

**THE ACT AND STATUTES,
ORDINANCES, REGULATIONS
AND RULES**

CONTENTS

THE ACT

Particulars	Page No.
Short title and commencement	1
Definition	1-2
The University	2-3
Objects of the University	3
Transfer of properties of North-Eastern Hill University	3
Powers of the University	3-4
Jurisdiction	5
University open to all classes, castes and creed	5
The Visitor	5-6
The Chief Rector	6
Officers of the University	6
The Chancellor	7
Vice-Chancellor	7
The Pro-Vice Chancellor	7
Deans of Schools	7
The Registrar	7
The Finance Officer	8
Other Officers	8
Authorities of the University	8
The Court	8
The Executive Council	8
The Academic Council	8
The Planning Board	8
The Boards of Schools	8
The Finance Committee	8
Other authorities of the University	9
Powers to make Statutes	9
Statutes how to be made	9-10
Power to make Ordinances	10-11
Regulations	11
Annual Report	11
Annual Accounts	11
Transfer of services of certain employees of the North-Eastern Hill University	12
Conditions of service employees	12
Procedure of appeal and arbitration in disciplinary cases against Students	12
Right to appeal	12
Provident and pension fund (19 of 1925)	13
Disputes as to constitution of University authorities and bodies	13
Constitution of Committees	13
Filling of casual vacancies	13

Proceeding of University authorities or bodies not invalidated by vacancies	13
Protection of action taken in good faith	13
Mode of proof of University record	13
Power to remove difficulties	14
Transitional Provisions	14
Completion of courses of studies in Colleges or Institutions affiliated to the University	14
Statutes, Ordinances and Regulations to be published in the Official Gazette and to be laid before Parliament	15
Amendment of Act 24 of 1973	15

THE STATUTES

The Chancellor	15-16
The Vice- Chancellor	16-17
Powers and duties of the Vice-Chancellor	17
Pro-Vice- Chancellor	17-18
Registrar	18-19
The Finance Officer	19-20
The Controller of Examinations	20
Deans of Schools of studies	21
Heads of Departments	21
Proctors	21
Librarian	22
The Court	22
Meeting of the Court	23
Executive Council	24
Quorum for meetings of Executive Council	24
Powers and functions of the Executive Council	24-25
Academic Council	26
Constitution of Academic Council	26
Quorum of meetings of the Academic Council	26
Powers of the Academic Council	26
The Planning Board	27
School of Studies and Departments	28
Board of Studies	28
Finance Committee	28-29
Selection Committees	29-31
Special mode of appointment	31-32
Appointment for a fixed tenure	32
Recognized teachers	32
Committees	32
Terms and conditions of service and code of conduct of the teachers etc.	32
Terms and conditions of service and code of conduct of other Employees	32
Seniority list	33

Removal of employees of the University	33-34
Honorary degrees	34
Withdrawal of degrees, etc	34
Maintenance of discipline among students of the University	34-35
Maintenance of discipline among Students of Colleges etc	35
Admission of colleges etc. to the privileges of the University	35-36
Convocations	36
Acting Chairman of meetings	36
Resignation	37
Disqualifications	37
Residence conditions for membership and office	37
Membership of authorities by virtue of membership of other bodies	37
Alumni Association	37
Students' Council	37-38
Ordinance how made	38
Regulations	39
Delegation of Powers	39

ORDINANCES

1. OA Series

OA-1	On the Schools of Studies	40
OA-2	On the Departments of the Schools	40-41
OA-3	On the Centres of Studies	42
OA-4	On the Assignment of Departments and Centres to the Schools of Studies	42-43
OA-5	On the Degrees, Diplomas and Certificates	44
OA-6	On the Boards of Schools	44-45
OA-7	On the Boards of Under Graduate Studies	45-46
OA-8	On the Boards of Post Graduate Studies	47
OA-9	On the Board of Research Studies	48
OA-10	On the Board of Professional Studies	48-49
OA-11	On the Planning Board	50

2. OB Series

OB-1	On the Constitution and Functions of the Departments	51-52
OB-2	On the Structure and Management of the Centres	52-54
OB-3	On the Functions of the Heads of Departments	55
OB-4	On the Functions of the Deans of Schools	55
OB-5	On the Functions of the Dean of Research, Development and Consultancy	55-56
OB-6	On the Powers and Functions of the Deans' Committee	56
OB-7	On the Establishment and Affiliation of Colleges	57-61
OB-8	On the College Development Council	61-62

3. OC Series

OC-1	On the Admission, Enrolment, Migration and Transfer of Students to the University and Affiliated Colleges	60-63
OC-2	On the Bachelor of Arts, Business Administration, Commerce, Computer Applications and Science Courses	63-68
OC-3	On the Bachelor of Law Degree Programme	68-71
OC-5	On the Bachelor of Technology Degree Programme	72
OC-6	On the Masters Degree Programmes in Arts, Commerce and Science	72-74
OC-7	On the Masters Degree Programme in Education	75
OC-8	On the Masters Degree Programmes in Agricultural Sciences	75-76
OC-9	On the Masters Degree Programme in Business Administration	76
OC-13	On the Doctor of Literature and Doctor of Science Degree Programmes	76-78
OC-14	On the Equivalence Committee for Recognition of Examinations/ Degrees	78-79
OC-16	On the Medium of Instruction and Examination	79
OC-17	On Certificate and UG/PG Diploma Courses	79
OC-18	On Academic Calendar of the University	79-80

4. OD Series

OD-1	On the Institutional (UGC) Non-NET Fellowship	80-81
OD-2	On the Students' Council	81-82
OD-3	On the Residence of the Students of the University	82-85
OD-4	On the Representation of the Post Graduate Students of the University to the Academic Council	86
OD-5	On Discipline of Students in the University Examinations	86-90
OD-6	On the Powers and Functions of the Dean, Students' Welfare	90-91
OD-7	On Discipline and Conduct of Students of the University	91-93
OD-8	On the Nagaland University Women's Cell	93-95

5. OE Series

OE-9	On leave for teachers	95
OE-10	On floating posts	95-96
OE-13	On the Career Advancement Scheme	96
OE-14	On the functions of the Planning Officer	96

6. OF Series

OF-1	On the Fees Payable by Students	96
------	---------------------------------	----

7. OH Series

OH-1	On the Externally Funded Research Projects	97
------	--	----

8. OI Series

OI-1	On the Code for the University Song	97
------	-------------------------------------	----

REGULATIONS

9. RA Series

RA-1	On the Deans' Committee	98
RA-2	On the Centres of Studies	98
RA-3	On Conduct of meetings of the Academic Council	98-100
RA-5	On schedule of meetings	100

10. RB Series

RB-1	On Permanent Affiliation	101
------	--------------------------	-----

11. RC Series

RC-3	On Paper-Setting/Evaluation/Moderation of Under-Graduate Examinations	101-106
RC-4	On award of Medals and Prizes	106-107
RC-10	On the Conduct of Pre-Submission Seminar for the Master Of Philosophy and Doctor of Philosophy Degree Programmes	107-108

12. RD Series

RD-1	On the Academic Study Tours	108
------	-----------------------------	-----

RD-2	On Library Committee	109-110
RD-3	On Book Selection	110-111
RD-4	On Library	111-114

13. RE Series

RE-3	On selection of Teachers attending Conferences/Seminars/ Symposia etc.	114-116
------	---	---------

14. RF Series

RF-1	On the Governance and Utilization of the Students' Council Fund	116
------	--	-----

15. RG Series

RG-1	On the Externally Funded Research Projects	117-123
------	--	---------

16. RU Series

RU-1	On Discipline and Conduct of Students	123-124
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THE ACT AND STATUTES



सत्यमेव जयते

भारत का राजपत्र THE GAZETTE OF INDIA

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Separate paging is given to this part in order that it may be filed as a separate compilation
इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन
के रूप में रखा जा सके!

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd October, 1989/ Kartika 1, 1991 (Saka)

The following Act of Parliament received the assent of the President on the 20th October, 1989 and is hereby published for general information :-

THE NAGALAND UNIVERSITY ACT, 1989

No. 35 OF 1989

(20th October, 1989)

An Act to establish and incorporate a teaching and affiliating University in the state of Nagaland and to provide for matters connected therewith or incidental thereto.

BE it enacted by parliament in the Fortieth Year of the Republic of India as follows :-

1. (1) This Act may be called the Nagaland University Act, 1989. **Short title**
- (2) It shall come into force on such date as the Central Government may, and **and comm**
by notification in the Official Gazette, appoint. **encement**
2. In this Act, and in all statutes made here under, unless the context otherwise **Definition**
requires-
(a) "Academic Council" means the Academic Council of the University;

- (b) "Academic staff" means such categories of staff as are designated as academic staff by the Ordinances;
- (c) "Board of Studies" means the Board of Studies of the University;
- (d) "Chancellor", "Vice-Chancellor and Pro-Vice-Chancellor" means, respectively, the Chancellor, Vice-Chancellor and Pro-Vice-Chancellor of the University;
- (e) "College" means a College maintained by, or admitted to the privileges of the University;
- (f) "Court" means the Court of the University;
- (g) "Department" means a Department of Studies; and includes Centre of Studies;
- (h) "Distance education system" means the system of imparting education through any means of communication, such as broadcasting, telecasting, correspondence courses, seminar, contact programmes or the combination of any two or more such means;
- (i) "Employee" means any person appointed by the University, and includes teachers and other staff of the University;
- (j) "Executive Council" means the Executive Council of the University;
- (k) "Hall" means a unit of residence or of corporate life for the students of the University, or of a college or an Institution, maintained by the University;
- (l) "Institution" means an academic institution, not being a College, maintained by, or admitted to the privileges of the University;
- (m) "North-Eastern Hill University" means the University established under **24 of 1973** section 3 of the North-Eastern Hill University Act, 1973;
- (n) "Planning Board" means the Planning Board of the University;
- (o) "Principal" means the Head of a College or an Institution maintained by the University and includes, where there is no Principal, the person for the time being duly appointed to act as Principal, and in the absence of the Principal or the acting Principal, a Vice-Principal duly appointed as such;
- (p) "Recognised institution" means an institution of higher learning recognised by the University;
- (q) "Recognised teachers" means such persons as may be recognised by the University for the purpose of imparting instructions in a College or an institution admitted to the privileges of the University;
- (r) "Regulations" means the Regulations made by any authority of the University under this Act for the time being in force;
- (s) "School" means a school of Studies of the University;
- (t) "Statutes" and "Ordinances" means, respectively, the Statutes and the Ordinances of the University for the time being in force;
- (u) "Teachers of the University" means Professors, Readers, Lecturers and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or institution maintained by the University and are designated as teachers by the Ordinances;
- (v) "University" means the Nagaland University established under this Act.

3. (1) There shall be established a University by the name of "Nagaland University". **The University**
- (2) The Headquarters of the University shall be at Lumami at and it may also establish campuses at such other places within its jurisdiction as it may deem fit.
- (3) The first Chancellor and the first Vice-Chancellor and the first members of the Court, the Executive Council, the Academic Council and the Planning Board and all persons who may hereafter become such officers or members, so long

as they continue to hold such office or membership are hereby constituted a body corporate by the name of "Nagaland University".

- (4) The University shall have perpetual succession and a common seal and shall sue and be sued by the said name.

4. The object of the University shall be to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit; to make provisions for integrated courses in humanities, natural and physical sciences, social sciences, agricultural science and forestry and other allied disciplines in the educational programmes of the University; and to take appropriate measures for promoting innovations in teaching-learning processes, inter-disciplinary studies and research; to educate and train man-power for the development of the State of Nagaland; and to pay special attention to the improvement of the social and economic conditions and welfare of the people of that State, their intellectual, academic and cultural development. **Object of the University**
5. On and from the commencement of this Act, all properties of the North-Eastern Hill University in the State of Nagaland shall stand transferred to and vest in, the University and shall be applied to the objects for which the University is established. **Transfer of properties of North-Eastern Hill University**
6. The University shall have the following powers, namely :- **Power of the University.**
- (i) to provide for instruction in such branches of learning as the University may, from time to time, determine and to make provision for research and for the advancement and dissemination of knowledge;
 - (ii) to grant, subject to such conditions as the University may determine, diplomas or certificates to and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
 - (iii) to organise and to undertake extra-mural studies, training and extension services;
 - (iv) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
 - (v) to provide facilities through the distance education system to such persons as it may determine;
 - (vi) to institute Principalships, Professorship, Readership, Lectureships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Readership, Lectureships or other teaching or academic positions;
 - (vii) to recognise an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;
 - (viii) to recognise persons for imparting instructions in any College or Institution admitted to the privileges of the University;
 - (ix) to appoint persons working in any other University or organisation as teachers of the University for a specified period;
 - (x) to create administrative, ministerial and other posts and to make appointments thereto;

- (xi) to co-operate or collaborate or associate with other University or authority or institution of higher learning in such manner and for such purpose as the University may determine;
- (xii) to establish such campuses, special centres, specialised laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;
- (xiii) to institute and award fellowship, scholarships, studentships, medals and prizes;
- (xiv) to establish and maintain Colleges, Institutions and Halls.
- (xv) to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organisations, as the University may deem necessary;
- (xvi) to organise and conduct refresher courses, seminars and other programmes for teachers, evaluators and other academic staff;
- (xvii) to admit to its privileges colleges and institutions not maintained by the University; to withdraw all or any of those privileges in accordance with such conditions as may be prescribed by the Statutes; to recognise, guide, supervise, and control Halls not maintained by the University and others accommodation for students, and to withdraw any such recognition;
- (xviii) to appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants, Scholars and such other persons who may contribute to the advancement of the objects of the University;
- (xix) to confer autonomous status on a College or an Institution or a Department , as the case may be, in accordance with the Statutes;
- (xx) to determine standards of admission to the University, which may include examination, evaluation or any other method of testing;
- (xxi) to demand and receive payment of fees and other charges;
- (xxii) to supervise the residences of the students of the University and to make arrangement; for promoting their health and general welfare;
- (xxiii) to lay down conditions of service of all categories of employees, including their code of conduct.
- (xxiv) to regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed to be necessary;
- (xxv) to make arrangements for promoting the health and general welfare of the employees.
- (xxvi) to receive benefactions, donations and gifts and to acquire, hold, manage and dispose of any property movable or immovable, including trust and endowment properties for the purposes of the University;
- (xxvii) to borrow, with the approval of the Central Government, on the security of property of the University, money for the purposes of the University;
- (xxviii) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

7. (1) The jurisdiction of the University shall extend to the whole of the State of Nagaland. **Jurisdiction**
(2) On and from the commencement of this Acts, all colleges, Institutions, Schools and Departments affiliated to, or admitted to the privileges of, or maintained by, the North-Eastern Hill University shall stand affiliated to, or admitted to the privileges of, or maintained by, the University.
(3) On and from the date of commencement of this Act, the North Eastern Hill University shall cease to exercise its jurisdiction in the state of Nagaland.

8. The University shall be open to persons of either sex and of what ever caste, creed, race **University** or class, and it shall not be lawful for the University to adopt or impose on any person, **open to all** any test whatsoever of religious belief or profession in order to entitle him to be **classes,** appointed as a teacher of the University or to hold any other office therein or be **castes and** admitted as a student in the University or to graduate thereat or to enjoy or exercise **creed** any privilege thereof:

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for the employment or admission of women, physically handicapped or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes and the Scheduled Tribes.

9. (1) The President of India shall be the Visitor of the University **The Visitor**
(2) The Visitor may, from time to time, appoint one or more persons to review the work and progress of the University, including Colleges and Institutions managed by it, and to submit a report thereon; and upon receipt of that report, the Visitor may, after obtaining the views of the Executive Council thereon through the Vice-Chancellor, take such action and issue such directions as he considers necessary in respect of any of the matters dealt with in the report and the University shall be bound to comply with such directions.
(3) The Visitor shall have the right to cause an inspection to be made by such person or persons as he may direct, of the University, its buildings, laboratories and equipment, and of any College or institution maintained by the University or admitted to its privileges; and also of the examinations, teaching and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the administration or finances of the University, Colleges or Institutions.
(4) The Visitor shall, in every matter referred to in sub-section (2), give notice of his intention to cause an inspection or inquiry to be made
(a) to the University, if such inspection or inquiry is to be made in respect of the University or any College or Institution maintained by it, or
(b) to the management of the College or Institution, if the inspection or inquiry is to be made in respect of the College or institution admitted to the privileges of the University, and the University or the management, as the case may be, shall have the right to make such representations to the Visitor, as it may consider necessary.
(5) After considering the representations, if any, made by the University or the management, as the case may be, the visitor may cause to be made such inspection or inquiry as is referred to in sub-section (3).

- (6) Where any inspection or inquiry has been caused to be made by the Visitor, the University or the management shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry.
- (7) The Visitor may, if the inspection or inquiry is made in respect of the University or any College or Institution maintained by it, address the Vice-Chancellor with reference to the result of such inspection or inquiry together with such views and advice with regard to the action to be taken thereon, as the Visitor may be pleased to offer, and on receipt of address made by the Visitor, the Vice Chancellor shall communicate, to the Executive Council, the views of the Visitor with such advice as the Visitor may offer upon the action to be taken thereon.
- (8) The Visitor may, if the inspection or inquiry is made in respect of any College or Institution admitted to the privileges of the University, address the management concerned through the Vice-Chancellor with reference to the result of such inspection or inquiry, his views thereon and such advice as he may be pleased to offer upon the action to be taken thereon.
- (9) The Executive Council or the management as the case may be, shall communicate, through the Vice-Chancellor to the Visitor such action, if any, as it proposes to take or has been taken upon the result of such inspection or inquiry.
- (10) Where, the Executive Council or the management, does not, within a reasonable time, take action to the satisfaction of the Visitor, the Visitor may, after considering any explanation furnished or representation made by the Executive Council or the management, issue such directions as he may think fit and the Executive Council or the management, as the case may be, shall comply with such directions.
- (11) Without prejudice to the foregoing provisions of this section the Visitor may, by order in writing, annul any proceeding of the University which is not in conformity with the Act, the Statutes or the Ordinances:

Provided that before making any such order, he shall call upon the Registrar to show cause why such an order should not be made, and, if any cause is shown within a reasonable time, he shall consider the same.

- (12) The Visitor shall have such other powers as may be prescribed by the Statutes.

10. The Governor of the State of Nagaland shall be the Chief Rector of the University. **The Chief Rector**
11. The following shall be the officers of the University. **Officers of the University**
 - (1) the Chancellor;
 - (2) the Vice-Chancellor;
 - (3) the Pro-Vice-Chancellor;
 - (4) the Deans of Schools;
 - (5) the Registrar;
 - (6) the Finance Officer; and
 - (7) such other officers as may be declared by the Statutes to be officers of the University.

12. (1) The Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes. **The Chancellor**
(2) The Chancellor shall, by virtue of his office, be the Head of the University.
(3) The Chancellor shall, if present, preside at the convocations of the University held for conferring degrees.
13. (1) The Vice-Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes. **Vice-Chancellor**
(2) The Vice-Chancellor shall be the principal executive and academic officer of the University, and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.
(3) The Vice-Chancellor may, if he is of opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the action taken by him on such matter :

Provided that if the authority concerned is of opinion that such action ought not to have been taken, it may refer the matter to the Visitor whose decision thereon shall be final :
Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to appeal against such action to the executive Council within three months from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.
(4) The Vice-Chancellor, if he is of the opinion that any decision of any authority of the University is beyond the powers of the authority conferred by the provisions of this Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor whose decision thereon shall be final.
(5) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or the Ordinances.
14. The Pro-Vice-Chancellor shall be appointed in such manner and shall exercise such other powers and perform such duties as may be prescribed by the Statutes. **The Pro Vice-Chancellor**
15. Every Dean of a School shall be appointed in such manner and shall exercise such powers and perform such duties as may be prescribed by the Statutes. **Deans of Schools.**
16. (1) The Registrar shall be appointed in such manner as may be prescribed by the Statutes. **The Registrar**
(2) The Registrar shall have the power to enter into agreement, sign documents and authenticate records on behalf of the University and shall exercise such powers and perform such duties as may be prescribed by the Statutes.

17. The Finance Officer shall be appointed in such manner and shall exercise such powers and perform such duties as may be prescribed by the Statutes. **The Finance Officer**
18. The manner of appointment and powers and duties of the other officers of the University shall be prescribed by the Statutes. **Other Officers**
19. The following shall be the authorities of the University :- **Authorities of the University**
 - (1) the Court;
 - (2) the Executive Council;
 - (3) the Academic Council;
 - (4) the Planning Board;
 - (5) the Boards of Schools;
 - (6) the Finance Committee; and
 - (7) such other authorities as may be declared by the Statutes to be the authorities of the University.
20.
 - (1) The constitution of the Court and the term of office of its member shall be prescribed by the Statutes **The Court**
 - (2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely :-
 - (a) to review, from time to time the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;
 - (b) to consider and pass resolutions on the annual report and the annual accounts of the University and the audit report on such accounts;
 - (c) to advise the Visitor in respect of any matter which may be referred to it for advice; and
 - (d) to perform such other functions as may be prescribed by the Statutes.
21.
 - (1) The Executive Council shall be the principal executive body of the University. **The Executive Council**
 - (2) The constitution of the Executive Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes.
22.
 - (1) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, co-ordinate and exercise general supervision over the academic policies of the University **The Academic Council**
 - (2) The Constitution of the Academic Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes.
23.
 - (1) The Planning Board shall be the principal planning body of the University. **The Planning Board**
 - (2) The constitution of the Planning Board, term of office of its members and its powers and functions shall be prescribed by the Statutes.
24. The constitution, powers and functions of the Board of Schools shall be prescribed by the Statutes. **The Boards of Schools.**
25. The constitution, powers and functions of the Finance Committee shall be prescribed by the Statutes. **The Finance Committee**

26. The constitution, powers and functions of other authorities as may be declared by the Statutes to be the authorities of the University, shall be prescribed by the Statutes. **Other authorities of the University**
27. Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely :- **Powers to make Statutes**
- (a) the constitution, powers and functions of the authorities and other bodies of the University, as may be constituted from time to time;
 - (b) the appointment and continuance in office of the members of the said authorities and bodies, the filling up of vacancies of members, and all other matters relating to those authorities and other bodies for which it may be necessary or desirable to provide;
 - (c) the appointment, powers and duties of the officers of the University and their emoluments;
 - (d) the appointment of teachers, academic staff and other employees of the University and their emoluments;
 - (e) the appointment of teachers, academic staff working in any other University or organisation for a specific for undertaking a joint project;
 - (f) the conditions of service of employees including provision for pension, insurance and provident fund, the manner of termination of service and disciplinary action;
 - (g) the principles governing the seniority of service of the employees of the University;
 - (h) the procedure for arbitration in cases of dispute between employees or students and the University;
 - (i) the procedure of appeal to the Executive Council by any employee or student against the action of any officer or authority of the University;
 - (j) the conferment of autonomous status on a College or an Institution or a Department;
 - (k) the establishment and abolition of Schools, Departments, Centres, Halls, Colleges and Institutions;
 - (l) the conferment of honorary degrees;
 - (m) the withdrawal of degrees, diplomas, certificates and other academic distinctions;
 - (n) the conditions under which Colleges and Institutions may be admitted to the privileges of the University and the withdrawal of such privileges;
 - (o) the institution of fellowship, scholarships, studentship, medals and prizes;
 - (p) the delegation of powers vested in the authorities or officers of the University;
 - (q) the maintenance of discipline among the employees and students;
 - (r) all other matters which by this Act are to be or may be provided for by the Statutes.
28. (1) The first Statutes are those set out in the Schedule. **Statutes**
 (2) The Executive Council may, from time to time, make new or additional Statutes or may amend or repeal the Statutes referred to in sub-section (1) : **how to be made.**

Provided that the Executive Council shall not make, amend or repeal any Statutes affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an

opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Executive Council.

- (3) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the assent of the Visitor who may assent thereto or withhold assent or remit to the Executive Council for consideration.
- (4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.
- (5) Notwithstanding anything contained in the foregoing sub-section, the Visitor may make new or additional Statutes or amend or repeal the Statutes referred to in sub-section (1), during the period of the three years immediately after the commencement of this Act:

Provided that the Visitor may, on the expiry of the said period of three years, make, within one year from the date of such expiry, such detailed Statutes as he may consider necessary and such detailed Statutes shall be laid before both Houses of Parliament.

- (6) Notwithstanding anything contained in the foregoing sub-section, the Visitor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Executive Council is unable to implement such direction within sixty days of its receipt, the Visitor may, after considering the reasons, if any, communicated by the executive Council for its inability to comply with such direction, make or amend the Statutes suitably.

- 29.(1) Subject to the provisions of this Act and the Statutes, the Ordinances may **Power to make Ordinances** provide for all or any of the following matters, namely :-
- (a) the admission of students to the University and their enrolment as such;
 - (b) the courses of study to be laid down for all degrees, diplomas and certificates of the University;
 - (c) the medium of instruction and examination;
 - (d) the award of degrees, diplomas, certificates and other academic distinctions, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same;
 - (e) the fees to be charged for courses of study in the University and for admission to the examinations, degrees and diplomas of the University;
 - (f) the conditions for award of fellowships, scholarships, studentships, medals and prizes;
 - (g) the conduct of examinations, including the term of office and manner of appointment and duties of examining bodies, examiners and moderators;
 - (h) the conditions of residence of the students of the University;
 - (i) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and the prescribing of special courses of studies for them;
 - (j) the appointment and emoluments of employees other than those for whom provision has been made in the Statutes;
 - (k) the establishment of Centres of Studies, Boards of Studies, Special Centres, Specialised Laboratories and other Committees;
 - (l) the manner of co-operation and collaboration with other Universities and authorities including learned bodies or associations;

- (m) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
 - (n) such other terms and conditions of service of teachers and other academic staff as are not prescribed by the Statutes;
 - (o) the management of Colleges and Institutions established by the University;
 - (p) the supervision and management of Colleges and Institutions admitted to the privileges of the University;
 - (q) the setting up of a machinery for redressal of grievances of employees, and
 - (r) all other matters which by this Act or the Statutes may be provided for by the Ordinances.
- (2) The first Ordinance shall be made by the Vice-Chancellor with the previous approval of the Central Government and the Ordinances so made may be amended, repealed or added to at any time by the Executive Council in the manner prescribed by the Statutes.
30. The authorities of the University may make Regulations, consistent with this Act, the Statutes and the Ordinances for the conduct of their own business and that of the Committees appointed by them and not provided for by this Act, the Statutes or the Ordinances, in the manner prescribed by the Statutes. **Regulations**
31. (1) The annual report of the University shall be prepared under the direction of the Executive Council, which shall include, among other matters, the steps taken by the University towards the fulfilment of its objects and shall be submitted to the Court on or after such date as may be prescribed by the Statutes and the Court shall consider the report in its annual meeting. **Annual Report**
- (2) The court shall submit the annual report to the Visitor along its comments, if any.
- (3) A copy of the annual report, as prepared under sub-section (1), shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.
32. (1) The annual accounts and balance-sheet of the University shall be prepared under the directions of the Executive Council and shall, once at least every year and at intervals of not more than fifteen months, be audited by the Comptroller and Auditor-General of India or by such person as he may authorise in this behalf. **Annual Accounts**
- (2) A copy of the annual accounts together with the audit report thereon shall be submitted to court and the Visitor along with the observations of the Executive Council.
- (3) Any observations made by the Visitor on the annual accounts shall be brought to the notice of the Court and the observations of the Court, if any, shall, after being considered by the Executive Council, be submitted to the Visitor.
- (4) A copy of the annual accounts together with the audit report as submitted to the Visitor, shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.
- (5) The audited annual accounts after having been laid before both House of Parliament shall be published in the Gazette of India.

33. (1) Subject to the provisions of this Act, every person employed immediately before the commencement of this Act by the North Eastern Hill University in the State of Nagaland shall be given an option, to be exercised in such manner and within such time as may be prescribed by the Statutes, to join the University on the same terms and conditions and to the same rights and privileges as to pension, gratuity, provident fund and other matters, as he would have had under the North-Eastern Hill University Act, 1973. **Transfer of services of certain employees of the North Eastern Hill University**
24. of 1973 (2) The option once exercised by the person under sub-section (1) shall be final.
34. (1) Every employee of University shall be appointed under a written contract, which shall be lodged with the University and a copy of which shall be furnished to the employee concerned. **Conditions of service employees**
- (2) Any dispute arising out of the contract between the University and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor.
- (3) The decision of the Tribunal shall be final, and no suit shall lie in any civil court in respect of the matters decided by the Tribunal.
- 2 of 1940 (4) Every request made by the employee under sub-section (2), shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration Act, 1940.
- (5) The procedure for regulating the work of the Tribunal shall be prescribed by the Statutes.
35. (1) Any student or candidate for an examination whose name has been removed from the rolls of the University by the orders or resolution of the Vice-Chancellor, Discipline Committee or Examination Committee, as the case may be, and who has been debarred from appearing at the examinations of the University for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him, appeal to the Executive Council and the Executive Council may confirm, modify or reverse the decision of the Vice-Chancellor or the Committee, as the case may be. **Procedure of appeal and arbitration in disciplinary cases against students**
- (2) Any dispute arising out of any disciplinary action taken by the University against a student shall, at the request of such student, be referred to a Tribunal of Arbitration and the provisions of sub-sections(2), (3), (4) and (5) of section 34 shall, as far as may be, apply to a reference made under this sub-section.
36. Every employee or student of the University or of a college or Institution maintained by the University or admitted to its privileges shall, not withstanding anything contained in this Act, have a right to appeal within such time as may be prescribed by the Statutes, to the Executive Council against the decision of any officer or authority of the University or of the Principal or the management of any College or an Institution, as the case may be, and there upon the Executive Council may confirm, modify or reverse the decision appealed against. **Right to appeal**

37. (1) The University shall constitute for the benefit of its employees such provident or pension fund or provide such insurance schemes as it may deem fit in such manner and subject to such conditions as may be prescribed by the Statutes. **Provident and pension fund.**
- (2) Where such provident fund or pension fund has been so constituted, the Central Government may declare that the provision of the Provident funds Act, 1925, shall apply to such fund, as if it were a Government provident fund. **19 of 1925**
38. If any question arises as to whether any person has been duly appointed as, or is entitled to be, a member of any authority or other body of the University, the matter shall be referred to the Visitor whose decision thereon shall be final. **Disputes as to constitution of University authorities and bodies.**
39. Where any authority of the University is given power by this Act or the Statutes to appoint Committees, such Committees shall, as otherwise provided, consist of the members of the authority concerned and of such other person, if any, as the authority in each case may think fit. **Constitution of Committees.**
40. All casual vacancies among the members (other than ex-officio members) of any authority or other body of the University shall be filled, as soon as may be, by the person or body who appointed or co-opted the member whose place has become vacant and person appointed or co-opted to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member. **Filling of casual vacancies.**
41. No act or proceedings of any authority or other body of the University shall be invalid merely by reason of the existence of a vacancy or vacancies among its members. **Proceeding University authorities or bodies not invalidated by vacancies.**
42. No suit or other legal proceedings shall lie against any officer or other employee of the University for anything which is in good faith done or intended to be in pursuance of any of the provisions of this Act, the Statutes or the Ordinances. **Protection of action taken in good faith.**
43. A copy of any receipt, application, notice, order, proceeding, resolution of any authority or Committee of the University, or other documents in possession of the University, or any entry in any register duly maintained by the University, if certified by the Registrar, shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or documents or the existence of entry in the register and shall be admitted as evidence of the matters and transactions therein where the original thereof would, if produced have been admissible in evidence, notwithstanding anything contained in the Indian Evidence Act, 1872 or in any other law for the time being in force. **Mode of proof of University record.**
- 1 of 1872**

- 44.(1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as appear to it to be necessary or expedient for removing the difficulty:

**Power
to
remove
difficulties.**

Provided that no such order shall be made under this section after the expiry of three years from the commencement of this Act.

