

# **INFORMATION HANDBOOK**

**UNDER**

**THE RIGHT TO INFORMATION ACT, 2005**



**NORTH EASTERN HILL UNIVERSITY  
SHILLONG MEGHALAYA – 793022**

**March 2019**

## **Section 4(1)(b)(i)**

### **Particulars of organization, functions and duties**

The objectives of the University shall be to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit; to pay special attention to the improvement of the social and economic conditions and welfare of the people of the hill areas of the North-Eastern region, and, in particular, their intellectual, academic and cultural advancement

## **History**

North-Eastern Hill University was set up by an Act of Parliament and notified on 19th July 1973. The objectives of the University, as laid down in the act, are "to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit; to pay special attention to the improvement of the social and economic conditions and welfare of the people of the hill areas of the North-eastern region, and in particular, the intellectual, academic and cultural advancement".

The jurisdiction of the University extended originally to the states of Meghalaya and Nagaland and the erstwhile Union Territories of Arunachal Pradesh and Mizoram. With the establishment of the Nagaland University on 6th September 1994, the jurisdiction of NEHU ceased over Nagaland. Likewise with the establishment of the Mizoram University the jurisdiction of NEHU over Mizoram also ceased from June, 2001. Arunachal Pradesh has its own University.

### Powers/Functions of the University

The University shall have the following powers, namely:-

- (1) to provide for instruction in such branches of learning as the University may, from time to time, determine and to make provision for research and for the advance and dissemination of knowledge;
- (2) to make such academic steps as would contribute to the improvement of the economic conditions and welfare of the people of the hill areas of the North-Eastern region;
- (3) to grant, subject to such conditions as the University may determine, diplomas or certificate to, and confer degrees and other academic distinctions on the basis of examinations, evaluation or any other method of testing, on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause.
- (4) to organize and to undertake extra-mural studies and extension services;

- (5) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- (6) to provide instruction, including correspondence and such other courses, to such persons as are not members of the University, as it may determine;
- (7) to institute principalships, professorships, readerships, lecturerships, and other teaching or academic posts required by the University and to appoint persons to such principalships, professorships, readerships lecturerships or other posts;
- (8) to recognize persons for imparting instruction in any College or Institution admitted to the privileges of the University;
- (9) to appoint persons working in any other University or organization as teachers of the University for a specified period;
- (10) to create administrative, ministerial and other posts and to make appointments thereto;
- (11) to co-operate or collaborate with any other University or authority in such manner and for such purposes as the University may determine;
- (12) to establish such campuses, centres, specialized laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;
- (13) to institute and award fellowships, scholarships, studentships, medals and prizes;
- (14) to establish and maintain Colleges, Institutions and Halls;
- (15) to admit to its privileges Colleges and Institutions not maintained by the University; to withdraw all or any of those privileges in accordance with such conditions as may be prescribed by the Statutes; and to recognize Halls not maintained by the University and to withdraw any such recognition;
- (16) to declare a College, an Institution or a Department as an autonomous College or an Institution or a Department, as the case may be;
- (17) to determine standards for admission into the University, which may include examination, evaluation or any other method of teaching;
- (18) to demand and receive payment of fees and other charges;
- (19) to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;
- (20) to make special arrangements in respect of women students as the University may consider desirable;
- (21) to regulate and enforce discipline among the employees and students of the University and take such disciplinary measures in this regard as may be deemed necessary;
- (22) to make arrangements for promoting the health and general welfare of the employees;
- (23) to acquire, hold, manage and dispose of property, moveable or immovable, including trust and endowment properties for the purposes of the University;
- (24) to borrow, with the approval of the Central Government, on the security of the property of the University, money for the purposes of the University;

(25) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

**Organizational structure:**

(1) The President of India is the Visitor of the University.

(2) The Governor of the State of Meghalaya is the Chief Rector of the University.

(3) The following are the Officers of the University:-

(1) The Chancellor

(2) The Vice-Chancellor

(3) The Pro-Vice-Chancellor

(4) The Deans of Schools

(5) The Registrar

(6) The Finance Officer, and

(7) Such other Officers may be declared by the Statutes to be Officers of the University. Further details are available at link [www.nehu.ac.in](http://www.nehu.ac.in)

## **Section 4(1)(b)(ii)**

### **Powers and duties of the officers and employees:**

Vice-Chancellor: - The Vice-Chancellor is the principal executive and academic officer of the University. Powers of the Vice-Chancellor are as stipulated in Statute 2(B) of the University which is as under:

### **Powers and Duties of the Vice-Chancellor (Statute – 2(B))**

1. The Vice-Chancellor shall be the principal executive and academic officer of the University, and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of the authorities of the University. The Vice-Chancellor shall be the ex-officio Chairman of the Court, the Executive Council, the Academic Council and the Finance Committee, and shall, in the absence of the Chancellor preside at the Convocations of the University held for conferring degrees. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.

