

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-1**

**ON THE DEPARTMENTS IN THE SCHOOL**

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

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|---------------------------------------|-----------|--|
| <b>Constitution of the Department</b> | <b>1.</b> | 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.  |
| <b>Duties of the Department</b>       | <b>2.</b> | <p>Duties of the Department shall be:</p> <ul style="list-style-type: none"> <li>i. to admit students to the Master's Programmes and to lay down the procedure for such admissions;</li> <li>ii. to approve the pattern and the schedule of sessional evaluation for each course offered by the Department;</li> <li>iii. to make proposals to the Academic Council regarding the creation and abolition of teaching posts;</li> <li>iv. to approve research projects to be taken up by the members of the Department in groups;</li> <li>v. to frame the syllabus and suggest reference books and other reading materials for the programmes of study at the Master's level;</li> <li>vi. to constitute Committees from its members and to assign to these Committees specific functions falling within its competence;</li> <li>vii. to appoint from amongst its teachers advisers to students;</li> <li>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</li> <li>ix. to perform such other functions as may be assigned to it by the concerned School;</li> </ul> |

Provided that Campus Department, if any, will be responsible for the day-to-day functioning of the local matters of the Department in the concerned Campus including:-

- 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.

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## OB-1 Contd.

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| <b>Quorum</b>            | 3. | 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. |
| <b>Rules of Business</b> | 4. | The rules for conduct of meetings shall be as may be prescribed by Regulations in this regard.   |

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-2**

**ON THE DEANS' COMMITTEE**

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

|                                      |           |  |
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| <b>Short title</b>                   | <b>1.</b> | The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.  |
| <b>Constitution of the Committee</b> | <b>2.</b> | The Deans' Committee shall comprise the following:- <ul style="list-style-type: none"> <li>i. The Vice-Chancellor - Chairman,(Ex-officio)</li> <li>ii. All Deans of Schools - Members,(Ex-officio)</li> <li>iii. The Registrar - Secretary</li> </ul>  |
| <b>Functions</b>                     | <b>3.</b> | The functions of this Committee shall be as follows: <ul style="list-style-type: none"> <li>i. Selection of candidates for award of fellowships;</li> <li>ii. Recommend deputation of teachers for International Conferences;</li> <li>iii. Consider matters arising from conduct of examination, standard of results, etc.</li> <li>iv. Consider general administrative matters relating to functioning of Schools and Departments; and</li> <li>v. Such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.</li> </ul> |
| <b>Meeting</b>                       | <b>4.</b> | The meetings of the Committee shall be convened by the Chairman.   |
| <b>Quorum</b>                        | <b>5.</b> | The quorum for the meeting of the Committee shall be four.   |
| <b>Rules of Business</b>             | <b>6.</b> | The rules of conduct of meetings shall be as may be prescribed in Regulations in this regard.  |

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-3****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.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-4****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.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-5**

**ON THE FUNCTIONING OF ACADEMIC DEPARTMENTS IN THE UNIVERSITY**

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

- Overall Workload**
1. The academic work load for every member of the faculty is expected to be not less than 40 hours per week for 30 working weeks<sup>2</sup> (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 from time to time.
- Actual teaching time shall be the hours devoted for imparting education to students by lectures, tutorials, seminars, laboratory practicals and project work.
- The direct teaching hours of teacher per week shall be as follows:
- |                                  |   |         |
|----------------------------------|---|---------|
| Lecturers/Lecturers(Sr. Scale) / |   |         |
| Lecturers (Sln. Grade)           | - | 16 Hrs. |
| Readers and Professors           | - | 14 Hrs  |
- The other academic activities shall have the following break up:
- |  |   |          |
|--|---|----------|
| Testing/Exams                                    | - | 1 hour   |
| Teaching preparation/lab setting                 | - | 10 hours |
| Research   | - | 10 hours |
| Own reading/Administrative and Professional work | - | 5 hours  |
- A relaxation of two hours of teaching per week shall be given to the Teachers. Head & Dean who are actively involved in reasearch/extension and /administration.
- Work Unit**
2. The lecture shall be of one hour duration.
- Academic Activities of the Centre.**
3. The teachers working in the Centres perform the following special functions which shall be taken into account for their workload:
- i. Conducting interdisciplinary research work having direct implication and bearing on the community.
  - ii. Action based projects for societal needs as extension education programmes;
  - iii. Conducting short-duration diploma/certificate courses, training and outreach programmes
  - iv. Conducting professional courses.
- Norms for Faculty Members**
4. All members of the faculty are expected to take minimum core academic programme. Core academic programme shall include lectures, tutorials/ seminars/practical/project work in the post-graduate and M.Phil. programmes.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-5 Contd.**