- (2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

45. Notwithstanding anything contained in this Act and the Statutes-

**Transitional
Provisions**

- (a) the first Chancellor and the first Vice-Chancellor shall be appointed the Visitor and each of the said officers shall hold office for a term of five years;
- (b) the first Registrar and the first Finance Officer shall be appointed by the Visitor and each of the said officers shall hold office for a term of three years;
- (c) the first Court and the first Executive Council shall consist of not more than thirty members and eleven members, respectively, who shall be nominated by the Visitor and they shall hold office for a term of three years;
- (d) the first Planning Board shall consist of not more than ten members, who shall be nominated by the Visitor and they shall hold office for a term of three years;
- (e) the first Academic Council shall be constituted on the expiry of a period of six months from the commencement of this Act and during the said period of six months, the powers of the Academic Council shall be performed by the Planning Board constituted under section 23;
- (f) the first Academic Council shall consist of not more than twenty-one members, who shall be nominated by the Visitor and they shall hold office for a term of three years: Provided that if any vacancy occurs in the above offices or authorities, the same shall be filled by appointment or nomination as the case may be, by the Visitor, and person so appointed or nominated shall hold office for so long as the officer or member in whose place he is appointed or nominated would have held office, if such vacancy had not occurred.

46. Notwithstanding anything contained in this Act, or in the Statutes or the Ordinances, any student of College, Institution, school or Department, who, immediately before the admission of such College, Institution, School or Department, to the privileges of the University, was studying for a degree, diploma or certificate of the North-Eastern Hill University shall be permitted by the University, to complete his course for that degree, diploma or certificate, as the case may be and the Nagaland University and such College, institution, School or Department, shall provide for the instructions and examination of such student in accordance with the syllabus of studies of the North-Eastern Hill University.

**Completion
of course
of studies
in Colleges
or Institution
affiliated to
the University.**

47. (1) Every Statute, Ordinance or Regulation made under this Act shall be published in the Official Gazette. **Statutes, Ordinances and Regulations to be published in the Official Gazette and to be laid before Parliament**
- (2) Every Statute, Ordinance or Regulation made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in, for a total period of thirty days which may be comprised in one session or in two or more successive session, and if, before the expiry of the session immediately following the session or the successive session aforesaid, both Houses agree in making any modification in the Statute, Ordinance or Regulation or both Houses agree that the Statute, Ordinance or Regulation should not be made, the Statute, Ordinance or Regulation shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that Statute Ordinance or Regulation.
- (3) The power to make Statutes, Ordinances or Regulations shall include the power to give retrospective effect from a date not earlier than the date of commencement of this Act, to the Statutes, Ordinances or Regulations or any of them but no retrospective effect shall be given to any Statute, Ordinance or Regulation so as to prejudicially affect the interests of any person to whom such Statute, Ordinance or Regulation may be applicable.
48. In the North-Eastern Hill University Act, 1973, — **Amendment of Act 24 of 1973**
- (i) in section 1, in sub-section (2), for the words "States of Meghalaya and Nagaland". the words "State of Meghalaya" shall be substituted
- (ii) in section 2, in clause (1), for the words "States of Meghalaya and Nagaland", the word "State of Meghalaya" shall be substituted;
- (iii) in section 3, in sub-section (2), for the words "States of Meghalaya and Nagaland" the words "State of Meghalaya" shall be substituted:
- (iv) in section 6, in sub-section (1), for the words "State of Meghalaya and Nagaland", the words "State of Meghalaya" shall be substituted;
- (v) in section 9, for the words "States of Meghalaya and Nagaland", the words "State of Meghalaya" shall be substituted;

THE SCHEDULE

(See Section 28)

THE STATUTES OF THE UNIVERSITY

The Chancellor

1. (1) The Chancellor shall be appointed by the Visitor from a panel of not less than three persons recommended by the Executive Council from amongst persons of eminence in the academic or public life of the country: Provided that if the Visitor does not approve of any of the persons so recommended he may call from fresh recommendations from the Executive Council.
- (2) The Chancellor shall hold office for a term of five years and shall not be eligible for re-appointment :

Provided that notwithstanding the expiry of his term of office, the Chancellor shall continue to hold office until his successor enters upon his office.

The Vice-Chancellor

2. (1) The Vice-Chancellor shall be appointed by the Visitor from a panel of not less than three persons who shall be recommended by a Committee as constituted under clause(2):

Provided that if the Visitor does not approve of any of the persons included in the panel, he may call for a fresh panel.

- (2) The committee referred to in clause (1), shall consist of three persons, none of whom shall be an employee of the University or a member of the Court, the Executive Council or the Academic or connected with an institution recognised by or associated with the University and out of the three persons, two shall be nominated by the Executive Council and one by the Visitor and the nominee of the Visitor shall be the convenor of the Committee.
- (3) The Vice-Chancellor shall be a whole-time salaried officer of the University.
- (4) The Vice-Chancellor shall hold office for a term of 5 years from the date on which he enters upon his office, or until he attains the age of seventy years, whichever is earlier, and he shall be eligible for reappointment for a second term

(Amended vide Notification No. NU.EC CELL-4/06 dated 29th February, 2016 and published in the Gazette of India part III-Section 4 No. 78 dated 3rd March, 2016)

Provided that notwithstanding the expiry of the said period of five years, he shall continue in office until his successor is appointed and enters upon his office:

Provided further that the Visitor may direct any Vice-Chancellor after his term has expired, to continue in office for such period, not exceeding a total period of one year, as may be specified by him.

- (5) The emoluments and other conditions of the service of the Vice-Chancellor shall be as follows
- (i) The Vice-Chancellor shall be paid a monthly salary and allowances other than the house rent allowance, as the rates fixed by the Central Government from time to time and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence.
- (ii) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Executive Council with the approval of the Visitor from time to time:

Provided that where an employee of the University or a College or an institution maintained by or affiliated to it, or of any other University or any Institution maintained by or affiliated to such other University, is appointed as the Vice-Chancellor, he may be allowed to continue to contribute to any provident fund of which he is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his appointment as the Vice-Chancellor:

Provided further that where such employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme.

- (iii) The Vice-Chancellor shall be entitled to traveling allowance at such rates as may be fixed by the Executive Council.

- (iv) The Vice-Chancellor shall be entitled to leave on full pay at the rate of thirty days in a calendar year and the leave shall be credited to his account in advance in two half-yearly instalment of fifteen days each on the 1st day of January and July every year:

Provided that if the Vice-Chancellor assumes or relinquishes charge of the office of the Vice-Chancellor during the currency of a half-year, the leave shall be credited proportionately at the rate of two and a-half days for each completed month of service.

- (v) In addition to the leave referred to in sub-clause (iv), the Vice-Chancellor shall also be entitled to half pay leave at the rate of twenty days for each completed year of service. This half pay leave may also be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.
- (6) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill health or any other cause, the Pro-Vice Chancellor shall perform the duties of the Vice-Chancellor

Provided that if the Pro-Vice-Chancellor is not available, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office or the Vice-Chancellor attends to the duties of his office, as the case may be.

Powers and duties of the Vice-Chancellor

3. (1) The Vice-Chancellor shall be ex-officio Chairman of the Executive Council, the Academic Council, the Planning Board and the Finance Committee and shall, in the absence of the Chancellor, preside at the convocations held for conferring degrees.
- (2) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of the authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (3) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed, and he shall have all the powers necessary to ensure such observance.
- (4) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities of the University.
- (5) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he may deem fit.
- (6) The Vice-Chancellor shall have the power to convene or cause to be convened the meeting of the Executive Council, the Academic Council, the Planning Board and the Finance Committee.

Pro-Vice Chancellor

4. (1) Every Pro-Vice Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor :

Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council :

Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint a Professor to discharge the duties of a Pro-Vice-Chancellor in addition to his own duties as a Professor.

- (2) The term of office of a Pro-Vice-Chancellor shall as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier:

Provided that a Pro-Vice Chancellor whose term of office has expired shall be eligible for reappointment:

Provided further that, in any case, a Pro-vice Chancellor shall retire on attaining the age of Sixty-five years:

Provided also that the Pro-Vice Chancellor shall, while discharging the duties of the Vice-Chancellor under clause (6) of Statute 2, continue in office not withstanding the expiration of his term of office as Pro-Vice-Chancellor, until a new Vice-Chancellor as the case may be, assumes office:

Provided also that when the office of the Vice-Chancellor becomes vacant and there is no Pro-Vice-Chancellor to perform the functions of the Vice-Chancellor, the Executive Council may appoint a Pro-Vice-Chancellor and the Pro-Vice-Chancellor so appointed shall cease to hold office as such as soon as a Vice-Chancellor is appointed and enters upon his office.

- (3) The emoluments and other terms and conditions of service of Pro-Vice Chancellor shall be such as may be prescribed by the Ordinance.
- (4) A Pro-Vice Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in his behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

Registrar

5. (1) The Registrar shall be appointed by the Executive Council on the recommendation of a selection Committee Constituted for the purpose and shall be a whole-time salaried officer of the University.
- (2) He shall be appointed for a term of five years and shall be eligible for reappointment.
- (3) The emoluments and other terms and conditions of Service of the Registrar shall be such as may be prescribed by the Ordinances:

Provided that the Registrar shall retire on attaining the age of sixty years: Provided further that a Registrar shall, notwithstanding his attaining the of sixty years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

- (4) When the office of the Registrar shall, notwithstanding his attaining the age of sixty years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.
- (5)(a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry , to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

- (b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).
- (c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendation :

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

- (6) The Registrar shall be ex-officio Secretary of the Executive Council, the Academic Council and the Planning Board, but shall not be deemed to be a member of any of these authorities and he shall be ex-officio member-Secretary of the Court.
- (7) It shall be the duty of the Registrar :-
 - (a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charges;
 - (b) to issue all notices convening meeting of the Court, the Executive Council, the Academic Council, the Planning Board and of any Committees appointed by those authorities;
 - (c) to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council, the Planning Board and of any Committees appointed by those authorities ;
 - (d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Planning Board :
 - (e) to arrange for and superintend the examinations of the University in accordance with the manner prescribed by the Ordinance ;
 - (f) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued; and the minutes of such meeting;
 - (g) to represent the University in suits or proceedings by or against the University, sign powers-of-attorney and verify pleadings or depute his representative for the purpose: and
 - (h) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required, from time to time, by Executive Council or the Vice-Chancellor.

The Finance Officer

- 6. (1) The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.
- (2) He shall be appointed for a term of five years and shall be eligible for reappointment.
- (3) The emoluments and other terms and conditions of services of the Finance Officers shall be such as may be prescribed by the Ordinances :

Provided that a Finance Officer shall retire on attaining the age of sixty years: Provided further that the Finance Officer shall, notwithstanding his age of sixty years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

- (4) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (5) The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.

6. The Finance Officer shall

- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
- (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.

7. Subject to the control of the Executive Council, the Finance Officer shall :-

- (a) hold and manage the property and investment of the University including trust and endowed property;
- (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all monies are expended on the purpose for which they are granted or allotted;
- (c) be responsible for the preparation of annual accounts and the budgets of the University and for their presentation to the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investment;
- (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
- (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted; of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories, Colleges and Institutions maintained by the University;
- (g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
- (h) call for from any office, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.

8. Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

The Contoller of Examinations

(Approved vide letter No. F 11-6/98/Desk(u) dated 2-11-1998)

- 6A
- (1) The Controller of Examinations shall be a whole time salaried officer of the University and shall be appointed by the Executive Council.
 - (2) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Ordinances.

Provided that the Controller of Examinations shall retire on attaining the age of sixty years or as it may be revised from time to time by the competent authority.

- (3) When the office of the Controller of Examinations is vacant, or when the Controller of Examinations is, by reason of illness, absence of any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (4) It shall be the duty of the Controller of Examinations to arrange for and superintend the examinations of the University in accordance with the manner prescribed by the Ordinances.

Note : The duty of the Registrar under 7 (e) of the Statutes stands transferred to be the duty of the Controller of Examinations.

Deans of Schools of studies

7. (1) Every Dean of School of Studies shall be appointed by the Vice-Chancellor from among the Professors in the School for a period of three years and he shall be eligible for reappointment :

Provided that a Dean on attaining the age of sixty years shall cease to hold office as such :

Provided further that if at any time there is no Professor in a School, the Vice-Chancellor, or a Dean authorised by the Vice-Chancellor in this behalf, shall exercise the powers of the Dean of the School.

- (2) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause unable to perform duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances.
- (4) The Dean shall have the right to be present and speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

Heads of Departments

8. (1) Each Department shall have a Head who shall be a Professor and whose duties and functions and terms and conditions of appointments shall be prescribed by the Ordinances ;

Provided that if there is more than one Professor in any Department, the Head of the Department shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors :

Provided further that in the case of Departments where there is only one Professor, the Executive Council shall have the option to appoint, on the recommendation of the Vice-Chancellor, either the Professor or a Reader as the Head of the Department :

Provided further that in a department where there is no Professor, a Reader may be appointed as the Head of the Department by the Executive Council on the recommendation of the Vice-Chancellor :

- Provided also that if there is no Professor or Reader in a Department, the Dean of School of Studies concerned shall act as the Head of the Department.
- (2) It shall be open to a Professor or a Reader to decline the offer of appointment as the Head of the Department.
- (3) A Professor appointed as the Head of the Department shall hold office as such for a period of three years and shall be eligible for reappointment.
- (4) A Head of a Department may resign his office at any time during his tenure of office.
- (5) A Head of a Department shall perform such as may be prescribed by the Ordinances.

Proctors

9. (1) Every Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.
- (2) Every Proctor shall hold office for a term of two years and shall be eligible for reappointment.

Librarian

10. (1) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time officer of the University.
- (2) The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.

The Court

(Approved vide letter No. E11-4/98/Desk (v) Dated 2-11-1998)

11. (1) The Court shall consist of the following members, namely :

Ex- officio members

- (i) Chancellor, ex- officio,
- (ii) Vice -Chancellor,
- (iii) Pro- Vice Chancellor, if any,
- (iv) Dean of Students' Welfare, if any,
- (v) Registrar,
- (vi) Controller of Examinations,
- (vii) Librarian
- (viii) Proctor, if any,
- (viii) (a) Finance Officer

Representatives of Schools and Departments

- (ix) Deans of Schools of Studies, ex-officio,
- (x) All Professors, ex-officio,
- (xi) Heads of Departments, who are not Professors, ex- officio,
- (xii) Two Readers, who are not heads of Departments, and two Lecturers to be appointed by rotation in the manner prescribed by Ordinances,

Representatives of Affiliated Colleges

- (xiii) Four Principals of Colleges in the State, by rotation according to seniority, which shall be determined with reference to the date of establishment of the colleges concerned, to be nominated by the Vice-Chancellor,
- (xiv) Three teachers from affiliated colleges from the State to be nominated by the Visitor, on the recommendation of the Vice -Chancellor,

Representatives of Parliament

- (xv) Three representatives of Parliament, two to be nominated by the Speaker of Lok Sabha from among the members thereof and one to be nominated by the Chairman of the Rajya Sabha from among the members thereof.

Persons representing learned professions and special interests

- (xvi) Four members representing learned professions and special interests including representatives of industry, commerce, trade unions, banking and agriculture, to be nominated by the Visitor,

Representatives of the Registered Graduates

- (xvii) Six representatives of the Registered Graduates of the University to be elected in the manner prescribed by Ordinances,

Explanation : For the purpose of this clause, students who have graduated as regular students from the colleges now affiliated to the University, prior to the date of such affiliation shall also be eligible to be registered.

Representatives of students

- (xviii) Two students to be nominated by the Vice Chancellor,

Other members

- (xix) (a) Not more than two persons to be nominated by the Visitor,
(b) Not more than one person to be nominated by the Chancellor,
(c) Not more than one person to be nominated by the Chief Rector,

Representatives of the Non-teaching Staff

- (xx) Two members of non -teaching staff, to be nominated by the Vice-Chancellor,

Representatives of State Government

- (xxi) Two representatives of the State, to be nominated by the State Government,

Remaining members of the Executive Council

- (xxii) Member of the Executive Council, who are not otherwise members of the Court.

Provided that no employee of the University or of a college or institution affiliated to the University shall be eligible to be a member of the Court under clause (xv), (xvi), (xvii) or (xviii).

The Chancellor shall preside over the meeting of the Court.

- (2) (i) All members of the court, other than ex-officio members and members representing students, shall hold office for a term of three years.
(ii) An ex-officio member shall cease to be a member of the Court as soon as he vacates the office by virtue of which he is such member.
(iii) Members representing students shall hold office for a period of one year or till such time as they continue to be students, whichever is earlier.

Meetings of the court 11. A(1)An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year.

- (2) At an annual meeting of the Court, a report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet as audited and financial estimate for the next year shall be presented.

- (3)A copy of the statement of receipts and expenditure, the balance sheet and the financial estimates referred to in clause (2) shall be sent to every member of the Court at least seven days before the date of the annual meeting.

- (4)One third of the total membership of the Court shall form a quorum for a meeting of the Court.

- (5)Special meetings of the Court may be convened by the Executive Council 'or the Vice-Chancellor, or, if there is no Vice-Chancellor, by a Pro-Vice Chancellor, or if there is no Pro-Vice Chancellor, by a Registrar.

The Executive Council

(Approved vide No. E 11-2/98 - Desk (U) dated 15-4-1999)

- Executive Council** 12 (1) The Executive Council shall consist of the following members namely :
- (i) Vice-Chancellor, ex-officio,
 - (ii) Pro-Vice Chancellor, if any, ex-officio,
 - (iii) Four Deans of Schools by rotation according to seniority, to be nominated by the Vice-Chancellor,
 - (iv) One Professor, other than a Dean by rotation according to seniority, to be nominated by the Vice-Chancellor,
 - (v) One Reader by rotation, according to seniority, to be nominated by the Vice-Chancellor,
 - (vi) Two Principals, from the colleges located in the State by rotation according to seniority, to be determined with reference to the date of establishment of the colleges concerned, to be nominated by the Vice-Chancellor,
 - (vii) Director in-charge of Higher & Technical Education in the State of Nagaland,
 - (viii) Two members of the Court, to be nominated by the Visitor, none of whom shall be an employee of the University or a college or an institution affiliated to or recognised by the University,
 - (ix) Four persons to be nominated by the Visitor.
- Quorum for meeting of Executive Council** (2) All the members of the executive Council, other than ex-officio members, shall hold office for a term of three years.
- (3) Six members of the Executive Council shall form a quorum for a meeting of the Executive Council.

Powers and functions of the Executive Council

- 13.(1) The Executive Council shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
- (2) Subject to the provisions of this Act, the Statutes and the Ordinances, the Executive Council shall, in additions to all powers vested in it, have the following powers, namely :-
- (i) to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of Service of Professors, Readers, Lecturers and other academic staff and Principals of Colleges and Institutions maintained by the University :

Provided that no action shall be taken by the Executive Council in respect of the number, qualifications and the emoluments of teachers and academic staff otherwise than after consideration of the recommendations of the Academic Council;

- (ii) to appoint such Professors, Readers, Lecturers and other academic staff as may be necessary, and Principal of Colleges and Institutions maintained by the University on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;
- (iii) to create administrative, ministerial and other necessary post and to make appointments thereto in the manner prescribed by the Ordinances;

- (iv) to grant leave of absence to any officer of the University other than the Chancellor and the Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officers during his absence;
- (v) to regulate and enforce discipline among employees in accordance with the Statutes and the Ordinances;
- (vi) to manage and regulate the finances, accounts, investments, property business and all other administrative affairs of the University, and for that purpose to appoint such agents as it may think fit;
- (vii) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee;
- (viii) to invest any money belonging to the University, including any unappropriated income, in such stocks, funds, shares or securities, from time to time, as it may think fit in the purchase of immovable property in India, with the like powers of varying such investments from time to time;
- (ix) to transfer or accept transfers of any movable or immovable property on behalf of the University;
- (x) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the works of the University;
- (xi) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (xii) to entertain, adjudicate upon, and, if thought fit to redress any grievances of the employees and students of the University who may, for any reasons, feel aggrieved;
- (xiii) to appoint examiners and moderators and if necessary to remove them, and to fix their fees, emoluments and traveling and other allowances, after consulting the Academic Council;
- (xiv) to select a common seal for the University and provide for the custody and use of such seal;
- (xv) to make such arrangements as may be necessary for the residence and discipline of women students;
- (xvi) to delegate any of its powers to the Vice-Chancellor, the Pro-Vice Chancellor, the Deans, the Registrar or the Finance Officer or such other employee or authority of the University or to a committee appointed by it as it may deem fit;
- (xvii) to institute fellowships, scholarship, studentships, medals and prizes ; and
- (xviii) to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments;
- (xix) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act, or the Statutes.

Academic Council
(Approved vide letter No. F.11-3/98-Desk- (u) dated 12-11-1998)

**Constitution
of Academic
Council**

14 (1) The Academic Council Shall consist of the following members, namely:

Ex-Officio members

- (i) Vice-Chancellor,
- (ii) Pro-Vice Chancellor, if any
- (iii) Deans of Schools,
- (iv) Dean of Students' Welfare,
- (v) Heads of Departments and Centres of Studies,
- (vi) Controller of Examinations,
- (vii) Librarian,
- (viii) Principals of colleges maintained by the University,
- (ix) All Professors, other than the Heads of Departments and Centres, to be nominated by the Vice-Chancellor.

Principals of Affiliated Colleges

- (x) Three Principals of Colleges admitted to the privileges of the University, to be nominated by the Vice-Chancellor by rotation according to seniority, to be determined with reference to the date of establishment of the colleges concerned,

Visitor's Nominees

- (xi) Four persons, not being employees of the University or of a college or institution by or affiliated to it, to be nominated by the Visitor for their special knowledge,

Representatives of teachers of affiliated colleges admitted to the privileges of the University

- (xii) Three teachers of the colleges admitted to the privileges of the University elected from amongst themselves.

Representatives of the Post Graduate Students of the University

- (xiii) Three Post graduate students of the University—one from Science and one from Humanities, and one Research Scholar to be selected on academic merit in the manner, prescribed by an Ordinance.

**Quorum of
meetings of
the Academic
Council**

- (2) All members of the Academic Council, other than the ex-officio shall hold office for a term of three years.
- (3) Half of the total members of the Academic Council shall form a quorum for a meeting of the Academic Council.

Power of the Academic Council

15. Subject to the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other power vested in it, have the following powers, namely:-

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instructions, co-operative teaching among Colleges and institutions, evaluation of research or improvement in academic standards;
- (b) to bring about inter-school co-ordinations, to establish or appoint committees or boards, for taking up projects on an inter-School basis;
- (c) to consider matters of general academic interest either on its own initiative or on a reference by a school or the Executive Council and to take appropriate action thereon; and

- (d) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residences, admissions, award of the fellowship and studentships, fees, concessions, corporate life and attendance.

The Planning Board

16. (1.) The Planning Board shall be the principal planning body of the University and shall be responsible for
 - (a) reviewing the educational programmes offered by the University;
 - (b) organising the structure of education in the University so as to provide opportunities to students to offer different combinations of subjects appropriate for the development of personality and skills for useful work in society;
 - (c) creating an atmosphere and environment conducive to value orient education; and
 - (d) developing new teaching-learning process which will combine the lecturers, tutorials, seminars, demonstrations, self-studies and collective practical projects.
 - (2) The Planning Board shall have the powers to advise on the development of the University and review the progress implementation of programmes so as to ascertain whether they are on the lines recommended by it and shall also have the power to advise the Executive Council and the Academic Council on any matter in connection therewith.
 - (3) The Academic Council and the Executive Council shall be bound to consider the recommendations of the Planning Board and shall implement such of the recommendations as are accepted by it.
 - (4) Such of those recommendations of the Planning Board as have not been accepted by the Executive Council or the Academic Council under the clause (3) shall be submitted by the Vice-Chancellor along with the recommendations of the Executive Council or the Academic Council, to the Visitor for the advice and the advice of the Visitor shall be implemented by the Executive Council or the Academic as the case may be.
 - (5) The Planning Board may constitute such committees as maybe necessary for planning and monitoring the programmes of the University.
- (Amended and approved vide letter No. E 11-8/99-Desk (u) dated 2-7-2001)***
- (6) The Board shall have the power to co-opt any number and invite any invitees to its meeting after recording the reason (s)
 - (7) All the members of the board other than the ex-officio members shall hold office for a term of three years.
 - (8) The board shall meet at least twice in a year.
 - (9) 15 (fifteen) members of the board shall form the quorum.
 - (10) The board shall comprise of the following :-

1) Vice-Chancellor	-Ex-officio	:- Chairman.
2) Pro-Vice-Chancellor	-do-	:- Member
3) All Deans of Schools	-do-	:- Member
4) All Head of Academic Departments	-do-	:- Member
5) Registrar	-do-	:- Secretary
6) Planning Officer	-do-	:- Member
7) Finance Officer	-do-	:- Member
8) Four Principles from Affiliated colleges to be nominated by Vice-Chancellor		:-Member
9) Three teachers of the University who are below the age of 35 yrs nominated by the Vice-Chancellor		:- Member
10) Three external expert to be nominated by Vice-Chancellor		:- Member

School of Studies and Departments

17. (1) The University shall have such school of Studies as may be specified by the Ordinances.
- (2) Every School shall have a School Board and the members of the first School Board shall be nominated by the Executive Council and shall hold office for a period of three years.
- (3) The powers and functions of a School Board shall be prescribed by the Ordinances.
- (4) The conduct of the meetings of a School Board and the Quorum required for such meeting shall be prescribed by the Ordinances.
- (5) (a) Each School shall consist of such Departments as may be assigned to it by the Ordinances;
(b) No Department shall be established or abolished except by the Statutes:

Provided that the Executive Council may, on the recommendation of the Academic Council, establish Centres of Studies to which may be assigned such teachers of the University as the Executive Council may consider necessary.

- (c) Each Department shall consist of the following members, namely:-
 - (i) Teachers of the Department
 - (ii) Persons conducting research in the Department
 - (iii) Dean of the School
 - (iv) Honorary Professor, if any attached to the Department : and
 - (v) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.

Board of Studies

18. (1) Each Department shall have a Board of Studies.
- (2) The constitution of a Board of Studies and the term of office of its members shall be prescribed by the Ordinances.
- (3) The functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances.
 - (a) Courses of studies and appointments of examiner courses, but excluding research degrees;
 - (b) appointments of supervisors of research; and
 - (c) measures for the improvement of the standard of teaching and research degrees:

Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the commencement of the Act, be performed by the Department.

Finance Committee

19. (1.) Finance Committee shall consist of the following members, namely:-
 - (i) the Vice-Chancellor
 - (ii) the Pro-Vice Chancellor
 - (iii) three persons nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council; and
 - (iv) three persons nominated by the Visitor.

- (2) Five members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.
- (3) All the member of the Finance Committee, other than ex-officio members, shall hold office for a term of three years.
- (4) A member of the finance committee shall have the right or record a minute of dissent if he does not agree with any decision of the finance committee.
- (5) The Finance Committee shall meet at least thrice every year to examine the accounts and to scrutinise proposals for expenditure.
- (6) All proposals relating to creation of post and those items which have not been included in the Budget, should be examined by the Finance Committee before they are considered by the Executive Council.
- (7) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and thereafter submitted to the Executive Council for approval.
- (8) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans)

Selection Committees

20. (1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Registrar, Finance Officer, Librarian and Principals of Colleges and Institutions maintained by the University.
- (2) The Selection Committees for appointment to the post specified in column 1 of the Table below shall consist of the Vice-Chancellor, Pro-Vice-Chancellor, a nominee of the Visitor and the persons specified in the corresponding entry in column 2 of the said Table :

TABLE

1	2
Professor	(i) The Head of the Department concerned if he is a Professor. (ii) One professor to be nominated by the Vic-Chancellor. (iii) Three persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Professor will be concerned.
Reader/Lecturer	(i) The Head of the Department concerned. (ii) One Professor to be nominated by Vice-Chancellor (iii) Two persons not in the service of the University, nominated by the Executive Council, out of the panel of names recommended by the Academic Council for their special knowledge of, or interest in, the subject with which the Reader or a lecturer will be concerned.
Registrar, Finance Officer	(i) Two members of the Executive Council nominated by it, and (ii) One person not in the service of the University, nominated by the Executive Council.
Librarian	(i) Two persons not in the service of the University, who have special knowledge of the subject of the library Science/Library Administration to be nominated by the Executive Council. (ii) One person not in the service of the University, nominated by the Executive Council.
Principal of College or Institution maintained by the University	Three persons not in the service of the University of whom two shall be nominated by the Executive Council and one by the Academic Council for their special knowledge of or interest in, a subject in which instruction is being provided by the college or Institution.