2. It shall be the duty of the Vice-Chancellor to see that Act, Statutes, Ordinances and Regulations are duly observed, and he shall have all powers necessary to ensure such observance.

3. The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Court, the Executive Council, the Academic Council and the Finance Committee.

### **Powers and Duties of the Vice-Chancellor (Statute – 3)**

The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf from time to time, and also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

### **Powers and Duties of the Registrar (Statute – 6)**

It shall be the duty of the Registrar:

(a). To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;

(b). To issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Boards of Schools, the Boards of Studies, the Board of Examiners and of any Committee appointed by the authorities of the University;

- (c). To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council, the Boards of Schools and of any Committee appointed by the authorities of the University;
- (d). To conduct the official correspondence of the Court, the Executive Council and the Academic Council;
- (e). To supply to the Visitor, copies of the agenda of the meetings of authorities of the University as soon as they are issued and the minutes of such meetings;
- (f). To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- (g). To perform such other duties as may be specified in these statutes, the Ordinances or the Regulations or as may be required, from time to time by the Executive Council or the Vice-Chancellor.

**Powers and Duties of the Finance Officer(Statute – 6)**

The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.

The Finance Officer shall:

- (a) Hold and manage the property and investments of the University including trust and endowed property;
- (b) Ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
- (c) Be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
- (d) Keep a constant watch on the state of the cash and bank balances and on the state of investment;
- (e) Watch the progress of the collection of revenue and advise on the methods of collection employed;
- (f) Ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, special centres, specialized laboratories, colleges and institutions maintained by the University;
- (g) Call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against persons at fault; and
- (h) Call for from any office, centre, laboratory, college or institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

**Powers and Duties of the Controller of Examinations (Statute – 5A(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.

**Powers and Duties of the Deans of Schools (under Section 26(1) of NEHU Act, 1973 read With Clause (3) of Statute 6)**

The Dean of the School shall:

- (a) co-ordinate and generally supervise the teaching and research work in the School through the Heads of the Departments;
- (b) maintain discipline in the class rooms through the Heads of the Departments;
- (c) © 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;
- (d) Arrange for the examination of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
- (e) Convene and preside over meetings of the Board of the School and keep the minutes of the meetings of the Board; and
- (f) Perform such other academic duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor.

**Powers and Duties of the Heads of the Departments (under Section 26(1) of 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:
  - (a) Organize the teaching and research work in the Department;
  - (b) 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;
  - (c) Co-ordinate the work of Departmental Committees appointed for specific purposes and
  - (d) 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.

**Powers and Duties of the Deans of Schools (under Section 26(1) of NEHU Act, 1973 read With Clause (5) of Statute 8)**

Undertake such other duties and responsibilities relating to the welfare of the students as directed by the Vice-Chancellor from time to time. For details may link to [www.nehu.ac.in](http://www.nehu.ac.in)

**Powers and Duties of the Proctor(Statute 9)**

The Proctor shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.

**Powers and Duties of the Librarian(Statute 10)**

The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.

Powers and duties of other Group “A” Officers, like Deputy Registrars, Assistant Registrars are supervisory in nature and they assist the “Officers” of the University as defined under the relevant Statutes of the University calendar in discharge of their duties. Their duties are supervision of specific branch/section of the University under their control.

Duties of the officials in the Group “B” & Group “C” are to provide administrative and technical support for management of the affairs of the University at the appropriate level.

Duties of the officials in Group “D” categories are supporting in nature for smooth day-to-day functioning of various offices of the University.



**Section 4(1)(b)(iii)**

The procedure followed in the decision making process, including channels of supervision and accountability.

Supervision begins from Section Officer onwards and the final decision is taken by the appropriate/competent authority such as the Registrar, Vice-Chancellor and other appropriate bodies.

### **Section 4(1)(b)(iv)**

The norms set by it for the discharge of its functions;

The primary activity of the University pertains to teaching and research. Keeping the objective of the University in particular and the interest of the students' community in general, the University has already certain norms for timely admission of students, commencement of classes and publication of results.

### **Section 4(1)(b)(v)**

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The University has its own Act(passed by the Parliament of the Nation), Statutes, Ordinance, Rules and Regulations to be used by its employees for discharging his function.

- Act and Statutes of the North Eastern Hill University as made under Section 24 of the North Eastern Hill University Act 1973.
- Ordinances of the University as made under Section 26 of the North Eastern Hill University Act 1973.
- Regulations of the University as made under Section 27 of the North Eastern Hill University Act 1973.

These documents are available either in the print form or on the website of the University's link [nehu.ac.in](http://nehu.ac.in).

**Section 4(1)(b)(vi)**

A statement of the categories of documents that are held by it or under its control.

