

MIZORAM UNIVERSITY

ORDINANCES



MIZORAM UNIVERSITY ORDINANCES

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ON ASSIGNMENT OF DEPARTMENTS TO THE SCHOOLS OF STUDIES

Under Section 26(k) of the MZU Act, 2000

read with Clause 5(a) of Statute 15

The School of Studies shall consist of the Departments mentioned under each as and when they are established.

1. School of Economics, Management and Information Sciences

1. Department of Economics
2. Department of Commerce
3. Department of Library & Information Science
4. Department of Management
5. Department of Mass Communication
6. Department of Tourism and Hospitality Management¹

2. School of Social Sciences

1. Department of Psychology
2. Department of Public Administration
3. Department of Political Science
4. Department of Social Work
5. Department of History and Ethnography
6. Department of Sociology
7. Women's Studies Centre

3. School of Humanities and Languages²

1. Department of English and Culture Studies³
2. Department of Mizo
3. Department of Hindi

4. School of Earth Sciences and Natural Resource Management

1. Department of Forestry
2. Department of Geology
3. Department of Extension Education and Rural Development
4. Department of Horticulture, Aromatic and Medicinal Plants
5. Department of Environmental Science
6. Department of Geography and Resource Management
7. Petroleum Exploration under Geology Department

¹ Amended vide Resolution No. EC:50:5(10) dt. 19.07.2019

² Amended vide Resolution No. EC:47:5(14) dt. 14.12.2017

³ Amended vide Resolution No. EC:47:5(14) dt. 14.12.2017

8. Centre for Disaster Management
9. Biodiversity Research Centre

5. School of Physical Sciences

1. Department of Physics
2. Department of Chemistry
3. Department of Mathematics and Computer Science
4. Department of Industrial Chemistry⁴

6. School of Life Sciences

1. Department of Botany
2. Department of Zoology
3. Department of Biotechnology

7. School of Fine Arts, Architecture and Fashion Technology

1. Department of Planning & Architecture

8. School of Engineering and Technology

1. Department of Electronics and Communication Engineering
2. Department of Information Technology
3. Department of Electrical Engineering
4. Department of Computer Engineering
5. Department of Civil Engineering
6. Department of Food Technology⁵

9. School of Medical and Paramedical Sciences

1. Department of Nursing
2. Department of Clinical Psychology⁶

10. School of Education⁷

1. Department of Education

⁴ Amended vide Resolution No. EC:50:5(10) dt. 19.07.2019

⁵ Amended vide Resolution No. EC:50:5(10) dt. 19.07.2019

⁶ Amended vide Resolution No. EC:50:5(10) dt. 19.07.2019

⁷ Amended vide Resolution No. EC:47:5(14) dt. 14.12.2017

ON DEGREES, DIPLOMAS AND CERTIFICATES

Under Section 28(1)(d) of the MZU Act, 2000

The following Degrees, Diplomas and Certificates in accordance with the conditions, which may be laid down from time to time in each case by an Ordinance or otherwise, will be awarded by the University in accordance with the provisions of the Ordinances and Regulations if any, in each case:

- (i) Research Degrees of Master of Philosophy, Doctor of Philosophy, Doctor of Science, Doctor of Literature and Doctor of Law;
- (ii) Master's Degree in Arts, Sciences, Home Science, Commerce, Education, Law, Agriculture & Forestry, Management Studies, Pharmacology, Medicine and Engineering;
- (iii) Bachelor's Degree (General and Honours) in Arts, Science, Commerce, Home Science, Nursing, Pharmacology, Education, Agriculture & Forestry, Medicine, Engineering and Law;
- (iv) Post Graduate Diploma in special branches of learning or practical skills, like Statistics, Planning, Public Administration, Electronics, Instrumentation etc;
- (v) Diploma in Civil, Mechanical, Computer, Electrical Engineering, Electronics, Agriculture & Forestry, and such other fields as may be approved by the Academic Council from time to time;
- (vi) Diplomas and Certificates in various Languages;
- (vii) Certificates in Arts, Science, Commerce, Agriculture & Forestry, and other courses as may be approved by the Academic Council from time to time;
- (viii) Certificates in special branches of learning or practical skills, technical subjects, foreign languages, Statistics etc.

ON THE BOARD OF RESEARCH STUDIES

Under Section 28(1)(j) of the MZU Act, 2000

1. The University may constitute a Board of Research Studies, the composition of which will be as under:

(i)	Vice Chancellor	Chairperson	<i>Ex-officio</i>
(ii)	Deans of Schools of Studies	Members	<i>Ex-officio</i>
(iii)	Heads of Departments	Members	<i>Ex-officio</i>
(iv)	Professors other than Deans of Schools and Heads of Departments	Members	<i>Ex-officio</i>
(v)	Four Associate Professors to be nominated by the Vice Chancellor, two of which to be from Humanities and Social Sciences and two from Sciences	Members	-
(vi)	Four external experts – two representing Humanities and Social Sciences and two representing Sciences, to be appointed by the Vice Chancellor	Members	-
(vii)	Registrar	Secretary	<i>Ex-officio</i>

2. Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, *inter alia*, the following functions:

- (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
- (ii) To review the current status of research in each Department and critically examine the progress thereof from time to time;
- (iii) 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 Mizoram University Act, 2000 taking into account the facilities available in the University, the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;

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- (iv) To perform such other functions as may be assigned to it by the Academic Council.
- 3. The Board of Research Studies shall meet regularly at least once in a year.
- 4. The Board may determine its own procedures for working.
- 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

ON THE BOARDS OF THE SCHOOLS

Under Section 28(1)(j) of the MZU Act, 2000

read with Clause 3 of Statute 15

**Constitution of
the School
Board**

1. The Board of the School shall consist of
 - (i) Dean of the School;
 - (ii) Heads of the Departments in the School;
 - (iii) All Professors in the School;
 - (iv) One Associate Professor and one Assistant Professor from each of the Departments by rotation on the basis of seniority;
 - (v) One representative each of the Boards of other Schools which have inter-disciplinary work with the School, to be nominated by the Vice Chancellor on the recommendations of the School Board concerned;
 - (vi) Not more than two teachers of the subject from affiliated & constituent colleges nominated by the Vice Chancellor on the recommendations of the Board of Under-Graduate Studies; and
 - (vii) (a) Not more than five persons nominated by the Academic Council, who have specialised knowledge of and expertise in the subjects around which the Departments in the School are organised and who are not employees of the University or of any of its affiliated or recognised institutions.

(b) Notwithstanding what is contained in 1(vii)(a) above, additional members may be nominated by the Vice Chancellor as per the requirement of the School concerned to accommodate representative(s) of industry/other organizations in excess of five External Experts.⁸

Provided that ordinarily at least one person each should be from the region and from the Eastern India and the rest from the rest of the country.

⁸ Amended vide Resolution No. EC:59:5(6) dt. 16.12.2021

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- Terms of Office** 2. The term of office of members, other than that of the Dean and Professors shall be three years.
- Chairman** 3. The Dean of the School shall be the Chairperson of the Board and shall convene the meetings of the Board.
- Powers and Functions** 4. The powers and functions of the Board shall be as follows:
- (a) To prescribe the qualifications for and procedures for admission of candidates to the various study programmes in the Departments in the School;
 - (b) To co-ordinate the teaching and research work in the Departments in the School;
 - (c) To approve subjects for research for various degrees.
 - (d) To appoint committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such committees;
 - (e) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or committees mentioned in clause (d) above;
 - (f) To consider schemes for the advancement of the standards of teaching and research, 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 Centers of Studies in the University;
 - (h) To promote and review research within the School and to submit reports on research to the Academic Council;
 - (i) To frame general rules for the evaluation of sessional work;
 - (j) To recommend examiners for appointment for the courses other than research degrees, offered by the Departments on the recommendation of the Boards of Studies of the concerned Departments;

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- (k) To recommend to the Academic Council, through the Board of Research Studies, the names of examiners for the evaluation of thesis after considering proposals received in this regard from the Departments;
- (l) To recommend to the Academic Council, through the Board of Research Studies, the award of research degrees to candidates who have been found qualified and fit to receive such degrees;
- (m) To consider and act on any proposal regarding the welfare of the students of the Schools;
- (n) 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; and
- (o) 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.

Meetings

- 5. (a) The Board shall hold at least two ordinary meetings in an Academic year, one in each semester;
- (b) The Board shall constitute a Committee of the local members of the Board which shall hold two meetings in a year, one in each semester; and
- (c) The Dean may convene special meetings of the Board at his own initiative, or at the suggestion of the Vice Chancellor or on a written request from at least one-fifth of the members of the Board.

Quorum

- 6. The quorum for the meeting of the Board shall be one-third of its total membership.

Notice

- 7. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.

Rules of Business

- 8. Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.

ON THE BOARDS OF STUDIES

*Under Section 28(1)(j) of the MZU Act, 2000
read with Clause 2 of Statute 16*

Constitution

1. The Board of Studies of each Department shall comprise:
 - (i) The Head of the Department;
 - (ii) All Professors of the Department;
 - (iii) Two Associate Professors and two Assistant Professors of the Department by rotation, on the basis of seniority;
 - (iv) One teacher each from other Departments within the School having common courses with the Department;
 - (v) Not more than two teachers teaching allied or cognate subjects in other Schools nominated by the Vice Chancellor on the recommendation of the Department concerned;
 - (vi) Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the School of Studies.
 - (vii) Not more than three persons nominated by the Board of the School who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognised Institutions.

Provided where the Post-Graduate Course is run at the Affiliated College/Institutions, but not in the University Departments, the Dean of the concerned School shall be appointed the Chairperson and one Member nominated by the Vice Chancellor.

Provided that ordinarily one person each should be from the North-East, Eastern India and the rest of the country.

Term of Office

2. The term of office of members, other than the Head of the Department and the Professors, shall be three years; however, such members who are also members of the Department can be re-nominated if the number of teachers in the Department is not large enough for rotation.

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- Chairman** 3. The Head of the Department shall be the Convenor and *Ex-officio* Chairman of the Board.
- Functions** 4. The functions of the Board shall be:
- (a) To recommend to the Board of the School courses of studies for the courses offered by the Department;
 - (b) To recommend to the School Board appointment of examiners for the courses, other than for research degrees in accordance with the provisions of the Regulations about examinations of the University;
 - (c) To approve subjects for research for various degrees;
 - (d) To recommend to the concerned Board of Research Studies, through the School Board, applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants;
 - (e) To recommend to the Board of the School, the measures for the improvement of teaching and research in the Department; and
 - (f) To perform such other functions as may be assigned to it by the Board of the School, the Academic Council, the Executive Council and the Vice Chancellor.
- Quorum** 5. The quorum for the meeting of the Board shall be *one-third* of the total membership of the Board.
- Notice** 6. Notice of the meeting of the Board shall be issued at least 14 days before the date fixed for the meeting.
- Minutes** 7. The Chairman of the Board shall keep the minutes of the meetings of the Board.
- Rules of Business** 8. The rules of conduct of the meetings shall be as may be prescribed by regulations in this regard.

ON THE BOARDS OF STUDIES ON DISTANCE AND ONLINE EDUCATION⁹

Under Section 28(1)(j) of the MZU Act, 2000

read with Clause 2 of Statute 16

- Constitution** 1. The Board of Studies of Distance and Online Education shall comprise:
- (i) The Director of Distance and Online Programme;
 - (ii) All Professors of the concerned Departments;
 - (iii) Two Associate Professors each from the concerned Department by rotation, on the basis of seniority;
 - (iv) Not more than two teachers teaching allied or cognate subjects in other Schools nominated by the Vice Chancellor;
 - (v) Not more than three persons nominated by the Board of the School 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.
- Term of Office** 2. The term of office of members, other than the Director of Distance and Online Programme and the Professors, shall be three years; however, such members who are also members of the Department can be re-nominated if the number of teachers in the Department is not large enough for rotation.
- Chairman** 3. The Director of Distance and Online Programme shall be the Chairman of the Board of Studies.
- Functions** 4. The functions of the Board shall be:
- (i) To recommend to the Academic Council the courses of studies for the courses offered by the Centre;
 - (ii) To recommend to the Academic Council the measures for the improvement of teaching and research in the Department; and

⁹ Amended vide Resolution No. EC:54:5(4) dt. 04.12.2020

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(iii) To perform such other functions as may be assigned to it by the Board of the School, the Academic Council, the Executive Council and the Vice Chancellor.

- Quorum** 5. The quorum for the meeting of the Board shall be *one-third* of the total membership of the Board.
- Notice** 6. Notice of the meeting of the Board shall be issued at least 14 days before the date fixed for the meeting.
- Minutes** 7. The Chairman of the Board shall keep the minutes of the meetings of the Board.
- Rules of Business** 8. The rules of conduct of the meetings shall be as may be prescribed by regulations in this regard.

ON THE BOARDS OF UNDER-GRADUATE STUDIES

Under Section 28(1)(j) of the MZU Act, 2000

read with Clause 2 of Statute 16

Short Title 1. Where a subject is taught only at the Under-Graduate level in Constituent/affiliated colleges of Mizoram University, a Board of Under-Graduate Studies will be constituted for each subject.

Constitution 2. Each Board shall comprise not less than nine members. The constitution of the Board shall be as follows:

(i) 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 should be a member of the Academic Council.

(ii) Five teachers from affiliated Colleges engaged in teaching the subject concerned nominated by the School of Studies.

(iii) Two external experts nominated by the Vice Chancellor on the recommendation of the Chairperson of the School of Studies, 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.

Term of Office 3. Members of the Board of Under-Graduate Studies shall hold office for a period of three years or such period as may be fixed at the time of appointment.

Powers and Functions 4. The powers and functions of the Board shall be:

(a) To recommend to the Academic Council, panel of names suitable for appointment as examiners including paper-setter, etc., in the subject with which it deals in accordance with the provisions of Regulations about examinations of the University;

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- (b) To recommend text books when necessary;
- (c) To consult specialists who are not members of the Board;
- (d) To make recommendation to the Academic Council in regard to the syllabi of the courses of study and examinations in the subjects with which it deals;
- (e) To recommend to the Academic Council measures for improvement of the standard of under-graduate courses and teaching in the subject; and
- (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 Professor and Head of the Post-Graduate Department concerned.

Meetings

- 5. (1) Meetings of the Board of Studies shall be convened by the Chairperson of the Board.
- (2) Special meetings may be called by the Chairperson on his own or on the request of the Dean of the School or at the suggestion of the Vice Chancellor or on a written request from at least four members of the Board.
- (3) Notice of the meetings of the Board shall be issued by an Administrative Officer of the Registrar's Office to be nominated by the Vice Chancellor at least three weeks before the date fixed for the meetings.

Quorum

- 6. Four members of the Board shall form a quorum.

Rules of Business

- 7. The rules of conduct of meetings shall be as may be prescribed by Regulation in this regard.

ON THE PLANNING BOARD

Under Section 28(1)(l) of the MZU Act, 2000

1. The University may constitute a Planning Board as may be recommended by the Academic Council from time to time.
2. Subject to the overall guidance of the Academic Council, the Planning Board shall perform, *inter alia*, 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 to 15-20 years with well-defined goals and objectives.
 - (iii)
 - (a) To help the University to effectively implement the various programmes approved by the UGC.
 - (b) Device measures to strengthen the administrative and planning infrastructure in the University.
 - (c) Oversee implementation of Plan Development Schemes.
 - (d) To bring about necessary academic reforms in courses of study, examinations and to take a comprehensive view of the research activities.
 - (iv) To prepare proposals for developmental grants. These may include continuing schemes of projects relating to:
 - (a) the construction of academic buildings, staff quarters, teacher hostels, student hostels and study homes;
 - (b) purchase of books, journals and equipments;
 - (c) appointment of additional teaching staffs; and
 - (d) other miscellaneous schemes approved by the Commission.

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3. The Board shall have the power to co-opt any member and invitees to its meeting. It shall also have powers to appoint Sub-Committees to deal with any specific proposals.
4. 15 (fifteen) members of the Board shall form a 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:

The composition of the Planning Board shall be as follows:-

(i)	Vice Chancellor	<i>Ex-officio</i>	Chairman
(ii)	Pro-Vice Chancellor	<i>Ex-officio</i>	Member
(iii)	All Deans of Schools	<i>Ex-officio</i>	Member
(iv)	Principal of Constituent College	<i>Ex-officio</i>	Member
(v)	All Heads of Academic Departments	<i>Ex-officio</i>	Member
(vi)	Registrar	<i>Ex-officio</i>	Member Secretary
(vii)	Finance Officer	<i>Ex-officio</i>	Member
(viii)	Two Principals from affiliated Colleges from Mizoram to be nominated by the Vice Chancellor	-	Member
(ix)	Three nominees of the Vice Chancellor from the University's own staff for their special interest in educational progress and development	-	Member
(x)	Five external experts to be nominated by the Vice Chancellor representing broadly the Schools of the University	-	Member

ON BOARD OF STUDIES FOR PROFESSIONAL COURSES

Under Section 28(1)(j) of the MZU Act, 2000

1. There shall be one Board of Studies for each Department/Institution conducting Professional Courses, the recommendations of which shall be submitted to the School Board concerned.
- Constitution**
2. A Board of Studies for Professional Courses shall consist of the following members:
 - (i) Head of the Department/Institution.
 - (ii) All Professors of the Department/Institution.
 - (iii) Two Associate Professors and two Assistant Professors nominated on rotation according to seniority to be appointed by the Vice Chancellor.
 - (iv) One teacher each from other Departments within the School having common courses with the Department/Institution.
 - (v) Not more than three teachers teaching allied /cognate subjects to be nominated by the Vice Chancellor on the recommendation of the Department concerned.
 - (vi) Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the School of Studies.
 - (vii) Not more than three persons having specialised knowledge in the discipline and who are not employees of the University or of any of the affiliated Colleges/Institutions to be nominated by the Academic Council.

Provided where the Post-Graduate Course is run at the Affiliated College/Institutions, but not in the University Departments, the Dean of the concerned School shall be appointed the Chairperson and one Member nominated by the Vice Chancellor.
 - (viii) The Chairperson shall have the power to co-opt not more than two external experts to attend specific meetings as and when

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necessary with the prior permission of the Vice Chancellor.

- Terms of Office** 3. (a) The tenure of the members of the Board except *ex-officio* members shall be three years.
- (b) Head of the Department/Institution shall be the *ex-officio* Chairperson of the Board.
- Meetings** 4. (a) Meetings of the Board of Studies shall be convened by the Chairperson of the Board.
- (b) Notice of the meetings shall be issued by an Administrative Officer of the Registrar's Office at least 14 days before the date fixed for a 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 the prior permission of the Vice Chancellor.
- (e) The rules for conduct of meetings shall be such that as may be prescribed by the regulations in this regard.
- Quorum** 5. The quorum for a meeting of the Board shall consist of one-third of the total membership of the Board.
- Powers and Functions** 6. (a) To frame/revise as well as monitor courses and organize field work practicum/practical work.
- (b) To recommend list of readings/references in theory courses and practicum.
- (c) To formulate and recommend regulations relating to admissions, minimum standard 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 about the examinations of the University.
- (e) To consult specialists who are not members of the Board as and when necessary on (a) and (b) above.

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- (f) To recommend to the Academic Council with regard to the syllabi of the courses of study and examinations in the concerned courses.
- (g) To recommend to the Academic Council measures for improvement of the standards of the courses, practicum and teaching in the professional subject concerned
- (h) To recommend subjects for research to be conducted by the Department/Institutions.
- (i) To consider and recommend applications for admission to the M.Phil./Ph.D. and other research programmes and also to recommend the appointment of supervisors of research scholars to the School Board.
- (j) To perform such other functions as may be assigned to it by the School Board, Academic Council, Executive Council and the Vice Chancellor.

Minutes

7. The Chairperson of the Board shall maintain minutes of the meetings of the Board which shall be forwarded to the Registrar's Office for record and circulation to the members.

ON THE DEPARTMENTS IN THE SCHOOL

Under Section 28(1)(l) of the MZU Act, 2000

Constitution of the Department

1. Each Department in a School shall consist of the members as given in the Statutes 15(5)(b) and also such other persons as are designated members of the Department by the School Board concerned on the recommendations of the Department concerned.

Duties of the Department

2. Duties of the Department shall be:
 - (a) To admit students to the Master's Programmes and to lay down the procedure for such admissions;
 - (b) To approve the pattern and the schedule of sessional evaluation for each course offered by the Department;
 - (c) To make proposal to the Academic Council regarding the creation and abolition of teaching posts;
 - (d) To approve research projects to be taken up by the members of the Department in groups;
 - (e) To frame the syllabus and suggest reference books and other reading materials for the programmes of study at the Master's level;
 - (f) To constitute Committees from its members and to assign to these Committees specific functions falling within its competence;
 - (g) To appoint from amongst its teachers advisers 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 recognised Institutions of the University; and
 - (i) To perform such other functions as may be assigned to it by the concerned School or the Vice Chancellor

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Quorum

3. The quorum for a meeting of a Department shall be one-third of the total members of the Department.

Rules of Business

4. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

ON THE DEANS' COMMITTEE

Under Section 28(1)(j) of the MZU Act, 2000

- Short title** 1. The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.
- Constitution of the Committee** 2. The Deans' Committee shall comprise the following:
- (i) The Vice Chancellor - Chairperson (*Ex-Officio*)
 - (ii) All Deans of Schools - Members (*Ex-Officio*)
 - (iii) The Registrar - Secretary
- Functions** 3. The functions of this Committee will be as follows:
- (i) To select candidates for the award of fellowship;
 - (ii) To recommend deputation of teachers for International Conferences;
 - (iii) To consider matters arising from the conduct of examinations, standard of results, etc;
 - (iv) To consider general administrative matters relating to functioning of Schools and Departments;
 - (v) To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice Chancellor.
- Meetings** 4. The meetings of the Deans' Committee shall be convened by the Chairperson.
- Quorum** 5. The quorum of the Committee shall be four.
- Rules of Business** 6. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

ON THE POWERS AND FUNCTIONS OF THE DEANS OF SCHOOLS

Under Section 28(1)(p) of the MZU Act, 2000

read with Clause 3 of Statute 6

1. The Dean of the School shall:
 - (a) Co-ordinate and generally supervise the teaching and research works in the School through the Heads of the Departments;
 - (b) Maintain discipline in the class rooms through the Heads of the Departments;
 - (c) Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
 - (d) Arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council.
 - (e) Convene and preside over the meetings of the Board of the School and keep the minutes of the meetings of the Board; and
 - (f) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice Chancellor.

ON THE FUNCTIONS OF THE HEADS OF THE DEPARTMENTS

Under Section 28(1)(p) of the MZU Act, 2000

read with Clause 5 of Statute 7

1. The Head of the Department shall convene and preside over meetings of the Department.
2. The Head of the Department shall, under the general guidance of the Dean of the School:
 - (a) Organise the teaching and research works in the Department.
 - (b) Allocate teaching works to the teachers in the Department and assign to them such other duties as may be necessary for the proper functioning of the Department.
 - (c) Co-ordinate the work of Departmental Committees appointed for specific purposes; and
 - (d) Perform such other duties as may be assigned to him by the Dean, the Board of the School, the Academic Council, the Executive Council and the Vice Chancellor.

ON THE FUNCTIONING OF ACADEMIC DEPARTMENTS IN THE UNIVERSITY

Under 28(1)(p) of the MZU Act, 2000

**Overall
Workload**

1. The academic workload for every member of the faculty is expected to be not less than 40 hours per week for 30 working weeks (180 teaching days) in an academic calendar which shall include preparation and actual classroom lectures, correction and examination work, guidance of research, seminars, admission and other professional work. A teacher shall be available for at least 5 hours daily in the University/College. The direct teaching hours per week shall be as follows :

Assistant Professors - 16 hours

Associate Professors and Professors - 14 hours

A relaxation of two hours per week shall be given to the Professors/Associate Professors/Assistant Professors who are actively involved in research/extension and administration.

Work Unit

2. (i) The basic unit of work in all Departments will be one hour lecture period;
- (ii) Tutorial and practical hours will be treated for the purpose of the work load as two-thirds of one teaching hour;
- (iii) Seminars of two hour's duration will be treated as equivalent to one teaching hour; and
- (iv) The teaching hour of post-graduate classes and the M.Phil. programmes should be treated as equal.

**Research
Guidance
Norms**

3. (i) A Research Guide is expected to devote two hours per week for each M.Phil. student after the first and the second and the third semesters. No credit will be given in respect of those students who are given extension beyond the third semester.
- (ii) Every Guide is expected to devote an hour per week per Ph.D. research scholar beginning with the second semester after the student completes his/her course work. No credit will be

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given for the purposes of workload in respect of these scholars after the eighth semester for Ph.D scholars or after the thesis has been submitted, whichever is earlier.

- (iii) The workload in relation to the research projects taken by a member of the faculty with the approval of the University will depend on the size of the project. The work in relation to bigger projects will be treated as two lecture hours per week and that of the smaller projects as one lecture hour per week.

Administrative Work Load

- 4. The Heads of Departments and Deans may be required to put in considerable time up to three hours a day on administration which may be treated as one lecture hour for the purpose of computing workload.

Norms for Faculty Members

- 5. (i) All members of the faculty are expected to take a minimum 'core' academic programme. Core programme includes lectures in the Post-Graduate and M.Phil. programmes, tutorials and practicals only. The core academic load for a Professor will not be less than 8 hours, for Associate Professors not less than 12 hours and for an Assistant Professors not less than 16 hours per week.
- (ii) All members of the faculty are expected to be available in the Department for about five hours on every working day.

Time Table

- 6. (i) Each Department and School shall prepare a time table indicating engagement of all members of the faculty covering core academic programmes and the contact hours for research scholars.
- (ii) One day in a week could be kept 'free' for each member of the faculty. There may be no lecture assignments on this free day but the member will be available in the Department for general guidance to students and other academic programmes.
- (iii) Every Department will have some academic programme or the other on every working day of the academic Departments of the University.

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Number of Research Scholars

7. (i) Assistant Professors with Post-Doctoral active research experience supported by publications may be assigned scholars for Ph.D. work.¹⁰

A Research Supervisor who is a Professor, at any given point of time, cannot guide more than *three* M.Phil. and *eight* Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of *two* M.Phil. and *six* Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of *one* M.Phil. and *four* Ph.D. scholar.

- (ii) The work load in relation to research scholars shall be in respect of only those research scholars who are full-time research scholars of the University.

¹⁰ Amended vide Resolution No. EC:47:5(17) dt. 14.12.2017

ON THE AFFILIATION OF COLLEGES

Under Section 26(n) of the MZU Act, 2000

read with Clause 7 of Statute 31

**Affiliation
Committee**

1. (1) The Academic Council shall constitute an Affiliation Committee for the recommendation of affiliation of Colleges/Institutions to the University. The composition of the Committee shall be as follows:

(i) Vice Chancellor or Pro-Vice Chancellor - Chairperson

(ii) Director of Public Instruction/Higher Education or his nominee of the State - Member

(iii) Two nominees of the Academic Council - Member(s)

(iv) Controller or any other Officer nominated by the Vice Chancellor - Member

(v) Director, College Development Council - Member Secretary

**Powers &
Functions**

- (2) The Affiliation Committee shall be the main body to scrutinize the applications for affiliation and recommend to the Academic Council for affiliation of Colleges/Institutions.

Withdrawal of affiliation, if any, of Colleges/Institutions shall also be recommended by the Affiliation Committee.

Meetings

- (3) The Affiliation Committee shall meet as and when necessary.

Quorum

- (4) The Quorum for the meeting of the committee shall be one-third of its total membership.

**Degree
Colleges**

2. The Colleges for the purpose of the Ordinance shall be Degree Colleges including the professional ones, providing instructions for

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relevant degree courses (General/Honours/Professional courses). Admission to the privileges of the University for various courses leading to a particular degree shall be decided separately.

- Starting a New College/Institution/Course**
3. (1) When it is proposed to start a new College/Institution/Course, the sponsoring body, or in the case of a Government College/Institution, the Head of institution/sponsoring authority concerned, shall submit on an application to the Registrar/Director-CDC in a prescribed form not later than August 15 of the preceding year in which it is intended to start the College/Institution/Course. The application shall be accompanied by a project report giving details along with required fees as laid down hereunder.
- Initial Screening of the Application**
- (2) On the receipt of the application along with prescribed fees, the Affiliation Committee shall scrutinize the application and seek further necessary clarification from the sponsoring body in writing. If the committee is satisfied with the project report, it shall constitute an Inspection Team, with the approval of the Vice Chancellor, with not less than three members including the Director of Public Education of Instruction/Higher concerned or his nominee and the subject expert(s). The Convener of Inspection Team shall be a person not below the rank of Professor.
- Inspection Team**
- (3) The Inspection Team shall take necessary steps to examine and request, inspect the site and submit its report on the suitability of the site, feasibility of the plan submitted, the adequacy of physical and financial resources offered, library/laboratory facilities and submit the necessary recommendations to the Affiliation Committee. If the Affiliation Committee is satisfied with the report, it shall recommend to the Academic Council for granting permission to start a College/Institution/Course.
- Preliminary steps by the sponsoring Agency for Provisional Affiliation**
- (4) On the receipt of permission to open a College/Institution or to start a new course, the sponsoring agency shall make all necessary preparations. If a new College/Institution is to be opened, steps shall be taken to constitute a Governing Body and make appointment of the Principal/Director and other teaching and non-teaching staff as the case may be, in accordance with provisions of the Statutes, Ordinances and

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Regulations. If a new course is to be started in any existing College/Institution necessary arrangements in terms of physical facilities, library and laboratory equipments shall be made along with the appointment of teaching/non-teaching staff required for the purpose. The College/Institution seeking provisional affiliation should have a regular and qualified Principal, teaching and non-teaching staff as per University norms.

Application for Provisional Affiliation

- (5) The sponsoring agency, having made all arrangements and preparations to open a College/Institution or to start a new course(s) in the existing College/Institution shall inform the University, forthwith about the appointments and about the fact that the College/Institution/Course has started not later than 15 days after the beginning of the academic session and shall make an application to the University for provisional affiliation.

Grant of Provisional Affiliation 1st Step

- (6) The Chairperson of the Affiliation Committee shall constitute either a fresh Inspection Team or send the same team (the one on whose report permission was granted) to visit the college/institute on any working day in the first academic session latest by 31st October and submit a report in the forms as may be prescribed in the Regulations. The Affiliation Committee after receiving the report will forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may grant provisional affiliation for a period of three years. Affiliation may ordinarily be granted in the first instance, to start general level courses. Provided that in the case of a college/institution sponsored by the Government or by an Educational Society of repute, affiliation may be granted to general and major level/provisional courses simultaneously.