NOTE:

1. Where the appointment is being made for an inter-disciplinary project, the head of the project shall be deemed to be the Head of the Department concerned.
2. The Professor to be nominated shall be Professor concerned with the speciality for which the selection is being made and the Vice-Chancellor shall consult the Head of the department and the Dean of School before nominating the Professor.
3. The Vice-Chancellor, or in his absence the Pro-Vice Chancellor shall preside at the meetings of a Selection Committee:

Provided that the meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and the persons nominated by the Executive Council under clause (2):

Provided further that the proceedings of the Selection Committee shall not be valid unless:-

- (a) Where the number of Visitor's nominee and the person nominated by the Executive Council is four in all, at least three of them attend the meeting; and
- (b) Where the number of Visitor's nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting.
- (4) The meeting of a Selection Committee shall be convened by the Vice-Chancellor or in his absence, by the Pro- Vice Chancellor.
- (5) The procedure to be followed by a selection Committee in making recommendations shall be laid down in the Ordinances.
- (6) If the Executive Council is unable to accept the recommendation made by a Selection committee, it shall record its reasons and submit the case to the Visitor for final orders
- (7) Appointments to temporary posts shall be made in the manner indicated below :-
 - (i) If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of Selection Committee in accordance with the procedure indicated in the foregoing clauses :

Provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis by a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.

- (ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the School concerned, the Head of the Department and a nominee of the Vice Chancellor

Provided that if the same person holds the office of the Dean and the Head of Department, the Selection Committee may contain two nominees of the Vice-Chancellor :

Provided further that in case sudden casual vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned, make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment.

- (iii) No teacher appointed temporarily shall, if he is not recommended by a regular Selection Committee for appointment under the Statues, be continued in service on such temporary employment, unless he is subsequently selected by a local Selection Committee of a regular Selection Committee, for a temporary or permanent appointment , as the case may be.

Special mode of appointment

- 21. (1) Notwithstanding anything contained in statute 20, the Executive Council may invite a person of high academic distinction and professional attainments to accept a post of Professor or Reader or any other academic post in the University, as the case may be, on such terms and conditions as it deems fit, and on the person agreeing to do so appoint him to the post.

- (2) The Executive council may appoint a teacher or any other academic staff working in any other University or organization for undertaking a joint project in accordance with the manner laid down in the Ordinances.

Appointment for a fixed tenure

22. The Executive Council may appoint a person selected in accordance with the procedure laid down in Statute 20 for a fixed tenure on such terms and conditions as it deems fit.

Recognized teachers

- 23.(1) The qualifications of recognized teachers shall be such as may be prescribed by the Ordinances.
- (2) All applications for the recognition of teachers shall be made in such manner as may be laid down in the ordinances.
- (3) No teacher shall be recognized as a teacher except on the recommendation of a Selection Committee constituted for the purpose in the manner laid down in the Ordinance.
- (4) The period of recognition of a teacher shall be by the Ordinances made in that behalf.
- (5) The Academic Council may, by special resolution passed by a majority of not less than two thirds of the present and voting, withdraw recognition from a teacher:

Provided that no such resolution shall be passed until notice in writing has been given to the person concerned calling upon him to show cause, within such time as may be specified in the notice, why such resolution should not be passed and until his objections, if any and any evidence he may produce in support of them have been considered by the Academic Council.

- (6) Any person aggrieved by an order of withdrawal under clause (5) may within three months from the date of communication to him of such order, appeal to the executive council which may pass such orders thereon as it thinks fit.

Committees

24. (1) Any authority of the university may appoint as many standing or special committees as it may deem fit, and may appoint to such Committees persons who are not members of such authority.
- (2) Any such Committee appointed under clause (1) may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing.

Terms and conditions of service and code of conduct of the teachers etc.

25. (1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.
- (2) Every teacher and member of the academic staff of the university shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.
- (3) A copy of every contract referred to in clause (2) shall be deposited with the Registrar.

Terms and conditions of service and code of conduct of other employees

26. All the employees of the University, other than the teachers and other academics staff of the University, shall in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

Seniority list

27. (1) Whenever, in accordance with Statutes, any person is to hold an office or be a member of an authority of the University by rotation according to seniority. Such seniority shall be determined according to the length of continuous service of such person in his grade and, in accordance with such other principles as the Executive Council may, from time to time, prescribe.
- (2) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up- to-date seniority list in accordance with the provisions of clause (1)
- (3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his own motion and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

Removal of employees of the University

28. (1) Where there is an allegation of misconduct against a teacher, a member of the academic staff or other employee of the University, the Vice-Chancellor in the case of the teacher or member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of other employee, may by order in writing, place such teacher, member of the academic staff or other employee as the case may be, under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made :

Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff, revoke such order.

- (2) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teachers and other academic staff, and the appointing authority, in respect of other employees, shall have the power to remove a teacher or a member of the academic staff, or as the case may be, other employee on grounds of misconduct.
- (3) Save as aforesaid, the Executive Council, or as the case may be, the appointing authority, shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good cause and after giving three months' notice or on payment of three months' salary in lieu thereof.
- (4) No teacher, member of the academic staff or other employee shall be removed under clause (2) or clause (3) unless he has been given a reasonable opportunity to showing cause against the action proposed to be taken in regard to him.
- (5) The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made :

Provided that where the teacher, member of the academic staff or other employee is under suspension at the time of his removal, such removal shall take effect from the date on which he was placed under suspension.

- (6) Notwithstanding anything contained in the foregoing provisions of the Statute, a teacher, member of the academic staff or other employee may resign,
- a. If he is a permanent employee, only after giving three months' notice in writing to the Executive Council or the appointing authority, as the case may be or by paying three month's salary in lieu thereof;
 - b. If he is not a permanent employee, only after giving one month's notice in writing to the Executive Council or as the case may be the appointing authority or by paying one month's salary in lieu thereof.

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Executive Council or the appointing authority, as the case may be.

Honorary degrees

29. (1) The Executive Council may, on the recommendation of the Academic Council and by a resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of honorary degrees:

Provided that in case of emergency, the Executive Council may, on its own motion make such proposals.

- (2) The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw, with the previous sanction of the visitor, any honorary degree conferred by the university.

Withdrawal of degrees, etc.

30. The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on or any certificate or diploma granted to any person by the university for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person upon him to show cause within such time as may be specified in the notice why such a resolution should not be passed and until his objections; if any, and any evidence he may produce in support of them, have been considered by the Executive Council.

Maintenance of discipline among students of the university

31. 1. All power relating to discipline and disciplinary action in relation to students of the University shall vest in the Vice-Chancellor.
2. The Vice-Chancellor may delegate all or any of his powers as he deems proper to a Proctor and to such other officers as he may specify in this behalf.
3. Without prejudice to the generality of his powers to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of his power, by order, direct that any student or students be expelled, or rusticated, for a specified period, or be not admitted to a course or courses of study in a college, Institution or Department or a School of the University for a stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the university, college, Institution or Department or a school for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be cancelled.

- (4) The Principals of colleges, Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in the respective Colleges, Institutions, Schools and teaching Departments in the University as may be necessary for the proper conduct of such Colleges, Institutions, Schools and teaching in the Departments.
- (5) Without prejudice to the powers of the Vice- Chancellor, the Principals and other persons specified in clause (4) detailed rules of discipline and proper conduct shall be made by the University. The Principals of Colleges, institutions, Deans of Schools of Studies and Heads of teaching Departments in the University may also make the supplementary rules as they deem necessary for the aforesaid purposes.
- (6) At the time of admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.

Maintenance of discipline among Students of Colleges etc.

32. All powers relating to discipline and disciplinary action in relation to students of a College or an Institution, not maintained by the University shall vest in the Principal of the College or Institution as the case may be in accordance with the procedure prescribed by the Ordinances.

Admission of colleges etc. to the privileges of the University

33. (1) Colleges and other institutions situated within the jurisdiction of the University may be admitted to such privileges of the university as the Executive Council may decide on the following Conditions, namely :-
 - (i) Every such College or institution shall have a regularly constituted Governing Body consisting of not more than fifteen persons approved by the Executive Council and including among other, two teachers of the University to be nominated by the Executive Council and three representatives of the teaching staff of whom the Principal of the College or Institution shall be one. The procedure for appointment of members of the Governing Body and other matters affecting the management of a College or an Institution shall be prescribed by the ordinances :

Provided that the said condition shall not apply in the case of Colleges and Institutions maintained by Government which shall however, have an Advisory committee consisting of not more than fifteen persons which shall consist of among others, three teachers including the Principal of the College or Institution, and two teachers of the University nominated by the executive Council.

- (ii) Every such College or Institution shall satisfy the Executive Council on the following matters, namely :
 - (a) The suitability and adequacy of its accommodation and equipment for teaching;
 - (b) The Qualifications and adequacy of its teaching staff and the conditions of their service;
 - (c) the arrangements for the residence, welfare, discipline and supervision of students
 - (d) the adequacy of financial provision made for the continued maintenance of the College or Institution; and
 - (e) Such other matters as are essential for the maintenance of the standards of University education.

- iii. No college or Institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a Committee of Inspection appointed for the purpose by the Academic Council.
 - iv. Colleges and Institutions desirous of admission to any privileges of the University shall be required to intimate their intention to do so in writing so as to reach the Registrar not later than 15th August, proceeding the year from which permission applied for is to have effect.
 - v. A college or an institution shall not, without the previous permission of the Executive Council and the Academic Council suspend instruction in any subject or course of study which it is authorized to teach.
- (2) Appointment to the teaching staff and Principals of Colleges or Institutions admitted to the Privileges of the University shall be made in the manner prescribed by the ordinances:
 Provided that nothing in this clause shall apply to Colleges and Institutions maintained by Government.
- (3) The Service conditions of the administrative and other non-academic staff of every college or institution referred to in clause (2) shall be such as may be laid down in the Ordinances.

Provided that nothing in this clause shall apply to colleges and Institutions maintained by the Government.

- (4) Every College or institution admitted to the privilege of the university shall be inspected at least once in every two academic years by a Committee appointed by the Academic Council, and the report of the Committee shall be submitted to the Academic Council, which shall forward the same to the Executive Council with such recommendations as it may deem fit to make.
- (5) The Executive Council after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report of the Governing Body of the College or institution with such remarks, if any, as it may deem fit for suitable action.
- (6) The Executive Council may, after consulting the Academic Council withdraw any privileges granted to a college or an institution, at any time it considers that the college or institution does not satisfy any of the conditions on the fulfillment of which the College or Institution does not satisfy any of the conditions on the fulfillment of which the College or Institution was admitted to such privileges:

Provided that before any privileges are so withdrawn, the Governing Body of the College or Institution concerned shall be given an opportunity to represent to the Executive Council why such action should not be taken.

- (7) Subject to the conditions set forth in clause (1) the Ordinances may prescribe-
 - (i) Such other conditions as may be considered necessary;
 - (ii) the procedure for the admission of Colleges and Institutions to the privileges of the University and for the withdrawal of those privileges.

Convocations

34. Convocations of the University for the conferring of degrees or for other purposes shall be held in such manner as may be prescribed by the Ordinances.

Acting Chairman of meetings

35. Where no provision is made for a President or Chairman to preside over a meeting of any authority of the University or any Committee of such authority or when the President or Chairman so provided for is absent, the members present shall elect one from among themselves to preside at such meeting.

Resignation

36. Any member, other than an ex-officio member of the Court, the Executive Council, the Academic Council or any other authority of the University or any committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.

Disqualifications

37. (1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the University-
- (i) if he is of unsound mind
 - (ii) if he is an undischarged insolvent;
 - (iii) if he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.
- (2) If any question arises as to whether a person is or had been subjected to any of the disqualification mentioned in clause (1) the question shall be referred to the Visitor and his decision shall be final and no suit or other proceeding shall lie in any civil court against such decision.

Residence condition for membership and office

38. Notwithstanding anything contained in the Statutes, a person who is not ordinarily resident in India shall be eligible to be an officer of the University or a member of any authority of the University.

Membership of authorities by virtue of membership of other bodies

39. Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be.

Alumni Association

40. (1) There shall be an Alumni Association for University.
- (2) The Subscription for membership of the Alumni Association shall be prescribed by the Ordinances.
- (3) No member of the Alumni Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years standing :

Provided that the condition relating to the completion of one year's membership shall not apply in the case of the first election.

Students' Council

41. (1) There shall be constituted in the University, a Students Council for every academic year, consisting of :
- (i) the Dean of Students' Welfare who shall be the Chairman of the Students' Council
 - (ii) all students who have won prizes in the previous academic year in the fields of studies, fine arts, sports and extension work;

- (iii) Twenty students to be nominated by the Academic Council on the basis of merit in studies, sport, activities and all round development of personality.

Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council if so permitted by the Chairman, and he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration.

- (2) The functions of the Students' Council shall be to make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students' welfare and other matters of importance in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion.
- (3) The Students' Council shall meet at least once in an academic year preferably in the beginning of that year.

Ordinance how made

- 42.1. The first Ordinances made under sub-section (2) of section 29 may be amended repealed or added to at any time by the Executive Council in the manner specified below:
 - 2. No ordinance in respect of the matters enumerated in section 29, other than those enumerated in clause (n) of sub-section (1) thereof, shall be made by the executive Council unless a draft of such Ordinance has been proposed by the Academic Council.
 - 3. The Executive Council shall not have power to amend any draft of, and ordinance proposed by, the Academic council under clause (2) but may reject the proposal or return the draft to the Academic council for re-consideration, either in whole or in part, together with any amendment which the Executive Council may suggest.
 - 4. Where the Executive Council has rejected or returned the draft of an Ordinance proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is reaffirmed by a majority of not less than two-thirds of the members present and voting an more than half the total number of members of the Academic Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the visitor whose decision shall be final.
 - 5. Every ordinance made by the Executive Council shall come into effect immediately.
 - 6. Every Ordinance made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption. The Visitor shall have the power to direct the University within six weeks of the receipt of the Ordinance to suspend the operation of any such Ordinance and he shall, as soon as possible, inform the Executive Council about his objection to the proposed Ordinance suspending the Ordinance or disallow the Ordinance, and his decision shall be final.

Regulations

43. (1) The authorities of the University may make Regulations consistant with the Act, the Statutes and Ordinances for the following matters namely :
- (i) Laying down the procedure to be observed at their meetings and number of member required to form a quorum;
 - (ii) Providing for all matters which are required by the Act, the Statutes or the Ordinances to be prescribed by Regulations;
 - (iii) Providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by the Act, the Statutes or the Ordinances.
- 2) Every authority of the University shall make Regulations providing for the giving of notice by the members of such authority of the dates of meeting and of the business to be considered at the meetings and for the keeping of a record of the proceedings of meetings.
- (3) The Executive Council may direct the amendment in such manner as it may specify, of any Regulation made under the Statutes or the annulment of any such Regulation.

Delegation of Powers.

44. Subject to the provisions of the Act and the Statutes, any Officer or authority of the University may delegate his or its power to any other officer or authority or person under his or its respective control and subject to the Condition that overall responsibility for the exercise of the powers delegated and shall continue to vest in the officer or authority delegating such powers.

V. S. RAMADEVI
Secy. To the Govt. of India

ORDINANCES, REGULATIONS AND RULES

NAGALAND UNIVERSITY

B ENGINEERING AND TECHNOLOGY

- 13 Agricultural Engineering and Technology
- 14 Biotechnology
- 15 Computer Science and Engineering
- 16 Electronics and Communication Engineering
- 17 Information Technology

C HUMANITIES AND EDUCATION

- 18 Education
- 19 English
- 20 Hindi
- 21 Linguistics
- 22 Mass Communication
- 23 Tenyidie
- 24 Teacher Education

D MANAGEMENT STUDIES

- 25 Management

E SCIENCE

- 26 Anthropology
- 27 Botany
- 28 Chemistry
- 29 Environmental Science
- 30 Forestry
- 31 Geography
- 32 Geology
- 33 Mathematics
- 34 Physics
- 35 Zoology

F SOCIAL SCIENCE

- 36 Commerce
- 37 Economics
- 38 History and Archaeology
- 39 Political Science
- 40 Psychology
- 41 Sociology

Departments may be included or dropped.

OA- 3

ON THE CENTRES OF STUDIES

(Section 29(1) of the Nagaland University Act 1989)

This Ordinance shall be called the “**Ordinance on the Centres of Studies**”.

1. Biodiversity
2. Gandhian Studies and Research
3. Naga Tribal Language Studies
4. South East Asian Studies
5. Tribal Research
6. Women Studies

Centres of Studies may be included or dropped.

**OA- 4 ON THE ASSIGNMENT OF DEPARTMENTS AND CENTRES TO THE
SCHOOLS OF STUDIES**

*(Section 29(1) of the Nagaland University Act 1989, read with Statute
17 (5) (a) of the Nagaland University Act, 1989)*

This Ordinance shall be called the “**Ordinance on the Assignment of Departments and Centres to the Schools of Studies**”.

SCHOOL OF AGRICULTURAL SCIENCES

Departments

- i. Agricultural Chemistry and Soil Science
- ii. Agricultural Economics
- iii. Agricultural Engineering
- iv. Agricultural Extension
- v. Agronomy
- vi. Entomology
- vii. Genetics and Plant Breeding
- viii. Horticulture
- ix. Livestock Production and Management
- x. Plant Pathology
- xi. Rural Development and Planning
- xii. Soil and water Conservation

SCHOOL OF ENGINEERING AND TECHNOLOGY

Departments

- i. Agricultural Engineering and Technology
- ii. Biotechnology
- iii. Computer Science and Engineering
- iv. Electronics and Communication Engineering
- v. Information Technology

SCHOOL OF HUMANITIES AND EDUCATION

Departments

- i. Education
- ii. English
- iii. Hindi
- iv. Linguistics
- v. Mass Communication
- vi. Tenyidie
- vii. Teacher Education

Centres

- i. Naga Tribal Language Studies
- ii. Women Studies

SCHOOL OF MANAGEMENT STUDIES

Departments

- i. Management

SCHOOL OF SCIENCES

Departments

- i. Anthropology
- ii. Botany
- iii. Chemistry
- iv. Environmental Science
- v. Forestry
- vi. Geography
- vii. Geology
- viii. Mathematics
- ix. Physics
- x. Zoology

Centres

- i. Biodiversity Studies

SCHOOL OF SOCIAL SCIENCES

Departments

- i. Commerce
- ii. Economics
- iii. History and Archaeology
- iv. Political Science
- v. Psychology
- vi. Sociology

Centres

- i. Gandhian Studies and Research
- ii. South East Asian Studies
- iii. Tribal Research Centre

ON THE DEGREES, DIPLOMAS AND CERTIFICATES
(Section 29(1) (d) of the Nagaland University Act, 1989)

This Ordinance shall be called the “**Ordinance on the Degrees, Diplomas and Certificates**”.

1. Research Degrees in Master of Philosophy, Doctor of Philosophy, Doctor of Science and Doctor of Literature.
2. Master's Degree in Arts, Science, Commerce, Management, Education and Agriculture.
3. Bachelor's Degree (General and Honours) in Arts, Science and Commerce.
4. Bachelor's Degree in Engineering and Technology.
5. Bachelor's Degree in Education, Law, Management, Computer Applications and Agriculture.
6. Post Graduate Diploma in Linguistics, Mass Communication and Gandhian Thought.
7. Diploma in Tenyidie for Foreign Students.
8. Honorary Degrees.

Programmes may be included or dropped.

ON THE BOARDS OF SCHOOLS
(Section 29(1) (k) of the Nagaland University Act, 1989)

This Ordinance shall be called the “**Ordinance on the Board of Schools**”.

1. The Board of the School shall consist of:

i) Dean of the School	: Chairman, Ex officio
ii) Heads of Departments/Centres of the School	: Member, Ex officio
iii) All Professors of the School	: Member
iv) One Associate Professor and one Assistant Professor From each of the departments by rotation on seniority	: Member
v) One Teacher each from the Boards of other Schools which have interdisciplinary work with the School nominated by the Vice-Chancellor on recommendation of the School Board concerned	: Member
vi) Not more than two Teachers of the subject from affiliated colleges nominated by the Vice-Chancellor on the recommendation of the Boards of Under Graduate Studies	: Member
vii) Not more than five persons nominated by the Academic Council who have specialized knowledge School, and expertise in the subjects of the departments in the and who are not employees of the University or of any of its affiliated or recognized institutions	: Member
2. The term of office of members, other than ex officio members, shall be two years.
3. The Dean of the School shall convene the meetings of the Board.
4. The powers and functions of the Board shall be as follows :
 - a) To prescribe qualifications and procedure for admission of candidates to the various study programmes in the departments of the Schools;
 - b) To coordinate teaching and research works in the departments of the Schools;
 - c) To approve/recommend the courses of study of the various programmes, including research degrees offered by the departments, and to recommend courses of study for research degrees to the Academic Council;
 - d) To appoint committees, to organize the teaching and research work in subjects or areas which do not fall within the sphere of any department of the Schools and to supervise the work of such committees;

- e) To recommend to the Academic Council the creation or abolition of teaching posts, consider proposals for abolition of teaching posts and consider proposals received from the departments or committees mentioned in Clause (d) above;
- f) To consider schemes for the advancement of standards of teaching, and to submit proposals in this regard to the Academic Council;
- g) To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- h) To promote and review research within the School and to submit reports on research to the Academic Council through the Board of Research Studies;
- i) To frame general rules for the evaluation of sessional work;
- j) To recommend appointment of Examiners to the Academic Council, for courses other than research degrees offered by the departments, on the recommendation of the Boards of the concerned departments;
- k) To recommend appointment of Examiners to the Academic Council, for the Under Graduate and Post Graduate courses and for evaluation of research dissertations/thesis in accordance with the provisions of the Regulations, on the recommendation of the Boards of the concerned departments;
- l) To recommend to the Academic Council courses of studies for the Post Graduate courses and other courses offered by the departments of the School;
- m) To recommend to the Academic Council the award of research degrees to candidates found qualified and fit to receive such degrees;
- n) To consider and act on any proposal regarding the welfare of the students of the School;
- o) To perform all other functions which may be prescribed by the Act, the Statutes and the Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice Chancellor;
- p) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

Note: The recommendations made by the School Board shall not be implemented unless approved/ratified by the Academic Council and/or Executive Council.

- 5. (a) The Board shall hold at least two meetings in an academic year, one in each semester.
- (b) The Dean may convene special meetings of the Board on the suggestion of the Vice Chancellor or on a written request from at least one-fifth of the total members of the Board.
- 6. The quorum for meetings of the Board shall be one-third of its total membership.
- 7. Notice for any meeting of the Board shall be issued by the Chairman at least 14 days before the date fixed for the meetings. Agenda for such meetings should be circulated at least 7 days before the meeting.
- 8. Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.

OA- 7 ON THE BOARDS OF UNDER GRADUATE STUDIES

(Section 29 (1) (k) of the Nagaland University Act, 1989 read with Statute 18)

This Ordinance shall be called the “**Ordinance on the Boards of Under Graduate Studies**”.

- 1. The Board of Under Graduate Studies shall comprise not less than nine members. The constitution of the Board shall be as follows:
 - i) Head of the University Department : Chairman, Ex Officio
 - ii) All Professors of the Department : Member
 - iii) One Associate Professor and one Assistant Professor of the Department on rotation : Member
 - iv) Five Teachers from Affiliated colleges engaged in teaching the subject concerned nominated by the School Board : Member

- v) Two outside Experts nominated by the Vice-Chancellor on the recommendation of the Head of the Department, of whom one shall ordinarily be a person from the North Eastern region : Member

Provided that where there is no teaching at the University Department for which the Board of Under Graduate Studies is to be constituted, the constitution shall be as follows:

- a) Three persons not below the rank of Associate Professor to be appointed by the Academic Council, one of whom shall be appointed as Chairman by the Vice-Chancellor provided that he/she is a member of the Academic Council;
- b) Five Teachers from affiliated colleges engaged in teaching the subject concerned, nominated by the School Board;
- c) Two External Experts nominated by the Vice-Chancellor on the recommendation of the Chairman of the School Board, of whom one should ordinarily be a person from the North Eastern Region.

Provided further that for subjects for which there is no teaching at the Post Graduate level in any University in India, the Vice Chancellor may nominate a maximum of three persons who, in his opinion, possess the requisite expertise.

- 2. Members of the Board of Under Graduate Studies, other than ex officio members, shall hold office for a period of three years.
- 3. The Chairman shall preside over all meetings of the Board. In the absence of the Chairman, the members of the Board present shall elect a Chairman.
- 4. The powers and functions of the Board shall be:
 - a) To recommend to the Academic Council, through the School Board, panel of names for appointment as examiners, paper setters, etc., in the concerned subject, in accordance with the provisions of the Regulations;
 - b) To recommend text books;
 - c) To consult specialists who are not members of the Board;
 - d) To make recommendations to the Academic Council in regard to the syllabi of the courses of study and examinations;
 - e) To recommend to the Academic Council measures for improvement of standards of the courses and teaching;
 - f) To consider and report on any matter referred to it in accordance with the Statutes, Ordinances and Regulations of the University by the Executive Council, the Academic Council, the Dean of the School or the Head of the Post Graduate Department concerned.
- 5. (a) Meetings of the Board shall be convened and notified by the Chairman at least 14 days before the date fixed for the meeting. Agenda for such meetings should be circulated at least 7 days before the meeting.
- 6. Four members of the Board shall form a quorum.
- 7. The Chairman of the Board shall keep the minutes of the meetings of the Board.
- 8. The rules of conduct of meetings shall be as may be prescribed by the Regulation in this

This Ordinance shall be called the “**Ordinance on the Boards of Post Graduate Studies**”.

1. The Board of Post Graduate Studies of each Department shall comprise the following:

- i) Head of the Department : Chairman, Ex officio
 - ii) All Professors of the Department : Member
 - iii) Two Associate Professors and two Assistant Professors of the Department by rotation, on the basis of seniority : Member
 - iv) One Teacher each from other departments within the School having common/allied courses with the Department : Member
 - v) Not more than two Teachers teaching allied/cognate subjects in other schools nominated by the Vice-Chancellor on the recommendation of the department concerned : Member
 - vi) Not more than three persons nominated by the Vice-Chancellor on the recommendation of the School Board who have specialized knowledge in the discipline of the concerned department and who are not employees of the University or any of its affiliated or recognized institutions : Member
2. The term of office of members, other than ex officio members, shall be three years. However, members of the department can be re-nominated if the number of teachers in the department is not large enough for rotation.
3. The Head of Department shall convene the meetings of the Board.
4. The functions of the Board shall be:
- a) To recommend to the School Board, courses of studies for the Post Graduate programme, etc., offered by the department;
 - b) To recommend to the School Board, appointment of examiners for the Post Graduate courses, other than for research degrees, in accordance with the provisions of the Regulations about examinations of the University;
 - c) To approve subjects for various research degrees;
 - d) To recommend to the concerned Board of Research Studies through the School Board, applications of students as candidates for the M.Phil./Ph.D. degree along with details of the subjects proposed to be investigated by the applicants;
 - e) To recommend to the Board of Research Studies, the names of teachers in the department to be appointed as supervisors of research;
 - f) To recommend to the School Board, measures for the improvement of Post Graduate teaching and research in the department;
 - g) To perform such other functions as may be assigned to it by the School Board, Academic Council, Executive Council and/or the Vice Chancellor;

Note: The recommendations made by the Board of Post Graduate Studies shall not be implemented by the University unless approved/ ratified by the Academic Council and/or Executive Council.

- 5. The quorum for the meeting of the Board shall be one-third of the total membership of the Board.
- 6. Notice of the meetings of the Board shall be issued by the Chairman at least 14 days before the date fixed for the meeting. Agenda for such meetings should be circulated at least 7 days before the meeting.
- 7. The rules of conduct of the meeting shall be as may be prescribed by the Regulations in this regard.

This Ordinance shall be called the “**Ordinance on the Board of Research Studies**”.

1. The University shall constitute a Board of Research Studies with the following composition:

i) Vice Chancellor	: Chairman, Ex officio
ii) Deans of Schools	: Member, Ex officio
iii) Heads of Departments and Centres	: Member, Ex officio
iv) All Professors (other than Deans of Schools and Heads of Departments/ Centres)	: Member
v) Six Associate Professors nominated by the Vice Chancellor, one from each School on rotation	: Member
vi) Four External Experts representing each School on rotation nominated by the Vice Chancellor	: Member
vii) Registrar	: Secretary, Ex officio
2. Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, inter alia, the following functions:
 - a) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
 - b) To review the current status of research in each department and critically examine the progress thereof from time to time;
 - c) To indicate the priority areas of research in the departments, particularly with reference to the role and responsibility of the University under Section 4 of the Nagaland University Act, 1989, taking into account the facilities available in the University and concerned departments, and individual interest of the members of the faculty. The major thrust areas accepted for various departments need to pay special attention to the improvement of the social and economic conditions and welfare of the people, besides creating knowledge and advancing understanding of the subjects;
 - d) To perform such other functions as may be assigned to it by the Academic Council.
3. The Board shall meet at least once in a year. Meetings of the Board shall be notified at least 14 days before the date fixed for the meeting. Agenda for such meetings shall be circulated at least 7 days before the meeting.
4. The Board may determine its own working procedures.
5. The quorum of the Board shall be one-third of the total members.
6. The term of office of the members, other than ex officio members, shall be for a period of two years.

This Ordinance shall be called the “**Ordinance on the Board of Professional Studies**”.

