

ON ASSIGNMENT OF DEPARTMENTS TO THE SCHOOLS OF STUDIES

Under Section 26 (k) of the Mizoram University Act, 2000.

read with Clause 5 (a) of Statute 15

The School of Studies shall consists 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 Sciences
4. Department of Management*

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

3. School of Education and Humanities

1. Department of Education
2. Department of English
3. Department of Mizo
4. Department of Hindi*

4. School of Earth Sciences and Natural Resources 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 Forest Ecology, Bio-diversity and Environmental Sciences*
6. *Department of Geography, Tribal Culture and Resource Management*

5. School of Physical Sciences

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

6. School of Life Sciences

1. Department of Botany

MIZORAM UNIVERSITY ORDINANCES

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 Electronic Engineering
2. Department of Information Technology
3. Department of Electrical Engineering*
4. Department of Computer Engineering*

9. School of Medical and Paramedical Sciences

1. Department of Nursing

**Added vide MHRD (GOI) Letter No. F.13-10/2003-Desk (U) dated 25.08.2005*

MIZORAM UNIVERSITY ORDINANCES

OA – 2

ON THE BOARD OF RESEARCH STUDIES

Under Section 28 (1) (j) of 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 - Ex-officio
 - (ii) Deans of Schools of Studies - Members - Ex-officio
 - (iii) Heads of Departments- Members - Ex-officio
 - (iv) Professors other than Deans of Schools and Heads of Departments- Members - Ex-officio
 - (v) Four Readers 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 - Ex-officio
2. Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, *interalia*, 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;

MIZORAM UNIVERSITY ORDINANCES

- (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;
 - (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

MIZORAM UNIVERSITY ORDINANCES

OA – 3

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 Reader and one Lecturer 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) 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.

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.

Terms of Office

2. The term of office of members, other than that of the Dean and Professors shall be two 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:

MIZORAM UNIVERSITY ORDINANCES

- (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;
- (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

MIZORAM UNIVERSITY ORDINANCES

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 Readers and two Lecturers 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 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.

Chairman

3. The Head of the Department shall be the Convenor and Ex-officio Chairman of the Board.

MIZORAM UNIVERSITY ORDINANCES

- 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 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 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 Reader 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, poses 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;
 - (b) To recommend text books when necessary;
 - (c) To consult specialists who are not members of the Board;

MIZORAM UNIVERSITY ORDINANCES

- (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 (I) (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 infra-structure in the University.
 - © 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.

MIZORAM UNIVERSITY ORDINANCES

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 | Ex- officio | Chairman |
| (ii) | Pro-Vice Chancellor | -do- | Member |
| (iii) | All Deans of Schools | -do- | Member |
| (iv) | Principal of
Constituent College | -do- | Member |
| (v) | All Heads of Aca-
demic Departments | -do- | Members |
| (vi) | Registrar | -do- | Member- Secretary |
| (vii) | Finance Officer | -do- | Member |
| (viii) | Two Principals from
affiliated Colleges from
Mizoram to be nominated
by the Vice – Chancellor | | Members |
| (ix) | Three nominees of the
Vice –Chancellor from the
University’s own staff for their
special interest in educational
progress and development | | Members |

MIZORAM UNIVERSITY ORDINANCES

- (x) Five external experts to be nominated by the Vice –Chancellor representing broadly the Schools of the University

Members

ON BOARD OF STUDIES FOR PROFESSIONAL COURSES

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

- Constitution**
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.
 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 Readers and two Lecturers 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) 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.
 - (vii) The Chairperson shall have the power to co-opt not more than two external experts to attend specific meetings as and when necessary with the prior permission of the Vice -Chancellor.
- Terms of Office**
- (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.

MIZORAM UNIVERSITY ORDINANCES

Meetings

- 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.
 - (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

MIZORAM UNIVERSITY ORDINANCES

- (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.

MIZORAM UNIVERSITY ORDINANCES

OB- 1

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

MIZORAM UNIVERSITY ORDINANCES

- 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.