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| <b>Time Table</b>                  | <p><b>5.</b> i. Each Department and School shall prepare a time table indicating engagement of all members of the faculty covering core academic programmes.</p> <p>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 will be available in the Department/Centre for general guidance to students and other academic programmes.</p> <p>iii. Every Department/Centre will have some academic programme or the other on every working day of the academic department of the University.</p> |
| <b>Number of Research Scholars</b> | <p><b>6.</b> Lecturers with 3 years' post-doctoral active research experience supported by publications may be assigned two students for Ph.D. work and those having more than 7 years of experience four scholars. A Reader may be assigned six Ph.D. scholars and a Professor eight. These numbers will include part-time research scholars also. Ph.D. students completing 5 years of study shall not be counted for the purpose.</p>  |

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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.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6**

**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*

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|--|--|--|----|--|----------|-----|--|-----------|------|--------------------------------------|---------|-----|----------------------------|--------|----|--|------------------|
| <b>Affiliation Committee</b>                         | 1.   | <p>The Academic Council shall constitute an Affiliation Committee for Colleges/ Institutions(including minority Educational Institutions in any part of India)/Subject/Courses of Study under the University.</p> <p>The composition of the Committee shall be as follows:</p> <table border="0"> <tr> <td style="padding-left: 20px;">i.</td> <td>Vice-Chancellor or Pro-Vice-Chancellor</td> <td style="text-align: right;">Chairman</td> </tr> <tr> <td style="padding-left: 20px;">ii.</td> <td>Director of Public Instruction/Higher Education or her/his nominee of the State(s) concerned</td> <td style="text-align: right;">Member(s)</td> </tr> <tr> <td style="padding-left: 20px;">iii.</td> <td>Two nominees of the Academic Council</td> <td style="text-align: right;">Members</td> </tr> <tr> <td style="padding-left: 20px;">iv.</td> <td>Controller of Examinations</td> <td style="text-align: right;">Member</td> </tr> <tr> <td style="padding-left: 20px;">v.</td> <td>Director, College Development Council (CDC).</td> <td style="text-align: right;">Member-Secretary</td> </tr> </table> | i. | Vice-Chancellor or Pro-Vice-Chancellor | Chairman | ii. | Director of Public Instruction/Higher Education or her/his nominee of the State(s) concerned | Member(s) | iii. | Two nominees of the Academic Council | Members | iv. | Controller of Examinations | Member | v. | Director, College Development Council (CDC). | Member-Secretary |
| i.   | Vice-Chancellor or Pro-Vice-Chancellor   | Chairman   |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |
| ii.  | Director of Public Instruction/Higher Education or her/his nominee of the State(s) concerned | Member(s)  |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |
| iii.   | Two nominees of the Academic Council   | Members  |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |
| iv.  | Controller of Examinations   | Member   |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |
| v.   | Director, College Development Council (CDC).   | Member-Secretary   |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |
| <b>Powers and Functions</b>                          | 2.   | <p>The Affiliation Committee shall be the main body to scrutinize the applications for affiliation and recommend to the Academic Council affiliation of Colleges/ Institutions/Subjects/Courses of Study. Withdrawal of affiliation if any, of Colleges/ Institutions/Subjects/ Courses of Study , shall also be recommended by the Affiliation Committee.</p>   |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |
| <b>Meetings</b>                                      | 3.   | <p>The Affiliation Committee shall meet as and when necessary.</p>   |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |
| <b>Quorum</b>  | 4.   | <p>The Quorum for the meeting of the Committee shall be one-third of its total membership.</p>   |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |
| <b>Degree College/ Institution</b>                   | 5.   | <p>The College/Institution for the purpose of this Ordinance shall be Degree College/Institution providing instructions in subjects/Courses of study for relevant degrees.</p>   |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |
| <b>Admission to the Privileges of the University</b> | 6.   | <p>Admission of a college/Institution (providing instructions in subjects/courses of study for relevant degrees) to the privileges to the University shall mean Affiliation for the purposes of this Ordinance and related Regulations.</p>  |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |
| <b>Affiliation of a Subject/Course of Study</b>      | 7.   | <p>Admission to the privileges of the University for various subjects/course of study leading to a relevant degree (General/Honours/Professional) shall shall mean Affiliation and shall be granted as per this Ordinance and related regulation.</p>  |    |  |          |     |  |           |      |                                      |         |     |                            |        |    |  |                  |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

