary, refer cases to the Vice-Chancellor/Proctor.

**MAINTENANCE
OF DISCIPLINE
IN HOSTELS**

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

PROCTOR 5.

- i. All powers relating to the discipline and disciplinary actions in relation to the students of the University shall vest in the Vice-Chancellor in accordance with Statute 31(1) and 31(3). He shall be assisted by a Proctor(s) who shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor and as prescribed in this Ordinance.
- ii. The Proctor(s) shall be responsible for the maintenance of discipline among the students of the University.
- iii. The Proctor(s) shall on behalf of the Vice-Chancellor receive and act upon any report received by him from Teacher, Warden or any public complaints against a student or a group of students.
- iv. In the event of breach of discipline and or misconduct/misbehavior on the part of a student or a group of students, the Proctor(s) shall have powers:

- a. To impose a fine up to Rs.1000/-(Rupees One Thousand) on of a student at a time.
- b. To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- v. Action taken by the Proctor(s) shall immediately be reported to the University Disciplinary Council. Appeal to be made within one week of the date of receipt of orders by the Proctor(s) shall in the first instance lie with the University Disciplinary Council which may confirm, modify or reverse the decision of the Proctors).
- vi. Notwithstanding what is contained in 5 v above, a student may appeal to the Executive Council against any decision of the Proctor(s) or Vice-Chancellor in accordance with the procedure of appeal and arbitration and right to appeal under Statute 31 and 32 of the North-Eastern Hill University Act.
- vii. In instances of serious breach of discipline or misconduct/misbehavior where the Proctor(s) is/are convinced that action in excess of powers vested in him is called for, he shall refer all such cases to the University Disciplinary Council for its consideration and appropriate action.

**UNIVERSITY 6.
DISCIPLINARY
COUNCIL**

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

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

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

referred to it by the Vice-Chancellor or other authorities of the University.

-
1. Approved vide MHRD, Govt. of India letter No.F.8-31/97-Desk(U),dt.Sept29,1997.
 2. Approved by the 93rd, 94th and 96th meetings of the Academic Council and the Executive Council in its 159th, 161st and 165th meetings and Amended to Clause 5:4(a) vide Notification NO:F.Conf/13-5/Ord/99/Vol-VI)-792 dated 6.09.2017

ON THE NORTH-EASTERN HILL UNIVERSITY WOMEN'S CELL

Under Section 26(a) of NEHU Act, 1973

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

EXPLANATION NOTE

SEXUAL HARASSMENT INCLUDES SUCH UNWELCOME SEXUAL BEHAVIOURS AS:

- a. Physical contacts and advances.
 - b. A demand for sexual favours.
 - c. Sexually coloured remarks.
 - d. Showing pornography.
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature which directly or impliedly humiliates or intimates women or creates harassment psychologically.
2. The women's Cell shall be constituted as under:
 - i. A Chairperson to be nominated by the Vice-Chancellor from amongst senior women employees not below the rank of *an Associate Professor* or Deputy Registrar.
 - ii. Dean, Students' Welfare as Ex-Officio member.
 - iii. Two women belonging to the students' community to be nominated by the Vice-Chancellor on their commendation of the Dean, Students' Welfare.
 - iv. Four persons belonging to the employees' community—two representing the non-teaching community and two representing the teaching community to be nominated by the Vice-Chancellor on the recommendation of the General Body of the respective employees' association, provided that one representative from each of the communities should be a woman.
 - v. On legal expert with expertise in handling cases of women's issues to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Cell.
 - vi. Two Social Workers working in the relevant field to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Cell, one

- vii. Any other member(s) to be co-opted by the Cell as and when necessary with the approval of the Vice-Chancellor.
3. The terms of the members except ex-officio shall be three years.
4. The powers and functions of the Women's Cell:
 - i. To organise seminars, workshops, awareness camps and such other activities necessary to sensitize the University community on issues of gender justice and sexual harassment.
 - ii. To recommend to the Chairman, Executive Council, measures for creation of a secure and cordial learning/working atmosphere between men and women.
 - iii. To examine complaints against sexual harassment or sexual discrimination and take necessary remedial measures wherever possible or submit its findings with recommendations to the Chairman, Executive Council.
 - iv. To pursue for time-bound treatment of the complaints, wherever necessary.
 - v. To provide special Counsellors to the victim as and when necessary.
 - vi. To report to the Chairman, Executive Council, if there lies a prima-facie case for legal or disciplinary action against the perpetrator of the crime and to pursue the case to its logical end.
 - vii. To suggest measures and ensure protection of the general welfare of the women in the University community.
5. The modalities of the functioning of the Cell shall be as under:
 - i. Complaints shall be lodged with the Cell by the Victim concerned at the earliest but not later than 30(Thirty)days from the date of occurrence of the incident of sexual harassment or sex discrimination. Complaints may also be lodged by a third party or any member of the University community about any undesirable situation which directly or indirectly affects the women of the University community in general.
 - ii. The Cell should have a regular Office space with the necessary infrastructure to be provided by the University to facilitate meetings with the complainants and to provide expert / professional counseling ,when necessary.
 - iii. The Cell should meet regularly atleast four times a year. Emergent meetings may also be held on any occasion as the exigency may be, provided that in emergent meeting only the respective exigent case(s) should be transacted upon. The Cell will always endeavour to have time bound treatment of the complaints and ensure that justice is not delayed.

The Cell should maintain due confidentiality while dealing with complaints of sexual harassment if it is convinced that openness would directly or indirectly humiliate the parties concerned.
 - iv. The Cell will evolve modalities on working timings and receipt of complaints etc. and these should be widely notified within the University.
6. Conduct of Meetings of the Women'sCell:

- i. Quorum. One third of the total members, subject to a minimum of four members of the Cell, shall make the quorum for a meeting of the Cell.
 - ii. The Chairperson shall preside over all the meetings of the Cell. In the absence of the Chairperson, the senior-most woman member of the Cell (seniority by cadre) shall preside over the meetings.
 - iii. The Women's Cell shall, as far as possible, try to arrive at a consensus on cases decided. However, should there be a division resulting in a tie, the Chairperson shall have the casting vote.
-

Notified vide Notification No.F.Conf/13-5/Ord/99(Vol.IV)-169 dated 21st Nov,2011: UGC Regulation 2010

ON THE EMOLUMENTS AND OTHER TERMS AND CONDITIONS OF SERVICE OF PRO-VICE-CHANCELLORS

Under Clause (3) of Statute 3

Salary and Allowances

- i. A Pro-Vice-Chancellor shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.

Provided that if a Professor is appointed to discharge the duties of the Pro-Vice-Chancellor in addition to his/her own duties as Professor, he/she shall draw his/her pay on the substantive post plus a special pay, but the total amount so drawn shall not exceed the total emoluments at the maximum of the Pro-Vice-Chancellor's scale of pay as prescribed by the UGC/MHRD, Government of India and accepted by the University.

Provided further that if a superannuated person is appointed as Pro-Vice-Chancellor, his/her salary will be fixed after taking into account the superannuation benefits available to him from the post which he superannuated.

Residential Accommodation

- ii. The University shall provide unfurnished residential accommodation to the Pro-Vice-Chancellor for which he/she shall pay rent at the usual rate. The University shall maintain the grounds of the accommodation provided.

Provided that the Pro-Vice-Chancellors in the Campuses shall be entitled to a free furnished house maintained by the University .

Travelling Allowances and Daily Allowances

- iii. The Pro-Vice-Chancellor shall be entitled to draw travelling allowances at such rates and in accordance with such rules as are applicable to the teachers of the University.

Provident Fund

- iv. The Pro-Vice-Chancellor shall be entitled to the benefit of the Provident Fund in accordance with the Statutes for the time being in force.

Provided that if a person already in the service of the University is appointed as Pro-Vice-Chancellor, his/her service as Pro-Vice-Chancellor shall, for the purpose of Provident Fund, be treated as continuous and he/she shall be entitled to continue to subscribe to the Provident Fund. The salary for the purpose of his/her subscription and contribution of the University shall be the salary he/she would have drawn but for his/her appointment as Pro-Vice-Chancellor.

Benefits of**Pro-Vice-Chancellor v.**

The Pro-Vice-Chancellor shall be entitled to the following other benefits:

- i. Medical reimbursement as per rules in force for University employees;
- ii. Leave Travel Concession as applicable to University employees;

Leave

vi.

- i. The Pro-Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the period spent on active service.

ii. In addition to the leave as provided for in sub-clause (1) above, the Pro- Vice-Chancellor shall be entitled, in case of illness or on account of private affairs, to leave on half pay for a period not exceeding 15 days in a year.

Provided that if a person already in service of the University is appointed as Pro-Vice-Chancellor, he/she may be allowed to avail himself of any leave due at his credit before his/her appointment as Pro-Vice-Chancellor in case of illness or private affairs.

Seniority

vii.

If a person holding a post in the cadre of the University is appointed as Pro-Vice-Chancellor, the service rendered by him/her as Pro-Vice-Chancellor shall be counted for his/her seniority in that cadre on his/her reversion to the post he/she held immediately before his/her appointment as Pro-Vice-Chancellor.

**Pension and
Gratuity**

viii.

If a person in the pensionable service of the University is appointed as Pro-Vice-Chancellor, the service or part of the service rendered as Pro-Vice-Chancellor, as the case may be shall be counted for pension and gratuity as if he/she had continued to serve in the same post which he/she held immediately before his/her appointment as Pro-Vice-Chancellor.

-
1. Approved vide Ministry of Education, Govt of India letter No.F.8-11/79-Desk(U) dated May 1981.
 2. Amendment to Clause 1 of OE-1 approved vide MHRD, Govt.of India letter No.F.8-30/99/Desk(U), dated .29th June,2000.

ON THE TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR

Under Clause (2) of Statute 4

1. The Ordinance may be called the Ordinance on the Terms and Conditions of Service of the Registrar, North-Eastern Hill University.
2.
 - i. The Registrar shall be paid a monthly salary and allowances and perks as prescribed by the UGC/MHRD, Government of India/University and accepted by the University from time to time.
 - ii. All appointments to the post of Registrar shall be through advertisement and selection for a tenure of 5 years, which may be renewed for a similar term.
 - iii. The age of superannuation of the Registrar shall be 62 years.
 - iv. The minimum qualification shall be as follows:-
 - a. A Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.
 - b. At least 15 years experience as Lecturer in a University or PG College of which eight years shall be in Reader's grade along with experience in educational administration

Or

Comparable experience in establishments and other institutions of higher education

Or

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Note: The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates or candidates already in the University system.
3. The terms and conditions of service of the Registrar shall be as prescribed for other non-vocational employees of the University.
4. The University shall provide him/her with unfurnished residential accommodation for which he/she will pay prescribed license fee.
5. The Registrar shall be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence.
6. The Registrar shall be entitled to the facility of staff car between the office and his/her residence

7. Notwithstanding anything contained in these Ordinances, the Registrar appointed under the provisions of Section 41 of the North-Eastern Hill University Act, 1973, shall be governed by such terms and conditions of service as the Visitor in his order may specify.

1. Approved vide Ministry of Education, Govt. of India letter No. F. 8-37-Desk (U) dated June 1, 1997. 2. Amendment to Clause 3(1) and (2) approved vide MHRD, Govt. of India letter No. F.8-30/99/Desk(U), dated June 2, 2000.

2. Notified vide Notification NO:Conf:13-5/ORD/99-1-1693 dated 29th June, 2000.

3. Notified Vide Notification No.F.Conf/13-5/Ord/99(Vol.IV)-169 dated 21st Nov, 2011
On UGC Regulations 2010

ON SELECTION COMMITTEE PROCEDURES FOR TEACHERS AND OTHER ACADEMIC STAFF

Under Clause (5) of Statute 20

1. The Chairman shall fix the date and venue of the meeting of the Selection Committee. Ordinarily, a week's notice of a meeting shall be given to the members.
2. Constitution of Selection Committees and Selection procedures.

I. Selection Committee Composition.

A. For Assistant Professor, Associate Professor and Professor (Direct recruitment and under CAS):

- a. The Selection Committee for the post of Assistant Professor and Professor shall consist of the following persons:
 - (i) The Vice-Chancellor or his/her nominee, who has atleast ten years of experience as Professor, shall be the Chairperson of the Committees
 - (ii) An academic not below the rank of Professor to be nominated by the Visitor.
 - (iii) Three experts in the subject concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University.
 - (iv) Dean of the School concerned.
 - (v) Head of the Department/ Centre concerned.
 - (vi) An academic representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor, if any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.
- b. Four members, including two outside subject experts, shall constitute the quorum.

B. For Senior Professor (Direct recruitment and under CAS):

- a. The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
 - (i) The Vice-Chancellor who shall be the Chairperson of the Committee.
 - (ii) An academic not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/ Chancellor, wherever applicable.

- (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University.
 - (iv) Dean (not below the rank of Senior Professor/Professor with minimum of ten years experience) of the School concerned.
 - (v) Head (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor with a minimum of ten years experience) of the Department/school concerned.
 - (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to that category.
- b. Four members, including two outside subject experts, shall constitute the quorum.

Note: For all Selection Committees specified these Regulations, Head of Department/Teacher-in-charge should be either in the same or higher rank/position than the rank/position for which the interview is to be held.

II Composition of Screening-cum-Evaluation Committee for CAS promotion of Assistant Professors

- (i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee.
- (ii) The Dean of the School concerned.
- (iii) The Head of the Department/Centre concerned; and
- (iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

III Selection Procedure

- (i) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a prescribed Grading System Proforma, based on Appendix II: Tables 1, 2 and 3A.

- (ii) The ability for teaching and/or research aptitude will be assessed through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage.
- (iii) Selection procedures as per Clause (i) and(ii) shall be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in the Regulation RE-1.

IV Assessment Criteria and Methodology for CAS:

- (i) The process of selection shall involve the inviting of the application developed by the University, based on the Assessment Criteria and Methodology guidelines set out in the UGC Regulations, 2018.
 - (ii) Assessment Criteria and Methodology Proforma based on the UGC Regulations will be developed by the Internal Quality Assurance Cell (IQAC) established by the University as per the UGC/National Assessment Accreditation Council (NAAC) guidelines.
 - (iii) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University, within three months in advance of the due date, that he/she fulfils all the requirement under the CAS and submit to the University the prescribed Assessment Criteria and Methodology Proforma as evolved by the University.
3. The Selection Committee/ Screening-cum-Evaluation Committee shall make recommendations as to the suitability of the candidate for consideration of the Executive Council.
 4. The decision shall be arrived by the Selection Committee by a majority vote. In case there is a tie, the Chairman shall exercise a casting vote.
 5. The Chairman shall have the power to lay down procedures in respect of matters not specified in the Ordinances/Regulations concerned.
 6. When Selection Committee meetings are convened for the posts for different categories together, candidates for the reserved category posts shall be interviewed separately and recommendations made before candidates for unreserved categories are interviewed.
 7. If more candidates than the number of vacancies are selected, the Selection Committee shall prepare a panel containing names of candidates in order of preference. The extra candidates found suitable shall constitute the reserve list. The reserve list shall remain confidential till an occasion arises for its use due to some selected candidates declining the offer only, and shall not be used for appointments against posts other than those advertised.
 8. The proceedings of the Selection Committee shall be treated as confidential.