MIZORAM UNIVERSITY ORDINANCES

OB – 2

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 :

Lecturer / Lecturer. (Sr. Scale) / Lecturer (Sl. Grade)	-	16 hours
Readers and Professors	-	14 hours

A relaxation of two hours per week shall be given to the Professors who are actively involved in research / extension and administration.
- Work Unit**
2.
 - (1) 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 given

MIZORAM UNIVERSITY ORDINANCES

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 a Reader not less than 12 hours and for a Lecturer 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.

MIZORAM UNIVERSITY ORDINANCES

- Number of Research Scholars** 7
- (i) Lecturers with 3 years Post-Doctoral active research experience supported by publications may be assigned two students/ scholars for Ph.D. work and those having more than 7 years of experience four scholars. A Reader may be assigned six Ph.D. scholars and a Professor eight.
 - (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.

ON THE AFFILIATION OF COLLEGES

*Under Section 26 (1)(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 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. of Withdrawal affiliation, if any, of Colleges/Institutions shall also be 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 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.

MIZORAM UNIVERSITY ORDINANCES

- | | |
|---|--|
| 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 may 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 A.C. for permission 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 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. |

MIZORAM UNIVERSITY ORDINANCES

- 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 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 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 for a period not exceeding three years at a time. Request for renewal 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 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 .
- 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.

MIZORAM UNIVERSITY ORDINANCES

- 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.
- 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 specified below:-
- (i) Fees for permission to open a new college/institution – Rs.15,000/-
 - (ii) Fees for renewal of provisional affiliation/permanent affiliation- Rs.5,000/-
 - (iii) Fees for permission to open a new course/subject-Rs.3,000/- per each course
 - (iv) All colleges/institutions affiliated permanently have to deposit affiliation fee of Rs.5,000/- after every three years.
 - (v) Annual enrolment fee @Rs.10/- per student on rolls as on the closing day of admission of the year.
 - (vi) Reserve fund in long term deposits in the name of the college for a period of at least five years.

MIZORAM UNIVERSITY ORDINANCES

For general stream- Rs.4,00,000/=

For major stream - Rs.5,00,000/=

Provided that the government college/institutions are exempted from depositing the reserve fund.

Withdrawal 7 of Affiliation

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. (1) 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

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

The time table of a College shall provide the minimum numbers of Lecturer/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.

Provided that a College shall make arrangements for classes in each paper carrying 100 marks so as to ensure that each general paper is

MIZORAM UNIVERSITY ORDINANCES

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
Under Ordinance
OB-6**

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

MIZORAM UNIVERSITY ORDINANCES

Qualification of Teaching Staff

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/ Work-Load of Teachers

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 Under OB-6

1. 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 :

MIZORAM UNIVERSITY ORDINANCES

- (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 area 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

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.

MIZORAM UNIVERSITY ORDINANCES

Norms on Number of Students

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 MZU Act, 2000

- Objectives**
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 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

MIZORAM UNIVERSITY ORDINANCES

- (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 a 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. 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 :**

MIZORAM UNIVERSITY ORDINANCES

- (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 Calcutta from Aizawl or via Silchar air passage between Calcutta -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.3000/- 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.10000/- for one month or part there of.
- (v) These facilities shall also be applicable when Mizoram University Teachers visit other colleges affiliated to the Mizoram University under this programme.

(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.

MIZORAM UNIVERSITY ORDINANCES

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 U. G. C.'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 Lecture/Reader/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 (I) (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 P.G Departments of the University by rotation.

MIZORAM UNIVERSITY ORDINANCES

- (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

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/or 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) Students securing average 'A' grade or 60% and above in the course work of M. .Phil. programme of this University.
 - (iii) Percentage in Master's degree or equivalent (at least 50% weightage)
 - (iv) Performance in the test and/or performance in the interview .
- (2) Candidates qualifying in any of the National Level tests recognised by U.G.C. will also be considered for Selection.
- (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.
- (i) Recognised teachers of MZU
 - (ii) 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 having Master's degree in the relevant or allied subjects and at least seven years experience of administration,

MIZORAM UNIVERSITY ORDINANCES

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.

Course work 2.Those departments who wish to have course work in Ph.D. programme may do so. Such courses should be limited between two to four courses. The number of such courses will not vary in one and the same Department. Such courses will be formally examined and the grades obtained therein will be reflected in the final result.