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| <b>Stages of affiliation of a college/ institution/subject/ course of study.</b>        | <b>8.</b>  | Affiliation of a college/institution/subjects/courses of study as per the provisions of this Ordinance and related regulation shall be granted in two stages: (i) provisional affiliation; and (ii) permanent affiliation.  |
| <b>Starting a New College/ Institution/ Course</b>                                      | <b>9.</b>  | When it is proposed to start a new college/ institution, the sponsoring body, or in the case of a Government College/Institution the authority concerned, shall submit an application to the Registrar on the prescribed proforma not later than August 15 of the preceding year in which it is intended to start the college/ institution. The application shall be accompanied by a project report giving details along with required fees.   |
| <b>Initial Screening of the Application</b>   | <b>10.</b> | On the receipt of the application along with prescribed fees, the Affiliation Committee shall scrutinize the application and may seek further clarification, 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, then it shall recommend constitution of an inspection team.  |
| <b>Inspection Team</b>  | <b>11.</b> | The inspection team shall comprise not less than three members including the Director of Public Instruction/ Higher Education of the State concerned or her/his nominee and the subject expert(s). The Convener of the Inspection Team shall be a person not below the rank of Professor.   |
| <b>Inspection</b>   | <b>12.</b> | The Inspection Team shall submit its recommendations, on the prescribed proforma within 15 days of the visit, to the Affiliation Committee on the need for proposed college/institution after inspecting the site. The Inspection team shall verify suitability of the site, feasibility of the plan submitted, the adequacy of physical and financial resources offered, library/laboratory facilities and other requirement 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 the college/institution. The Academic Council shall send its recommendations to the Executive Council for grant of permission. |
| <b>Preliminary Steps by the Sponsoring Agency/Authority for Provisional Affiliation</b> | <b>13.</b> | On receipt of permission to open a college/institution, the sponsoring agency/authority concerned shall constitute a Governing Body and make appointment of the Principal/Director and other teaching and non-teaching staff as the case may be, in accordance with provisions of the Statutes, Ordinances and Regulations of the University.   |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6 Contd.**

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| <b>Application for Provisional affiliation</b>                | <b>14.</b> | The Principal/Director of the new college/institution shall apply to the University on the prescribed proforma along with the prescribed fee for provisional affiliation of the proposed subject(s)/course(s) of study.   |
| <b>Grant of Provisional Affiliation</b>                       | <b>15.</b> | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection Tem shall submit its recommendations on the prescribed proforma, 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 comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of provisional affiliation for a period of not more than three years.                    |
| <b>Inspection Team for Provisional Affiliation</b>            | <b>16.</b> | The Inspection Team for inspecting a college/institution for the purpose of provisional affiliation shall comprise not less than three members including subject expert(s). The Convener of the Inspection team shall be a person not below the rank of Professor.  |
| <b>Application for Renewal of Provisional Affiliation</b>     | <b>17.</b> | Request for renewal of provisional affiliation shall be submitted to the Registrar on the prescribed proforma, along with required fee, six months before the expiry 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. Provisional affiliation to a college/institution shall be renewed for a period of not more than three year at a time.   |
| <b>Grant of Renewal</b>                                       | <b>18.</b> | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection Team shall submit its recommendations on the prescribed proforma, 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 comments and observations. 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 of not more than three years at time. |
| <b>Inspection Team for renewal of Provisional Affiliation</b> | <b>19.</b> | The Inspection Team for inspecting a college/institution for the purpose of renewal of provisional affiliation shall comprise of members as given in clause 16 above.   |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6 Contd.**