- Minutes of the University's Court, Executive Council and Academic Council printed from time to time for official circulation.
- Brochures and Prospectus prepared regarding admission to various courses in the University is available in print form from the Reception Counter of the University.
- University Calendar is available in the University's link – [nehu.ac.in](http://nehu.ac.in).
- Annual Report of the University is available in print book form.
- Financial Annual Accounts 2008-2009, 2012-2013, 2014-2015 & 2015-2016 is available in the University's website.
- List of holidays observed by the University is available in the University's website.

## **Section 4(1)(b)(vii)**

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Various statutory bodies of the University, namely the University Court, Executive Council and Academic Council comprise of eminent persons from society and representatives of members of the public who directly participate in the affairs of the University:

- (a) The University Court has the following representation from the member of the public:
- Six representatives of Parliament. Four from the Lok Sabha and two from the Rajya Sabha.
  - Ten members representing learned professions and special interest including representatives of industry, commerce, trade unions, banking and agriculture to be nominated by the Visitor.
  - Four students to be nominated by the Vice-Chancellor.
  - Five persons to be nominated by the Visitor.
  - Two persons to be nominated by the Chief Rector.
  - Two members from non-teaching staff to be nominated by the Vice-Chancellor.
  - Two representatives of the State of Meghalaya to be nominated by the State Government.
- (b) The Executive Council has the following representations from the members of the public:
- Two principals of colleges affiliated to NEHU by rotation to seniority to be nominated by the Vice-Chancellor as Members.
  - Director, Higher & Technical Education, Government of Meghalaya.
  - Two members of the Court nominated by the visitor who are not employees of the University or College or an Institution affiliated to or recognized by the University.
  - Four members who are Visitor's nominees.
- (c) The Academic Council has the following representatives from the members of the public.
- Four persons not being employees of the university or a college or institutions, nominated by the Visitor.
- (d) Members of the Board of Research studies who are not employees of the University:
- Four external experts, two representing Humanities & Social Sciences & two representing Sciences to be appointed by the Vice-Chancellor.
- (e) Finance Committee: Three person who are not employees of the University be nominated By the Visitor shall be members of the Finance Committee.

### **Section 4(1)(b)(viii)**

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, council, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

- University Court as provided under Clause 10A of the University Statute.
- University Executive Council as provided under Statute – 12(1).
- University Academic Council as provided under Statutes – 14(1).
- Finance Committee as provided under Statutes – 19(1) & (2).
- Board of Research Studies as provided under Statute – 18(1); (2); (3) & (4).

Other committees are constituted by the University for policy matters and decision making for the smooth function of the University.

Minutes of such meetings are not being kept in the public domain, except on request under the RTI Act 2005.

**Section 4(1)(b)(ix)**

A directory of its officers and employees.

Names of Officers/Faculty Members/School and telephone numbers are available at NEHU website [nehu.ac.in](http://nehu.ac.in) under respective headings.