Supervisor 3. (i)The Department shall appoint a supervisor. The supervisor shall be a Professor, Reader or a Lecturer with Ph.D. and with at least three years experience of Research/Teaching experience and should be a teacher of this University.

(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.

Registration 4. (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, where necessary. The Department shall forward the research proposal to the School through the Board of Post-Graduate Studies. The date on which the School Board accepts the proposals for registration shall be the date of registration of the scholar for the purposes of this Ordinance.

(2) In case a candidates 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 Post-Graduate Studies for its consideration and approval.

MIZORAM UNIVERSITY ORDINANCES

- Duration** 5. (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 fails to submit his thesis within five years of the date of his 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.
- Review of Progress** 6. The Supervisor will regularly monitor the progress of the research work of the candidate. 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 Department for appropriate action.
- Pre-Submission Seminar** 7. 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** 8. 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 Post-Graduate Studies at least 4 months before the date of submission of the thesis for approval.
- Submission of thesis** 9. (1) 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.
- (2) 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.

MIZORAM UNIVERSITY ORDINANCES

(3) The thesis shall include a certificate from the Supervisor and the declaration from the candidate that the thesis incorporates the student's bonafide research and that these have not been submitted for award of any degree in this or any other University or Institute of learning.

(4) 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.

(5) 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.
- (ii) On the production of periodical certificates from his 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 10. 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 11. 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.

MIZORAM UNIVERSITY ORDINANCES

- Examiner's Report Viva-Voce**
- 12 (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/revise; or (c) the thesis may be rejected. The examiners may, however, recommend a Viva-Voce examination for some clarifications, if necessary.
- (2) If one of the external examiners recommends that a Viva-Voce examination should be held, 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.
- (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.

MIZORAM UNIVERSITY ORDINANCES

- Re-Submission of Thesis** 13. (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** 14. Based on the reports of the examiners and the Viva-Voce the School Broad shall recommend to the Executive Council through the Academic Council for the award of the degree or otherwise.
- Removal of Difficulties** 15. 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 PROGRAMMES

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 three courses approved by the Department.
- (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 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.

MIZORAM UNIVERSITY ORDINANCES

(2) 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.

(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:

MIZORAM UNIVERSITY ORDINANCES

'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.

(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.

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. 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

MIZORAM UNIVERSITY ORDINANCES

submitted by a candidate for M. Phil degree shall be sent to another examiner selected from the panel of examiners.

- 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.

- (b) Each student, with respect to his work in the course as well as his general

MIZORAM UNIVERSITY ORDINANCES

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.
- (c) The pattern and schedule of sessional work and in evaluation for each course

MIZORAM UNIVERSITY ORDINANCES

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:

MIZORAM UNIVERSITY ORDINANCES

First Division: 60 percent marks or equivalent grades or more in the aggregate of all the examinations and sessional work

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

15. No candidate will be allowed to appear in any course more than twice and no candidate shall be allowed to appear in any course beyond six semesters of his/her first admission to the programme.
16. The courses of study and the scheme of examination for the degree in each subject shall be such as may be approved by the 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 (General or Honours)
- Eligibility** 2. Students who have passed the 10+2 examination of Mizoram Board or any other equivalent examination from any recognised University/Board shall be eligible to seek admission to the first year of the Degree courses in Arts, Science, Commerce and Home Science. However, the candidates desiring to opt for Honours shall be required to have obtained 45% marks in the concerned subject or 50% in the aggregate if that particular subject is not offered at the 10+2 or equivalent level.
- Duration and Structure** 3. The duration of the Degree courses with or without Honours shall be of three years. There shall be three University examinations, one each at the end of an academic year.
- Division and Classes** 4. In order to pass the Degree examination, a candidate shall obtain the following minimum marks:

Candidates without Honours:

- (a) 30% marks in each theory paper.
- (b) 40% marks in each practical paper wherever applicable.
- (c) A candidate securing 33% marks or more but less than 45% marks in aggregate shall be declared to have qualified for the degree as Simple Pass; a candidate securing 45% marks or more but less than 60% in aggregate shall be placed in the Second Division, and candidates securing 60% marks or more shall be placed in the First Division.