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| <b>Application for Permanent Affiliation</b>   | <b>20.</b> | A college/institution which has been granted provisional affiliation, after the completion of ten years of its unconditional affiliation to the university, may apply for permanent affiliation to the Registrar on the prescribed proforma with the required fee.   |
| <b>Grant of Permanent Affiliation</b>  | <b>21.</b> | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection shall submit its recommendations on the prescribed proforma, 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 comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of permanent affiliation.   |
| <b>Inspection Team for Permanent Affiliation</b>   | <b>22.</b> | The Inspection Team for inspecting a college/institution for the purpose of grant of permanent affiliation shall comprise of members as given in clause 16 above.  |
| <b>Application for Starting a new Subject/course of study by an affiliated college/ institution.</b> | <b>23</b>  | When a college/institution proposes to start instructions in a new subject/course of study for relevant degree, it shall submit an application for permission to the Registrar on the prescribed proforma along with the required fee.   |
| <b>Initial Screening of the Application</b>  | <b>24.</b> | On receipt of application along with the prescribed fee, the Director, CDC shall scrutinise the application and may seek further clarifications, if necessary, from the college/institution in writing. Having satisfied herself/himself the Director, CDC, with the approval of the Chairman of the Affiliation Committee, may grant permission to start the new subject/course of study with clear instructions that the college/institution takes necessary steps to fulfill all the requirements under the provisions of the relevant Ordinances and Regulations of the University in this regard. |
| <b>Application for Provisional affiliation to the new subject/new course of study</b>                | <b>25.</b> | 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.   |
| <b>Grant of Provisional Affiliation to the new subject /new course of study</b>                      | <b>26.</b> | The Chairman of the Affiliation Committee shall constitute an Inspection Team, as given in clause 3:(7) above, to inspect the college/institution. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of provisional affiliation for a period of three years.   |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6 Contd.**

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| <b>Application for Permanent Affiliation to a provisionally affiliated subject /course of study In a permanently affiliated college/ Institution</b>     | <b>27.</b> | 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 unconditional affiliation to the University.  |
| <b>Grant of Permanent Affiliation to a Provisionally Affiliated subject/ Course of study in a permanently affiliated college/ institution</b>            | <b>28.</b> | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection Team shall submit its recommendations on the prescribed proforma, 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 comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of permanent affiliation. |
| <b>Inspection Team for Permanent Affiliation to a provisionally affiliated subject/ Course of study in a permanently affiliated college/ institution</b> | <b>29.</b> | The Inspection Team for inspecting a college/institution for the purpose of grant of permanent affiliation shall comprise of members as given in clause 16 above.   |
| <b>Inspection</b>  | <b>30.</b> | Every college/institution admitted to the privileges of the University shall be inspected as per the provision laid down in the Statutes/Ordinances/ Regulations.   |
| <b>Power to lay down New Conditions.</b>   | <b>31.</b> | The Executive Council may, from time to time, lay down new conditions for affiliation (general or specific, regarding staff, building, equipment, library, laboratories, finance or other relevant matters) and specify the date by which these conditions must be satisfied, failing which the college/institution may not be allowed to enjoy the privileges of the University.   |
| <b>Admission of Students</b>   | <b>32.</b> | No student shall be admitted to any college/ institution/course of study before permission is granted by the University. Breach of this rule may invite refusal of any permission to the college/institution.   |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-6-Contd.**

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| <b>Affiliation and Other Fees</b>  | <b>33.</b> | As specified in the relevant Regulation.  |
| <b>Power to withdraw Permission of Any Affiliation for a College/Institution</b> | <b>34.</b> | The Executive Council shall have the power to withdraw permission or any affiliation from a college/institution at any time whenever, in the opinion of the Executive Council, the college/institution has failed to comply with the Rules, Regulations, Statutes, Ordinances or any other directives of the University, or if the college/institution has failed to maintain order and discipline in the College/institution or the normal regular and proper functioning of the College/institution has become impossible due to mismanagement of the affairs of the college/institution or for any other reasons including non-payment of affiliation fee etc.                                     |
| <b>Dissolution of a College/institution/ Subject/Course of Study</b>             | <b>35.</b> | No college/ institution/ subject/ course of study shall be dissolved/abolished/suspended by the 'Governing Body' or Advisory Committee of the college/institution without making prior arrangement for admission of its students in another affiliated college(s) /institution(s) and without making alternative arrangement for the employment of the permanent members of the teaching and other staff and also without obtaining prior approval of the Academic Council, Executive Council, the State Government, and the University Grants Commission. Provided that no College/institution/subject/ course of study shall be dissolved/ abolished/suspended in the midst of an academic session. |
| <b>Removal of Difficulties</b>   | <b>36.</b> | 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.   |