**Section 4(1)(b)( x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

**NON-TEACHING GROUP – ‘A’ POST**

Sl.No.	Description of Posts	Pre-revised pay scale as per 6 <sup>th</sup> CPC (i.e. Pay Band and Grade Pay	Revised pay w.e.f. 1.1.16 as per VIIth CPC Pay Matrix
1.	Vice-Chancellor	Rs.75,000/- +Rs.5000 Special Allowance	Rs.2,10,000/- + Rs.11,250/- Special Allowance
2.	Pro- Vice Chancellor	Rs.37400 – Rs.67000/ + 4000/- Special Allowance	Academic Level – 14 (Rs.1,44,200 –Rs.2,18,200) + Rs.9000 Special Allowance
3.	Registrar, Finance Officer, Controller of Examinations	Rs.37,400 –Rs. 67,000/- + Rs.10,000/- Grade Pay	Pay Level – 14 (Rs.1,44,200 –Rs.2,18,200)
4.	Director, College Development Council	Rs.37,400 –Rs. 67000 + 10000 Grade Pay	Pay Level – 14 (Rs.1,44,200 – Rs.2,18,200)
5.	University Engineer	PB-4(Rs.37400- Rs.67000) + 8700GP	Pay Level – 13(Rs.1,23,100- Rs.2,15,900)
6.	Deputy Registrar(Entry Level)	PB-3(Rs.15,600-Rs.39100) + 7600 GP	Pay Level – 12(Rs.78,800- Rs.2,09,200)
7.	Internal Audit Officer	PB-3(Rs.15,600-Rs.39100) + 7600 GP	Pay Level-12(Rs.78,800 – Rs.2,09,200)
8.	Senior System Analyst	PB-3(Rs.15,600-Rs.39,100) + 7600 GP	Pay Level – 12(Rs.78,800 – Rs.2,09,200)
9.	Senior Scientific Officer	PB – 3(Rs.15,600-Rs.39,100) +7600 GP	Pay Level – 12(Rs.78,800 – Rs.2,09,200)
10.	Executive Engineer	PB-3(Rs.15,600-Rs/39,100) + 6600 GP	Pay Level-11(Rs.67,700- Rs.2,08,700)
11.	Documentation Officer	PB-3 Rs.15,600-Rs.39,100) + 6000 GP	Academic Pay Level – 10 Rs.57,700 – Rs.1,82,400)
12.	Assistant Registrar	PB-3(Rs.15,600-Rs.39,100) + 5400 GP	Pay Level-10(Rs.56,100- Rs.1,77,500)
13.	Information Scientist	PB-3(Rs.15,600-Rs.39,100) + 5400 GP	Pay Level – 10(Rs.56,100- Rs.1,77,500)
14.	System Analyst	PB-3(Rs.15,600-Rs.39,100) + 5400 GP	Pay Level – 10(Rs.56,100- Rs.1,77,500)
15.	Scientific Officer	PB -3(Rs.15,600-Rs.39,100) + 5400 GP	Pay Level – 10(Rs.56,100- Rs.1,77,500)
16.	Technical Officer	PB-3(Rs.15,600-Rs.39,100) + 5400 GP	Pay Level – 10(Rs.56,100- Rs.1,77,500)
17.	Publication Officer	PB-3(Rs.15,600-Rs.39,100) + 5400 GP	Pay Level -10(Rs.56,100- Rs.1,77,500)
18.	Assistant Editor	PB-3(Rs.15,600-Rs.39,100) + 5400 GP	Pay Level-10(Rs.56,100- Rs.1,77,500)
19.	Medical Officer(Entry Level)	PB-3(Rs.15,600-Rs.39,100) + 5400 GP	Pay Level-10(Rs.56,100- Rs.1,77,500)
20.	Information Officer	PB-3(Rs.15,600-Rs.39,100) + 5400GP	Pay Level-10(Rs.56,100- Rs.1,77,500)
21.	Hindi Officer	PB-3(Rs.15,600-Rs.39,100) + 5400 GP	Pay Level – 10(Rs.56,100 – Rs.1,77,500)
22.	Assistant Director of Sports	PB-3(Rs.15,600-Rs.39,100) + 5400 GP	Pay Level – 10( Rs.56,100 – Rs.1,77,500)



**TEACHING STAFF AND OTHER ACADEMIC STAFF**

Sl.No.	Description of Posts	Pre-revised pay scale as per 6 <sup>th</sup> CPC (i.e. Pay Band and Grade Pay	Revised pay w.e.f. 1.1.16 as per VIIth CPC Pay Matrix
1.	Professor(Entry Level)	Rs.37400-Rs.67000 Academic Grade Pay Rs.10000/-	Professor Academic Pay Level 14(Rs.1,44,200-Rs.2,18,200)
2.	Associate Professor	Rs.37,400-Rs.67,000 Academic Grade Pay – Rs.6000	Associate Professor Academic Pay Level – 13A (Rs.1,31,400-Rs.2,17,100)
3.	Assistant Professor(Entry Level)	Rs.15,600-Rs.39,100 Academic Grade Pay Rs.6000	Assistant Professor Academic Pay Level – 10 (Rs.57,700 – Rs. 1,82,400)
4.	University Librarian	Rs.37,400 – Rs.67,000 Academic Grade Pay Rs.10,000/-	University Librarian Academic Pay Level 14(Rs.1,44,200-Rs.2,18,200)
5.	Deputy Librarian/Assistant Librarian(Selection Grade)	Rs.37,400 – Rs.67,000 Academic Grade Pay Rs.9000/-	Deputy Librarian/Assistant Librarian(Selection Grade) Pay Level 0 13A(Rs.1,31,400-Rs.2,17,100)
6.	Deputy Librarian/Assistant Librarian(Selection Grade)	Rs.15,600 – Rs.39,100 Academic Grade Pay Rs.8000/-	Deputy Librarian/Assistant Librarian(Selection Grade) Academic Pay Level – 12 (Rs.79,800-Rs.2,11,500)
7.	Assistant Librarian(Entry Level)	Rs.15,600 – Rs.39,000 Academic Grade Pay Rs.6000/-	Assistant Librarian(Entry Grade) Academic Pay Level-10 (Rs.57,700-Rs.1,82,400)