Renewal of Provisional Affiliation 2nd Step

4. (1) Provisional affiliation to a college/institution shall be granted provisional for a period not exceeding three years at a time. Request for renewal affiliation shall be submitted in the prescribed form six month before the expiry of the period of provisional affiliation. If a college/institution does not apply for a renewal of affiliation well within the period of provisional affiliation, the affiliation granted shall stand

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terminated automatically.

- (2) The Chairperson of the Affiliation Committee shall constitute an Inspection Team to report on the request for renewal. The Inspection Team shall visit the College, review its progress and performance in general and submit a report along with its recommendations for renewal/withdrawal of provisional affiliation. The Affiliation Committee, after reviewing the report, shall forward the same to the Academic Council along with its comments for necessary action.

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|---|--|
| Inspection | 5. Every college/institution admitted to the privileges of the University shall be inspected as the provision laid down in the Statutes/Ordinances/Regulations. |
| Permanent Affiliation | 6. (1) A college/institution which has been granted provisional affiliation after the lapse of the stipulated period, as prescribed in the Regulations, may apply for permanent affiliation which may be considered by the Executive Council on the basis of recommendations of the Academic Council which will be made only if the College has been enjoying temporary affiliation for six years or more. |
| Power to lay down new conditions | (2) The Executive Council may, from time to time, lay down new conditions for affiliation (general or specific, regarding staff, building, equipment, library, laboratories, finance or other relevant matters) and specify the date by which these conditions must be satisfied failing which the college/institution may not be allowed to enjoy the privileges of the University. |
| Admission of students | (3) No student shall be admitted to any college/institution/courses of study before permission to start classes is granted by the University. Breach of this rule may invite refusal of any permission to the college/institution. |

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- Affiliation and other fees** (4) A sponsoring agency seeking permission to open a new college/institution or start a new course(s) seeking provisional/permanent affiliation shall deposit the reserve fund and pay the fees as prescribed by the University from time to time.
- Withdrawal of Affiliation** 7. The Executive Council shall have the power to withdraw any affiliation or permission from a college/institution at any time whenever, in the opinion of the Executive Council, it has failed to comply with the Rules, Regulations, Statutes, Ordinances 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 or any other reasons including non-payment of the affiliation fee etc.
- Dissolution of College/ Institution** 8. No college/institution/courses of study shall be dissolved or abolished by its Governing Body or Advisory Committee without making prior arrangement for admission of its students in another affiliated College(s) and without making alternative arrangement for employment of the permanent members of the staff and also without obtaining prior approval of the Academic Council, Executive Council, the State Government and the University Grants Commission.
- Provided that no college/institution/course of study shall be dissolved/abolished in the midst of an academic session.*
- Removal of difficulties** 9. Any difficulty arising in interpretation of, giving effect to any provisions of this Ordinance shall be referred to the Vice Chancellor, whose interpretation or decision thereon shall be final.
- Minimum number of Classes per week/per Paper Under Ordinance** 10. The time table of a College shall provide the minimum numbers of lectures/tutorials/practical in every paper carrying 100 marks.
- Subject other than science:**
- General
4 Lectures and one tutorial each of 45 minutes duration.
- Honours
5 Lectures and one tutorial each of 45 minutes duration.

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Provided that a College shall make arrangements for classes in each paper carrying 100 marks so as to ensure that each general paper is taught for at least 150 periods (including tutorials) while each Honours paper is taught for at least 180 periods (including tutorials) in a year.

Three years degree Course in Science:

General

4 Lectures of 45 minutes each and practical of 6 hours per week.

Honours

5 Lectures of 45 minutes each and practical of 6 hours per week.

Provided that a College shall make arrangements for classes in each paper carrying 100 marks so as to ensure that each paper is taught for at least 180 periods including practical in a year.

Minimum Staffing Requirement

11. Subject to the provision as laid down in the Regulations concerning the duties of the teachers and minimum number of classes per week, the minimum staffing requirement of a college shall be as prescribed below.
 - (i) No college shall be granted affiliation if it fails to satisfy such minimum requirement.
 - (ii) Three year degree Course Science (General)
At least four teachers for each subject.
 - (iii) Three year degree course, Science (Honours)
At least five teachers for each subject.
 - (iv) Three year degree course (per programmes) other than Science (General).
At least three teachers for each subject.
 - (v) Three year degree course, (per programme) other than Science (Honours).
At least four teachers for each subject.

Note: However in a college where English is taught only as a compulsory subject there shall be at least four teachers. But in a

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college where English/MIL is also taught as an Honours subject there shall be at least five teachers in each subject.

Qualification of Teaching Staff

12. The Principal of a College shall be a whole time Officer, preferably with administrative experience. The age of retirement and qualifications for the post will be as per UGC norms.

Provided that in special cases of outstanding merit and or administrative ability the length of experience may be relaxed up to five years. His minimum age will be 35 years and will not exceed, in any case beyond 62 years.

This will change as per UGC directives from time to time.

On Duties/ Workload of Teachers

13. The work-load of a teacher shall not ordinarily be less than 25 periods of Teaching (including tutorials) in a week.

Provided that the duration of class (including tutorials) shall not be less than 45 minutes.

Provided further that no teacher shall be permitted/required to teach in more than two shifts in a day.

No teacher shall be allowed to work in more than one college in the same shift. No teacher of a college shall work in another college without the prior permission of the Governing Body of the College of which he is a full time employee. Notwithstanding anything mentioned above, a full time teacher of a college shall be required to be physically present at his college for a minimum period of 4 hours on a working day.

Norms for Accommodation

14. Each college shall provide suitable accommodation as follows:

- (i) One room for the Principal
- (ii) One room for the Vice Principal, if any
- (iii) One room for the College office with necessary arrangement for a Cash counter.
- (iv) One Common-Room for the staff.
- (v) One Common-Room for boys and another for girls.

In addition to the above, the College shall provide class rooms as specified below:

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- (i) There shall be separate class rooms for compulsory and elective subjects.

Provided that the class room shall be of a size that each student sitting therein is provided with a minimum floor area of 0.75 sq. metre.

- (ii) For Science subject there shall be separate Lecture theatre and lab rooms with the provision that no student will have less than 2.2 sq. metre floor areas for working in the laboratory.
- (iii) Each college shall make necessary arrangements for museum, balance room, dark room, computer room, preparation room etc. which shall be close to the respective labs/class rooms.

Norms of Library Facilities

15. Each college shall have a library of at least 5000 books. In addition, it shall have 300 books for each of the elective subjects and six hundred for English, (including Elective English). Further the college library shall have at least one copy of a text book for each group of 5(five) students and one copy of a general/reference book for each group of 10(ten) students.

Three year Degree Course (Major):

Each college shall have in addition to 5000 books, at least 500 books for each of the Major subjects offered with the provision that each group of 5(five) students has at least one copy of a text book.

As a general policy, a college shall subscribe to two important journals for each subject.

Professional Course:

A college offering a professional course shall have at least six hundred books in each major area with the provision that each group of 5(five) students has at least one copy of a text book. Provided further that each such college shall subscribe to two important journals in each major area.

**Norms on
Number of
Students**

16. Three Year Degree Course (General):

- (i) The number of students to be admitted to a degree programme in Science shall not ordinarily exceed 40 in each section while the number of students to be admitted to a degree programme in subjects other than Science shall not exceed 50 in each section.
- (ii) *Provided that the number of students for a practical class shall not exceed 20 under any circumstances.*

In case, the number of students exceeds the prescribed limit the class shall be split into two or more sections so as to bring them within the prescribed norm.

Three Year Degree Course (Honours):

- (iii) The number of students to be admitted to a degree programme in subjects other than science shall not ordinarily exceed 35 while the number of students to be admitted to a degree programme in Science shall not ordinarily exceed 25. In case, the number exceeds the prescribed limit the class shall be split into two or more sections so as to bring them within the prescribed norms.

The number of students for a practical class however shall not exceed 15 under any circumstance.

ON THE SCHEME OF EXCHANGE OF TEACHERS/EXPERTS

Under Section 28(1)(k) of the MZU Act, 2000

- Objective**
1. The broad objectives of the schemes are:
 - (i) to enable University to invite distinguished teachers/experts in various fields from other universities or institutions of higher learning;
 - (ii) to utilize, as widely as possible, the services of talented personnel in the universities and other centres of learning;
 - (iii) to provide opportunities for the staff and students engaged in advanced studies to come in close and fruitful contact with distinguished persons in various fields of knowledge and to make expert advice and guidance available to research workers;
 - (iv) to provide opportunities to teachers of the University, to collaborate in research with other centres, to interact with their peers by participating in academic programmes of other institutions and to get exposed to the larger national and international academic milieu; and
 - (v) to enable the colleges affiliated to the University to get the benefit of expertise of academicians from outside and to provide facilities to college teachers to widen their academic horizons.
- Assignments**
2. The teachers/experts invited under the scheme may deliver a course of lectures, conduct seminars, participate in discussions and/or research and field work.
- Selection under the Scheme**
3. **(a) Scholars from outside**
 - (i) Each department shall prepare a list of scholars for invitation from other institutions by the end of March each year taking into account the weak areas in the University system, areas requiring special reinforcement, areas of excellence being systematically built and the

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eminent scholars likely to be available.

- (ii) the Vice Chancellor will approve the list, amending it to the extent necessary, in consultation with the Deans' Committee; and
- (iii) the Head of the Department will extend invitation on behalf of the University and fix the time of visit as early as possible, but not later than three months before the commencement of the semester in which the scholar is expected to visit the University.

(b) University Scholars

- (i) The University shall have agreement for general long-term or specific short-term academic exchange programme with such departments of other Universities and other institutions of higher learning, as may be approved by the Academic Council, under which the scholars of the two institutions may collaborate in research, participate in teaching and other academic pursuits as may be decided from time to time;
- (ii) Each Department will nominate one or more teachers in consultation with the host institute by the end of April each year who may be desirous of taking advantage of this arrangement and work with those centers during the winter break, indicating the specific work which the teacher(s) proposes to take up.
- (iii) The Deans' Committee shall make a final selection in this regard.

Expenditure 4. The expenditure on the exchange of teachers/experts has to be met out of the Unassigned Grant placed at the disposal of the University by the University Grants Commission.

Duration of Visit 5. The duration of the visit of teachers/experts will depend on the nature of the assignment and the time for which the visiting teacher/expert can be spared by the parent institution.

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He will carry his own substantive designation with him to the institution of his visit. The duration of the assignment may not ordinarily exceed three months and shall not be less than four week.

Facilities and Remuneration

6. The visiting teachers will be eligible for the facilities and remuneration as per the following scale :

(a) Scholars from Outside:

(i) **Accommodation:** Free accommodation will be provided by the University.

(ii) **Travelling Allowances:** AC-II railway fare both ways (normally by the shortest route) from the place of the parent University to the University.

In case of travel from/to any place beyond Kolkata from Aizawl or via Silchar, air passage between Kolkata-Lengpui will be permitted in the normal course. If travel by air is necessary on other routes, specific approval of the Vice Chancellor shall be obtained. Daily allowances may be paid for the period spent in transit according to the rules of the University.

(iii) **Daily Allowance:** Daily Allowance may be paid at the rate payable to the University staff of the same status.

(iv) **Honorarium:** The visiting teacher/expert may be paid Rs 500 per lecture or Rs 3,000 for conducting a seminar lasting a maximum of 3 to 4 days. The maximum honorarium for an assignment of not less than four weeks' duration payable to any teacher/expert under this scheme may be limited to Rs 10,000 for one month or part thereof.

(v) These facilities shall also be applicable when Mizoram University Teachers visit other colleges affiliated to the Mizoram University under this programme.

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(b) University Scholars

- (i) **Travelling Allowance:** As per the rules of the University.
- (ii) **Daily Allowances:** At the rate admissible under the rules of the University for the entire period of stay.
- (iii) Such other allowances which the University may allow in each case depending on the facilities offered by the concerned institutions.

Note: The period spent under the exchange programme shall be treated as duty for all purposes but shall not count as duty for the purpose of earning leave.

- 7. (i) The visiting teachers/experts will draw their salaries from their parent institutions.
- (ii) The visiting teachers/experts would pay for their boarding.
- 8. (i) **Audit Certificate:** The University will send at the end of the financial year the usual audit certificate to the effect that the grant paid by the University Grants Commission has been spent for the purpose for which it was given and in accordance with the conditions laid down by the Commission.
- (ii) **Submission of Accounts:** A statement of accounts of the UGC's Unassigned Grants showing the expenditure incurred on the Scheme of Exchange of Teachers as implemented by the University may be sent to the Commission in the prescribed proforma at the end of each academic year, i.e. from 1st March to 20th December.

ON ADJUNCT FACULTY MEMBERS

Under Section 28(1)(p) of the MZU Act, 2000

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members from among the teaching staff of the University.
2. Any Assistant Professor/Associate Professor/Professor of the University can be appointed as adjunct faculty member with the same designation to any other Department/Centre/Institute of the University provided he fulfils the eligibility conditions as applicable to the regular faculty positions of that Department/Centre/Institute.
3. The Vice Chancellor after consulting the person concerned and the Heads of two concerned Department/Centre/Institute shall make his recommendation to the Executive Council for appointment as an adjunct faculty member.
4. Such persons shall hold responsibility in two departments, as a regular faculty member in one Department and as an adjunct faculty member in another department. They shall not hold any administrative position in the department in which they are adjunct faculty members. They shall not be entitled for any extra financial benefit because of the additional responsibility as adjunct members. For all other purpose there shall be no difference between adjunct and regular faculty members.

**ON THE MANAGEMENT OF COLLEGES
AND INSTITUTIONS MAINTAINED BY THE UNIVERSITY**

Under Section 28(1)(n) of the MZU Act, 2000

1. There shall be an Advisory Committee for a College or institution maintained by the University.
2. The responsibility of the Advisory Committee shall be as follows:
 - (a) To advise on the programmes of teaching in the College and to determine the teaching requirements of the College.
 - (b) To propose new teaching posts in various Departments and suggest expansion of the Departments, if necessary.
 - (c) To regulate the admission of the students for the various courses of the Colleges within the framework of the policy laid down by the University.
 - (d) To formulate guidelines for hostel accommodation and welfare of students.
 - (e) To formulate guidelines regarding discipline of students.
 - (f) To propose academic programmes such as seminars, conference, extension work etc. for the specific requirements of the college.
 - (g) To lay down guidelines for purchase of library books and laboratory equipments in consultation with the appropriate departments.
 - (h) Development of the physical infrastructure of the college
3. Composition of the Advisory Committee

The Advisory Committee will be constituted as follows:

- (1) The Vice Chancellor or his nominee – Chairperson.
- (2) Two members to be nominated by the Executive Council among the reputed educationists of North Eastern States.
- (3) Four senior faculty members of PG Departments of the University by rotation.

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- (4) Four members of the teaching staff of the concerned Colleges by rotation in order of seniority.
- (5) Director of Higher & Technical Education of Mizoram.
- (6) The Principal of the concerned college (*Ex-officio* Member Secretary).

Members, other than *ex-officio* members, shall hold office for a term of two years.

The quorum for the meeting of the Advisory Committee shall be seven.

**ON THE ADMISSION OF STUDENTS TO THE UNIVERSITY
INCLUDING ITS AFFILIATED COLLEGES**

Under Section 28(1)(a) of the MZU Act, 2000

1. 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 he has passed the examination or examinations prescribed by the University for admission to the concerned course or courses.
2. The candidates seeking admission to a course of study in the University including the affiliated Colleges, must satisfy the rules and conditions made on this behalf.

**ON THE ADMISSION, ENROLMENT, MIGRATION AND
TRANSFER OF STUDENTS**

Under Section 28(1)(a) of the MZU Act, 2000

1. Without prejudice to the Provisions of the Statutes, no student shall be eligible for admission to any Under-Graduate or Post-Graduate Course of study under this University on migration from any other University or Board unless he has passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances for admission to the concerned course or courses by this University.

Provided that the application for admission must be supported by:

- (a) *A migration/no objection certificate from the concerned University/Board; and*
- (b) *A certificate from the Principal of the College in which last studied testifying the record of attendance and conduct of the student;*

Provided further that the application of a student who has not completed his course of study and has not appeared at the examination for which he was reading in any other University or Board in India shall be considered for admission in a course of this University whose pattern and syllabi are similar to that course studied by him in the former University/Board.

Transfer of a student from one affiliated college to another during a particular course of study shall be permitted only on the production of:

- (i) A transfer/no objection certificate issued by the Principal of the college from which the migration is sought;
- (ii) Certified copies of the report of attendance against his name in the register of students of the college concerned; and
- (iii) A certificate from the Principal testifying to the conduct of the student.

ON THE MEDIUM OF INSTRUCTION AND EXAMINATION

Under Section 28(1)(c) of the MZU Act, 2000

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

The research and study programmes offered by the Department of Hindi shall be through Hindi medium.

ON THE DOCTOR OF PHILOSOPHY PROGRAMME

Under Section 28(1)(b) of the MZU Act, 2000

Admission and Eligibility

1. (1) The admission to the Ph.D. programme will be done preferably in the beginning of each semester. The candidates with at least 55% marks in their Master's Degree in the subject concerned/allied subject/cognate subject will be required to appear in a written test and an interview to be conducted by the Department. The candidate will be selected according to merit determined after giving suitable weightage to the following:
 - (i) Persons with M.Phil. degree from this University.
 - (ii) Percentage in Master's degree or equivalent (at least 50% weightage).
 - (iii) Performance in the test and interview.
- (2) M.Phil. holders are also exempted from the admission test.
- (3) Subject to availability of seats, candidates belonging to the following categories and possessing a Master's Degree may also be admitted on the recommendation of the Department through the process of admission test and interview:
 - (i) Those teachers of the Mizoram University who have successfully completed their probation.
 - (ii) Regular teachers of Colleges affiliated to this University possessing Master's degree with an experience of at least 3 years of uninterrupted service.
 - (iii) Persons with M.Phil. degree from any other recognised University.
 - (iv) Persons who have completed at least one year of research in a Research Laboratory/Institute.
 - (v) Persons working in research organizations,

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administrative departments and other academic institutions having Master's degree in the relevant or allied subjects with 55% of marks and at least seven years experience of administration, management and specialised knowledge in the proposed field of research to the satisfaction of the University Department concerned.

- (vi) Persons who have completed at least one year of research in a University/Institution after his registration, provisional or otherwise under the supervision of a teacher, who may have since joined the University.

Relaxation for SC/ST candidates will be as per the University Grants Commission guidelines.

The candidates belonging to categories (i), (ii) and (v) above are required to apply for admission in the Ph.D. programme through proper channel. In the event of their selection, they are also required to produce No Objection Certificate for pursuing PhD programme including course work from the employer before the commencement of the classes for the course work.

Nature of Ph.D. programme

2. (i) Ph.D. programme may be pursued either on full time or part time basis.
- (ii) Those scholars who are not employed/working elsewhere, those who have qualified in any of the National Level Tests recognised by UGC, viz. UGC-CSIR NET (JRF), NET (Lectureship)/SLET/GATE, scholars working in the research projects and Teacher Fellowship holders are compulsorily required to pursue Ph.D. programme on full time basis. Additionally, scholars desirous of drawing fellowship from any source shall also be required to pursue Ph.D. programme on the full time basis.
- (iii) Research scholars belonging to categories as stipulated in (i), (ii) and (v) of sub clause 3 of the clause 1 of this Ordinance have the option of pursuing Ph.D. programme on part-time basis. However, they shall not be entitled to draw any sort of fellowship. They are however, required to fulfil all other conditions as laid down in this Ordinance for completion of the Ph.D. programme.

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- Course work** 3. There will be a compulsory Course Work with a weightage equivalent to that of the M.Phil. Course Work. Those who have done M.Phil. will be exempted from the Pre-Ph.D. Course.
- Supervisor** 4. (i) Any regular Professor of this University/its Constituent College and Affiliated Colleges with at least five research publications in referred journals/UGC CARE list of Journals/in ISSN and ISBN publications and any regular Associate Professor/Assistant Professor of this University/its Constituent College and Affiliated Colleges with a Ph.D. degree and at least two research publications in refereed journals/UGC CARE list of journals/in ISSN and ISBN publications may be recognised as Research Supervisor¹¹.
- (ii) Provided that the Department may, with the approval of the School Board, appoint one or two joint supervisors in addition to the Supervisor in which case the Supervisor shall be in overall charge of the supervision. A Joint Supervisor need not necessarily be a teacher of the University but should be a person recognised as per the University Regulations.
- (iii) Permanent teachers from the constituent and affiliated colleges of Mizoram University having at least three research papers in the referred Journals/in ISSN/ISBN publications and at least three years Research/Teaching experience after obtaining Ph.D. degree may also be considered for appointment as Joint Supervisors. Those teachers from such colleges having major research projects with the positions of JRF/Research Fellows may also be appointed Joint Supervisor. However such categories of teachers shall also have to undergo the process of recognition as per the University Regulations.
- (iv) Any regular Professor/Associate Professor/Assistant Professor working in a Central University or a Scientist/Faculty working in National/International Institute/Laboratory in India is eligible to be a supervisor under Mizoram University. Also, Scientist/Managers working in industries or laboratories with whom Mizoram University is having Memorandum of Understanding for collaboration are also eligible to supervise as per MZU Regulations.¹²

¹¹ Amended vide Resolution No. EC:53:5(10) dt. 29.06.2020

¹² Amended vide Resolution No. EC:57:5(1) dt. 09.07.2021

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- (v) The Department shall appoint such external supervisor after the approval from the Department Research Committee followed by due recognition and approval by the Academic Council.¹³
- (vi) The external supervisors shall be responsible for the completion of course work for the Ph.D students and shall procure course work completion certificate from the Head of Institution and submit the same to the concerned Department of Mizoram University.¹⁴
- (vii) External registered Ph.D student shall publish at least three research papers in a Scopus/Web of Science/UGC CARE list of journal with some impact factor. The research papers compulsorily need to have Mizoram University affiliation.¹⁵
- (viii) Teachers of Mizoram University who collaborate with the external supervisors shall be Mentors or Joint Supervisors. However, this collaboration shall not have any bearing on the maximum limit of number of slots for supervision to regular students at Mizoram University.¹⁶
- (ix) Permanent faculty teaching in a Post Graduate Department of Affiliated Colleges (Affiliation of PG Subject granted by Mizoram University) and Constituent College (Pachhunga University College) on fulfillment of other condition as outlined in the extant UGC Regulations.¹⁷
- (x) Permanent faculty teaching in an Undergraduate Department of Constituent College (Pachhunga University College) on fulfillment of other conditions as outlined in the extant UGC Regulations and subject to physical verification for the availability of minimum requirement of laboratory/facilities in the case of Science Departments. In the case of non-Science Departments, eligibility of teachers shall be assessed by the concerned DRC/ BoS.

¹³Amended vide Resolution No. EC:57:5(1) dt. 09.07.2021

¹⁴ Amended vide Resolution No. EC:57:5(1) dt. 09.07.2021

¹⁵ Amended vide Resolution No. EC:57:5(1) dt. 09.07.2021

¹⁶ Amended vide Resolution No. EC:57:5(1) dt. 09.07.2021

¹⁷ Amended vide Resolution No. EC:62:5(11) dt. 28.06.2023

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All the applications for recognition of PhD Supervisor as above along with bio data and relevant documents shall be routed through DRC of concerned MZU PG Department who shall assess the eligibility of the candidate and make recommendations for further consideration and approval of the concerned BoS/School Board/Academic Council.¹⁸

Registration

- (1) The application for registration for Ph.D. shall be made to the Department concerned in the proforma as may be prescribed by the University along with a detailed research proposal including the topic, scope of its study, tentative hypothesis, research methodology including sampling and design, wherever necessary. The Department shall forward the research proposal to the School Board through the Board of Studies. The date of registration shall be the date of admission of the scholar subject to approval of the School Board¹⁹.

Provided that Provisional Registration shall be allotted to all Ph.D scholars at the time of admission bearing 'Date of Admission' as 'Date of Provisional Registration'. Permanent Registration shall be notified by the Registrar, bearing the same number and date of Provisional Registration after Ph.D Synopsis is approved by the concerned School Board for further submission to the Academic Council as ratifying item.

- (2) In case a candidate wishes to change the topic of research, he should do so within one year from the date of his registration. The modified research proposal should be submitted to the School Board through the Board of Studies for its consideration and approval.

Duration

- (1) No scholar shall be permitted to submit the thesis for the Ph.D. degree, unless he has pursued research at the University for not less than two years from the date on which his candidature has been registered.
- (2) The name of a scholar shall be removed from the rolls of the University if he/she fails to submit his/her thesis within five years of the date of his/her registration. Provided in exceptional circumstances, the School Board on the recommendation of the Department, may extend the registration of the candidate for a maximum period of two more years. If the candidate fails to submit his thesis within the extended period, his registration shall lapse automatically.

¹⁸ Amended vide Resolution No. EC:62:5(11) dt. 28.06.2023

¹⁹ Amended vide Resolution No. EC:49:5(12) dt. 17.12.2018

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- (3) Women candidate and Persons with Disabilities (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for upto 240 days.

Review of Progress

7. The Supervisor will regularly monitor the progress of the research work of the full-time and part-time research scholars by ensuring that:
 - (i) Monthly records of attendance of research scholars countersigned by the respective HoDs are submitted to the Director (Academic) and Controller of Examinations.
 - (ii) Research scholars deliver seminars in the Departmental Research Committee, having a Dean's nominee, once in six months on the progress made during the previous six months period and also submit a written progress report. The seminar shall be attended by research scholars.

If the Supervisor finds that the progress of the work is not satisfactory, a report to that effect shall be submitted to the School Board through the Board of Studies for appropriate action.

Pre-submission Seminar

8. When the Supervisor is of the opinion that the thesis is in the final stage of completion, the scholar shall be required to give a pre-submission seminar on his research findings, well in advance. This seminar will be given in the presence of a committee of at least three faculty members, of which one will be from outside the Department. The candidate may incorporate the recommendations of the Committee in his thesis.

Modification of title

9. If there is a need for modification of the title of research the candidate shall submit an application to the School Board through the Board of Studies at least 4 months before the date of submission of the thesis for approval.

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Submission of thesis

10.

1. Ph.D. candidates shall publish at least two research papers from his/her Ph.D work out of which at least one must be in a refereed Journal before the submission of the thesis/ monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint. Candidates are also required at least two presentations in conferences/seminars/workshops etc, based on his/her Ph.D work.
2. A candidate shall submit his thesis for the Ph.D. in which he may incorporate the text of any work which he may have published on the subject. But he shall not submit as his thesis any work for which a Degree has been conferred on him by this or any other University.
3. The thesis shall satisfy that it is a piece of research work characterised 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 also be satisfactory so far as its literary presentation is concerned.
4. The thesis shall include a certificate from the Supervisor and the declaration from the candidate separately that the thesis incorporates the student's bonafide researcher and that these have not been submitted for award of any degree in this or any other University or Institute of learning.
5. The application for submission of thesis shall be countersigned by the Head of the concerned Department. The Head of the Department will then forward the thesis together with the observations of the committee for pre-submission seminar to the Controller of Examinations for further necessary action.
6. In the case of a teacher or researcher in a Research Institute or candidate who is not pursuing research on a full time basis, the thesis shall be accepted only:
 - (i) If the candidate has stayed in the University for at least 30 days in each year including vacation and participated in such academic programmes as may be decided by the Department and the total period of six months.

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Above condition may however be relaxed in case of those part time research scholars/researchers who have Joint Supervisors in that Research Institute/University where they are working.

- (ii) On the production of periodical certificates from his Supervisor/Joint Supervisor that the candidate has been in continuous touch with him and has acquainted himself adequately with the latest theories and methods in research in his field of specialisation.

Panel of Examiners 11. A Supervisor shall submit a panel of six names of examiners in the prescribed proforma to the School Board through the Head of the Department for approval and submission to the Controller of Examinations. The School Board shall also submit a copy of the panel of examiners to the Chairperson of the Academic Council.

Evaluation 12. The thesis submitted by the candidates for the Ph.D. Degree shall be examined by at least three examiners appointed by the Executive Council on the recommendation of the Academic Council. Two of the examiners shall be those who are not the staff of the University, while the third examiner shall be the Supervisor.

Provided that the Supervisor shall not serve as an examiner where a candidate is a wife or husband, son or daughter, brother or sister.

Examiner's Report & Viva-Voce 13. (1) Each examiner shall, after examining the thesis submitted by the candidate for the award of the Ph.D. Degree, submit a report in a prescribed proforma to the University containing a clear recommendation that in his opinion

- (a) the thesis is recommended for the award of Ph.D. Degree
- (b) the thesis should be modified/revised; or
- (c) the thesis may be rejected.

(2) On receipt of satisfactory evaluation reports, Ph.D. students shall undergo Viva-Voce Examinations which shall also be openly defended. A Board may be constituted by the Vice Chancellor for holding the Viva-Voce examination consisting of the Supervisor, who will also be the Convenor and at least one of the external examiners. This examination shall be held within a period of six months of the reports from the external examiners. The Convenor will submit a report of Viva-Voce examination to the Controller of Examinations.

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- (3) In case an examiner suggests some modifications/improvements of the thesis on certain specific lines or points out certain lacunae in the thesis, the candidate should be asked to reply or modify the thesis as suggested and resubmit the thesis to be forwarded to the concerned examiner within a period of one year from the date of intimation of the requirement of modification by the University. If the candidate decides to reply to the points/observations raised by an examiner and if the reply is neither accepted by the examiner nor retrieved by the candidate the matter shall be referred to the Committee of experts to be appointed by the Vice Chancellor.
- (4) A thesis shall be accepted for the award of the Degree of Doctor of Philosophy on the unanimous recommendation of the examiners.

If both the external examiners reject the thesis, no degree will be awarded. If there is a difference of opinion between the external examiners it should be referred to a fourth examiner to be nominated by the Vice Chancellor out of the panel already approved by the Academic Council and the Executive Council. The opinion of the 4th Examiner shall be final.

Re-Submission of Thesis

14. (1) A candidate whose thesis has been referred back for revision shall re-submit it for the award of the Ph.D. Degree within one year of the intimation of the decision of the University.
- (2) A thesis which has been re-submitted shall be examined by the same external examiner(s). In case the examiner(s) is/are unwilling to act as such, another examiner(s) may be appointed by the Vice Chancellor from the approved panel of examiners.