9. The panel drawn up by the Selection Committee shall remain valid till the vacancies advertised are filled or till the panel is exhausted, whichever is earlier. Provided that the validity as such shall not exceed one year.

Explanation: The Executive Council can appoint a person from the approved panel only within a period of one year from the dated on which the panel was drawn up by the Selection Committee.

10. Notwithstanding anything contained in clauses 1 to 11 above, any notification in this regard issued by the University Grant Commission/ Ministry of Human Resource Development/ Government of India and adopted by the University shall be applicable.

1. Approved by the Academic Council in its 102nd meeting and Executive Council in its 171st Meeting vide Notification NO.F.Conf/13-5/ORD/99/Vol-VII/131 dated 25.07.2019

ON THE NOTIFICATION OF VACANCIES AND PRELIMINARY SELECTIONS

Under Section 24(d) of the NEHU Act, 1973

1. **Vacancies**
 - i. The Head of the Department/Centre shall intimate to the Registrar through the Dean of the School, the occurrence of a vacancy in the prescribed proforma along with such other particulars like the specialization, etc.
 - ii. The Registrar shall maintain the up-to-date record of the faculty positions with the nature of vacancies and such other details as may be necessary in various Departments/ Centres.
 - iii. Suitable advertisement shall be prepared from time to time on the basis of the information by the Registrar and approved with suitable changes, if any, by the Vice-Chancellor.
2. **Mode of Advertisement**
 - i. The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors and respective equivalent posts in the University shall be through all India advertisement in at least two National and one regional/local Newspapers and the University website. Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region, advertisement may be limited to the newspapers in that region, only after recording the reasons for doing so in writing and with prior approval of the Vice-Chancellor.
 - ii. The advertisement must clearly state the essential qualifications, etc. for each post as laid down in the relevant Ordinance/Regulation.
 - iii. The vacancies reserved for SC/ST/OBC/ Differently abled candidates shall be clearly indicated in the advertisement. If suitable candidates are not available for the respective reserved category the relevant Government of India Rules shall apply.
 - iv. The conditions, if any, under which the desirable qualifications are relaxable shall be clearly stated in the advertisement.
 - v. The closing date for receipt of applications shall be at least five weeks from the date of appearance of the advertisement in the newspapers. Provided that in emergent circumstances the period could be reduced to three weeks for reasons to be recorded in writing.
 - vi. No application received after the closing date for the receipt of application will be entertained unless the delay is accounted for by dislocation in the postal system or in its being forwarded by the appropriate authorities or such other valid reasons as may be accepted by the Vice-Chancellor.

**3. Personal Contact
Candidates**

A process of personal contact may be initiated by the Vice-Chancellor for obtaining particulars of candidates from appropriate authorities in the concerned fields. The particulars so forwarded by the concerned authorities, in response to such request may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.

4. Fees

All applications shall be accompanied by such non-refundable application fee for the post as may be prescribed by the University from time to time.

5. Procedure of Scrutiny

A. Administrative Scrutiny

- i. In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc. shall be scrutinized by the University Office together with the Chairman of the Screening Committee defined below and those candidates who suffer from any disability shall be listed separately.
- ii. The applications of all the remaining candidates will be screened with reference to the essential and desirable qualifications by the Screening Committee as defined in Clause B below.

B. Screening of Applications

- i. The applications of all candidates for the posts of Assistant Professor, Associate Professor, Professor or equivalent posts shall be forwarded by the University Office to the Head of the Department concerned who shall ordinarily be the Chairman of the Screening Committee. However, if the Head of the Department happens to be an Associate Professor, the applications for the post of Professor or equivalent shall be forwarded to the senior most 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 teachers in the Department, not below the rank of Associate Professor, including the Professors in the Department or from other Department in case there are not enough faculty members in the Department, to screen the applications for posts of Assistant Professor, Associate Professor, and equivalent and for preparing a list of candidates for interview. Similarly, a committee shall be constituted by the Head of the Department or the senior most Professor or the Dean of the School or the Vice-Chancellor as the case maybe, for scrutinizing the

applications for the post of Professor or equivalent. This Committee shall comprise of not less than three teacher and shall include all Professors in the Department and at least one Professor from another Department in the School or other Schools. Professors who are re-employed after superannuation shall not however be members of the Screening Committee.

- ii. 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.
- iii. A short list of candidates, in the order of merit, for the post of Assistant Professor and Its equivalent cadres In Library and Physical Education and Sports shall be prepared by the Committee on the basis of screening criteria as stipulated in the relevant Ordinance. Merit list of candidates for the posts of Associate Professor and Professor and their equivalent cadres in Library and Physical Education and Sports shall be drawn on the basis of the API scores prescribed in the relevant Regulation. Provided, such candidates who may have been interviewed for the same or similar post by the University and may not have been found suitable within a year preceding the advertisement of the post in question shall not be called for interview unless the committee makes a special recommendation for reasons to be recorded in writing.
- iv. Ordinarily for the post of Assistant Professor or its equivalent cadre in the Library and Physical Education and Sports, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience shall be considered but with a weightage as provided for in the UGC Regulations. For the post of Associate Professor and Professor and their equivalent cadres in Library and Physical Education and Sports, the weightage for their teaching and research records shall be given as stipulated in the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) as per Regulation RE-1.
- v. Under no circumstances will the essential qualifications, experience and API as prescribed by the UGC and advertised accordingly be relaxed.
- vi. In case of a candidate who does not satisfy one or more desirable qualifications and is yet recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing the desirable qualification shall be given in writing.

- vii. The applications along with recommendation of the Screening Committee shall be forwarded by the Chairman to the Vice-Chancellor for approval. The Vice-Chancellor may refer the matter to the Committee to review its decision for reasons to be recorded.

6. Re advertisement

If the number of candidates being called for interview is less than three in all, the post shall be re-advertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the Vice-Chancellor shall also initiate personal contact. In case the number of eligible candidates is still less than three the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of the Ordinance.

7. Information to Candidates

The outstation candidates shall be informed by suitable modes (essentially by registered post as well as e-mail, if the same is available in the application) about the venue and date of interview at least two weeks ahead of the due date of interview.

8. Reserved Posts

In the case of reserved posts, the same procedure may be followed. If no suitable candidate is found, the Post may be de-reserved and the reservation may be carried forward to another vacancy according to the Government of India Rules and the provisions of the Ordinance.

9.

Notwithstanding anything above, any notification in this regard issued by the University Grants Commission/ Ministry of Human Resource Development/ Government of India and adopted by the University shall be applicable.

-
1. Approved vide Ministry of Education, Govt. of India No.F.8-32/82-Desk(u) dated February 2, 1984.
 2. Amendment to Sub-clause (5) of clause 5 and clause 6(a) OE-4 approved vide MHRD, Deptt. of Education, Govt. of India letter No.F.8-30/99/Desk(U), dated June 2, 2000.
 3. Further amended vide EC:105:99:8(vi), dated December 8, 1998
 4. Notified Vide Notification No:F.Conf/13-5/Ord/99(Vol.IV)-169 dated 21st Nov, 2011, On UGC Regulations 2010

**ON SERVICE CONDITIONS, SALARY SCALES,
CLASSIFICATION AND QUALIFICATIONS OF TEACHERS
Under Section 26(1) (n) of the NEHU Act, 197 read with Statute 25**

1. Members of the Teaching Staff

The members of the Teaching Staff shall be designated as follows:

- i. Senior Professor
- ii. Professor
- iii. Associate Professor
- iv. Assistant Professor

2. Scale of Pay

The Scales of pay of the teaching staff shall be as prescribed by the University Grants Commission/ Ministry of Human Resource Development, Government of India, from time to time and as accepted by the University. In addition to the pay in the scales such other allowances, facilities and perks as may be sanctioned by the UGC/MHRD, Government of India/University from time to time will be admissible to the teachers.

- 3.** The minimum qualification for the post of Senior Professor, Professor, Associate Professor and Assistant professor shall be such as prescribed by the University Grants Commission/Ministry of Human Resource Development from time to time and laid down in relevant Regulation of the University. Additional qualification, if any required for the post to be filled up shall be prescribed by the Vice-Chancellor in consultation with the Dean of concerned School and Head of the Department/ Centre and approved by the Academic Council.

4. Teacher to be whole time employees

- (i) For the purpose of this Ordinance “teacher” means whole-time salaried teacher of the University and does not include honorary, visiting or part-time teachers.
- (ii) A teacher shall be a whole-time salaried employee of the University and shall devote his whole time to the University.
- (iii) No whole-time salaried teacher of the University shall, without the permission of the Executive Council, engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. Provided that nothing in this Ordinance shall apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission or to any literary work or publication or radio talk or extension lectures or with the permission of the Vice-Chancellor, to any other academic work.

5. Nature of Duties.

- (i) Every teacher shall undertake to take such part in the activities of the University and perform such duties in the University as may be required y and in accordance with the Act, Statutes and Ordinances framed there under, organization of instruction, or teaching or research or the examination of students or their welfare and generally to act under the direction of the authorities of the University.
- (ii) A teacher who is assigned work relating to teaching or research in any Department, other than his, within the School or outside School, shall not be entitled to extra remuneration.

6. Probation

- (i) The minimum period of probation of Senior Professor, Professor, Associate Professor and Assistant Professor shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- (ii) The confirmation at the end of one year shall be automatic, unless Probation is extended for another year by a specific order, before expiry of first year. University must issue an order of confirmation within forty five days of completion of probationary period after due process of verification of satisfactory performance.
- (iii) Probation Rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.
- (iv) All other Central Government rules on probation shall be applicable mutatis mutandis.
- (v) Provided that the Executive Council may, for reasons to be recorded waive the condition of probation. The Executive Council shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 12 months from the date of his/her appointment but not earlier than nine months from that date.

7. Confirmation

- (i) It shall be the duty of the Registrar or any Officer-in-charge of the case, to place before the Executive Council the case of confirmation of a teacher on probation to assess the suitability in the 10th month and the 19th month.
- (ii) The Executive Council may then either confirm the teacher or decide not to confirm him/her or extend the period of probation so as not to exceed 24 months. Where the Executive Council decides not to confirm the teacher, he/she shall be informed in writing to that effect, not later than thirty days before the expiry of the

- probation. Provided that the decision not to confirm of the members of the Executive Council present and voting.
- (iii) A teacher appointed by the Executive Council under Statute 21 shall be deemed to be confirmed with effect from the date he/she joins duty.

8. Increment

A. Annual Increment

- (i) Every teacher shall draw increment in his/her scale of pay band, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor, and after the teacher has been given sufficient opportunity to make his written representation.
- (ii) The annual increment shall be given to every teacher in accordance with the Pay Matrix notified by the Ministry of Human Resource Development (UGC) from time to time adopted by the University.
- (iii) The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the same academic level to the immediate next cell in the same academic level.
- (iv) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.

B. Incentives for Ph.D/M.Phil and other Higher Qualification

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the Degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- (ii) M.Phil. degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post-graduate degree in the professional course such as LL.M/M.Tech/M.Arch/M.E/M.V.Sc/M.D., etc recognized by the relevant statutory body/council, shall also be entitled to two non-compounded advance increments at the entry level.
- (iv) (a) Teachers who complete their Ph.D degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D is in a relevant discipline of the discipline of employment and

has been awarded by the University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc

(b) However, teachers in service who have already been awarded Ph.D by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the University awarding such Ph.D has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

- (v) In respect of every other case, a teacher who is already enrolled for Ph.D shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the University awarding the Ph.D has been notified by UGC to have complied with the process prescribed by the Commission for the award of Ph.D in respect of either course-work or evaluation or both, as the case may be.
- (vi) Teachers in service who have not yet enrolled for Ph.D shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D., while in service only if such enrolment is with the University which complies with the entire process including that of enrolment as prescribed by the UGC.
- (vii) Teachers who acquire M.Phil Degree or a post-graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- (viii) Notwithstanding anything above, all other terms and conditions laid down by the UGC from time to time shall apply.

9 Age of retirement

Subject to the provision of Statute 27, every teacher confirmed in the service of the University, shall retire from such service on the afternoon of the last date of the month in which he/she attains the age of 65 years or if the date attaining 65 years falls on the first day of the month, the teacher shall retire on the afternoon of the last day of the preceding month. Continuation in service thereafter may be considered only under rules of reemployment.

10. Variation in terms & conditions of Service

Every teacher of the University shall be bound by the Act, Statutes Ordinances of and Regulations for the same being in force in the University.

Provided that no change in the terms and conditions of service of a teacher shall be made after his appointments, in regard to designation, scale of pay, increments, probation,

confirmation, leave, leave salary, age of retirement, provident fund benefits and removal from service so as to adversely affect him.

11. Resignation

A teacher may, at any time, terminate his/her engagements by giving the Executive Council three months notice in writing. Provided that if the notice period ends in the middle of the academic semester, and if the release of the teacher is likely to adversely affect the academic programme, the teacher may be released only at the end of the semester in the case of the University teachers and at the end of the academic session in the case of teachers of the constituent colleges.

Provided a teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave accounts is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

12. Contract

- (i) The written contract between a teacher and the University required to be entertained into under clause (2) of the Statute 25, shall be in the form annexed to this Ordinance or as nearly or substantially to take effect. Provided that if a contract is not executed by a teacher for any reason whatsoever he shall be governed by the general principles like equity, fair play, the overall academic interests of the students, harmonious development of the University.
- (ii) Special contract: Notwithstanding anything contained in this Ordinance, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit. Such teachers shall execute a contract in the form as annexed. Provided that no appointment shall be made under this clause for a period exceeding five years at a time.

13. Retirement Benefits

A teacher of the University shall subscribe to the Provident Fund Scheme(s) in force and shall be entitled to such gratuity/ retirement benefits and leave encashment prescribed by the Government of India from time to time.

14. Re-employment

- (i) Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the University up to the age of seventy years.
- (ii) All such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time and adopted by the University.