Candidates with Honours :

- (a) 30% marks in each theory paper.
- (b) 40% marks in each practical paper.
- (c) A candidate securing 33% or more but less than 45% marks in aggregate in the Honours subject shall be declared to have qualified for the degree as Simple Pass and will be treated as

MIZORAM UNIVERSITY ORDINANCES

a candidate without Honours; a candidate securing 45% marks or more but less than 60% marks in aggregate in the Honours subjects shall be placed in the Second Class and the candidates securing 60% marks or more in the honour subject in aggregate shall be placed in the First Division.

Distinctions:

A candidate obtaining 75% marks or more in a particular subject shall be awarded Distinction in that particular subject but a candidate shall be required to secure a minimum of 85% marks to obtain Distinction in G.F.C.

Award of Degrees

5. (a) The candidates shall be eligible to get the Degree for the respective stream taking into account their performances in the three examinations namely, the examination at the end of the first year, the examination at the end of the second year and the examination at the end of the third year. For the purpose of classification of divisions/classes, the aggregate of the marks obtained in all the three examinations shall be taken into account.
- (b) A candidate is eligible to go to the next higher class only after the successful completion of all the papers of the previous examination. However, unsuccessful candidates shall be allowed to repeat the failed paper(s) or all the papers in the next examination as a non-collegiate /regular candidate. He/She shall be required to clear the degree examination within a span of 5 (Five) years.

Course Structure

6. (a) Bachelor of Arts (General):

The Course structure and the distribution of marks for B.A. General shall be as under :-

Subject	Ist year	2ndyear	3rd year
English	100	100	-
Man & Environment	-		100
M.I.L	-	100	100
Elective-I	100	100	100
Elective-II	100	100	100
Elective-III	<u>100</u>	<u>100</u>	<u>100</u>
Total:	400	500	500

Grand Total: 1400 Marks.

MIZORAM UNIVERSITY ORDINANCES

(b) **Bachelor of Science and Bachelor of Home Science (General) :**

The course structure and distribution of marks for B.Sc and Home Science Course (General) shall be as under:

Subject	1st year	2nd year	3rd year
English	100	-	-
Man & Environment	-	-	100
Elective - I	100	200	100
Elective - II	100	200	100
Elective - III	<u>100</u>	<u>200</u>	<u>100</u>
Total:	400	600	400

Grant Total : 1400 Marks

© **Bachelor of Commerce (General) :**

The course structure and the distribution of marks for B.Com Course (General) shall be as under :-

Subject	1st year	2nd year	3rd year
English	100	100	-
G.F.C.	-	-	100
M.I.L.	-	100	100
Elective - I	100	100	100
Elective - II	100	100	100
Elective - III	<u>100</u>	<u>100</u>	<u>100</u>
Total:	400	500	500

Grand Total : 1400 Marks

MIZORAM UNIVERSITY ORDINANCES

(d) **Bachelor of Arts with Honours:**

The courses structure and the distribution of marks for the B.A. course with Honours shall be as under:

Subject	1st year	2nd year	3rd year
English	100	100	-
Man & Environment	-	-	100
M.I.L.	-	100	-
Elective - I	100	100	100
Elective - II	100	100	100
Major (Elective)	200	300	300
Total:	500	700	600

Grant Total: 1800 Marks

(e) **Bachelor of Science and Bachelor of Home Science with Honours**

The course structure and distribution of marks for the B.Sc. with Honours and B.Sc. (Home Science) with Honours shall be as under:-

Subject	1st year	2nd year	3rd year
English	100	-	-
Man & Environment	-	-	100
M.I.L.	-	-	-
Elective - I	100	200	100
Elective - II	100	200	100
Major(Elective)	200	300	300
Total :	500	700	600

Grand Total: 1800 Marks

MIZORAM UNIVERSITY ORDINANCES

(f) Bachelor of Commerce with Honours :

The course structure and the distribution of marks for the B.Com course with Honours shall be as under:-

Subject	1st year	2nd year	3^{rs} year
English	100	100	-
Man & Environment	-	-	100
M.I.L.	-	100	-
Elective - I	100	100	100
Elective - II	100	100	100
Major(Elective)	<u>200</u>	<u>300</u>	<u>300</u>
Total:	500	700	600

Grand Total: 1800 Marks

Common Courses

7. Three papers of each elective subject, Man & Environment course shall be common to both categories of candidates, with or without honours. The three common papers of the elective subject shall be spread over the three years, i.e. one paper in each year.