1. A Board of Professional Studies shall consist of the following:

i) Head of the Department/Institute	: Chairman, Ex officio
ii) All Professors of the Department/Institute	: Member

- iii) Two Associate Professors and two Assistant Professors nominated by the Vice Chancellor on rotation by Seniority : Member
 - iv) One teacher each from other Departments within the School having common/allied courses with the Department/Institute : Member
 - v) Not more than three teachers of allied/cognate subjects nominated by the Vice Chancellor on the recommendation of the Department/ Institute : Member
 - vi) Not more than three persons having specialized knowledge in the discipline and who are not employees of the University or any of the Affiliated Colleges/ Institutes nominated by the Academic Council : Member
2. The tenure of the members of the Board, except ex officio members, shall be three years.
 - a) Meetings of the Board of Professional Studies shall be convened by the Chairperson of the Board.
 - b) Notice of the meetings shall be issued by the Chairman of the Board at least 14 days before the date fixed for a meeting. Agenda for such meetings should be circulated at least 7 days before the meeting.
 - c) The Board shall meet twice a year in accordance with the provisions of the University.
 - d) Special meetings may be convened by the Chairperson with prior permission of the Vice-Chancellor.
 - e) The rules for conduct of meetings shall be as prescribed by the Regulations in this regard.
 4. The quorum for a meeting of the Board shall consist of one-third of the total membership of the Board.
 5.
 - a) To frame and revise, as well as monitor courses, and organize and rationalize fieldwork, practicum, practical work, etc.
 - b) To recommend list of readings/references for theory and practical courses.
 - c) To formulate and recommend regulations relating to admission, minimum standards of passing and examinations.
 - d) To recommend to the Academic Council, a panel of names suitable for appointment as paper setters, examiners, etc., in accordance with the provisions of the Regulations.
 - e) To consult specialists who are not members of the Board, as and when necessary.
 - f) To recommend to the Academic Council, syllabi of the courses of study and examinations in the concerned courses.
 - g) To recommend to the Academic Council, measures for improvement of standards of the courses, practicum and teaching in the professional subject concerned.
 - h) To perform such other functions as may be assigned to it by the Academic Council from time to time, by the School Board, Academic Council, Executive Council or the Vice-Chancellor.

(Section 23 (1 & 2) of the Nagaland University Act, 1989 read with Statute 16)

1. University may constitute a Planning Board as may be recommended by the Academic Council from time to time.
2. Subject to over-all guidance of the Academic Council, the Planning Board shall perform, interalia, the following functions:-
 - i. To define its own perspective in the light of the needs of the region, which should aim at goals of excellence, relevance, social justice and development.
 - ii. To prepare perspective plan spread over 15-20 years with well-defined goals and objectives.
 - iii. To help the University to effectively implement various programmes approved by the UGC by strengthening the administrative and planning infrastructure in the University as well as implementation of Plan development schemes, to bring about necessary academic reforms in the courses of study, examinations and to take comprehensive view of the research activities.
 - iv. To prepare proposals for developmental grants. These may include continuing schemes of projects relating to the construction of academic buildings, staff quarters, teacher hostels, student hostels, study homes, purchase of books, journals and equipment, appointment of additional teaching staff and other miscellaneous schemes approved by the Commission (UGC).
3. The Board shall have the power to co-opt any member and invite specialists/experts to its meeting. It shall also have powers to appoint Committees to deal with any specific proposal.
4. 15(fifteen) members of the Board shall form the quorum.
5. The Board shall meet at least twice every year.
6. All the members of the Board, other than the ex-officio members, shall hold office for a term of three years.
7. Composition of the Planning Board:

i. Vice-Chancellor	: Ex-officio	Chairman
ii. All Pro-Vice Chancellors	: -do-	Member
iii. All Deans of Schools	: -do-	Member
iv. All Heads of Academic Departments/Centres	: -do-	Member
v. Registrar	: -do-	Secretary
vi. Planning Officer	: -do-	Member
vii. Finance Officer	: -do-	Member
viii. Four Principals from affiliated colleges, to be nominated by the Vice-Chancellor	:	Members
ix. Three Teachers of the University who are below the age of 35 years nominated by the Vice-Chancellor	:	Members
x. Three external experts to be nominated by the Vice-Chancellor	:	Members

OB- 1 ON THE CONSTITUTION AND FUNCTIONS OF THE DEPARTMENTS
(Section 29(1)(m) of the Nagaland University Act, 1989 & Clause 17 of the Statute)

This Ordinance shall be called the “**Ordinance on the Constitution and Functions of the Departments**”.

1. Each Department of a School shall consist of the members as given in Statute 17(5)(c) and also such other persons as are designated members of the Department by the School Board concerned, on recommendation of the Department concerned.
2. The functions of the Department shall be:
 - a) To admit students to the Master's/M.Phil./Ph.D. programmes and to lay down the procedure for such admissions;
 - b) To approve the pattern and schedule of sessional evaluation for each course offered by the Department;
 - c) To propose to the Academic Council, through the concerned School Board, the creation and abolition of teaching posts
 - d) To approve research projects to be taken up by members of the Department;
 - e) To frame syllabus and suggest reference books and other reading material for the programmes of study at the Master's level;
 - f) To constitute Committees from amongst its members and to assign to these Committees specific functions falling within its competence;
 - g) To appoint from amongst its teachers, advisors to students;
 - h) 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;
 - i) To perform such other functions as may be assigned to it by the School concerned.
3. The academic workload for every member of the faculty is expected to be 40 hours per week including actual classroom teaching/tutorials, preparation for classroom lectures, examination and evaluation work, guidance of research, seminars, administration and other professional work.
4.
 - (a) The basic unit of work in all departments will be one hour lecture period.
 - b) Tutorial and practical hours will be treated for the purpose of the workload as two-thirds of one teaching hour.
 - c) Seminars of two hours' duration will be treated as equivalent to one teaching hour.
 - d) Lectures/teaching hours of Post Graduate class and the M.Phil. programme should be treated as equal.
5.
 - a) A Research Guide is expected to devote two hours per week for each M.Phil. student after the first semester during the second and the third semesters. No credit will be given in respect of those students who are given extension beyond the third semester.
 - b) Every Guide is expected to devote an hour per week per Ph.D. scholar after completion of course work. No credit will be given for work in respect of Ph.D. scholars after the eighth semester or after the thesis has been submitted, whichever is earlier.

- c) The workload in relation to research projects taken by a member of the faculty with the approval of the University shall depend on the size of the project. The work in relation to major projects shall be treated as two lecture hours per week and that of minor projects as one lecture hour per week.
- 6. The Heads of Departments and Deans are required to put in extra time for administrative matters. The computed workload shall be as per guidelines notified by the UGC from time to time.
- 7. a) All members of the faculty are expected to take a minimum 'core' academic programme. Core programmes include lectures in the Post Graduate and M.Phil. programmes, tutorials and practical only. The core academic load for Professors, Associate Professors and Assistant Professors shall be as notified by the UGC from time to time.
- b) All members of the faculty should be available in the department for at least 5 hours on every working day.
- 8. a) Each Department shall prepare a timetable indicating engagement of all members of the faculty covering core academic programmes and the contact hours for research scholars.
- b) One day in a week may be kept free for each member of the faculty. There may be no lecture assignments on this free day but the member shall be available in the Department for general guidance to students and other academic programmes.
- c) Every Academic Department shall have some academic programme or the other on every working day of the University.

OB- 2 ON THE STRUCTURE AND MANAGEMENT OF THE CENTRES

(Section 29(1) (k) of Nagaland University Act, 1989)

This Ordinance shall be called **the “Ordinance on the Structure and Management of the Centres”**.

- 1. The University may assign Centres to any of its schools for the purpose designated herein in any of its Campuses or anywhere else within its territorial jurisdiction.
- 2. A Centre may have one or more of the following functions:
 - a) Inter-disciplinary research;
 - b) Teaching of inter-disciplinary courses or teaching any discipline not specially assigned to any department, or which may be necessary as a common service facility to a number of departments or teaching-cum-research in such disciplines;
 - c) To provide guidance, facilities and opportunities for development of certain faculties of the student over a wide spectrum, including creative arts;
 - d) Field studies in relation to any facet of social and cultural life of the people including activities providing facilities for training in relation thereto;
 - e) Basic studies in any aspect of education including pilot programmes and field studies associated therewith;

- f) Plan and conduct programmes on a pilot basis to make new advances in various fields of knowledge in a form which can be appreciated and assimilated by the people and become a living link between the University or any section thereof and the community;
- g) To provide services by way of studies, lectures, training, etc., for the advancement of social and economic conditions of the people living in the hill areas, and instilling scientific temper in the community.
3. a) A Centre shall comprise members of faculty in the grade equivalent to Professors, Associate Professors and Assistant Professors in the University.
b) The designation of the Head of the Centre may be Professor/ Director or Associate Professor/Deputy Director.
4. If the Head of the Centre happens to be in a grade lower than Associate Professor, she/he shall be designated as In-charge.
5. The faculty of a Centre shall comprise a small nucleus of permanent positions and such number of visiting positions as may be necessary in each case.
6. The Head of a Centre shall be appointed for a tenure not exceeding 3 years and she/he will be eligible for re-appointment, but not in succession.
7. The Centre may have visiting faculty drawn from outside the University as well as Adjunct Faculty from within the University for a tenure not exceeding three years, which may be renewed in suitable cases.
8. The teachers of the University or other institutions shall have the option of retaining their original designation while working for Centres.
9. Each Centre may be provided such administrative and technical support as may be necessary in each case, but the nucleus of the permanent staff shall be as small as possible. However, the field and research support in a Centre shall be provided entirely on project basis without creating any permanent structure whatsoever.
10. Each Centre shall have a Steering Committee with the Head as its Chairman and the following as members:
 - i) All members of the Centre in the rank of Professor/Director;
 - ii) One Associate Professor/Deputy Director;
 - iii) One Assistant Professor/Assistant Director;
 - iv) Not more than two members from Visiting Faculties/Adjunct Faculties, other than Professors;
 - v) Three persons from other Departments within the School or from other Schools;
 - vi) Two members from other Centres having interdisciplinary interest, recommended by the School Board concerned;
 - vii) Three External Experts, of which at least one should be from the subject concerned and the rest from allied/cognate subjects. In case of Centres offering Ph.D. programme, all 3 External Experts shall be subject experts.
11. The functions of the Steering Committee shall be as follows:
 - a) To formulate long-term perspective for the Centre and approve a plan of action in consonance with the University's plan;
 - b) To formulate and approve the programmes of the Centre within the policy laid down by the School Board, Board of Research Studies and Academic Council;

- c) To review half yearly, the progress of work done in the Centre, identify the bottlenecks, if any, and make suggestions for their redressal;
 - d) To discharge such other functions as may be assigned by the competent authority;
 - e) To approve subjects for research for various degrees;
 - f) To recommend to the Board of Research Studies, through the School Board, applications of students as candidates for the Doctorate Degree along with details of the subjects proposed to be investigated by the applicants;
 - g) To recommend to the Board of Research Studies the names of teachers in the Centre to be appointed as Supervisors of Research;
 - h) To recommend to the School Board and Board of Research Studies, measures for the improvement of research in the centre.
12. Every member of the Centre shall prepare a brief half-yearly resume of work carried out and submit it to the Head.
 13. The Head shall prepare a general resume of the Centre's activities based on assessment by members, which shall be placed before the Steering Committee.
 14. The Steering Committee will send its report along with comments to the School Board concerned for information and suggestions, if any.
 15. Each member of the Centre shall also prepare a résumé of his/her work at the end of the year and submit it to the Head.
 16. The Head shall prepare a detailed review of work of the Centre for the year in the prescribed pro forma, bringing out clearly the achievements with reference to tasks undertaken during the year and progress made in relation to achieving its basic objectives.
 17. This report shall be finalized by the end of the year and placed before the Steering Committee soon after.
 18. a) The report along with observations of the Steering Committee shall be sent to the School Board for information and suggestions, if any.
b) The annual report of the Centre, as approved by the Steering Committee, shall be sent to the appropriate authority for further necessary action.
 19. The specifics of each Centre shall be as laid down in the Regulations.
 20. Notwithstanding anything contained in the provisions of the Ordinance, the organization and structure of a Centre established for teaching interdisciplinary courses and research relating thereto, may be the same as of the Departments of the University, provided a decision to this effect is taken by the Academic Council and approved by the Executive Council.

OB- 3 ON THE FUNCTIONS OF THE HEADS OF DEPARTMENTS
(Section 29 (1) (n) of Nagaland University Act, 1989 read with clause 8 of the Statute)

This Ordinance shall be called the “**Ordinance on the Functions of the Heads of Departments**”.

- 1.a) The Head of the Department shall convene and preside over meetings of the Department.
- b) The Head of the Department shall, under the general guidance of the Dean of the School:
 - i. Organise the teaching and research works in the Department and supervise overall functioning and management of the Department;
 - ii. Allocate teaching work to the teachers of the Department and assign them such other duties as may be necessary for the proper functioning of the Department;
 - iii. Coordinate the work of departmental Committees appointed for specific purposes;
 - iv. Perform such other duties as may be assigned to him/her by the Dean, the Board of the School, Academic Council, Executive Council or Vice Chancellor.
2. The quorum for a meeting shall be one-third of the total members of the Department.
3. The rules of conduct of meetings shall be as prescribed by the Regulations in this regard.

OB- 4 ON THE FUNCTIONS OF THE DEANS OF SCHOOLS
(Section 15 of Nagaland University Act, 1989; read with clause 7 of the Statute)

This Ordinance shall be called the “**Ordinance on the Functions of the Deans of Schools**”.

1. The functions of the Dean of the School shall include the followings:
 - a) Coordinate and supervise the teaching and research works in the School in general, through the Heads of Departments;
 - b) Maintain discipline in the classrooms through the Heads of Departments;
 - c) Keep a record of the evaluation of sessional work and attendance of the students at lectures, tutorials or seminars when these are prescribed;
 - d) Arrange for the examination of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
 - e) Convene and preside over meetings of the School Board and keep the minutes of the meetings of the Board;
 - f) Perform such other academic duties as may be assigned by the Board of Research Studies, Academic Council, Executive Council or Vice Chancellor.

**OB- 5 ON THE FUNCTIONS OF THE DEAN OF RESEARCH, DEVELOPMENT
AND CONSULTANCY**
(Section 29(1)(m) of Nagaland University Act, 1989)

This Ordinance shall be called the “**Ordinance on the Functions of the Dean of Research, Development and Consultancy**” hereinafter known as RDC.

1. A Professor from any School under Nagaland University shall be appointed by the Vice Chancellor, subject to ratification of the Executive Council.
2. The appointment shall be for a period of 3 years and a Teacher shall be eligible for re-appointment.
3. The Office of the Dean of RDC shall be at Headquarters.
4. The functions of the Dean of RDC shall include:
 - i) Regulation of award of Institutional (UGC) Non-NET Fellowship;
 - ii) Release of all fellowships;
 - iii) Regulation and release of funds of externally funded projects;
 - iv) Recommendation to the University for undertaking research collaboration with other Institutes of higher learning and research;
 - v) Recommendation to the University for forwarding research proposals of faculty members to various funding agencies;
 - vi) Recommendation to the University for undertaking consultancy works by faculty members;
 - vii) Release of payments under Consultancy;
 - viii) Regulation of expenditure under project overhead.

OB- 6 ON THE POWERS AND FUNCTIONS OF THE DEANS' COMMITTEE

(Section 27(a) of Nagaland University Act, 1989; read with clause 24 of the Statute)

1. This Ordinance shall be called the “**Ordinance on the Functions of the Deans' Committee**”
2. The Deans' Committee shall have the following constitution:
 - i) Vice Chancellor : Chairman, Ex officio
 - ii) All Deans of Schools : Member, Ex officio
 - iii) Registrar : Secretary, Ex officio
3. The functions of this Committee shall be as follows:
 - a) Selection of candidates for award of fellowships;
 - b) Recommend participation of Teachers in International Conferences;
 - c) Consider matters arising from conduct of examination, standard of results, etc;
 - d) Consider general administrative matters relating to functioning of the schools and departments;
 - e) Such other matters as may be assigned to it by the Executive Council.
4. The meetings of the Committee shall be convened by the Chairman.
5. The quorum of the Committee shall be four.
6. The rules of conduct of meetings shall be as prescribed by the Regulations in this regard.

(Section 29(1) (p) of Nagaland University Act, 1989 read with clause 33 of the Statutes)

1. This Ordinance shall be called the “**Ordinance on the Establishment and Affiliation of Colleges**”.
2.
 - a) When it is proposed to establish a new College, the sponsoring body, or in the case of a Government College, the Head of the Department concerned, shall submit an application to the Registrar in the prescribed form not later than 16th August of the preceding year in which it is intended to start the college. The application should be accompanied by a project report giving details as laid down in the Regulations.
 - b) The Colleges, for the purpose of the Ordinance, shall be Degree and Professional Colleges providing instructions for relevant degree courses (General /Honours / Professional).
 - c) Admission to the privileges of the University, for various courses leading to a particular degree, shall be decided separately.
3.
 - a) On receipt of the application along with prescribed fees, the College Development Council (CDC) shall scrutinize the same and seek clarification, if necessary from the Sponsoring Body.
 - b) The Committee thereafter shall offer its recommendation to the Academic Council as to whether they are satisfied with the project report and that there is a prima facie case for starting a college.
4.
 - a) The Academic Council, after considering the report of the Affiliation Committee, shall appoint an Inspection Committee. The Committee shall comprise not less than three members, which shall include the Director of Higher Education or his/her nominee as one of the members.
 - b) The Inspection Committee may take necessary steps to examine the request, inspect the site and submit its report to the Academic Council on the need for the proposed College, the suitability of the site, feasibility of plans submitted, the adequacy of the physical and financial resources offered and also make suitable recommendations for granting permission to start the College.
5. The request for permission to establish a College or renewal of provisional affiliation for an academic session shall be made before 15th May of the preceding year. The Inspection Committee shall submit its report by the end of November. The decision on permission to start the College shall ordinarily be communicated by the University not later than 31st October.

6. (a) When it is proposed to introduce a new course in a College, the Principal of the College concerned shall submit an application to the Director, CDC, not later than 15th May of the preceding year in which it is intended to start the new course. The application shall be accompanied by a project report giving details as laid down in the Regulations.
- (b) The Director, CDC shall put up the proposal to the Vice Chancellor for directives.
7. a) On receipt of permission to start a College, the Sponsoring Body shall constitute a Governing Body (Advisory Committee in the case of a Government College) and appoint the Principal and other academic staff in accordance with the provisions of the UGC Regulations.
- b) A person who is not fully qualified for the purpose as per norms laid down by the UGC/University shall not be appointed on the Staff of the College or as Principal.
- c) However, if a fully qualified Principal is not available, the senior-most Teacher of the college may be designated as Acting-Principal, and the post of Principal be kept vacant till such time a fully qualified person is recruited.
8. a) Ordinarily, the application for provisional affiliation shall be entertained only after the University is satisfied that the College has fulfilled the minimum requirement about the appointment of the Principal, the Staff and other conditions, as laid down by the University.
- b) The Governing Body of the College shall inform the University forthwith about the appointments, and also of the fact that the College having been started not later than 15 days after the beginning of the academic session, and thereafter apply for Provisional Affiliation to the University.
9. a) The Director, CDC shall put up a proposal to the Vice Chancellor to constitute an Inspection Team, which shall visit the College/Institution on any working day in the first academic session, latest by 31st October and submit a report to the Director, CDC.
- b) The Director, CDC shall forward the same to the Vice Chancellor along with observations and comments.
- c) On being satisfied the Vice Chancellor may grant Provisional Affiliation to the concerned College for a period of three years only, subject to ratification by the Academic Council.
- d) The University may, after ascertaining that the requirements regarding Governing Body as given in the Statute, Ordinance and Regulations have been met, notify the decision of the Academic Council to the College concerned.
- e) The Inspection Committee shall assess the feasibility of introducing General / Honours courses.
10. a) *General Course*: The application for permission to start a General Course shall be submitted by the College to the Registrar before 15th May of the preceding year in which it is intended to start, in accordance with the Regulations.
- b) *Honours Course*: The application for permission to introduce Honours Course in any subject shall be submitted by the College to the Registrar before 15th May of the preceding year in which it is intended to introduce Honours courses in the prescribed form, in accordance with the Regulations.

11. The number of students in each academic year in the last five years shall not be less than 300.
12. a) Application for renewal of Provisional Affiliation shall be submitted in the prescribed form, six months before expiry of the existing Provisional Affiliation.
b) The Vice Chancellor shall appoint an Inspection Committee to report on the request for renewal. The Committee shall review the progress of the College and its performance in general and give suitable recommendations. The Vice Chancellor may permit renewal, subject to ratification by the Academic Council.
13. A College that has been granted Provisional Affiliation may apply for Permanent Affiliation on completion of the stipulated period as prescribed in the Regulations, and may be considered by the Executive Council on the recommendation of the Academic Council.
14. The Principal of the College shall submit a written statement of particulars to the Inspection Committee at the time of inspection as may be laid down in the Regulations.
15. No College shall be dissolved or abolished by its Governing Body without making prior arrangement for admission of its students to other affiliated colleges, and without making alternate arrangements for employment of the permanent members of the teaching staff, and also without obtaining prior approval of the Government, the University and the UGC, regarding final settlement of any property including library books and laboratory equipment, which may have been acquired by the College with financial assistance from the UGC and/or Government. Provided that no College shall be dissolved or abolished under any circumstances in the midst of an academic session.
16. The Executive Council may, from time to time, lay down new conditions of affiliation, general or specific, regarding staff, buildings, 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.
17. No student shall be admitted into any College or any course of instruction in a College before permission to start classes is granted by the University. Breach of this rule may be sufficient ground for refusal of any permission.
18. (a) A sponsoring authority seeking permission to establish a new College, seeking to establish a new course, or upgradation of existing status, or for seeking provisional/permanent affiliation, shall pay fees at the rates prescribed below:
 - i. Permission to establish new college

	₹
• General College (Arts, Science, Commerce)	: 25,000/-
• Professional College (B.Ed., M.Ed., LLB, BCA, BBA)	: 35,000/-
• Technical College (Medical, Engineering etc)	: 50,000/-
 - ii. Provisional affiliation

	: 15,000/-
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iii. Permanent affiliation

- General Courses
- Sciences
- Professional College
- Technical College

iv. Introduction of new course (subject)

- General
- Honours

v. Introduction of new stream/faculty in an existing college

Note: Fees once paid shall not be refunded.

- b) Fixed Deposits of at least 5 years shall be kept as Reserve Funds in the name of the College:

		₹
i.	General College	: 7,00,000/-
ii.	Professional College	: 10,00,000/-
iii.	Technical College	: 15,00,000/-

Note: The fee structures above is subject to change from time to time

19. The Executive Council shall have power to withdraw any affiliation or permission from a college at any time whenever, in its opinion, the college has failed to comply with the Statutes, Ordinances, Regulations, Rules, or any other directives of the University, or if the college authorities have failed to maintain order and discipline in the college, or the normal, regular and proper functioning of the college has become impossible due to mismanagement of the affairs of the college or any other reason.
20. a) *Principal*: A Principal of a College shall be a full time officer possessing integrity, commanding personality and with organizing ability, preferably with administrative experience. The qualifications for the post of Principal shall be as prescribed by the UGC from time to time and adopted by the Nagaland University.
- b) *Teacher*: For the purpose of this Ordinance all teachers shall be full time employees of the College, except where otherwise permitted by the University. The qualifications for Teachers shall be as prescribed by the UGC from time to time and adopted by the Nagaland University.
21. Duties of Teachers shall be as prescribed by the Regulations.
22. The timetable of a College shall provide for the minimum number of classes per week for a subject as prescribed by the Regulations.
23. The minimum staff requirement of a College shall be as provided in the Regulations. No College shall be granted affiliation if it fails to satisfy such minimum requirement.
24. The minimum basic pay of the Principal and Teachers shall be equivalent to the prevailing minimum scale of pay prescribed by the UGC. No College shall be granted Affiliation if it fails to satisfy such minimum requirements.

25. Every College must have adequate accommodation for all purposes/courses of study and well equipped laboratories as per provisions of the Regulations.
26. Every College must have a well equipped Library as per provisions of the Regulations.
27. Every College shall follow the norms laid down by the UGC/University about the size of classes, which may be prescribed by the Regulations.
28. The Inspection Report shall not be communicated to the College but shall be regarded as a confidential document until it has first been considered by the University. After a decision regarding affiliation has been made, copies of the report may be sent, unless withheld under the orders of the Vice Chancellor for any reason, to the Principal and Director of Higher Education concerned for information, guidance and necessary action.

OB- 8

ON THE COLLEGE DEVELOPMENT COUNCIL

(Section 29(1) m of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “**Ordinance on the College Development Council**”, hereinafter known as CDC.
2. Without prejudice to the generality of the provisions of the Act, the Statutes and the Ordinances of the University, the objectives of the CDC to be known as Council hereinafter, 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 CDC shall be the principal advisory body to the Executive Council, through the Academic Council, in all matters relating to the Affiliated Colleges.
4. The CDC shall comprise the following members:

i.	Vice Chancellor	: Chairman, Ex officio
ii.	Pro-Vice Chancellors	: Member, Ex officio
iii.	One teacher from each School nominated by the Vice Chancellor	: Member
iv.	Three Principals of Affiliated Colleges by rotation	: Member
v.	Three teachers of Affiliated Colleges nominated by The Vice Chancellor	: Member
vi.	Director of Higher Education, Nagaland	: Member, Ex officio
vii.	Dean of Students’ Welfare	: Member, Ex officio
viii.	Director/Dy. Director of Sports	: Member, Ex officio
ix.	Registrar	: Member, Ex officio
x.	Finance Officer	: Member, Ex officio
xi.	Controller of Examinations	: Member, Ex officio
xii.	Director, CDC	: Member Secretary, Ex officio
5. The term of office of members, other than ex officio, shall be two years. They shall be eligible for re-appointment, except where the appointment is by rotation.

6. Any vacancy arising due to illness, death, resignation, or otherwise, shall be filled up as soon as possible and members so appointed shall continue in office for the remaining period of the term of office of the member concerned whose vacancy is filled up.
7. One third of the members shall form the quorum for meetings of the CDC.
8. a) The CDC shall meet at least twice in an academic year. Meetings shall be convened by the Director, in consultation with the Vice Chancellor. In the absence of the Vice Chancellor, a Pro-Vice Chancellor shall preside over the meetings. If a Pro-Vice Chancellor is not present, the members present shall elect a member from amongst themselves to preside over that meeting.
- b) A special meeting may be convened on request to the Vice Chancellor from not less than six members of the CDC, giving a notice of at least 21 days.

OC- 1 ON THE ADMISSION, ENROLMENT, MIGRATION AND TRANSFER OF STUDENTS TO THE UNIVERSITY AND AFFILIATED COLLEGES

(Section 29(1)(a) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “Ordinance on the Admission, Enrolment, Migration and Transfer of Students to the University and Affiliated Colleges”.
2. a) Without prejudice to the provisions of the Act and Statutes and other rules of the University, no student shall be eligible for admission to any Under Graduate or Post Graduate course of study under the University unless s/he has passed the examinations prescribed by the University for admission to the concerned course.
- b) Candidates seeking admission to a course of study in the University including the affiliated colleges must satisfy the rules and conditions made in this regard.
3. Migration from any other University/Board may be permitted only in case of those students who have passed the equivalent examination of the University/Board as prescribed by the Ordinances for admission to the concerned course or courses by this University.
 - a) Provided that the application for admission is supported by:
 - i. Migration/No Objection Certificate from the concerned University/Board;
 - ii. Certificate from the Principal of the College in which last studied, testifying the record of attendance and conduct of the student.
 - b) Provided further that the application of a student who has not completed his course of study and has not appeared at the examination from which he was studying in any other University/Board in India shall be considered for admission to a course of this university whose pattern and syllabi are similar to that course studied by him/her in the former University/Board.
4. Transfer of a student from one affiliated college to another during a particular course of study shall be permitted only on production of:
 - a) Transfer / No Objection Certificate issued by the Principal of the college from which the migration/transfer is sought;
 - b) Certified copy of the report of attendance against his name in the register of students of the college concerned;
 - c) Certificate from the Principal testifying the conduct of the student.

5. English shall be the medium of instruction and examination in the studies and research programmes in the Schools/Departments/ Centres and affiliated Colleges unless otherwise decided by the University.

**OC- 2 ON THE BACHELOR OF ARTS, BUSINESS ADMINISTRATION,
COMMERCE, COMPUTER APPLICATIONS AND SCIENCE COURSES**
(Section 29(1) (b) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “Ordinance on the Bachelor of Arts, Business Administration, Commerce, Computer Applications and Science Courses”.
2. There shall be courses of study leading to the degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, Bachelor of Computer Applications and Bachelor of Business Administration.
3.
 - a. Students who have passed the 10+2 Examination or any other equivalent examination from any recognized University/Board shall be eligible to seek admission to the First Semester of the three years course.
 - b. Students desirous to take admission in Honours Course shall secure 45% total aggregate or 45% in the concerned subject in 10+2 Examination.
 - c. Diploma/Certificate from UGC/AICTE recognised Institutions of minimum 2 years duration after 10th standard shall also be eligible to seek admission.
4. A minimum of 3 years (6 Semesters) and a maximum of 5 years (10 Semesters) shall be required to qualify for the B.A/B.Sc./ BCA/B.Com/BBA Degree.
5.
 - i) University shall conduct the 4th and 6th End-Semester Examinations and the remaining Examinations shall be conducted by the respective Colleges. For all the end-semester examinations, question papers shall be prepared by the University.
 - ii) Examination Routine for End-Semester Examination shall be notified by the University which shall be normally of 3 hours duration.
 - iii) The performance of a student shall be evaluated on a 30:70 basis, that is, 30 marks for Internal Assessment and 70 marks for End-Semester Examinations.
 - iv) A student shall have to secure a minimum of 45% marks in the Internal Assessment, and 45% marks in the End-Semester Examinations in Theory papers. In Practical paper, a student shall have to secure a minimum of 55% marks to be considered Passed in a given semester.
 - v) Practical exam shall be divided into 30% and 70% for internal and End-Semester respectively. All practical Examinations may be conducted internally before the start of the external examinations.
 - vi) Internal Assessment shall be completed by the respective Colleges well before commencement of the End-Semester Examinations
6.
 - i) For the maintenance of a standard teaching-learning system, Credit Value and Contact Hours shall be followed for assessment of the level of learners.
 - ii) The minimum Credits to be completed for Honours students both for Science

and Arts shall be 120 while for the General Course it shall be 100 for Science and 90 for Arts.

