

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 weeks² (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:
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|----------------------------------|---|---------|
| Lecturers/Lecturers(Sr. Scale) / | | |
| Lecturers (Sln. Grade) | - | 16 Hrs. |
| Readers and Professors | - | 14 Hrs |
- The other academic activities shall have the following break up:
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|--|---|----------|
| 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:
- Conducting interdisciplinary research work having direct implication and bearing on the community.
 - Action based projects for societal needs as extension education programmes;
 - Conducting short-duration diploma/certificate courses, training and outreach programmes
 - 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.

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- Time Table** 5. i. Each Department and School shall prepare a time table indicating engagement of all members of the faculty covering core academic programmes.
- ii. One day in a week could be kept 'free' for each member of the faculty. There may be no lecture assignments on this free day but the member will be available in the Department/Centre for general guidance to students and other academic programmes.
- iii. Every Department/Centre will have some academic programme or the other on every working day of the academic department of the University.
- Number of Research Scholars** 6. 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.

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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.