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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.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-7**

**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" hereinafter 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 | -do       |            |
| iv.   | Two Principals of affiliated Colleges by rotation in order of seniority according to the date of establishment of the College                      | -do       |            |
| v.    | Two teachers of the affiliated colleges to be nominated by the Vice-Chancellor   | -do-      |            |
| vi.   | Director of Public Instruction/ Higher & Technical Education of the State  | Member    | Ex-officio |
| vii.  | The Dean of Students' Welfare  | -do-      | "          |
| viii. | The Director of Sports   | -do-      | "          |
| ix.   | The Registrar  | -do-      | "          |
| x.    | The Finance Officer  | -do-      | "          |
| xi.   | The Controller of Examinations   | -do-      | "          |
| xii.  | The Librarian  | -do-      | "          |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-7 Contd.**

- xiii. The Director, College Development Council, 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;

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

- 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.
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.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB -8**

**ON THE SCHEME OF EXCHANGE OF TEACHERS / EXPERTS**

*Under Section 24 (e) of the NEHU Act, 1973 read with Section 26 (1)(l)*

- |                                   |   |
|-----------------------------------|---|
| <b>Objectives</b>                 | <p><b>1.</b> The broad objectives of the scheme are:</p> <ul style="list-style-type: none"> <li>i. to enable the University to invite distinguished teachers/ experts in various fields from other universities or institutions of higher learning;</li> <li>ii. to utilise as widely as possible the services of talented personnel in the universities and other centres of learning;</li> <li>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;</li> <li>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</li> <li>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.</li> </ul> <p><b>2.</b> The teachers/experts invited under the scheme may deliver a course of lectures, conduct seminars, participate in discussions and/or research and field work.</p>   |
| <b>Selection Under the Scheme</b> | <p><b>3.</b></p> <ul style="list-style-type: none"> <li>i. Scholar from outside           <ul style="list-style-type: none"> <li>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.</li> <li>b. The Vice-Chancellor will approve the list, amending it to the extent necessary, in consultation with the Deans' Committee.</li> <li>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.</li> </ul> </li> <li>ii. University Scholars           <ul style="list-style-type: none"> <li>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.</li> </ul> </li> </ul> |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OB -8 Contd.

- 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 Rs.100/- per lecture or Rs.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 Rs.1000/-for one month or part there of.
  - 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 stay<sup>1</sup> .
    - c. Such other allowances which the University may allow in each case depending on the facilities offered by the concerned Institutions.

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB -8 Contd.

**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.

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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).

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-9

ON THE MAHATMA GANDHI VISITING  
PROFESSORSHIP

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

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|-----------------------------------|-----------|--|
| <b>Short title</b>                | <b>1.</b> | The endowment shall be called the "Mahatma Gandhi Visiting Professorship Fund".  |
| <b>Objective</b>                  | <b>2.</b> | 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.  |
| <b>Operation of the endowment</b> | <b>3.</b> | <ul style="list-style-type: none"> <li>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.</li> <li>ii. The Professor invited under this scheme shall be designated as "The Mahatma Gandhi Visiting Professor, NEHU" (or Gandhi Professor in short).</li> <li>iii. The Gandhi Professor shall be paid an honorarium the maximum of which shall not exceed Rs.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 .</li> <li>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.</li> <li>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.</li> </ul> |
| <b>Academic Thrust</b>            | <b>4.</b> | <ul style="list-style-type: none"> <li>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.</li> </ul>   |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-9 Contd.**

- 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 Rs. 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

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

## OB-9 Contd.

- 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.

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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).

