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North-Eastern Hill University

**Permanent Campus, Mawlai, Mawkynroh, Umshing
Shillong – 793 022 (Meghalaya)**

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Dated 12th September, 2008

NOTIFICATION

In terms of provisions contained under Statute 41(5) & (6) of the NEHU Act 1973 and in pursuance of the 79th Academic Council & 134th Executive Council, The Vice-Chancellor, NEHU is pleased to notify the amendment of the Ordinance which are as under with immediate effect.

1. No:AC:79:2008:2:(iii) - "Refund of Fees" Ordinance OF-1
No:EC:134:2008:5:1(ii) under Clause 7 as per Annexure 'A'.
2. No:AC:79:2008:5:1:(viii) - Revised Ordinance for Two Year Degree
No:EC:134:2008:5:1:(iii)&(vi) Courses etc. pertaining to implementation
the Choice Based Credit System under
Ordinance OC-7 as per Annexure -'B'.
3. No:AC:79:2008:5:1:(v) - Ordinance of Distance Mode of Education
No:EC:134:2008:5:1:(iv) under Ordinance OC-19 as per
Annexure-'C'.
4. No:AC:79:2008:5:5:(viii) - Increase of Identity Card Fee, Sport Fee
No:EC:134:2008:5:5:(vi) and Student Association Fee under
Ordinance OF-1 as per Annexure 'D'.
5. No:AC:79:2008:6:3:(i) - Provision of Casual Leave and Special
No:EC:134:2008:6:3:(ii) Casual Leave provided in respect of
teachers under Ordinance OE-6 as per
Annexure 'E'.



Prof. D.T. Khathing
Registrar

Copy to :

1. The Deputy Secretary, MHRD, Department of Secondary & Higher Education, Shastri Bhavan, New Delhi – 110001.
2. Pro-Vice-Chancellor, NEHU, Tura Campu, Tura.
3. Registrar/Finance Officer/Controller of Examinations, NEHU, Shillong.
4. All Deans of Schools, NEHU, Shillong.
5. All Officer, NEHU, Shillong/Tura.
6. All Heads of Department/Centres, NEHU, Shillong/Tura.
7. Dean, Students Welfare, NEHU, Shillong.
8. In-charge, Publication Cell, NEHU, Shillong.
9. SPS to Vice-Chancellor, NEHU, Shillong for V.C's kind information.



Registrar.

C.O.F.

OC-7

ON THE MASTERS DEGREE PROGRAMMES IN ARTS, SCIENCE AND COMMERCE

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

1. The Masters Degree Programmes in the Schools under the University are full time courses of study spread over a period of four academic semesters or two academic years. These courses cannot be combined with any other full-time or part-time post-graduate course offered by the University except those which may be designed by the University for the post-graduate students of the University.
2. a. A candidate seeking admission to any of the courses must possess the qualifications prescribed by the Board of the School as approved by the Academic Council from time to time.
- b. Admissions to different courses shall be made only in the first semester at the beginning of each academic year unless specifically decided for a course by the Academic Council.
- c. Candidates who have taken the Bachelors Degree (Pass or Honours), of this University or any other recognized University shall be eligible to apply for admission to the courses offered by the Schools subject to provisions of the regulations relating to prerequisites if any. The minimum qualifying marks for admission to different courses shall be as per the regulation prescribed for the purpose.
- d. Admission to a course shall be made on the basis of the candidate's performance at the admission test, if any, conducted by the concerned Department and/ or her/his merit in the concerned subject at the undergraduate level.
3. a. Subject to the general guidance of the Board of School, the instruction and routine in each course shall be under the control and direction of the Head of the Department concerned.
- b. Each student, with respect to her/ his work in the course as well as his general conduct in the University, shall remain under the control of the School and the discipline of the concerned Department.
- c. Each course of a given programme of study shall have a credit value ranging from 2 to 6. Credit shall be defined on the basis of maximum marks allotted to the course and contact hours. One credit is assigned for each 25 marks and 12 contact hours of teaching for theory or 24 contact hours for practical.
4. Ordinarily, a student shall earn 72 credits during the period of four semesters. Out of these 60 credits shall have to be earned from the core courses of the programme to which she/he is admitted. The balance 12 credits shall be earned by the student from the courses offered under the open choice. A student can, however, earn the 72 credits within a maximum period of six semesters.