**NON-TEACHING GROUP B AND C POST/MULTI TASKING STAFF**

Sl.No.	Description of Posts	Pre-revised pay scale as per 6 <sup>th</sup> CPC (i.e. Pay Band and Grade Pay	Revised pay w.e.f. 1.1.16 as per VIIth CPC Pay Matrix
1.	Section Officer	PB-2(Rs.9300-Rs.34,800) + 4600 GP	Pay Level -7(Rs.44,900-Rs.142,400)
2.	Private Secretary	PB-2(Rs.9300-Rs.34,800) + 4600 GP	Pay Level -7(Rs.44,900-Rs.142,400)
3.	Security Officer	PB-2(Rs.9300-Rs.34,800) + 4600 GP	Pay Level -7(Rs.44,900-Rs.142,400)
4.	Assistant Engineer	PB-2(Rs.9300-Rs.34,800) + 4600 GP	Pay Level -7(Rs.44,900-Rs.142,400)
5.	Assistant Press Manager	PB-2(Rs.9300-Rs.34,800) + 4600 GP	Pay Level -7(Rs.44,900-Rs.142,400)
6.	Coach	PB-2(Rs.9300-Rs.34,800) + 4200 GP	Pay Level – 6(Rs.35,400-Rs.1,12,400)
7.	Staff Nurse	PB-2(Rs.9300-Rs.34,800) + 4200 GP	Pay Level – 6(Rs.35,400 – Rs.1,12,400)
8.	Foreman Grade – II	PB-2(Rs.9300-Rs.34,800) + 4200 GP	Pay Level – 6(Rs.35,400-Rs.1,12,400)
9.	Assistant	PB-2 (Rs.9300-Rs.34,800) + 4200 GP	Pay Level – 6(Rs.35,400-Rs.1,12,400)
10.	Professional Assistant	PB-2 (Rs.9300-Rs.34,800) + 4200 GP	Pay Level – 6(Rs.35,400-Rs.1,12,400)

Sl.No.	Description of Posts	Pre-revised pay scale as per 6 <sup>th</sup> CPC(i.e.Pay Band and Grade Pay	Revised pay w.e.f. 1.1.16 as per VIIth CPC Pay Matrix
11.	Personal Assistant	PB-2(Rs.9300-Rs.34,800) + 4200	Pay Level-6(Rs.35,400 – Rs.1,12,400)
12.	Sr.Statistical Assistant	PB-2 (Rs.9300-Rs.34,800) + 4200 GP	Pay Level – 6(Rs.35,400-Rs.1,12,400)
13.	Sr.Technical Assistant	PB-2 (Rs.9300-Rs.34,800) + 4200 GP	Pay Level – 6(Rs.35,400-Rs.1,12,400)
14.	Computer Operator	PB-2 (Rs.9300-Rs.34,800) + 4200 GP	Pay Level – 6(Rs.35,400-Rs.1,12,400)
15.	Junior Engineer	PB-2 (Rs.9300-Rs.34,800) + 4200 GP	Pay Level – 6(Rs.35,400-Rs.1,12,400)
16.	Junior Translator	PB-2 (Rs.9300-Rs.34,800) + 4200 GP	Pay Level – 6(Rs.35,400-Rs.1,12,400)
17.	Statistical Assistant	PB -1(Rs.5200-Rs.20,200) + 2800 GP	Pay Level – 5(Rs.29,200-Rs.92,300)
18.	Technical Assistant	PB -1(Rs.5200-Rs.20,200) + 2800 GP	Pay Level – 5(Rs.29,200-Rs.92,300)
19.	Sanitary Inspector	PB -1(Rs.5200-Rs.20,200) + 2800 GP	Pay Level – 5(Rs.29,200-Rs.92,300)
20.	Data Entry Operator	PB -1(Rs.5200-Rs.20,200) + 2800 GP	Pay Level – 5(Rs.29,200-Rs.92,300)
21.	Draftsman	PB -1(Rs.5200-Rs.20,200) + 2800 GP	Pay Level – 5(Rs.29,200-Rs.92,300)
22.	Offset Machine Operator	PB -1(Rs.5200-Rs.20,200) + 2800 GP	Pay Level – 5(Rs.29,200-Rs.92,300)
23.	Pharmacist	PB -1(Rs.5200-Rs.20,200) + 2800 GP	Pay Level – 5(Rs.29,200-Rs.92,300)
24.	Semi Professional Assistant	PB -1(Rs.5200-Rs.20,200) + 2800 GP	Pay Level – 5(Rs.29,200-Rs.92,300)
25.	Junior Artist	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)
26.	Upper Division Clerk	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)
27.	Stenographer	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)
28.	Laboratory Assistant	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)
29.	Work Assistant	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)
30.	Electrician	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)
31.	Proof Reader	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)
32.	Upper Division Clerk(Hindi)	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)
33.	Motor Mechanic	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)
34.	Calligraphist	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)
35.	Store Keeper	PB -1(Rs.5200-Rs.20,200) + 2400 GP	Pay Level – 4(Rs.25,500-Rs.81,100)