- iii) A Contact Hour is in correspondence to the Credit Value; for example, a paper having 4 Credits shall, have a minimum of 4 Contact Hours in a week and a paper having 3 Credits shall have a minimum of 3 contact hours in a week. For practical classes, every two hours shall make 1 (one) contact hour.
- iv) One Contact Hour shall normally be of 60 minutes duration.
- v) Taking into consideration 17 working weeks in a semester, a paper having 4 Credits shall have a total of $17 \times 4 = 68$ contact hours.

7. a) Bachelor of Arts

The course structure and distribution of credits shall be as under:

Subject	I	II	III	IV	V	VI
Gen. Eng/MIL/Alt. Eng/EVS/CBCP	3	3	3	3	3	3
Elective Paper	4	4	4	4	4	4
Elective Paper	4	4	4	4	4	4
Elective Paper	4	4	4	4	4	4
Honours Paper	4	4	4	4	4	3
Honours Paper/Project	-	-	-	-	4	3

b) Bachelor of Science

The course structure and distribution of credits shall be as under:

Subject	I	II	III	IV	V	VI
Gen. Eng/Computer Application/EVS/CBCP	2	2	2	-	2	2
Elective Paper(T+P)	4+1	4+1	4+1	4+1	4+1	4+1
Elective Paper(T+P)	4+1	4+1	4+1	4+1	4+1	4+1
Elective Paper(T+P)	4+1	4+1	4+1	4+1	4+1	4+1
Honours Paper(T+P)	2+1	2+1	2+1	2+1	2+1	2+1
Project	-	-	-	-	-	2

c) Bachelor of Commerce

The course structure and distribution of credits shall be as under:

Subject	I	II	III	IV	V	VI
Gen. Eng/MIL/Alt. Eng/EVS/CBCP	3	3	3	3	3	3
Compulsory Paper	4	4	4	4	4	-
Compulsory Paper	4	4	4	4	4	-
Compulsory Paper	4	4	4	4	4	-
Elective Paper	-	-	-	-	-	4
Elective Paper	-	-	-	-	-	4
Elective Paper	-	-	-	-	-	4
Honours Paper	4	4	4	4	3	3
Honours Paper	-	-	-	-	4	-
Project	-	-	-	-	-	4

d) Bachelor of Computer Application

The course structure and distribution of credits shall be as under:

Subject	I	II	III	IV	V	VI
Math	4	4	-	-	-	-
English/EVS	2	2	-	2	-	-
Core Paper	4	4	4	4	4	4
Core Paper	4	4	4	4	4	4
Core Paper	4	-	4	4	4	-
Core Paper	-	-	4	4	-	-
Optional Paper	-	-	-	-	4	4
Practical	2	2	2	2	2	-
Practical	2	2	2	2	2	-
Practical	2	-	-	-	-	-
Project	-	-	-	-	-	4

e) Bachelor of Business Administration

The course structure and the distribution of credits shall be as under:

Subject	I	II	III	IV	V	VI
English/EVS/CBCP	3	3	-	3	4	-
Core Paper	4	4	4	4	4	4
Core Paper	4	4	4	4	4	4
Core Paper	4	4	4	-	4	4
Core Paper	4	3	4	-	-	-
Core Paper	-	-	4	-	-	-
Special Paper	-	-	-	4	4	4
Special Paper	-	-	-	4	4	4

8.
 - i) For Honours Course, the total Elective papers shall be 18 and total Honours papers shall be 8 of 7+1 Project paper apart from other common courses like English, MIL, EVS carrying 100 Marks each.
 - ii.) For the General course, there shall be 6 papers in each Elective Subject carrying 100 Marks each.
 - iii.) Elective papers from 1st to 6th Semester are compulsory and common for both Pass Course and Honours Course. The Honours papers 7 and 8 (in the 5th and 6th Semesters) shall have options.
 - iv) All papers (Honours and General Course) are designed maintaining a uniform pattern of 5 units each with some exceptions in English, Tenyidie and MIL.
9. A student shall be permitted to drop Honours only at the end of 1st Semester and prior to admission to the 2nd Semester.
10. A student shall be deemed qualified to appear at the End-Semester Examinations only if he/she secures minimum qualifying marks in the internal assessment Test and maintains 80% Attendance separately in every subject. For valid reasons, 5% relaxation of the Attendance may be considered by the respective College Authority.
11. Advancement to the next semester shall be permitted only with a maximum of two

backlog papers from the preceding Semester. Further, entry to the next semester shall be regulated at the level of 4th, 5th and 6th Semesters as under:

- (i) Admission to the 4th Semester shall be permitted only after clearing of 1st Semester backlog papers during the 3rd Semester.
- (ii) Admission to the 5th Semester shall be permitted only after clearing of 2nd Semester backlog papers during the 4th Semester.
- (iii) Admission to the 6th Semester shall be permitted only on clearing the 3rd Semester backlog papers during the 5th Semester.
- (iv) Backlog papers of 4th Semester need to be cleared during the 6th Semester.
- (v) Backlog papers of the 5th and 6th semesters need to be cleared during subsequent examinations for these semesters within 10 semesters, with a maximum of only one chance.

12. i.) A Seven Point Grading System shall be followed as below:

Grade	Marks	Grade Points
O	80 and above	7
A	70 to 79.99	6
B	60 to 69.99	5
C	55 to 59.99	4
D	50 to 54.99	3
E	45 to 49.99	2
F (Fail)	Less than 44.99	1

- ii.) In the Credit and Grade Point System, the assessment of individual courses in the concerned examinations shall be on the basis of Marks only, but the Marks shall be converted into Grades wherein, the overall performance of the learners shall be reflected considering the Credit Points for any given Course. The overall evaluation shall be designated in terms of Grade.
 - iii.) Semester Grade Point Average (SGPA) shall be calculated for individual Semester. (It may also be designated as GPA).
 - iv.) Cumulative Grade Point Average (CGPA) shall be calculated for the entire Programme by considering all the semesters taken together.
 - v.) While calculating the CG, the value of Grade Point 1 shall be considered (0) in case of learners who have failed in the concerned Course.
 - vi.) After calculating the SGPA for an individual semester and CGPA for the entire programme, the value can be matched with the Grade in the Grade Point Table as per 7 Point Grading System and expressed as a single Grade such as O,A,B,C,D,E,F.
13. In the sixth Semester, a Choice Based Credit paper (CBCP) shall be offered compulsorily. CBCP is a part of the sixth Semesters. Under this provision, student may be given freedom to opt for any paper of 3 Credits as per his/her interest in any subject irrespective of the streams of studies within or outside of his/her thrust areas. A learner can also move from one department to another department within the institution carrying the same amount of Credits. In case of inability to offer CBCP, EVS II or any other suitable course may be developed by the College till the college is equipped to offer such course.

14. An additional course to be offered outside of the six semester programme. It is a vocational oriented course for which University/College shall give Certificate. Respective colleges can design such courses suitable to the local/ regional needs. Add on course can be a continuation of CBCP that can be developed by respective colleges and run the programme according to local convenience. This programme can be arranged in addition to normal routine works for which colleges can charge extra fees from the learners to enable them to earn a Certificate.
15. In the Sixth Semester, a Project paper shall be offered. A student can opt for another Honours paper i.e. Honours paper- 08 with equal Credit Value as in lieu of Project Paper. Project Report shall be evaluated on the basis of 50:50 (50 Marks for the preparation of Project report and 50 Marks for presentation and viva voce) by a 3 member examination committee duly constituted by the College. Project evaluation shall be assessed jointly by Internal and External Examiners. In the absence of an External Examiner, the Examination Committee of the College may appoint a Faculty member as an External Examiner. Practical shall be a continuous process of evaluation which will be assessed internally. Courses which do not have Practical (eg. Mathematics) can offer general Theory paper of 5 Credits instead of 3 or 4 Credits. For Science Courses, Project Paper shall be compulsory. For Honours Paper, the Credits can be distributed between Theory and Practical depending on the needs of the paper.
16. Improvement facility is allowed for a maximum of 2 papers per semester, one time only, during the immediate subsequent examinations for that semester. Improvement facility shall be available to students who secure marks less than 45%. In case the student fails to improve his/her score, original marks secured shall be retained.
17. Re-evaluation facility is permitted only for 4th and 6th Semester examination to students who secure marks not less than 20% and not more than 60%. Applications for re-evaluation should be submitted within 30 days from the date of declaration of result. Re-evaluation is permitted only in two theory papers per semester. The score after re-evaluation supersedes the earlier score, provided that a student who was declared pass initially is not to be declared unsuccessful as a result of re-evaluation and downward revision of mark is limited to pass mark.
18.
 - i) College Principals shall submit a list of the panel of Question Paper Setters and Answer Script Evaluators to the Controller of Examinations (COE), Nagaland University as a routine process preferably in the beginning of each semester. University shall update this panel to ensure that the right person does the right job at the right time.
 - ii.) End-Semester Examinations Question Papers shall be moderated by a committee constituted by the Vice Chancellor. Moderation Committees shall necessarily include the Chairman of the respective BUGS.
 - iii.) The End-Semester Question Papers in sealed envelopes shall be collected on the specified date by the College Principals from the Sub-Centers or from any other location as may be notified by the Nagaland University. The same shall be deposited at the nearest Treasury Office/Strong Room under Police custody and shall be collected on the day of Examination.

19. a) After the 1st, 2nd, 3rd and 5th Semester Examinations, the respective College Principals shall distribute the Answers Scripts to the respective Evaluators/Courses in-charges as approved by the University within 48 hours. Internal Evaluation of Answer Scripts shall be completed within 10-15 days at the College level after the conduct of examination for a particular paper and each Evaluator shall submit the mark sheet within the stipulated period to the respective Principal for Tabulation of Marks at the College level. Respective Colleges Principals shall submit the detailed Result Sheet to the Controller of Examinations within 20 days after the last date of Examination for declaration of Results.
- b) Answer Scripts after the 4th and 6th Semester Examinations shall be submitted to the University for completion of the necessary coding formalities and evaluation process
20. i.) Transfer of college shall be allowed during admission up to 31st July for Odd semesters and 20th February for Even semesters. Students shall be allowed to take maximum of two transfers in the entire course. Only one transfer shall be permissible within the same district. No transfer shall be allowed by the colleges without No Objection Certificate from the University. Students transferring without No Objection Certificate from the University shall invite cancellation of their candidature.
- ii.) Students failing to clear the First semester due to fail or not appearing the examination shall take fresh admission in First semester in next academic session after surrendering their Registration Card.
- iii.) Science and Commerce students having English and Economics subjects in 10+2 Examination and securing 45% shall also be eligible to seek admission to Honours Course in English and Economics respectively.

OC- 3

ON THE BACHELOR OF LAW DEGREE PROGRAMME

(Under Section 29(I) (b) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “**Ordinance on the Bachelor of Law Degree Programme**”, known as LLB hereinafter.
2. The LLB programme shall be a full-time course commencing from 1st July and continue up to 30th June of the next calendar year.
3. a) The LLB degree programme of the University including all semesters shall be for 2800 marks.
- b) There shall be a total of 28 papers as per BCI Rules, divided in 6 semesters.
- c) The LLB course shall be spread over six semesters during a three-year period.
- d) A candidate must pass six semester examinations
- e) The minimum qualification for admission into the LLB course is Bachelor’s degree of any discipline from a recognized university as approved by the UGC.
- f) The percentage of marks obtained in the degree examination for admission into LLB should be a minimum of 45%, which may be relaxed upto 40% in case of SC/ST and other backward communities.

- g) Candidates from universities other than the Nagaland University shall be required to submit migration certificates from their previous universities.
- h) A student shall be allowed to sit in the University examination, however, unless s/he is duly registered with the Nagaland University, the result shall not be declared.
- i) The work load of a Law College shall be thirty (30) hours per week including practical training, assignment, library and other clinical works, provided that the actual time for classroom lectures shall not be less than twenty (20) hours per week.
- j) The number of working days during one academic session comprising two semesters shall ordinarily not be less than 180.
- k) Students shall be required to put in a minimum attendance of 66% of lectures in each of the subjects, tutorials and practical training.
- l) The Teacher-Student ratio shall be 1:20.
- m) The teaching load of full-time and Guest teachers shall be according to the norms prescribed by the UGC from time to time.
- n) The relative proportion of full-time Teacher to Guest Faculty shall not fall below 3:1 in any case.
- o) The LLB course of study cannot be undertaken along with any other full time course simultaneously during the period of study.
- p) Every paper, as prescribed in the LLB course, shall be for 100 marks for attempting six questions, taking at least three questions from each group wherever the syllabus is divided into two groups. The total number of questions for any paper may be restricted to ten only. The duration of the examinations will be three hours.
- q) The prescribed pass marks for each paper shall be 40%. However, students should secure 45% in the overall aggregate to qualify the LLB examination.
- r) Admission to the 1st semester LLB course shall remain valid for 6 (six) years from the date of admission. However, a student shall not be allowed to avail more than three consecutive chances to repeat a paper in which s/he had failed in the regular semester examination.
- s) A student shall be permitted to repeat a paper only when the same course is offered for the subsequent batch of students in the college, and that also be permitted to improve his/her performance in a paper only if s/he has obtained 40% or more in the concerned paper.
- t) A student shall be permitted re-evaluation for a maximum of two papers in each semester, provided the marks secured range between 20% and 60% in each paper.
- u) Any regulations not covered here shall be in accordance with the BCI, UGC and NU norms as the case may be.
- v) All examinations leading to the LLB degree shall be held twice a year, ordinarily in March and September every year, commencing on a date to be notified by the University.
- w) The Board of Studies in Law shall recommend a panel of names of paper setters, examiners and moderators for re-assessment and post publication scrutiny for answer scripts. In addition, the Board of Studies shall also recommend one or more teachers for scrutiny.

- x) A candidate securing 45% marks and above in aggregate and 40% or more marks in individual papers in each semester, but less than 60% marks in aggregate shall be declared to have passed in the Second Class. A candidate securing 60% and above in the aggregate and 40% or more marks in individual papers in each semester of the examination shall be declared to have passed in the First Class.

4. The distribution of papers of compulsory, optional and practical papers shall be as follows:

First Semester

- Course 1-1 : Land Law
Course 1-2 : Torts & Consumer Protection Laws
Course 1-3 : Family Law (Hindu Law)
Course 1-4 : Family Law-II (Mohammedan Law)
Course 1-5 : Jurisprudence

Second Semester

- Paper 2-1 : Human Rights & Public International Law
Paper 2-2 : Legal Language, Legal Writing and General English
Paper 2-3 : Interpretation of Statutes
Paper 2-4 : Comparative law

Third Semester

- Paper 3-1 : Women & Law; Law relating to child & Law; Poverty & Development
Paper 3-2 : Contract I
Paper 3-3 : Contract II
Paper 3-4 : Constitutional Law of India
Paper 3-5 : Property Law

Fourth Semester

- Paper 4-1 : Company Law
Paper 4-2 : Labour Law
Paper 4-3 : Practical Training (BCI Paper I)
Paper 4-4 : Practical Training (BCI Paper II)

Fifth Semester

- Paper 5-1 : Civil Procedure Code & Limitation Act 1963
Paper 5-2 : Law of Evidence
Paper 5-3 : Administrative Law
Paper 5-4 : Law of Crime
Paper 5-5 : Arbitration, Conciliation and Alternate Dispute Resolution System

Sixth Semester

- Paper 6-1 : Criminal Procedure Code, Juvenile Justice Act & Probation of Offenders Act
Paper 6-2 : Taxation Law, North Eastern State Taxation Laws
Paper 6-3 : Environmental Law
Paper 6-4 : Practical Training (BCI Paper III)
Paper 6-5 : Practical Training (BCI Paper IV)

5. The medium of instruction and the medium of examination for all LLB examinations shall be English.
6.
 - a) A list of successful students will be published in order of merit placing them in the 1st Class and 2nd Class securing 60% and 45% or above respectively in aggregate, taking the grand total of all the six semesters.
 - b) Paper setters shall ordinarily set double the number of required questions to be answered in a paper. Each question in all theoretical paper shall have two or more parts concerning the Long and Short descriptive types as well as short answers. As far as possible, the question should be so chosen as to cover the whole course.
 - c) Each written paper of the LLB course shall be for 100 marks and containing five questions and all examinations shall be of three hours duration.
 - d) Any candidate, who pursued a regular course of study as explained in this Ordinance, may be admitted to that examination on submission of an application with the necessary fees and certificate within such time as may be prescribed by the University.
 - e) A candidate who failed or could not attend any examination shall not be entitled to claim refund of the fees.
 - f) Student shall be required to put in a minimum attendance of 66% of the lectures in each subject as well as at tutorials, moot court and practical training course.
 - g) Provided that in exceptional cases, for reasons to be recorded and communicated to the BCI, the Principal of the Law College and the Dean of the Faculty of Law, attendance may be condoned if the student attended 66% of the lectures in aggregate.
 - h) The details of courses to be covered in each paper mentioned in the above regulations shall be prescribed by the Board of Under Graduate Studies in Law.

OC- 5 ON THE BACHELOR OF TECHNOLOGY DEGREE PROGRAMME

(Section 29(1)(b) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “Ordinance on the Bachelor of Technology Degree Programme”, hereinafter known as B.Tech.
2.
 - a) A student admitted to a particular branch of the B.Tech. programme shall continue to study in that branch till completion. However, in special cases the school may permit an eligible student to change to another branch after the first two semesters.
 - b) The provisions related to admission, duration of the programme, hostel accommodation, course structure, class attendance, examinations, evaluation and results, students’ discipline, award of degree and related matters shall be as prescribed by the Regulations meant for this programme.

**OC- 6 ON THE MASTERS DEGREE PROGRAMMES IN ARTS,
 COMMERCE AND SCIENCE**

(Section 29(1)(b) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “Ordinance on the Masters Degree Programme in Arts, Commerce and Science”.
2. The Masters degree programmes in Arts, Science and Commerce under the University are full time courses of study spread over a period of four semesters in two years. These courses cannot be combined with any other full time course offered by the University except those which may be designed by the University, generally or specially, for the postgraduate students of the University.
3.
 - 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 ordinarily 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 three-year Bachelor’s Degree, General 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 the different courses in the Schools shall be as per Regulations.
 - d) Final admission to a course will be made on the basis of the candidate’s performance at the eligibility test by the Admission Committee of the concerned department, if any, and academic performance in the Under Graduate course.
4.
 - a) Subject to the general guidance of the School Board, the instruction and routine in each course shall be under the control and direction of the Head of the department concerned.

- b) Provided that the number of lectures in a theory course shall ordinarily be not less than 45, of one hour's duration each.
- 5. a) Each student, with respect to 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 department concerned.
- b) The School Board, on the recommendation of the department, may recommend the removal of the name of a student from the course on the basis of unsatisfactory performance or indiscipline.
- 6. Ordinarily, a student should complete sixteen courses during the period of four semesters or as prescribed by Academic Council from time to time. However, a student may be allowed to participate in the academic programmes up to a maximum of six semesters. In exceptional cases, the Academic Council may take a decision to allow a student to complete his academic programme with some adjustment/alteration in respect of term paper/dissertation.
- 7. a) A student should have attended a minimum of 75% of the lectures in each course organized by the Department during a Semester to be eligible to appear at the Semester examination.
- b) The Dean may, on recommendation of the Department concerned, consider and decide on the request for condonation of shortage of attendance up to 5% on Medical Grounds.
- 8. a) A student who does not clear a course or courses (owing to failure to pass or to appear in the sessional work and/or Semester examination), may clear the course or courses subsequently in one of the remaining semesters during which he is eligible to participate in the curricular programmes under the provisions of 4 above.
- b) Provided that, if a student by the end of the second semester has not been able to clear sessionals in four of the eight courses of the first two semesters or having cleared the course desires to improve his overall performance including the sessional work in four courses or more, thus obliging him to attend regular classes, he shall not be eligible to move on to the third semester and will have to attend the concerned course with the next batch or seek fresh admission and pursue the entire course work as a fresh candidate.
- 9. a) Evaluation for each course shall be done on the basis of performance in sessional work and 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 a student in any course, the weightage assigned to sessional work and semester examination shall be 1:3.
- c) The pattern and schedule of sessional work and evaluation for each course in a semester, as approved by the School Board, on the recommendation of the concerned department, shall be made known to the students at the commencement of each semester.
- 10. a) Each semester shall have at least 100 working days or 45 to 50 contact hours per course in a semester, excluding examination days.
- b) The dates of commencement and termination of each semester shall be fixed by the Academic Council.

11. Examiners shall be appointed for each course by the School Board on the recommendation of the Board of Post Graduate Studies in accordance with the provisions of the Regulations.
12. A candidate shall apply for admission to the semester examination in the prescribed form to the Dean of the School through the Head of the Department. Such application shall be accompanied by a certificate indicating that:
 - a) The candidate has attended the minimum lectures, etc. in respect of all courses;
 - b) The candidate has cleared all sessionals;
 - c) All dues including prescribed examination fees have been deposited.
13.
 - a) The End-Semester results shall be placed before the Dean of the School for approval after they have been screened by a committee consisting of the Head of the Department concerned and not less than three faculty members appointed by the Dean on the recommendation of the Head of Department.
 - b) In order to qualify for the Master's Degree, a candidate must have secured at least 35% marks or equivalent grade in the sessionals as also in the semester examinations in each course, and 40% marks or equivalent grades in aggregate of all courses (of all the semesters).
 - c) A candidate who obtains 40% or equivalent grade or above in the aggregate of all courses or in any course but below 50% marks or its equivalent grade may be permitted to repeat any course or courses and to participate in the sessional work and the semester examinations in order to improve his/her performance.
 - d) The conditions for repeating a course or courses shall be as prescribed by Regulations.
14. Successful candidates shall be awarded the degree under the following classification:
 - a) First Division/Class: 60 percent marks or equivalent grades or more in the aggregate of all the examinations and sessional work.
 - b) Second Division/Class: 50 percent marks or equivalent grades or more in the aggregate of all examinations and sessional work, but below 60 percent.
 - c) Simple Pass: 40% marks or equivalent grades or more in the aggregate of all examinations and sessional work but below 50 percent.
15. No candidate shall be allowed to appear in any course more than twice and no candidate shall be allowed to appear in any course beyond six semesters of his first admission to the programme.
16.
 - a) The courses of study and the scheme of evaluation for the degree in each subject shall be such as may be approved by the School Board on the recommendation of the Board of Post Graduate Studies of the department concerned.
 - b). The syllabi for the courses in any subject shall be such as may be designed by the concerned department, which shall also prescribe reference books and other reading material for each course and which is duly approved by the Academic Council.

OC- 7**ON THE MASTERS DEGREE PROGRAMME IN EDUCATION**

(Section 29(1)(b) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “Ordinance on the Masters Degree Programme in Education”, hereinafter known as M.Ed.
2.
 - a) The M.Ed. programme shall be a course of study spread over a period of four semesters over two years.
 - b) Ordinarily, a student shall complete six courses during the two semesters. However, a student admitted to the M.Ed. programme can participate in the academic programme to clear all courses up to a maximum of four semesters.
3.
 - a) Every student shall submit a dissertation/thesis on a subject connected to one of the courses offered to him/her. The topic for the same shall be approved by the Board of Post Graduate Studies.
 - b) Each student will work, for this purpose, under a Staff Advisor assigned by the Head of the Department.
4.
 - a) The minimum qualification and procedure for admission and the courses to be offered for the degree, and the method of evaluation shall be prescribed by the School Board.
 - b) Provisions relating to attendance, classification of examination results and other related matters for the M.Ed. course shall be the same as for the Master’s degree programmes in Arts and Science.
 - i) If the M.Ed. programme is offered part-time, it shall extend to a period of six semesters or three academic years.
 - ii.) The regulations regarding the schedule of the course, methods of evaluation and other matters relating to the part-time programme shall be as prescribed by the School Board.

OC- 8 ON THE MASTERS DEGREE PROGRAMME IN AGRICULTURAL SCIENCES

(Section 29(1)(b) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “Ordinance on the Masters Degree Programme in Agricultural Sciences”, hereinafter known as M.Sc. (Ag.).
2.
 - a) The M.Sc. (Ag.) degree programmes offered in the Agricultural Sciences shall be specialized courses of study, of 2 years duration. Each academic year shall comprise two semesters. A student is required to complete both research and coursework in the field of his/her choice.
 - b) The programme aims to provide specialized training to the students in the field of their choice and develop their potential in scientific skills, thinking, communication, analytical writing and developing area-specific technology pertaining to crop and animal production and protection, soil, water and natural resource conservation and transfer of technology to the farms for socio-economic growth.

- c) The students eligible for admission are those who have passed the B.Sc. (Hons) Ag. with 7 OGPA or equivalent percentage for General category and 6.5 OGPA or equivalent percentage in case of SC/ST.
- d) The academic year of the school shall ordinarily be from July to June and shall consist of two semesters, each of which shall be approximately of 18 weeks, with at least 100 working days.
- e) The provisions related to admission, duration of the programme, hostel accommodation, credit requirement, course structure, research work, class attendance, examinations, evaluation and results, student discipline, award of degree and related matters shall be as prescribed by the Regulations.

OC- 9 ON THE MASTERS DEGREE PROGRAMME IN BUSINESS ADMINISTRATION

(Section 29(1)(b) of the Nagaland University Act, 1989)

- 1. This Ordinance shall be called the “**Ordinance on the Masters Degree Programme in Business Administration**”.
- 2. a) The Masters Degree programme in Business Administration in the School of Management Studies is a full time course of study over a period of four semesters in two years. This course cannot be combined with any other full time course or any part time postgraduate course offered by the University, except those which may be designed by the University generally or specially for the postgraduate students of the University.
- b) The provisions related to admission, duration of the programme, hostel accommodation, course structure, class attendance, examinations, evaluation and results, award of degree, student discipline and related matters shall be as prescribed by the Regulations.

OC- 13 ON THE DOCTOR OF LITERATURE AND DOCTOR OF SCIENCE DEGREE PROGRAMMES

(Section 29(1)(b) of the Nagaland University Act, 1989)

- 1. This Ordinance shall be called the “**Ordinance on the Doctor of Literature and Doctor of Science Degree Programmes**”.
- 2. A candidate who has distinguished himself/herself in the relevant area and has proved his/her ability for conducting research work independently, with at least eight years of experience after Master’s degree (minimum CGPA 6.5 or 55% marks) and has published work of high quality after Ph.D. may be admitted to the D.Litt./D.Sc. programme.
- 3. The candidate shall apply in the prescribed pro forma, along with a detailed synopsis of the proposed research accompanied with the application fee as fixed by the University for admission to the D.Litt./D.Sc. Degree programme, to the Head of the Department concerned who shall forward the same to the Dean of the School, who in turn shall refer the proposal to three eminent external experts in the relevant area. The

Dean shall constitute a Committee of at least three members, including senior faculty members from the Department, of which the Dean shall be Chairperson. The Committee shall look into the viability and merits of the proposal in light of the reports of the experts. If satisfied, the Committee shall forward the proposal and recommend the admission of the candidate to the Board of Research Studies through the School Board. The date of admission and registration shall be effective from the date of approval by the Academic Council. The Dean of the School shall communicate the decision of the Academic Council to the candidate.

4. The Dean of the School shall organize at least two seminars to be presented by the Candidate. A formal notice to that effect shall be issued by the Dean of the School.
5. Subject to the provisions of this Ordinance, the candidate shall be permitted to submit his/her thesis for the D.Litt./D.Sc. degree after six semesters (three years), but not later than twelve semesters (six years) from the date of admission and registration.
6.
 - a) The candidate for the D.Litt./D.Sc. degree may incorporate in his/her thesis any research work which he/she may have published independently on the subject but shall not include any work in the thesis for which any degree may have been conferred on him/her by this or any other University.
 - b) The thesis shall satisfy the following conditions:
 - i. It must be a piece of independent research work characterized either by discovery of new facts or by fresh interpretation of facts or theories; in either case it should evince the candidate's capacity for critical examination, original thinking and judgement. It shall be satisfactory as far as its literary presentation is concerned.
 - ii. The candidate shall indicate how far the thesis embodies the results of his/her own research or observations and in what respects his/her investigations appear to him/her to advance the knowledge in the subject of thesis.
 - c) Every candidate for the D.Litt./D.Sc. degree shall submit Five copies of his/her thesis to the concerned Head of Department who shall forward the same to the Dean of the School. The thesis shall embody results of his/her independent research findings, and shall certify that
 - i. she/he has fulfilled the requirements of this Ordinance,
 - ii. the thesis is the result of his/her own independent investigations,
 - iii. the thesis or any part of its work has not been submitted to any University for any degree. The thesis submitted shall be accompanied by an examination fee as fixed by the University and countersigned by the concerned Head of Department and shall be forwarded to the Dean of the School.
7.
 - a) The committee referred under Clause 3 shall submit a panel of at least seven examiners, out of which at least three names may be from abroad. This list of examiners shall be forwarded by the School Board to the Board of Research Studies.
 - b) The thesis shall be referred by the Examination Department for adjudication along with an abstract to a Board of four examiners, at least one of whom may be from abroad, out a panel of experts approved by the Academic Council and Executive Council.

- c) Examiners' Report
 - i. In case any examiner desires to seek clarifications before submitting the evaluation report on the thesis, s/he should seek such clarifications from the candidate through the Dean and reply from the candidate to the examiner should be routed only through the Dean of the School.
 - ii. Each examiner shall submit a report containing a clear recommendation that in his/her opinion
 - the thesis is acceptable for the D.Litt./D.Sc. degree,
 - or
 - the thesis be rejected.
 - iii. As far as possible, the examiners should spell out the major contribution made by the candidate in their reports.
8. When the concerned School Board is satisfied that all the four examiners have unanimously recommended the award of the degree, it shall recommend to the Executive Council through the Board of Research Studies and the Academic Council that the D.Litt./D.Sc. degree may be awarded to the candidate. The result of the candidate shall be declared only after the approval of the Executive Council.
9. In case the Head of the Department or the Dean of the School is a candidate, the role of the Head or Dean as per this Ordinance shall vest with the Dean and the Chairman, Academic Council respectively.