15. Notwithstanding anything contained in clause 1 to 14 above, any notification in this regard issued by the University Grants Commission/ Ministry of Human Resource Development/ government of India and adopted by the University shall be applicable.
-

1. Approved by the Academic Council in its 102nd meeting and Executive Council in its 171st Meeting vide Notification NO.F.Conf/13-5/ORD/99/Vol-VII/131 dated 25.07.2019

ORDINANCE ON GOVERNING LEAVE TO TEACHERS OF THE UNIVERSITY

A. PERMANENT TEACHERS

1. Kind of Leave

- i. The following kinds of leave shall be admissible to permanent teachers:
 - a. Leave treated as duty
 - (i) Casual Leave, and
 - (ii) Special Casual Leave
 - (iii) Duty Leave
 - b. Leave earned by duty
 - (i) Earned Leave
 - (ii) Half-pay Leave, and
 - (iii) Commuted Leave
 - c. Leave not earned by duty
 - (i) Extra-ordinary Leave, and
 - (ii) Leave not due
 - d. Leave not debited to leave account
 - (i) Leave for academic pursuits –
 - (a) Study Leave, and
 - (b) Sabbatical Leave
 - (ii) Leave on grounds of health
 - (a) Maternity leave
 - (b) Paternity leave
 - (c) Child Care leave
 - (d) Adoption leave
- ii. The Executive Council may, in exceptional cases grant for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

2. Casual Leave

- i. Total leave granted to a teacher shall not exceed eight days in an academic year.
- ii. Casual leave cannot be combined with any other kind of leave, except special casual leave. It may be combined with holidays, including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

3. Special Casual Leave

- i. Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher: To conduct examination of a University, Public Service Commission/ Board of Examination or other similar bodies/institutions;

- a. To inspect academic institutions attached to a statutory board etc.,
- b. To participate in a literary, scientific, or educational conference, symposium or seminar or cultural or athletic activities conducted by bodies recognized by the University.
- c. To do such other work as may be approved by the Vice-Chancellor as academic work.

NOTE :

- (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted
 - a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.
- (iv) Absence from duty and Headquarters during a semester on casual/special casual leave in each including journey days or other duty (like attending conferences, seminars, symposia on behalf of the University shall not be more than fifteen days in all (exclusive of holidays in between, if any). Provided that the Vice-Chancellor may allow in exceptional cases a teacher to go on duty on specific request being made and supported by the Head of the Department that suitable arrangements have been made for teaching etc., during his absence.

4. Duty Leave

- i. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- ii. Duty leave may be granted for:
 - a. Attending Conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University.

Delivering lectures in institutions and University at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor.

- b. Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University.
 - c. Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and also for attending meetings in the UGC, DST etc. where a teacher is invited to share expertise with academic bodies, government or NGO.
 - d. For performing any other duty for the University.
- iii. Duty Leave shall be sanctioned by the Vice-Chancellor.
 - iv. The application for duty leave shall be recommended by the Head of the Department and forwarded by the Dean of the School to the Vice-Chancellor after taking into account, the academic needs of the Department/Centre. While recommending the application, the Head of the Department shall specify that alternative arrangements for the academic duties of the faculty member concerned shall be made, without asking for a substitute/extra academic position.
 - v. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

5. Earned Leave

- i. Earned leave admissible to a teacher shall be –
 - a. $1/30^{\text{th}}$ of actual service including vacation plus $1/3^{\text{rd}}$ of the period, if any, during which he is required to perform duty during vacation.
 - b. Plus $1/3$ of the actual teaching days in excess of minimum stipulation of 180 days may be credited to the Earned Leave account of the teachers.
- Note:** For purposes of computation of period of actual services, all periods of leave except casual and special casual leave shall be excluded.
- ii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days with effect from 01.07.1997. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.

Note:

- a. When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave
- b. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.
- c. Encashment of earned leave shall be allowed to non-vacation academic staff as applicable to the employees of the Government of India.

6. Half-Pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, private affairs or for academic purposes.

Note: A “completed year of service” means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extra-ordinary leave.

7. Commuted Leave

Commuted leave not exceeding half the amount of half-pay leave due shall be granted on medical certificate to a permanent teacher subject to the following conditions:

- i. Commuted leave during the entire service shall be limited to a maximum of 240 days.
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- iii. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

Provided that no commuted leave shall be granted under this Ordinance unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

8. Extra-Ordinary Leave

- i. A permanent teacher may be granted extra ordinary leave:
 - a. when no other leave is admissible; or
 - b. when other leave is admissible, the teacher applies in writing for the grant of extra-ordinary leave.

Provided, however, that save under the provision of sub-clauses (ii) to (iv) below, no extra-ordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the University.

- ii. Executive Council may grant, on the request from the institution concerned and on application of the teacher, extra-ordinary leave to hold an appointment of a fellowship under a Government, a University,

Research Institute or other similar important institutions, if in the opinion of the Executive Council such leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at least three years. Provided further that such leave shall not be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave. The application for such leave shall be sent through the Dean of the School concerned and the latter shall give his recommendations taking into account the strength of the teaching staff for the particular subject. Except in very special cases, at no time more than 20% of the strength of the teachers on rolls of a centre shall be allowed to be absent from the centre on extra-ordinary leave, study leave and/or sabbatical leave. For this purpose, the teachers shall be classified separately in two groups for consideration as follows:

- a. Professors and Associate Professors
- b. Assistant Professors.

In case of his/her failure to return to duty at the end of the period of leave sanctioned to him/her, the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him/her. He/She shall also refund to the University, pay and allowances, if any, received by him/her during the leave (including other kinds of leave taken in continuation) sanctioned to him/her for the purpose.

- iii. a. The Executive Council may also grant, at its discretion, extra-ordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other similar important Institution provide he has served the University for a period of at least three years and the application had been sent through and forwarded by the University;
- b. The leave in such cases shall not exceed a maximum period of two years;
- c. Notwithstanding any other leave which may be due to a teacher of the entire period for which the teacher holds the appointment outside the University shall be without pay; and
- d. The period so spent shall not be counted for increment but shall count for seniority. The period shall not also count for pensionary /contributory provident fund benefits unless the pension /contributory provident fund contributions are paid by the teacher or the foreign employer. Provided that no such leave shall be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave. If the teacher does not resume his duties in the University at the end of the period of extraordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.

- iv. Subject to the provisions of sub-clause (vii) below, the total amount of extra-ordinary leave granted to a teacher under sub-clause (ii) and (iii) above shall not exceed five years during his entire service.
- v. Extra-ordinary leave shall always be without pay. Payment of allowances during the period of extra-ordinary leave shall be governed by the relevant rules.
- vi. Extra-ordinary leave shall not count for increment except in the following cases;
 - a. Leave taken on medical certificate.
 - b. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.
 - c. Leave taken for prosecution of studies
 - d. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.
- vii. Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty or leave (including periods of vacation) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of continuous absence from duty shall in no case exceed five years in the entire service of the teacher.
- viii. The authority empowered to grant leave may commute retrospectively period of absence without leave into extra-ordinary leave.

- 9. Leave-not-due**
- i. Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire service out of which not more than 90 days at a time and 180 days in all may be otherwise on medical certificate. Such leave may be debited against the half-pay leave earned by him subsequently. Provided that the teachers who are appointed on probation against substantively permanent posts be treated as 'Probationers' for the purpose of granting leave not due.
 - ii. Leave not due shall not be granted unless the Vice-Chancellor is satisfied that as far as it can reasonable be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
 - iii. A teacher to whom leave-not-due is granted shall not be permitted to tender resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay or allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health incapacitating the teacher for further service, refund of leave salary for the period of leave to be earned may be waived by the Executive Council. Provided that the Executive Council may, in any other exceptional case, waive, for reasons to

be recorded, the refund of leave salary for the period of leave still to be earned.

- 10. Study Leave**
- i. Study leave may be granted after a minimum of 3 years of continuous service to pursue a special line of study or research directly related to her/his work in the University or research in interdisciplinary areas of study or to make a special study of the various aspects of University organization and methods of education. The paid period of study leave shall be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the research Guide. The number of teachers given study leave shall not exceed 20% of the total strength of the Department/ Centres. For the purpose of calculation of the above percentage, teachers, both on study leave and sabbatical leave, shall be taken into account. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of three years of service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation may be reckoned provided there is no break in her/his service in the University.

- ii. Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department/Centres and the School Board. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- iii. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which she/he is expected to return to duty after the expiry of study leave.
- iv. Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service shall not exceed five years.
- v. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.
- vi. Subject to the provisions of sub Clauses (vii) &(viii) below, study leave may be granted on full pay up to two years, extendable by the one year, if there is adequate progress as reported by research guide.
- vii. The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude her/his being granted study leave with pay and allowances but the scholarship, etc. so received shall be taken into account in determining the pay and

allowance on which the study leave may be granted. The foreign scholarship/ fellowship will be offset against pay only if the fellowship is above a specified amount, which is to be determined on case to case basis from time to time a committee consisting to the Head of the concerned Department and the Finance Officer based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- viii. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after rejoining the post.
- ix. A teacher granted study leave shall, on her/his return and rejoining the service of the University, be eligible to the benefit of the annual increment(s) which she/he would have earned in the course of time if she/he had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.
- x. Study leave shall count as service for pension/ contributory provident fund, provided the teacher joins the University on the expiry of her/his study leave.
- xi. Study leave granted to a teacher shall deem to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- xii. A teacher availing herself/himself of study leave shall undertake that she/he shall serve the University for a continuous period equal to the period of study leave actually availed, from the date of her/his resuming duty after expiry of the study leave.
- xiii. After the leave has been sanctioned, the teacher shall, before availing herself / himself of the leave, execute a bond in favour of the University, binding herself/ himself for the due fulfillment of the conditions laid down in this ordinance and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University.
- xiv. The teacher shall submit to the concerned Dean of the School six monthly reports of progress in her /his studies through her/his Supervisor or the Head of the Institution. This report shall reach the Dean within one month of the expiry of every six months of the study leave. If the report does not reach the Dean within the specified time, the payment of leave salary may be deferred till the receipt of such report.

xv. A teacher:

- (a) who is unable to complete her/his studies within the period of study leave granted to her/him or
- (b) who fails to rejoin the service of the University on the expiry of her /his study leave and leave for journey period, or
- (c) who rejoins the University but leaves the service without fulfilling the conditions laid down in this ordinance after the date of rejoining the service, or
- (d) who within the said period is dismissed or removed from the service by the University shall be liable to refund to the University the amount of leave salary, allowance and other expenses incurred on the teacher or paid to her /his behalf in connection with the course of study, or such amount as may be decided by the Executive Council from time to time.

Explanation: If a teacher asks for extension of study leave and if on such extension not being granted, she/he does not rejoin the University on the expiry of the leave originally sanctioned, she/he will be deemed to have failed to rejoin the service on the expiry of her/his the leave for the purpose of recovery of the dues under this Ordinance.

Notwithstanding the above, the Executive Council may order that nothing in this Ordinance shall apply to a teacher who within three years on return to duty from study leave is permitted to retire from service on medical grounds.

Provide further that the Executive Council may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher, or the period of continuous service as laid down in this Ordinance. The Executive Council may also extend the period of leave in exceptional exigencies for a suitable period.

xvi On return from study leave, the teacher shall report to the University, through the Head of the Department/Centres, the nature of her/his work and her/his achievement(s). She/he shall also present a resume of her/his work in a School level seminar, specially organized for the purpose by the Head of Department/ Centre.

xvii This application for study leave should be sent through the Head of the Department/Centre to the School Board concerned and the Head of the Department/Centre should give his/her recommendations taking into account the strength of the teaching staff for the particular subject. Except a very special cases, at no time more than 20% of the strength of the teachers on rolls shall be allowed to proceed on study leave, extra-ordinary leave and /or sabbatical leave.

- 11. Sabbatical Leave**
- i. Permanent, whole-time teachers of the University who have completed seven years of service may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system. This leave shall not be granted to a teacher who has less than three years of service in the University to retire.
 - ii. The duration of leave shall not exceed one year at a time and two

years in the entire career of a teacher. A teacher who has availed sabbatical leave must serve the University for an equivalent period on return to the duty in the University.

Provided that sabbatical leave shall not be granted until the expiry of five years from the date of the teacher's return from the previous study/sabbatical leave, any other kind of training programme or extraordinary leave under clause 8(ii) and (iii).

- iii. The teacher shall execute a bond, with proper sureties as in the case of study leave, that after the expiry of sabbatical leave he/ she will return to the service of the University and serve thereafter at least for an equivalent period, failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him/ her, or on his/ her behalf plus such amount as may be decided by the Executive Council from time to time, if the teacher is allowed to go abroad for sabbatical leave, together with interest at the rate of 6% per annum to be calculated from the date of such payment. Provided that the Executive Council may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Ordinance.
- iv. A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ her immediately prior to his/ her proceeding on sabbatical leave. The University shall not, however, fill up the post or make other alternative arrangements involving additional expenditure.
- v. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if It so desires, sanction sabbatical leave on reduced pay and allowances.
- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ contributory provident fund/ or any other such scheme provided the teacher rejoins the University on the expiry of his/ her leave.

Note:

- a. The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.
- b. On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave. He shall also present a resume of his work in a

School-level seminar specially organized for the purpose by the Head of the Department.

- 12. Maternity Leave**
- i. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
 - ii. Maternity leave is applicable only to teachers with less than two surviving children.
 - iii. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Such leave may also be granted in case of illness of a newly born baby, subject to production of medical Certificate to the effect that the condition of the ailing baby warrant mother's personal attention and that her presence by the baby's side is absolutely necessary.

- 13. Paternity Leave**
- i. Paternity leave of 15 days may be granted to a male teacher during the confinement of his wife. Provided, that such leave can be granted only up to two surviving children.
 - ii. Adoption leave may be provided as per the rules of Central Government

14. Child Care Leave

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave (CCL) for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees subject to the following conditions:

- i. CCL may not be granted in more than three spells in a calendar year;
- ii. CCL may not be granted for less than fifteen days;
- iii. CCL should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of CCL to the Probationer. It may also be ensured that the period of which this leave is sanctioned during probation is minimal.
- iv. CCL should be treated like Earned Leave and sanctioned as such.
- v. In the cases, where the child care leave is granted more than 45 days, the University may appoint a part time/Guest substitute teacher with intimation to the UGC.
- vi. Child Care Leave requires prior sanction on Intervening holidays will count as Child

Care Leave, as in the case of Earned leave.