Miscellaneous

8. (i) This Ordinance shall be effective from the academic session beginning from 2002.
- (ii) The organisation of the programmes leading to the Degree in this Ordinance, framing of the course and conduct of examinations and other related matters shall be laid down in the regulations framed for this purpose from time to time.
- (iii) The students who have been studying for the three years Degree Pass Course or three years Degree Honours Course immediately before the commencement of this Ordinance shall be governed by the provision of the Ordinance of North Eastern Hill University in force at the time of their enrolment.
- (iv) Notwithstanding anything contained in this Ordinance, the Academic Council shall take any such decision as may be deemed necessary for overcoming any difficulties that may arise during the transitional period.
- (v) A student from the Arts group may be permitted to opt for

MIZORAM UNIVERSITY ORDINANCES

only one elective having 400 marks and such candidates shall have only one MIL paper of 100 marks.

- (vi) The MIL paper in the third year shall be common to both the categories of candidates with or without Honours. This paper may comprise of prose, poetry, drama, etc.
- (vii) A student from the Science stream opting Economics as one of the elective shall have 4 papers in Economics, the 4th paper being from the Honours group which is not a common paper.
- (viii) A student choosing English as Honours elective shall be required to opt for one elective in lieu of General English of 200 marks and one MIL of 100 marks.
- (ix) A student going for Honours may opt to switch over to a course without Honours but not vice-versa. such a switch over shall not be allowed beyond the first year examination.

**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 :-
- Functions** 2. (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.
- Transitory Powers** 3. 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.
- Rules of Business** 4. 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 with prior approval of the Visitor.
- 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 29(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.
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-

MIZORAM UNIVERSITY ORDINANCES

Chancellor and their degrees shall be given by the Registrar on application and payment of the prescribed fees.

- Fees**
10. The fees for admission to the degree at the Convocation in person shall be Rs. 200/-. The fees for admission to the degree at the Convocation in absentia shall be Rs. 300/-.
- 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 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.
- 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.

MIZORAM UNIVERSITY ORDINANCES

- 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.
- 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.

MIZORAM UNIVERSITY ORDINANCES

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 L.L.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.

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

MIZORAM UNIVERSITY ORDINANCES

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.
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

MIZORAM UNIVERSITY ORDINANCES

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.

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/ 2.
Registration** The candidate shall apply in a prescribed proforma along with detailed synopsis of the research proposal accompanied with application fee of Rs. 1000/- 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 3.
Progress** 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 from the date of admission and registration.

MIZORAM UNIVERSITY ORDINANCES

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. 5000/- 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.
- (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.

MIZORAM UNIVERSITY ORDINANCES

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

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 a maximum of two years.

MIZORAM UNIVERSITY ORDINANCES

- (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:
 - i) 30 % marks in each theory paper.
 - ii) 40% in Field Work Practicum

MIZORAM UNIVERSITY ORDINANCES

- 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.

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.

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.

MIZORAM UNIVERSITY ORDINANCES

- (b) Failure in fieldwork practicum shall mean failure in that particular semester. Hence, a candidate shall be required to reappear 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 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

MIZORAM UNIVERSITY ORDINANCES

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 field work practicum will carry 100 marks.

a) **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 M. H.R.D.

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</u>	
	University	Colleges
Teaching	36 (180 days)	36 (180 days)
(a) Admission/ Examination Preparation for Examination and Co-curricular Activities	6	6
(b) Vacation	8	8
(c) Public Holidays (to increase and adjust teaching days accordingly)	2	2
Total	52	52

MIZORAM UNIVERSITY ORDINANCES

- Note:** i) 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.