5. A student must have attended a minimum of 75% of the lectures, which may also include seminars and tutorials organized by the Department, during a semester to be eligible to appear at the end semester examination.
6. The School Board may, on the recommendation of the Department concerned, consider and decide on the request for condonation of shortage of attendance up to 5%. Condonation of any shortage more than 5% and up to 15% may be recommended by the Board to the Vice-Chancellor with full justification, whose decision shall be final.
7. A student who does not earn credit(s) in a given semester, for any reason whatsoever, may do so in one of the remaining semesters during which she/he is eligible to participate in the curricular programme under the provisions of 4 above.
Provided that if a student is not able to earn atleast 24 credits by the end of the second semester she/he shall not be eligible to move on to the third semester. Under such cases the students shall be required to seek fresh admission and pursue the entire course-work as a fresh candidate.
8. a. Evaluation for each course shall be done on the basis of performance in continuous assessment and end-semester examination.
b. Each course shall carry maximum marks/credits as may be prescribed by the School Board. For the purposes of determining the marks obtained by the student in any course, the weightage assigned to continuous assessment and end-semester examination shall be 1:3
c. The pattern and schedule of continuous assessment and its evaluation shall be laid down in the regulations.
9. a. Each semester shall have at least 90 working days excluding examination days.
b. The dates of commencement and termination of each semester shall be fixed by the Academic Council.
10. Examiner or a Board of examiners for each course of study shall be appointed by the Board of the concerned School on the recommendations of the Board of Post-Graduate Studies in accordance with the provisions of regulations concerning P.G examinations of the University.
11. A candidate shall apply for admission to the end-semester examination in prescribed form to the Dean of the concerned School through the Head of the Department. Such applications shall be accompanied by certificates indicating that:
 - (i) the candidate has attended the minimum number of lectures etc. in respect of all core courses and open choice courses.
 - (ii) all dues including prescribed examination fee have been deposited.

12. The end-semester results shall be placed before the Vice Chancellor for approval after they have been screened by committee consisting of the Head of the Department concerned and not less than two faculty members appointed by the Dean on the recommendation of the Head of the Department.
13. a. In order to qualify for the Master's degree, a candidate shall have to earn 72 credits; to earn credits assigned to a course the candidate shall have to secure at least grade point 4, in the seven point grading scale (as per clause 17) in that course.
- b. Candidates securing grade points 5, 4, or 0 may be allowed to repeat / improve upon a paper within the maximum period of six semesters as prescribed in clause 4.
14. Successful candidates shall be awarded the Degree under the following classification:
First Division: Obtained Grade points: 9 (Outstanding), 8 (Excellent), 7 (Very good), or 6 (Good), in the seven point grading scale (as per clause 17) in the aggregate of all the examinations and continuous assessments.
Second Division: Obtained Grade: 5 (Fair), in the seven point grading scale (as per clause 17) in the aggregate of all examinations and continuous assessments.
Pass: Obtained Grade: 4 (Average), in the seven point grading scale (as per clause 17) in the aggregate of all examinations and continuous assessments.
15. No candidate shall be allowed to appear in any course more than twice (which shall include the paper which the candidate opts not to appear) and no candidate shall be allowed to appear in any course beyond six semesters of her/ his first admission to the programme.
16. The courses of study and the scheme of examination for the degree in each subject shall be such as may be approved by the Academic council on the recommendation of the Board of the School and the Board of Post-Graduate Studies of the Department concerned.
17. The grade points/ description/ percent marks and the division obtained shall be as determined as below:

Grade Points	Description	Percentage of Marks	Division
9	Outstanding	90% to 100%	First
8	Excellent	80% to 89%	First
7	Very Good	70% to 79%	First
6	Good	60% to 69%	First
5	Fair	50% to 59%	Second
4	Average	40% to 49%	Pass
0	Fail	Below 40%	Fail

ON POST-GRADUATE EXAMINATIONS

RC-5

Under Ordinance OC-7

1. On Course structure

- i **Core Courses** shall be those, knowledge of which is deemed essential for students of a particular Master's degree programme. It may also have an elective component.
- ii **OPEN Choice Courses** are intended to allow students to acquire knowledge and skills in areas of her/ his choice. Such courses may be offered by the concerned department and/ or other departments in various schools of study within the university.
- iii Each course of a particular programme of study shall have the following:
 - (i) course code; (ii) course title; (iii) credits assigned (iv) maximum marks; (v) number of contact hours for teaching of theory per week and per semester; (vi) Number of Contact hours for teaching of practical per week and per semester; (vii) whether the course is a core (C) and/ or an open choice course (O)

2. On Distribution of credits

Each semester shall have uniform distribution of credits.

3. On Distribution of core and open courses across semesters

The open choice courses shall be offered only in semester 2 and 3.

4. On student advisor and students hand book

- i Each Department shall have a student's advisor(s) who shall advise the students about choosing courses offered under open choice.
- ii Each department shall prepare a student's handbook which shall contain complete list of courses including the core and the open choices.
- iii. Immediately after joining a programme of study student shall fill up a plan declaring the choice of courses to be taken. Depending upon the availability of courses in each semester every student must register for the courses she/ he intends to undergo in that semester. Students have to apply in the prescribed proforma (in triplicate) duly signed by the candidate, student advisor and the Head of the Department (within the deadline notified in the academic calendar).
- iv. Late registration may be allowed up to two weeks after the commencement of the semester.
- v A student shall register for a minimum of 18 credits in a semester. Withdrawal from a course shall be permitted up to two week from the date of registration.