15. Explanation

- i. Vacation may be taken in combination with any kind of leave including casual and special casual leave provided that vacation shall not be both prefixed and suffixed to the leave.
- ii. Except in special circumstances, vacation and earned leave taken together shall not extend beyond six months.
- iii. When vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- iv. For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will however, be entitled only to half of such pay if he/she has given notice of resignation and the period of such notice expires during the vacation or within one month from the last day thereof.

16. Teachers appointed on Probation

A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall, during the period of probation, be granted leave which would be admissible to him/ her if he/ she hold his/ her post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him/her should not extend beyond the date on which the probationary period expires or any earlier date on which his/her services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant, to assess his/her suitability to the post, shall, until he/she is substantively confirmed, be treated as a temporary teacher for the purpose of grant of leave. If a person in the permanent service of the University is appointed on probation' to a higher post he/ she shall not, during probation, be deprived of the benefit of leave rules applicable to his/ her permanent post.

17. Temporary Teachers Temporary teachers shall be governed by the provisions of part (A) of these Ordinances subject to the following conditions and exceptions :

Earned Leave

- i. (a) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his/ her service he/ she shall be entitled to earned leave as follows:
 - (i) 1/60th of the period of actual service, plus
 - (ii) 1/3rd of the period, if any, during which he/ she is required to perform duty during vacation.
- (b) A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his/ her

previous duty had been in permanent employment diminished by any earned leave already taken. Leave is not interruption of duty for the purpose of this Ordinance.

Half-Pay Leave

- ii. No half-pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

Commuted Leave

- iii. Temporary teachers shall not be entitled to commute any portion of the half-pay leave.

Extra-Ordinary Leave

- iv. In the case of a temporary teacher the duration of extra-ordinary leave on any occasion shall not exceed the following limits:
 - a. Three months at a time;
 - b. Six months in case where the teacher has completed three years continuous service and the leave application is supported by a medical certificate;
 - c. Eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy;
 - d. (i) Twenty-four months in cases where the leave is required for prosecuting studies, certified to be in the University's interest, provided that the teacher has completed three years' continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extra-ordinary leave to this extent may be sanctioned in commutation of any other kind of leave due and applied for (including three months' extra-ordinary leave under (a) above) if the teacher completes three years' continuous service on the date of expiry of such leave.

(iii) When a temporary teacher fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him/ her or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extra-ordinary leave granted exceeds the limit up to which he/ she could have been granted such leave under (a) above he/she shall, unless the Executive Council in view-1 of the exceptional circumstances of the case otherwise determine, be deemed to have resigned his/ her appointment and shall accordingly cease to be in the University employ

Leave Not-due, Study Leave & Sabbatical Leave

- v. Temporary teachers shall not be entitled for the grant of leave-not-due, study leave and Sabbatical leave.

Vacation

- vi. a. A teacher who is appointed as a temporary measure shall be entitled to pay for the following winter vacation only if he/ she joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining upto the last working day of the session.
- b. In other cases, the vacation salary may be paid to the teacher, if the temporary appointment continues for a part of whole if the next academic year and the teacher joins on the opening day and has also served on the least working day before the vacation

18. TEACHER APPOINTED ON CONTRACT

Teachers appointed on contract shall be granted leave in accordance with the terms of the contract.

19. HONORARY AND PART TIME TEACHERS

Honorary and part-time teachers of the University shall be entitle to leave on the same terms as are applicable to whole-time temporary teachers of the University.

20. GENERAL

Leave how Earned

- i. Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.
- ii. a. Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empower to grant it without assigning any reason, if that authority consider such action to be in the interest of the University:
- b. No leave shall be granted to a teacher when a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension.

Maximum Period of Absence from Duty on leave

- iii. a. No teacher shall be granted leave of any kind for a continuous period exceeding three years.

Provided that a teacher selected as member of the Parliament/State Assembly may be granted extra ordinary leave for five years.

- b. Where a teacher does not resume duty after remaining on leave for continuous period of three years or where a teacher after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds three years, he shall, unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have vacated his position from the date of his unauthorized absence .

Application for Leave.

- iv. Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

Commencement And termination Of leave

- v. a. Leave ordinarily begins from the date on which leave as such actually availed of and ends on the day the teacher resumes his duty.
- b. Sundays and other recognized holidays may be prefixed and /or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to clause 58 and 14 of this Ordinance

Rejoining of Duty before the Expiry of leave

- vi a. A teacher on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which sanctioned him the leave
- b. Not Withstanding anything contained in a. above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty save with the consent of the Executive Council.

Leave on medical Grounds

- vii. A teacher who applies for leave on medical grounds shall support his application with a medical certificate from an Authorised Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner . The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date a teacher is Pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

Rejoining duty on return from leave on medical ground

viii. No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

Employment during leave

ix. A teacher on leave shall not, without the written permission of the University taken in advance, engage directly or indirectly in any trade or business whatsoever or in any private tuition or their work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of a University,

Public Service Commission, Board of Education or similar Bodies/Institutions or to any literary work or publication or radio or extension lectures or with the permission the Vice-Chancellor, to any other academic work. The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe

Absence without leave or over stay of leave

x. Subject to provisions of clause 19 ii above, a teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

Leave beyond the date of retirement

xi. No leave shall be granted beyond the date on which a teacher must compulsorily retire-

a. Provided that if, in sufficient time before the date of retirement on superannuation, a teacher has been, in the interest of the University, denied in whole or in part any leave which was due to him and applied for as preparatory to retirement, then he may be granted after the date of retirement the amount of earned leave due to him on the date of superannuation subject to a maximum of 120 days. This limit may be extended upto 180 days if the entire leave or any portion thereof is spent outside India. Provided that when earned leave

under this Ordinance, the period of such leave spent in India shall not in the aggregate exceed 120 days. The leave so granted including the leave granted to him between the date from which the leave preparatory to retirement was to commence and the date of retirement, shall not exceed the amount of leave preparatory to retirement, actually denied; the half-pay leave, if any, applied for as preparatory to retirement and denied in the exigencies of the University service may be exchanged with earned leave to the extent such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of retirement.

b. Provided further that a teacher ;

(i) who, after having been under suspension, is reinstated within 120 or 180 days , as the case may be, proceeding the date of his/ her retirement on superannuation and was prevented by reason of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he/ she was prevented from applying, subject to a maximum of 120 or 180 days as the case may be, reduced by the period between the date of reinstatement and the date of retirement.

(ii) who attained age of superannuation while under suspension and was thus prevented from applying for leave preparatory to retirement shall be allowed to avail of the leave to his/ her credit, subject to a maximum of 120 or 180 days, as the case may be after termination of proceedings as if it had been refused aforesaid, if in the opinion of the authority competent to order reinstatement, he/ she has been fully exonerated and the suspension was wholly unjustified

c. Provided further that a teacher whose service has been extended in the interest of the University beyond the date of his/ her superannuation may be granted leave as under:

(i) During the period of extension any leave due in respect of the period of such extension and to the extent necessary, earned leave which would have been granted to him/her under sub-clause (a) above, he/she retired on the date of superannuation.

Explanations: In determining the quantum of learned leave that could accumulate during the period of

extension, the leave, if any, admissible under sub-clause (a) above, shall also be taken into account.

(ii) After the expiry of the period of the extension:

- a. After earned leave which could have been granted to him/ her under sub-clause 9(a) above, had he/ she retired on the date of superannuation diminished by the amount of such leave as was availed of during the period of extension; and
- b. earned leave earned during the period of extension and applied for as leave preparatory to retirement in sufficient time before the date to final cessation of his/ her duties and refused in the interest of the University.

Note: A teacher who avails refused leave in full or in part immediately after the date of his/ her superannuation or on the expiry of extension of service will be deemed for purposes other than pensionary/ contributory provident fund benefits and lien, to be in service till the expiry of the refused leave, he/ she will retire and become eligible for all pensionary benefits as due to him/ her on the date of superannuation (or on such other late date if any extension of service is granted) from the date of expiry of such leave only.

Leave to a teacher whose services are no longer needed (Terminal Leave)

- xii. a. The earned leave to the extent due (but not exceeding 120 days) may be granted at the discretion of Vice-Chancellor as terminal benefit to a teacher not employed on a contract basis whose services are terminated by the University on account of retrenchment or abolition of post before his/her attaining the age of superannuation, even if it has not been applied for and refused in the University interest. In cases where the teacher is relieved before the expiry of the notice period, such notice or the unexpired portion thereof should run concurrently with the leave granted.
- b. If a teacher resigns his/ her post, he/she may not normally be granted either prior or subsequent to his/her resignation any leave. In cases, however, where the resignation is for reasons of health or for other reasons beyond his/ her control, earned leave at his/ her credit, but not exceeding 120 days, may be granted to him/her at the discretion the Vice-Chancellor. In other cases of resignation, half the amount of earned leave at his/ her credit but not exceeding 60 days, may be allowed at the discretion of the Vice- Chancellor.

In cases in which a prescribed period of notice is required to be given, the leave will be so granted as to cover as far as possible the period of notice required to be given.

- c. No terminal leave shall, however, be admissible in a case of dismissal or removal from the service.

Conversion of One kind of leave To another

xiii a. At a request of the teacher concerned, the University may convert retrospectively any kind of leave, including extraordinary leave, into a leave of different kind which was admissible to him/her at the time the leave was originally taken; but he/ she cannot claim such conversion as a matter of right.

b. If one kind of leave is converted into another, the amount of, leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered, as the case may be.

Increment during Leave

- xiv. If the increment of pay falls during any leave, other than casual leave, special casual leave, duty leave or sabbatical leave, the effect of increase of pay will be given from the date the teacher resumes duty without prejudice to the normal date of his/ her increment, except in those cases where the leave does not count for increment.

Leave Year

For the purpose of this Ordinance, unless otherwise specified, the term 'year' shall mean an academic year running from the commencement of the academic session to the end of the academic session.

21. AUTHORITIES EMPOWERED TO SANTION LEAVE

The authorities specified in column {2) of the table below are empowered to sanction leave to the extent shown in column (3) thereof .Cases for sanction of leave in excess of these limits or of leave mentioned below shall besubmitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the teacher concerned.

(Table given as appendix)

22. LEAVE SALARY

A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave and sabbatical leave, a teacher will draw pay under the provisions of clauses 4

and 11 of this Ordinance, respectively. During other kinds of leave, a teacher shall be paid leave salary as under;

i. Earned leave and Commuted leave:

Leave salary equal to the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences or the substantive pay to which the teacher is entitled immediately before the commencement of leave whichever is greater . Provided that the leave salary of a teacher who has been continuously officiating in another post for more than three years at the time he/she were the substantive holder of the post in for his/her officiating appointment in an equivalent for higher post.

Note The three years limit shall include :

- a. all period of leave during which a teacher would have officiated in the post but for his/ her proceeding on such leave; and
- b. all periods of officiating service rendered in an equivalent or higher post but for appointment to which he/ she would have officiated in that post.

ii. Half-pay leave and leave-not-due:

Leave salary equal to half of the amount specified against i. above.

iii. Extra-ordinary leave:

Not entitled to any leave salary.

iv. Study leave:

As admissible under clause 10 of this Ordinance and calculated as shown above.

v. Maternity Leave and Quarantine Leave

Pay drawn at the time of proceeding on leave subject to the provisions of clause 10 of this Ordinance, payment of dearness, house rent and city compensatory allowance during leave shall be governed by the provisions of the rules regarding the payment of those allowances.

**23. MAKING OF
RULES UNDER
THIS
ORDINANCE**

The Vice-Chancellor may make rules under this Ordinance prescribing the procedure to be followed in :

- i. making application for leave and for permission to return to duty before the expiry of leave ;
- ii. granting leave and submission of medical certificates while proceeding or returning from leave ;

- iii. the payment of leave salary ;
- iv. the maintenance of records of service; and
- v. the maintenance of leave accounts.

24. Notwithstanding anything contained in clauses 1 to 22 above, any notification in this regard issued by the University Grants Commission/ Ministry of Human Resource Development/ Government of India and adopted by the University shall be applicable.

Appendix

Kind of Leave	Sanctioning authority	Extent of power
(1)	(2)	(3)
1. Casual Leave and Special Casual Leave Dean of Schools Head of Centres/Departments Other teachers	Vice-Chancellor Dean of Schools Head of Centres/Departments	Full Full Full Full
2. Earned Leave, Half pay Leave, Commuted Leave and Parenting Leave	Vice-Chancellor	Full
3. Extra-ordinary Leave	Vice-Chancellor	Up to 90 days
4. Leave-not-due	Vice-Chancellor	Full

1. Approved vide Ministry of Education, Govt. of India, letter No.F.8-17/78-Desk(u) dated 29.7.1978.
2. Amendment to Clause 2 and 9, and New Clauses 8A and 13, approved vide M.H.R.D., Dept. of Education, Govt. of India letter No.F.8-30/99/Desk(u), dated. June 2, 2000.
3. Notified vide Notification NO.Conf/13-5/Ord/99(Vol.III)-681 dated 2nd September, 2004 clause 10
4. Amended vide Notification NO:F.No:Conf/13-5/ORD/99(Vol.III)-263 dated 12th September, 2008.
5. Amended to the Ordinance OE-6 Clause 14 has been notified vide Notification NO.F.Conf/13-5/ORD/99/Vol.VII-72 dated 30.05.2019. Approved by the AC in its 99th & 100th meetings and EC in its 168th & 169th meetings.
6. Notified vide No.F.Conf/13-5/Ord/99(Vol.IV)-169 dated 21st Nov,2011 on UGC Regulations 2011.
7. Amended OE-11 Clause 11 notified vide NO:Conf/13-5/Ord/99(Vol-V)-369 dated 8.05.2

ON FLOATING POSTS

Under section 26 (1) (q) of the NEHU Act, 1973

1. There shall be a few floating posts of Professors, the number of which shall depend on the posts sanctioned by the University Grants Commission from time to time and as approved by the Executive Council of the University.
2. These posts shall not be assigned to any particular Department but shall be made available to certain departments which may be finding it difficult to fill up certain vacancies by the normal procedure.
3. Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts will initially be made ordinarily for one year and efforts will be continued for filling these posts in the normal course.
Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Departments is filled up.
5. No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per Proforma prescribed for 'Contract Appointment'.
6. Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council in accordance with the UGC guidelines in this regard.

**ON THE TERMS AND CONDITIONS OF SERVICE
OF THE FINANCE OFFICER**

Under Clause (2) of the Statute 5

1. This Ordinance may be called ‘Ordinance on the terms and conditions of the service of the Finance Officer, North-Eastern Hill University’
2.
 - i. Appointment to the post of Finance Officer shall be through advertisement.
 - ii. The Finance Officer shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India and adopted by the University from time to time.
 - iii. The functions and responsibilities of the Finance Officer shall be as laid down in the Statute 5 of NEHU Act 1973.
3. Minimum qualifications for the post of Finance Officer shall be:
 - i.
 - a. Master’s degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.
 - b. At least 15 years of experience as Lecture/ Assistant Professor or eight years of experience as Reader in the AGP of eight thousand and above including as Associate Professor along with experience in financial administration.