I. Academic Calendar (Post-Graduate)

Admission into 1 st Semester	: 15 th June to 28 th July
1 st & 3 rd Semester Classes	: 1 st August to 30 th November
Examinations of 1 st /3 rd Semester	: 1 st December to 17 th December
Winter Vacation	: 19 th December to 18 ^h February
2 nd & 4 th Semester Classes	: 20 th February to 30 th June
University Week	: First Week of March
Examinations of 2 nd & 4 th Semester	: 1 st July to 17 th July
Inter Semester Break	: 20 th July to 31 st July

MIZORAM UNIVERSITY ORDINANCES

II. Academic Calendar (Under-Graduate)

Admission into 1 st Year	: Last week of March
Beginning of Classes for 1 st Year	: 1 st April
Filling of Examination Forms for 1 st , 2 nd & 3 rd Year Classes	: 1 st October to 5 th October
Examinations for 1 st , 2 nd & 3 rd Year Classes	: 8 th November to 15 th December
Winter Vacation	: 16 th December to 15 th February
Declaration of Results for 1 st & 2 nd Year	: By 10 th February
Declaration of Results for 3 rd Year	: By April/May
Admission into 2 nd & 3 rd Year	: 10 th February to 15 th February
Beginning of Classes for 2 nd & 3 rd Year	: 16 th February

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

*Under Sections 5 (xxvi) and 28 (1) (p) of Mizoram University Act, 2000
read with Clause (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
- (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.
- (vi) 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.
- 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.

MIZORAM UNIVERSITY ORDINANCES

- (iii) The Chair shall carry a grant of upto Rs. 2.0 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 5 perquisites of the scholar/incumbent

- (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 8. of the Endowment

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 edited every year.

**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 prescribed by the University to that effect.

MIZORAM UNIVERSITY ORDINANCES

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 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.

MIZORAM UNIVERSITY ORDINANCES

- (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 (h) to (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 scholars under exceptional circumstances. The scholar will not be eligible to draw his fellowship during the period of special leave. The period of leaver 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 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 fulfil 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

MIZORAM UNIVERSITY ORDINANCES

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 (ii) above.

MIZORAM UNIVERSITY ORDINANCES

OD - 2

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.
- 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

MIZORAM UNIVERSITY ORDINANCES

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 7. for the Award

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, Student 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

MIZORAM UNIVERSITY ORDINANCES

shall also be invited to participate, the programme for this meeting shall be inter-disciplinary, (iii) each Departmental Association shall

8. 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 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.
9. 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.
10. 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

- Objectives** 1:1 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 fulfil 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.

2:2. 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.

MIZORAM UNIVERSITY ORDINANCES

Note:

- (1) An approved hostel is a place of residence maintained by a State Government or any other organisation 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 of 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:
 - (j) Dean, Students' Welfare
 - (ii) Director Sports,
 - (iii) 3 Wardens of hostels maintained by the university by rotation; and
 - (iv) 2 Wardens in charge of approved lodges by rotation.
- (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;

MIZORAM UNIVERSITY ORDINANCES

- (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 DSW and 1/3 of its members shall form the quorum.
- (g) The DSW 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 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.

MIZORAM UNIVERSITY ORDINANCES

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, Student's Welfare. The applications shall be scrutinised by the Central Committee which will allot the hostel to each applicant.
- (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.

5.2. 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.

MIZORAM UNIVERSITY ORDINANCES

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 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 mis-behaviour , 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.

5.3 WARDENS INCHARGE OF LODGES

The Wardens in charge of Lodges shall

MIZORAM UNIVERSITY ORDINANCES

- (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 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.

5.4 **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.
 - 6.2. 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.
 - 6.3. Students living in approved hostels shall be under the disciplinary control of the management of the hostel concerned.

MIZORAM UNIVERSITY ORDINANCES

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.
- Use of unfair means**
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.

MIZORAM UNIVERSITY ORDINANCES

- (c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything 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.

MIZORAM UNIVERSITY ORDINANCES

- (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.

