

**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.

- Quorum**            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.
- Rules of Business**    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.