Or

Comparable experience in research establishment and/or other Institutions of higher education

Or

15 years of experience in financial administration, of which at least 8 years shall be as Deputy Registrar or an equivalent post.

Or
 - ii. A member of any of the Organized Central Accounts Services in the same grade pay or with 5 years of service in the immediately below grade pay.

Or

A Chartered Accountant having minimum experience of 10 years as Chartered Accountant.
4. The age of superannuation of the Finance Officer shall be 62 years.
5. Where an employee of this University or any other Institution/ Government and its organizations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension/ Gratuity/ Transfer TA etc.) to which he/she was entitled prior to his/her appointment as Finance Officer, and till he or she continues to hold his/her lien on that post.

Provided that, a person appointed as Finance Officer on deputation shall be entitled to the benefits under the usual deputation terms as contained in the Government of India rules from time to time.

6. The term and conditions of service of the Finance Officer shall be such as prescribed for other non-vacational employees of the University.
7. Finance Officer under deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
8. The Finance Officer shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee and also mobile phone and free telephone (with STD & ISD) service at his/her residence.
9. The Finance Officer shall be entitled to such leave, allowances, provident fund and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.
10. The Finance Officer shall be entitled to the facility of staff car between office and his/her residence.
11. Notwithstanding anything contained in clauses 1 to 10 above, any notification in this regard issued by the University Grants Commission/ Ministry of Human Resource Development/Government of India and adopted by the University shall be applicable.

1. Amendment to Clause 3(i) and 3(iii) of OE-8 approved vide MHRD, Dept. of Edu., Govt. of India letter No.F.8-30/99/desk(U0, dated. June 2, 2002.

2. Notified vide No.F.Conf/13-5/Ord/99(Vol.IV)-169 dated 21st Nov,2011 on UGC Regulations 2011.

ON THE TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS

Under Clause (2) of Statute 5A

1. This Ordinance may be called 'Ordinance on the terms and conditions of the Service of the Controller of Examinations, North-Eastern Hill University.
2.
 - i. The Controller of Examinations shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India/University and accepted by the University from time to time.
 - ii. The age of superannuation of the Controller of examination shall be 62 years.
 - iii. The Controller of Examinations shall be entitled to leave, leave salary, allowances, Provident Fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.
 - iv. The University shall provide him with unfurnished residential accommodation for which he will pay rent at the usual rate;
 - v. Appointment to the post of Controller of Examinations shall be through advertisement and selection for a tenure of 5 years which can be renewed on similar terms. The minimum qualifications should be read as follows :-
 - a. A Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.
 - b. At least 15 years of experience as Lecture in a University or Post Graduate College of which eight years shall be in the Reader's grade along with experience in educational administration.

OR

Comparable experience in research establishments or other Institutions of higher Education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Note: The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates or candidates already in the University system.
3. Subject to the provisions of the Act, Statute and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of the examinations and such duties and functions as may be assigned to him from time to time by the Executive Council.
4. The Controller of Examinations shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor.
5. The Controller of Examinations shall be entitled to such leave, allowances, provident fund and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.

6. The Controller of Examinations shall be entitled to the facility of staff car between office and his/her residence.
7. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed licence fee, mobile phone telephone (with STD/ISD) service at his/her residence.

1. Amendment to Clause 3 approved vide M.H.R.D., Dept. of Education, Govt. of India. letter No.F.8-30/99/Desk(U), dt. 2.6.2000.

2. Notified vide Notification NO:Conf:13-5/ORD/99-1702 dated 29th June, 2000 clause 2 (iv)

3. Notified vide No.F.Conf/13-5/Ord/99(Vol.IV)-169 dated 21st Nov, 2011 on UGC Regulations 2011

**ON THE HILL AREAS SPECIAL ALLOWANCE TO
TEACHING AND NON-TEACHING STAFF**

*Under clauses (j) and (n) of the Sub-section (1) of
Section 26 of NEHU Act, 1973*

1. The members of the Teaching and Non-Teaching Staff shall be paid a Hill Areas Special Allowance at the rate of twelve percent of the basic pay.
2. The above Hill Areas Special Allowance is deemed to be effective from 1st January 1995 in addition to the pay in the respective scales and such other allowances as may be sanctioned by the University Grants Commission from time to time

Approved vide MHRD, Govt. of India letter No.F.8-35/97-Desk(U), dt. 26.9.1997. Amendment to Clause 1 approved vide EC:104:99:8(ii) dt. 26.10.1999.

**ON THE SCALES OF PAY AND ALLOWANCES AND
SERVICE CONDITIONS OF OTHER ACADEMIC STAFF¹**

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

1. The scales of pay and allowances of Non-teaching (other than Statutory) employees of the University from Group A, B, C to D level shall be the same as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.
2. The date of retirement of such employees shall be the same as prescribed by the UGC/MHRD, Govt. of India and accepted by the University from time to time.
3. They shall be entitled to such allowances and perks as may be prescribed by the Govt. of India/ UGC/University from time to time.
4. The Recruitment and Promotion policy in relation to such posts shall be as provided in the respective approved Recruitment Rules, framed and adopted by the University from time to time.²
5. Other conditions of service such as leave, pay fixation, probation period, retirement benefits etc., shall be as prescribed by the Govt. of India from time to time.

1. Approved vide M.H.R.D., G.O.I. letter No. F.8-30/99/Desk(U), dt. 2.6.2000.

2. Amended vide Executive Council Resolution No:EC:132:2007:5:1:(ii) and notified vide Notification No.F.Conf/13-5/Ord/99(Vol.III)-45 dated March 7, 2008.

ON THE CONSTITUTION OF THE GRIEVANCE REDRESSAL COMMITTEE

Under Section 24(q) read with Section 32 of the NEHU Act, 1973.

1. Any employee or student of the University or its constituent Colleges/Institution who is aggrieved by a decision of any authority or officer of the University may represent to the Registrar through proper channel within 10 days of receipt of such orders or copy of such resolution clearly stating how he is affected by such a decision along with any documentary evidence on the matter supporting the representation.
2. The Registrar upon scrutiny of the representation shall forward the same to the Grievance Redressal Committee within 10 days of receipt of the representation to be constituted as per the Ordinances
3. The Grievance Redressal Committee will submit its recommendation on the representation to the Registrar within 30 days of receipt of such a reference.
4. The report of the Grievance Redressal Committee may be placed before the next meeting of the Executive Council whose decision on the matter shall be final.
5. The Grievance Redressal Committee shall comprise the following members :
 - i. Chairman - To be nominated by the Vice-Chancellor
 - ii. Nominee of the – Member Association/ Union to which the Appellant belongs.
 - iii. Nominee of the – Member Appellant
 - iv. Senior most Dean - Member
 - v. One Officer not - Member-Secretary connected with the case to be nominated by the Vice-Chancellor.

Approved vide M.H.R.D., Dept. of Ed., Govt. of India. letter No. F.8-30/97/Desk(U), dt. 3.12.1998.

Notified vide Notification NO:F.Conf/15-1/STAT/87(Vol.III) 1163 dated 6.03.1999

ON THE TERMS AND CONDITIONS OF THE SERVICE OF THE VICE-CHANCELLOR

Statute 2(a) (4) of the Schedule to the NEHU Act, 1973

1. The Vice-Chancellor shall receive a salary as fixed by the Govt. of India/UGC from time to time plus other allowances as admissible from time to time. If he assumes charge after attaining the normal age of superannuation and is receiving pension due to his past services, then either his pay and allowances will be reduced by the gross amount of his pension amount prior to commutation or the payment of the pension shall be held in abeyance up to the post of Vice-Chancellor. On the other hand, if he assumes charge after attaining the normal age of superannuation and he was on a non-pensionable post, his gross pension equivalent of retirement benefits will be reduced from the pay and allowances admissible for the post of Vice-Chancellor.
2. During the tenure of Office, the Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the University.
3. The Vice-Chancellor shall be entitled to use a University vehicle for official purposes. The Vice-Chancellor shall also be eligible to use the University vehicle for private purposes and for such journeys he will be liable to pay such charges as are prescribed by the Government for private use of Government vehicle by officers on the basis of kilometers involved in private use.
4. The Vice-Chancellor shall be eligible to opt for the general provident Fund-Pension- Gratuity Scheme of the University if he has not attained the normal age of superannuation prior to commencement of his tenure and provided he has been eligible for pension scheme as an employee of the Central/State Government or a Central/State autonomous body or a Central/State University before joining as Vice- Chancellor. If he opts to join GPF-cum-Pension Gratuity Scheme of the University, the Vice-Chancellor shall be entitled to the benefit of combining his past services with the services as Vice-Chancellor up to the normal age of superannuation for the purpose of pension. For this purpose the University will receive the pension/contributory provident fund liability from the previous organizations. The period of service rendered by him in the University beyond the normal age of superannuation shall not qualify for the purpose of pensionary benefits. Pension-cum-gratuity benefits shall be payable on the date of normal Superannuation. If the Vice-Chancellor assumes his office either after superannuation or superannuates during the tenure, he shall be entitled to join Contributory Provident Fund-Gratuity Scheme from the date of his joining the post if already superannuated or the date of his superannuation during the tenure as applicable.
5. i. The Vice-Chancellor shall be entitled to leave on full pay @30 days in a calendar year. The leave shall be credited to his account in advance in two half yearly installments of 15 days each on the first day of January and first day of July every year, provided that if the Vice-Chancellor assumes /relinquishes charge of the Office of Vice-Chancellor during the currency of a half year, the leave shall be

credited proportionately at the rate of 2½ days for each completed month of service.

ii. The leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the leave so carried forward the maximum limit as prescribed by the Government of India from time to time.

iii. The Vice-Chancellor on relinquishing the charge of his Office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of his relinquishment of charge subject to a maximum of the number of days as prescribed by the Government of India from time to time.

iv. The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.

v. The Vice-Chancellor shall also be entitled to avail himself extra-ordinary leave without pay for a maximum period of three months during full term of five years on medical ground or otherwise.

6. The Vice-Chancellor shall be reimbursed the actual expenditure incurred while on Official tour in addition to the TA/DA entitled as per rules.
7. Further, if in case accommodation as per entitlement of the staff accompanying the Vice-Chancellor is not available, the Vice-Chancellor may provide them accommodation and other facilities which will be reimbursed to him and the staff shall be entitled to 1/4th DA only.
8. In addition to the other staff allotted to the official residence of the Vice-Chancellor, the Vice-Chancellor shall be entitled to a personal orderly.
9. The Vice-Chancellor shall be entitled to all other benefits such as medical Attendance and Leave Travel Concession as admissible to other University employees.
10. The Vice-Chancellor shall be entitled to Travelling Allowance on Transfer on his appointment as Vice-Chancellor and after relinquishment of his charge.

Approved vide E.C.Resolution No. EC:103:99:6:6: (v), dated December 8, 1998.

**ON MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS
OF LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN/ /DIRECTOR
OF PHYSICAL EDUCATION/DEPUTY AND ASSISTANT DIRECTOR OF PHYSICAL
EDUCATION AND CAREER ADVANCEMENT SCHEME**

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

1. University Librarian

Minimum Qualification:

- i. A Master's degree in Library Science/ Information Science / Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.
- ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii. Evidence of innovative Library services, including the integration of ICT in a library.
- iv. A Ph.D. Degree in Library Science/ Information Science/ Documentation Science/Archives and manuscript-keeping.

2. University Deputy Librarian

Minimum Qualification:

- i. A Master's degree in Library Science/ Information Science / Documentation Science with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed.
- ii. Eight years experience as an Assistant University Librarian / College Librarian.
- iii. Evidence of innovative Library Services including integration of ICT in library.
- iv. A Ph.D Degree in Library Science/Information Science/ Documentation Science/Archives and manuscript keeping/computerization of library.

3. University Assistant Librarian / College Librarian / Documentation Officer

Minimum Qualification:

- i. A Master's degree in Library Science/Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed.
- ii. A consistently good academic record, with knowledge of computerization of a library.
- iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009

or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances /Bye-Laws/Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/ Institutions subject to the fulfillment of the following conditions:-

- a. The Ph.D. degree of the candidate has been awarded in the regular mode;
- b. The Ph.D.thesis has been evaluated by at least two external examiners;
- c. Open Ph.D. viva voce of the candidate has been conducted;
- d. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a UGC-CARE listed journal;
- e. The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/ supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

4. University Assistant Director of Physical Education and Sports/College Director of Physical Education and Sports

Minimum Qualification:

Eligibility (A or B)

A.

- i. A Master's degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale; wherever the grading system is followed).
- ii. Record of having represented the university/college at the inter-university/inter-collegiate competitions or the State and/ or national championships.
- iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and

Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professors or equivalent positions in Universities/Colleges/ Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D degree of the candidate has been awarded on regular mode.
- b) The Ph.D thesis has been evaluated by at least two external examiners.
- c) Open Ph.D viva voce of the candidate has been conducted.
- d) The candidate has published two research papers from his/her Ph.D work out of which at least one is in UGC-CARE listed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D.work

Note: The fulfillment of these conditions (a) to (e) is to be certified by the Registrar of the Dean (Academic Affairs) of the University concerned.

- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

- B.** An Asian game or Common Wealth games medal winner who has a degree at least at Post-Graduation level.

5. University Deputy Director of Physical Education and Sports.

Eligibility (A or B)

A.

- i. A Ph.D in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii. Eight years' experience as University Assistant DPES/College DPES.
- iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v. Passed the physical fitness test in accordance with these Regulations.

OR

- B.** An Olympic games/ World Cup/ World Championship medal winner who has a degree at least at the Post-Graduation Level.

6. University Director of Physical Education and Sports.

Minimum Qualification:

- i. A Ph.D in Physical Education or Physical Education and Sports or Sports Science.
- ii. Experience of at least ten years in Physical Education and Sports as University Assistant/ Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- iii. Evidence of organising competitions and coaching camps of at least two weeks' duration.
- iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/ inter-university/ combined university, etc

7. Career Advancement Scheme (CAS) for Librarians

I. From University Assistant Librarian (Academic Level 10)/College Librarian (Academic Level 10) to University Assistant Librarian (Senior Scale/Academic Level 11)/ College Librarian (Senior Scale/ Academic Level 11):

Eligibility:

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D degree in Library Science/ Information Science/ Documentation Science or an equivalent degree of five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil. or a Ph.D. degree.