Award of Degree

15. Based on the reports of the examiners and the Viva-Voce the School Board shall recommend to the Executive Council through the Academic Council for the award of the degree or otherwise.

Removal of Difficulties

16. Notwithstanding anything contained in the above Ordinance the Vice Chancellor may take such measures as may be necessary for removal of difficulties.

ON THE MASTER OF PHILOSOPHY PROGRAMME*Under Section 28(1)(b) of the MZU Act, 2000*

- Objective** 1. The University shall organise an M.Phil. programme with the objective of providing deeper insights in the relevant subject, broadening horizons, emphasising the unity of all knowledge normally divided in numerous disciplines, equipping scholars with necessary tools and practical experience for further researches in different fields. M.Phil. shall be the first research degree of the University.
- Structure** 2. The M.Phil. programme shall comprise of two parts viz., (a) course work and (b) dissertation/project work, both the parts shall have equal weightage.
- Course work** 3. (1) The Course Work shall consist of four courses approved by the Department. Out of this, one paper shall be on Research Methodology of four credits. Another course titled 'Research Publication and Ethics' shall be of two credits. Besides these two above papers, there shall be one compulsory paper of four credits and another optional course of four credits shall be part of the M.Phil/Ph.D course syllabus.
- There shall be in total 14 credits for the course work.²⁰
- (2) The M.Phil. scholars will be required to attend and participate in seminars which will be organised by the Department for the purpose of discussing new results, developments in the subject and/or interpretation of data. Each scholar shall be required to take at least two seminars one in the early phase of his/her dissertation/project work and the other just before concluding his/her work.
- Admission** 4. (1) The admission to M.Phil. programme will be done preferably in the beginning of a semester.
- (2) The candidates with at least 55% (50% in the case of candidates belonging to SC/ST) marks in the Master's Degree

²⁰ Amended vide Resolution No. EC:53:5(11) dt. 29.06.2020

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in the subject concerned will be required to appear in a written test and/or an interview to be conducted by the Department. The candidates will be selected according to merit determined after giving weightage to the following:

- (i) percentage in the Master's Degree or equivalent (at least 50% weightage)
- (ii) performance in the test and/or interview.

The admission will be finalised on the basis of the number of seats available and the performance of the candidates. A candidate will be assigned a supervisor by the Department at the time of admission.

- (3) A candidate who is awarded a fellowship on the basis of a national level examination recognised by University Grants Commission may be admitted to the M.Phil. programme directly without being required to appear at an internal test provided under this Ordinance.
- (4) All teachers working in the constituent and affiliated colleges of the University and recognised as University teachers shall be eligible for admission to M.Phil. course. The teachers working in colleges under the jurisdiction of other University may also be admitted subject to availability of seats and their satisfying such conditions as may be laid down by the concerned School Board, preference being given to those working in the North Eastern Region.

Registration

5. A candidate, after completion of the course work, shall apply through the Department for registration along with the synopsis which should be approved by the School Board and shall be the effective date of registration.
6. (1) A scholar should normally complete his M.Phil. in not more than three semesters. An extension of only one semester may be allowed in suitable cases on the recommendation of the supervisor submitted to the Department. In the case of college teachers undertaking M.Phil. programme one extra semester time may be given for completing the programme over and above that allowed for regular candidates.

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- (2) If a candidate after clearing the course work discontinues his dissertation work for some unforeseen reason, the School Board may condone a break of not more than two semesters and the candidates be allowed to resume his work. If the break is for more than two semesters, the scholar shall seek fresh admission to the M.Phil. programme. The period of the break shall be computed from the date of publication of the course work result.

Attendance 7. An M.Phil. student is expected to attend all lectures pertaining to his work. The attendance of the candidate shall be at least 75% in each course. In addition to course work an M.Phil. student shall deliver at least two seminars in the Department during his M.Phil. programme.

Evaluation 8. (1) The evaluation of the course work will be internal.
(2) The performance of the scholar shall be evaluated in the following grades:

‘O’ (Outstanding), ‘A’ and ‘B’ with grade point valuation in the 10 point scale, i.e. 7.00-10.00 corresponding to ‘O’ grade, 6.00-6.99 corresponding to ‘A’ grade, 5.00 to 5.99 corresponding to ‘B’ grade. Those securing less than 5 point shall be graded as ‘C’. To clear a course, a candidate should secure at least grade ‘B’.

Pre-Submission Seminar 9. When the Supervisor is of the opinion that the dissertation is in the final stage of completion, the scholar shall be required to give a pre-submission seminar on his research findings well in advance before the likely date of submission. This seminar will be given in the presence of a Committee of at least three faculty members, of which one will be from the allied Department. The candidate may incorporate the recommendation of the Committee in his dissertation.

Submission of Dissertation 10. (1) An M.Phil. Candidate shall be required to submit a dissertation in triplicate duly recommended by the Supervisor and forwarded by the Department to the Controller of Examinations.
The dissertation shall be of 14 credits as per Clause 2 of this Ordinance.²¹

²¹ Amended vide Resolution No. EC:53:5(11) dt. 29.06.2020

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- (2) The dissertation/project work shall contain a declaration from the candidate and a certificate from his supervisor that the dissertation/project work incorporates bonafide research of the student and that this has not been submitted for another degree of this or any other University.
- (3) The M.Phil. scholars shall present at least one research paper in a Conference/Seminar before the submission of dissertation for adjudication and produce evidence for the same in the form of presentation certificate/reprint.

Panel of Examiners

11. At least two months before the proposed date of submission of the Dissertation, the supervisor shall present a panel of four names of Examiners to the Department to be forwarded to the School Board for approval and submission to the Controller of Examinations. The School Board shall also submit a copy of the Panel of Examiners to the Chairperson of the Academic Council.

Evaluation

12. The dissertation/project work will be examined by two examiners (one of them being the Supervisor) to be appointed by the Vice Chancellor from the panel approved by the Academic Council and the Executive Council. At least one of the examiners should be from outside the University.

The Viva-Voce examination based, among other things, on the critique given by the evaluation report shall be conducted by both of them together, and shall be open to be attended by the Members of the Department, other research scholars and other interested experts/researchers.

However, a supervisor shall not act as an examiner where a candidate is a wife or husband, son or daughter, brother or sister of the Supervisor. Where a candidate is related to the Supervisor as such, the dissertation submitted by a candidate for M.Phil. Degree shall be sent to another examiner selected from the panel of examiners.

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Award of Degree

13. (1) (a) The Dissertation/project work should be accepted for the award of the M.Phil. degree on the unanimous recommendation of the examiners.
- (b) If there is a difference of opinion the matter should be referred to a third examiner to be appointed by the Vice Chancellor out of the panel already submitted. The third examiner will act as the adjudicator and his decision will be final.
- (2) In case the examiner suggest some modifications/improvement of the dissertation/project work on certain suggested lines or points out certain lacunae in the dissertation/project work, the candidate should be asked to reply or to modify the dissertation/project work on the suggested lines and resubmit the dissertation/project work within a period of six months of the communication of the decision regarding revision. The revised version will be examined by the same examiners. If, owing to some unforeseen exigencies, the dissertation/project work, new examiners shall be appointed from the panel already submitted.
- (3) All the reports of the examiners shall be submitted to the School Board, which, on being satisfied, may recommend to the Academic Council that the M.Phil. Degree may be awarded to the candidate. A copy of the recommendation of the School Board may be sent to the Controller of Examinations for the declaration of the provisional result.

Removal of Difficulties

14. Notwithstanding anything contained in the above Ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties.

ON THE MASTER'S DEGREE PROGRAMME IN EDUCATION

Under Section 28(1)(b) of the MZU Act, 2000

1. The M.Ed. programme in the Department of Education will be a course of study of two academic semester or one academic year.
2. Ordinarily a student has to complete six courses during the period of 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. Every student shall submit a dissertation on a subject connected with one of the courses offered by him. The topic for this shall be approved by the Board of Post-Graduate Studies. Each student will work for this purpose under a staff advisor assigned by the Head of the Department.
4. The minimum qualifications and procedure for admission and the courses to be offered for the degree, and the method of evaluation shall be prescribed by the Board of School.
5. 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.
6. (a) If the M.Ed. programme is offered as a part-time programme it shall extend to a period of four semesters or two academic years.
(b) The regulations regarding the schedule of courses, methods of evaluation and other matters relating to the part-time programme shall be prescribed by the Board of School.

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

Under Section 28(1)(b) of the MZU Act, 2000

1. The Masters Degree Programme in the Schools under the University are full time courses of study spread over to a period of four academic semesters or two academic years. These courses cannot be combined with any other full-time course or any part-time post-graduate course offered by the University except those which may be designed by the University generally or specially for the post-graduate students of the University.

2.
 - (a) A candidate seeking admission to any of the courses must possess the qualifications prescribed by the Board of the School as approved by the Academic Council from time to time.

 - (b) Admissions to different courses shall 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 Bachelors Degree/General or Honours, of this University or any other recognised 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;

Provided that the admission to the Post-Graduate courses will be only for those who have taken a three year degree course of the University or an equivalent course as may be specified on this behalf by the University.

 - (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 his/her academic performance in the Under-Graduate course.

3.
 - (a) Subject to the general guidance of the Board of School, the instruction and routine in each course shall be under the control and direction of the Head of the Department concerned.

Provided that the number of lectures in a theory course shall ordinarily be not less than forty-five of one hours duration each.

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- (b) 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 concerned Department.
- (c) The Board of the School, on the recommendations of the Department, may recommend the removal of the name of student from the course on the basis of unsatisfactory performance, or indiscipline.
4. Ordinarily a student should complete sixteen courses during the period of four semesters. However, a student may be allowed to participate in the academic programme up to a maximum of six semesters.
5. A student must have attended a minimum of 75% of the lectures, seminars, tutorials and preceptorials organised by the Department during a semester to be eligible to appear at the semester examination.
6. The School Board may, on the recommendation of the Department concerned, consider and decide on the request for condonation of any shortage of attendance up to 5%. Condonation of any shortage more than 5% and less than 15% may be recommended by the Board to the Vice Chancellor with a full justification, whose decision shall be final.
7. A students who does not clear a course or courses (owing to failure to pass, or to appear in the sessional work and Semester examination), may clear the course(s) subsequently in one of the remaining Semesters during which he is eligible to participate in the curricular programme under the provisions of 4 above.
- Provided 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/her overall performance including the sessional work in four courses or more thus obliging him/her to attend regular classes, he/she shall not be eligible to move on to the third semester or seek fresh admission and pursue the entire course-work as a fresh candidate.*
8. (a) Evaluation for each course shall be done on the basis of performance in sessional work and semester examination.
- (b) Each course shall carry maximum marks/credits as may be prescribed by the School Board. For the purpose of determining the marks obtained by the student in any course, the weightage assigned to both the sessional work and semester examination shall be taken in to account.

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- (c) The pattern and schedule of sessional work and in evaluation for each course in a semester, as approved by the Board of the School on the recommendation of the concerned Department, shall be made known to the students at the commencement of each semester.
9. (a) Each semester shall have at least 90 working days excluding examination days.
- (b) The dates of commencement and termination of each semester shall be fixed by the Academic Council.
10. Examiners or Board of Examiners shall be appointed for each course by the Board of the School on the recommendation of the Board of Post-Graduate Studies in accordance with the provisions of Examination Regulation of the University.
11. 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 the certificate indicating that:
- (i) The candidate has attended the minimum lectures etc. in respect of all courses.
- (ii) The candidate has cleared all sessionals, and
- (iii) All dues including prescribed examination fee have been deposited.
12. 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 two faculty members appointed by the Dean on the recommendation of the Head of the Department.
13. (a) In order to qualify for the Master's degree a candidate must have secured at least 35% marks or equivalent grade in each course and 40% marks or equivalent grade in the aggregate of all courses;
- (b) A candidate who obtains 40% marks or equivalent grade in each course or above 45% in the aggregate of all courses but below 55% marks or equivalent grade in the aggregate 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.
14. Successful candidates shall be awarded the Degree under the following classification:
- First Division:** 60 percent marks or equivalent grades or more in the aggregate of all the examinations and sessional work.

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Second Division: 50 percent marks or equivalent grades or more in the aggregate of all examinations and sessional work but below 60 percent.

15. Candidates will be allowed to appear in any course for the maximum number of chances available within the duration of six semesters.
16. The courses of study and the scheme of examination for the degree in each subject shall be such as may be approved by the Board of the School on the recommendation of the Board of Post-Graduate Studies of the Department concerned.
17. The syllabi for the courses in any subject shall be such as may be approved by the concerned Department which shall also prescribe reference books and other reading material for each course.

**ON THE STRUCTURE OF BACHELOR OF
ARTS, SCIENCE, HOME SCIENCE AND COMMERCE**

Under Section 28(1)(b) of the MZU Act, 2000

- | | |
|-------------------------------|--|
| Course of Study | 1. There shall be courses of study leading to the Degree of Bachelor of Arts, Bachelor of Science, Bachelor of Home Science, and Bachelor of Commerce. |
| Eligibility | 2. 1) Pass in the Higher Secondary (10+2) Examination or its equivalent conducted by any recognized Board of the State or Central Government. For admission in Science subjects a candidate must pass in the relevant subject(s).

2) Candidate passing with vocational courses, the equivalence may be decided by the college Principal. |
| Duration and Structure | 3. The Under Graduate Programme shall consist of three academic years with two semesters in each year. The first academic year shall comprise of the first and second semesters, the second academic year- the third and fourth semesters and the third academic year- the fifth and sixth semesters. |
| Division and Classes | 4. 1) Each course (paper) shall be graded on the basis of marks obtained during a semester.

2) There shall be absolute grading where marks obtained by a student in a course is converted to a Grade.

3) The Final Grade Point (FGP) to award to the student shall be based on Cumulative Grade Point Average (CGPA) secured by candidate. |
| Award of Degrees | 5. 1) A candidate can avail a maximum of 10 semesters – 5 years (in one stretch). No candidate shall be allowed to appear in any course more than three times (including regular chance), and no candidate shall be allowed to appear in any course beyond ten semester of his first admission.

2) For all courses, irrespective of theory and practical, there shall be a series of continuous internal assessment carrying 40% marks and an end-semester examination carrying 60% of marks. |

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- Curriculum Structure**
6.
 - 1) Each course of a programme must be unitized (usually four) by the concerned BOS.
 - 2) Each programme shall be structured with a common core curriculum that lays the foundation, and a wide set of electives based on student's choice.
 - 3) Irrespective of discipline, each UG programme shall be a suitable mix of four types of courses.
 - 4) At the time of admission each student will identify a major subject in which he/she shall concentrate and two allied subjects which he/she opt to study.
- Attendance**
7. A candidate shall be eligible to appear in the end-semester examination only if he/she attends a minimum of 75% attendance.

**ON THE NATIONAL EDUCATION POLICY 2020 PROGRAMME STRUCTURE
IN RESPECT OF UNDERGRADUATE AND POST-GRADUATE DEGREES²²**

Under Section 28(1)(b) of the MZU Act, 2000

1. In pursuance to the National Education Policy 2020 issued by the Ministry of Education and University Grants Commission, the following changed structure of Undergraduate and Post-Graduate Programmes shall be offered by Mizoram University.

**Programme
Structure**

2. (iv) **Undergraduate:** The undergraduate degree will be of either 3 or 4-year duration, with multiple exit options within this period, with appropriate certifications.

A certificate after completing 1 year in a discipline or field including vocational and professional areas,

OR

A diploma after 2 years of study,

OR

A Bachelor's degree after a 3-year programme.

The 4-year multidisciplinary Bachelor's programme, however, shall be the preferred option since it allows the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per the choices of the student.

The 4-year programme may also lead to a degree 'with Research' if the student completes a rigorous research project in their major area(s) of study as specified by Mizoram University.

- (v) **Master's Programme:** The Master's programmes will have the flexibility to offer different designs:

- (a) there may be a 2-year programme with the second year devoted entirely to research for those who have completed the 3-year Bachelor's programme;

²² Amended vide Resolution No. EC:54:5(1) dt. 04.12.2020

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- (b) for students completing a 4-year Bachelor's programme with Research, there could be a 1-year Master's programme; and
- (c) there may be an integrated 5-year Bachelor's/Master's Programme.

Undertaking a Ph.D shall require either a Master's degree or a 4-year Bachelor's degree with Research.

Syllabus: The extant syllabus for both Undergraduate and Post-Graduate Programmes shall be continued until new syllabi are adopted.

Note: This programme structure shall be implemented in those constituent/affiliated colleges only where there are a minimum of 3 teachers having Ph.D degree.

**ON EQUIVALENCE COMMITTEE FOR
RECOGNITION OF EXAMINATIONS/DEGREES**

Under Section 28(1)(p) of the MZU Act, 2000

- Composition** 1. There shall be an Equivalence Committee consisting of the Deans of all the Schools, Controller of Examinations and Director, College Development Council. The functions of this committee shall be as under.
- Chairman** 2. The senior most among the Deans of all the Schools shall be the Chairperson of the Committee and shall convene the meeting of the Committee.
- Functions** 3. (1) To recognise the examinations conducted by other Universities and Degree awarded by them, on reciprocal basis.
- (2) To decide equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities.
- (3) To withhold, suspend or cancel recognition to any examination/degree for such reasons and such time as it may deem fit.
- (4) 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/Dean or may seek clarification, for which purpose the Equivalence Committee may request the concerned Head of Department to attend its meeting as a special invitee.
- (5) The Committee shall have the power to co-opt any member and Special Invitees to its meeting.
- Transitory Powers** 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.

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Rules of Business

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.

ON THE CONVOCATION

Under Section 28(1)(d) of the MZU Act, 2000

read with Statutes 27(1) and 32

- | | |
|----------------------------|---|
| Annual Convocation | 1. A Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice Chancellor. |
| Special Convocation | 2. A special convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary degrees in accordance with the procedure laid down in Statutes 27(1) and (2) or for the purpose of conferring other degrees under special circumstances on the recommendation of the Academic Council. |
| | 3. The Convocation shall consist of the body corporate of the University. |
| | 4. The Vice Chancellor shall preside over at the Convocations of the University held for conferring degrees. |
| Notice | 5. Not less than four weeks notice shall be given by the Registrar for all meetings of the Convocation. |
| | 6. The Registrar shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat. |
| | 7. The candidates who have passed their examinations in the year for which the Convocation is held shall be eligible to be admitted to the Convocation. Provided that this will not be applicable to the First Convocation at which candidates for preceding years shall also be admitted to their respective degrees. Provided also that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorise admission of successful candidates in the year to their respective degrees in absentia and issue the degrees on payment of prescribed fees. |
| Application | 8. A candidate for the degree must submit to the Registrar his application on or before the date prescribed for the purpose for admission to the degree at the Convocation in person along with the prescribed fees. |

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9. Such candidates as are unable to present themselves in person at the Convocation shall be admitted to the degree in absentia by the Vice Chancellor and their degrees shall be given by the Registrar on application and payment of the prescribed fees.
- Fees**
10. The Certificate-cum-Convocation fee, in person and in absentia shall be Rs 600.
- Honorary Degree**
11. Honorary degree shall be conferred only at a Convocation and may be taken in person or *in absentia*.
12. The presentation of the persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice Chancellor or in his absence the Senior-most Dean of the University.
13. Candidates at the Convocation shall wear gowns and hoods appropriate to their respective degree as specified in Clause 14 below. No candidate shall be admitted to the Convocation who is not in proper academic dress prescribed by the University.
- Academic Dress**
14. The Academic dress of the University for the Convocation shall be as follows:
- A. **For Vice Chancellor:** Gown of Pure Hand spun Hand woven silk Mizo pattern lace on the front folds round the neck and around the sleeves with one University crest fully interlined. Cap of pure hand spun hand woven with silver tassel and Mortar Band.
 - B. **For Chief Guest:** Gown of pure silk Hand spun Hand woven with white silk facing round the neck and one University crest with Black tassel.
 - C. **For Registrar:** Gown of pure silk hand spun hand woven with white silk facing round the neck and one University crest fully interlined. Cap with black tassel.
 - D. **For Members of The University Authorities:** Superior black silk gown with facing of golden silk and with stripes on the arm. Cap of Black silk cloth with black tassel and mortal Band.

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- E. **For Master of Arts:** Black silk gown with maroon facing and with gold stripes round the neck. Hood – Maroon with black lining.
- F. **For Master of Science:** Black silk gown with maroon facing and with gold stripes round the neck. Hood – golden with black lining.
- G. **For Master of Commerce:** Black silk gown with maroon facing and with gold stripes round the neck. Hood – Red silk with black lining.
- H. **For Bachelor of Arts:** Black silk gown with red silk pattern and with blue stripes on the front folds. Hood – 3 inch blue border with black lining.
- I. **For Bachelor of Science (Agriculture & Forestry):** Black silk gown with Red silk pattern and with blue stripes on the front folds. Hood – 3 inch red border with black lining.
- J. **For Bachelor of Science:** Black silk gown with red silk pattern and with blue stripes on the front folds. Hood – 3 inch blue border with black lining.
- K. **For Bachelor of Nursing:** Black silk gown with red silk pattern and with blue stripes on the front fold. Hood – 3 inch green border with black lining.
- L. **For Bachelor of Commerce:** Black silk gown with red silk pattern and with blue stripes on the front fold. Hood – black silk with two red stripe and one black stripe on both sides.
- M. **Bachelor of Education:** Black silk gown with red silk pattern and with blue stripes on the front folds. Hood – black silk lined with 3 inch purple border both sides.
- N. **Bachelor of Law:** The gown shall be of black silk with purple facing lined with dark blue on the front folds. Hood – black silk lined with 3 inch purple border both sides.

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- O. **Doctor of Philosophy in Arts and Education:** White silk gown with maroon facing and with maroon band on the sleeves. Hood will be white silk with maroon lining.
- P. **Doctor of Philosophy in Science:** White silk gown with violet facing and with violet band on the sleeves. Hood – white silk with violet lining.
- Q. **Doctor of Literature:** White silk gown with white silk green facing with blue band on the sleeves. Hood – white silk with green lining.
- R. **Doctor of Science:** White silk gown with white silk green facing with blue band on the sleeves. Hood – white silk with green lining.
- S. **Master of Philosophy:** Black silk gown with maroon facing and with gold stripes around the neck. Hood – violet with black lining.
- T. **Master of Education:** Black silk gown with maroon facing and with gold stripes around the neck. Hood – purple with black lining.

Convocation Procedure

15. For the award of degree at the Convocation, candidates present shall be formally presented to the Vice Chancellor for admission to their respective degrees. The Heads of respective Post-graduate Departments will present the Masters of Arts and Masters of Science candidates. The Principals of the affiliated colleges, nominated for the purpose by the Vice Chancellor will present, in the following order, the candidates for the degree of LL.B., B. Ed., B.A. (Honours and General). B.Sc. (Honours and General) and B.Com. (Honours and General).

The names of the recipients of medals and prizes shall be read by the Registrar.

The Registrar or the person appointed for the purposes will present the candidates their degrees in absentia for admission to their respective degrees.

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Degree/Certificate shall be supplied to the candidates in a manner to be prescribed by the Vice Chancellor after the Convocation is over.

16. The Chief Guest/The Vice Chancellor/The Pro-Vice Chancellor, the Registrar, the Finance Officer, the Deans of Schools and the members of the University authorities shall wear their special robes prescribed by the University.
17. The Chief Guest/The Vice Chancellor/The Pro-Vice Chancellor, the Registrar, the Deans, the members of the University authorities shall assemble in the meeting room at the appointed hour and shall walk in procession in the following order to the convocation hall:

The Registrar
Members of the authorities
The Court
The Academic Council
The Executive Council
The Boards of Schools
The Deans of Schools
The Controller of Examinations
The Finance Officer
The Pro-Vice Chancellor
The Vice Chancellor
The Chief Guest

18. The Chief Guest, the Vice Chancellor, the Pro-Vice Chancellor, the Registrar, the Deans, the Finance Officer, the members of University authorities shall take their seats in places reserved for them.
19. When the procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
20. When the Chief Guest is present the Vice Chancellor will welcome him/her.
21. The Convocation address will be delivered by the appointed speaker.

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22. Having obtained the permission of the Vice Chancellor, the Registrar shall declare the convocation open.

The Vice Chancellor, shall then say, *"Let the candidates be presented"*.

23. The person appointed for the purpose of presentation of candidates for their respective degrees shall present in the manner prescribed in Clause 15 in the following form. The candidates when presented shall rise in their seats.

"Sir/Madam..... Vice Chancellor, Sir, I present to you..... Candidates who have been examined and found qualified for the Degree of.....to which I pray that they may be now admitted".

The Vice Chancellor will admit the candidates to the degree in the following words:

"By virtue of the powers vested in me as Vice Chancellor of the Mizoram University, I admit you to the degree of.....and I charge you that ever in your life and conversation you show yourselves worthy of the same".

The candidates will then take their seats.

24. The Registrar or the person appointed for the purpose will then request the Vice Chancellor to admit the candidates in absentia to the various degrees in the following words:

"....., Vice Chancellor Sir, on behalf of the other candidates who have been examined and found qualified for the Degree of.....and have been permitted to receive their degrees in absentia. I pray that they be admitted to their respective degrees".

The Vice Chancellor will admit those candidates to their respective degrees in the following words:

"By virtue of the powers vested in me as the Vice Chancellor of the Mizoram University, I admit those candidates to their respective degrees in absentia".

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25. When all candidates have been admitted to their degrees, medals and prizes, the Vice Chancellor, when the Chief Guest is present, shall propose a vote of thanks.
26. After this the Registrar shall, with the permission of the Vice Chancellor, declare the Convocation closed.
27. The procession will then leave the Convocation Hall in the same order as that in which it entered the graduates and the audience standing.

**ON THE DEGREE OF DOCTOR OF LITERATURE
AND DOCTOR OF SCIENCE**

Under section 28(1)(d) of the MZU Act, 2000

- Eligibility**
1. (A) A candidate who has distinguished himself/herself in the relevant area and has proved his/her ability for conducting research/academic work independently with at least fifteen years of academic experience after Master's degree (minimum 55% marks) and has published work of high quality comparable to Ph.D. work;

OR

(B) Has obtained a Ph.D. degree of this or any other recognised University followed by eight years post doctoral research/teaching experience may be admitted to the D.Litt./D.Sc. programme.
- Admission/
Registration**
2. The candidate shall apply in a prescribed proforma along with detailed synopsis of the research proposal accompanied with application fee of Rs 1,000 for admission as a candidate for D.Litt./D.Sc. Degree programme to the Head of the Department concerned. The Head of the Department shall forward the same to the Dean of the concerned School who shall refer the proposal to three eminent external experts in the relevant area. After the School Board members are satisfied about all merits of the proposals, they shall recommend the admission of the candidate in the relevant programme to the concerned School Board. The Dean of the School shall forward the proposal along with the recommendations of the School Board to the Board of Research Studies. 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.
- Review of
Progress**
3. The Dean of the concerned School shall organise a submission seminar for the candidate, at the University level. A formal notice to that effect shall be issued by the Dean of the School.
- Duration**
4. Subject to the provisions of Clauses (1) to (3) of this Ordinance, the candidate shall be permitted to submit his/her thesis for the D.Litt./D.Sc. degree after three years but not later than six years

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from the date of admission and registration.

Submission of Thesis

5. (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 his/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 characterised 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 literacy 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. or D.Sc. degree shall submit five copies of his/her thesis to the concerned Head of the 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) he/she 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 of Rs 5,000 and countersigned by the concerned Head of Department and shall be forwarded to the Dean of the School.

Examination

6. (i) The Dean, School Board shall submit a panel of at least seven examiners, out of which at least two names shall be from abroad. This list of examiners shall be forwarded by the School Board to the Board of Research Studies.

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- (ii) The thesis shall be referred by the Examination Department for adjudication along with an abstract to the Board of four examiners, at least one of which should be from abroad, out of a panel of experts approved by the Academic Council and Executive Council.
- (iii) (A) In case any of the examiners desires to seek clarification(s) before submitting evaluation report on the thesis, he/she should seek such clarification(s) from the candidate through the Dean and reply from the candidate to the examiner should be routed only through the Dean of the School.
 - (B) Each examiner, after examining the thesis shall submit a report containing a clear recommendation that in his/her opinion (a) the thesis is acceptable for the D.Litt./D.Sc. degree; or (b) the thesis be rejected.
 - (C) As far as possible, the examiners in their reports should spell out the major contribution made by the candidate.

Declaration of Result

- 7. 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. or D.Sc. degree may be awarded to the candidate.
- 8. In case the Head of the Department or the Dean of the School is a candidate, the role of the Head and Dean as per this Ordinance shall vest with the Dean and the Chairman Academic Council respectively.

ON FIVE YEARS INTEGRATED PROGRAMME

Under Section 28(1)(b) of the MZU Act, 2000

Duration and Structure

1. The integrated Education shall be a five year Programme. Under this programme each of the first 3 years shall be terminal years. At the end of every one year i.e., two semesters until third year the successful candidate will acquire a formal qualification as under:

I year	1 st Semester 2 nd Semester	Certificate
II year	3 rd Semester 4 th Semester	Under Graduate Diploma
III year	5 th Semester 6 th Semester	Bachelor's Degree
IV Year	7 th Semester 8 th Semester	Master's Degree
V Year	9 th Semester 10 th Semester	Master's Degree

A candidate shall be required to go through all the prescribed theory courses, field work practicum and the Block Placement. The field work practicum shall be of the nature of Block Field Work at the end of each semester.

- (a) The 'terminal' in the Integrated Structure implies that a student can terminate education at the end of any year during the first 3 year period.
- (b) The termination of the study shall be planned before joining the course and shall be done in consultation and with the concurrence of the Department concerned.

Discontinuation and Rejoining

2. (a) A candidate can 'discontinue' education at the end of year during the first 3 years and can rejoin in the successive year.
- (b) A candidate shall be eligible to join the successive year within

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a maximum of two years.

- (c) Discontinuation and rejoining shall be planned before joining the course. It shall be done in consultation and with the concurrence of the Department.

Admission

- 3. (a) Preference will be given to a deputed/sponsored candidate of governmental and non-governmental agencies.
- (b) It shall be a full time course and a candidate shall not be permitted to attend to any full time or part time job during the course of training. In case it is discovered otherwise, such a candidate will be debarred from the course.
- (c) A candidate who has completed 10+2 level or any other equivalent examination with 35% of marks can apply for admission in the first semester of the first year.
- (d) A graduate with an overall average of 45% of the marks or its equivalent from a recognised university can apply for admission to the VII semester of the fourth year, till the Department revises its policy against direct entry to the fourth year.
- (e) There will be no direct admission to the second year (3rd semester), the third year (5th semester) and the fifth year (9th semester). Those who successfully complete the first, second and fourth years seek admission to the second, third and fifth years respectively.
- (f) No admission shall take place after the teaching has commenced.