**OC- 14 ON THE EQUIVALENCE COMMITTEE FOR RECOGNITION OF
EXAMINATIONS/DEGREES**

(Section-29(1)(m) of the Nagaland University Act 1989)

1. This Ordinance shall be called the "Ordinance on the Equivalence Committee for Recognition of Examinations/Degrees".
2. There shall be an Equivalence Committee consisting of all the Deans of Schools.
3. The functions of the Committee shall be as under:
 - a) To recognize the examinations conducted by other universities and degrees awarded by them, on reciprocal basis.
 - b) To decide equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign universities.
 - c) To withhold, suspend or cancel recognition to any examination/ degree for such reasons and such time as it may deem fit.
 - d) While considering the cases of equivalence and/or recognition, the Committee may go through the syllabus, curriculum, etc., and may either have the views/opinions of the concerned Head of department or Dean of the School, for which purpose the Equivalence Committee may request the concerned Head of Department to attend its meeting as a special invitee.
4. Notwithstanding any of the clauses above, the Vice Chancellor may grant recognition/equivalence to any examination/degree, and action taken by the Vice Chancellor shall be reported to the Equivalence Committee at its next meeting.

5. The Committee shall frame the rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.

OC- 16 ON THE MEDIUM OF INSTRUCTION AND EXAMINATION

(Section 29(1) (c) of the Nagaland University Act, 1989)

1. English shall be the medium of instruction and examination in the research and study programmes of Schools unless otherwise decided by the University.

OC- 17 ON CERTIFICATE AND UG/PG DIPLOMA COURSES

(Section 29(1) (d) of the Nagaland University Act, 1989)

1. The University shall conduct Certificate Courses of one semester duration (six months) and diploma for both UG and PG Courses of two semester duration (One year)
2. The Syllabus for the Courses shall be as prescribed by the Board of Under Graduate Studies/Board of Post Graduate Studies or Steering Committee and approved by the School Board and Academic Council.
3. The eligibility for admission to the Certificate and UG Diploma Courses shall be Class XII or equivalent and PG Certificate/ PG Diploma shall be Bachelor Degree or equivalent.
4. There shall be an examination conducted by the University at the end of the Semester.

OC- 18 ON ACADEMIC CALENDAR OF THE UNIVERSITY

(Section 29(1) (r) of the Nagaland University Act 1989)

1. The University shall have at least 30 weeks of actual teaching in a year.
2. In the University, 12 weeks shall be devoted to admission/examination/preparation for examination.
3. The University shall have a vacation of 8 weeks.
 - i. The University shall have 2 weeks' public holidays.
 - ii. The above is summarised as follows:

	No of weeks
a. Teaching	30
b. Admission/Examination, preparation for Examination	12
c. Vacation	8
d. Public Holidays to increase and adjust teaching days	
<u>accordingly</u>	<u>2</u>
Total	52

Note:

- (i) As 'b' above curtails the vacation of University teachers by two weeks, they shall be entitled to earned leave at the rate of 1/3rd of the period of curtailment.
- (ii) Wherever the actual teaching days exceeds 180 days, 1/3rd of the period in excess of 180 days may be credited as earned leave to the teachers of the University.

4. The list of academic holidays for the University shall be as notified by the University.

Semester Calendar

Odd semesters (1st and 3rd Semesters)

Beginning of Semester/ opening of the Semester Classes	: 17 th day of July
Commencement and completion of Semester Examinations	: 20 th day of December
Winter Vacation	: 21 st December to 10th Februar

Even semesters (2nd and 4th Semesters)

Re-opening of Semester Classes	: 11th day of February
Commencement and completion of Semester Examinations	: 20th day of June
Semester Break and Summer vacation	: 21st June to 16th July

OD- 1 ON THE INSTITUTIONAL (UGC) NON-NET FELLOWSHIP *(Section 29(1)(f) of the Nagaland University Act, 1989)*

1. This Ordinance shall be called the “Ordinance on the Institutional (UGC) Non-NET Fellowship”.
2. The objective of the research awards is to provide an opportunity to research students to undertake advanced study and research in Sciences, Agriculture, Humanities and Social Sciences.
3.
 - a) M.Phil. Programme: Scholars shall be considered for the award of Rs. 5,000/- per month with contingency of Rs.10,000/- per annum for Sciences and Rs. 8,000/- per annum for Humanities & Education and Social Sciences.
 - b) Ph.D. Programme: Scholars shall be considered for the award of Rs. 8,000/- per month with contingency of Rs.10,000/- per annum for Sciences and Rs. 8,000/- per annum for Humanities & Education and Social Sciences.
4.
 - a) M.Phil. Programme: The maximum duration of the fellowship shall be 18 months.
 - b) Ph.D. Programme: The duration of fellowship shall be 3 years, which may be extended by another year on assessment of research progress and recommendation by a duly constituted Evaluation Committee to be appointed by the Vice Chancellor.
5. The Fellowship is applicable to bona fide full time research scholars of the University who are not in receipt of financial assistance from any source.
6. Award Condition:
 - a) Scholars are not permitted to avail more than one fellowship at a time. On completion of a fellowship a Scholar may avail another, if available. However, the combined duration of all fellowships shall not exceed five years. A scholar has to refund the entire amount drawn against the Institutional (UGC) Non-NET fellowship while availing a higher fellowship.
 - b) An Institutional (UGC) Non-NET fellowship discontinued for higher fellowship of Research Projects may be revived if the project is discontinued / terminated before the stipulated duration for any reason not related to lapse on the part of the Research Fellow of the project.

7. Attendance and Leave :

- a) Attendance record shall be strictly maintained in a separate Register by the Heads of departments, wherein Scholars have to append their signatures daily.
- b) Prior formal permission from the Head of Department, on recommendation of the Supervisor, to leave station for fieldwork, laboratory visits, etc. is mandatory.
- c) A Scholar is entitled to a maximum of 30 days leave in a calendar year, excluding public holidays. Un-availed leave cannot be carried over to the next year.
- d) Research Scholars are not entitled to vacations or semester breaks.
- e) Female Scholars are entitled to maternity leave of 90 (ninety) days and male Scholars to paternity leave of 10 (ten) days at full rates of fellowship, only once during the entire fellowship period.
- f) Fellowship shall be deducted for all days of unauthorized absence

8. Award and Claim:

- a) Applications in the prescribed format duly recommended by the Supervisor and forwarded by the Head of the Department/Dean of School should be submitted to the Dean, RDC.
 - b) An affidavit in the prescribed format and photocopies of admission receipt and SC/ST/OBC(NCL)/PWD certificate should be submitted along with the application.
 - c) The Claim Bill should be accompanied with certified attendance record for the period claimed.
 - d) Scholars shall submit a six monthly progress report at the end of every semester.
9. The award is liable for cancellation and the University reserves the right to recover the amount paid, as applicable, in case of
- a) violation of any of the terms of award and amendments if any,
 - b) misconduct,
 - c) unsatisfactory progress and/or recommendation by the concerned Department,
 - d) Ineligibility detected later and/or scholars switching to part-time Ph.D. programme.

OD- 2

ON THE STUDENTS' COUNCIL
(Statutes 41 of Nagaland University)

- 1. This Ordinance shall be called the "Ordinance on the Students' Council"
- 2. The Students' Council constituted every year shall comprise:
 - i) The Dean of Students' Welfare, who shall be the Chairman of the Council;
 - ii) All students who have won prizes in the previous academic year in the fields of studies, sports activities and all-round development of personality;
 - iii.) One representative from each School selected by the students enrolled in the University Under Graduate, Post Graduate or research programmes. The Dean concerned shall recommend the names of the student representatives to the Vice Chancellor for approval.
- 3. a) Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council, if so permitted by the Chairman, and he/she shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration.

- b). Students' Councils may also be constituted at the School level. Such students' councils may have an Executive Committee chaired by a Teacher-in-Charge. Representatives of classes of the School, not more than five in number, shall be members of the Executive Committee on rotation.
4. The functions of the Students' Council shall be:
 - a) To make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students welfare and other matters of importance in regard to the working of the University in general, and such suggestions shall be made on the basis of consensus of opinion;
 - b) To promote the study and appreciation of the concerned discipline, broaden the interests of its members in other fields of studies, engender holistic approach in learning and study and create consciousness about the broader issues of society, the nation and humanity, promote cultural activities and provide opportunities for self expression for appreciation of arts and cultural forms and development of artistic potential and promote sports, athletics, etc;
 - c) The Students' Council, on approval of the Vice Chancellor, may also organize specific programmes that link the University to society for social gains.
5. The Students' Council shall meet at least once in an academic year, preferably in the beginning of the year.

OD- 3 ON THE RESIDENCE OF THE STUDENTS OF THE UNIVERSITY

(Section 29 (1) (h) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the "Ordinance on the Residence of the Students of the University".
2. The Nagaland University is primarily a Residential University. The objectives of residence in the halls and lodges are:
 - a) to provide to the students of the University a congenial place to live so that they can devote themselves to the pursuit of higher learning;
 - b) to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
 - c) to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of cooperation and goodwill and acquire a broader societal frame;
 - d) to provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent;
 - e) to develop in the students the capacity to govern their own affairs.
3. **Halls of Residence:**
 - a) In- Campus
 - i. The University shall maintain such hostels as may be necessary to fulfil the objectives of residence.
 - ii. Every hostel shall have a name as the University may assign to it.

- iii. Each hostel shall be under the charge of a Warden.
- b) Off- Campus
 - i. Students who do not live either with their parents or approved guardians shall, during the term, reside in an approved hostel or lodge.
 - ii. An approved hostel is a place of residence maintained by the State government or any other organization exclusively for students of the University, colleges or other courses of the University.
 - iii. An approved lodge may comprise such houses or part thereof where the students of the University may reside.
 - iv. Each approved lodge shall be under the charge of a Warden.
 - v. The University may, if deemed necessary, suspend or withdraw recognition of any approved lodge.
- 4. Supervision and Control :
 - a) The supervision and control of the residence of all students is vested in the Vice Chancellor. The Dean of Students' Welfare shall assist the Vice Chancellor in performing his functions with the help of a Central Committee on Residence.
 - b) The Central Committee shall be appointed by the Vice Chancellor or by such person he may specify on his behalf and shall comprise the following:
 - i. Dean/In-charge, Students' Welfare
 - ii. Dy. Director, Sports / In-charge, Academic Cell
 - iii. Five Wardens of hostels maintained by the University, on rotation.
 - iv. Five Warden/In-charge of approved lodges.
 - c) The functions of the Committee shall be as follows:
 - i. Management, selection and admission of students to the University halls and approved lodges;
 - ii. Supervision of the halls of residence and advice University on matters of policy, etc., relating to their management;
 - iii. Maintenance of discipline amongst the resident students;
 - iv. Transfer of a student from one hostel to another;
 - v. Such other duties as may be assigned by the Vice Chancellor.
 - d) The Committee may admonish a student, or remove a student residing in a hall of the University or may declare halls out of bounds for students during the period of suspension.
 - e) The Central Committee shall meet as often as necessary and at least twice every semester. Meetings shall be convened and presided over by the Dean, Students' Welfare and one-third of its members shall form the quorum.
 - f) The Dean/In-charge, Students' Welfare shall submit the minutes of the meeting to the Vice Chancellor who will place it before the Executive Council for information.
 - g) The management of each hostel/approved lodge and the mess attached to it shall vest with the Warden who shall be assisted by a Prefect and a Local Committee, which shall consist of the Warden as Chairman, Prefect and three students of the hostel, one of whom shall be the Mess Manager/Secretary.

- h) The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- i) One or more Prefects may be appointed by the Warden who shall assign him/her such duties as may be deemed proper for the smooth functioning of the hostel.
- j) The Prefect shall hold office for one year and shall be entitled to free accommodation in the hostel during the period of office.

5. Admission to Hostels:

- a) All students registered for full-time programmes of study are eligible to apply for accommodation in the hostels of the University. Students on projects sponsored by organizations like UGC, ICAR, ICSSR, etc., to the University on a salary not exceeding the amount of UGC, ICAR, ICSSR fellowship, shall also be eligible for allotment of accommodation in the hostels.
- b) As soon as a student ceases to satisfy any of the above conditions, s/he will become ineligible for hall/hostel accommodation.
- c) Students desirous of residing in the University hostel may apply in the prescribed form, after admission to the academic departments.
- d) The Heads of departments shall forward all hostel applications of candidates selected to their respective departments to the Dean/In-charge, Students' Welfare. Applications shall be scrutinized by a Central Committee, which will allot hostel seats.
- e) The Dean/In-charge, Students' Welfare shall allot hostel seats to students, while Wardens shall allot rooms in their respective hostels.
- f) Meritorious students joining the University for the first time and coming from distant places shall be given preference in hostel accommodation.
- g) Hostel accommodation shall be allotted for one Semester at a time, on payment of Hostel Admission Fees. Every student shall submit a fresh application for admission to the hostel every subsequent year of study. Applications should reach the Warden of the hostel concerned at least 15 days before the commencement of the academic session each year.
- h) Readmission will be permitted only after the resident is admitted to a programme of study and on furnishing proof of having paid all hostel/tuition dues.

6. Appointment of Wardens:

- a) Wardens of hostels in the campuses shall be appointed by the Campus In-charge for a period of two years, and they shall be eligible for reappointment.
- b) The Wardens shall perform such duties as are assigned to them by the Vice Chancellor or Campus In-charge from time to time and shall function in consultation with the Dean/In-charge, Students' Welfare.
- c) Subject to the guidelines of the Central Committee, the Warden shall allot rooms to the students assigned to him/her and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in the prescribed form.

- d) In addition to the specific duties assigned by the Campus In-charge, Wardens shall perform the following duties:
 - i. See to the welfare of and discipline amongst the residents in the hall and maintain a daily record of the residents including reasons for absence of any student;
 - ii. Oversee health, hygiene and general life of the students in the hostels and ensure that the students observe the Regulations and discipline in accordance with the rules framed thereof;
 - iii. Report to the Dean/In-charge, Students' Welfare, any cases of misbehaviour, indiscipline and illness of students residing in his/her hostel.
 - iv. Safe custody and maintenance of such properties of the concerned hostel as are entrusted to him/her and for their repairs within the funds allotted.
 - v. The Warden shall have the right to inspect hostel rooms.
 - vi. The Wardens shall have administrative control over the staff assigned to the hostel.
 - vii. The Wardens, In-charges of lodges shall exercise supervision and control over all students in the zone, maintain a register of all students and all information relating to the terms and conditions of their residence in the lodges, maintain information of accommodation available in the lodges, from time to time, and help students find suitable accommodation in the zone.
 - viii. The warden is expected to maintain close and frequent contact with the students and thereby help in resolving problems they might encounter during their residence, be responsible for health, hygiene and general life of the students residing in the lodges in the zone, and maintain discipline amongst students living in the zone.
 - ix. Wardens shall promptly report to the appropriate authority all cases of indiscipline, misconduct or illness of students.
 - x. Wardens shall also liaise between students and the administration and perform such duties as may be assigned to him/her by the Campus In-charge.
 - xi. Wardens shall be entitled to such allowances as may be determined by the University from time to time.
7.
 - a). All students of the University residing in and off campus shall be under the disciplinary control of the Vice Chancellor, and of the authorities of the University.
 - b). The conditions of admission, accommodation and the organization of mess in the hostels maintained by the Warden shall be in accordance with the rules framed in this regard by the University.
 - c). Students living in approved hostels shall be under the disciplinary control of the management of the hostel concerned.

OD- 4 ON THE REPRESENTATION OF THE POST GRADUATE STUDENTS OF THE UNIVERSITY TO THE ACADEMIC COUNCIL

(Statute 14(1)(xiii) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “Ordinance on the Representation of the Post Graduate Students of the University to the Academic Council”.
2. The selection of three Post Graduate students of the University from different Schools and one Research Scholar on rotation basis each year shall be made in accordance with the provisions of this Ordinance.
3. Selection procedure:
 - a) One student each, securing the highest Overall Grade Point Average and/or marks at the first and second semester examinations taken together, shall be selected from each school.
 - b) One student from the School of Humanities and Education, Social Sciences and Sciences shall be selected by the University.
 - c) One student of the Agricultural Sciences shall be selected by the University.
 - d) One student of the School of Management will be selected by the University.
4. One research scholar who has worked for at least one year for the Ph.D. degree and who has obtained a First Class at the M.A./ M.Sc./M.Ed./M.Com./M.Sc. (Ag) examination and such other schools as may hereafter be notified, shall be selected from amongst students of different schools on rotation basis.
5. No student member referred to in 2 and 3 above shall have the right to be present at the meeting of the Academic Council when it takes up for consideration the following:
 - a) Faculty positions, recruitment, condition of service and academic freedom;
 - b) Actual process of evaluating of academic performance and merit of students including appointment of examiners, paper setters, moderators, etc.
6. Term of Office:
 - a) The term of a student member to the Academic Council shall be one year, provided that a student member shall cease to be a member of the Academic Council when s/he ceases to be a student of the University.
 - b) No student member shall be eligible for selection to the Council for a second term.
 - c) The term of student members shall commence on such date as may be notified.
7. No student member shall be a member of the Academic Council and the Court of the University simultaneously.

OD- 5 ON DISCIPLINE OF STUDENTS IN THE UNIVERSITY EXAMINATIONS

(Section 35 of the Nagaland University Act, 1989, Clause 31 of the Statute)

1. This Ordinance shall be called the “Ordinance on Discipline of Students in the University Examinations”.
2. a) During an examination the candidates shall be under the disciplinary control of the Superintendent of the Examination Centre / Head of Department, in case of Post Graduate Departments.

- b) The Superintendent/Head of Department shall issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the Supervisory Staff or with any of the Invigilator at the Centre/Department, s/he may be expelled from the examination of that session.
 - c) The Superintendent shall immediately report the facts of such case with full details of evidence to the Controller of Examinations. The Head of Department shall report the matter to the Dean of the School. The Controller of Examinations/Dean of the School shall refer the matter to the Examination Discipline Committee, which shall recommend disciplinary action as deemed fit to the Vice Chancellor, as provided under the Ordinances.
3. Every day before an examination begins, the invigilators shall call upon all candidates to search their persons, tables, desks, etc. and deliver to them all papers, books, notes or other reference material, which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late comer is admitted, this warning shall be repeated to him/her at the time of entrance to the examination hall. They are also to see that each candidate has his/her admit card.
 4. A candidate shall not use unfair means in connection with any examination.
 5. The following shall be deemed to be unfair means:
 - a) Talking to another candidate or any person, inside or outside the examination hall during the examination hours without the permission of a member of the supervisory staff;
 - b) Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Superintendent or Supervisor concerned, and taking away, tearing off or otherwise disposing off the same or any part thereof;
 - c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question, or solving a question on anything, except the answer book or the continuation sheet supplied to the candidate;
 - d) Using abusive or obscene language in the answer books;
 - e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose or writing roll number at place(s) other than the specified one for that purpose;
 - f) Making an appeal
 - g) to the examiner through the answer book;
 - h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof;
 - i) Passing on, or attempting to pass on, during examination hours, a copy of a question or a part thereof, or solution to a question or a part thereof, to any other candidate or person;

- j) Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination, or through any other agency, whatsoever;
 - k) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff or any outside agency, a solution to a question or to a part thereof;
 - l) Approaching or influencing directly or indirectly a paper setter examiner, evaluator, tabulator or any other person connected with the University examinations with the object, directly or indirectly, of inducing him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate;
 - m) Undue influence that is to say direct or indirect interference or attempt thereof, on the part of the candidate or any person on his/her behalf, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination;
 - n) Provided that without prejudice to the generality of the provisions of the clause, any such person as is referred to therein who
 - i. abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so, or
 - ii. abuses, insults, intimidates, assaults any other candidate or threatens to do so shall be deemed to have interfered with the duties of the Supervisory and the inspecting staff within the meaning of the clause;
 - o) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things facilitating or rendering any assistance to any of the candidate to do any of these things;
 - p) Presenting a thesis, dissertation, practical or class work notebook, wherever required, not prepared or produced by the candidate him/herself;
 - q) Arranging or permitting any person, whosoever s/he may be, to impersonate for the candidate at the examination;
 - r) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination;
 - s) Possession by a candidate or having access to his/her books, notes, which could be of help, or assistance to him/her in answering any part of the question paper;
 - t) No Examinee shall leave the Examination Hall within the first thirty minutes of the examination.
- 6.
- a) The Executive Council may declare, by resolution, any other act of omission or commission to be unfair means in respect of any or all the examinations.
 - b). If the Executive Council is satisfied that there has been copying or use of unfair means on mass scale at a particular centre it may

- i. cancel the examination of the candidates concerned and order re-examinations, or
 - ii. disqualify the candidates from appearing such examinations of the University for a period not exceeding three years.
- c). In case disqualification is to be imposed then such action may be taken on the recommendation of the Examination Discipline Committee, or the Executive Council may take such action suo moto after giving the affected candidate(s) a reasonable opportunity of being heard. The Executive Council may then, either order re-examination or disqualifies them from appearing at such examinations as stated above.
- d). If the use of unfair means at a centre was aided, abetted or connived at by the authorities of the institution where the centre is located or by some other agency or due to the inability of the authorities to prevent the use of unfair means, the Executive Council may abolish the Centre for a manner as stated in 6(a) above.

Explanation: In Clause 6(b) 'Mass copying' means where the invigilator in-charge is satisfied that 30 or more students are involved in using unfair means or copying in the particular paper.

- 7.
 - a) The power of expulsion of candidates for the entire examination of papers in respect of unfair means detected in the examination hall and the premises of the Centre shall vest with the Officer In-charge of the Centre who shall decide the matter with the help of a Centre Discipline Committee formally constituted for the purpose and shall report the matter immediately to the Controller of Examinations along with all incriminating materials for the consideration of the Nagaland University Discipline Committee.
 - b). A candidate shall not be forced to give a statement but the fact of the candidate having refused to make a statement shall be recorded by the Officer-in-charge and shall be got attested by two other members of the Supervisory staff, if on duty, at the time of occurrence. Decisions regarding the quantum of punishment beyond one year and other reported offences shall vest with the Nagaland University Discipline Committee.
 - c). All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the paper setter, examiner, evaluator, tabulator or persons connected with the University examination as the case may be, with all relevant materials.
- 8. All cases of alleged use of unfair means shall be referred to the Examination Discipline Committee to be appointed by the Vice Chancellor.
 - a) The Committee shall consist of at least five, but not more than seven members drawn from amongst the teachers/officers of the University and affiliated Colleges. The Committee shall sit in one or two benches of three members each, as may be directed by the Vice Chancellor.
 - b) A member shall be appointed for a term of two years, but shall be eligible for reappointment.

- c) External Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.
 - d) At least three members present shall constitute the quorum.
 - e) A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided the case shall be referred to the Vice Chancellor, whose decision shall be final.
 - f) A candidate may, within seven days of receipt of the decision of the Examination Discipline Committee, bring to the notice of the Vice Chancellor, in writing, any fact or material which may both have been considered by the Examination Discipline Committee. If the Vice Chancellor is satisfied that there is force in the representation of the candidate s/he may refer back the case to the Examination Discipline Committee for reconsideration.
 - g) The Examination Discipline Committee shall then reconsider the case and a unanimous decision of the Committee shall be final. In case of difference of opinion amongst members of the Committee, the matter shall be referred by the Vice Chancellor to the Executive Council, whose decision shall be final.
9. The Examination Discipline Committee may recommend that:
- a) The examination for the session or paper in respect of which a candidate is found to have used unfair means specified in Clause 5(a, b) be cancelled.
 - b) The paper or the entire examination of a candidate in respect of which s/he is found to have used unfair means specified in Clause 5(c, d, e, f, g, r) be cancelled.

The entire examination of a candidate in respect of which s/he is found to have used unfair means specified in Clause 5 (h, i, j, k, l, m, n, o) be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year. The entire examination of a candidate in respect of which s/he is found to have used unfair means specified in Clause 5(p, q) be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of two years

OD- 6 ON THE POWERS AND FUNCTIONS OF THE DEAN OF STUDENTS' WELFARE

[Statutes 41 (1) (i)]

- 1. This Ordinance shall be called the “Ordinance on the Powers and Functions of the Dean of Students’ Welfare”.
- 2. The Dean of Students’ Welfare shall be the Chairperson of the Students’ Council. She/he shall:
 - a) Coordinate the admission of students in various halls of residence, approved hostels and approved lodges of the University;
 - b) Deal with matters of management, overall discipline and conditions of living in the halls of residence, approved hostels, and approved lodges of the University;
 - c) Advise the Vice Chancellor in the matter of organizing the Students’ Council;
 - d) Coordinate the activities of the different bodies concerning student welfare;

- e) Advise the Vice Chancellor on the nomination of student representatives to various bodies of the University;
 - f) Supervise/organize the co-curricular and sports activities of the Under Graduate and Post Graduate students and Research Scholars in the Campuses;
 - g) Be in charge of all funds sanctioned for the Students' Council and take responsibility for submitting expenditure statement and accounts of all such funds to the University;
 - h) Supervise and/or organize such programmes and activities which will strengthen the student-teacher, student-administration and student-society relationship;
 - i) Undertake such other duties and responsibilities relating to the welfare of the students as may be deemed fit by the Vice Chancellor from time to time.
3. The Dean of Students' Welfare shall be entitled honorarium as may be determined by the University from time to time.

OD- 7 ON DISCIPLINE AND CONDUCT OF STUDENTS OF THE UNIVERSITY

(Section 27(q) of the Nagaland University Act 1989 and Statute 31(5))

1. This Ordinance shall be called the "Ordinance on Discipline and Conduct of Students of the University".
2.
 - i. The students, for the purpose of this Ordinance shall include all students admitted to the University.
 - ii. The University shall frame/revise Rules and Regulations from time to time, as deemed necessary.
3.
 - a) Every Department shall have a Departmental Discipline Committee (DDC). The Committee shall comprise three members with the Head as Chairperson. The Committee shall be constituted by the Head in consultation with the faculty of the department and approval of the Dean of the School. The term of office of members shall be two years.
 - b) The functions of the DDC shall be as follows:
 - i. To oversee general discipline in the department and assist the Head in ensuring that the department functions smoothly.
 - ii. To enquire into cases of indiscipline suo moto, or on report from any student, teacher, etc.
 - c) The Committee shall be competent to admonish and issue written warning in case a student is found guilty of indiscipline. If this recurs more than twice, the matter shall be referred to the School Discipline Committee (SDC).
 - d) The Chairperson shall preside over the DDC meetings and make all communications to the SDC.
4.
 - a) Every School of studies shall have a School Discipline Committee comprising the following:

i. Dean	: Chairperson
ii. All Heads of Departments/ Centres or their nominees	: Member

- b) The functions of the SDC shall be as follows:
 - i. To oversee general discipline in the departments and assist the Dean in ensuring that the departments function smoothly.
 - ii. To enquire into cases of indiscipline suo moto, or on report from any student, teacher, etc.
- c) It shall have the powers to suspend a student from attending classes for a specified period or award any other suitable punishment, and shall report all such actions to the University Discipline Council.
- d) The SDC may, where it deems necessary, refer cases to the Vice Chancellor/Proctor.
- 5. Without prejudice to the powers of the Vice Chancellor and Proctor, the Central Committee on Residence and the Wardens of hostels shall exercise such powers and perform such functions as prescribed in the Ordinance on conditions of the students of the University, for the maintenance of discipline in the hostels.
- 6. **Proctor:**
 - a) All powers relating to discipline and disciplinary action in relation to the students of the University shall vest in the Vice Chancellor in accordance with Statutes 31(1) and 31(3). S/he shall be assisted by a Proctor. The Proctor shall exercise such powers and perform such duties as may be assigned to him/her by the Vice Chancellor and as prescribed in this Ordinance.
 - b) The Proctor shall be responsible for the maintenance of discipline among the students of the University.
 - c) The Proctor shall, on behalf of the Vice Chancellor, receive and act upon any report received by him/her from teachers, wardens or any public complaints against a student or a group of students.
 - d) In the event of breach of discipline and/or misconduct/ misbehaviour on the part of a student or a group of students, the Proctor shall have powers to:
 - i. impose a fine up to Rs. 1000/- (Rupees one thousand) on a student at a time;
 - ii. suspend a student or students and to keep the University out of bounds for such student/students until further orders.
 - e) Action taken by the Proctor shall immediately be reported to the University Discipline Committee (UDC). Appeal, to be made within one week of the date of receipt of orders by the Proctor, shall in the first instance lie with the UDC, which may confirm, modify or reverse the decision of the Proctor.
 - f) Notwithstanding what is contained in 6(e) above, a student may appeal to the Executive Council against any decision of the Proctor or Vice Chancellor in accordance with the procedure of appeal and arbitration and right to appeal under Statute 31 and 32 of the Nagaland University Act.
 - g) In instances of serious breach of discipline or misconduct/ misbehaviour where the Proctor is convinced that action in excess of powers vested in him is called for, he shall refer such cases to the UDC for its consideration and appropriate action.
- 7. a) There shall be a University Disciplinary Council comprising the following:
 - i. A Pro-Vice Chancellor (or a person appointed by the Vice Chancellor) : Chairman

- ii. Six teachers of the University : Member
- iii. Dean, Students' Welfare : Member, Ex-officio
- iv. Director/Dy. Director of Sports : Member, Ex-officio
- v. One Officer of the University : Member
- vi. Two Wardens of the hostels : Member
- vii. Proctor : Member Secretary, Ex-officio

- b) All members, except ex-officio members, shall be appointed by the Vice Chancellor for a term of two years.
- c) The functions of the UDC shall be as follows:
 - i. To advise the Vice Chancellor in the maintenance of discipline and proper conduct among the students of the University;
 - ii. To review from time to time, the overall situation regarding discipline in the University and consider special cases referred to it by the Vice Chancellor or other authorities of the University.

OD- 8

ON THE NAGALAND UNIVERSITY WOMEN'S CELL

(Section 29(1) (m) of the Nagaland University Act, 1989)

- 1. A Women's Cell shall be set up in the University to assist the Vice-Chancellor in realising the following aims and objectives.
 - i. Gender sensitization.
 - ii. Create awareness on the rights of women.
 - iii. Prevention of sex discrimination in job and career opportunities.
 - iv. Prevention of sexual harassment in the University campus.
 - v. Mediation and redressal as may be found necessary following any case of sex discrimination or sexual harassment.