- vi. After registration, a student can drop a choice based course opted earlier and can substitute it by another choice based course with the consent of the Student Advisor and the Head of the department before the deadline for withdrawal of courses.

Provided withdrawal from a course will not be permitted for those who undergo late registration.

5. On continuous assessment

- i. Evaluation of continuous assessment for each course shall be made on the basis of the student's performance in the best two of the three written tests which may also include one seminar organized for this purpose by the Department concerned.
- ii. The schedule for the continuous assessment shall be made known to the students at the beginning of the semester. The tests shall be evenly spaced out throughout the semester.
- iii. The marks/grades awarded for continuous assessment shall be made known to the candidates ordinarily within ten days of the conduct of the test etc. Candidates may seek clarifications, if any, about their performance from the teacher concerned within a week of the declaration of marks/grades.
- iv. Each Department shall constitute an Examination Committee consisting of at least three members of its faculty to oversee all work connected with evaluation of sessional work. The Head of the Department shall be the ex-officio Chairman of this Committee.
- v. The awards given by the teacher(s) concerned shall be kept confidential until they are moderated and approved by the Departmental Examination Committee. It shall be the responsibility of this Committee to maintain the standard of evaluation.

6. On end-semester examinations

- i. Appointment of Paper-Setter/Examiner

The Board of Post-Graduate Studies in each subject shall draw a panel of Paper-Setters/Examiners ordinarily in the month of August every alternate year and forward the same to the Academic council through the Board of School which shall appoint the Paper-Setter/Examiner. While drawing the panel, the Chairman of the Board of Post-Graduate Studies shall take into consideration the confidential aspect of the assignment.

A person to be appointed as a Paper-Setter must be a full time teacher of the University having at least 5 years PG teaching experience.

In exceptional circumstances, however, the Vice-chancellor may relax the condition of experience.

Ordinarily the Paper-Setter shall act as Examiner. In case, an examiner has to be appointed other than the Paper-Setter, the criteria shall be the same as for Paper-setter.

ii. Moderation Board

There shall be a Moderation Board for each subject/ programme of study and it shall consist of:-

Dean of the School concerned

Head of the concerned Department;

One teacher teaching the concerned course(s) or a teacher(s) nominated by the Head of the Department.

The function of the board shall be

- a. to ensure that the question paper has been set strictly in accordance with the syllabus and instructions given by the University covering broad areas adequately;
- b. to delete question(s) set from outside syllabus and to make necessary substitution, if required;
- c. to remove ambiguity in the language of question, if any;
- d. to moderate the questions properly giving ample opportunity to candidates of average and exceptional capabilities;
- e. to ensure proper distribution and indication of marks for each question or part or parts thereof, time prescribed for the paper and to correct errors, if any, in this regard;
- f. to bring to the notice of the Controller of Examinations lapses or omission on the part of the Paper-Setter, if any.

iii. Evaluation

- a. There shall be both an End-Semester Examination and continuous assessment for each course of study. This applies also to all practical work done as part of the course requirement.
- b. The ratio of weight age of marks between end-semester examination and continuous assessment shall be applicable to each course.
- c. The question paper for the end-semester examinations for each course shall be set by the paper setter appointed for the purpose.
- d. It shall be the responsibility of the paper setter to ensure that the syllabus for the course is adequately covered in the question paper.
- e. The answer scripts for End-Semester Examination shall be evaluated preferably, by the respective paper-setters.
- f. The end-Semester Practical Examination shall be jointly conducted by an external and an internal examiner. If for any reason, the external examiner is not available, a panel of at least three internal examiners shall conduct the practical examination in question.

- g. Master's degrees shall be awarded on the basis of evaluation of the candidate out of a total of 1800 marks. 75% of the total weightage of marks/grades shall be given to end-Semester Examination and 25% of it shall be given to continuous assessment during the semester.
- h. There shall be a Moderation Board to moderate the results of the end-semester examinations in each subject/programme of study and it shall consist of:
 - Vice-Chancellor
 - Deans of all the Schools of Studies
 - Head of the concerned Department
- i. The Board shall scrutinize the statistics of results prepared by the tabulators and moderate the same, if need be, before the declaration / publication of results.

7. On Grade card

- a. The **Grade Card** issued at the end of each semester to each student registered for a course shall contain the following:
 - (i) Course code
 - (ii) Course title
 - (iii) Per cent marks obtained for each course
 - (iv) Credits earned for each course
 - (v) Grade point

Course code	Course title	%marks secured	Credits earned	Grade point
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- b. The cumulative grade point statement of all the courses after completing the programme of study shall be issued as under ordinance OC7(17)