Attendance

- 4. A candidate shall be required to put in 75% attendance in each theory course and 90% attendance in field work practicum (including individual/group conferences and Block placement) to be eligible to appear in the examination as well as for the promotion to the subsequent semester.

Division and Classes

- 5. In order to pass the examination, a candidate shall obtain the following minimum marks:

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- i) 30% marks in each theory paper.
- ii) 40% in Field Work Practicum.
- iii) A candidate securing 33% marks or more but less than 45% marks in aggregate subjects shall be declared to have qualified for the degree as Pass.
- iv) A candidate securing 45% marks or more but less than 60% marks in aggregate shall be placed in the Second Class.
- v) A candidate obtaining 60% marks or more in aggregate shall be placed in the First Class.
- vi) A candidate obtaining 75% marks or more in a particular subject shall be awarded Distinction.

Eligibility for the Award of Degrees

- 6. (a) Performance of all the previous semesters examination shall be taken into account for the purpose of gradation of Division/ Classes leading to the award of the Degree.
 - i) For the award of Certificate an aggregate of the marks of first and second semesters will be considered together.
 - ii) For the award of Under-Graduate Diploma an aggregate of the marks of first, second, third and fourth semesters will be considered together.
 - iii) For the award of Bachelor degree, an aggregate of the marks of first, second, third, fourth, fifth, and sixth semesters will be considered together.
 - iv) For the award of Master degree, an aggregate of the marks of seventh, eighth, ninth and tenth semesters will be considered together.
- (b) A candidate shall be required to complete Block Placement at the end of the third year (6th semester) for the Bachelor Degree and at the end of the fifth year (10th semester) for the Master Degree. The award of Bachelor degree shall be conferred on a candidate after the completion of Block Placement to the satisfaction of the Department.

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Failure and Clearance

7. (a) In case of the delay in declaration of the results, a candidate shall be able to proceed to the subsequent semester. However, after the declaration of the result, the continuation of the candidate in that semester shall correspond to his passing the courses.
- (b) Failure in field work practicum shall mean failure in that particular semester. Hence, a candidate shall be required to re-appear in the entire course of that semester.
- (c) A candidate who fails in more than two theory papers in a semester shall be required to repeat all the papers of that semester.
- (d) A candidate who fails in one or two subjects shall be required to reappear and pass the subject failed earlier availing himself/herself subsequent two chances.
- (e) A candidate shall have to clear Bachelor Degree within 5 years from the date of admission in the first semester.
- (f) A candidate shall have to clear Masters Degree within 4 years from the date of admission to the seventh semester.

Assessment

8. a) **Theory Courses:**
 - i) Theory courses will be evaluated on the basis of 25% for internal assessment and 75% for external assessment.
 - ii) To be able to pass a theory course, a candidate must acquire a minimum of 30% of mark.
- b) **Field Work/Practicum:**
 - i) Evaluation of field work practicum will be only on internal assessment.
 - ii) To be able to pass in field work practicum a candidate will require a minimum of 40% of marks.
 - iii) Those who fail in the field work practicum will be

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considered failed for the semester. Therefore, such a candidate will be required to repeat the semester.

Scheme of Marks

9. a) Under-graduate Programme:

Total Marks	-	1800
Theory	-	1200
Field Work Practicum	-	600

- i) Each semester will cover four theory papers.
- ii) Each theory course will carry 50 marks.
- iii) A course carrying 50 marks will be covered in 30 class marks.
- iv) In each Semester fieldwork practicum will carry 100 marks.

b) Masters Programme:

Total Marks	-	1800
Theory	-	1000
Field Work Practicum	-	500
Viva-Voce	-	50 x 6 =300

- i) Each semester will cover five theory papers.
- ii) Each theory course will carry 50 marks.
- iii) A course carrying 50 marks will be covered in 30 class periods.
- iv) Field work practicum will carry 100 marks in the 7th semester and 150 marks in the rest of the 8th, 9th and 10th semesters.

Note: Departments of Agricultural Sciences, Forestry and Engineering will adopt scheme of marks as prescribed in other autonomous Universities maintained by MHRD.

ON THE ACADEMIC CALENDAR OF THE UNIVERSITY

Under Section 26(1)(f) of the MZU Act, 2000

- 1) The University/Colleges shall have at least 180 teaching days i.e. 36 weeks of actual teaching in a 5 day week in a year.
- 2) In the University and Colleges, 6 weeks shall be devoted to admission/examination/ preparation for examinations.
- 3) The University and College shall have a vacation of 8 weeks.
- 4) The University/Colleges shall have 2 weeks public holidays.
- 5) The above is summarized as follows:

<u>No of Weeks: 5-days a week pattern</u>			
Categorisation		University	Colleges
(a)	Teaching and Learning Process	36 (180 days)	36 (180 days)
(b)	Admission/Examination Preparation for Examination and Co-curricular Activities	6	6
(c)	Vacation	8	8
(d)	Public Holidays (to increase and adjust teaching days accordingly)	2	2
Total		52	52

Note: Wherever the actual teaching days exceeds 180 days, 1/3 of the period in excess of 180 days may be credited as earned leave to the teachers of the University.

- 6) The list of academic holidays for the University and Colleges shall be as notified by the University.
- 7) In addition to the holidays notified by the University, the Principals of the Affiliated Colleges shall be competent to declare local holidays according to their need and significance of the day under intimation to the University.
- 8) Winter vacation for the Colleges shall be fixed by the Principals of the respective Colleges subject to Clause 6 above.

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I. Academic Calendar (Post-Graduate)²³

1. Odd Semester (1st & 3rd Semester) classes, M.Phil. and Ph.D. Course - 1st August – 18th December
2. Examination of Odd Semester (1st & 3rd Semester) - 1st December – 18th December
3. Examination of M.Phil. & Ph.D. Course Work - 1st week of December
4. Winter Vacation - 19th December – 31st January
5. Even Semester (2nd and 4th Semester) classes - 1st February – 30th June
6. Examination of Even Semester (2nd and 4th Semester) - 12th June – 30th June
7. Summer Vacation - 1st July – 18th July
8. Admission Period - 19th July – 31st July

II. Academic Calendar (Under-Graduate)

1. Commencement of 1st, 3rd and 5th Semester classes - 1st July
2. Examination of 1st, 3rd and 5th Semester - 10th November – 6th December
3. Winter Vacation - 7th December – 15th January
4. Commencement of 2nd, 4th and 6th Semester classes - 16th January
5. Examination of 2nd, 4th and 6th Semester - 1st May – 21st May
6. College Activities - 22nd May – 7th June
7. Semester Break - 8th June – 30th June

²³ Amended vide Resolution No. EC:59:5(23) dt. 17.12.2018

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III. Academic Calendar (For all B.Tech. and Management Programmes)

1. Commencement of odd semester classes - 1st working day of August
2. Examination of odd semesters - 1st December – 18th December
3. Winter Vacation - 19th December – 14th January
4. Commencement of even semester classes - 15th January
5. Examination of even semesters - 27th May – 14th June
6. Summer vacation - 15th June – 19th July
7. Admission period/Semester Break - 20th July – 31st July

IV. Academic Calendar for particular events in Professional Courses shall be as follows:²⁴

For B.Optomety, B.Sc(MLT), M.Sc(RIT), B. Pharm, M.Pharm and LLB (exclusive of MCA, BCA, BSW, Nursing, B.Ed(MMP))

Event	Odd Semester	Even Semester
Commencement of Classes	1 st working day of July	16 th January
Commencement of Examination	10 th November	20 th May

For B.Sc(Nursing)

Commencement of Academic Session	1 st working day of October every year
Closure of admission	31 st October every year

²⁴ Amended vide Resolution No. EC:47:5(27) dt. 14.12.2017

**ON THE GOLDEN JUBILEE CHAIR FOR STUDIES
IN MODERN INDIAN HISTORY**

*Under Sections 5(xxvi) and 28(1)(p) of the MZU Act, 2000
read with Clause 2(xix) of Statute 12*

- Short Title** 1. The Endowment shall be called “The Golden Jubilee Chair for Studies in Modern Indian History” and shall be administered by the Mizoram University (hereunder to be referred to as the University).
- Objective** 2. The objective of the Endowment shall be to carry out research in Modern Indian History with special reference to the culture, society, economy of Mizoram and the countries surrounding Mizoram including Bangladesh and Myanmar.
- Operation of the Fund** 3. (i) A distinguished scholar in the discipline of Modern Indian History appointed for a period of two years to the Chair which may be extended by one year.
- (ii) The scholar so appointed to the Chair shall be designated as “The Golden Jubilee Scholar of Modern Indian History”.
- (iii) The Golden Jubilee Professor shall be associated with the Department of History & Ethnography.
- (iv) The scholar so appointed shall formulate and complete the research project and submit the report of the research done to the university within three months from date of completion of his tenure.
- (v) The incumbent shall submit an annual report on the progress of the research project to the Vice Chancellor through the Head of Department of History & Ethnography.
- Fund** 4. (i) The fund shall be invested as a corpus in long term securities. The balance of interest in a year after meeting the expenses shall be added to the corpus of the Endowment.
- (ii) Expenditure in connection with the salary and allowances of the incumbent to the Chair shall be met from the interest accrued to the Endowment in a particular year.

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(iii) The Chair shall carry a grant of upto Rs 2 Lakhs (Rupees Two Lakhs) only per annum to enable the incumbent to meet the requirements of research assistance, travel etc., as may arise in the course of his/her work. This grant shall also be met from the interest accrued to the Endowment in a particular year.

Emoluments and perquisites of the scholar/incumbent

5. (i) The Golden Jubilee Scholar shall be placed in the Professor's scale of the university plus the usual allowances as admissible.
- (ii) During his/her stay in the University, he/she shall be entitled for free residential accommodation and medical reimbursement as per the University rules for Professor. The expenses so incurred shall be met out of the Endowment to the Chair.

Mode of Selection

6. (i) The Golden Jubilee Scholar shall be selected in the manner as provided in Statute 19 of the Mizoram University Act, 2000.

OR

The Executive Council of the University shall constitute a Search Committee for the purpose consisting of the three eminent Historians of the Country. One of the three Historians shall be nominated as Chairman of the search Committee.

- (ii) The Search Committee shall carry out an exhaustive search amongst available Indian Scholars within the country and overseas for the post and shall recommend a panel of three names to the Executive Council. The Executive Council shall appoint any one scholar from this panel as a Golden Jubilee Scholar.

Expenses

7. All expenses connected with the Chair shall be met from the Endowment to the Chair.

Maintenance of the Endowment

8. The Finance Officer of the University shall be responsible for proper maintenance of the accounts of the Endowment. The accounts of the Endowment shall be audited every year.

ON THE HONORARY DEGREES CONFERRED BY THE UNIVERSITY

Under Sections 5(iv) & 26(l) of the MZU Act, 2000

read with Clause 1 & 2 of Statute 27

- Objectives**
1. The objectives are to confer honorary degrees upon those:
 - i. whose contribution to knowledge is exemplary and inspiring, especially to graduating students;
 - ii. who reflect the collective wisdom of the local, regional, national and international standing.
 - iii. who shall be ambassadors for the University, thereby contributing to the achievement of its mission.

- Honorary Degrees**
2. The following honorary degrees may be conferred:
 - Doctor of Literature (D.Litt.)
 - Doctor of Science (D.Sc.)
 - Doctor of Law (LL.D.)

- Honorary Degree Committee**
3. Honorary Degree Committee for recommending names for conferring honorary degrees shall have the following composition:

i.	Pro Vice Chancellor or a nominee of the Vice Chancellor	Chairman
ii.	Controller of Examinations	Member (<i>ex-officio</i>)
iii.	Two Professors from the University to be nominated by the Vice Chancellor	Members
iv.	Registrar	Member Secretary

The tenure of the committee shall be three years excepting for *ex-officio* members.

Three members shall constitute the quorum.

- Nominations for Honorary Degrees**
4. Academic Council shall, from time to time, delegate power to the Honorary Degree Committee to seek nominations for the conferment of Honorary Degrees.

The nominations shall be invited by the Member-Secretary of the Committee from the members of Honorary Degree Committee, and from the Board of Studies and School Boards of the University.

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Nominations shall be accompanied with a brief profile of the nominee(s) and a recommendation note of not more than 500 words. Not more than 2 nominations shall be accepted from each nominating person/body at a time.

The recommendations of the Committee shall be placed in the Academic Council and thereafter to the Executive Council for consideration. The Executive Council shall make proposals to the Visitor for conferment of the honorary degrees.

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

Categories of persons who might normally be considered for the Honorary Degrees

5.
 - i. Those who have risen to the heights in their chosen career or field of service including former students/faculty members of the university.
 - ii. Those who have given distinguished service or brought laurels to the region and the country.
 - iii. Distinguished scholars or other persons of national and/or international standing including foreign citizens. However, clearance from the MHRD is mandatory before inviting foreign citizens for receiving degrees.
6. Those individuals who were nominated but not considered by the Honorary Degree Committee in the preceding three academic years will not be eligible for nomination, saving at the invitation of the Committee.

An Honorary Degree will normally not be conferred on a person who has already been conferred an honorary degree by the University, or who has previously declined the offer from the University for receiving the degree.

Upper or lower age limit

7. There is no upper or lower age limit. However, in considering nominations, emphasis shall be placed on the quantum of achievements rather than the age.

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- Conferment of an honorary degree *in-absentia*** 8. An honorary degree shall not, save in exceptional circumstances, be conferred *in-absentia*. Degree may be conferred posthumously also.
- Right to withdraw an honorary degree** 9. The University reserves the right to withdraw an Honorary Degree from the recipient in the event that through her/his behavior or actions subsequent to her/his conferment brings the University into disrepute. The decision to withdraw a degree rests ultimately with the Executive Council, acting on the recommendation of the Honorary Degree Committee and after report from the Academic Council. The decision for withdrawal of the honorary degree in the Executive Council shall be arrived at with the prior sanction of the Visitor.
- Conferment of Degree** 10. i. All Honorary Degrees shall be conferred by the Vice Chancellor in the Convocation/special Convocation.
- ii. Recipients of honorary degrees should wear the higher doctorate gown of the University, faced and lined with the colour appropriate to the degree being conferred.

**ON THE AWARD OF JUNIOR RESEARCH FELLOWSHIPS IN SCIENCE,
HUMANITIES AND SOCIAL SCIENCES**

Under Section 28(1)(f) of the MZU Act, 2000

- Object** 1. The objective of the research Awards is to provide an opportunity to research students and teachers to undertake advanced study and research in sciences, humanities and social sciences.
- Value** 2. The value of Junior Research Fellowship and other details shall be as prescribed by Regulations.
- Eligibility** 3. Junior Research Fellowships are open to persons below the age of 30 years who have obtained the Master's Degree of a recognised University. Only those candidates, who have a consistently good academic record and have secured a minimum of 55% marks at Masters level will be considered for these awards.
- Provided that in case of Scheduled Caste/Scheduled Tribe candidates the minimum qualifications may be suitably relaxed by the Executive Council from time to time.*
- Condition for the Award** 4. (a) The Fellowships shall be awarded to enable scholars to pursue research in different fields at the Mizoram University.
- (b) Each Fellow shall be attached to one of the Academic Departments of the University for pursuing research on full time basis leading to a research degree of the University.
- (c) The Fellow shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award.
- (d) A Fellow may be required to undertake up to four hours teaching assignment per week including assistance in tutorials, evaluation of test papers, Laboratory demonstration work etc.
- (e) No scholar will be allowed to discontinue his work before he completes his work for M.Phil. or Ph.D., as the case may be and he may be required to execute a bond as may be

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prescribed by the University to that effect.

Provided that if the candidate continues his work in the University under some other scheme of the University or other sponsoring authority or other research work he may be allowed to resign his fellowship.

- (f) If a scholar wishes to leave the fellowship before the end of the tenure or wishes to apply for a post or appear at an interview or at an examination conducted by any University or Public body, "prior" permission of the University in the prescribed proforma shall be obtained, provided that notwithstanding the permission if he discontinues his research leaving the work incomplete he will be liable to refund the entire amount received by him as fellowship. Provided further that if he continues his research work in another scheme or joins a teaching or research assignment, the University may waive the above conditions.
- (g) The work of the scholar shall be assessed at the end of the first year as may be provided in the Ordinance or as may be prescribed by the University. If it is found that the scholar lacks potential for useful research, the fellowship may be terminated.
- (h) Notwithstanding the provision in (g) above, if a scholar fails to submit his dissertation for M.Phil. degree within a period of two years of his having been registered, irrespective of the time of the award of the fellowship to him, the fellowship shall be terminated at the end of the above two years.
- (i) The Scholar shall execute a bond as may be prescribed by the University in this regard before he is allowed to draw the fellowship.

Tenure of Fellowship

- 5. (i) The fellowship shall be awarded for a period of two years or till such time as he is awarded M.Phil. degree which so ever is earlier.
- (ii) If a Scholar is allowed to proceed with his Ph.D. programme on the basis of his performance in the course work, the fellowship will be automatically renewed for a further period

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of two years.

- (iii) Those scholars who successfully complete their M.Phil. and wish to continue their work for Ph.D. may be awarded the fellowship for a further period of two years subject to their performance at M.Phil. being of a sufficiently high standard. A scholar who was not drawing any fellowship may also be awarded a fellowship after his M.Phil. on the basis of the quality of his work at M.Phil.
- (iv) The scholar will be allowed to complete the full four or two years of the fellowship, as the case may be, even if the Ph. D. dissertation is submitted before the expiry of the fellowship.
- (v) Notwithstanding the provisions in Clause 4(h) & 4(i) above, the University may terminate a fellowship at any time if it is not satisfied with the progress or conduct of the fellow.

Leave

- 6. (a) A fellow will be entitled to leave for a period not exceeding thirty days in a year in addition to general holidays which can be availed only with the approval of the supervisor. Women scholars will, in addition be eligible for maternity leave at full rates for a period not exceeding three months during the tenure of their award.
- (b) The University may allow special leave for a period not exceeding three months during the whole tenure of a scholar under exceptional circumstances. The scholar will not be eligible to draw his fellowship during the period of special leave. The period of leave will however be counted towards the tenure of fellowship.

Selection

- 7. (i) The application received from the candidates by the University shall be sent to the Heads of the respective Departments by the 5th August for screening and recommending the award.
- (ii) The Departments will finalise the recommendation for the fellowships on the basis of assessment by a committee consisting of not less than three members with the Head of the Department as the Chairman. While the recommendations for fellowships will be primarily made on the basis of merit, the

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availability of supervisors in the Department in the area of research in which a candidate wants to pursue his research shall also be taken into consideration.

- (iii) The recommendations for these awards should be forwarded to the University in the prescribed proforma latest by 10th August so that the candidates may join the University by 1st September every year.

- Reservation** 8. Fifty percent of the fellowships are reserved for candidates belonging to Scheduled Castes & Scheduled Tribes, provided they fulfill the minimum qualifications laid down for the award. In case qualified candidates are not available the fellowship may be awarded to other candidates in order of merit.
- Payment** 9. Payment of the Fellowship amount will be made each month at the University office against bills drawn by the Fellow and countersigned by the concerned Head of the Department.
- Application for the Award** 10. Each department shall forward to the University by the end of May each year the position about fellowship holders and the number of likely vacancies as may exist on the first September indicating the area in which M.Phil./Ph.D. courses will be available. The Fellowship shall be advertised by 30th June every year specifying the last date for application which shall not be later than 21st July.
- Enhancement of Rates** 11. The scholar may be allowed the Fellowship at a higher rate at the end of a period of two years provided he has successfully completed his M.Phil. or has been allowed to proceed for Ph.D. on the basis of his performance in the course work on the recommendation of his supervisor submitted to the University through the concerned Head and Dean.
- Unutilised Fellowships** 12. In case some fellowships remain unutilized, the research scholars already working in the Department without fellowship may be considered for the award. These cases, shall be forwarded to the University latest by 15th February each year in accordance with the procedure laid down under clause 3 and 6(b) above.

**ON THE AWARD OF THE MIZORAM UNIVERSITY
POST-GRADUATE SCHOLARSHIPS**

Under Section 28(1)(f) of the MZU Act, 2000

Objective 1. To prevent hardship to meritorious students, who have passed their Degree Examinations and who are pursuing their Post-Graduate studies at this University in subjects for which Post-Graduate departments have been opened.

Eligibility 2. Students who have secured 55% and above or at least a B+ (in the 7 point grade system) at the Degree Examinations conducted by the University are eligible for consideration for the award of Mizoram University Post-Graduate Scholarships.

Provided that the Committee at its discretion may award a scholarship to a fresh candidate of the final year Class taking his/her performance at the previous examination if he/she has obtained at least 55% marks.

Note: 5% of the marks will be relaxed in the case of Scheduled caste and Scheduled tribe students.

Selection 3. (i) The applications received by the University from the Candidates shall be sent to the Heads of the respective departments by 1st September each year for screening and recommending the award.

(ii) Selection for the award of the scholarships will be made by a committee to be appointed by the Vice Chancellor consisting of not less than 3 persons including Head of the department who shall be the Chairman thereof. The selection by the committee in each case shall be on the basis of merit and shall be subject to the approval of the Vice Chancellor.

Renewal 4. The scholarship may be renewed for a second year provided the student secures at least 50% marks (or 'B' grade) at the I & II Semester examination and maintain an all round satisfactory record of work and attendance to be certified by the Head of the Department concerned.

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- Value** 5. The value of the scholarship will be Rs 150 per month payable every month at the University Office.
- Conditions of Awards** 6. (a) The candidates selected for award of scholarships for Post-Graduate studies shall pursue their course at the Mizoram University in subjects for which Post-Graduate courses have been opened.
- (b) The selected scholars shall not accept or hold any appointment paid or otherwise and will not receive any emoluments salary etc. from any other source during the tenure of scholarship.
- (c) The selected scholars shall not accept any other scholarship simultaneously with the Mizoram University scholarship. They will however be eligible to receive free studentships if granted by the University.
- (d) The scholarship may be suspended or terminated at any time on the grounds of misconduct on the part of the student concerned or on continued absence for more than one month except on medical grounds.
- Application for the Award** 7. Applications in the prescribed form duly completed by the candidates along with relevant enclosures should reach the Registrar, Mizoram University within the date to be notified by the University.

**ON ASSOCIATION OF STUDENTS
IN DEPARTMENTS AND SCHOOLS**

Under Section 28(1)(p) of the MZU Act, 2000

1. All Students enrolled in a department for Post-Graduate or research studies shall be members of the departmental association.
2. Each Association may have a name for itself with the approval of the Advisory Committees of Association.
3. Each Association will have a Staff Advisor, nominated by the Dean of the School in consultation with the Head of department from amongst the members of the faculty of the concerned department. In case of a difference of opinion between the Dean and the Head of Department, the matter may be referred to the Vice Chancellor whose decision shall be final.
4. Each Association shall have an Executive Committee comprising not more than 5 members which will be constituted according to such rules and provisions as may be laid down by the Advisory Committee of Associations.
5. The Advisory Committee of Associations will comprise one Staff Adviser each from departmental association of schools by rotation, Dean, Students' Welfare and Director of Sports. The Dean, Students' Welfare shall be the convener of the Committee and the Senior most member of the Committee shall preside over its meetings.
6. Each Association will 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, create consciousness about the broader issues of the 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.
7. Without prejudice to the generality of its role and activities, each Association will organise the following specific programmes (i) a weekly meeting of the association on a day of the week and time assigned to the Association by the Advisory Committee, (ii) one of the weekly meetings of each Departmental Associations in the School shall also be invited to participate, the programme for this meeting shall be inter-disciplinary, (iii) each Departmental Association shall organise one meeting in each semester inviting all associations in all the Schools of the University, (iv) each Departmental Association shall organize one full length lecture by one of the Post-Graduate students on a topic which may be chosen by the student in consultation with the Staff Adviser or other

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members of the faculty. The student shall prepare a hand written manuscript of the speech along with bibliography. The lecture may, however, be delivered generally following the text but may not be read out, (v) research scholars may make full length or brief presentations in the weekly meetings about their findings, (vi) Associations may also invite members of other Associations to address them on special topics, (vii) Associations may organise seminars in which members of the faculty and other guests may also participate; and (viii) Each Association will organise one open essay competition each year which will be open to students of all Universities in the North-Eastern Region.

8. Each Association will keep a full record of its activities. The Secretary of the Association will prepare a brief resume every week which will be authenticated by the Staff Adviser.
9. The University may institute running medals and prizes, like, those for trophies, best Association of the year, student lectures, essays and other items.

**ON CONDITIONS OF RESIDENCE OF THE
STUDENTS OF THE UNIVERSITY**

Under Section 28(1)(h) of the MZU Act, 2000

Objective

1. The Mizoram University is primarily a residential University. A large section of its students come from distant places and reside in the rented house of the city. The objectives of residence in the halls and lodges are as follows:
 - (a) to provide to the students of the University a congenial place to live so that they can devote themselves to 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 co-operation and goodwill and acquire 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; and,
 - (e) to develop in the students the capacity to govern their own affairs.

**Halls of
Residence**

2.
 1. **Residence in Campus**
 - (a) The University shall maintain such hostels as may be necessary to fulfill the objectives of residence.
 - (b) Every hostel shall have a name as the University may assign to it.
 - (c) A hostel may accommodate about 100 students; and
 - (d) One hostel shall be under the charge of a Warden.

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2. Residence of Campus

Students who do not live either with their parents or approved guardians shall, during the term, reside in an approved hostel or lodge.

Note:

- (1) An approved hostel is a place of residence maintained by a State Government or any other organization exclusively for students of the University, Colleges or other courses of the University.
- (2) An approved lodge may comprise such houses or parts thereof where the students of the University may reside.
- (3) Each approved lodge shall be under the charge of a Warden.
- (4) The University, may, if deemed necessary, suspend or withdraw recognition of any approved lodge.

Supervision and Control

3. (i) Central Committee on Residence

- (a) The supervision and control of the residence of all Students is vested in the Vice Chancellor. The Dean, Students' Welfare will assist the Vice Chancellor in performing his function 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, Students' Welfare
 - (ii) Director of Sports
 - (iii) 3 Wardens of hostels maintained by the university by rotation; and
 - (iv) 2 Wardens in charge of approved lodges by rotation.

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- (c) The term of office of the Central Committee shall be two years in the first instance.
 - (d) The functions of the Committee shall be as follows:
 - (i) Management, selection and admission of students to 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; and
 - (v) Such other duties as may be assigned by the Vice Chancellor.
 - (e) The Committee may admonish a student for misconduct, may impose a fine up to Rs 50 on a student at a time, may remove a student residing in a hall of the University; and may declare halls out of bounds for students during the period of suspension.
 - (f) The Central committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the Dean, Students' Welfare and 1/3rd of its members shall form the quorum.
 - (g) The Dean, Students' Welfare shall submit the conclusions of the meetings to the Vice Chancellor who will place it before the Executive Council for their information.
- (ii) Warden, Prefect & Local Committee**
- (a) The management of each hostel/approved lodge and the mess attached to it shall vest in the Warden who will be

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assisted by the Prefect and a Local Committee which may consist of:

- (i) Warden – Chairperson
 - (ii) Prefect
 - (iii) Three students of the Hostel, one of whom shall be the mess manager/secretary.
- (b) The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- (c) One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he may deem proper for the smooth functioning of the hostel.
- (d) The Prefect shall hold office for one year and shall be entitled to free accommodation in the hostel during the period of office.

ELIGIBILITY AND PROCEDURE

Admission to Hostels maintained by the University

4. (a) All students registered for full-time programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the hostels of the University. Students on projects sponsored by organisations like UGC, ICAR, ICSSR in 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 one of the conditions in (a) above, he will become ineligible for hall/hostel accommodation.
- (c) Students desirous of residing in University hostel may apply in the prescribed form after admission to the academic departments.
- (d) The Heads of Departments may forward all hostel applications of selected candidates for admission to their respective departments to the Dean, Students' Welfare. The applications shall be scrutinised by the Central Committee which will allot the hostel to each applicant.

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- (e) Students joining the University for the first time and those from distant places will be given preference for hostel accommodation.
- (f) Hostel accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to hostel in every subsequent year of study. The applications should reach the Warden of the hostel concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a programme of study and after furnishing proof of having paid all hostel/tuition dues.

Appointment, Powers and Functions of Wardens

5. 1. Appointment

Wardens of Hostels and Wardens in charge of lodges outside the Campus shall be appointed by the Vice Chancellor on the recommendation of the Dean, Students' Welfare for a period of two years and they shall be eligible for reappointment.

2. Wardens of Hostels

- 1. The Wardens of Hostels shall perform such duties as are assigned to them by the Vice Chancellor from time to time and they shall function in consultation with the Dean, Students' Welfare.
- 2. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students assigned to him, maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- 3. In addition to the specific duties assigned by the Vice Chancellor the Wardens shall perform the following duties:
 - (i) Welfare of and discipline amongst the residents in the Hall and to maintain daily record of the resident students such as students present each day, students

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absent from the Hall together with reasons for absence.

- (ii) Oversee health, hygiene and general life of the students in the Hostels and to ensure that the students observe the Regulations and discipline in accordance with the rules framed thereof.
 - (iii) Report to the Dean, Students' Welfare all cases of misbehavior, in discipline and illness of students residing in his hostel.
 - (iv) Safe custody and maintenance of such properties of the concerned hostel as are entrusted to him and for their repairs within the funds allotted and norms laid down by the University authorities for the same.
- 4. The Warden shall have the right to inspect hostel rooms.
 - 5. The Wardens shall have administrative control over the staff assigned to the hostel.
 - 6. Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of his warden-ship, and he shall be entitled to such allowance/special pay as the University may determine.

3. WARDENS INCHARGE OF LODGES

The Wardens in charge of Lodges shall

- (a) exercise supervision and control over all students in the zone;
- (b) maintain a register of all students and all information relating to the terms and conditions of their residence in the lodges;
- (c) maintain information of accommodation available in the lodges from time to time and help students to find suitable accommodation in the zone. The warden shall

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be expected to maintain close and frequent contact with the students and so help in resolving the problems that they might encounter during their residence.