Explanation note

Sexual Harassment includes such unwelcome sexual behaviours as :

- a. Physical contacts and advances
 - b. A demand for sexual favours.
 - c. Sexually coloured remarks.
 - d. Showing pornography.
 - e. Any other unwelcome physical, verbal or non verbal conduct of sexual nature which directly or impliedly humiliates or intimidates women or creates harassment psychologically.
- 2. The Women's Cell shall be constituted as under :
 - i. A Chairperson to be nominated by the Vice-Chancellor from amongst senior women employees not below the rank of a Reader or Deputy Registrar.
 - ii. Dean, Students' Welfare as Ex-Officio member.
 - iii. Two women belonging to the students' community to be nominated by the Vice-Chancellor on the recommendation of the Dean, Students' Welfare.

- iv. Four persons belonging to the employees' community — two representing the non teaching community and two representing the teaching community to be nominated by the Vice-Chancellor on the recommendation of the General Body of the respective employees' association, provided that one representative from each of the communities should be a woman.
 - v. One legal expert with expertise in handling cases of women's issues to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Cell.
 - vi. Two Social Workers working in the relevant field to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Cell, one of whom should be a woman.
 - vii. Any other member(s) to be co-opted by the Cell as and when necessary with the approval of the Vice-Chancellor
3. The terms of the members except ex-officio shall be three years.
 4. The powers and functions of the Women's Cell:
 - i. To organise seminars, workshops, awareness camps and such other activities necessary to sensitise the University community on issues of gender justice and sexual harassment.
 - ii. To recommend to the Chairman, Executive Council, measures for creation of a secure and cordial learning/working atmosphere between men and women.
 - iii. To examine complaints against sexual harassment or sexual discrimination and take necessary remedial measures wherever possible or submit its findings with recommendations to the Chairman, Executive Council.
 - iv. To pursue for time-bound treatment of the complaints, wherever necessary.
 - v. To provide special counselors to the victim as and when necessary.
 - vi. To report to the Chairman, Executive Council, if there lies a prima-facie case for legal or disciplinary action against the perpetrator of the crime and to pursue the case to its logical end.
 - vii. To suggest measures and ensure protection of the general welfare of the women in the University community.
 5. The modalities of the functioning of the Cell shall be as under:
 - i. Complaints shall be lodged with the Cell by the Victim concerned at the earliest but not later than 30(Thirty) days from the date of occurrence of the incident of sexual harassment or sex discrimination. Complaints may also be lodged by a third party or any member of the University community about any undesirable situation which directly or indirectly affects the women of the University community in general.
 - ii. The Cell should have a regular Office space with the necessary infrastructure to be provided by the University to facilitate meetings with the complainants and to provide expert/professional counselling, when necessary.

- iii. The Cell should meet regularly at least four times a year. Emergent. meetings may also be held on any occasion as the exigency may be, provided that in emergent meeting only the respective exigent case(s) should be transacted upon. The Cell will always endeavour to have time bound treatment of the complaints and ensure that justice is not delayed.
 - iv. The Cell should maintain due confidentiality while dealing with complaints of sexual harassment if it is convinced that openness would directly or indirectly humiliate the parties concerned.
 - v. The Cell will evolve modalities on working timings and receipt of complaints etc. and these should be widely notified within the University.
6. Conduct of Meetings of the Women's Cell :
- i. Quorum. One third of the total members, subject to a minimum of four members of the Cell, shall make the quorum for a meeting of the Cell.
 - ii. The Chairperson shall preside over all the meetings of the Cell. In the absence of the Chairperson, the senior-most woman member of the Cell (seniority by cadre) shall preside over the meetings.
 - iii. The Women's Cell shall, as far as possible, try to arrive at a consensus on cases decided. However, should there be a division resulting in a tie, the Chairperson shall have the casting vote.

OE- 9

ON LEAVE FOR TEACHERS

(Section 29(1)(n) of the Nagaland University Act, 1989 read with Statute 25)

- 1. This Ordinance shall be called the “**Ordinance on Leave for Teachers**”.
- 2. Leave rules for teachers shall be governed by the Regulations of the MHRD/UGC as laid down from time to time and adopted by the Nagaland University.

OE- 10

ON FLOATING POSTS

(Section 29(1)(j) of the Nagaland University Act, 1989)

- 1. This Ordinance shall be called the “**Ordinance on Floating Posts**”.
- 2.
 - a) There shall be a few floating posts of Professors, the number of which shall depend on the posts sanctioned by the UGC from time to time and as approved by the Executive Council of the University.
 - b) These posts shall not be assigned to any particular department but shall be made available to certain departments, which may be finding it difficult to fill up certain vacancies by the normal procedure.
- 3. Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this or any other University, or similar institutions of higher learning in India or abroad.
- 4.
 - a) All appointments under floating posts will initially be made for one year and efforts continued for filling these posts in the normal course. Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the department is filled up.

- b) No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per pro forma prescribed for Contract Appointment.
- c) Persons appointed under these posts shall be eligible to draw the pay last drawn, or as fixed by the Executive Council in accordance with UGC guidelines in this regard.

OE- 13

ON THE CAREER ADVANCEMENT SCHEME

(Section 29 (1) (n) of the Nagaland University Act, 1989)

- 1. This Ordinance shall be called the “Ordinance on the Career Advancement Scheme”.
- 2. Career Advancement Scheme for promotion of teachers shall be governed by the Regulations of the MHRD/UGC as laid down from time to time and adopted by the Nagaland University.

OE- 14

ON THE FUNCTIONS OF THE PLANNING OFFICER

(Under Statute 16(10)(6))

- 1. The Ordinance shall be called the “Ordinance on the Functions of the Planning Officer”.
- 2. An Officer of the University at the level of Assistant Registrar or above may be appointed Planning Officer in addition to his/her normal duties till the time the University has a sanctioned post of Planning Officer.
- 3. The appointment shall be for 2 years and an incumbent shall be eligible for re-appointment.
- 4. The Office of the Planning Officer shall be at Headquarters.
- 5. The functions of the Planning Officer shall include:
 - a) Formulation of Plan proposals of the University;
 - b) Facilitate allocation of budget under Plan Fund, campus- and department-wise;
 - c) Maintain meeting minutes of the Planning Board;
 - d) Follow up on the recommendations of the Planning Board;
 - e) Facilitate timely utilization of Plan Funds;
 - f) Coordinate between the Finance Section and campuses of the University for utilization of Plan Funds.

OF- 1

ON THE FEES PAYABLE BY STUDENTS

(Section 29(1)(e) of the Nagaland University Act, 1989)

- 1. This Ordinance shall be called the “Ordinance on the Fees Payable by Students”.
- 2. Students admitted to the D.Litt./D.Sc., Ph.D. and M.Phil. programmes, and courses of studies for Master of Agricultural Sciences, Arts, Commerce, Management and Science, and Bachelor of Agricultural Sciences, Arts, Commerce, Engineering and Technology, Law, Management and Science shall pay the fees as adopted and revised by the University from time to time.

OH- 1 ON THE EXTERNALLY FUNDED RESEARCH PROJECTS

(Section 29(1) (n) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “Ordinance on the Externally Funded Research Projects”.
2. a) A Research Project is a project funded by a Government, semi-Government, autonomous body, public sector undertaking, public/private limited company, private trust/foundation or registered body. Funding from foreign organisations and such entities as agreed to by the University may be obtained with due permission of the Government of India. Such project funding shall be for the following purposes:
 - i. Academic investigations;
 - ii. Development of technology;
 - iii. Monitoring and evaluation work;
 - iv. Training and developmental activities;
 - v. Other extension activities including research;
 - vi. Carrying out surveys and documentation.
- b) A project may be sanctioned to an individual, department or a number of collaborating departments of the University by an external agency.
3. A teacher desirous of seeking financial support (Principal Investigator hereinafter or such other designation as may be given by the funding agency) from an external organisation shall submit a project proposal in the format of the sponsoring organisation concerned, stating briefly the objectives of the project and the likely support to the general research area of the University or to society.
4. Matters relating to application, operation including administration and financial management, and of assets of the project shall be as laid down in the Regulations.

OI- 1 ON THE CODE FOR THE UNIVERSITY SONG

(Section 29(1) (n) of the Nagaland University Act, 1989)

1. This Ordinance shall be called the “Ordinance on the Code for the University Song”.
2. Code:
 - a) The University Song shall be played during the Convocation of the University, and may be Instrumental, Mass Singing or Recording.
 - b) When the President of India, who is the Visitor of the Nagaland University, is the Chief Guest during the Convocation, the National Anthem shall precede the University Song.
 - c) It is expected of the University fraternity to stand at attention when the University Song is played, except in the case of any documentary when the song is part of the film.
 - d) Indiscriminate singing or playing of the University Song shall not be permitted.

REGULATIONS

RA- 1**ON THE DEANS' COMMITTEE**

(Ordinance OB-6)

1. This Regulation shall be called the **“Regulation on the Deans' Committee”**.
2. The Deans' Committee shall normally meet once in two months, and at least four times in a Calendar year.
3. Functions:
 - a) The functions of the Deans' Committee shall be as follows:
 - i. Selection of candidates for the award of University Post Graduate and Research Scholarship/Fellowship/Fee Exemption as permissible under the Rules.
 - ii. Consideration of the Panel of Experts to be invited for various endowment lectures.
 - iii. Consideration of proposals of various departments for Visiting Fellowship/Visiting Professorships.
 - b) Recommendation of applications for financial assistance to teachers to participate in National/International conferences, seminars, symposiums, workshops, trainings, publications, etc.
 - c) Consideration of common administrative matters relating to functioning of Schools.
 - d) Consideration of agenda items submitted by any Dean.
 - e) Such other matters as may be assigned to it by the Executive Council or Academic Council.

RA- 2**ON THE CENTRES OF STUDIES**

(Ordinance OA-3 and OB-2)

1. This Regulation shall be called the **“Regulation on the Centres of Studies”**.
2. The allocation of maintenance grant for a Centre shall be as per University's decision from time to time based on needs. Funds sanctioned shall be utilized as per University rules and accounted for by the Centre In-charge.
3. The Centres may conduct Diploma and Certificate courses, Training programmes and Short-Term courses, in addition to other activities. The duration of a Diploma Course shall be two semesters (one year) and that of a Certificate Course one semester (six months).
4. Faculties of Centres may participate in programmes of teaching and research in other departments as per provisions laid down in the Ordinances.

RA- 3**ON CONDUCT OF MEETINGS OF THE ACADEMIC COUNCIL**

(Statute 14 &15 of the Nagaland University Act, 1989)

1. **Meetings**
The Academic Council shall meet at least twice in a year and at such times as may be decided by the Vice-Chancellor.

Chairman & Secretary

The Vice-Chancellor shall be the Chairman and the Registrar shall be the Secretary of the Academic Council.

Notice

The Registrar shall issue notices of meetings as per directions of the Chairman at least 21 days before the meeting indicating the date, venue and time of the meeting. The agenda to be discussed there shall be circulated at least 7 days prior to the date of the meeting.

Motion

1. Notice of a motion to be included in the agenda for a meeting along with a detailed note thereon should reach the Chairman at least 14 days before the meeting.
2. The right of entertaining an item on the agenda or withdrawing it shall vest with the Vice-Chancellor/ Chairman. In case an agenda item submitted by a member is not admitted, he will be informed of the reasons thereof.

Quorum

1. Half of the total members shall form the quorum.
2. An adjourned or continued meeting shall not require a quorum and shall restrict its deliberations to the agenda circulated earlier except with permission of the Chairman.
3. The conduct of business shall be regulated by the Chairman.

Conduct of Business

1. Each member shall be required to observe decorum during the conduct of meetings and shall confine his discussion to the views relevant to the matter. He may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.
2. The Chairman shall have the right, in case of misconduct on the part of a member, to admonish or reprimand or suspend him from attending a particular session/meeting.
3. Ordinarily all decisions shall be by consensus. However, the Chairman may put a motion/ resolution to vote.
4. All members, except the Secretary who is not a member, shall have a right to vote. The Chairman will have a casting vote.

Special Meeting

Special/ Emergency meetings may be called by the Chairman at his own or through a requisition from one-third of the total members at any time deemed fit notwithstanding the normal time limit but the business to be transacted at such meetings shall not be other than that intimated.

Minutes

Not more than seven days after the conclusion of the meeting the Secretary shall place the draft of the proceedings/minutes before the Chairman for confirmation to initiate implementation and shall circulate the same to all members of the Academic Council. Formal confirmation, however, will be done at the next regular meeting as the first item of the agenda. The second item on the agenda of all meetings shall be the review of implementation of decisions taken earlier.

Resignation

A member, other than ex-officio, may resign from the membership by giving notice in writing to the Registrar and such a member shall cease to be member from the date of receipt of his resignation by the Registrar.

Vacancies

Vacancies shall not invalidate the proceedings of the Academic Council and shall be filled as per provisions of the Statutes.

General

1. Ordinarily any matter decided shall not be re-opened before the expiry of six months except with prior permission of the Vice-Chancellor, for reasons to be recorded in writing.
2. The power to interpret, amend, repeal or add to these rules shall vest in the Academic Council.

RA- 5**ON SCHEDULE OF MEETINGS****University authority**

1. Board of Under Graduate Studies
2. Board of Post Graduate Studies
3. School Board
4. Advisory Committee of Centres
5. Steering Committee of Centres
6. Board of Research Studies
7. Planning Board
8. Academic Council
9. Executive Council
10. Finance Committee

Calendar of Meetings

- Once in a year in September
- (a) One meeting of Local Members in\ March
- (b) One full Board meeting in September.
- (a) One meeting of local members in March- April
- (b) One full Board Meeting in October
- Once in a year in September
- Twice in a year in March and in November
- Once in a year in November (first week)
- Twice in a year
- Twice in a year in May and in November (last week)
- Thrice in a year in March, July and in December
- Thrice in a year in February, June and in November last week

NOTE: In meetings of the local members of BPGS & School Board, outstation members from within the University if any may be included.

1. This Regulation shall be called the **“Regulation on Permanent Affiliation”**.
2. Any college desirous of permanent affiliation shall apply for affiliation in the pro forma prescribed for the purpose, subject to the following conditions:
 - a) A College may be eligible for permanent affiliation after a period of five years;
 - b) A College shall be inspected by an Inspection Team to be appointed as per the Ordinances, which shall submit its report to the Affiliation Committee for consideration by the Academic Council and approval by the Executive Council;

Notwithstanding anything mentioned above, other terms and conditions for affiliation shall be as laid down by the UGC from time to time.

1. Appointment of Paper–Setters /Examiners/Moderators

The Board of Under- Graduates Studies in each subject shall draw a panel of paper-setters/examiners/moderators in the month of March on every alternate year and forward the same to the Vice-Chancellor, who shall appoint the paper-setters / examiners/ moderators for a period of two years. While drawing the panel, the Chairman of the Board shall take into consideration the confidential aspect of the assignment so as to make it fool-proof. Criteria for recommending the names shall be as under:

Paper-Setter (1)

- i. The teachers from the University academic department/Centres, teachers from academic departments of other Universities and teachers from the affiliated colleges of NU may be appointed.
- ii. Must be a teacher in the subject concerned with a minimum of 5 years teaching experience.
- iii. In exceptional circumstances, however, the Vice-Chancellor may relax the condition regarding experience.

Examiner (2)

- i. Must have at least 5 years of teaching experience in the subject concerned at undergraduate level.
- ii. Must be a teacher of the affiliated college.
- iii. In exceptional circumstances, however, the Vice-Chancellor may relax the condition of experience or may appoint an examiner from outside, subject to fulfilment of other conditions.

N.B. *Ordinarily not more than 200 scripts shall be allotted to one examiner. For Honours, conditions of appointment of paper-setter/examiners/moderator will be the same as for Post-Graduate examinations.*

2. Moderation Board

(1) There shall be a Moderation Board appointed by the Vice- Chancellor for each paper/subject for a period of two year. The Board shall consist of:

- (i) Chairman, Board of Under-Graduate Studies or any senior teacher in the subject, recommended by the Chairman.
- (ii) One or two teachers in the subject concerned from postgraduate Department/Centre of the University.
- (iii) At least two teachers in the subject concerned from the affiliated colleges of the University.
- (iv) One or two expert(s) in the subject concerned from outside the University to be nominated by the Vice-Chancellor.

(2) Functions of the Moderation Board:

- (i) To ensure that question paper has been set strictly in accordance with the syllabus and instructions given by the University covering all broad areas adequately.
- (ii) To delete questions set from outside the syllabus and to make necessary substitution, if required.
- (iii) To remove ambiguity in the language of question, if any.
- (iv) To moderate all the questions properly giving ample opportunity to candidates of average and exceptional capabilities.
- (v) To ensure proper distribution and indication of weightage of marks for each question or parts thereof, time prescribed for the paper and to correct error, if any, in this regard.
- (vi) To bring to the notice of the Controller of examination lapse or omission on the part of the paper-setter, if any.

3. Moderation of Results

(1) There shall be a Moderation Board if need be to moderate results of each examination and it shall consist of:

- (i) 3 Principals of the Colleges located at Nagaland, to be nominated by the Vice-Chancellor.
- (ii) Dean of Schools to be nominated by the Vice-Chancellor.
- (iii) Vice-Chancellor or in his absence Pro-Vice-Chancellor as the Chairman.

(2) The term of the office of the members of the board, other than the Chairman, shall be two years which may be curtailed on any ground likely to affect/prejudice the confidentiality of results.

(3) The duties of the Board shall be as under:

- (i) The Board shall scrutinise the statistics of results prepared by the tabulators and moderate the same, if need be, before the declaration/publication of results.

- (ii) As a matter of policy, the candidates having shortage of 1% marks to pass a subject shall be given grace upto 1% marks in the subject concerned. This will be independent of the grace principle recommended by the Moderation Board.
- (iii) No grace shall be awarded after the declaration/publication of result

4. **Evaluation**

- (1) There shall be a 3-tier system of evaluation of answer-scripts for which purpose there shall be a Chairman, Chief-Examiner and Examiner for each subject.
- (2) The duties of the Chairman, Chief-Examiner and Examiner shall be as under:

Chairman

- (i) The Chairperson for each paper will be appointed by the Vice-Chancellor on the recommendations of the Board of Under Graduate Studies. Immediately after the examination in the concerned subject/paper is over, the Chairman shall prepare the instruction for evaluation. On receipt of instruction, the Examination department shall start the process of evaluation by sending the packets of Answer scripts to the examiners for evaluation along with a copy of the instruction prepared by the Chairman. The Examiners shall return the evaluated packets of answer scripts to the Examination department along with the Markbook.

It shall be the duty of the Chairman to give necessary instruction to the Chief Examiners/Examiner and regarding the standard of evaluation of answerscripts in the various papers. He shall also be responsible for ensuring uniformity of standard of evaluation.

He shall be paid a remuneration of Rs. 250/- (Rupees two hundred and fifty) only.

Chief-Examiner

- (ii) It shall be the duty of the Examination department to send all the evaluated answerscripts along with the markbooks received from the Examiners to the Chief Examiners along with a copy of the instruction for scrutiny.

It shall be the duty of the Chief Examiner to scrutinise the evaluated answerscripts according to the instruction given by the Chairperson. If any wide variation in evaluation is detected, she/he shall refer the matter to the Examination department for doing the needful. **She/he shall conduct a check-valuation of at least 15% of the total number of answer-books allotted to each examiner.** She/he will have the powers to revalue any or every script allotted to her/his Examiners. But he shall not erase or obliterate the marks awarded by the original Examiner when he re-evaluates any script and if there is variation between his marks and the marks awarded by the original examiner, he shall clearly score off the marks written by the original Examiner, and write his own marks beside that. While scoring off the original marks the Chief Examiner shall take special care to see that the former marks are still clearly visible. If he finds very wide variation between his marks and those of original examiner, he shall make special mention of such cases in the final report which he submits to the Chairman regarding the performance of each and every Examiner placed under him.

Besides check- evaluation of 15% of the scripts of each and every Examiner, it shall also be his duty to scrutinise each and every paper of all examiners under him. **Scrutiny does not mean revaluation.** It means only checking up as to whether all questions have been marked, both inside and on the facing sheet of the Answer script, check up the correctness of the totalling of marks and posting of the same in the mark book.

Correction of marks effected by him at the time of scrutiny shall be initialled in the answer-scripts as well as in the mark-book with red ink. **In the mark-book single digit marks shall be written both in figures and in words.**

As soon as the valuation work is completed, he will forward all evaluated answer-scripts **to the University in double-fold clothbound parcels by registered (A.D.) post.** While packing, the answer-books must be serially arranged. **The Chief Examiner specially shall look into all answers which have been awarded zero mark while scrutinizing the answer-books. The candidates should not be penalised for wrong numbering of answers.**

(iii) **Examiners**

It shall be the duty of each and every Examiner to carry on evaluation of answer scripts sent to him according to the instructions he receives. Immediately on receipt of answer scripts from the University, he shall check whether all the scripts are there. Discrepancies if any, shall be reported to the Controller of Examinations. He shall complete the evaluation within the prescribed period and return the evaluated answer scripts with the Markbook to the Examination department on or before due date.

5. **Continuous Sessional Work**

- i. Evaluation of continuous sessional work shall be made on the basis of the student's performance in (a) tests organised for this purpose by the department concerned and (b) written assignment and/or seminars, fieldwork, etc. as indicated in the syllabus.
- ii. The schedule for the tests shall be made known to the students at the beginning of the year and each test shall assess the student on that part of the syllabus covered preceding the test. The tests shall be evenly spaced out throughout the year.
- iii. The marks awarded for the sessional tests shall be made known to the candidates within 15 days of the conduct of the test. Candidates may discuss and seek clarification, if any, about their performance from the Principal within a week of the declaration of the marks.
- iv. Principal shall constitute an examination committee for each subject consisting of the Head of the department and two members of its faculty to oversee all work connected with evaluation of sessional work. The Principal shall be ex-officio chairman of each committee.
- v. The awards given by the teacher(s) concerned shall be kept confidential until they are moderated and approved by the concerned Examination Committee. It shall be the responsibility of this committee to maintain the standard of evaluation.

6. General

- (1) Special care shall be taken by the Chairman, the Chief Examiners and Examiners to maintain secrecy relating to matters of evaluation. On completion of the scrutiny work, the Chief Examiners shall send the pockets of answer scripts alongwith the markbooks directly to the department. Malpractice, if any, detected during the course of evaluation and scrutiny, the matter shall be referred by them directly to the Controller of Examinations. Special care shall be taken in packing and forwarding answer scripts. Answer-books and mark-books must be always despatched only through the post office, if they are not being sent by Special messenger or personally delivered. No T.A. shall, however, be admissible for his purpose. Postage charges can be claimed supported by the original vouchers. Evaluation of answer-scripts shall be done strictly in the serial order and marks shall be entered in the mark-books also accordingly. While despatching the answer-scripts they must be arranged serially. Ordinarily only about one hundred answer-books shall be made in a parcel. Marks must be always written legibly and clearly and in words **with ink** in the mark-book. All alterations or corrections of marks must be done by clearly scoring off the original figure and writing the new figure by its side. There should not be any kind of over-writing of marks in the answer-books and in marks-books.
- (2) Correspondence relating to Examinations shall be carried **on most confidentially** and all envelopes containing correspondence relating to Examination shall bear the superscription "**Confidential**". All correspondence to the Controller of Examinations shall be carried on in his personal address. **No post card shall be made use of for any correspondence relating to matters of Examination between anybody.** The assignment of valuation or anything relating to that shall not be divulged or let known in any manner to anybody. Correspondence at every stage shall be reduced to the absolute minimum. Unnecessary correspondence with the Chief Examiner or the Chairman or the University should be avoided. Special care must be taken to ensure absolute punctuality in matters relating to the schedule of valuation, despatch of answer-book and submission of mark-books.
- (3) Every Chief Examiner shall submit a report on the nature of work done by each Examiner under him to his Chairman immediately after the valuation work is completed. The Chairman shall forward all those reports to the Controller of Examinations with his own remarks. Separate report shall be prepared by the chief Examiner in respect of each Examiner. **While preparing the final mark-book all columns on the cover- page of the mark-book must be filled up.** The mark-book of every Examiner shall be countersigned by his Chief Examiner and the Chairman. The Chairman shall forward the mark-books to the Controller of Examinations, as and when they are received, instead of waiting for all the mark-books from the Chief Examiners to be received.
- (4) The External Examiners appointed for the Practical Examinations shall reach the allotted stations **one clear day before the commencement** of the concerned Practical

examinations. Failure on the part of any external examiner to reach the allotted station on the due date shall be telegraphically reported by the concerned internal Examiner to the Controller of Examinations.

- (5) It is hoped that every Examiner/Chief Examiner Chairman will fully realise that it is his duty to ensure utmost secrecy and integrity at the various stages of the valuation work and thus cooperate with the University in upholding the sanctity and fairness of Examinations.

(6) Remuneration

Examiners, Practical examiners, Internal examiners, faculty and staff etc shall be paid remuneration for examination work according to latest rates approved by Academic Council.

RC- 4

ON THE AWARD OF MEDALS AND PRIZES

A. Gold Medals

1. One gold medal will be awarded to each candidate securing First position in order of merit at the Final M.A./M.Sc./M.Com/M.Ed examination of the University provided that he/she is placed in the First Division and has passed the examination in first attempt. For this all subjects offered at the University will be considered separately.
2. One Gold Medal will be awarded to each candidate securing First Position in order of merit at the B.A/B. Sc/B.Sc. (Ag.)/B. Com/Final Honours/B. Ed/LL.B Examination provided that he/she is placed in the First Division. For this all subjects offered at the University will be considered together.
3. One Gold Medal will be awarded to each candidate securing overall First Position in the Pre-University, Degree, Honours and Master's Degree Examinations provided that he/she is placed in the First Division.
4. All Medals will bear the University Crest and an inscription giving the name of the candidate to whom the Medal is awarded with the name and year of the examination.
5. The medals will be presented at the Convocation. Those candidates who are not able to receive the medals in person may obtain the same from the office of the University after establishing their identity in the manner to be prescribed by the Vice-Chancellor.
6. The value and the weight of the gold medal shall be determined by the Vice-Chancellor.

B. Prizes

1. Two prizes consisting of books will be presented to the two candidates securing the first and second positions in order of merit out of all final examinations conducted by the University.
2. One prize in the form of books will be awarded by the University to the candidate securing the first position in order of merit provided that he/she is placed in the First Class out of all final Honours examinations conducted by the University. For this, all subjects of the Honours Courses offered at the University will be considered separately.

3. Each set of Prizes shall bear the name of the University, the name of the candidate, the subject/ course and the year of the examination and signed by the Vice-Chancellor with the University Seal.
4. The Prizes will normally be presented to the candidates in person at the Convocation. Those candidates who will not be able to receive the Prize at the Convocation in person will have to obtain the same from the office of the university after establishing their identity in the manner to be prescribed by the Vice-Chancellor.
5. Any academic excellence at the University level can be awarded in a prize form at the Convocation.

**RC- 10 ON THE CONDUCT OF PRE-SUBMISSION SEMINAR FOR THE
MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREE
PROGRAMMES**

1. This Regulation shall be called the “Regulation on the Conduct of Pre-Submission Seminar for the Master of Philosophy and Doctor of Philosophy Degree Programmes”.
2. The conduct of Pre-submission Seminar for the Doctor of Philosophy and Master of Philosophy degree programmes shall be governed by the following Regulations.
 - i. The seminar shall be conducted in the presence of the Departmental Research Committee.
 - ii. An Evaluation Committee shall conduct the seminar.
 - iii. The Evaluation Committee related to the specialization of research shall comprise the following:

(a) Supervisor	: Convenor and Chairman
(b) One Faculty from the Department nominated by the Head of the Department	: Member
(c) One Faculty of an allied Department of the School nominated by the Dean	: Member

Explanation: The faculty members mentioned in (ii) and (iii) shall be recognized supervisors of the University.

- iv. The Committee shall be constituted and notified by the Dean of the School.
- v. On notification of the Committee, the Supervisor shall fix the date and time of the seminar with mutual consent of the other two members.
- vi. The Supervisor shall issue a notice of the Seminar.
- vii. The Seminar shall be public and open to all the faculty members and students of the departments of the school concerned.
- viii. The Seminar presentation shall be open to public debate only after the Committee has given its recommendations.

Explanation: No member of the public shall be permitted to participate in the discussion during the course of evaluation unless the Committee feels the necessity of inviting comments by way of clarification from any particular member of the public to assist them in their evaluation on specific issues arising from the presentation of the candidate.

- ix. The unanimous recommendation, to be clearly and specifically recorded in the prescribed format, shall be duly signed by each member of the Committee.
 - x. Two copies of the report shall be forwarded to the Dean of the School through the Head of the Department. The Dean shall retain one copy and forward the other to the concerned section of the University.
3. Incorporation of the Recommendations of the Committee in the Thesis:

In case the Committee suggests any modifications to the thesis, excluding title, the candidate shall incorporate the same and submit a certificate to this effect to the Dean before s/he is permitted to submit the thesis for examination. However, the Candidate may submit, through the Supervisor, a justification in writing to the Dean giving sound academic/intellectual argument in support of this unwillingness.

RD- 1

ON THE ACADEMIC STUDY TOURS

1. This Regulation shall be called the “Regulation on the Academic Study Tours”.
2. Study tours undertaken by the departments shall be for acquiring specific knowledge as part of the regular academic programmes. All academic tours shall focus attention on specific aspects of a study and shall be confined to a particular locale, covering not more than two major cities. Study tours may be made credit courses requiring students to submit reports for evaluation. Students shall be expected to prepare group papers or deliver lectures individually on subjects related to the tour.
3. All study tours shall be undertaken during vacations or semester breaks, and shall not exceed 21 days including journey time. However, under special circumstances, a tour may be undertaken during the semester with prior permission of the Vice Chancellor; its duration shall not exceed 10 days including journey days.
4. Academic Study Tours shall be organized in groups of not more than 20 students, with each group under the charge of one teacher. An attendant per group may be included, where necessary, with the prior permission of the Vice Chancellor.
5. All proposals for Study Tours shall be submitted to the Registrar by the Head of the Department concerned at least 3 months before the proposed date of tour. Proposals shall include a brief description of the proposed tour based on the objectives mentioned above, a detailed itinerary showing proposed places of visit, date and time of departure/arrival, mode of travel and list of students undertaking the tour along with the name of the Teacher In-charge.
6. The University shall meet the following expenses of each student:
 - a) Second Class Train fare at concessional rates by the shortest route and/or actual Bus fare.
 - b) Daily allowance @ Rs. 200/- per student per day.
 - c) Local conveyance @ Rs. 75/- per student per day.
7. TA/DA to the Teacher In-charge and Attendant shall be as per rules of the University.
8. On completion of the tour the Teacher In-charge shall submit a detailed report to the Dean of the School, through the Head of the Department.