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-10**

**ON THE VERRIER ELWIN MEMORIAL ENDOWMENT**

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

- |                                   |           |   |
|-----------------------------------|-----------|---|
| <b>Short title</b>                | <b>1.</b> | The endowment shall be called the "Verrier Elwin Memorial Endowment Lecture Fund".  |
| <b>Objectives</b>                 | <b>2.</b> | To organise annually a series of 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.   |
| <b>Operation of the Endowment</b> | <b>3.</b> | <ul style="list-style-type: none"> <li>i. To invite distinguished scholars, preferably other than teachers of North-Eastern Hill University, in any discipline to visit NEHU and deliver three to four lectures.</li> <li>ii. The Visiting Professor shall be paid an honorarium of Rs.3,000/-. The expenditure on honorarium shall be met out of the interest accrued from the designated fund.</li> <li>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.</li> <li>iv. The designated Professor under this scheme shall deliver at least a minimum of three lectures of which at least one shall be for the general public and the other two may be for the University community. The lectures may be from any discipline but preference may be given to lectures related to the tribal situation in North-East India.</li> <li>v. 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.</li> </ul> |
| <b>Endowment</b>                  | <b>4.</b> | <ul style="list-style-type: none"> <li>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.</li> </ul>   |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-10 Contd.**

- |                               |           |  |
|-------------------------------|-----------|--|
|                               |           | <ul style="list-style-type: none"> <li>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.<sup>1</sup></li> <li>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.</li> </ul>  |
| <b>Operation of the Fund</b>  | <b>5.</b> | 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.  |
| <b>Management of the Fund</b> | <b>6.</b> | <ul style="list-style-type: none"> <li>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.</li> <li>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: <ul style="list-style-type: none"> <li>a. a panel of three names of persons by the end of December each year from which selection to the Professorship be made;</li> <li>b. to decide about the duration of stay and number of lectures to be delivered by the designated Professor;</li> <li>c. to decide about the publication or otherwise of ten lectures; and</li> <li>d. to recommend such other matter as may be found desirable in accordance with the conditions laid down in this Ordinance.</li> </ul> </li> </ul> |
| <b>Annual Report</b>          | <b>7.</b> | 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.  |

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1. Approved vide Ministry of Education, Govt. of India, letter No. F.8-45/82-Desk (U) of August 9, 1983.  
2. Amendments to Clause 2,3(v), 4(ii) vide Executive Council resolution No.EC:41:84:04:1(i), dated August 13, 1984.  
3. Amendments to Clause 3(ii) vide Executive Council resolution No.EC:47:85:04, dated October 25, 1985

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-11**

**ON DEVELOPMENT AND SOCIAL CHANGE  
LECTURE SERIES**

*Under Section 5 (4) read with Section 26 (1) (q)  
of the NEHU Act, 1973*

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|--------------------------------|-----------|--|
| <b>Short Title</b>             | <b>1.</b> | The Lecture Series shall be called the "Development and Social Change Lecture Series".   |
| <b>Objectives</b>              | <b>2.</b> | 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.  |
| <b>Operation of the Series</b> | <b>3.</b> | <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>v. The scholar shall be paid an honorarium, the maximum of which shall not exceed Rs.5,000/-.</li> </ul> |
| <b>Expenditure on Lectures</b> | <b>4.</b> | <ul style="list-style-type: none"> <li>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.</li> <li>ii. The expenses such as travelling allowance, daily allowance, hospitality during the stay of the scholar shall be met from the University.</li> </ul>  |
| <b>Publication</b>             | <b>5.</b> | 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.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-11 Contd.****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.

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-12**

**ON THE BARPUJARI ENDOWMENT LECTURES**

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

- |                                   |           |  |
|-----------------------------------|-----------|--|
| <b>Short Title</b>                | <b>1.</b> | The Endowment shall be called the “Barpujari Endowment Lectures Fund” which may hereafter be referred to as the Fund.  |
| <b>Objectives</b>                 | <b>2.</b> | 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.  |
| <b>Operation of the Endowment</b> | <b>3.</b> | <ul style="list-style-type: none"> <li>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.</li> <li>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 Rs.5000/-. The expenditure on the honorarium shall be met out of the interest accrued from the designated fund, i.e., “Barpujari Endowment Lectures Fund”.</li> <li>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.</li> <li>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.</li> </ul> <p>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.</p> |
| <b>Endowment</b>                  | <b>4.</b> | <ul style="list-style-type: none"> <li>i. The amount of Rs.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.</li> </ul>   |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-12 Contd.**

- 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.     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.
- Management**     6.     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.