- (d) be responsible for the health, hygiene and general life of the students residing in the lodges in the zone;
- (e) maintain discipline among students living in the zone and shall promptly report to the appropriate authority all cases of indiscipline, misconduct or illness of students;
- (f) be the liaison between the students and the administration, and
- (g) perform such duties as may be assigned to him by the Vice Chancellor from time to time.

4. Remuneration

The Warden shall be entitled to such allowances as may be determined by the University from time to time.

- Miscellaneous**
- 6.
 - 1. 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.
 - 2. The conditions of admission, accommodation and the organisation of mess in the hostels maintained by Warden shall be in accordance with the rules which may be framed in this regard by the University.
 - 3. Students living in approved hostels shall be under the disciplinary control of the management of the hostel concerned.

**ON DISCIPLINE AMONG STUDENTS IN RELATION
TO UNIVERSITY EXAMINATIONS**

Under Section 28(g) of the MZU Act, 2000

**Disciplinary
Control of an
Examination
Centre**

1. During an examination the candidates shall be under the disciplinary control of the Superintendent of the centre who shall issue instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the centre, he may be expelled from the examination of that Session. The Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice Chancellor as provided under the Ordinances.
2. Everyday, before an examination begins, the Invigilators shall call upon all the 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 latecomer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his admit card with him.
3. A candidate shall not use unfair means in connection with any examination.
4. 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

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question or matter connected with or relating to a question or solving a question on anything excepting 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 to the Examiner through the answer book.
- (g) Possession by a candidate or having access to his books, notes, papers or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- (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 the 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 to any 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 ministerial staff (Grade-IV) or any outside agency, a solution to a question or to a part thereof.

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- (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 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. 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 threaten to do so;
 - (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.

- (n) 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 of facilitating or rendering any assistance to any other candidate to do any of these things.

- (o) Presenting a thesis, dissertation, practical or class work notebook, wherever required, not prepared or produced by the candidate himself.

- (p) Arranging or permitting any person, whosoever he may be, to impersonate for the candidate at the examination.

- (q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.

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5. (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 in mass scale at a particular centre(s) it may cancel the examination of the candidates concerned and order re-examinations.

OR

Disqualify the candidate from appearing at such an examination of the University for a period not exceeding three years; in case disqualification is to be imposed then such action may be taken on the report/recommendations of the Examinations Discipline Committee, or the Executive Council may take such action *suo-moto* after giving the affected candidates a reasonable opportunity of being heard. The Executive Council may take one or both the actions i.e., ordering re-examination or disqualifying them from appearing at such an examination as stated above.

- (c) The use of unfair means at the centre(s) was aided, abetted or connived at by the authorities of the institution where the centre was located or by some other agency or due to the inability of the authorities to prevent the use of unfair means, it may abolish the centre for a manner as stated in (1) above.

Explanation: In clause 5(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.

6. (a) The power of expulsion of candidates for the entire examination of paper as specified in Clause 4 above in respect of unfair means detected in the Examination Hall and the premises of the Centre shall vest in the Officer-in-charge of the 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 Mizoram University Discipline Committee.

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- (b) A candidate shall not be forced to give a statement but the fact that the candidate has 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 on duty, at the time of occurrence. The decisions regarding the quantum of punishment beyond one year and other reported offences shall vest in the Mizoram University Discipline Committee.
- (c) *Deleted*
- (d) All cases of use of unfair means specified in sub-clause d, e, l, n, o, q of Clause 4 shall be reported immediately to the Controller of Examinations by the examiner, paper setter, evaluator, tabulator or the person connected with the University examination as the case may be, with all the relevant materials.

Examination Discipline Committee

- 7. (i) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice Chancellor.
- (ii) 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.
- (iii) A member shall be appointed for a term of two years, but shall be eligible for reappointment.
- (iv) Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.
- (v) At least three members present shall constitute the quorum.
- (vi) 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.

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(vii) A candidate may, within seven days of the 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 merit in the representation of the candidate he may refer back the case to the Examination Discipline Committee for reconsideration. The Examination Discipline Committee shall then reconsider the case and a unanimous decision of the Committee shall be final. In case of a 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.

8. The Examination Discipline Committee may recommend that:-

- (i) The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (a) and (b) of Clause 4 be cancelled.
- (ii) The paper or the entire examination of candidate in respect or which he/she is found to have used unfair means specified in sub-clauses c, d, e, f, and g of Clause 4 be cancelled.
- (iii) *Deleted*
- (iv) The entire examination of a candidate in respect of which he/she is found to have used unfair means specified in sub-clause h, i, j, k, l, m, n, o, of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University Examination for a period of next one semester. The entire examination of a candidate in respect of which he/she is found to have used unfair means specified in sub-clause (p) and (q) of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of two years. Students disqualified from appearing at University examination shall also be debarred from attending classes.²⁵

²⁵ Amended vide Resolution No. EC:47:5(15) dt. 14.12.2017

**ON THE POWERS AND FUNCTIONS OF THE
DEAN, STUDENTS' WELFARE**

Under Clause 1(i) of Statute 39

The Dean, Students' Welfare shall:

1. Advise the Vice Chancellor on matters relating to the admission of the students under the categories other than the 'Open Category'.
2. Co-ordinate the admission process in the University.
3. Co-ordinate the admission of the students in various halls of residents, approved hostel, and approved Lodges of the University.
4. Advise the Vice Chancellor on the appointment of the Wardens to the Halls of Residences, approved Hostels and approved Lodges of the University.
5. Assist the Vice Chancellor in supervising and controlling the residents of all students by coordinating the activities of the Wardens.
6. Deal with the matters of management, overall discipline and conditions of living in the halls of residence, approved hostels, and approved lodges of the University.
7. Advise the University in the matter of organizations and development of student bodies.
8. Co-ordinate the activities of the different bodies concerning student welfare.
9. Arrange for and co-ordinate the elections of the Office bearers and other representatives of the MZU Students' Council as per the rules of the University.
10. Advise the University on the nomination of student representatives on various bodies of the University.
11. Supervise and/or organize the co-curricular and sports activities of the Post-Graduate Students and Research Scholars in the Campuses.
12. Be in overall charges of the funds for the cultural and sports activities of MZU Students' Council and other student bodies in the University. He shall forward the accounts of expenditure received from the MZU Students' Council and other students'

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bodies as mentioned above to the University. Such accounts shall be certified by a body of the University which receive them.

13. Issue the travel concession to the students and shall recommend the educational tours/ excursions of the students.
14. Supervise and/or organize the carrier guidance and other counseling facilities for the welfare of the students.
15. Supervise and/or organize such programmes and activities which shall strengthen the students-teacher relationship, student-administration and student-society relationships.
16. Undertake such other duties and responsibilities relating to the welfare of the students as directed by the Vice Chancellor from time to time.

**ON THE ENDOWMENT FUNDS FOR THE AWARD OF FELLOWSHIP,
SCHOLARSHIP, STUDENTSHIP, GOLD MEDAL AND PRIZES**

Under Section 5(xxvi) of the MZU Act, 2000

1. The University shall have power to institute endowments from time to time in accordance with the Mizoram University Act, 2000. No endowment shall however be instituted without being accepted by the Executive Council.
2. Regulations shall be framed from time to time by the Executive Council governing the administration of each endowment fund created in the University.
3. There shall also be a Committee constituted by the Vice Chancellor for administration of each endowment and to implement the objectives of the endowment.
4. The University shall not accept the endowment of less than Rs 1.25 lakhs. Minimum amount prescribed shall be reviewed every five years for its feasibility and cost effectiveness.
5. Donations shall be accepted in the form of cash or cheque/demand draft drawn in favour of the Registrar, Mizoram University, payable at Aizawl.
6. Where the amount of interest accruing on the endowment is not sufficient to award fellowship/scholarship/studentship/prizes, the University shall have discretion to award the lesser amount than the stipulated one. However, before implementing such a decision the University shall inform the donor institution/individual as to whether it/he/she is willing to donate additional amount to enable the University to make payment as per stipulated amount.

ON THE STUDENTS' COUNCIL
Under Section 28(1)(l) of the MZU Act, 2000
read with Statute 39

- Constitu-
tion of
Students'
Council**
1. There shall be constituted in the University, a Students' Council for every academic year, consisting of:
- i) the Dean, Students' Welfare as the Advisor of the Students' Council;²⁶
 - ii) the Office Bearers, namely, President, Vice President, General Secretary, Joint Secretary, Treasurer, Sports Secretary, Cultural Secretary, Editor, Joint Editor, Assistant Sports Secretary and Assistant Cultural Secretary to be directly elected by the Electoral College;
 - iii) Deleted;²⁷
 - iv) Class Representatives and Assistant Class Representatives of each semester from all departments may be automatically absorbed as Executive Committee members of the Students' Council;²⁸
 - v) one research scholar from each School of Studies to be nominated by the Vice Chancellor

Provided that each School of Study shall have such number of nominated and elected Students' Representatives as are required so as to ensure that all Schools are represented in the Council proportional to their strength.

- Electoral
College**
2. Students enrolled in various UG and PG programmes of study in the main campus of Mizoram University at Tanhril shall constitute the electoral constituency and they shall all be eligible to participate in the election of the Office Bearers and Students' Representatives provided however that such students who are facing any disciplinary action shall not form part of the Electoral College.

²⁶ Amended vide Resolution No. EC:57:5(2) dt. 09.07.2021

²⁷ Amended vide Resolution No. EC:57:5(2) dt. 09.07.2021

²⁸ Amended vide Resolution No. EC:57:5(2) dt. 09.07.2021

- Elections** 3. Annual elections shall be conducted for directly electing Office Bearers and Students' Representatives as stipulated in Clause 1(ii) & 1(iv) above. Elections shall be held between 6 to 8 weeks from the date of commencement of the academic session. Commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, election process should not exceed 10 days.

A. Mode of Elections

Mode of elections shall be the direct election of the Office Bearers and Students' Representatives whereby all members of the Electoral College participate in the voting.

B. Eligibility Criteria for Contesting Elections

- i) The candidate shall be a regular student of Mizoram University enrolled in a full time programme of study in the Campus.
- ii) The candidate should have attained a minimum of 75% attendance as prescribed by the University for appearing in the end-semester examinations.
- iii) The candidate should not have any academic/fee arrears in the year of contesting the election. Any pending paper(s) shall be construed as academic arrear(s). A candidate, who has failed in the preceding academic year and/or is re-admitted in the current academic year, is not eligible to contest the election.
- iv) The candidate shall have two opportunities to contest election.
- v) The candidate shall not have a previous criminal record, i.e. she/he should not have been tried and/or convicted in any criminal offence or misdemeanor. The candidate shall also not have been subjected to any disciplinary action by the University authorities.

The election of the candidate shall be invalidated in the event of non-conformity with any of the above rules.

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C. Code of Conduct for Elections

- i) The candidate shall not indulge in, nor shall support, any activity, which may provoke differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- ii) Candidate shall desist from resorting to activities such as bribing, intimidating or impersonation in the election process.
- iii) No canvassing shall be permitted in the hostels of the University.
- iv) Candidate shall not make use of printed posters, printed pamphlets, or any other printed materials for the purpose of canvassing in the campus. However, they may use the handmade posters only at certain authorized places in the Campus, which shall be notified in advance by the University authorities. However, under no circumstances, handmade posters with questionable language or content shall be allowed.
- v) No canvassing is permitted within the classrooms. However, canvassing may be permitted outside the classrooms without causing any disturbance to the academic schedules.
- vi) No electioneering through printed posters, processions, or public meetings is allowed outside the University Campus; violation of this rule shall result in disqualification.
- vii) Criticism of other candidates, when made, shall be confined to their policies and programmes, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- viii) No candidate shall, nor shall her/his supporter, damage or cause any destruction to any property of the University and contravening the condition shall make her/him liable for

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disciplinary action as deemed fit.

- ix) There shall be no appeal to caste or communal feelings for securing votes.
- x) The use of loudspeakers for the purpose of canvassing shall be prohibited.
- xi) The University has the full authority to cancel or postpone the elections any time before the scheduled date without assigning any reason thereof.
- xii) During the period of the elections no person, who is not a student on the rolls of the University, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization violating this rule shall be subject to disciplinary proceedings, in addition to cancellation of candidature, as the case may be.
- xiii) In case of any dispute arising from either the conduct or results of the election, the Vice Chancellor shall constitute a committee chaired by the Dean, Students' Welfare and comprising of two Deans and two members of the students community from amongst the candidates. The committee shall submit its report to the Vice Chancellor within three days of its constitution for decision, which may be appealed at the Executive Council level, whose decision shall be final and binding.

D. Procedure for the Conduct of Elections

- i) Elections shall normally be held during the month of August-September each year.
- ii) Notice for elections shall be issued by Dean, Students' Welfare after the dates for the same and the election schedule is discussed and agreed upon in the Students' Council.
- iii) Upon announcement of the elections, the following schedule shall be notified:
 - a. Display of Voter's list

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- b. Last date for incorporating any changes in the Voter's list
 - c. Filing of nominations
 - d. Last date for filing of nominations and withdrawal of nominations
 - e. Date for displaying list of eligible candidates after scrutiny
 - f. Commencement of canvassing
 - g. Last date of canvassing
 - h. Date, place and time of elections
 - i. Counting and declaration of Results
- iv) Along with the notification of the above schedule, the names of 10-12 teachers representing the different Schools shall be announced as members of the Election Committee which shall conduct the entire process of the election under general guidance and superintendence of the Dean, Students' Welfare.
- v) Elections shall be held on the date notified and the results declared soon after in reasonable time, not exceeding more than 24 hours from the time of closing of polling.
- vi) The results shall be declared by the Chairperson of the Election Committee who will be a member from amongst the Election Committee unanimously chosen to be the Chairperson by the Election Committee members themselves.
- vii) Such candidates shall be declared as the elected School Counselors who poll the highest number of votes. Election of a Councilor will be valid only if 40% of the Electoral College takes part in the election of the School.
- viii) Any changes in the procedure of the conduct of election shall be proposed by 2/3 of the Students' Council present and voting in a meeting of the Students' Council to be specifically convened for this purpose. The Dean, Students' Welfare shall be present in the meeting and shall have the deciding vote.

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- Re-election**
4. i) In the event of the office of any post of office bearer falling vacant within two months of elections, re-elections shall be conducted; failing which next below in the protocol may be promoted. For example, the Vice President may be promoted to the post of President and Joint Secretary to the post of General Secretary, as the case may be.
- ii) In the event of any slot of student representative falling vacant, the Vice Chancellor in case of nominated representative or the Office Bearers in case of elected representatives, as the case may be, may nominate to fill the slot.
- Election-Related Expenditure and Financial Accountability**
5. i) All expenses incurred towards the conduct of election will be met from the funds made available by the University for this purpose.
- Provided however that only such expenses that are incurred towards the work related to the activities specified at Para 3(D)(iii) above shall be met from the University funds.*
- ii) The maximum permitted expenditure per candidate shall be Rs 5,000. The candidates are compulsorily required to submit Statement of Expenditure within 21 days from the date on which election was held.
- iii) The candidates are specially barred from utilizing funds from any other source(s) than voluntary contributions from the student body.
- Term of Office of the Students' Council**
6. All elected and nominated members of the Students' Council including office bearers shall hold office for a term of one academic year and shall be eligible for re-nomination/re-election for one more term.
- Functions of the Students' Council**
7. 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 matter 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.

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- Procedure for Students' Council Meeting**
8. i) In terms of Statute 39(3) of the Mizoram University, the Students' Council shall meet at least twice in every academic year i.e., at least one meeting in each semester with the first meeting held in the beginning of the academic session immediately after the election.
- ii) 60% of the members present shall form the quorum of the meeting.
- iii) The Students' Council may meet more than twice in a year upon a request to be received in writing by 50% of the members by the Dean, Students' Welfare. The Dean, Students' Welfare upon receiving such request shall convene a meeting normally within seven working days of receiving such a request. The agenda for the meeting shall be indicated in the request made for such a meeting:

Provided that in cases where, in the opinion of the Dean, Students' Welfare, the matter is urgent, the Council meeting may be held within two working days of receiving such a request. The Council shall normally be in full attendance for such meeting except in cases where absence is granted for medical/genuine reasons as decided by Dean, Students' Welfare.

Provided further 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 Chairperson, and she/he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration.

- iv) All decisions of the Students' Council shall normally be by consensus. Voting shall be resorted to only in such cases where the Chairperson of the Council deems it fit.

Maintaining Law and Order on the Campus during the Election Process

9. Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university authorities as soon as possible, but not later than 12 hours after the alleged commission of the offence occurs.

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Grievance Redressal Mechanism

10. 10.1 There shall be a Grievances Redressal Cell with the Dean, Students' Welfare as the Chairperson. In addition, one senior faculty member, one senior administrative officer and two final year students – one boy and one girl shall constitute the Cell. The Cell shall be mandated with the redressal of election-related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election-related expenditure.
- 10.2 In pursuit of its duties, the Grievance Redressal Cell may prosecute violators of any aspect of the code of conduct or the rulings of the Cell. The Cell shall serve as the Court of Original Jurisdiction. The Vice Chancellor shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the Cell has issued a final decision. Upon review, the Vice Chancellor may revoke or modify the sanctions imposed by the Cell.
- 10.3 Members of the Grievance Redressal Cell are prohibited from filing complaints. Any other student may file a complaint with the Cell, within a period of three weeks from the date of declaration of results. All complaints shall be filed under the name of the student filing the complaint. The Cell shall act on all complaints within 24(*twenty-four*) hours after they are received by either dismissing them or calling a hearing.
- 10.3.1 The Grievance Redressal Cell may dismiss a complaint if:
- (i) the complaint was not filed in proper format within the time frame prescribed;
 - (ii) the complaint fails to state a cause of action for which relief may be granted;
- 10.3.2 If a complaint is not dismissed, then a hearing shall be held. The Grievance Redressal Cell shall inform, in writing, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint. The hearing

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shall be held at the earliest possible time, but not within 24(*twenty-four*) hours after receipt of the notice described above, unless all parties agree to waive the 24-hour time constraint.

- 10.3.3 All parties of the hearing shall present themselves at the hearing, may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.
- 10.3.4 All hearings, proceedings, and meetings conducted by the Grievance Redressal Cell shall be open to the public.
- 10.3.5 If, after a hearing, the Grievance Redressal Cell finds that provisions of this code or decisions, opinions, orders, or rulings of the Cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Cell may disqualify the candidate.
- 10.3.6 The Grievance Redressal Cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the Cell to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules shall prevail at all hearings:
 - 10.3.6.1 Complaining parties shall be allowed no more than two witnesses; however, the Grievance Redressal Cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Chairperson of the Cell for the purpose of testifying by proxy.
 - 10.3.6.2 All questions and discussions by the parties in dispute shall be directed to the Grievance Redressal Cell.
 - 10.3.6.3 There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.

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- 10.3.6.4 Reasonable time limits shall be set by the Grievance Redressal Cell, provided they give fair and equal treatment to both sides.
- 10.3.6.5 The complaining party shall bear the burden of proof. Decisions, orders, and rulings of the Grievance Redressal Cell shall be concurred to by a majority of the members of the Cell present and shall be announced as soon as possible after the hearing.
- 10.3.7 Any party adversely affected by a decision of the Grievance Redressal Cell may file an appeal with the Vice Chancellor within 24(*twenty-four*) hours after the adverse decision is announced. The Vice Chancellor shall have discretionary appellate jurisdiction over the Cell in all cases in which error on the part of the Cell is charged.
- 10.3.8 The decision of the Grievance Redressal Cell shall stand and shall have full effect until the appeal is heard and decided by the Vice Chancellor.
- 10.3.9 The Vice Chancellor shall hear appeals of Grievance Redressal Cell rulings as soon as possible, but not within 24(*twenty-four*) hours after the Cell delivers to the Appellant and the Vice Chancellor a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the Vice Chancellor agrees to accept the waiver.
- 10.3.10 The Vice Chancellor can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance Redressal Cell until the appeals are decided.
- 10.3.11 The Vice Chancellor shall review findings of the Grievance Redressal Cell when appealed. The Vice Chancellor may affirm or overturn the decision of the Cell, or modify the sanctions imposed.

ON MAINTENANCE OF DISCIPLINE AND PROPER CONDUCT AMONG THE STUDENTS OF THE UNIVERSITY²⁹

Under Section 29 of the MZU Act, 2000

- Objectives**
1. (i) This Ordinance framed under Section 29 of Mizoram University Act, 2000 shall be called the “Ordinance on maintenance of Discipline and Proper Conduct among the Students of the University” and shall come into force with immediate effect.
 - (ii) The students, for the purpose of this ordinance, shall include all students admitted in the University.
 - (iii) The University may frame Rules and Regulations from time to time, as it deems necessary.
- Departmental Discipline Committee**
2. i) Every Department shall have a Departmental Discipline Committee. The Committee shall have three members with the Head of the Department as its Chairman. The Committee will be constituted by the Head of the Department in consultation with the Department and with the approval of the Dean of the School. Its term of office shall be two years.
 - ii) The functions of the Departmental Discipline Committee shall be as follows:-
 - a) To oversee general discipline in the Department and assist the Head in ensuring that the Department functions smoothly.
 - b) To enquire into cases of indiscipline *suo moto*, or on report from any student, teachers, etc.
 - iii) The Committee shall be competent to admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be referred to the School Discipline Committee.

²⁹ Incorporated vide Resolution No. EC:48:5(9) dt. 31.05.2018

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- iv) The Head of the Department, as Chairman, will preside over the Departmental Discipline Committee meetings and all communications to the School Discipline Committee will be made by him.
- School Discipline Committee** 3. i) Every School of studies shall have a School Discipline Committee. It shall comprise of the following:
- a) Dean of concerned School : Chairman
 - b) All Heads of Departments/
Centres of the concerned
School, or their nominees : Members
- ii) The functions of the School Discipline Committee shall be as follows:-
- a) To oversee general discipline in the School and assist the Dean in ensuring that the School functions smoothly.
 - b) To enquire into cases of indiscipline *suo moto*, on report from any students, teachers, etc.
- iii) 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.
- iv) The School Disciplinary Committee may, where it deems necessary, refer cases to the Vice Chancellor/Proctor.
- Maintenance of Discipline in Hostels/ Halls of Residence** 4. Without prejudice to the powers of the Vice Chancellor and the Proctor, the Central Committee on Residence and the Wardens of the Halls of Residences 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 Halls of Residences.
- Functions of Proctor** 5. i) All powers relating to the discipline and disciplinary actions in relation to the students of the University shall vest in the Vice Chancellor. He shall be assisted by Proctor(s) who shall exercise such powers and perform such duties as may be assigned to him by the Vice Chancellor and as prescribed in this Ordinance.

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- ii) The Proctor(s) shall be responsible for the maintenance of discipline among the students of the University.
- iii) The Proctor(s) shall on behalf of the Vice Chancellor receive and act upon any report received by him from teacher, warden or any public complaints against a student or a group of students.
- iv) In the event of breach of discipline and or misconduct / misbehavior on the part of a student or a group of students, the Proctor(s) shall have powers:-
 - a) To impose a fine up to Rs 1,000/- (Rupees One Thousand) on a student at a time.
 - b) To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- v) Action taken by the Proctor(s) shall immediately be reported to the University Disciplinary Council. Appeal to be made within one week of the date of receipt of orders by the Proctor(s) shall in the first instance lie with the University Disciplinary Council which may confirm, modify or reverse the decision of the Proctor(s).
- vi) Notwithstanding what is contained in 5(v) above, a student may appeal to the Executive Council against any decision of the Proctor(s) or Vice Chancellor.
- vii) In instances of serious breach of discipline or misconduct/ misbehavior where the Proctor(s) is/are convinced that action in excess of powers vested in him is called for, he shall refer all such cases to the University Disciplinary Council for its consideration and appropriate action.

University Disciplinary Council

- 6. There shall be a University Disciplinary Council for maintaining general discipline amongst students with special reference to untoward acts/behaviors viz. organizing strike other than peaceful demonstration, destruction of university property, violence, threatening faculty members and administrative employees, sexual harassment, consumption of intoxicants within Mizoram

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University Campus.

i) It shall comprise of the following:

- | | | |
|---|---|------------------|
| a) Vice Chancellor (or a person to be appointed by the Vice Chancellor) | : | Chairman |
| b) Three teachers of the University | : | Members |
| c) Dean, Students' Welfare | : | Ex-Officio |
| d) Director/Asst. Director of Sports | : | Ex-Officio |
| e) One other Officer of the University | : | Member |
| f) Two Wardens of the hostels | : | Member |
| g) Proctor | : | Member Secretary |

All members except the ex-officio members and the Member-Secretary shall be appointed by the Vice Chancellor for a term of two years.

ii) The functions of the University Disciplinary Council shall be as follow:

- a) To advise the Vice Chancellor in the maintenance of discipline and proper conduct among the students of the University.
- b) 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.

ON THE TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR

Under Section 14 of the MZU Act, 2000

read with Clause 3 of Statute 4

1. The Ordinance may be called the Ordinance on the Terms and Conditions of Service of the Registrar, Mizoram University.
2. This Ordinance shall take effect from July, 2001.
3. (1) The Registrar shall be paid a monthly salary and allowances and perks as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.

(2) All appointments to the post of Registrar shall be through advertisement and selection for tenure of 5 years, which may be renewed on similar terms. The minimum qualification shall be as follows:-
 - (a) A Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
 - (b) At least 15 years of teaching experience in a University or PG College of which eight years shall be in Associate Professor's grade along with experience in educational administration.

OR

Comparable experience in establishments and other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
4. The Registrar shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.
5. The University shall provide unfurnished residential accommodation to the Registrar for which he will not be entitled to draw House Rent Allowance. In addition to this he has to pay license fee as per Government of India Rules.

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6. Notwithstanding anything contained in these Ordinances, the Registrar appointed under the provisions shall be governed by such terms and conditions of service as the Visitor in his order may specify.

ON SELECTION COMMITTEE PROCEDURES

Under clause 5 of Statute 18 of the MZU Act, 2000

1. The Chairperson shall fix the date and venue of the meeting of the Selection Committee.
2. Ordinarily, a week's notice of a meeting shall be given to the members.

Provided that the meetings of the Selection Committee shall be fixed only after ascertaining the convenience of the Visitor's nominee and the persons nominated by the Executive Council.

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

(a) four members including two outside subject experts attend the meeting.

(b) Visitor's nominee is present or his/her written consent has been obtained.

Provided further that for the college Principal, at least five members including two experts shall constitute the quorum of the Selection Committee.

3. The Selection Committee shall make recommendations as to the suitability of the candidates referred to it, for consideration of the Executive Council.
4. The decision shall be arrived at by the Selection Committee by a majority vote. In case there is a tie, the Chairperson shall exercise a casting vote.
5. The Chairperson shall have the power to lay down procedures in respect of matters not specified in these Ordinances.
6. When Selection Committees are convened for the posts for different categories together, it shall interview the candidates belonging to the reserved categories separately and make its recommendations before candidates for unreserved categories are interviewed.
7. The Selection Committee may, for reasons to be recorded, consider the curriculum vitae of a candidate in absentia and make recommendations for consideration of the Executive Council.

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8. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API).

The teaching and/or research aptitude of the candidates may be assessed at the interview stage through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed.

9. If more candidates than the number of vacancies are selected, the Selection Committee shall prepare a panel containing names of candidates in order of preference. The extra candidates found suitable shall constitute the reserve list. The reserve list shall remain confidential till an occasion arises for its use due to some selected candidates declining the offer and shall not be used for appointments against posts other than those advertised.
10. The proceedings of the Selection Committee shall be treated as confidential.
11. The panel drawn up by the Selection Committee shall remain valid till the vacancies advertised are filled or till the panel is exhausted, whichever is earlier.

Provided that the validity as such shall not exceed one year.

Explanation: The Executive Council can appoint a person from the approved panel only within a period of one year from the date on which the panel was drawn up by the Selection Committee.

**ON NOTIFICATION OF VACANCIES AND
PRELIMINARY SELECTIONS**

Under Section 28(1)(p) of the MZU Act, 2000

- Vacancies**
1. (1) The Registrar shall maintain the up-to-date position about the faculty positions in the Department in a form which may be prescribed by the Vice Chancellor, the nature of vacancies and such other details as may be necessary.
 - (2) The Head of the Department will intimate to the Registrar through the Dean of the School, the occurrence of a vacancy in the prescribed proforma along with such other particulars like the specialization etc., which may be needed for making selections for these positions with reference to the structure of the Department approved by the University.
 - (3) Suitable advertisement will be prepared from time to time on the basis of the information by the Registrar and approved with suitable changes, if any, by the Vice Chancellor.

- Mode of Advertisement**
2. (1) All vacancies in academic cadres of the University shall be advertised in at least four all India newspapers, one each from the eastern, northern, western and southern region and at least one regional newspaper.

Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region or regions, the advertisement may be limited to the papers in that region or regions, only after recording the reasons for doing so in writing and with the prior approval of the Vice Chancellor.

- (2) The fact that certain vacancies are reserved for SC/ST/OBC/ Differently-abled categories candidates will be clearly mentioned in the advertisement.
- (3) The conditions, if any, under which the essential qualifications are relaxable shall be clearly stated in the advertisement.
- (4) The closing date of receipt of applications shall be at least five

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weeks from the date of appearance of the advertisement in the paper.

Provided that in emergent circumstances the notice could be reduced to three weeks for reasons to be recorded in writing.

- (5) No application received after the closing date for the receipt of application will be entertained unless the delay is accounted for by dislocation in the postal system or in it being forwarded by the appropriate authorities or such other valid reasons as may be accepted sufficient by the Vice Chancellor.

Personal Contact Candidates

3. A process of personal contact may also be initiated by the Vice Chancellor for obtaining particulars of candidates from appropriate authorities in the concerned fields. The particulars so forwarded by the concerned authorities, in response to such a request, may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.

Fees

4. All applications shall be accompanied by such application fee for the posts as may be prescribed by the University from time to time. In case a candidate is not eligible for consideration on account of any disability, other than academic qualification, the application shall not be considered and the application fee will be refunded in full.