MIZORAM UNIVERSITY ORDINANCES

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 (I) 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.
- (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

MIZORAM UNIVERSITY ORDINANCES

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. (a) 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.
- (b) 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.
- (c) A member shall be appointed for a term of two years, but shall be eligible for reappointment.
- (d) Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.
- (e) At least three members present shall constitute the quorum.
- (f) 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.
- (g) 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

MIZORAM UNIVERSITY ORDINANCES

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 one year. 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.

**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 residents, 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 Union 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 / or organize the co-curricular and sports activities

MIZORAM UNIVERSITY ORDINANCES

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 union and other student bodies in the University. He shall forward the accounts of expenditure received from the MZU students Union and other students bodies as mentioned above to the University. Such accounts shall be certified by a body of the University which receive then.
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 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 the 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 Reader'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.

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

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.

MIZORAM UNIVERSITY ORDINANCES

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.
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) Where the Visitor's nominee and the persons nominated by the Executive Council number four in all, at least three of them attend the meeting ; and
 - (b) Where the Visitor's nominee and the persons nominated by the Executive Council number three in all, at least two of them attend the meeting.
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. The Selection Committee shall interview the candidates belonging to the Scheduled Castes and Scheduled Tribes for the post of Lecturers separately and make its recommendations before other candidates 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.
 8. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.

MIZORAM UNIVERSITY ORDINANCES

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 candidates will be clearly mentioned in the advertisement. Applications from other candidates shall be considered only if suitable SC/ST candidates are not available.
- (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 weeks from the date of appearance of the advertisement in the paper.

MIZORAM UNIVERSITY ORDINANCES

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 its 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 Lecturers, Readers, 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 a Reader, 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 a Reader including the Professor(s) (excluding Professors re-appointed after superannuating in the Department to scrutinize the applications for the posts of Lecturers, Readers and equivalent and for preparing a list of candidates for interview. Similarly, a Committee will

MIZORAM UNIVERSITY ORDINANCES

be constituted by the Head of the Department or the Dean of the School, as the case may be, for scrutinising 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 six and for two posts ten, and five per post, if the vacancies are more.

Provided that the above number may be exceeded by the Committee for reasons to be given in writing;

- (iv) A short list of candidates who appear to be better qualified on the basis of qualifications given in the application, shall be prepared by the committee on the basis of criteria which may be adopted by the Committee in each case.

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

MIZORAM UNIVERSITY ORDINANCES

- (v) Ordinarily for the posts of Lectures, Research Associates, Research Fellows or equivalent, 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. In the case of the posts of Readers and equivalent, the academic record and their achievements in research, teaching and in other fields will be given equal weightage. In the case of higher posts of Professors, the achievements in the fields of their study and work will be given a high priority;
- (vi) The qualifications advertised in the notice shall not be relaxed unless the fact that qualifications are relaxable under special circumstances has been mentioned in the advertisement; and
- (vii) The basic academic qualification will not be relaxable. In case of a candidate who does not satisfy any one 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 of eligible candidates is still less than three after the process of second

MIZORAM UNIVERSITY ORDINANCES

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 telegraphically 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. If no suitable candidate is found, the post may be de-reserved and the reservation may be carried forward to another vacancy according to the provisions of the Ordinances.

ORDINANCE 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 teachers of the University from Lecturer to Lecturer (Senior Scale), from Lecturer (Senior Scale) to Lecturer (Selection Grade/ Reader), and from Reader to Professor.

1. Selection Committee for CAS shall be the same as that for direct recruitment for each of the above category.
2. The existing scheme of career advancement for other academic staff shall continue.

(A) Lecturer (Senior Scale)

Qualifications

A Lecturer shall be eligible for placement in the Senior Scale if he/she has

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M. Phil. and Ph. D
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. Candidates with Ph.D. degree would be exempted from one refresher course, and
- (iii) Possesses consistently satisfactory self appraisal report(s).

(B) Lecturer (Selection Grade)

A Lecturer in the Senior Scale shall be eligible for placement in the Selection Grade if he/she has

- (i) Completed 5 years of service in the Senior Scale
- (ii) Participated, after placement in the Senior Scale, in two refresher courses/summer institutes of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC.