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-13****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 members. They shall not be entitled to any extra financial benefit because of the additional responsibility as adjunct faculty members. For all other purpose there shall be no difference between adjunct and regular faculty members.

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-14**

**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. | Rs.15,000/-(Rupees fifteen thousand) only.   |
| Manner by which the Endowment be invested | 3. | The amount of Rs.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. | <p>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.</p> <p>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</p> <p>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.</p> |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-14 Contd.**

|   |    |  |
|---|----|--|
| 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.  |

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-15**

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

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

|                                   |           |  |
|-----------------------------------|-----------|--|
| <b>Short Title</b>                | <b>1.</b> | 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).  |
| <b>Objective</b>                  | <b>2.</b> | 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.  |
| <b>Endowment</b>                  | <b>3.</b> | <ul style="list-style-type: none"> <li>i. The Endowment grant of Rs.45.0 lakhs (forty five lakhs) shall be invested in long term deposit with a nationalised bank.</li> <li>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.</li> <li>iii. The Chair shall carry a contingency grant of Rs.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.</li> <li>iv. A lump sum of Rs.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.</li> </ul> |
| <b>Operation of the Endowment</b> | <b>4.</b> | <ul style="list-style-type: none"> <li>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 65 years of age, whichever is earlier.</li> <li>ii. The Professor so appointed to the Chair shall be designated as ‘The Rajiv Gandhi Professor’ and his/her headquarters shall be Shillong.</li> </ul>  |

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-15 Contd.**

- |  |           |      |  |
|--|-----------|------|--|
|  |           | 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 Deans' Committee.  |
| <b>Emoluments and perquisites of the Professor incumbent</b> | <b>5.</b> | i.   | The Rajiv Gandhi Professor shall be paid a salary of Rs.26,000/- (Rupees twenty-six 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.  |
| <b>Academic Thrust</b>                                       | <b>6.</b> |      | Deleted (i)  |
| <b>Mode of Selection</b>                                     | <b>7.</b> | 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 observers. 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.   |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-15 Contd.

- Maintenance of the Endowment**      8.
- 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.

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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/99-1824 dated September 14, 2000.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-16**

**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 colleges.
  - 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.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-17**

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

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

|                                  |           |   |
|----------------------------------|-----------|---|
| <b>Short Title</b>               | <b>1.</b> | The Endowment shall be called the “Rajendra Kumar Sunehari Devi Jain Charitable Endowment.”   |
| <b>Objective</b>                 | <b>2.</b> | The objective of the Endowment is to provide scholarship and book grants to PG Students of the Department of Zoology, NEHU, Shillong.   |
| <b>Endowment and its purpose</b> | <b>3.</b> | <ul style="list-style-type: none"> <li>i. The Endowment shall have an amount of Rs. 1,00,000 (one lakh) only. This amount shall be invested in Fixed Deposit in a nationalised/scheduled bank.</li> <li>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.</li> <li>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.</li> </ul>  |
| <b>Mode of Selection</b>         | <b>4.</b> | <ul style="list-style-type: none"> <li>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.</li> <li>ii. The final selection of the awardees shall be made by a Committee comprising of the following members: <ul style="list-style-type: none"> <li>a. The Head, Department of Zoology, NEHU, Shillong -Chairman.</li> <li>b. Nominee of the Dean, School of Life Sciences -Member.</li> <li>c. Two nominees of the Department -Members.</li> <li>d. Trust Nominee -Member.</li> </ul> </li> <li>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).</li> <li>iv. The awardees shall be given citations at the time of Convocation.</li> </ul> |

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-17 Contd.

**Management  
of the  
Endowment Fund****5.**

The Finance Officer, NEHU, shall manage the Endowment Fund and shall maintain all accounts in respect of this Endowment.