Procedure of Scrutiny

5. (1) The applications of all candidates for the posts of Assistant Professors, Associate Professors, Professors or equivalent posts will be forwarded by the University office to the Heads of the Department concerned. However, if the Head of the Department happens to be an Associate Professor, the applications for the posts of Professors or equivalent will be forwarded to a Professor in the Department or failing which to the Dean of the School.
- (2) The Head of the Department shall constitute a Committee of not less than three members of the staff in the Department not below the rank of an Associate Professor, including the Professor(s) (excluding Professors re-appointed after superannuating in the Department) to scrutinize the applications for the posts of Assistant Professors, Associate

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Professors and equivalent and for preparing a list of candidates for interview. Similarly, a Committee will be constituted by the Head of the Department or the Dean of the School, as the case may be, for scrutinizing the applications for the posts of Professors or equivalent. This Committee will comprise not less than three persons and shall include all Professors in the Department (excluding Professors re-appointed after superannuation) and at least one Professor from another Department in the School or another School or as decided by the Vice Chancellor.

- (3) The procedure for scrutiny of applications will be as follows:
- (i) In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc., will be scrutinised and those candidates who suffer from any disability will be separately listed.
 - (ii) The applications of all the remaining candidates will be scrutinised with reference to the essential and desirable qualifications;
 - (iii) Ordinarily, the number of candidates recommended for interview for one post may not exceed *twelve* and for two posts *twenty*, and *ten* per post, if the vacancies are more.
 - (iv) A short listing of candidates, in the order of merit, for the post of Assistant Professor and its equivalent cadres in Library and Physical Education and Sports shall be prepared by the committee on the basis of screening criteria as stipulated in the Regulation. Merit list of candidates for the post of Associate Professors and Professors and their equivalent cadres in Library and Physical Education and Sports shall be drawn on the basis of the API scores as per template provided for in the Regulation.

Provided, such candidates who may have been interviewed for the same or similar post by the University and may not have been found suitable within a year preceding the advertisement of the post in

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question shall not be called for interview unless the Committee makes a special recommendation for reasons to be recorded in writing.

- (v) Ordinarily for the posts of Assistant Professors or its equivalent cadres in Library and Physical Education and Sports, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience shall be considered but with a lesser weightage as provided for in the Regulations. For the posts of Associate Professor and Professor and their equivalent cadres in Library and Physical Education and Sports, the weightage for the teaching and research records shall be given as stipulated in the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) provided for in the Regulations
 - (vi) Under no circumstances will the essential qualifications, experience and API as prescribed by the UGC and advertised accordingly be relaxed.
 - (vii) The basic academic qualification will not be relaxable. In case of a candidate who does not satisfy anyone of the other essential qualifications like experience and yet recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing the qualifications will be given in writing.
- (4) The Head of the Department or the Dean of the School, as the case may be, will forward the applications with his recommendations to the Vice Chancellor for final selection of candidates for interview for the posts. The Vice Chancellor may vary the list suitably at his discretion for reasons to be recorded in writing.

Re- advertisement

6. If the number of candidates eligible for being called for Interview is less than three in all, the post shall be re-advertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the Vice Chancellor shall also initiate personal contact as provided in clause 3 above. In case the number

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of eligible candidates is still less than three after the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of the Ordinance.

- Information to candidates** 7. The outstation candidates will be informed electronically as well as through registered post and the local candidates through registered posts, of the venue and date of interview at least two weeks ahead of the due date of their interview.
- Reserved posts** 8. In the case of reserved posts, the same procedure may be followed.

ON THE CAREER ADVANCEMENT SCHEME

Under section 28(1)(p) of the MZU Act, 2000

1. There shall be a Career Advancement Scheme (CAS) for placement/promotion of incumbent and newly appointed Assistant Professors/Associate Professors and Professors and their equivalent cadres in Library and Physical Education and Sports in the Mizoram University.
 - (a) Selection Committee for CAS shall be the same as that for direct recruitment for each of the above category.
 - (b) The UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University shall come into force w.e.f. 18th July, 2018.
 - (c) The combined academic/research score claim from the categories of 'Policy Document' and 'Invited lectures/ Resource Person/ Paper presentation' shall have an upper capping of thirty percent of the total academic/research score.
 - (d) Scheme of scoring under various categories in the academic/research activity shall be as provided for in the assessment and methodology criteria developed by the University for Direct Recruitment and CAS.
 - (e) Faculty members shall have an option to be considered under the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2010 and its subsequent amendments for a period of three years upto July 17, 2021.

Teaching Staff 2. Career Advancement Scheme for Teaching Staff

The norms/regulations for promotion of teaching staff through Career Advancement Scheme shall be as specified by the UGC in the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and

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Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University and as amended from time to time.

Library Cadre 3. **Career Advancement Scheme for Library Cadre**

The norms/regulations for promotion of Library Cadre through Career Advancement Scheme shall be as specified by the UGC in the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University and as amended from time to time.

Physical Education & Sports Cadre 4. **Career Advancement Scheme for Physical Education & Sports Cadre**

The norms/regulations for promotion of Physical Education Cadre through Career Advancement Scheme shall be as specified by the UGC in the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University and as amended from time to time.

Screening-cum-Evaluation Committee 5. The Screening-cum-Evaluation Committee for CAS promotion of Assistant Professors/ equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:

1. The Vice Chancellor shall be the Chairperson.
2. Dean of the concerned School.
3. Head of the Department.
4. One expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

Provided three members including one subject expert shall constitute the quorum.

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Provided further that University Librarian/ University Director of Physical Education and Sports/ Principal of the constituent college shall also be member of the Screening-cum-Evaluation Committee for CAS promotions of cadres of Librarians/ Directors of Physical Education and Sports/ Teachers of the constituent college, as the case may be.

Note: The concerned Department for Physical Education and Sports for the purpose of this Ordinance shall be the Department of Education.

The Process of Screening/ Evaluation/ Selection

6. 1. The process of promotion under CAS should involve inviting the bio-data through a general circular twice a year with the duly filled Performance Based Appraisal System (PBAS) proforma. A teacher who wishes to be considered for promotion under CAS may submit in writing to the university, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university the Performance Based Appraisal System proforma duly supported by all credentials as per the guidelines set out by the Mizoram University.
2. The incumbent teacher must be on the role and active service of the University on the date of consideration by the Selection Committee for CAS Promotion.
3. The Screening-cum-Evaluation Committee on verification/evaluation of grade/score secured by the candidates for Assistant Professor (Stage 2/Academic Level 11), Assistant Professor (Stage 3/Academic Level 12) and their equivalent cadres in the Library and Physical Education and Sports through the 'PBAS' methodology shall recommend to the Executive Council about the suitability for the promotion of the candidate(s) under CAS for implementation. No separate weightage points and interview are needed for promotion under CAS to the above stages and Screening-cum-Evaluation Committee is required to verify the PBAS only.
4. Promotion from Assistant Professor (Stage 3/Academic Level 12) to Associate Professor (Stage 4/Academic Level 13A) and further to Professor (Stage 5/Academic Level 14) and their equivalent cadres in Library and Physical Education and

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Sports shall be recommended by the selection committee meant for direct recruitment for these posts/cadres.

Provided that for promotion from Assistant Professor (Stage 3/Academic Level 12) to Associate Professor (Stage 4/Academic Level 13A) in the university, 30% weightage shall be assigned by the selection committee for contribution to research, 50% for assessment of domain knowledge and teaching practices and 20% for interview performance. For promotion to Professor (Stage 5/Academic Level 14) in the university, 50% weightage shall be assigned by the selection committee for contribution to research, 30% for assessment of domain knowledge and teaching practices and 20% for interview performance.

Provided that for promotion from Assistant Professor (Stage 3/Academic Level 12) to Associate Professor (Stage 4/Academic Level 13A) in the college, 20% weightage shall be assigned by the selection committee for contribution to research, 60% for assessment of domain knowledge and teaching practices and 20% for interview performance. However, for promotion from Associate Professor to Professor in the college, 30% weightage shall be assigned by the selection committee for contribution to research, 50% for assessment of domain knowledge and teaching practices and 20% for interview performance.

Provided that for promotion in the cadres of Librarians and Directors of Physical Education and Sports from Stage 3 (Academic Level 12) to Stage 4 (Academic Level 13A) and further to Stage 5 (Academic Level 14) in the university and the college, 20% weightage shall be assigned by the selection committee for research evaluation/library related research papers evaluations, 50% for assessment of domain knowledge and skills in sports/library automation and organizational skills and 30% for interview performance.

Provided further that minimum weightage points required for promotion to the above stages both in the University and college is 50 out of a total of 100.

5(1). A Professor can be promoted to the post of Senior Professor

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under CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a selection committee constituted in accordance with the Statute.

Provided that elevation to Senior Professor is applicable to only university departments.

Provided that for promotion to Senior Professor (Stage 6/Academic Level 15) in the university, 50% weightage shall be assigned by the selection committee for contribution to research, 30% for assessment of domain knowledge and teaching practices and 20% for interview performance.

5(2). Deleted.

6(a). Deleted.

6(b). Deleted.

6(c). Deleted.

7. At the time of assessing the quality of publications of the candidates during their promotions, the evaluation committees shall have to be provided with the lists of discipline-specific indexed journals, National/Regional level journals of quality in the concerned subject and a comprehensive list of Indian language journals/periodicals/official publication volumes of language bodies for consideration.
8. A Professor already appointed under the direct recruitment shall not be eligible for promotion under CAS.
9. In the final assessment, if the candidates do not either fulfill the minimum scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

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10. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
11. If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application/fulfilling the criteria.
12. If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.
13. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
14. That the promotion from Associate Professor to Professor under CAS being a personal position and not against a sanctioned post, the teaching workload of the Associate Professor be carried forward with him/her and be undertaken by the promotee even in the capacity of the CAS Professor.
15. An applicant for the promotion under CAS shall be entitled to the benefit of regular and continuous previous service in the equivalent grade and scale of pay outside this university/institution like a university, college or other scientific organizations such as CSIR, UGC, ICAR, DRDO, ICSSR, ICHR, and other such institutions up to a maximum of half of the numbers of years required to be eligible for such promotion subject to the guidelines issued by UGC from time to time.
16. Notwithstanding the various clauses, this Ordinance shall remain in force till such time as the Career Advancement Scheme of the UGC remains in force and any change or changes notified by the Commission from time to time shall automatically be treated as having been incorporated in the Ordinance.

**ON MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE
POSTS OF REGISTRAR/FINANCE OFFICER/CONTROLLER OF
EXAMINATIONS, DEPUTY REGISTRAR AND ASSISTANT REGISTRAR,
LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN, DIRECTOR
OF PHYSICAL EDUCATION & SPORTS, DEPUTY DIRECTOR OF PHYSICAL
EDUCATION & SPORTS AND ASSISTANT DIRECTOR OF PHYSICAL
EDUCATION & SPORTS**

Under Section 26(d) of the MZU Act, 2000

**Recruitment
and
Qualifications**

1. 1. The minimum qualifications required for the direct recruitment to the posts of University Librarian, University Deputy Librarian, University Assistant Librarian/College Librarian/Documentation Officer, Deputy Registrar, Assistant Registrar, University Director of Physical Education and Sports, University Deputy Director of Physical Education and Sports and University Assistant Director of Physical Education and Sports/College Director of Physical Education and Sports will be those as prescribed by in this Ordinance.
2. A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for the appointment of Assistant Librarian/College Librarian/Documentation Officer, Assistant Registrar and Assistant Director of Physical Education and Sports/College Director of Physical Education and Sports.
3. A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled(physically and visually differently-abled)/Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

Provided that 55% marks shall not be insisted upon for those already in the university service.

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|---|---|
| Registrar/
Finance Officer
/Controller of
Examinations | 2. Minimum Qualification

The minimum qualifications required for direct recruitment to the posts of Registrar/ Finance Officer/ Controller of Examinations shall be as specified by the UGC/MHRD adopted by the University in the cadre recruitment rules approved by the competent authority. |
| Deputy
Registrar | 3. Minimum Qualification

The minimum qualifications required for direct recruitment to the post of Deputy Registrar shall be as specified by the UGC/MHRD adopted by the University in the cadre recruitment rules approved by the competent authority. |
| Assistant
Registrar | 4. Minimum Qualification

The minimum qualifications required for direct recruitment to the post of Assistant Registrar shall be as specified by the UGC/MHRD adopted by the University in the cadre recruitment rules approved by the competent authority. |
| University
Librarian | 5. Minimum Qualification

The minimum qualifications required for University Librarian shall be as specified by the UGC in the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University and as amended from time to time. |
| University
Deputy
Librarian | 6. Minimum Qualification

The minimum qualifications required for University Deputy Librarian shall be as specified by the UGC in the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University and as amended from time to time. |
| University
Assistant
Librarian/ | 7. Minimum Qualification

The minimum qualifications required for University Assistant |

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- College Librarian** Librarian/College Librarian shall be as specified by the UGC in the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University and as amended from time to time.
- University Director of Physical Education and Sports** 8. **Minimum Qualification**
- The minimum qualifications required for University Director of Physical Education and Sports shall be as specified by the UGC in the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University and as amended from time to time.
- University Deputy DPEs/ College DPEs** 9. **Minimum Qualification**
- The minimum qualifications required for University Deputy DPEs/ College DPEs shall be as specified by the UGC in the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University and as amended from time to time.
- University Assistant Director of Physical Education and Sports/College DPEs** 10. **Minimum Qualification**
- The minimum qualifications required for University Assistant Director of Physical Education and Sports/College DPEs shall be as specified by the UGC in the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University and as amended from time to time.
- Physical Fitness Test Norms** 11. (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the

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physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 metres	800 metres	600 metres	400 metres

**ON SERVICE CONDITIONS, SALARY SCALES,
CLASSIFICATIONS AND QUALIFICATIONS OF TEACHERS**

Under 28(1)(p) of the MZU Act, 2000

- Members of the Teaching Staff** 1. The members of the Teaching staff shall be designated as follows:
- (i) Professor
 - (ii) Principal in the constituent college of the University
 - (iii) Associate Professor
 - (iv) Assistant Professor
- Scales of Pay of University Teachers** 2. The scales of pay of the teaching staff shall be as prescribed by the UGC/MHRD, Government of India, from time to time and as accepted by the University. In addition to the pay in the scales such other allowances, facilities and perks as may be sanctioned by the UGC/MHRD, Government of India/University from time to time will be admissible to the teachers.
- Recruitment and Qualifications** 3. The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the University and College(s) maintained by the University shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under the Mizoram University Statute 18.
- The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, will be those as given in clause 16 of this Ordinance.
- Teachers to be whole time Employee** 4. 1. For the purpose of this Ordinance "teacher" means a whole time salaried teacher of the University and does not include honorary, visiting or part-time teachers.
2. A teacher shall be a whole-time salaried employee of the University and shall devote his whole time to the University.
3. No whole-time salaried teacher of the University shall,

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without the permission of the Executive Council, engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.

Provided that nothing in this Ordinance shall apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission or to any literary work or publication or radio talk or extension lectures or with the permission of the Vice Chancellor, to any other academic work.

Nature of duties

5. 1. Every teacher shall undertake to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the Act, Statutes and Ordinances framed thereunder, organisation of instruction, or teaching or research or the examination of students or their discipline or their welfare and generally to act under the direction of the authorities of the University.
2. A teacher who is assigned work relating to teaching or research in any Department, other than his, within the School or outside the School shall not be entitled to extra remuneration.

Probation

6. The minimum period of probation for Professors, Associate Professors and Assistant Professors shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance. Decision to extend the period of probation should be communicated to the teacher on probation within 6-8 weeks, before the end of probation period.

Provided that the Executive Council may, for reasons to be recorded, waive the condition of probation. The Executive Council shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 12 months from the date of his/her appointment but not earlier than nine months from that date.

Provided that Probation Rules are applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.

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Provided further that all other Central Government rules on probation shall be applicable mutatis mutandis.

- Confirmation** 7. 1. It shall be the duty of the Registrar or any Officer-in-charge of the case, to place before the Executive Council the case of confirmation of a teacher on probation to assess the suitability in the 10th month.
2. The Executive Council may then either confirm the teacher or decide not to confirm him/her. Where the Executive Council decides not to confirm the teacher, he/she shall be informed in writing to that effect, not later than thirty days before the expiry of the probation.

Provided that the decision not to confirm a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.

3. A teacher appointed by the Executive Council under Statute 19 shall be deemed to be confirmed in the grade with effect from the date on which he successfully completes the period of probation.
4. Subject to this Clause, it is obligatory on the part of the university to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

Provided that confirmation Rules are applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.

Provided further that all other Central Government rules on confirmation shall be applicable mutatis mutandis.

- Increment³⁰** 8. 1. Every teacher shall draw increment in his/her academic level, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice Chancellor, and after the teacher has been given sufficient opportunity to make

³⁰Amended vide Resolution No. EC:49:5(20) dt. 17.12.2018

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his written representation.

2. The annual increment in the Pay Matrix shall be at the rate of 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. The annual increments would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
3. Each advance increment shall also be at the rate of 3% of pay in the existing cell in the applicable academic level and shall be non-compoundable.
4. Deleted.
5. There shall be two dates for grant of increment namely, 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial upgradation.

Age of Retirement

9. Subject to the provisions of Statute 23 (1 to 3), every teacher confirmed in the service of the University, shall retire from such service on the afternoon of the last date of the month in which he/she attains the age of 65 years or if the date attaining 65 years falls on the first day of the month, the teacher shall retire on the afternoon of the last day of the preceding month. Continuation in service thereafter may be considered only under rules of re-employment.

Provided that no teacher re-employed after attaining the age of superannuation shall hold appointment as Head of Department or Dean of Faculty or any other such administrative position.

Variation in Terms and Conditions of Service

10. Every teacher of the University shall be bound by the Act, Statutes, Ordinances and Regulations for the time being in force in the University.

Provided that no change in the term and conditions of service of a teacher shall be made after his appointment, in regard to designation, scale of pay, increments, probation, confirmation, leave, leave salary, age of retirement, provident fund benefits and

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removal from service so as to adversely affect him.

Resignation

11. 1. A teacher may, at anytime, terminate his engagements by giving the Executive Council three months notice in writing.

Provided that the Executive may waive the requirement of notice at its discretion.

Provided further that if the notice period ends in the middle of the academic semester, and if the leaving of the teacher is likely to affect the teaching work, the teacher may be released only at the end of the semester in the case of the University teachers and at the end of the academic session in the case of teachers of the constituent colleges.

2. A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Contract

12. 1. The written contract between a teacher and the University is required to be entered into, under Clause (2) of Statute 23, shall be in the form annexed to this Ordinance or as nearly or substantially to like effect.

Provided that if a contract is not executed by a teacher for any reason whatsoever, he shall be governed by the general principles like, equity, fair play, the overall academic interests of the students, harmonious functioning of the institution and healthy development of the University.

2. **Special Contract:** Notwithstanding anything contained in this Ordinance, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit. Such teachers shall execute a contract in the form as annexed.

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Provided that no appointment shall be made under this clause for a period exceeding five years at a time.

Provided further that the teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in the University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the academic performance of any such entrant teacher should be reviewed before reappointing him/her on contract basis for another session.

- Provident Fund** 13. A teacher of the University shall subscribe to the Provident Fund/Contributory Provident Fund scheme and shall be entitled to such gratuity/retirement benefits and leaves encashment as prescribed by the Government of India from time to time.

Provided that a teacher who entered the University with a Ph.D. degree, shall be entitled to the benefit in service up to a maximum period of 5 years for the purposes of retirement benefits such as Pension/C.P.F., gratuity and leave encashment/subject to the fulfilment of the condition that the teacher attains the age of superannuation in this University except in case of death before superannuation.

- Incentives for Ph.D./M.Phil. and other higher qualifications** 14. 1. Provisions under this clause will be effective from 01.09.2008.
2. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor/Assistant Librarian/College Librarian/Assistant Director of Physical Education and Sports/College Director of Physical Education and Sports to persons possessing the Ph.D. degree awarded in a relevant discipline by the University following the process as prescribed by the UGC in each case.

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3. M.Phil. Degree holders at the time of recruitment to the post of Assistant Professor/Assistant Librarian/College Librarian shall be entitled to 2 non-compounded advance increments. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.
4. Those possessing Post-Graduate degree in the professional course such as LL.M./M.Tech./M.Arch./M.E./M.V.Sc./M.D. etc. recognized by the relevant Statutory Body/Council, shall also be entitled to 2 non-compounded advance increments at the entry level. Those who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.
- 5(i). Teachers/Assistant Librarian/College Librarian who complete their Ph.D. Degree anytime while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation etc.
- 5(ii). However, Teachers in service/Assistant Librarian/College Librarian or higher positions who have already been awarded Ph.D. by the time of coming into force of this Ordinance or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
6. In respect of every other case, a Teacher/Assistant Librarian/College Librarian or higher positions who have already been enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of

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Ph.D. in respect of either course-work or evaluation or both, as the case may be.

7. Teachers in service/Assistant Librarian/College Librarian and others in higher Library positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
8. Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D./M.Phil. at the entry level under the earlier Schemes shall not be entitled to the benefit of advance increments under this Ordinance.
9. Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per the then existing Ordinance for acquiring Ph.D./M.Phil while in service, shall not be entitled to advance increments under this Ordinance.
10. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier Scheme, the benefit of advance increments for possessing Ph.D./M.Phil. shall be available to only those appointments which have been made on or after the coming into force of this Ordinance.

Allowances

15. Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Traveling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with that of Central Government employees.

Qualification of Teachers

16. 1. The minimum qualifications required for teaching posts shall be as specified by the UGC in the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of

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Standards in Higher Education) Regulations, 2018 adopted by the University and as amended from time to time.

2. For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail.

Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations adopted by the University shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.

Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

3. The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Departments of the Universities with effect from 01.07.2023.³¹

³¹ Amended vide Resolution No. EC:59:5(6) dt. 16.12.2021

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Percentage Equivalence of Grade Points for a Seven Points Scale

17. It is hereby clarified that where the University/College/Institution declare results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage.

Grade	Grade Point	Percentage Equivalent
'O' – Outstanding	5.50-6.00	75-100
'A' – Very Good	4.50-5.49	65-74
'B' – Good	3.50-4.49	55-64
'C' – Average	2.50-3.49	45-54
'D' – Below Average	1.50-2.49	35-44
'E' – Poor	0.50-1.49	25-34
'F' – Fail	0-0.49	0-24

ON GOVERNING LEAVE TO THE TEACHERS OF THE UNIVERSITY

*Under section 28(1)(p) of the MZU Act, 2000
read with Statute 23*

A. PERMANENT TEACHERS

Kinds of Leave 1. (1) The following kinds of leave will be admissible to permanent teachers:

(i) Leave treated as duty

- (a) Casual Leave,
- (b) Special Casual Leave, and
- (c) Duty Leave

(ii) Leave earned by duty

- (a) Earned Leave
- (b) Half-pay Leave, and
- (c) Commuted Leave

(iii) Leave not earned by duty

- (a) Extra-ordinary Leave, and
- (b) Leave not due

(iv) Leave not debited to leave account

(v) Leave for academic pursuits

- (a) Study Leave, and
- (b) Sabbatical Leave

(vi) Leave on grounds of health

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(i) Maternity Leave

(ii) Paternity Leave

(2) The Executive Council may, in exceptional cases grant, for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

Casual Leave 2. (i) The total leave granted to a teacher shall not exceed eight days in an academic year.

(ii) Casual Leave cannot be combined with the mid-semester break/winter vacation or any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

Special Casual Leave 3. (1) (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher-

(a) to conduct examination of a University, Public Service Commission/Board of Examination or other similar bodies/institutions; and

(b) to inspect academic institutions attached to a statutory board, etc.,

(c) to participate in a literary, scientific, or educational conference, symposium or seminar or cultural or athletic activities conducted by bodies recognised by the University authorities; and

(d) to do such other work as may be approved by the Vice Chancellor as academic work.

(ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(iii) In addition, special casual leave to the extent mentioned below, may also be granted;

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- (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- (iv) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays.

(2) Absence from duty and Headquarters during a semester:

- (i) The entitlement to casual and special casual leave in each semester shall be limited to the extent of 50% of annual entitlement.
- (ii) The total absence from headquarters intermittently during a semester on casual leave including journey days or other duty (like attending conferences, seminars, symposia on behalf of the University) shall not be more than fifteen days in all (exclusive of holidays between, if any). Provided that the Vice Chancellor may allow in exceptional cases a teacher to go on duty on a specific request being made and supported by the Head of the Department that suitable arrangements have been made for teaching etc., during his/her absence.

- Duty Leave**
4. (i) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (ii) Duty leave may be granted for:
- (a) Attending conferences, congresses, symposia and seminars on behalf of the University or with permission of the University.
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by

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the university, and accepted by the Vice Chancellor.

- (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University.
 - (d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body, and also for attending meetings in the UGC, DST etc. where a teacher is invited to share expertise with academic bodies, government or NGO.
 - (e) For performing any other duty for the university.
- (iii) Duty leave will be sanctioned by the Vice Chancellor.
 - (iv) The leave may be granted on full pay.

Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

- (v) The application for duty leave will be recommended by the Head of the Department and forwarded by the Dean of the School to the Vice Chancellor after taking into account, the academic needs of the Department/Centre. While recommending the application, the Head of the Department will specify that alternative arrangements for the academic duties of the faculty member concerned will be made, without asking for substitute/extra academic position.
- (vi) Duty leave may be combined with earned leave, half-pay leave or extra-ordinary leave.

Earned Leave 5. (i) Earned Leave admissible to a teacher shall be –

- (a) 1/30th of actual service including vacation.
- (b) plus 1/3rd of the period, if any, during which he is

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required to perform duty during vacation.

Note: For the purposes of computation of period of actual service, all periods of leave except casual, special leave and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed **60 days**. Earned leave exceeding **60 days** may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note:

1. When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
 2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate, exceed 120 days.
- (iii) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

- Half-pay Leave** 6. (i) Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate from a registered medical practitioner, private affairs or for academic purposes.

Note: A "completed year of service" means continuous service of specified duration under the university and includes periods spent on duty as well as leave including extra-ordinary leave.

Note: Half-pay Leave shall be combined with earned leave for calculating the number of earned leaves in case the number of

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earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government³².

Commutated Leave

7. Commuted leave not exceeding half the amount of half-pay leave due be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:
- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
 - (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
 - (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

Provided that no commuted leave shall be granted under this Ordinance unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

Extra- Ordinary Leave

8. (i) A permanent teacher may be granted extra-ordinary leave:-
- (a) when no other leave is admissible; or
 - (b) when other leave is admissible, the teacher applies in writing for the grant of extra-ordinary leave.

Provided, however, that save under the provision of sub-clauses (ii) to (iv) below, no extra-ordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the University.

- (ii) The Executive Council may grant, on the request from the institution concerned and on application of the teacher, extra-ordinary leave to hold an appointment or a fellowship under a Government, a University, Research Institute or other similar important institutions, if in the opinion of the Executive Council such leave does not prejudice the interest of the

³² Amended vide Resolution No. EC:49:5(20) dt. 17.12.2018

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University. This leave can be allowed only to a teacher who has been confirmed in the post held by him/her and has served the University for a period of at least three years.

Provided further that such leave shall not be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave.

The application for such leave shall be sent through the Dean of the School concerned and the latter shall give his recommendations taking into account the strength of the teaching staff for the particular subject. Except in very special cases, at no time more than 20% of the strength of the teachers on rolls of a Department shall be allowed to be absent from the Department on extra-ordinary leave, study leave and/or sabbatical leave. For this purpose, the teachers shall be classified separately in two groups for consideration as follows:

- (i) Professors and Associate Professors
- (ii) Assistant Professors

In case of his failure to return to duty at the end of the period of leave sanctioned to him, the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University, pay and allowances, if any, received by him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose.

- (iii) (a) The Executive Council may also grant, at its discretion, extra-ordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other similar important institution provided he has served the University for a period of at least three years and the application had been sent through and forwarded by the University;
- (b) the leave in such cases shall not exceed a maximum period of two years;

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- (c) Notwithstanding any other leave which may be due to a teacher, entire period for which the teacher holds the appointment outside the University shall be without pay;
- (d) The period so spent shall not be counted for increment but shall count for seniority. The period shall not also count for pensionary/contributory provident fund benefits unless contributions are paid by the teacher or the foreign employer.
- (iv) (a) The Executive Council may also grant, at its discretion, extra-ordinary leave to a permanent teacher who has been elected/nominated to the parliament/State Legislature/District Council, provided he/she has submitted his/her application through proper channel.
- (b) The leave in such cases shall not exceed a maximum period of ten years during the entire length of service.
- (c) The period so spent shall be counted for both increment and for seniority.
- Provided that no such leave shall be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave. If the teacher does not resume his duties in the University at the end of the period of extra-ordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.*
- (v) Subject to the provisions of sub-clause (vii) below, the total amount of extra-ordinary leave granted to a teacher under sub-clause (ii) and (iii) above shall not exceed five years during his entire service.
- (vi) Extra-ordinary leave shall always be without pay and allowances³³.
- (vii) Extra-ordinary leave shall not count for increment except in the following cases:

³³ Amended vide Resolution No. EC:49:5(20) dt. 17.12.2018

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- (a) Leave taken on medical certificate.
- (b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.
- (c) Leave taken for pursuing studies.
- (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

(viii) Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty or leave (including periods of vacation) shall not exceed three years except in cases where leave is taken on a medical certificate. The total period of continuous absence from duty shall in no case exceed five years in the full working life of the individual.

(ix) The authority empowered to grant leave may commute retrospectively period of absence without leave into extra-ordinary leave.

Leave Not Due 9. (i) Leave Not Due may, at the discretion of the Vice Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire service out of which not more than 90 days at a time and 180 days in all may be otherwise on medical certificate. Such leave shall be debited against the half-pay leave earned by him subsequently.

Provided that the teachers who are appointed on probation against substantively permanent posts be treated as 'Probationers' for the purpose of granting leave not due.

(ii) Leave Not Due shall not be granted unless the Vice Chancellor is satisfied that as far as can reasonably be

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foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

- (iii) A teacher to whom Leave Not Due is granted shall not be permitted to tender resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he/she refunds the amount paid to him as pay or allowances for the period not so earned. In case where retirement is unavoidable on account of reason of ill-health incapacitating the teacher for further service, refund of leave salary for the period of leave to be earned may be waived by the Executive Council.

Provided that the Executive Council may, in any other exceptional case, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

Study Leave

10. (i) Study leave may be granted to a whole time permanent teacher with not less than three years continuous service to pursue special line of study or research or to make a special line of study or research or to make a special study of the various aspects of University organisation and methods of education.

Provided that the Executive Council may, in special circumstances, waive the condition of three years service being continuous.