Provided that

- i. He/she has attended at least one Orientation course of 21 days' duration;
And
- ii. Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Table I.

CAS Promotion Criteria :

An Assistant Librarian/ College Librarian may be promoted if:

- a. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Table 1, and
- b. The promotion is recommended by a Screening-cum-Evaluation Committee.

II. From University Assistant Librarian (Senior Scale/Academic Level 11)/College Librarian (Senior Scale/Academic Level 11) to University Assistant Librarian (Selection Grade/Academic Level 12/ College Librarian (Selection Grade/Academic Level 12)

Eligibility:

- a. He/she has completed five years of service in that grade.
- b. He/she has done any two of the following in the last five years:
 - i. Training/ Seminar/Workshop/Course on automation and digitalisation,
 - ii. Maintenance and other activities as per Table 1 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration)
 - iii. Taken/ developed one MOOCs course in the relevant subject (with e-certification), or
 - iv. Library up-gradation course.

CAS Promotion Criteria

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Table 1, and;
- ii. The promotion is recommended by a Screening-cum-Evaluation Committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/ College Librarian (Academic Level 13A)

Eligibility:

- A. He/she has completed three years of service in that grade.
- B. He/she has done any one of the following in the last three years:
 - i. Training/Seminar/Workshop/ Course on automation and digitalization.
 - ii. Maintenance and related activities as per Table 1 of at least two weeks' (ten days) duration.
 - iii. Completed two course of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - iv. Taken/developed one MOOCs course in the relevant subject (with e-certification and
 - v. Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Table 1; and

- ii. The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.
- IV. From University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:**

Eligibility:

- a. He/she has completed three years of service in that grade.
- b. He/she has done any one of the following in the last three years;
 - i. Training /Seminar/Workshop/Course on automation and digitalization.
 - ii. Maintenance and related activities as per Table 1 of at least two weeks' (ten days) duration.
 - iii. Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration).
 - iv. Taken/developed one MOOCs course in the relevant subject (with e-certification), and
 - v. Library up-gradation course.
- c. Evidence of innovative Library Services, including the integration of ICT in a library.
- d. A Ph.D Degree in Library Science/Information Science/Documentation/Archives and Manuscript Keeping.

CAS Promotion Criteria:

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Table 1; and
- ii. The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

8. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports.

I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior scale/Academic level 11)/College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

- i. He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil. or Ph.D. degree.
- ii. He/ she has attended one Orientation course of 21 days' duration; and
- iii. He/ She has done one of the following:

- a. Completed Refresher/Research Methodology Course/ workshop,
- b. Training Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration, and
- c. Taken/developed one MOOCs course (with e-certification)

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/ She gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/ four/ five of the last four/ five/ six years of the assessment period as the case may be, as specified in Table 2; and
- ii) The promotion is recommended by a Screening-cum- Evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/ Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/ Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/ Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/ Academic Level 12)

Eligibility:

- a. He/ She has completed five years of service in that grade.
- b. He/ She has done any two of the following in the last five years:
 - i. Completed one course/ programme from among the categories of refresher courses, research methodology workshops,
 - ii. Teaching-Learning-Evaluation Technology Programmes/ Faculty Development Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration,
 - iii. Completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration, and
 - iv. Taken/developed one MOOCs course in the relevant subject (with e-certification).

Criteria:

An individual may be promoted if:

- i. He/ she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Table 2, and
- ii. The promotion is recommended by a Screening-cum-Evaluation Committee.

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13 A)

Eligibility:

- a. He/ she has completed three years of service.
- b. He/ she has done any one of the following during last three years:
 - i. Completed one course/programme from among the categories of Refresher Courses, Research Methodology Workshop,
 - ii. Teaching-Learning Evaluation Technology programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - iii. Taken/developed one MOOCs course in relevant subject(with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i. He/ she gets a ‘satisfactory’ or ‘good’ grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Table 2, and
- ii. The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. From University Deputy Director Physical Education and Sports/ College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/ College Director Physical Education and Sports (Academic Level 14)

Eligibility:

- a. He/ she has completed three years of service.
- b. He/ she has done any one of the following during last three years:
 - i. Completed one course/ programme from among the categories of Refresher Courses, Research Methodology Workshop,
 - ii. Teaching-Learning-Evaluation Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration
 - iii. Taken/developed one MOOCs course in relevant subject (with e-certification).
- c. Evidence of organising competitions and coaching camps of at least two weeks duration.
- d. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-University/combined University, etc.
- e. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

Criteria:

An individual may be promoted if:

- i. He/ she gets a 'Satisfactory' or 'Good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Table 2, and
- ii. The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

Note: Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/ Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph.D., M.Phil. or M. Tech. And LLM degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

TABLE 1
Assessment Criteria and Methodology for Librarian

S.No.	Activity	Grading Criteria
1.	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work. - Library Resource and Organisation and maintenance of books, journals and reports. - Provision of Library reader services such as literature retrieval services to researchers and analysis of report. - Assistance towards updating institutional website.	90% and above- Good Below 90% but 80% and Above- Satisfactory Less than 80%- Not Satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good- 1 National level seminar/ workshop + 1 State/ institution level workshop/Seminar. Satisfactory- 1 National level seminar/workshop or 1 State level seminar/ workshop + 1 Institution level seminar/workshop or 4 institution seminar/ workshop. Unsatisfactory- Not falling in above two categories.
3.	If library has a computerized database then OR If library does not have a computerized database.	Good- 100% of physical books and journals in computerized database. Satisfactory- At least 99% of physical books and journals in computerized database. Unsatisfactory- Not falling under good or satisfactory. OR Good- 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date. Unsatisfactory- Catalogue database not up to mark. (To be verified in random by the CAS Promotion Committee)

4.	Checking inventory and extent of missing books.	Good- Checked inventory and missing book less than 0.5%. Satisfactory- Checked inventory and missing book less than 1%. Unsatisfactory- Did not check inventory. OR Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of Library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good: Involved in any two activities. Satisfactory; At least one activity. Not Satisfactory: not involved/undertaken any of the activities.

Overall Grading	Good: Good in item 1 and satisfactory/good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not Satisfactory: If neither good nor satisfactory in overall grading.
Note: 1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. 2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. 3. The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.	

TABLE 2**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

S. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above- Good Above 80 but below 90- Satisfactory Less than 80- Not Satisfactory
2.	Organizing intra college competition.	Good- Intra College competition in more than 5 disciplines. Satisfactory- intra college competition in 3-5 disciplines. Unsatisfactory- Neither good nor satisfactory.
3.	Institution participating in external Competitions.	Good- National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines Or District level competition in at least 5 disciplines.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not Satisfactory to be assessed by the promotion committee.
5.	(i) At least one student of the institution participating in national/state/university (for college levels only) teams. Organizing state/national /inter university/ inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity. Not Satisfactory: Not involved/undertaken any of the activities.

Overall Grading	Good: Good in item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.
Note: i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. ii) The Institution must obtain student feedback. The feedback must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion committee.	

1. Approved by the Academic Council in its 104th meetings and the Executive Council in its 175th meetings vide Notification NO.F.Conf/13-5/ORD/99/Vol-VII-763 dated 0.0.2021.

ON CAREER ADVANCEMENT SCHEME*Under Section 26 (1) (n) of the NEHU, 1973*

1. There shall be a career advancement scheme (CAS) for placement / promotion of teachers of the University.
2. The promotion through career advancement of Assistant Professor/ Associate Professor/ Professors in the University shall be governed by the Regulations prescribed by the University Grants Commission/ Government of India from time to time and as adopted by the University and laid down in the relevant Regulations.
3. The promotion through career advancement for other academic staff shall be governed by the Regulations prescribed by the University Grants Commission/ Government of India from time to time and as adopted by the University and laid down in the relevant Regulations.
4. The composition of Evaluation/Screening/ Expert Committee required for the implementation of this scheme shall be as specified by the University Grants Commission/ Ministry of human Resource Development/ Government of India.
5. Notwithstanding the various clauses above, this ordinance shall remain in force till such time as the Career Advancement Scheme of the University Grants Commission/ Government of India remains in force and any change so notified from time to time and adopted by the University shall automatically be treated as having been incorporated in this ordinance.

1. Approved vide MHRD, GOI, Letter No: F.8-22/04-Desk(U) dt. 15.3.2004.

Notes:

- (i) Approved by the 70th Academic Council and 117th Executive Council vide ResolutionNo:EC:117:2003:6:7:(iv) , dated December 12, 2003.
- (ii) Approved by the 71st Academic Council vide Resolution No:AC:71:2004:5:1: (7) (i)and 119th Executive Council Resolution No:EC:119:2004:2: (ii), dated August, 20, 2004.
- (iii)The amendment to the Ordinance (OE-15) has been notified vide NotificationNo.F.Conf/13-5/Ord/99 (Vol.III)-792, dated 25 November, 2004.
- (iv) Approved by the AC in its 102nd meetings and EC in its 171st meetings vide Notification NO.F.Conf/13-5/ORD/99/Vol.VII)-131 dated 25.07.2019.

TABLE-A**Minimum API Requirement for the Promotion of Teachers under CAS**

Sl.No.	Assistant Professor (Academic Level 10/Stage 1/AGP Rs. 6000/- to Academic Level 11/Stage 2/ AGP Rs.7000/-)	Assistant Professor (Academic Level 11/Stage 2/ AGP Rs.7000/- to Academic Level 12/Stage 3//AGP Rs. 8000/-)	Academic Level 12/Stage 3//AGP Rs. 8000/- to Associate Professor (Academic Level 13 A/Stage 4/AGP Rs.9000/-)	Associate Professor (Academic Level13 A/Stage 4/AGP Rs.9000/- to Professor (Academic Level 14/Satge5/AGP Rs.10,000/-)
1.	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	120/assessment
2.	Expert assessment system	Screening Committee	Selection Committee	Selection Committee

Table -1**Assessment Criteria and Methodology for University Teachers**

Sl. No.	Activity	Grading Criteria
1.	Teaching (Number of classes taught/total classes assigned) x 100 (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above-Good Below 80% but 70% & above – Satisfactory Less than 70%- Not Satisfactory
2.	Involvement in the University students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as students clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/conferences/workshops, other college/ university activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good- involved in at least 3 activities Satisfactory-1-2 activities Not-Satisfactory- Not involved/undertaken any of the activities. Note: Number of activities can be within or across the broad categories of activities.

Overall Grading:**Good:** Good in teaching and satisfactory or good in activity at Sl.No.2

Or

Satisfactory: satisfactory in teaching and good or satisfactory in activity at SL. No.2**Not Satisfactory:** If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No.1 and Serial No.2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the Acts, Statutes, Ordinances and Regulations of the University.

Table-2**Methodology for University Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as a copy of publications, project sanction letter, utilization and completion certificate issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letters, etc.)

Sl.No.	Academic/Research Activity	Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences	Faculty of Languages/Humanities/Arts/Social Sciences/Library/Education/physical Education/Commerce/management & other related disciplines
1.	Research papers in Peer-Reviewed of UGC listed Journals.	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International publishers	12	12
	National publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties:		
	Chapter or Research Paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content, and Development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05

(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
(c) MOOCs		
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
MOOCs (developed in 4 quadrant) per module/lecture	05	05
Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
Course Coordinator for MOOCs (4Credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
(d) E-Content		
Development of e-Content in 4 quadrants for a complete course/ e-book	12	12
e-Content (developed in 4 quadrants) per module	05	05
Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
Editor of e-content for complete course/paper/e-book	10	10
(a) Research guidance		
Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
M.Phil./P.G. dissertation	02 degree awarded	02 degree awarded
(b) Research Projects Completed		
More than 10 lakhs	10	10
Less than 10 lakhs	05	05
(c) Research Projects Ongoing:		

	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (submitted to an international body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Award/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures/Resource Person/Paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	National (within country)	05	05
	National	03	03
	State University	02	02

The Research score for research papers would be augmented as follows:

Peer Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

i) Paper in referred journals without impact factor- 5 points

ii) Paper with impact factor less than 1 - 10 points

iii) Paper with impact factor >1 and ≤ 2 - 15 points

iv) Paper with impact factor >2 and ≤ 5 - 20 points

v) Paper with impact factor >5 and ≤ 10 - 25 points

vi) Paper with impact factor >10 - 30 points

a) Two authors: 70% of total value of publication for each author.

b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-Investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, Supervisor and Joint Supervisor shall get 7 marks each.
- * For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

TABLE: 3A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in the University

Sl. No.	Academic Record	Score			
1.	Graduation	80% & Above=15	60% to less than 80%=13	55% to less than 60%=10	45% to less than 55%=05
2.	Post- Graduation	80% & Above=25	60% to less than 80%=23	55% (50% in case of SC/ST/OBC (non-creamy layer/PWD) to less than 60%=20	
3.	M.Phil.	60% & Above =07	55% to less than 60%=05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/National Level (Awards given by International Organisations/Government of India/Government of India recognized National Level Bodies)	03			
	State –Level (Awards given by state Government)	02			

****However, if period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.***

Note:

- (A) (i) M.Phil. +Ph.D. Maximum-30 Points
- (ii) JRF/NET/SET Maximum-07 Points
- (iii) In awards category Maximum- 03 Points

(B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C) (i) Academic Score – 80

(ii) Research Publications -10

(iii) Teaching Experience – 10

Total - 100

(D) SLET/SET Score shall be valid for appointment in respective State Universities/Colleges/Institutions only.

ON FEES PAYABLE BY STUDENTS

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

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

1.