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1. Approved vide Resolution No: AC:66:2001:5: 1(i) and EC:111:2001:5:1:(v), dated 28<sup>th</sup> & 29<sup>th</sup> November, 2001 and 11<sup>th</sup> December, 2001 respectively.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-18**

**ON THE NEHU CORPUS FUND AND ITS OPERATION**

*Under Section 29(1) (1) of the NEHU Act 1973 and Statute 5(5) (a)*

- |                                |           |  |
|--------------------------------|-----------|--|
| <b>Name of the Fund</b>        | <b>1.</b> | There shall be a fund created and made operational and the fund shall be known as NEHU Corpus Fund.  |
| <b>Objective of the Fund</b>   | <b>2.</b> | <p>The object of the fund shall be:-</p> <ol style="list-style-type: none"> <li>i. to accumulate resources and generate income on it to lead the University towards financial self-sufficiency;</li> <li>ii. to accumulate surplus revenues, i.e., revenues other than the revenues related to principal account of the University;</li> <li>iii. to accumulate the interest earned on investment of Plan Fund and the ear-marked Fund;</li> <li>iv. to accumulate the overhead charges payable to the University by the Project(s);</li> <li>v. to invest the Fund so accumulated to earn towards maximum possible interest;</li> <li>vi. to accumulate any grants given by the UGC or any other Government Organisations specifically for this purpose;</li> <li>vii. to accumulate any donation made specifically for this purpose;</li> <li>viii. to accumulate surplus interest earned on investment out of any fund other than the Part-I Non-Plan Fund;</li> <li>ix. Fund received from any other sources for the purpose.</li> </ol> |
| <b>Expenditure out of Fund</b> | <b>3.</b> | 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.   |
| <b>Operation of the Fund</b>   | <b>4.</b> | 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.   |

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-18 Contd.

**Loan from  
the Fund**

5. No loan for whatever purposes it may be, be allowed out of this Fund.

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

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OB-19**

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

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

- |  |    |  |
|--|----|--|
| <b>Short Title:</b>                              | 1. | The Endowment shall be known as “Dr. Mahendra Narain Karna Young Sociologist Prize”.   |
|  |    | Amount of the Endowment Rs.25,000/- (Rupees twenty five thousand)only.   |
| <b>Manner by Which the Endowment be invested</b> | 2. | The amount of Rs.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.  |
| <b>Purpose of the Endowment</b>                  | 3. | <p>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 Rs.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.</p> <p>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.</p> |
| <b>Annual Report</b>                             | 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.  |

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-19 Contd.

Draft of certificate:

NORTH-EASTERN HILL UNIVERSITY  
SHILLONG

This is to certify that.....  
.....(Name) has been awarded the Dr.Mahendra Narain 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

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

## THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

### ON PG DEPARTMENTS IN COLLEGES AFFILIATED TO THE UNIVERSITY<sup>1</sup>

*Under Section 5 of NEHU ACT 1973 and Statutes 33*

|   |  |
|---|--|
| <b>Eligibility to Apply for Opening a PG Department</b> | <p>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 programmes (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.<sup>2</sup></p>   |
| <b>Procedure of Application</b>                         | <p>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:</p> <p>i. Adequate running grant, Library facilities, Infrastructure facilities and staff for the PG course proposed.</p> <p>ii. A non-refundable application fee of Rs.50,000.00 shall be payable by DD in favour of the Finance Officer, NEHU.</p> <p>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.</p> |
| <b>Number of Seats</b>                                  | <p>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.</p>  |
| <b>Admission</b>  | <p>4. The college may have their own admission criteria which is to be approved by the University.</p>   |
| <b>Syllabus</b>   | <p>5. Syllabi shall be provided by the University from time to time for the purpose.</p>   |
| <b>Fees</b>   | <p>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.</p>  |
| <b>Course Structure And Examination</b>                 | <p>7. Ordinance OC-7 and Regulation RC-5 shall apply.</p>  |
| <b>Qualifications and Number Of Teachers</b>            | <p>8. i. The qualification for teachers shall be as prescribed by the UGC from time to time.</p> <p>ii. At least 10 teachers (5 for UG and 5 for PG) in Science subjects; and</p> <p>iii. At least 8 teachers (4 for UG and 4 for PG) in courses other than science subject will be the minimum requirement.</p>   |

<sup>1</sup> Notified vide F.Conf/13-5/99(Vol.III)-786 of 17.11.2004 vide AC Resolution AC:71:2004:5:1(ix) and EC Resolution No. EC:119:2004:5:1(iii)

<sup>2</sup> 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.

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-20 contd..****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.