Explanation: In ascertaining the length of service, the period during which a person was on probation or engaged as a research assistant may be reckoned, *provided,*

- (a) the person is a teacher on the date of the application and
- (b) there is no break in service.
- (c) The leave is requested for undertaking the Ph.D research work.
- (ii) Subject to the terms contained in this Clause 10, in respect of

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granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

- (iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of two years service being continuous.
- (iv) Study leave shall be granted by the Executive Council on the recommendation of the concerned Department and the School Board. The leave shall not be granted for more than three years in one spell save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- (v) Study leave shall not be granted to a teacher who has not served the University continuously for a period of three years after the expiry of the last spell of the extra-ordinary leave under Clause 8 (ii) or (iii), sabbatical leave or who is due to retire within **five** years of the date of which he is expected to return to duty after the expiry of study leave.
- (vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years. However, 5 years have to elapse after the teacher returned to duty on completion of the earlier spell of study leave or sabbatical leave for a teacher to become

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eligible for second spell of study leave.

- (vii) No teacher who has been granted study leave shall be permitted to substantially alter the course of study or the programme of research without the permission of the School Board and Executive Council. When the course of study falls short of the study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of shortfall as extra-ordinary leave has been obtained.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) Subject to the provision of sub-clause (x) and (xi) below study leave may be granted on full pay up to two years extendable by one year at the discretion of the University.

Provided that the amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

Note:

- (a) The term pay refers to average pay and shall be calculated as mentioned in the Ordinances.

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- (b) That while house rent allowance shall be allowed, compensatory allowance shall not be allowed during the period of study leave.
 - (x) That the scholarship, fellowship, honorarium, maintenance allowance or financial assistance in any form other than regular employment received by a teacher granted study leave shall not be taken into account in determining the pay and allowances on which the study leave may be granted.
 - (xi) The following guidelines may apply while determining the admissibility of pay and allowances where financial assistance in the form of regular or part-time employment is received by a teacher granted study leave in addition to fellowship etc. as per clause (viii):
 - (a) \$ 60,000 or above per annum - leave shall be granted without pay.
 - (b) \$ 25,000 and above but less than \$ 60,000 per annum leave on half pay, and
 - (c) Less than \$ 25,000 per annum leave with full pay.
- Note:** It shall be the duty of the teacher availing study leave to communicate immediately to the University the additional financial assistance in any form received by him during the course of study leave from any person or institution whatever;
- (xii) A teacher granted leave shall on his return and rejoining the service of the University be eligible to the benefits of the annual increment(s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
 - (xiii) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
 - (xiv) Study leave granted to the teacher shall be deemed to be cancelled if it is not availed of within 12 months of its sanction.

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Provided that where the study leave granted has been so cancelled the teacher may apply again for such leave.

(xv) A teacher availing the study leave shall undertake that he shall serve the University for a continuous period, equal to the period of study leave actually availed, from the date of his resuming duty after the expiry of the study leave.

(xvi) **A teacher:**

- (a) who is unable to complete his studies within the period of study leave granted to him, or
- (b) who fails to rejoin the service of the University on the expiry of his duty leave and leave for journey period, or
- (c) who rejoins the University but leave the service without fulfilling the conditions laid down in (xv) after the date of rejoining the service, or
- (d) who within the said period is dismissed or removed from service by the University shall be liable to refund to the University the amount of leave salary, allowance and other expenses incurred on the teacher or paid to him on his behalf in connection with the course of study, or such amount as may be decided by the Executive Council from time to time if the teacher is allowed to go abroad for study leave, together with interest thereon at the rate of 6% per annum.

Explanation: If a teacher asks for extension of study leave and if it is not granted but he/she still does not rejoin on the expiry of the leave originally sanctioned he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of the dues under this Ordinance.

(a) Notwithstanding the above, the Executive Council may order that nothing in this Ordinance shall apply to a teacher who within three years on return to duty from study leave is permitted to retire from service on medical grounds.

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Provided further that the Executive Council may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher or the period as per (xv) under this Ordinance. The Executive Council may also extend the period of leave in exceptional exigencies for a suitable period.

(xvii) After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favour of the University binding himself for the fulfilment of the conditions laid down in sub-clause (xiv) and (xv) above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity Bond of an Insurance Company, or a Guarantee by a Scheduled Bank or furnish security of two permanent teachers for the amount which might be refundable under clause (xvi) above.

(xviii) The teacher shall submit to the Dean a six monthly report of progress on his studies forwarded by his supervisor or senior associate or the Head of Institution. This report shall reach the Dean within one month of the expiry of every 6 months of the study leave. If the report does not reach the Dean within the time specified the payment of leave salary may be deferred until the receipt of such reports.

Note: On return from study leave, the teacher shall report to the University, through the Head of the Department the nature of his work and his achievement. He shall also present a resume of his work in a School level seminar, specially organised for the purpose by the Head of Department.

(xix) The application for study leave should be sent through the Head of the Department to the School Board concerned and the Head of the Department should give his/her recommendations taking into account the strength of the teaching staff for the particular subject . Except in very special cases, at no time more than 20% of the strength of the teachers on rolls shall be allowed to proceed on study leave, extra-ordinary leave and/or sabbatical leave.

Sabbatical Leave

11. (i) Permanent, whole-time teachers of the university and constituent college who have completed seven years of service as Associate Professor or Professor may be granted

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sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

Provided further that sabbatical leave shall not be granted until the expiry of five years from the date of the teacher's return from the previous sabbatical leave or extra-ordinary leave under clause 8(ii) and (iii).

Provided further that a teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

- (iii) The teacher shall execute a bond, with proper sureties as in the case of study leave, that after the expiry of sabbatical leave he will return to the service of the University and serve thereafter at least for three years, failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him, or on his behalf plus such amount as may be decided by the Executive Council from time to time if the teacher is allowed to go abroad for sabbatical leave together with interest at the rate of 6% per annum to be calculated from the date of such payment.

Provided that the Executive Council may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Ordinance.

- (iv) A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave. The University shall not, however, fill up the post or make other alternative arrangements involving additional expenditure.
- (v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be

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allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund provided the teacher rejoins the University on the expiry of his/her leave.

Note:

1. The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.
2. On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave. He shall also present a resume of his work in a School-level seminar specially organised for the purpose by the Head of the Department.

Maternity Leave

12. (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding **180 days**, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than **45 days**, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave is applicable only to teachers with less than two surviving children.
- (iii) Maternity leave may be combined with earned leave, half-pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity Leave

13. Paternity leave of 15 days may be granted to a male teacher during the confinement of his wife, provided, the limit is up to

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two children.

- Adoption leave** 14. (1) Adoption leave may be granted to a female employee, with fewer than 2 (two) surviving children, on valid adoption of a child below the age of 1 (one) year for a period of 135 days immediately after the date of valid adoption.
- (2) Leave salary will be equal to the pay drawn immediately before proceeding on leave.
- (3) Adoption leave may be combined with leave of any kind.
- (4) In continuation of Child Adoption Leave, leave of the kind due and admissible (including Leave Not Due and Commuted Leave not exceeding 60 days, without production of Medical Certificate) for a period up to one year, reduced by the age of the adopted child on the date of the legal adoption without taking into account the period of Child Adoption Leave.
- (5) Adoption leave is not debited against leave account.

- Child Care Leave** 15. Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted for more than 45 days, the University/College may appoint a part time/guest/substitute teacher with intimation to the UGC.

Child Care Leave requires prior sanction. Intervening holidays will count as Child care Leave, as in the case of Earned Leave.

- Vacation** 16. (i) Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.
- (ii) Except in special circumstances, vacation and earned leave taken together shall not extend beyond six months.
- (iii) When vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the

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entire period, such vacation shall be treated as part of the leave.

For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during the vacation or within one month from the last day thereof.

B. TEACHERS APPOINTED ON PROBATION

17. A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall, during the period of probation, be granted leave which would be admissible to him if he held his post substantively. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant, to assess his suitability to the post, shall, until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed on probation' to a higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

C. HONORARY TEACHERS

18. Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

D. GENERAL

- | | |
|-------------------------|--|
| Leave-how earned | 19. Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period. |
| Right to Leave | 20. (a) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason, if that |

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authority considers such action to be in the interest of the University.

- (b) No leave shall be granted to a teacher when a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension.

Maximum period of absence from duty on leave

21. (a) No teacher shall be granted leave of any kind for a continuous period exceeding three years.

Provided that a teacher elected as member of the Parliament/State Assembly may be granted extra-ordinary leave for five years.

- (b) Where a teacher does not resume duty after remaining on leave for a continuous period of three years or where a teacher after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds three years, he shall, unless the Executive Council, in view of the exceptional circumstances of the case, otherwise determines, be deemed to have vacated his position from the date of his unauthorized absence.

Application for Leave

22. Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

Commencement and termination of leave

23. (a) Leave ordinarily begins from the date on which leave as such actually availed of and ends on the day the teacher resumes his duty.

- (b) Sundays and other recognised holidays may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to the clauses 5, 8 and 14 of this Ordinance.

Rejoining of duty before the expiry of leave

24. (a) A teacher on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which sanctioned him the leave.

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- (b) Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty save with the consent of the Executive Council.

Leave on medical grounds to be supported by medical certificate

25. A teacher who applies for leave on medical grounds shall support his application with a medical certificate from an authorised Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date a teacher is pronounced by a Medical Officer of the Board to be permanently incapacitated for further service.

Rejoining duty on return from leave on medical grounds

26. No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

Employment during leave

27. A teacher on leave shall not, without the written permission of the University taken in advance, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar bodies/Institutions or to any literary work or publication or radio or extension lectures or with the permission of the Vice Chancellor, to any other academic work. The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

Absence without leave or over-stayal of leave

28. Subject to provisions of clause 20 above, a teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his leave account as leave without pay

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unless his leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

Leave beyond the date of retirement

29. No leave shall be granted beyond the date on which a teacher must compulsorily retire.
- (i) Provided that if, in sufficient time before the date of retirement on superannuation, a teacher has been, in the interest of the University, denied in whole or in part any leave which was due to him and applied for as preparatory to retirement, then he may be granted after the date of retirement the amount of earned leave due to him on the date of superannuation subject to a maximum of 120 days. This limit may be extended up to 180 days if the entire leave or any portion is spent outside India. Provided that when earned leave exceeding 120 days is granted under this Ordinance, the period of such leave spent in India shall not in the aggregate exceed 120 days. The leave so granted including the leave granted to him between the date from which the leave preparatory to retirement was to commence and the date of retirement, shall not exceed the amount of leave preparatory to retirement, actually denied; the half-pay leave, if any, applied for as preparatory to retirement and denied in the exigencies of the University service may be exchanged with earned leave to the extent such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of retirement.
- (ii) Provided further that a teacher ;
- (i) who after having been under suspension is reinstated within 120 or 180 days, as the case may be, preceding the date of his retirement on superannuation and was prevented by reason of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying, subject to a maximum of 120 or 180 days as the case may be, reduced by the period between the date of reinstatement and the date of retirement.
- (ii) who attained age of superannuation while under suspension and was thus prevented from applying for

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leave preparatory to retirement shall be allowed to avail of the leave to his credit, subject to a maximum of 120 of 180 days, as the case may be, after termination of proceedings as if it had been refused aforesaid, if in the opinion of the authority competent to order reinstatement, he has been fully exonerated and the suspension was wholly unjustified.

- (iii) Provided further that a teacher whose service has been extended in the interest of the University beyond the date of his superannuation may be granted leave as under:
 - (i) During the period of extension, any leave due in respect of the period of such extension and to the extent necessary, earned leave which would have been granted to him under sub-clause (a) above, had he retired on the date of superannuation;

Explanations: In determining the quantum of earned leave that could accumulate during the period of extension, the leave, if any admissible under sub-clause (a) above, shall also be taken into account.

- (ii) After the expiry of the period of extension:
 - (a) After earned leave which could have been granted to him under sub-clause 9 above, had he retired on the date of superannuation diminished by the amount of such leave as was availed of during the period of extension;
 - (b) Earned leave earned during the period of extension and applied for leave preparatory to retirement in sufficient time before the date to final cessation of his duties and refused in the interest of the University.

Note: A teacher who avails himself/herself of the refused leave in full or in part immediately after the date of his superannuation or on the expiry of extension of service will be deemed for purposes other than pensionary/contributory provident fund benefits and lien, to be in service till the expiry of the refused leave. He will retire

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and become eligible for all pensionary benefits as due to him on the date of superannuation (or on such other late date if any extension service is granted) from the date of expiry of such leave only.

Leave to a teacher whose services are no longer needed (terminal Leave)

30. (i) The earned leave to the extent due (but not exceeding 120 days) may be granted at the discretion of Vice Chancellor as terminal benefit to a teacher not employed on a contract basis whose services are terminated by the University on account of retrenchment or abolition of post before his attaining the age of superannuation, even if it has not been applied for and refused in the University's interest. In cases where the teacher is relieved before the expiry of the notice period, such notice or the unexpired portion thereof should run concurrently with the leave granted.
- (ii) If a teacher resigns his post, he may not normally be granted either prior or subsequent to his resignation any leave. In cases, however where the resignation is for reasons of health or for other reasons beyond his control, earned leave at his credit, but not exceeding 120 days, may be granted to him at the discretion of the Vice Chancellor. In other cases of resignation, half the amount of earned leave at his credit but not exceeding 60 days, may be allowed at the discretion of the Vice Chancellor. In cases in which a prescribed period of notice is required to be given, the leave will be so granted as to cover as far as possible the period of notice required to be given.
- (iii) No terminal leave shall, however, be admissible in a case of dismissal/removal from the service.

Conversion of one kind of leave to another

31. (a) At a request of the teacher concerned, the University may convert retrospectively any kind of leave, including extraordinary leave, into a leave of different kind which was admissible to him at the time the leave was originally taken, but he cannot claim such conversion as a matter of right.
- (b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn, as the case may be.

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Increment during leave

32. If increment of pay falls during any leave, other than casual leave, special casual leave, duty leave or sabbatical leave, the affect of increase of pay will be given from the date the teacher resumes the duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

Leave year

33. For the purpose of this Ordinance, unless other wise specified, the term “year” shall mean an academic year running from the commencement of the academic session to the end of the academic session.

Authorities empowered to sanction Leave

34. The authorities specified in column (2) of the table below are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the teacher concerned.

Kinds of Leave	Sanctioning Authority	Extent of Power
(1)	(2)	(3)
(i) Casual Leave and Special Casual Leave		
(a) Dean of Schools	Vice Chancellor	Full
(b) Heads of Department	Dean of Schools	Full
(c) Other teachers	Heads of Department	Full
(ii) Earned Leave, Half-pay Leave, Commuted Leave and Maternity Leave	Vice Chancellor	Full
(iii) Extra-ordinary Leave	Vice Chancellor	Upto 90 days
(iv) Leave-not-due	Vice Chancellor	Full

Leave Salary

35. A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave and sabbatical leave, a teacher will draw pay under the provisions of clauses 4 and 11 of this Ordinance respectively. During other kinds of leave a teacher shall be paid leave salary as under;

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A. **Earned Leave and Commuted leave**

Leave salary equal to the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences or the substantive pays to which the teacher is entitled immediately before the commencement of leave whichever is greater. Provided that the leave salary of a teacher who has been continuously officiating in another post for more than three years at the time he proceeds on leave shall be calculated as if he were the substantive holder of the post in which he would have so officiated but for his officiating appointment in an equivalent or higher post.

Note: The three years limit shall include:

- (a) all period of leave during which a teacher would have officiated in the post but for his proceeding on such leave; and
- (b) all period of officiating service rendered in an equivalent or higher post but for appointment to which he would have officiated in that post.

B. Half-pay leave and Leave-not-due: Leave salary equal to half of the amount specified against (A) above.

C. Extra-ordinary Leave: Not entitled to any leave salary.

D. Study Leave: As admissible under clause 10 of this Ordinance and calculated as shown above.

E. Maternity Leave and Quarantine Leave: Pay drawn at the time of proceeding on leave. Subject to the provisions of clauses 10 of this Ordinance, payment of dearness allowance, house rent and city compensatory allowance during leave shall be governed by the provisions of the rules regarding the payment of those allowances.

F. Paternity leave: As per the directive of the Govt. of India and accepted by MZU.

G. Adoption leave: As per the directive of the Govt. of India and

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accepted by MZU.

Making of rules under this Ordinance

36. The Vice Chancellor may make rules under this Ordinance prescribing the procedure to be followed in:
- (i) making application for leave and for permission to return to duty before the expiry of leave;
 - (ii) granting leave and submission of medical certificates while proceeding or returning from leave;
 - (iii) the payment of leave salary;
 - (iv) the maintenance of records of service; and
 - (v) the maintenance of leave accounts.

**ON THE TERMS AND CONDITIONS OF SERVICE
OF THE FINANCE OFFICER.**

Under Clause (3) of Statute 5

1. This Ordinance may be called 'Ordinance on the terms and conditions of the service of the Finance Officer, Mizoram University'.
2. This Ordinance shall take effect from the date of creation of the post.
3. (i) The Finance Officer shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Govt. of India and accepted by the University from time to time.

(ii) The Finance Officer shall be entitled to leave, leave salary, allowances, provident fund and other benefits as prescribed on this behalf by the University from time to time for employees of the University.

Provided that, a person appointed as Finance Officer on deputation shall be entitled to the benefits under the usual deputation terms as contained in the Government of India Rules from time to time.

- (iii) Appointment to the post of Finance Officer would be made through advertisement and shall require the following minimum qualifications:
 - (a) Members of any of the Organized Central Accounts Services in the same scale of pay or with five years of service in the next below grade
- OR**
- (b) A Chartered Accountant having minimum experience of 10 years as Chartered Accountant.

**ON THE TERMS AND CONDITIONS OF SERVICE OF
THE CONTROLLER OF EXAMINATIONS**

Under Clause (2) of Statute 43

1. This Ordinance may be called ‘Ordinance on the terms and conditions of the Service of the Controller of Examinations, Mizoram University’.
2. This Ordinance shall take effect from the date of creation of the post.
3. (i) The Controller of Examinations shall be paid a monthly salary and allowances in the scale of Rs. 37,400 – 67,000 + GP Rs 10,000 or in such scale as may be prescribed by the UGC/MHRD, Govt. of India and accepted by the University from time to time.

(ii) The Controller of Examinations shall be entitled to leave, leave salary, allowances, Provident Fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.

(iii) The University shall provide him with unfurnished residential accommodation for which he will pay rent at the usual rate.

(iv) Appointment to the post of Controller of Examinations should be through advertisement and selection for a tenure of 5 years which can be renewed for similar terms. The minimum qualifications should be as follows :
 - (a) A Post-Graduate degree with at least 55% marks or equivalent grade B in the UGC seven point scale, and
 - (b) At least 15 years experience as Assistant Professor/Associate Professor of which 8 years should be in Associate Professor’s grade with experience in educational administration.

OR

Comparable experience in establishment and other institution of higher education.

OR

15 years of administrative experience of which 8 years as a Deputy Registrar or an equivalent post.

Note: The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates or candidates already in the University system.

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4. Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him from time to time by the Executive Council/Vice Chancellor.
5. The Controller of Examinations shall exercise his powers and discharge his duties under the immediate direction of the Vice Chancellor.

ON FLOATING POSTS

Under Section 28(q) of the MZU Act, 2000

1. There shall be a few floating posts of Professors/Associate Professors, the number of which shall depend on the posts sanctioned by the University Grants Commission from time to time and as approved by the Executive Council of the University.
2. These posts shall not be assigned to any particular Department but shall be made available by the Deans' Committee to those Departments that lack sufficient faculty for teaching or need an experienced specialist to initiate/strengthen a particular area of research or which may be finding it difficult to fill up certain vacancies by the normal procedure:

Provided that the decision of the Deans' Committee about allocation of floating posts to the departments shall be placed to the Academic Council and Executive Council for ratification at the earliest opportunity.

3. Persons appointed against these posts shall be teachers/eminent scholars including those who may have retired as Professors from this or another University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts shall ordinarily be made for not more than two years which shall not be extendable.
5. 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 proforma prescribed for 'Contract Appointment'.
6. Persons appointed under these posts shall be eligible to draw the pay in the pay band prescribed by UGC for Professor or Associate Professor, as the case may be. Fixation of pay shall also be as per Government of India norms.
7. Selection/appointment of persons against the floating posts shall be as provided for in the Statute 19 of Mizoram University.

ON THE EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEES

*Under Section 28(1)(o) of the MZU Act, 2000
read with Clause 2(xii) of Statute 12*

1. There shall be constituted a mechanism for the redressal of the grievances of employees and students of the University. To this effect the University shall constitute the following three Grievance Redressal Committees:
 - (a) Students' Grievance Redressal Committee
 - (b) Teachers' Grievance Redressal Committee
 - (c) Non-Teaching Staff Grievance Redressal Committee

Definition

2. Unless otherwise mentioned:

Student means all students who are registered for a programme of study in any School/Department of the University, and

Employee means any person appointed by the University and includes teachers and non-teaching staff of the University.

Grievances Redressal Committees

3. **GRIEVANCE REDRESSAL COMMITTEES**

A. STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

- (a) The Students' Grievance Redressal Committee shall comprise the following:

i.	The Pro Vice Chancellor or a nominee of the Vice Chancellor	Chairperson & Convener
ii.	Two representatives of Students' Council	Members
iii.	Four nominees of the Vice Chancellor from amongst the teachers	Members
iv.	Dean of the concerned School (special invitee)	Special invitee

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v.	Head of the concerned Department(special invitee)	Special invitee
vi.	Dean of Students' Welfare	Member Secretary

The term of the committee shall be two years. Seven members shall form the quorum.

(b) Powers and Functions of the Students' Grievance Redressal Committee shall be:

- i. to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- ii. to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and
- iii. to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

B. TEACHERS' GRIEVANCE REDRESSAL COMMITTEE

(a) The Teachers' Grievance Redressal Committee shall comprise the following:

i.	Pro Vice Chancellor or a representative of the Vice Chancellor	Chairperson & Convener
ii.	Three faculty members, not below the rank of Professor to be nominated by the Vice Chancellor	Members
iii.	Five teachers representing women, minority, SC, ST, OBC, to be nominated by the Vice Chancellor	Members
iv.	Dean of the concerned School	Members

The term of the committee shall be two years. Seven members shall form the quorum.

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(b) Powers and Functions of the Teachers' Grievance Redressal Committee shall be:

- i. to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- ii. to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and
- iii. to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

C. NON-TEACHING STAFF GRIEVANCE REDRESSAL COMMITTEE

(a) The Non-Teaching Staff Grievance Redressal Committee shall comprise the following:

i.	Registrar	Chairman & Convener
ii.	Five persons from the non-teaching staff representing women, minority, SC, ST, OBC, to be nominated by the Vice Chancellor	Members
iii.	Head of the Section concerned	Member

The term of the committee shall be two years. Four members shall form the quorum.

(b) Powers and Functions of the Non-Teaching Staff Grievance Redressal Committee shall be:

- i. to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- ii. to enquire into the grievances, and make

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recommendations and report to the concerned authorities for redressal or suitable action; and

- iii. to recommend appropriate action against complainant(s), if allegations made are found to be baseless.

General principles

4. The Grievance Redressal Committees, in their respective areas of jurisdiction, shall observe the following general principles:
 - a. Grievances pertaining to the Students shall be received in the office of the Dean of Students' Welfare and shall be referred to the Students' Grievance Redressal Committee.
 - b. Grievances pertaining to the teachers, and other academic staff shall be received in the office of the Chairman & Convener of the Teachers' Grievance Redressal Committee.
 - c. Grievances pertaining to the non-teaching staff shall be received in the office of the Chairperson and Convener of the Committees.
 - d. Create awareness among the students, staff and teachers about the grievance redressal mechanism.
 - e. Register and acknowledge grievances received and referred to them.
 - f. To the extent possible, all grievances received shall be settled within a fortnight by arriving at a final decision.
 - g. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply.
 - h. As a matter of general rule, no grievances should remain pending beyond the limit of three months.
 - i. The Chairman & Convener of the respective Grievance Redressal Committees should make himself/herself freely available to hear the grievances personally.

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Appeal

5. Aggrieved parties who are not satisfied with redressal by the Grievance Redressal Committee may appeal to the Vice Chancellor for a reconsideration and review.

**ON THE MANNER OF APPOINTMENT OF ADMINISTRATIVE, TECHNICAL,
NON-TECHNICAL AND OTHER EMPLOYEES³⁴**

*Under Section 28(1)(p) of the MZU Act, 2000
read with Statute 24*

There shall be a Cadre Recruitment Rules for the University and the University maintained college/constituent college. The Cadre Recruitment Rules, among others, shall provide the age, educational and other qualifications, and method of recruitment for appointment to various administrative, technical, non-technical and other employees.

³⁴ Incorporated vide Resolution No. EC:61:5(4) dt. 13.12.2022

ON FEES PAYABLE BY STUDENTS³⁵

Under Section 28(1)(e) of the MZU Act, 2000

1(a). Fees payable by students:

Students admitted to Course of Studies in Ph.D., M.Phil., Post-Graduate, Under-Graduate level specified below shall pay the fees (in Rs) as revised from time to time by the Academic Council and Executive Council:

Fees	Ph.D.	M.Phil.	M.Sc./ MLIS	M.A./ M.Com.	Profess -ional Course	UG (PUC) Science	UG (PUC) Others
1. Admission Fee (one time/Payable at the time of admission)	300	300	300	280	300	180	180
2. M.Phil./Ph.D. Registration Fee	450	350	-	-	-	-	-
3. Tuition/Research Supervisor Fee (Monthly)	550	420	210	210	230	250	200
4. Library Fee (Per Semester)	420	350	220	220	230	100	100
5. Sports Fee (Per annum)	350	350	350	350	350	-	-
6. Medical Fee (Per annum)	280	280	280	280	280	90	100
7. Students' Association Fund (Per annum)	300	300	400	400	400	500	500
8. Students' Aid Fund (Per annum)	200	200	150	150	150	50	50
9. Annual Magazine fee	-	-	410	410	410	260	260
10. Library Caution Money (refundable: Payable at the time of admission)	2000	1500	1200	700	1300	200	200

³⁵ Amended vide Resolution No. EC:46:5(13) dt. 16.12.2016

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11.	Identity Card (Payable at the time of admission)	80	80	80	80	80	-	-
12.	Laboratory Fee (Per month for students having practical)	350	210	210	110	230	90	90
13.	Laboratory Caution Money (refundable: Payable at the time of admission)	1100	900	800	800	700	260	260
14.	Exam Fee (M.Phil. & Ph.D. Course-work exam) (Per Exam) (Without Practical)	420	420	-	-	-	-	-
	(With Practical)	520	520	-	-	-	-	-
15.	Dissertation/Thesis Evaluation Fee (Without Practical)	5500	4000	700	700	700	-	-
	(With Practical)	6500	4500	-	-	-	-	-
16.	Alumni Fee	550	550	550	550	550	-	-
17.	Late Fee for submitting Examination Form (for delay upto 7 working days)	700	700	700	700	-	-	-
18.	Project Evaluation Fee (wherever applicable)	-	-	280	280	280	-	-
19.	Repeater Fee (Per Paper)	-	-	210	210	210	210	210
20.	Marksheet Fee (Per Exam)	220	220	220	220	-	-	-
21.	Admit Card (Per Exam)	100	100	100	100	-	-	-
22.	Practical Fee (Per Paper)	-	-	220	220	-	-	-
	TOTAL	20890	16250	7590	6970	6400	2190	2150

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Additional fees:

1(b). Students admitted to MBA Programme shall pay all fees laid down for M.A. students (except Tuition Fees) plus additional fees which are as under:

Departmental Corpus Fund (Payable at the time of Admission)	
Non-sponsored Indian Students	Rs 6,750
Full-time sponsored Indian students	Rs 20,250
Foreign students from SAARC countries	US \$ 1,350
Foreign students from non-SAARC countries	US \$ 2,700
Course Fee (Payable Per Semester)	
Non-sponsored Indian Students	Rs 13,500
Full-time sponsored Indian students	Rs 40,500
Foreign students from SAARC countries	US \$ 2,030
Foreign students from non-SAARC countries	US \$ 4,050

1(c). Students admitted to B.Tech Programme shall pay all fees laid down for M.Sc. students (except Tuition Fees) plus additional fees which are as under:

Departmental Corpus Fund (Payable at the time of Admission)	
Indian Students	Rs 6,750
Foreign students from SAARC countries	US \$ 1,350
Foreign students from non-SAARC countries	US \$ 2,700
Course Fee (Payable Per Semester)	
Indian Students	Rs 16,200
Foreign students from SAARC countries	US \$ 2,030
Foreign students from non-SAARC countries	US \$ 4,050

1(d). Students admitted to Mass Communication programme shall pay all fees laid down for M.A. students (except Tuition Fees) plus additional fees which are as under:

- a) Departmental Corpus Fund (Payable at the time of admission) Rs 6,750
- b) Course Fee (Payable per semester) Rs 6,750

1(e). Students admitted to MSW programme shall pay all fees laid down for M.A. students plus additional fees which are as under:

- a) Departmental Corpus Fund (Payable at the time of admission) Rs 6,250

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1(f). Students admitted to B.Ed. programme shall pay all fees laid down for Professional Course (except Tuition Fees) plus additional fees which are as under:

- a) Departmental Corpus Fund (Payable at the time of admission) Rs 6,750
- b) Course Fee (Payable per semester) Rs 6,750

1(g). Students admitted to M.Ed. programme shall pay all fees laid down for Professional Course (except Tuition Fees) plus additional fees which are as under:

- a) Departmental Corpus Fund (Payable at the time of admission) Rs 6,750
- b) Course Fee (Payable per semester) Rs 6,750

1(h). Students admitted to M.A. programme in Department of Sociology shall pay all fees laid down for M.A. students plus additional fees which are as under³⁶:

- a) Departmental Corpus Fund (Payable at the time of admission) Rs 6,000

1(i). Hostel Fees (in Rs)

a)	Admission fee (annual)	125.00
b)	Room Rent (pm)	i) 500.00 per Person for Single Seater Room ii) 250.00 per Person for Two Seater Room iii) 150.00 per Person for Three Seater Room
c)	Establishment (annual)	125.00
d)	Medical (annual)	200.00
e)	Water/Electricity (pm)	60 per person
f)	Caution money (refundable)	600

1(j). Transport:

As applicable from time to time

³⁶ Amended vide Resolution No. EC:48:5(7) dt. 31.05.2018

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1(k). GENERAL FEES PAYABLE BY ALL CATEGORIES OF STUDENTS

S.N.	Items	Amount (in Rs)
1.	Certificate-cum-Convocation Fee (only for final Semester/final year)	500
2.	Mark Sheet (Duplicate)	250
3.	Certificate (Duplicate)	500
4.	Rank Certificate	80
5.	Provisional Certificate	80
6.	Re-issue of Mark sheets etc. (Per Documents)	320
7.	Migration Certificate	320
8.	University Registration fee	190
9.	Duplicate Registration Card	250
10.	Re-evaluation (per paper)	500
11.	Re-scrutiny (per paper)	320
12.	Transcription (per course)	500
13.	Other-application forms (e.g., for duplicate mark sheet, provisional certificate etc) one form for each application	10
14.	Duplicate/Re-issue of Identity Card	80

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1(m). The following Courses/Subjects which may be considered as Professional Courses:

1. Bachelor of Education (B.Ed)
2. Bachelor of Law (LL.B)
3. B.Sc Nursing and M.Sc Nursing
4. Bachelor of Computer Application (BCA) and Master of Computer Application (MCA)
5. Bachelor of Pharmacy (B.Pharm) and Master of Pharmacy (M.Pharm)
6. Bachelor in Medical Laboratory Technology (MLT)
7. Bachelor of Radiography and Imaging Technology (BRIT)
8. Bachelor of Optometry and Ophthalmic Techniques (BOOT)
9. Bachelor of Technology (B.Tech) in Information Technology, Electronic and Communication Engineering, Computer Engineering, Electrical Engineering, Civil Engineering
10. Bachelor of Architecture (B.Arch.)
11. Master of Business Administration (MBA)
12. Master of Journalism & Mass Communication (MJMC).
13. Master of Education (M.Ed.)
14. Any other Professional Course(s) to be introduced by the University.