Sl.No.	Description of Posts	Pre-revised pay scale as per 6 <sup>th</sup> CPC (i.e. Pay Band and Grade Pay	Revised pay w.e.f. 1.1.16 as per VIIth CPC Pay Matrix
36.	Junior Library Assistant	PB -1(Rs.5200-Rs.20,200) + 2000 GP	Pay Level – 3(Rs.21,700 – Rs.69,100)
37.	Security Assistant	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
38.	Lower Division Clerk	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
39.	Gestetner Operator	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
40.	Mender Binder	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
41.	Tracer	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
42.	Carpenter	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
43.	Plumber	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
44.	Water Pump Operator	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
45.	Blue Printing Machine Operator	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
46.	Binder Cum Cutting Machine Operator	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
47.	Hindi Typist	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
48.	Dispatch Rider	PB -1(Rs.5200-Rs.20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
49.	Driver(Ordinary Grade)	PB -1(Rs.5200-20,200) + 1900 GP	Pay Level – 2(Rs.19,900 – Rs.63,200)
50.	Dresser	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
51.	MTS(Library Attendant)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
52.	MTS(Gate Keeper)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
53.	MTS(Laboratory Attendant)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
54.	MTS(Animal Collector)(Zoological Specimen Collector)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
55.	MTS(Wireman)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
56.	MTS(Lineman)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
57.	MTS(Attendant) (Press)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
58.	MTS(Chowkidar)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)

Sl.No.	Description of Posts	Pre-revised pay scale as per 6 <sup>th</sup> CPC (i.e. Pay Band and Grade Pay)	Revised pay w.e.f. 1.1.16 as per VIIth CPC Pay Matrix
59.	MTS(Safaiwala)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
60.	Cook	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
61.	MTS(Cleaner)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
62.	MTS(Mali)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
63.	MTS(Attendant)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
64.	MTS(Duftry)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
65.	MTS(Peon)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)
66.	MTS(Kitchen Attendant)	PB-1(Rs.5200-Rs.20,200) + 1800 GP	Pay Level – 1(Rs.18,000 – Rs.56,900)

**N.B:**

Consequent upon closure of Publication Unit, as per directives of Ministry of Human Resource Development, Government of India, the staff of Publication Unit have been posted in the Administration.

**Section 4(1)(b)(xi)**

**The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.**

The University is a grantee organization and the budget is allocated by the University Grants Commission, hence the same is to be publicized by the grantor. Reports on disbursement made are however publicized by this University by way of inclusion of Annual Account in the University website.

**Section 4(1)(b)(xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

The University does not have any subsidy programme or amount allocated thereof, hence not relevant to the University.

**Section 4(1)(b)(xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it.**

The University is a grantee organization, hence not in a position to grant concessions, permits or authorization. So this sub-section is not relevant to the University.

## **Section 4(1)(b)(xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form.**

### **Information available in electronic form:**

- Acts, Statutes, Ordinances, Regulations & rules are available on the University website – [www.nehu.ac.in](http://www.nehu.ac.in) which is updated from time to time.
- Information about the University Court, Executive Council, Academic Council, Board of Research Studies, Finance Committee, Delegation of powers are available on the University's website.
- Information on the NEHU Shillong Campus, Tura Campus. University contacts and Annual Accounts are available on the website of the University.
- Information on names of officials of NEHU. Information on SC/ST Cell of NEHU.
- Information with regard to different Departments/Centers and Faculties are also available on the University website.
- Information on Admissions, Examinations, Results, Advertisements, Tender and quotations are available on the University website.
- Information on the College Development Council, Colleges Affiliated to NEHU and information on NEHU Central Library are available on the website of the University at relevant places.
- On NEHU Journals, Placement, Holiday List, Academic Calendar, News and Advertisements and other information are available on the University website that are updated from time to time.



### **Section 4(1)(b)(xv)**

#### **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

Citizens can obtain information through various means which include:

- Website of the University – [www.nehu.ac.in](http://www.nehu.ac.in).
- Notice boards at the Departments, various offices of the University.
- Prospectus/Brochures of various courses run by the respective Departments of the University. Prospectus is generally a priced publication.
- Notice boards of the Examination Department which deals with examination related matters.
- Information for citizens is disseminated occasionally through press releases, advertisements etc. These are available on the University website.
- The University observes five working days a week from Monday to Friday and follows the holidays pattern of the Govt. of India at the Headquarter at Shillong through adjustment exists of some holidays as per the local importance.
- North Eastern Hill University Central Library at present housed library collection of 2,74,751 volumes as on 31<sup>st</sup> March,2014. At present, a total of 259 journals(in print) are currently being subscribed for the period ending 31<sup>st</sup> March,2015. Apart from these resources, the Library provides access to 3-journals and 3-databases for various disciplines made available through the UGC INFONET Digital Library Consortium. Reading Room facilities are available including an Internet room for electronic access to e-resources. Being an academic library located within the University Campus, the Library working hours is from 08.00AM – 7:00PM on normal working days and from 10:00AM – 04:00PM on Saturdays and Holidays. Library remains closed on national holidays. The following members are eligible for membership:
  - (a). Teachers, students, officers and other employees of the University.
  - (b). Retired teachers and officers of the University who are residing in Shillong/Kohima/Aizawl.
  - (c). Teachers of Affiliated Colleges of NEHU.
  - (d). Any other person whose name is recommended by the Head of Department and approved by the VC/PVC.The Library also extends its services also to interested readers in general.