A. Fee common to all programmes:

Common fee for all programmes payable by Indian students:

In Indian Rupees

Fees in Indian Rupees	B.A.LL.B.(Hons)/ M.A./M.Com./MLISc/ Certificate/ Diploma/M.B.A./ Agri-business & Food Technology)/Certificate/ Diploma	B.Tech/B.Arch/ M.Sc/M.Tech./ MCA/MSc.(Hort)	M. Phil.	Ph. D.
Tuition fee/Research Supervision fee (monthly)	140	140	180	300
Laboratory fee (monthly)	60	60	120	120
Laboratory caution money (refundable)	480	600	720	940
Library fee (per semester)	60	60	120	120
Sports/Students activity fee* (per annum)	120	120	120	120
Medical fee (per annum)	180	180	180	180
Students' Association Fund (per annum)	110	110	110	110
Students' Aid Fund (per annum)	120	120	120	120
Admission fee	180	180	180	180
Certificate (Original)	360	360	360	360
Library caution money (refundable)	360	480	600	720
Examination fee (per examination)				
Course work	-	-	800	800
Thesis/Dissertation	-	-	2500	3200
Subjects having practical	400	400	-	-

Subjects not having practical	350	350	-	-
Smart ID Card**	100	100	100	100
Re-issue of Smart ID Card	120	120	120	120
Bus fare (per annum)	600	600	600	600
Hostel fees				
Room rent (monthly)	120	120	180	180
Caution money (refundable)	1800	1800	1800	1800
Mess caution money (refundable /adjustable)	2400	2400	2400	2400
Miscellaneous Fee(Electricity and other charges)* (per annum)	360	360	360	360

B. Undergraduate Courses:

Sl. No.	Item	Rates (₹)
1.	<u>Examination Fee (including Admit Card/ Mark sheet):</u> Professional(Regular) Non- Professional (Regular) Professional (Repeater) Non-Professional (Repeater)	800.00 800.00 500.00 + 200.00 per paper 500.00 + 200.00 per paper
2.	<u>Practical Exam Fees per paper (Regular & Repeater)</u> Professional Non-Professional	200.00 200.00
3.	Change of College	1000.00
4.	Change of Examination Centre	1000.00
5.	Re-evaluation: UG Course per paper	600.00
6.	Re-scrutiny (per paper) for UG Courses	300.00
7.	Self-scrutiny for B.Tech./ B.A./LLB (per paper)	300.00

C. Postgraduate Courses:

1.	Self-Scrutiny for PG (per paper)	300.00
----	----------------------------------	--------

Certificate / Registration Transcripts/Migrations etc.:

Sl. No.	Items	Rates (₹)
1.	Registration(Original)	200.00
2.	Registration (Duplicate)	300.00
3.	Enrolment Fee	150.00
4.	<u>Convocation</u> In person In absentia	500.00 500.00
5.	Mark sheet (Duplicate)	350.00
6.	Certificate (Duplicate)	700.00
7.	Rank Certificate	300.00
8.	Provisional Certificate	300.00
9.	Admit Card (Duplicate)	150.00
10.	Migration	500.00
11.	Academic Transcript	300.00 (Per Year/Semester) for single copy. Additional postal charges of Rs.1500.00 for abroad and 300.00 within India.
12.	All application forms (e.g., for duplicate mark-sheet, Provisional Certificate, Certificate, Re-evaluation, Self-scrutiny etc.)	To be deleted

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

Bachelor of Education (B.Ed.)

Bachelor of Law (LL.B)

B.Sc. Nursing

Bachelor of Business Administration (BBA)

Bachelor of Computer Application (BCA)

Bachelor of Engineering

Bachelor of Medicines

Bachelor of Mass Communication and Video Production

Bachelor of Bio-Technology

Any other courses to be introduced as Professional Courses by the University.

NERIST Courses.

D. Additional Fees

Additional fees payable by Indian Students (In Rupees)

Course	Additional fees	Amount
Master of Business Administration (MBA)	Development fee (Payable at the time of admission)	
	Non-sponsored Indian Students	7200/-
	Full time sponsored Indian students	18,000/-
	Course fee (per semester)	
	Non-sponsored Indian Students	14,400/-
	Full time sponsored students	36,000/-
Master of Technology (M.Tech)	Repeat course participation fee(for each course)	
	Non-sponsored Indian students	2400/-
	Full time sponsored students	6000/-
B.Tech	Development fee(payable at the time of admission)	9600/-
	Course fee (per semester)	
	Indian students	6000/-
	Industry/academic institutions sponsored candidate	18000/-
B.ALL.B.(Hons)	Repeat course participation fee (for each course)	2400/-
B.Tech	Development fee (payable at the time of admission)	7200/-
	Course fee (payable each semester)	18000/-
	Repeat course participation fee (for each course)	2400/-
B.ALL.B.(Hons)	Development fee (payable at the time of admission)	7200/-
	Course fee(payable each semester)	3600/-
	Repeat course participation fee (for each course)	480/-
	Moot court fee (payable each semester)	2400/-
	Computer fee (payable each semester)	1800/-
Master of Computer Application(MCA)	Development fee (payable at the time of admission)	
	Non-sponsored Indian students	3600/-
	Full time sponsored Indian students	9000/-
	Course fee (per semester)	
	Non-sponsored Indian students	7200/-
	Full time sponsored students	18000/-
Bachelor of Architecture (B.Arch)	Repeat course participation fee (for each course)	
	Non-sponsored Indian students	1200/-
	Full time sponsored students	3000/-
Bachelor of Architecture (B.Arch)	Development fee (payable at the time of admission)	7200/-
	Course fee (payable each semester)	18000/-
	Repeat course participation fee (for each course)	2400/-
Master of Tourism & Travel Management (MTTM)	Development fee (payable at the time of admission)	
	Non-sponsored Indian students	7200/-
	Full time sponsored Indian students	18000/-
	Course fee (per semester)	
	Non-sponsored Indian students	14400/-
	Full time sponsored students	36,000/-
Master of Horticulture M.Sc.(Hort)	Repeat course participation fee (for each course)	
	Non-sponsored Indian Students	2400/-
	Full time sponsored students	6000/-
Master of Horticulture M.Sc.(Hort)	Development fee (payable at the time of admission)	6000/-
	Course fee (per semester)	7200/-
	Repetition Fee (per paper)	1200/-

E. Fees payable by foreign students:

Foreign students admitted to different programmes of study at NEHU shall pay fee in the following manner at the beginning of each academic year either in US Dollars or equivalent in Indian Rupees as per the prevailing exchange rates.

Courses		Developed Countries (per annum) in US \$	Developing and SAARC Countries (per annum) in US \$
M.A/M.Sc/M.Com/M/Lib Sc	Sciences	1800	1050
	Humanities & Social Sciences	1200	600
Research Courses: M.Phil & Ph.D	Sciences	2400	1200
	Humanities & Social Sciences	1800	900
Professional Courses	M.B.A.	3600	1800
	B.Tech	3600	1800
	B.A.LL.B(Hons)	3600	1800
	M.C.A	3600	1800
	B.Arch	3600	1800
	MTTM	3600	1800
Master of Technology (M.Tech)	Master in Food & Agri-Business Management	3600	1800
	Development Fee (only at the time of admission)	3000	1800
	Course Fee	3600	1800
Short Term Courses	Lab Based Course	360	180
	Non-Laboratory Course	240	120
Hostel Fees (as per ICCR list)	Single Room Apartment	7200	4800

*Per annum means for two semesters

N.B: The above fees include tuition fees, admission fees, fees for identity card and library card, examination fees and Bus fare. **Hostel and mess fees are to be paid by the admitted candidates separately.**

**Due Date
& Mode of
Payment
2.**

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

**Delay or
Default
Payment
3.**

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

**Fees
Payable by
the**

- i. Employees of the University who join a course in the University, except for the Ph.D. degree, shall pay tuition fee, admission fee and enrolment

**University
Employees
4.**

fee.

- ii. University employees joining a course of research for the Ph.D. degree shall not be required to pay any fees except admission fee and enrolment fee.

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

**Waiver of
Fees 5**

- i. Blind students shall be exempted from payment of all fees except Caution Deposit.
- ii. (a) Students, whose total family income per annum does not exceed ₹1 Lakh, shall be exempted from payment of Admission fee and Tuition fee.
(b) Students who want to avail exemption from payment of fee shall submit the application, after taking admission, in the prescribed form to the office of the Dean Students' Welfare. This application form shall be countersigned by the Local Gaonburah/Local Headman/Local Panchayat President/Local MLA and vetted by Local Block Development Officer/Tahsildar/any other appropriate authority having the power to issue income certificate.
If the student is son/daughter of a Govt. employee, the income certificate must be obtained from the employer of the father/mother of the student.
(c) If the exemption is granted, the admission and tuition fee already paid shall be refunded.
(d) Students availing any scholarship shall not be eligible for this exemption of fees.
(e) The extent of fee exemption shall be up to 5% of the total number of filled seats in a Department and the selection for exemption of fees shall be made on the basis of the overall merit list of applicants prepared on the basis of marks scored in the qualifying degree examination.

**Concession
in Fee
6.**

- i. The Dean of School, on the recommendation of a Committee consisting of the following, shall grant free-ship up to the percentage which may be prescribed by the University Grant Commission in this regard.
 - a. Dean- Chairman
 - b. Three Head of Departments (by rotation) according to seniority for two years
 - c. Three students elected from amongst an electoral college consisting of one representative from each Department concerned elected by the students in the Department.
- ii. If the number of applicants for free-ship is more than the number of free-ships available, the Committee referred to in Clause 6.1 may recommend half free-ships to some of the applicants so that the total of free- ship does not exceed the prescribed percentage.
- iii. Applications for concession in fees shall be submitted on the prescribed

form to the Dean of School of Studies concerned through the Head of Department by the 31st March or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.

- iv. The following factors shall be taken into accounts while making recommendation on the applications of students for grant of free-ships:
 - a. academic record of the students;
 - b. his progress in studies in the case of renewal of free-ship;
 - c. his financial position; and
 - d. any other factor which shall also be recorded. The list of students whom concession have been awarded ordinarily shall be notified by the 30th September.
- v. Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh application every year which shall be considered along with the new applications in that year.
- vi. A free-ship granted to a student may be cancelled if his conduct of progress in studies is found to be unsatisfactory or if his financial condition improves and he is no longer in need of fee concession.

**Refund of
Fees,
Caution
Deposit 7.**

- i. If after having paid the fees, a candidate desire the admission to be cancelled, he/she shall be refunded all fees and deposits, subject to a maximum deduction of Rs.1000/- provided his/her application for withdrawal is received by the Registrar before the commencement of the academic session concerned.
- ii. Should a student leave after joining the course and if the seat consequently falling vacant has been filled out of the waitlisted candidates by the last date of admission, he/she shall be refunded all fees after appropriate deduction of monthly fees and proportionate hostel rent where applicable.
- iii. If a student owes any money to the University on account of any damaged he may have caused to the University property, it shall be, along with outstanding tuition fees and fines, if any, deducted from the Caution Money due to him.

-
1. Approved vide Ministry of Education, Government of India, letter no. F.10-41/75-Leg. Unit (UZ), of 11-8-76 Amendments approved vide E.C. Resolution No. EC:113:2003:3(xii), dated July 23, 2002.
 2. Amended vide No:AC:79:2008:5:5(viii) and No:EC:134:2008:5:5(vi) and notified vide Notification No.Conf/13-5//ORD/99 (Vol.III)-263 dated 12 September, 2008 on increase of Identity Card Fee, Sport Fee and Student Association Fee under Ordinance OF-1.
 3. Amended vide No:AC:79:2008:2:(iii) and No:EC:134:2008:5:1:(ii) under clause 7 and notified vide Notification No. Conf/13-5// ORD/99 (Vol.III)-263 dated 12 September, 2008.
 4. Amendment to the Clause 5 of Ordinance OF-1 vide Notification NO.F.Conf/13-5/ORD/99/Vol-VI-792 dated 06.09.2017..Approved by the AC in its 93rd, 94th and 96th meetings and EC in its 159th , 161st and 165th meetings.

ON THE STUDENTS' AID FUND

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

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

Recommendations For Assistance	4. i.	Each School shall have a Committee consisting of: - The Dean of the School(Chairman) - One Head of the Department (by rotation) - The Registrar or his representative. - The Committee shall consider the application from the students and forward its recommendations to the Registrar.
Management of Fund	5.	The recommendations of the various School Committees shall be considered by the Deans' Committee.
Application for Financial assistance Or Loan	6. i.	A student requiring financial assistance or loan from the fund shall apply in the prescribed form to the loan, Dean of the School concerned through the Head of his Department. - No application for loan for a second time shall be considered before the expiry of three months after the clearance of the earlier loan. - Applications for financial assistance/loan should reach the Committee within the notified dates.
Consideration of Application by the School Committee.	7. i.	The Committee shall consider the application of students for assistance/loans with regard to heir merit and Committee means and may, if its so desires also interview them. - The Committee shall make recommendations in conformity with these rules after due consideration of: - The purpose for which assistance/loan is asked for; - The number of applicants seeking assistance/ loan; - The progress maintained by the applicant in his studies; - The fact that during a Semester/Academic Year financial assistance shall not exceed Rs.1000/-for each student (including assistance given in the form of loan).
		Provided that in every exceptional cases the Committee may recommend, for reasons to be recorded, financial assistance exceeding Rs.1000/-

**Recovery of
Assistance
Loans**

8. i. Students granted financial assistance(excluding loans)may repay the amount if convenient to them.
- ii. The loan shall be advanced on a guarantee to be accepted by the Committee in each case. The guarantee shall be given by any of the following on a prescribed form:
- a. Any permanent member of the teaching or non-teaching staff (other than a lower subordinate staff);
- b. Any Scholarship /Fellowship holder provided his Scholarship/Fellowship is tenable upto the date by which the loan will be fully repaid.
- iii. The loans shall be repaid in such number of instalments as may be fixed in each case by the Committee.
- iv. The number of instalments shall,however be so fixed that the last instalment of the loan is repaid before the end of the ensuing April.
- v. The recovery of the loan shall commence from the month following that in which the loan is paid.
- vi. The account of loans granted to Scholarship/Fellowship holders shall be realized from their Scholarships/Fellowships and it shall be a condition of the Grant of loans.

Auditing of the

Fund.

9. The accounts of the Fund shall be audited in the manner laid down in Section 29 of the North - Eastern Hill University Act,1973.The audit fee or any other related expenditure shall not however, be charged to the Fund.

Annual Report

10. The Registrar shall prepare in consultation with the Dean of Schools, a Report at the end of each financial year on the administration of the Fund and send one copy of the Report to the University Grants Commission and place one copy before the Executive Council.