Due date & Mode of Payment

2. (1) Students shall deposit tuition and laboratory fees as follows:
 - (i) Half yearly for Ph.D. Scholars.
 - (ii) For February, March and April: on or before 10th March.
 - (iii) For May, June and July: on or before the 10th May.
 - (iv) For August, September and October: on or before 10th August.
 - (v) For November, December and January: on or before 10th November
- (2) Annual fees shall be paid at the commencement of 1st and 3rd Semester. For Pachhunga University College, payment will be made at the time of admission.
- (3) For Professional Courses, fees to be paid at the commencement of each semester.

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Delay or Default Payment

(4) All fees to be paid by University Challan to the Finance Department.

3. (1) If a student does not pay fees on time, a fine shall be levied as below:

(i) One rupee per day for the first ten days.

(ii) Two rupees per day for the next ten days.

(iii) Three rupees per day thereafter up to the last day of the month in which the fee is due.

(2) The Vice Chancellor, or on his behalf any other officer to whom this power has been delegated, may, on the recommendation of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application setting forth the reasons for late payment of fees. Such applications should be submitted well ahead of the due dates so that a decision may be taken and communicated to the student concerned in time.

(3) Name of the defaulters, which shall be put up in the Notice Board, shall be removed from the rolls of the University with effect from the first day of the following months.

(4) A student whose name has been struck off the rolls of the University may be readmitted on the recommendation of the Dean of the School concerned and on payment of arrears of fees in full and other dues. He shall, in addition, pay a fresh Admission Fee.

(5) Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Department intimating the date of his withdrawal. If he fails to do so, his name shall continue to be kept on the rolls of the University for a minimum period of one month following the month up to which he has paid fees. He shall also be required to pay all fees/charges that may fall due during this period.

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- Fees payable by the University employee**
4. (1) Employees of the University who join a course in the University, except for the Ph.D. Degree shall pay tuition fee, admission fee and enrolment fee.
- (2) University employees joining a course of research for the Ph.D./D.Sc. degree shall not be required to pay any fees except admission fee.

Note: The provision of this clause shall not apply to those employed by the University on an ad-hoc or on daily wages.

- Fee exemption for persons with disabilities**
5. (1) Exemption and concession in the fees payable by students shall be extended to persons with disabilities as follows³⁷:-
- (i) A person with forty percent to sixty percent disability shall be required to pay fifty percent of the prescribed fees.
- (ii) A person with more than sixty percent disability shall be exempted from payment of all the prescribed fees.
- (2) Persons with disabilities availing such exemption and concession in fees shall be required to deposit the caution money in full.

- Concession Fee**
6. (a) The Dean of the School, on the recommendation of a Committee consisting of the following, shall grant maximum five freeship per School. In addition one freeship per School may be at the discretion of the Vice Chancellor:³⁸
- (i) Dean – Chairperson
- (ii) Three Heads of the Department (by rotation) according to seniority for two years
- (iii) Three students elected from amongst an electoral college consisting of one representative from each Department concerned elected by the students in the Department.
- (b) If the number of applicants for freeship is more than the number of freeship available, the committee referred to in

³⁷ Amended vide Resolution No. EC:48:5(14) dt. 31.05.2018

³⁸ Amended vide Resolution No. EC:61:5(5) dt. 13.12.2022

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clause 6(a) may recommend half free ships to some of the applicants so that the total of free ships does not exceed the prescribed percentage.

- (c) Application for concession in fees shall be submitted on the prescribed form to the Dean of the School of Studies concerned through the Head of the Department by 31st July or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.
- (d) The following factors shall be taken into account while making recommendation on the applications of the students for grant of freeships:
 - (i) academic record of the students;
 - (ii) his progress in studies in the case of renewal of freeship; his financial position, and
 - (iii) any other factor which shall also be recorded.

The list of students to whom concessions have been awarded ordinarily shall be notified by the 30th September.

- (e) Freeships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year which shall be considered along with the new applications in that year.
- (f) A freeship granted to a student may be cancelled if his conduct or progress in studies is found to be unsatisfactory or if his financial condition improves and he is no longer in need of fee concession.

**Refund of fees,
Security
deposit etc.³⁹**

- 7. (a) Security deposits are refundable on an application the student on his leaving the University, after deduction of all dues, fines and other claims against him.

³⁹ Amended vide Resolution No. EC:46:5(11) dt. 16.12.2016

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- (b) If any student does not claim the refund of any amount lying to his credit within one calendar year of his leaving the University, it shall be considered to have been donated by him to the Students' Aid Fund.

Explanation: The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his name is struck off the rolls of the University.

- (c) If a student chooses to withdraw from the program of study in which he/she is enrolled, the following five-tier system for the refund of fees remitted by the student shall be followed⁴⁰:

SN	Percentage of refund of fees*	Point of time when notice of withdrawal of admission is served to the University
(1)	100%	15 days before the formally notified last date of admission. An amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- shall be deducted as processing charges from the refundable amount.
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	15 days or less after the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days, after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission.

*Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

⁴⁰ Amended vide Resolution No. EC:53:5(12) dt. 29.06.2020

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- (d) If a student owes any money to the University on account of any damage he may have caused to the University property, it shall be, along with outstanding tuition fees and fines, if any, deducted from the Caution Money due to him.

ON THE STUDENTS' AID FUND

Under Section 28(1)(f) of the MZU Act, 2000

Name of the Fund 1. There shall be a fund called the Mizoram University "Students' Aid Fund" instituted out of the contributions from the students and staff of the university and collections from other sources as well as the contributions received from the University Grants Commission.

Objects of the Fund 2. The objects of the Fund shall be:

- (i) to render financial assistance to poor and deserving students for payment of tuition fees, examination fees, purchase of textbooks, stationery etc.;
- (ii) to grant limited assistance to students to meet their hostel charges, expenses on clothes and emergency medical expenses, if their needs are considered genuine;
- (iii) to grant interest-free loans to deserving students subject to a maximum of 50% of the total amount standing to the credit of the Fund; and
- (iv) to meet any other needs of students considered to be genuine by the committee referred to in rule;

Note: The fund shall not be utilized for award of scholarship/ fellowships or stipends or for payment of prizes, rewards etc., to students.

Contribution to the Fund 3. (i) Each student of the University shall, contribute annually a sum which may be prescribed by the Ordinance. The sum shall be realised from the students along with the first installment of fees in the academic year.

(ii) Voluntary contributions received from the staff and from students shall also be welcomed as well as the unclaimed refund of any amount lying to the credit of a student within one calendar year of his leaving the University.

(iii) The Finance Officer shall maintain an account of the Fund and submit it annually to the Executive Council and the UGC

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after it is audited in the manner laid down in Section 29 of the Mizoram University Act, 2000.

Recommendations for Assistance

4. (i) Each school shall have a Committee consisting of:
 - (a) The Dean of the School (Chairperson)
 - (b) One Head of the Department (by rotation)
 - (c) The Registrar or his representative
- (ii) The committee shall consider the applications from the students and forward its recommendations to the Registrar.

Management of the Fund

5. The recommendations of the various School Committees shall be considered by the Deans' Committee.

Application for the financial assistance or loan

6. (i) A student requiring financial assistance or loan from the fund shall apply in the prescribed form to the Dean of the School concerned through The Head of his Department.
- (ii) No application for loan for a second time shall be considered before the expiry of three months after the clearance of the earlier loan.
- (iii) Applications for financial assistance/loan should reach the Committee within the notified dates.

Consideration of Application by the School Committee

7. (i) The Committee shall consider the applications of students for assistance/loans with regard to their merit and means and may, if it so desires also interview them.
- (ii) The Committee shall make recommendations in conformity with these rules after due consideration of:
 - (a) the purpose for which assistance/loan is asked for.
 - (b) the number of applicants seeking assistance/loan.
 - (c) the progress maintained by the applicant in his studies.
 - (d) the fact that during a Semester/Academic Year financial assistance shall not exceed Rs 1,000 for each student (including assistance given in the form of loans).

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Provided that in very exceptional cases, the Committee may recommend, for reasons to be recorded, financial assistance exceeding Rs 1,000.

Recovery of Assistance/ Loans

8. (i) Students granted financial assistance (excluding loans) may repay the amount depending on their convenience.
- (ii) The loan shall be advanced on a guarantee to be accepted by the Committee in each case. The guarantee shall be given by any of the following on a prescribed form;
- (a) Any permanent member of the teaching or non-teaching staff (other than a lower subordinate staff):
- (b) Any Scholarship/Fellowship holder provided his Scholarship/Fellowship is tenable up to the date by which the loan will be fully repaid.
- (iii) The loans shall be repaid in such number of installments as may be fixed in each case by the Committee.
- (iv) The number of installments shall, however be so fixed that the last installment of the loan is repaid before the end of the ensuing April.
- (v) The recovery of the loan shall commence from the month following that in which the loan is paid.
- (vi) The amount of loans granted to Scholarship/Fellowship holders shall be realized from their Scholarships/Fellowships and it shall be a condition of the Grant of loans.

Auditing of the Fund

9. The accounts of the Fund shall be audited in the manner laid down in Section 29 of the Mizoram University Act, 2000. The audit fee or any other related expenditure shall not however, be charged to the Fund.

Annual Report

10. The Registrar shall prepare in consultation with Dean of School, a Report at the end of each financial year on the administration of the Fund and send one copy of the Report to the University Grants Commission and place one copy before the Executive Council.

ON THE UNIVERSITY'S CORPUS FUND

*Under Sections 5 (xxvi) and 28 (1) (p) of MZU Act, 2000
read with Clause (2)(xvii) & (2)(xix) of Statute 12*

- Short Title** 1. The Fund shall be called “The University’s Corpus Fund” (hereunder to be referred to as the Fund) and shall be administered by the Mizoram University (hereunder to be referred to as the University).
- Objective** 2. The objectives of the Fund shall be:-
- (i) to create resources and generate regular income on it to lead the University towards financial self-reliance;
 - (ii) to build up surplus revenues, i.e., revenues other than the revenues related to principal account of the university;
 - (iii) to accumulate the interest earned on investment of Plan Fund and the ear-marked Fund;
 - (iv) to accumulate the overhead charges payable to the University by the Project(s);
 - (v) to invest the Fund so accumulated to earn towards maximum possible interest;
 - (vi) to accumulate any grants given by the UGC or any other Government Organizations specifically for this purpose;
 - (vii) to accumulate any donation made specifically for this purpose;
 - (viii) to accumulate surplus interest earned on investment out of any fund other than the Non-Plan Fund;
 - (ix) to accumulate fund received from any other sources for the purpose.
- Sources of the Fund** 3. (i) Donations/contributions from individual Indian or Non-Resident Indians, Mizoram University faculty members,

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Alumni Association, public and family trusts, industrial and business houses, cooperatives, union/association of employees, municipalities/panchayats, provided a clearly written letter is accompanied to this effect.

- (ii) General donations/receipts consisting of contributions from several sources including, but not restricted to, professional organizations, universities/institutions/organizations, with whom the University has collaborative augment, royalties, patent rights, consultancy fee, etc.
- (iii) Contributions from consultancy projects to the extent of 10%.
- (iv) Contributions from overheads of the research projects etc.
- (v) Capitalization of unspent amount of income generated by the Fund.
- (vi) Income generated by auction of old furniture/equipments/ vehicles etc.
- (vii) Surplus internal revenue.
- (viii) General charges from the outside agencies working inside the campus.
- (ix) Sums of Rs 50 per student, to be collected with admission fee from various courses run by the University, viz. Bachelor of Technology (B.Tech.), Post Graduate (PG), Master of Philosophy (M.Phil.) and Doctor of Philosophy (Ph.D.) etc.
- (x) Revenue income generated through the sale of the University publications.
- (xi) Five per cent (5%) of royalty from the books authored by those University teachers who received publication grant from the University.
- (xii) Any other additional item which the UGC may add to the above in order to provide incentives to Universities to augment their own resources.

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- Investment Committee** 4. As constituted by the University for investment of other types of the funds, to earn maximum interest through the schemes mentioned under the provisions of clause 6 of this Ordinance.
- Investment Decision** 5. On recommendation of the investment committee, as mentioned in clause 4 of this Ordinance, the Finance Officer shall make decision for the investment from the Fund, after taking written consent of the Vice Chancellor of the University.
- Avenues for Investment of the Fund** 6. (i) Government Savings Certificates.
(ii) Post Office Savings Bank Accounts.
(iii) Fixed Accounts or Savings Accounts with any Scheduled Bank.
(iv) Central or State Government Securities.
(v) Land, building or other immovable property.
(vi) Deposits or Bonds of Approved Industrial Financing Corporation.
(vii) Deposits or Bonds of Approved Housing Loan Companies.
(viii) Debentures/Deposits with any Public Sector Company.
(ix) Any other security with prior approval of the Executive Council for this purpose.
- Utilizations of the Fund** 7. The Fund will be used to generate regular source of income. No expenditure out of this Fund is permissible.
- Utilizations of the income generated by the Fund** 8. In very special circumstances to be decided by the Vice Chancellor after recording in writing, a portion of the income generated on the investment of the Fund may be spent only with the prior approval of the Executive Council for this purpose. No Executive of the University shall have the power to incur any expenditure in anticipation of the approval of the Executive Council. However, University may resolve to utilize the income generated by the Fund for the following purposes:

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- (i) Reinvestment/Capitalisation of the income generated by the Fund by merging the same with the Fund itself.

Loan from the Fund

- 9. No loan, for whatever purposes it may be, allowed out of either this Fund or the income generated by the Fund.

Expenses

- 10. All expenses connected with the Fund shall be met from the income generated out of the Fund, before making any other use of the income so generated.

Operation of the Fund

- 11. The Bank accounts of the Fund and its accrued income shall be jointly operated by the Vice Chancellor and the Finance Officer. The Finance Officer shall be responsible to maintain the account(s) of the Fund and the account(s) for the income generated on it separately and get it audited annually.

Annual Report and Accounts

- 12.
 - (i) The University shall maintain separate account(s) for the Fund and the income generated by the investments of the Fund.
 - (ii) The Finance Officer shall prepare an annual report at the end of each financial year on the administration of the Fund and place it before the Executive Council.
 - (iii) Details of the Fund such as principal, its annual accruals and expenditure shall be clearly reflected in the annual balance sheet of the University.

ON THE MIZORAM UNIVERSITY PUBLICATIONS

Under Section 28(1)(l) of the MZU Act, 2000

Introduction

1. The Mizoram University may establish a Publication Unit which shall be known as Mizoram University Publications, hereafter referred to as the Publication Unit.
2. The Publications Unit shall function as an autonomous unit in the University subject to the provisions of this Ordinance and other Statutes and Ordinances of the University and subject to such directions as the Executive Council may give from time to time in this regard.
3. The Publications Unit shall promote and undertake publications in various areas and for different target-groups and also their distribution in general furtherance of the objectives of Section 4 of the Mizoram University Act, 2000.

Areas of operation

4. Without prejudice to the generality of provisions in the preceding clause 3, the publication work will broadly cover the following areas:

GROUP A: University level text books, supplementary reading material and reference books in English and in the languages of the area under its jurisdiction, specially text concerning the Mizoram University region and texts for special/innovative courses introduced by the University from time to time.

GROUP B:(i) Research works on different subjects carried out within the University, and **(ii)** reference material and research work on various facts of the North-East Region and on tribal affairs in general in the country in this or other Universities or Institutions of higher learning.

GROUP C: Literature on various facts of continuing education for dissemination of knowledge and improving the general awareness about new scientific, cultural and economic content of the human society and literary works in languages spoken in the area under the jurisdiction of the University.

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- Management**
5. (1) There shall be a Governing Board of the Publications Unit which shall be responsible for its overall management.
- (2) There shall be full-time Publication Director of whose status and pay scales shall be such as may be determined by the Executive Council from time to time. He shall be designated as Director, Mizoram University Publications.
- (3) The Governing Board shall comprise of seven members as follows:
- (i) Vice Chancellor, Chairman, *Ex-officio*.
 - (ii) One nominee each from the Executive Council and the Academic Council.
 - (iii) One member to be nominated by the Vice Chancellor from amongst persons of standing in publication industry.
 - (iv) Senior-most Dean by rotation.
 - (v) Registrar, Mizoram University.
 - (vi) Finance Officer, Mizoram University.
 - (vii) Director, Mizoram University Publications, Member-Secretary, *Ex-officio*.
- (4) The term of the members of the Governing Board, other than *Ex-Officio* members, shall be three years.
- (5) Four members of the Governing Board shall form a quorum for the meetings of the Board.
- Editorial Board**
6. (1) There shall be an Editorial Board comprising of not more than fifteen members.
- (2) The Editorial Board may appoint as many Editorial Committees for different subjects or groups of subjects as may be considered necessary from time to time, provided that at least one Editorial Committee shall be appointed in each of

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the following areas; (i) Sciences (ii) Language (iii) Humanities and Social Sciences subjects.

- (3) The composition of the Editorial Board shall be as follows:-
- (i) Vice Chancellor, Chairperson, *Ex-officio*.
 - (ii) One member each nominated by the School Boards.
 - (iii) Chairperson of Editorial Committees, *Ex-officio*.
 - (iv) Director, Publications Unit.
 - (v) Not more than three members nominated by the Vice Chancellor from amongst noted literary figures, social scientists and scientists.
- (4) The Editorial Committees shall comprise not more than seven members and shall be nominated by the Editorial Board.

Provided the first Editorial Committee may be nominated by the Vice Chancellor, if necessary.

The term of the members of the Editorial Board other than *ex-officio* members, shall be three years and shall be eligible for reappointment.

- (5) The term of the members of the Editorial Committees shall be for two years and they shall be eligible for reappointment.
- (6) The Publication Unit shall, as far as possible, be run on sound commercial lines on self-supporting or remunerative basis, subject to the basic objectives.
7. Matters relating to the selection of manuscripts, royalty, and honorarium to be paid to authors, printing, distribution and other related matters shall be laid down in the Regulation as approved by the Executive Council from time to time.
- (1) The Publications unit shall have a separate fund but within the consolidated funds of the University for which separate accounts shall be maintained.

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- (2) This fund shall be operated as a revolving fund in which grants and receipts shall be credited and all expenditure in relation to the publications shall be debited.
 - (3) The Publications Unit may receive directly or through the University, grants or assistance for any specific or general purpose from the Central or a State Government or from an institution established by them. Prior approval of the Executive Council shall be necessary to receive a grant or assistance in any form from any other organization or institutions.
 - (4) The unassigned grant of the University for research publications, etc., will be credited to the revolving fund of the Publications Unit. The Publications Unit shall ensure that minimum number of research publications which could have been supported by the University under normal scheme shall be brought out by the Publications every year.
 - (5) A separate account shall be maintained in respect of the publications in Group A for which special support is available from the Government of India.
 - (6) The Finance Officer shall be responsible for all financial transactions of the Publications Unit.
8. (1) The University shall establish its own printing press as early as possible;
 - (2) Pending establishment of a press, special arrangements should be made for the time being following usual commercial terms.
9. Pending finalization of all formalities for establishment the Publications Unit, the Vice Chancellor may authorize publication of works of any description on such terms and conditions as may be considered necessary in each case provided they broadly conform to the provisions of this Ordinance.
10. In case some difficulties arise in the operation of any provision of this Ordinance, the Vice Chancellor, or the Governing Board after its constitution, may take suitable action in furtherance of the basic objectives of the Publications subject to the condition that action shall also be initiated to amend the Ordinance suitably.

ON EXTERNAL RESEARCH PROJECTS

Under Section 28(p) of the MZU Act, 2000

This Ordinance provides for facilitating the acquisition and operationalization of University, inter-departmental, inter-institutional and individual research projects received by the University, teachers/equivalent research personnel at University, inter-departmental, inter-institutional and individual level.

1. Definition:

- (a) A 'research project' is defined hereunder as a 'Scheme' or 'Project' funded by a Government, semi-government, autonomous body(ies), public sector undertaking(s), public/private limited company(ies), private trust(s)/foundation(s) and registered body(ies). Funding from foreign organizations 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 evaluation work,
 - (v) other extension activities including action research, and
 - (vi) carrying out surveys and documentation.
- (b) A University level project is a project/scheme sanctioned to the University by an external agency.
- (c) An individual/inter-departmental/inter-institutional level project is a project/scheme sanctioned to an individual teacher or a group of investigators of the University by an external agency.
- (d) A 'Department' means a department of the University

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2. A teacher desirous of seeking financial support (referred to as Chief Investigator hereafter or such other designation given by the funding agency) from an external organization will prepare the project proposal as per the requirements of the funding /sponsoring organization concerned and also prepare a memorandum giving briefly the objectives of the project and also bringing about *inter alia* the way it is likely to support the general research area of the University.
3. The project will be forwarded by the Head of the Department to the Registrar for onward submission to the funding agency.
4. Matters relating to application, operation including administration and financial management, and of assets of the project/scheme shall be laid down in the Regulations.
5. In cases where the Chief Investigator is the Head of the Department, the function of the HOD shall be performed by the Dean for the purpose of the Ordinance and Regulation under this.

On the matters not covered under the above provisions of this Ordinance, the matter shall be referred to the Vice Chancellor whose decision shall be final.

FORM OF CONTRACT APPOINTMENT

[See Statute 23(2) and OE-6(12)(1)]

Memorandum of Agreement made this the _____ day of _____ two thousand and _____ between _____ (herein after called the “Teacher”) of the first part, and the Mizoram University, being a body corporate constituted under the Mizoram University Act, 2000 hereinafter called the “University” of the second part.

It is hereby agreed as follows:-

1. That the University hereby appoints _____ to be a member of the teaching staff of the University with effect from _____ the said _____ takes charge of the duties of his/her post and the said _____ hereby accepts the engagement and undertakes to take such part in the activities of the University and performs such duties in the University as may be required by and in accordance accepts the engagement and undertakes to take such part in the activities of the University and performs such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed thereunder, for the time being in force, whether the same relate to organization of instruction, or teaching, or research or the examination of students or their disciplines or their welfare, and generally to act under the discretion of the authorities of the University.
2.
 - 1) The teacher appointed against the posts of Professor, Associate Professor and Assistant Professor shall be on probation for a period of 12 months.
 - 2) The Executive Council may for reason to be recorded waive the conditions of probation, and shall also have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 12 months from the date of his/her appointment and the suitability of the teacher on probation shall be judged in the 10th month.
 - 3) If the University is satisfied with the suitability of the teacher for confirmation, he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.
 - 4) In case the University decides not to confirm the teacher at the end of 12 months period of his/her probation, the teacher shall be informed in writing at

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least 30 days before the expiration of that period that he/she would not be confirmed and would, consequently, cease to be in the service of the University at the end of the period of his/her probation. Provided that the decision not to confirm a teacher shall require a two-thirds majority of the members of Executive Council present and voting.

3. That the said _____ shall be a whole time teacher of the University and unless the Contract is terminated by the Executive Council or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes the age of sixty five years and thereafter, no further extension in service shall be given.
4. That the University shall pay initially _____ during the continuance of his/her engagement hereunder as remuneration for his/her service a salary in the pay band of _____ per mensem, rising by annual increment @ 3%.

Provided that whenever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and conditions attached to that post.

Provided further that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice-Chancellor to it, and after the teacher has been given sufficient opportunity to make his written representation.

5. That the said teacher agrees to be bound by the Statutes, Ordinances and Regulations for the time being in force in the University provided that no change in the terms and conditions of service of the teacher shall be made after his appointment, in regard to designation, pay band, increment, confirmation, leave, leave salary and removal from service as to adversely affect him/her.
6. That the teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever, or in any private tuition or other work to which any emoluments or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examination of Universities or Learned Bodies or Public Service Commissions, or to any literary work or publication or radio talk or extension lectures with the permission of the Vice-Chancellor and any other academic works.

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7. It is further agreed that this engagement shall not be liable to be determined by the University on the grounds specified and accordance with the procedure laid down in clause (1), (2), (3), (4), (5) and (6) or Statute 27 (reproduced below):-
- (1) Where there is an allegation of misconduct against a teacher or a member of the academic staff, the Vice-Chancellor, may, if he thinks fit, by order in writing place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:
 - (2) Notwithstanding anything contained, in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher or a member of the Academic Staff on the ground of misconduct.
 - (3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the Academic Staff except for good cause and after giving three months notice in writing or on payment of three months' salary in lieu of notice.
 - (4) No teacher or a member of the Academic Staff shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
 - (5) The removal of a teacher or a member of the Academic Staff shall require a two-thirds majority of the members of the Executive Council present and voting.
 - (6) The removal of a teacher or a member of the Academic Staff shall take effect from the date on which the order of removal is made:
 - (7) Provided that where a teacher or a member of the Academic Staff is under suspension at the time of his removal, the removal shall take effect from the date on which the teacher was placed under suspension.
 - (8) Any dispute arising out of this contract shall be settled in accordance with the provisions of clause (2) of Sections 30 of the Mizoram University.
 - (9) Any dispute arising out of a contract between the University and any employee, shall at the request of the employee be referred to the Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. 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. Every such request shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration Act, 1940.
 - (10) The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months notice in writing, provided that the Executive Council may waive the requirements of notice at its discretion.
 - (11) The teacher shall not leave the University at the mid-academic session/semester or the minimum period, whichever is later.

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- (12) The teacher shall be governed by the Professional Code of Ethics for Teachers as provided by the UGC or the University from time to time.
- (13) On the termination of this engagement, from whatever cause, the teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

In witness whereof the parties hereto affix their hands and seal:

Signature

Designation

In the presence of:

1. Signature

2. Signature

Designation

Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by:

Signature

Designation

In the presence of:

1. Signature

2. Signature

Designation

Designation

FORM OF SPECIAL CONTRACT APPOINTMENT

[See OE-6(12)(2) and OE-10(5)]

Memorandum of Agreement made this the _____ day of _____ two thousand nine hundred and _____ between _____ (hereinafter called the 'Teacher') of the first part, and Mizoram University being a body corporate constituted under the Mizoram University Act, hereinafter called the 'University' of the second part.

It is hereby agreed as follows:-

1. That the University hereby appoints _____ to be a member of teaching staff of the University with effect from _____ and the said _____ hereby accepts the engagement, and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed thereunder, for the time being in force, whether the same relate to organisation of instruction, or teaching, or research; or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.
2. That the said _____ shall be a whole time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher before the expiry of the contract period counting from the date of his/her joining service or is terminated as hereinafter provided, shall continue in the service of the University for a period of _____ years.
3. That the University shall pay _____ during the continuance of his/her engagement hereunder as a remuneration for his/her service a fixed salary of Rs. _____ or a salary of Rs _____ plus usual allowances per mensem, rising by annual increment of Rs _____ to a minimum salary of Rs. _____ per mensem.

Provided that the retired teachers shall be entitled to the last salary drawn by them plus usual allowances exclusive of the retirement benefits, if any, which they may be entitled to draw from another service.

Provided further, that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice Chancellor to it, and after the teacher has been given sufficient opportunity to make his/her written representation.

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4. That the teacher agrees to be bound by the Statutes, Ordinances, Regulation and Rules for the time being in force in the University provided that no change in the terms and conditions of Service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment and provident fund so as to adversely affect him/her.
5. That the teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with examination of Universities, learned bodies or Public Service Commission, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice Chancellor to any other academic work.
6. It is further agreed that this engagement shall not be liable to be determined before the expiry of the aforesaid period of contract by the University except on the grounds specified and in accordance with the procedure laid down in clauses (1), (2), (3), (4), (5) and (6) of Statute 27 (reproduced below):
 - (1) Where there is an allegation of misconduct against a teacher, or a member of the academic staff, the Vice Chancellor may if he thinks fit, by order in writing, place the teacher 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 his contract of service or of his appointments, the Executive Council shall be entitled to remove a teacher, or a member of the academic staff on the ground of misconduct.
 - (3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months' notice in writing or on payment of three months' salary in lieu of notice.
 - (4) No teacher or a member of the academic staff shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

MIZORAM UNIVERSITY ORDINANCES

(5) The removal of a teacher or a member of the academic staff shall require a two-third majority of the members of the Executive Council present and voting.

(6) The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made:

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

Any dispute arising out of this contract shall be settled in accordance with the provision of Section 34 of the Mizoram University Act, (*Reproduced below*):

“Any dispute arising out of a 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. 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. Every such request shall be deemed to be a submission to arbitration upon the terms of this Section within the meaning of the Arbitration and Conciliation Act, 1996 (26 of 1996)”.

7. The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months’ notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.
8. Once the termination of this engagement from whatever cause the teacher shall deliver to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

In witness whereof the parties hereto affix their hands and seal:

Signature

Designation

In the presence of;

1. Signature

Designation

2. Signature

Designation

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Signed and sealed on behalf of the University under the authority of the Executive Council by:

Signature

Designation

In the presence of:

1. Signature

Designation

2. Signature

Designation