### Section 4(1)(b)(xvi)

#### The names, designations and other particulars of the Nodal Officer, Public Information Officers and Appellate Authorities.

Name of the Nodal Officer (RTI-MIS) - Shri T. K. Singha, Joint Registrar

Sl.No	Name of the PIO	Subject matter	Name of Appellate Authority
1.	Shri A.Dhar, Assistant Registrar (Examinations) Email ID adhar@nehu.ac.in Contact No:2721212	(i) All matters related to Finance Department (ii) Matters related to Estate	Shri L.M.K.Lyngrah, Finance Officer Email ID <a href="mailto:lmklyngrah@nehu.ac.in">lmklyngrah@nehu.ac.in</a> Contact No:2721021
2.	Shri T.K.Singha Joint Registrar (Examinations). Email ID <a href="mailto:tksingha@nehu.ac.in">tksingha@nehu.ac.in</a> Contact No:2721213	All matters related to Examination Department	Dr.D.Chowdhury Controller of Examinations Email ID <a href="mailto:coe@nehu.ac.in">coe@nehu.ac.in</a> 2721011/12
3.	Shri L.S.Kumar Joint Registrar, NEHU Tura Campus. Email ID <a href="mailto:lskumar@nehu.ac.in">lskumar@nehu.ac.in</a> Contact No:03651- 220014	All matters related to NEHU Tura Campus Tura	Prof.G.Singaiyah Pro Vice Chancellor,Tura. Email ID <a href="mailto:gsingaiyah@nehu.ac.in">gsingaiyah@nehu.ac.in</a> Contact No:03651- 223107
4.	Miss B.Rynjah Joint Registrar (Academics & Conference) Email ID <a href="mailto:brynjah@nehu.ac.in">brynjah@nehu.ac.in</a> Contact No:2721043	Matters related to:  (i) All Academic Projects (ii) M.Phil/Ph.D.Registration (iii) Study and duty leave of teachers (iv) Attending seminars by teachers under Merged Scheme (v) Academic Departments located at Main Campus (vi) Acts, Statutes, Ordinances & Regulation, amendment thereof (vii) Constitution of various statutory bodies (viii) Minutes of meeting of various Statutory bodies such as Court/ Executive Council/Academic Council/School Board/Board of Studies etc.	Dr.J.N.Nayak Registrar Email ID <a href="mailto:regtroffice@nehu.ac.in">regtroffice@nehu.ac.in</a> Contact No:2721012/13

Sl.No	Name of the PIO	Subject matter	Name of Appellate Authority
5.	Dr.C.R.Diengdoh Incharge, College Development Council Email ID <a href="mailto:dircdc@nehu.ac.in">dircdc@nehu.ac.in</a> Contact No:2721201	Matters related to affiliation and all other matters related to Colleges/institutes affiliated to NEHU	Prof.H.Lamin Pro Vice Chancellor,Shillong. Email ID <a href="mailto:hlamin@nehu.ac.in">hlamin@nehu.ac.in</a> Contact No:2721008/09
6.	Dr.S.Umdor, Dean, Students' Welfare Email ID <a href="mailto:sumdor@nehu.ac.in">sumdor@nehu.ac.in</a> Contact No:2721181	Matters related to students' activities such as accommodation in the hostels, fellowship, scholarships etc.	Prof.H.Lamin Pro Vice- Chancellor,Shillong. Email ID <a href="mailto:hlamin@nehu.ac.in">hlamin@nehu.ac.in</a> Contact No:2721008/09
7.	Dr.Mark B.G. Momin, Senior Medical Officer, NEHU Health Centre Email ID <a href="mailto:mbgmomin@nehu.ac.in">mbgmomin@nehu.ac.in</a> Contact No:2721702	All matters related to Health Centre of the University	Smt.M.Marwein Chief Medical Officer Email ID <a href="mailto:mmarwein@nehu.ac.in">mmarwein@nehu.ac.in</a> Contact No:2721703/2550025
8.	Shri A.D.Roy Assistant Engineer, Campus Development Department Email ID <a href="mailto:adroye@nehu.ac.in">adroye@nehu.ac.in</a> Contact No:2722064	Matters related to Construction of buildings and its maintenance in the University	Shri Jose Cherian Executive Engineer I/C University Engineer. Email ID <a href="mailto:jcherian@nehu.ac.in">jcherian@nehu.ac.in</a> Contact No:2722061 /2551801/2722069
9.	Dr.Manoj Rana Assistant Librarian, NEHU Library Email ID <a href="mailto:manojrana@nehu.ac.in">manojrana@nehu.ac.in</a> Contact No:2721261	All matters related to Central Library of the University	Dr.F. R.Sumer Deputy Librarian/ I/C Librarian Email ID <a href="mailto:frsumer@nehu.ac.in">frsumer@nehu.ac.in</a> Contact No:2721253
10.	Dr.L.Kma Programme Coordinator, NSS Email ID <a href="mailto:lakhonkma@nehu.ac.in">lakhonkma@nehu.ac.in</a> Contact No:2722128	Matters related to National Service Scheme(NSS)	Prof.H.Lamin Pro Vice- Chancellor,Shillong Email ID <a href="mailto:hlamin@nehu.ac.in">hlamin@nehu.ac.in</a> Contact No:2721008/09
11.	Shri B.Rynjah Assistant Registrar,Estt-II, Email ID <a href="mailto:badajied@nehu.ac.in">badajied@nehu.ac.in</a> Contact No:2721095	All matters related to Teaching and Non Teaching Group A Officers – concerning (i)Advertisement of posts (ii)Appointment/Promotion (iii)Pay fixation (iv)Various kinds of leave (v)Disciplinary proceedings (vi)Retirement (vii)Appointment of Dean of Schools and Heads of Academic Departments	Dr.J.N.Nayak Registrar Email ID <a href="mailto:regtroffice@nehu.ac.in">regtroffice@nehu.ac.in</a> Contact No:2721012/13