1. Constitution

The Library Committee will consist of the following members:

- (a) The Vice-Chancellor - Chairman
- (b) Pro-Vice-Chancellors
- (c) Deans of Schools
- (d) Two Heads of Departments -one representing Social Sciences, and the other Sciences, nominated by the Vice-Chancellor.
- (e) Three members - co-opted by the Vice- Chancellor.
 - (i) Two experts in the field of librarianship.
 - (ii) One Principal from among the affiliated colleges.
- (f) The Finance Officer
- (g) One representative each from the Library Sub-Committee of Campuses to be nominated by the Vice-Chancellor.
- (h) The Librarian -Ex-Officio Secretary

2. Powers & Functions

The Committee shall have the following powers and function:

- a) To look after the proper management and use of the Library including services to be rendered to the readers.
- b) To look after the proper furnishing of the Library.
- c) To review the functioning of the Library on annual basis.
- d) To control and suggest Library budget for every year.
- e) To allocate funds to different Departments.
- f) To lay down policy for the guidance of the Librarian.
- g) To consider any matter referred to it by the Academic Council or the Vice-Chancellor.
- h) To appoint a Book Selection Sub-Committee.
- i) To add, amend or delete any rules prescribed for the use of the Library services by the readers.

3. Term

The term of office of the members, except the Ex- Officio members, shall be three years.

4. Management

The University Librarian will be responsible for the management of this system for which he will be answerable directly to the Vice-Chancellor.

5. Meeting

The Library Committee shall hold one meeting in each semester

6. Standing Committee for Book Selection

(1) The Standing Committee will consist of the following members.

- 1. Deans of the Schools
- 2. Librarian

The Senior-most Dean will act as the Chairman.

Function and Powers

- (2) The functions and powers of the Standing Committee will be to scrutinise and review the requisitions for books received from various departments and other sources and approve them finally for orders.

Meeting

- (3) The Standing Committee shall hold one meeting every month on first Saturday. In case the first Saturday happens to be a holiday, the next Monday.

7. LIBRARY CAMPUS COMMITTEE

- (1) The Library Campus Committee will consist of the following:

- (a) The Pro-Vice-Chancellor - Chairman
- (b) The Heads/ In-charges of all the Departments.
- (c) Deputy/Assistant Registrar.
- (d) Deputy/Assistant Librarian - Secretary.

Function and Powers

- (2) The functions and powers of the Library Campus Committee will be as follows:
 - (a) To look after the proper management and use of the campus Library including service to be rendered to the readers.
 - (b) To look after the proper furnishing of the Campus Library.
 - (c) To review the functioning of the Library on annual basis.
 - (d) To control and suggest library budget for every year.
 - (e) To allocate funds to different departments.
 - (f) To scrutinise and approve the indents for books received from various Departments.
 - (g) To consider any matter referred to it by the Library Committee or the Vice-Chancellor.

Term

- (3) The term of the office of the members except the Ex-Officio members, shall be three years.

Meeting

- (4) The Library Campus Committee shall hold one meeting in each semester.

RD- 3**ON BOOK SELECTION**

1. Each department shall review the new announcements of books in periodicals, publishers' catalogues and other sources at least once a month in departmental library committee meeting.

2. Requisition for books shall be sent by the department quarterly, i.e. by the end of March, June, September and December in prescribed proforma. If no books of interest has appeared, a nil requisition will be sent. However, the department can send the requisition on monthly basis for immediate needs.
3. Requisition for books relating to semester courses shall be sent with one clear semester notice, i.e., June for March -July semester and by December for August-December semester.
4. Books selected by senior library personnel and other University authorities will be sent to the Department concerned for review.
5. The Library will check the requisitions against the holdings and books in order to avoid duplication.
6. The checked requisitions will be placed before the Standing Committee for further review and approval.
7. Duplication will be generally avoided except in case of course books where they may be duplicated at the ratio of 1:5 for post-graduate students and 1:10 for under graduate students.
8. The pro-forma for sending the requisitions shall be as follows.
 Department.....
 Books reviewed in the meeting of the Departmental Library Committee
 on.....
 Requisition for

Author	Title	Publisher	Year of Publication	Price
1.				
2.				
3.				

RD- 4

ON LIBRARY

1. Eligibility for Library Membership.

The following shall be eligible to become members of the Library:

- (a) Teachers, students, officers and other employees of the University.
- (b) Retired teachers and officers of the University
- (c) Any other person whose name is recommended by the Head of the Department and approved by the Vice-Chancellor/Pro-Vice- Chancellors.

2. Procedure for enrolment

All categories of members shall fill in the prescribed forms and make the necessary deposit to become members of the Library. Members will be given Pass Book/Borrowing Cards for borrowing books.

3. Loss of Pass Book/Card

If a member loses a Pass Book/Card, it should immediately be reported to the Librarian. The Librarian may issue a duplicate set of Cards/Pass Book on payment of a fine amount as decided by the University.

4. Termination of Membership

Any member intending to terminate the membership shall return all the books borrowed. On surrendering the Pass Book/Cards, the Librarian shall issue a “no dues” Certificate.

5. Refund of Caution Deposit

A member who has terminated his membership may claim a refund of the caution deposit from the Finance Department of the University after producing the “no dues” Certificate from the Librarian. In case of members who do not have to make any caution deposit, the accounts will be settled only on production of a “no dues” Certificate from the Librarian. Similarly in case of teachers of affiliated colleges the Principal will settle the accounts only on production of a “no dues” Certificate by the teachers from the Librarian, Nagaland University.

6. Conditions Regarding Issue of Books:

Category of members	No. of Vol.	Loan Period	Amount of Caution Deposit
A. Teachers	20	1 month	NIL
B. Technical Staff	6	5 days	NIL
C. Administrative Staff			
(a) Officers	4	15 days	NIL
(b) Other Staff	2	15 days	NIL
D. Students			
(a) Research Students (Ph. D)	6	15 days	as prescribed by the University
(b) Research Students M.Phil	6	15 days	-do-
(c) Post-Graduate Students	4	7 days	-do-
E. Teachers of colleges & Other categories	2	15 days	Library fee as prescribed by the University

7. Responsibility of Borrower

Each borrower will be responsible for the books borrowed against the Card/Pass Book issued to the member and for the return of the books to the Library without damage.

8. Suspension of Membership

In the event of misuse or damage of the books borrowed by a member, the Librarian will have the power to suspend the member and report the matter to the Vice-Chancellor for appropriate action.

9. Damage of Books

If any member of the library is found guilty of mutilating or defacing a book, writing in the margin or on the print, or of destroying or damaging Library property, such members shall be required to replace such books or properties damaged. If such book is one of a set or a series and the volume cannot be obtained singly, the members shall be asked to replace the entire set or series. Such members may also be fined for the offences and debarred from further use of the Library.

10. Terms

Reference books, rare books, unbound periodicals and any other expensive or otherwise precious material will not be issued but will be kept in the reserve section of the Library for on the spot use by the members. However, the Librarian may, at his discretion, permit overnight issue of such materials to the teaching staff only.

11. Re-issue of Books

Books can be re-issued to the borrower for another week/month provided those books have not been requisitioned by any other members. However, re-issuing will be done only after the books have been first returned and entry made in the book card.

12. Loss of Books

If a book borrowed is lost, the member who borrowed it shall have to replace it.

13. Delays

Any member delaying the return of a book after the due date will be fined 15 paise per book. For each day of delay in the return of a text book used for overnight use will be fined @ 25 paise per book for each hour of delay for the first day, Rs.10/- the second day and if the book is not returned by the third day, the facility of overnight issue will be withdrawn for one month.

14. Withholding Results

The outgoing students are required to produce a clearance certificate from the Librarian in the absence of which the results of their University examination are liable to be withheld.

15. Special Powers

The Librarian shall have the power to refuse the issue of a book or to recall any book from a borrower if it is considered necessary in the interest of the Institution.

16. Condition of Loan

Members shall take books on loan in person. However, teachers and other officers may borrow books through an authorised agent and with a letter mentioning the names of the volumes required

17. General

1. Personal belongings such as handbags, umbrellas, files, personal books, etc. should be left with the attendant at the entrance of the Library.
2. Smoking, chewing betel, speaking and talking is not allowed inside the Library.
3. Pets like dogs, cats, etc., shall not be brought into the Library.
4. Books, periodicals, etc., taken by members from the shelves may be left on the tables provided for this purpose.

18. Stock Verification

All materials on loan, irrespective of the normal due date, shall be returned within a fortnight in the event of an annual stock verification

19. Reprography

- a) Indents received will be executed in the order of their receipt in the section.
- b) The indenter will have to sign an undertaking to the effect that the material reprographed will be used only for teaching and research purposes.
- c) The charges for each xerox copy will be Rs.0.50 only (fifty paise only).
- d) Full payment will have to be made against receipt before taking delivery.

RE- 3 ON SELECTION OF TEACHERS ATTENDING CONFERENCES/ SEMINARS/SYMPOSIA ETC.

A. International Conferences, etc., held abroad Selection

- i. Selection will be made by the “Committee of Deans” consisting of all the Deans of Schools with the Vice-Chancellor as Chairman. Registrar will be the Convener of the Selection Committee.
- ii. The Heads of Departments will send their recommendations confidentially every six months to the Dean of their respective Schools.
- iii. The Dean shall review the recommendation received from the Head of Department and send his recommendations to the Convener of the Committee of the Deans.
- iv. The recommendations of (i) and (ii) above should reach the Convener six months ahead of the commencement of the Conference, etc.
- v. Ordinarily three teachers -one Professor, one Reader and one Lecturer -will be eligible for selection during a particular year subject to availability of funds.

2. Eligibility Criteria

- i. A teacher will be eligible for consideration after he has served the University for a continuous period of two years after his initial appointment. No teacher will be considered for selection for a second time for a period of three years from an earlier visit abroad.
- ii. A teacher who has published at least three papers relating to his subject in journals of international repute in the preceding three years and his paper should have been accepted for presentation at the International Conference.
- iii. Preference will be given to a teacher who is offered a reasonable amount of contribution by a Government organisation, an academic body, a research or development organisation.

Among senior teachers preference will be given to those who are invited for plenary lectures at those Conferences. The text of the lecture will be the property of the University.

3. Sanction of Expenditure

- i. Expenditure on travel, etc., will be met according to the guidelines prescribed by the UGC from time to time.
- ii. 50% of the travel expenses (first class rail fare in India and International air fare by economy Class) and 50% of the maintenance and registration expenses will be borne out of 'Unassigned Grant' released by UGC and the balance 50% of travel expenses and also 50% of the maintenance and registration expenses will be met by the University out of the provision made for the purpose.
- iii. Personal contribution from the teacher shall not be treated as matching share towards international travel cost etc.
- iv. The teacher participating in such conferences, seminars, symposia shall travel by Air India on the sectors where it is operated. Even on sectors where it does not operate, air passage shall be booked through Air India.

B. National Conference, etc.

1. Selection

- i. Selection will be made by the Committee of Deans as outlined for International Conferences in 1 (i) to (v) above.
- ii. Ordinarily not more than one teacher will be eligible for selection in any one year from a particular Department subject to availability of funds and suitability.
- iii. The University may also select two teachers each from the affiliated/constituent colleges in its constituent states.

2. Eligibility Criteria

- i. A teacher will be eligible for selection on the basis of his contribution in his area of research during the past two years on his subject.
- ii. The members of faculty proposing to participate may intimate well in advance along with the title of the paper which he/she wants to present. These teachers who have to their credit, published works (single/multiple authors) in the preceding two years are eligible to apply".
- iii. Preference will be given to a teacher receiving partial subsidy towards travel expenses from the Sponsors of the conference, etc., held in India.
- iv. Professors who are invited for presenting plenary lecture will be given preference. The text of the lecturer will be the property of the University.

3. Sanction of Expenditure

Expenditure on TA/DA etc., will be met according to the University Rules on 100% basis from the 'Unassigned Grant' released by the UGC from the provision made for the purpose by the University.

C. International Conferences Held in India etc.

1. International Conference in India and National/Regional Conferences in the North East. The University may support participation of teachers on a liberal scale in case an international conference is held in India and national/regional conference in the North- Eastern Region. The concerned Department may formulate the proposal well in advance and place it before the Deans' Committee for their consideration.

RF-1 ON THE GOVERNANCE AND UTILIZATION OF THE STUDENTS' COUNCIL FUND
(OD-2)

1. This Regulation shall be called the "Regulation on the Governance and Utilization of the Students' Council Fund".
2. There shall be a fund called the NU Students' Council Fund instituted out of the contributions from the students of the University, the University and from other sources.
3. The Fund shall be used to render financial assistance to the Students' Council of the University to organize and maintain its office and organize such activities that conform to the Nagaland University Act 1989 and the Students' Council constitution.
4. (a) Each student of the University shall contribute a prescribed sum to be realized at the time of enrolment in the University.
(b) Contribution from the University.
(c) Contribution from other sources meant for the Students' Council Fund.
5. (a) The Finance Officer shall maintain an account of the Fund and the contributions annually received into the Fund Account.
(b) The President of the Council of each Campus of the University may apply for an advance through the Dean/In-charge, Students' Welfare, however ensuring that each advance does not exceed 80% of the collection of the campus for a particular academic year. No fresh withdrawal shall be permitted till an earlier advance is fully adjusted.
(c) Application for advance from each Fund account should be processed through their respective Dean, Students' Welfare/Teacher In-charge.
(d) The Funds shall be managed as per the constitution of the Students' Council.
6. The accounts of the Fund shall be audited by an Auditor appointed by the University after all withdrawals from the Funds of each campus have been adjusted through the respective Sanctioning Officers by the end of May each year. The Council shall submit accounts prior to handing over charge of the Council.
7. The Dean of Students' Welfare shall prepare, in consultation with the Finance Officer and Teacher In-charge, a report at the end of each academic year on the administration of the Fund and place the same before the Executive Council.

1. This Regulation shall be called the “Regulation on the Externally Funded Research Projects”.
2. The University shall have a Research, Development and Consultancy (RDC) Cell headed by a Dean.
3. SE/UC:
 - a) Separate Savings Bank accounts for the projects shall be maintained by the University. The RDC Cell shall maintain up-to-date accounts of all projects. Interest accrued will be the income of the project grant and shall be reflected in the Statement of Expenditure/Utilization Certificate (SE/UC) as desired by the Funding Agencies. On receipt of remittance from the Funding Agencies the same shall be deposited into the project account.
 - b) General Financial Rules (GFR) 2005 are to be adhered to, taking also into consideration the guidelines, if any, of the Funding Agencies.
 - c) SE/UC of projects shall be prepared in the format of the Funding Agencies.
 - d) All necessary documents including bills/vouchers shall be verified and Utilization Certificates signed by the Finance Officer (FO) and countersigned by the Registrar of the Nagaland University.
4. Sponsored research projects are proposed to Funding Agencies. A project proposal by the prospective Principal Investigator (PI) shall be routed through proper channel to the Dean, RDC. However, routing authorities shall refrain from commenting on the proposals as Funding Agencies have their own mechanism for affecting changes, if necessary. One copy of the proposal shall be retained by the RDC Cell. On approval of project and receipt of sanction letter from the Funding Agency, the PI shall submit copies of the approved Project Proposal and Sanction Letter to the concerned Head of Department and Dean of School for information and record.
5. On receipt of sanction order the PI may apply to the Vice Chancellor, through proper channel, for an advance of up to Rs. 25,000/- towards preliminary expenditure. The same shall be recovered by the University on receipt of funds.

The schema for movement of files for this purpose is as follows:

PI ➡ Head ➡ PVC/Dean (SETAM) ➡ Dean (RDC) ➡
VC ➡ Dean (RDC) ➡ FO

6. a) The PI shall notify all project posts in the University website and email the same to the other Universities in the Northeast and beyond. A copy of the same shall also be displayed in the Notice Board of the concerned department.

- b) The PI should also initiate, well in advance, for constitution of the Selection Committee for JRF/SRF, Project Fellow, etc., which shall consist of the following Members:
 - i. Dean of the School : Chairman
 - ii. Vice Chancellor's nominee : Member
 - iii. Head of the Department : Member
 - iv. Principal Investigator : Convener
- c) The Selection Committee for Research Associate, Scientist, Pool Officer, etc. shall consist of the following Members:
 - i. Dean of the School : Chairman
 - ii. Vice Chancellor's nominee : Member
 - iii. Funding Agency's nominee (if any) : Member
 - iv. Head of the Department : Member
 - v. Principal Investigator : Convener

Note: When guidelines for appointment of Project Staff are provided by the Funding Agency, the same shall be strictly followed.

- 7. Constitution of the Committee for the selection of Project Staff shall be notified by the Office of the Dean, RDC. The Committee constituted shall remain valid for the project tenure. The recommendations of the Selection Committee shall be put up by the Office of the Dean, RDC for approval of the Vice Chancellor. Appointment orders shall be issued by the Office of the Registrar. The staff appointed shall submit a Joining Report to the Office of the Dean, RDC duly forwarded by the PI and Head of the Department.
- 8. A Departmental Selection Committee for other staff such as Driver, Project Assistant, Project Attendant, etc. shall consist of the following Members:
 - i. Head of the Department : Chairman
 - ii. One Faculty of the Department : Member
 - iii. Principal Investigator : Convener

Note: If the Head of the Department is the PI, another faculty member shall be nominated as Chairperson of the Committee. The constitution of the Departmental Selection Committee shall be intimated to the Dean, RDC. The recommendations of the Committee shall be submitted to the Dean, RDC.

- 9. The staff appointed shall submit a Joining Report to the Office of the Dean, RDC duly forwarded by the PI and the Head of the Department.

Daily wage employees may be engaged by the PI for smooth functioning of the project with information to the Dean, RDC. Attendance sheet of such employees shall be maintained by the PI. Receipts shall be obtained on payment of wages.

10. Release of Funds:

- a) The PI shall apply to the Dean, RDC for an advance of up to Rs. 1 lakh. Sanction shall be in favor of the PI with a copy to the Finance Officer for release of funds. If the advance required is above Rs. 1 lakh the PI shall apply to the Vice Chancellor through proper channel. The approval of the Vice Chancellor shall be communicated by the Dean, RDC to the PI and Finance Officer. On receipt of approval, funds shall be released by the Finance Officer.
- b) For an amount below Rs. 1 lakh the movement of files shall be as follows:
PI ➡ Dean (RDC) ➡ FO
- c) The movement of files for an amount above Rs. 1 lakh shall be as follows:
PI ➡ Dean (RDC) ➡ VC ➡ Dean (RDC) ➡ FO
- d) In case of emergency the PI may spend up to Rs. 20,000/- (rupees twenty thousand only) and immediately communicate the same to the Dean, RDC with justification. Any expenditure beyond Rs. 20,000/- shall be routed through the Departmental Purchase Committee.
- e) Request of the PI for advance against recurring grants such as Contingency, Travel, Consumables, etc. shall, as far as possible, not exceed 35% of the annual budget under those heads at a time for four months. The total grant under a particular head should be judiciously spent over the entire project year.
- f) The PI, RDC Cell and Finance Section shall independently keep up-to-date records of the financial position of the project to ensure that no funds above that sanctioned is requested nor granted. In the event funds beyond the sanctioned budget is claimed by the PI and erroneously released by the University, the same should be returned within two months failing which the amount will be recovered from the salary of the PI without any further notice.
- g) In case of projects running in campuses other than Headquarters of the Nagaland University, the funds shall be received by the Registrar. On entry into the University ledgers maintained by the Finance Section, the same shall be transferred to the University account of the concerned campus. Thereafter, the PVC/Dean, SETAM shall regulate all financial matters.

- 11. a) Project staff shall submit the monthly salary/fellowship Claim Form duly filled, through the PI and Head of the Department, to the Dean, RDC.
- b) Fellowship claims should reach the Office of the Dean, RDC latest by the last day of month.
- c) Fellowship claims should be accompanied by attendance up to 26th of that particular month and signed on or after 26th by the PI and countersigned by the Head of the Department.
- d) Attendance for Project Staff shall be monitored from 27th of a particular month to 26th of the next month.
- e) On approval of the Dean, RDC, salary shall be electronically transferred to the account of the Project Staff by the Finance Section.

12. Comparative statements shall be approved by the Departmental Purchase Committee, which will be convened by the PI and chaired by the Head of the Department. On completion of the project all equipment and other assets including vehicles, etc. shall be dealt with as stipulated by the Funding Agency. If the Funding Agency is silent on the matter the PI shall remain the custodian of the instruments/equipment on behalf of the Department.
13. Procedure:
- a) For all purchases above Rs. 20,000/- the PI shall invite three quotations. The Departmental Purchase Committee shall opt for the best prices. However, if the quotation is from a Manufacturer, Sole/Direct Distributor or Empanelled Firm, the Departmental Purchase Committee shall approve the purchase from a single quotation.
 - b) If the cost of equipment is above Rs. 1 lakh, the PI may opt for limited tender by advertising in the University website with a time limit of at least 15 days. If the item is from an authorised manufacturer or approved by the Funding Agency, the quotation of the Manufacturer (including email copy) shall be presented to the Departmental Purchase Committee for consideration and approval. On approval, the PI shall place necessary orders.
 - c) The items supplied shall be entered in a separate Stock Register, which shall be in the custody of the PI.
 - d) The original vouchers, in duplicate, with necessary stock entries shall be forwarded by the PI through proper channel to the Dean, RDC for onward transmission to the Finance Officer for release of payment.
 - e) For purchase of major equipment not specified by the Funding Agency, prior permission shall be obtained from the Funding Agency.
14. a) Project funds are granted for a few years on an annual basis, for one Project Year at a time, which may not necessarily be on Financial Year basis.
- b) The date of receipt of funds by the Nagaland University shall be the date of commencement of the project.
- c) The PI should therefore show utilization of funds within the sanctioned year.
- d) In some cases funds reach the University in the middle of the Financial Year. In such cases the PI shall show utilization of funds at the end of each Financial Year for the amount spent till then.
- e) The balance of the funds shall be carried over and spent within the Project Year for which it is granted. Permission to carry over funds within the same Project Year shall not be required.
- f) The PI shall initiate for another Utilization Certificate for funds used till the end of the Project Year.
- g) Any unspent balance shall be refunded to the Funding Agency.
- h) However, the PI may initiate and obtain permission from the Funding Agency to carry forward the unspent balance to the next Project Year.

- i) The PI shall ensure that expenditure is incurred within budgetary allocation under the various heads of the Funding Agency. Prior approval shall be obtained from the Funding Agency for re-appropriation against the various heads.
- j) Certified vouchers for the exact amount within budgetary provisions shall be submitted for processing Utilisation Certificates.
- 15. a) The PI shall submit all bills duly certified along with SE/UC to the Office of the Dean, RDC.
- b) The Dean, RDC shall forward the same to the Finance Officer for verification, which shall then be countersigned by the Registrar.
- c) For those projects in the various campuses other than Headquarters, the campus audited accounts at the end of the Financial Year/Project Year shall be transferred along with all original vouchers to the Office of the Dean, RDC for necessary action and verification by the Office of the Finance Officer for issuing Utilization Certificate.
- 16. The University shall retain 35% of the Overhead of the project for facilities extended. The balance (65%) may be used for infrastructural development of the Department.
- 17. If provisions for construction of buildings exist, the following guidelines shall be followed:
 - a) The PI may initiate the work if the amount is below Rs. 1 lakh and accordingly apply to the Dean, RDC for release of funds.
 - b) If the amount is above Rs. 1 lakh but below Rs. 5 lakh the PI shall apply to the Vice Chancellor through the Dean, RDC for release of funds with a proposal duly certified by the University Engineer.
 - c) If the cost of construction is above Rs. 5 lakh the PI shall put up the proposal with design details, budget, etc. to the Building Committee for necessary approval. On approval the PI may take up the work under direction of the Dean, RDC.
- 18. a) The PI shall be the controlling officer for all administrative and research matters related to the project. In the absence of the PI/Co-PI, a faculty member nominated by the PI shall look after all project-related matters.
- b) In case of collaborative projects the funds are assigned to the PI, unless there are specific instructions from the Funding Agency. However, if the PI is of the opinion that funds are required by other investigators of the project from other departments, prior approval of the Vice Chancellor should be obtained. In such cases funds will be released to the PI who will make necessary payments for purchases/ expenditure of the Co-PI. It shall be the responsibility of the PI for submission of details for final adjustment.
- c) During travel, fieldwork, etc. related to projects, the PI may certify in cases where bills are not available. However such certification shall be restricted to a maximum of Rs. 10,000/- per annum.
- d) Such programmes as UGC-SAP, DST-FIST, etc. have specific guidelines of operation and hence, the guidelines of the Funding Agencies shall be followed.

Publication costs of research outcome of projects may be claimed from Contingency grants of the project.

19.
 - a) PIs at Lumami Headquarters shall communicate with the Dean, RDC through the concerned Head of Department.
 - b) In the case of Medziphema and Meriema campuses, all communications shall be through the concerned Head of Department and Pro-VC.
 - c) For PIs at SETAM, all communication shall be made through the concerned Head of Department and Dean.
20. Only Nagaland University Medical facilities shall be extended to the Project Staff.
21.
 - a) Project Staff shall normally follow the Nagaland University holiday list. This will however, depend on the nature of the project.
 - b) Project Staff are not entitled to Semester Break and Vacations.
 - c) The PI should ensure that all Project Staff obtain prior permission before leaving station, even during holidays.
 - d) Leave shall be approved by the concerned Head of Department on the recommendation of the PI.
 - e) A separate attendance register shall be maintained for Project Staff and kept in the custody of the concerned Head of Department.
22.
 - a) 30 days leave is admissible to project personnel in a calendar year. Un-availed leave shall not to be carried over to next calendar year.
 - b) 90 days Maternity Leave is permissible for Female Project Fellows (only once during a project tenure).
 - c) 10 days Paternity Leave is permissible for Male Project Fellows (only once during a project tenure).
 - d) Any specific leave rules additionally granted by the sponsoring agency shall be followed.
23.
 - a) Fieldwork and visits to laboratories outside the Nagaland University shall be considered as Duty.
 - b) In such cases leave shall not be deducted from leave account of Project Staff.
24. Contingency expenses will normally cover the following, when not specified by the Funding Agency:
 - a) Purchase of books and journals, membership fees of professional societies, registration fees for conferences, etc.
 - b) Typing and photocopying charges and office work to outside agencies.
 - c) Mobile/Telephone/Internet bills subject to a maximum of Rs. 750/- per month. This should not be part of mobile/ telephone bills of Deans, Heads, etc.
 - d) Postage.
 - e) Hiring charges related to the project.
 - f) Daily wages (need based).
 - g) Computer and printer repairs, etc.
 - h) Unforeseen miscellaneous items.

25. a) Stationery, printer cartridges, etc.
b) Glassware, chemicals, etc.
26. a) TA/DA of the PI and Project Staff, including field visits, shall be governed by the Nagaland University rules. JRF/SRF, Project Fellow and others of similar grade may be treated as equivalent to Section Officer for TA/DA entitlement, that is Grade Pay of Rs. 4,600/-. Research Associate, Scientist, Pool Officer, etc. may be treated as equivalent to Assistant Registrar/Assistant Professor.
b) Travel may be undertaken for site visits, fieldwork, experiments in other institutes, meetings within and outside the University and participation in conferences, workshops, seminars, etc. in India. Travel abroad may be permitted if guidelines of Funding Agencies permit.
c) Project Staff are entitled to public transport for undertaking fieldwork, etc. and hence, shall not be permitted the use of personal car.
d) In case public transport is not available, the PI may hire vehicles for project related fieldwork.
e) The PI may use personal car while undertaking fieldwork in person and may take along Project Staff. However, TA claim shall be admissible to PI only.
f) All memos/vouchers shall be certified by the PI.

RU- 1

ON DISCIPLINE AND CONDUCT OF STUDENTS

(Ordinance OD-7)

The following shall be construed as indiscipline and misconduct:

- a) Any act committed by a student causing disturbance at lectures, tutorials, tests, examinations, etc.
- b) Any act which causes destruction or defacing of the property of the University.
- c) Any act amounting to trespass or unauthorized entry into specified premises and areas.
- d) False statements or the submission of false documents.
- e) Use of the title of the University for sending any communication for purposes not specifically authorized by the University.
- f) Any act which disrupts the smooth functioning of the University, the environment conducive to the pursuit of knowledge, or the harmonious relationship amongst students of the University on any ground whatsoever.
- g) Any act or statement, distribution of any documents or literature including the issue of circulars, pamphlets, posters, press release, etc., which adversely affects the public image of the University or any individual member thereof.
- h) Any act of abetting or resorting to ragging in any form.
- i) Any act of unruly and disorderly behaviour at competitions in sports and cultural activities or other social or educational programmes organized by the University.
- j) Any act which violates the Ordinances.

- k) Disobeying the decisions of Referees/Umpires/Judges appointed at competitions organized by the University on the field.
- l) Any act which implies interference with the personal liberty of another person or subjects others to indignity, or involves physical violence or use of abusive language.
- m) Any act which implies interference of outside persons, organizations or authorities in the functioning of the University.
- n) Unauthorized collection of funds.
- o) Consumption of alcoholic drinks, intoxicants, narcotic drugs, etc.
- p) Any act involving moral turpitude.
- q) Possession of objectionable goods or materials.
- r) Any act, on or off-campus, which diminishes the image of the University.
- s) Any other act, which in the opinion of the Vice Chancellor, Pro-Vice Chancellors, Proctor, Deans of Schools, Heads of Departments, Wardens and Officers of the University, is unbecoming of a student.