1. Approved vide Ministry of Education, Government of India, letter No.F.10-41/75-Leg. Unit (U2) of August 11,1976

2. Amended Clause 7(ii), Notified Vide No.Conf/13-2/Ord/87(Vol.II)-3546 dated 29th May, 1995

ON THE NORTH-EASTERN HILL UNIVERSITY PUBLICATIONS

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

- | | |
|---------------------------|---|
| Introduction | <p>1.</p> <ul style="list-style-type: none"> i. The North Eastern Hill University Publications Unit which shall hereafter be referred as the Publication Unit. ii. The NEHU Publication Unit shall function as autonomous unit in the University subject to the provisions of this Ordinance and other Statutes and Ordinances of the University and subject to such directions as the Governing Board may give it from time to time. The Governing Board shall be answerable to the Executive Council. iii. The Publication Unit shall promote and undertake publications in various areas and for different target groups and also their distribution in general furtherance of the objectives of Section 4 of the NEHU Act, 1973. |
| Areas of Operation | <p>2.</p> <p>Without prejudice to the generality of provisions in the preceding clause iii the publication work will broadly cover the following areas:</p> <ul style="list-style-type: none"> i. University level text book, supplementary reading material and reference books in English and in the languages of the area under its jurisdiction, specially text concerning the NEHU region and text for special/innovative courses introduced by the University from time to time. ii. Research works on different subjects carried out within the University and reference material and research work on various facets of the North Eastern Region and on tribal affairs in general in the country in this or other Universities or Institutions of Higher Learning. iii. Literature on various facets of continuing education for dissemination of knowledge and improving the general awareness about new scientific, cultural and economic content of the human society and literary works in languages spoken in the area under the jurisdiction of the University. |
| Management | <p>3.</p> <ul style="list-style-type: none"> i. There shall be a Governing Board of the Publications Unit which shall be responsible for its overall management. ii. The Governing Board shall comprise six members as follows: <ul style="list-style-type: none"> a. Vice-Chancellor, Chairman, Ex-Officio b. One nominee each of the Executive Council and Academic Council. |

		c. Registrar, NEHU.
		d. Finance Officer, NEHU.
		e. In-charge, Publication Unit, Member-Secretary, Ex-Officio.
	iii.	The term of the members of the Governing Board, other than Ex-Officio members shall be three years.
	iv.	Four members of the Governing Board shall form a quorum for the meetings of the Board.
Editorial Committee	i.	The Editorial Committee shall consist of the In-charge, Publication Officer and Assistant Editor as Ex-Officio members, and any other two members nominated by the Chairman, Governing Board.
4.	ii.	The tenure of the Committee shall be for three years with the provision for re-nomination of the external members for second term.
	iii.	The function of the Committee shall be
		a. To identify and appoint referees for book manuscripts.
		b. To consider the comments of experts and to decide upon the same, and
		c. To identify and appoint copy Editors for the manuscripts decided to be published by the Committee.
Self-Supporting Unit	5.	The Publication Unit shall, as far as possible, be run on sound commercial lines on self-supporting or remunerative basis, subject to the basic objectives.
Royalty, Printing and Distribution	6.	Matters relating to the royalty, printing, distribution and other related matters shall be decided by the In-charge, Publication Unit, in consultation with the Chairman of Governing Board from time to time.
	i.	The Publication Unit have a separate fund but within the consolidated funds of the University for which separate accounts shall be maintained.
	ii.	This fund shall be operated as a revolving fund in which grants and receipts shall be credited and all expenditures in relation to the publications shall be debited.
	iii.	Publication Unit may receive directly or through the University, grants or assistance for any specific or general purpose from the Central or State Government or from an Institution established by them. Prior approval of the Chairman, Governing Board, shall be necessary to receive a grant or assistance in any form from any other

organisations/institutions.

- iv. The unassigned grant of the University for research publication, etc. will be credited to the revolving fund of the Publication Unit provided that Publication Unit shall ensure that minimum number of research publications which could have been supported by the University under normal scheme shall be brought out by the publications every year.
- v. The Finance Officer shall be responsible for all financial transactions of the Publication Unit.

**Removal of
Difficulties**

- 7. In case of any difficulty that may arise in the operation of any provision of this Ordinance, the Chairman of the Governing Board may take suitable action in furtherance of the basic objectives of the Publication Unit.

1.Approved by the AC in its 85th meeting and EC in its 146th meeting vide notification No.F.Conf/13-5/Ord/99(Vol.IV)-169 Dated 21st November, 2011.

ON RESEARCH PROJECTS

Under section 26(q) of the NEHU Act, 1973

1. **Definition:**

- i. A 'research project' is defined here under as a 'scheme' or 'project' funded by a Government, semi-Government, autonomous body(ies), public sector undertaking(s), public/ private limited company(ies), private trust(s)/foundation(s) and registered body(ies). Funding from foreign organizations and such entities as agreed to by the University may be obtained with due permission of the Government of India. Such project funding shall be for the following purposes:
 - a. Academic investigations,
 - b. Development of technology,
 - c. Monitoring and evaluation work,
 - d. Training & development activities,
 - e. Other extension activities including action research, and
 - f. Carrying out surveys and documentation.
 - ii. A 'University level' project is a project/scheme sanctioned to the University by an external agency.
 - iii. An 'individual /inter-departmental /inter-institutional level project' is a project/scheme sanctioned to an individual teacher or a group of investigators of the University by an external agency.
 - iv. A 'Department' means a department or centre of the University.
2. A teacher desirous of seeking financial support (referred to as Chief Investigator hereafter or such other designation given by the funding agency) from an external organization will prepare the project proposal as per the requirements of the funding/sponsoring organization concerned and also prepare a memorandum giving briefly the objectives of the project and also bringing about inter alia the way it is likely to support the general research area of the University.
3. The project will be forwarded by the Head of the Department to the Vice-Chancellor for his approval and the HOD shall report the matter to the Department.
4. i. When securing a major project, if the funding agency stipulates execution of a Memorandum of Understanding or such other instruments the University shall consider signing of such a MOU after due scrutiny by a Committee constituted for the purpose by the Vice-Chancellor which may consist of the following:
 - a. Dean(s) of School(s) concerned.
 - b. HOD(s) concerned.
 - c. Chief Investigator.
 - d. Finance Officer.

- e. Registrar.
- ii. In cases where a project is offered to the University, the same shall be referred to a standing committee of the Academic Council to scrutinize the terms and conditions and recommend to the Academic Council the acceptance and modalities of operation of such projects.
- 5. Matters relating to application, operation including administration and financial management, and of assets of the project/scheme shall be laid down in the Regulations.
- 6. In cases where the Chief Investigator is the Head of the Department/Centre, the function of the HOD shall be performed by the Dean for the purpose of this Ordinance and the Regulation under this.
- 7. In cases not covered under the above provisions of this Ordinance, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

Approved vide Executive Council Resolution No.EC:107:2000:5:1:(ix),dated July 13, 2000

ORDINANCE TO BE NUMBERED

On Alumni Association

(Under Statute 40)

1. There shall be an Alumni Association for the University, which shall be named as “ North Eastern Hill University Alumni Association”.
2. The Association shall have its Constitution approved by the Executive Council of the University. Any amendments to the Constitution of the Association shall take effect only after the approval of the Executive Council.
3. The Association shall not indulge in any activity which may go against the interests of the University.
4. Objectives of the Association:
 - (i) To promote and foster networks and meets of the alumni.
 - (ii) To institute various scholarships/awards/prizes for promoting useful research.
 - (iii) To design and organize programmes for upliftment of society at large.
 - (iv) To generate funds for various activities of the association.
5. Membership: Any person has successfully completed study from the North- Eastern Hill University shall be eligible to become member of the Alumni Association. Different Categories of membership and the procedure for enrolment as a member of the association shall be governed by the Constitution of the Association.
6. Membership Fee: The membership fee shall be as prescribed in the Constitution of the Association.
7. Membership Rights: The membership rights shall be as defined in the Constitution of the Association.
8. Executive Committee: The Association shall have an Executive Committee consisting of the following office bearers and members:
 - (i) President.
 - (ii) Vice President(s)
 - (iii) General Secretary
 - (iv) Joint Secretary
 - (v) Finance Secretary/Treasurer
 - (vi) Executive members (at least five)

The Rules of Business for the Executive Committee shall be as prescribed in the Constitution of the Association.

9. Power and Functions of the Executive Committee:

- (i) To plan and manage the activities / programmes of the Association so as to

- fulfill the objectives of the Association.
- (ii) To manage the finance/funds of the Association.
 - (iii) To appraise the members about the activities/ programmes/ Annual Report of the Association.
 - (iv) To constitute Election Committee
 - (v) To take steps to audit the annual accounts of the Association.
10. Election of Office Bearers and Members of the Executive Committee: The office bearers and members of the Executive Committee shall be elected following the Election procedure described in the Constitution of the Association. No member of the Alumni Association shall be entitled to vote or stand for election unless he/she has been a member of the Association for at least one year prior to the date of Election and is a graduate of the University of at least five years' standing, provided that the condition relating to the completion of one year's membership shall not apply in the case of the First Election.
11. Chapter(s) of the Association: The Association may have its Chapter (s), if needed
12. Dissolution of the Association: The power to dissolve the Alumni Association shall vest on the Executive Council of the University

Approved by the Academic Council in its 93rd, 94th and 96th meetings and the Executive Council in its 159th, 161st and 165th meetings vide Notification NO.F.Conf/13-5/ORD/99/Vol-VI/792 dated 06.09.2017.

**On the U Kiang Nongbah Memorial Award
Under Section 5.(23) of the NEHU Act, 1973 read with Section 26.(1) (f)**

- | | |
|--------------------------------|---|
| 1. Name of the Endowment | The Endowment shall be known as the “U Kiang Nongbah Memorial Award” |
| 2. Amount of the Endowment | The Endowment shall have a minimum amount of Rs. 2,00,000/- (Rupees two lakh). |
| 3. Name of the Award | “ U Kiang Nongbah Memorial Award” |
| 4. Management of the Endowment | <p>(i) The amount shall be invested in a long term fixed deposit with a Nationalized Bank or any other Government Financial Institution in a suitable scheme</p> <p>(ii) 75% of the accrued interest for each year rounded to the nearest hundred shall be the amount of the Cash Award.</p> <p>(iii) Remaining amount of the accrued interest for each year after deducting 7.5% towards processing charges shall be added to the Endowment.</p> <p>(iv) The Finance Officer shall maintain the accounts of this Endowment.</p> |
| 5. Conferment | <p>(i) The Cash Award shall be conferred every year on the selected student normally in person at the Convocation of the University along with a Citation in the prescribed format. “ The Award shall be presented with the statement “ U KIANG NONGBAH LED THE JAINTIA RESISTANCE AGAINST BRITISH ATTEMPTS AT CONSOLIDATING THEIR HEGEMONY OVER THEJAINTAI KINGDOM. HE WAS CAPTURED AND HANGED ON 30TH DECEMBER 1862 AT JOWAI. THIS AWARD HAS BEEN INSTITUTED BY THE SEIN RAIJ NIAMTRE, SHILLONG TO HONOUR THE SPIRIT OF FREEDOM SHOWN BY LATE U KIANG NONGBAH”.</p> <p>(ii) In case the students is not able to receive the Award at the Convocation in person, she/he shall receive the same from the office of the Controller of Examinations after establishing her/his identify.</p> |

(iii) After the conferment of the Award, the Controller of Examinations shall send the particulars of the awardee to the sponsor of the Endowment.

6. Mode of Selection

The selection shall be made from the candidates appeared in the PG examinations of the University in the year in which the award to be given on the basis of excellence in academics and quality of rendering service to people.

The selection will be made by a five –member Committee constituted by the Dean Students’ Welfare with the approval of the Vice-Chancellor after receiving nominations from the Heads of all the Academic Departments of the University.

Format of the Citation

**NORTH-EASTERN HILL UNIVERSITY
SHILLONG**

(SEAL)

The ‘U Kiang Nongbah Memorial Award’ for the year.....has been conferred onfor excellence in academics and for rendering service to people.

The(Date)

Signature
Vice-Chancellor

On the reverse of the Citation the following shall be printed:

“ U Kiang Nongbah led the Jaintia resistance (1860-62) to British attempts at consolidating their hegemony over the Jaintia Kingdom. The colonial authorities of British India were virtually forced to fight a war to quell this rebellion by means of their military apparatus. Fighting against them, U Kiang Nongbah laid down his life. He was

captured and hanged on 30th December 1862 at Jowai. The award honours the spirit of freedom shown by late U Kiang Nongbah”.

Approved by the Academic Council in its 93rd, 94th and 96th meetings and the Executive Council in its 159th, 161st and 165th meetings vide Notification NO.F.Conf/13-5/ORD/99/Vol-VI/792 dated 06.09.2017.

On the Prof.S.S.Khare promising Mathematician Award

Under Section 5.(23) of the NEHU Act, 1973 read with Section 26. (1) (f)

- | | | |
|----|-----------------------------|--|
| 1. | Name of the Endowment | The Endowment shall be known as the "Professor S.S.Khare Endowment". |
| 2. | Amount of the Endowment | The Endowment shall have a minimum amount of Rs. 1,41,000/- (Rupees one lakh forty one thousand). |
| 3. | Name of the Award | "Professor S.S.Khare Promising Mathematician Award". |
| 4. | Management of the Endowment | <p>(i) The amount shall be invested in a long term fixed deposit with a Nationalized Bank or any other Government Financial Institution in a suitable scheme.</p> <p>(ii) 75% of the accrued interest for each year rounded to the nearest hundred shall be the amount of the Cash Award.</p> <p>(iii) Remaining amount of the accrued interest for each year after deducting 7.5% towards processing charges shall be added to the Endowment.</p> <p>(iv) The Finance Officer of the North- Eastern Hill University shall maintain the accounts of the Endowment.</p> |
| 5. | Conferment of the Award | <p>(i) The Cash Award shall be conferred every year on the selected student normally in person at the Convocation of the University along with a Citation in the prescribed format.*** The Head Department of Mathematics, North-Eastern Hill University, Shillong shall present the Award.</p> <p>(ii) In case the student is not able to receive the Award at the Convocation in person, she/he shall receive the same from the office of the Controller of Examinations after establishing her/his identify.</p> |

(iii) After the conferment of the Award, the Controller of Examinations shall send the particulars of the awardee to the sponsor of the Endowment.

6. Mode of Selection

The candidate scoring highest marks/CGPA in the M.Sc (Mathematics) examination of the University in the year in which the award to be given shall be selected for the award by the Controller of Examinations and the Head, Department of Mathematics, North-Eastern Hill University. In case two or more candidates become eligible for the Award by virtue of having secured equal marks/CGPA, the amount of the Award shall be equally distributed among the awardees and each one shall be given separate Certificate.

***Format of the Citation

**NORTH-EASTERN HILL UNIVERSITY
SHILLONG**

(SEAL)

The 'Professor S.S.Khare Promising Mathematician Award' for the year.....has been conferred on.....for securing highest score in the M.S.c. (Mathematics) Examination of North-Eastern Hill University.

The(Date)

Signature

Vice-Chancellor

On the reverse of the Certificate the following shall be printed:

"Professor S.S. Khare served North-Eastern Hill University in various academic and administrative capacities from 1976 to 2012, and made significant contribution to Mathematics".

Approved by the Academic Council in its 93rd, 94th and 96th meetings and the Executive Council in its 159th, 161st and 165th meetings vide Notification NO.F.Conf/13-5/ORD/99/Vol-VI/792 dated 06.09.2017.