Sl.No	Name of the PIO	Subject matter	Name of Appellate Authority
12.	Smt.A.Shangpliang Assistant Registrar, Estt - I Email ID <a href="mailto:ashangpliang@nehu.ac.in">ashangpliang@nehu.ac.in</a> Contact No:2721087	Matters related to: Non-teaching Group B & C Staffs - concerning (i)Advertisement of posts (ii)Appointment/Promotion (iii)Pay fixation (iv)Various kinds of leave (v) Disciplinary proceedings (vi)Retirement (vii)Cadre review cell including financial up-gradation under ACP/MACP in respect of Group A,B & C employees	Dr.J.N.Nayak Registrar Email ID <a href="mailto:regtroffice@nehu.ac.in">regtroffice@nehu.ac.in</a> Contact No:2721012/13
13.	Shri B.Shylla Assistant Registrar, (Administration) Email ID <a href="mailto:Bmshylla21@gmail.com">Bmshylla21@gmail.com</a> Contact No:2721059	Matters related to: (i) Purchase and maintenance of vehicles (ii)Engagement of outsourcing agencies (iii)Engagement of contractual & daily wage employees (iv)Maintenance of University Guest House (v) Security in the Main Campus (vi)Employees Provident Fund (vii)Any other matters related to Administration	Dr.J.N.Nayak Registrar Email ID <a href="mailto:regtroffice@nehu.ac.in">regtroffice@nehu.ac.in</a> Contact No:2721012/13
14.	Smt.Georgina Umdor Assistant Registrar (P &S) Email ID <a href="mailto:gumdor@nehu.ac.in">gumdor@nehu.ac.in</a> Contact No:2721086/87	Matters related to: (i)Planning/Statistical Cell (ii)Equal Opportunity Cell (iii)Purchase & Supply of various items like stationery, furniture, computer & its consumable etc. (iv) Internal Quality Assurance Cell	Dr.J.N.Nayak Registrar Email ID <a href="mailto:regtroffice@nehu.ac.in">regtroffice@nehu.ac.in</a> Contact No:2721012/13
15.	Shri N.Das Assistant Director of Sports Email ID <a href="mailto:nantujm@gmail.com">nantujm@gmail.com</a> Contact No:2721383	All matters related to Sports Department of the University	Prof.S.Umdor Teacher I/C Sports Email ID <a href="mailto:sumdor@nehu.ac.in">sumdor@nehu.ac.in</a> Contact No:2721381

### **Section 4(1)(b)(xvii)**

**Such other information as may be prescribed and thereafter update these publications every year.**

Citizen seeking information may so apply giving particulars on the information sought along with the correct address for communication.

Request for obtaining information under sub-section(1) of Section 6 shall be accompanied by an application fee of Rupees Ten in the form of IPO, Demand Draft available at the Post Office and State Bank of India, NEHU Shillong Campus respectively.

For the information provided under sub-section (1) of Section 7, the fee shall be charged in the form of IPO/Demand Draft or University Challan payable to NEHU, Shillong at the following rates:

- (a) Rupees two for each page(in A 4 size paper) created or copied;
- (b) For inspection of records, no fee will be charged for the first hour, and a fee of rupees five for each subsequent hour.

For information provided under sub-section (5) of Section 7, the fee shall be charged by way of IPO/Demand Draft or University Challan in favour of NEHU, Shillong at the following rates:

- (a) For information provided on floppy diskette fifty rupees.