MIZORAM UNIVERSITY ORDINANCES

- (iii) A good record in teaching and has contributed to the corporate life of the University / institution, examination work or through extension activities.
- (iv) Possesses consistently satisfactory self – appraisal report(s). Whenever the requirement of orientation / refresher courses has remained incomplete, the placement would not be held up but these may preferably be completed by the year 2000 but not later than 31.12.2002.

C. Reader

A Lecturer (Senior Scale) shall be eligible for promotion as Reader if he/she has

- (i) Completed 5 years of service in the Senior Scale
- (ii) Obtained a Ph.D. Degree or has equivalent published work
- (iii) Made some mark in the areas of scholarship and research as evidenced e.g., by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.
- (iv) After placement in the Senior Scale participated in two refresher courses / summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission; and
- (v) Possesses consistently satisfactory self-appraisal report(s)

Provided that a Lecturer in the Selection Grade may offer himself/herself for fresh assessment to be designated as Reader after obtaining a Ph.D. degree or fulfilling other requirements for promotion to Readership.

The requirement of participation in orientation / refresher courses / summer institutes, each of at least 3 weeks

MIZORAM UNIVERSITY ORDINANCES

duration, and consistently satisfactory performance appraisal reports, shall be a mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade)/Reader. Wherever the requirement of orientation / refresher courses /summer institutes has remained incomplete, the promotion would not be held up but these must be completed by the year 2000 but not later than 31.12.2002.

Provided that if an applicant for promotion to the post of Lecturer (Senior Scale) / Lecturer (Selection Grade / Reader does not have required number of summer institutes / orientation or refresher courses, he / she shall be required to bring this fact to the notice of the University giving reasons for his / her not being able to participate in such courses.

D. Professor

A Reader in the University Department shall be eligible for Promotion to the post of Professor, if he / she has

- (i) Completed a minimum of 8 years of service as a Reader
- (ii) Submitted satisfactory self-appraisal report for the period including five years before the date of eligibility
- (iii) Submitted a minimum of five research publications, out of which two could be the books, for evaluation / assessment before the interview.
- (iv) Attended seminars/conferences or made contribution to teaching/academic environment/ institutional corporate life , or participated in extension and field outreach activities.

Procedure of Scrutiny

- (a) A copy each of five research publications, out of which two could be books, of the candidate for professorship shall be sent well in advance to three eminent external experts in the subject for evaluation/assessment before the interview for promotion is held. These experts will be

MIZORAM UNIVERSITY ORDINANCES

different from those called to conduct the interview. In case the recommendation of one out of the three experts is negative, the research publications/books will be sent to the fourth expert for evaluation and assessment. In all, there shall be a minimum of three positive recommendations out of the total of four experts in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation/assessment ;

- (b) There be a separate column in the evaluation report of the expert stating that the candidate is recommended/not recommended to be called for interview;
- (c) The University will hold the interview for promotion to the post of Professor under CAS only for those candidates in respect of whom positive recommendations of three experts have been obtained based on their research publications/books and self appraisal report;
- (d) The repeat process of promotion/interview for the rejected candidate can be conducted only after a minimum period of one year from the date of promotion process/interview in which the candidate was rejected ;
- (e) A Professor already appointed under the direct recruitment shall not be eligible for promotion under CAS
- (f) That the promotion from Reader to Professor under CAS being a personal position and not against a sanctioned post, the teaching workload of the Reader be carried forward with him/her and be undertaken by the promotee even in the capacity of the CAS Professor.
- (g) 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

MIZORAM UNIVERSITY ORDINANCES

eligible for such promotion subject to the guidelines issued by UGC from time to time.

- (h) 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.

**ORDINANCE ON MINIMUM QUALIFICATIONS FOR DIRECT
RECRUITMENT TO THE POSTS OF LIBRARIAN, DY.
LIBRARIAN AND ASSISTANT LIBRARIAN, DEPUTY
REGISTRAR AND ASST. REGISTRAR. DIRECTOR OF
PHYSICAL EDUCATION/DEPUTY AND ASSISTANT DPES**

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

University Librarian (i) Minimum Qualification

- (a) Masters degree in library Science / Information Science / Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.
- (b) At least thirteen years as a Deputy Librarian in a University library or eighteen years' experience as a P.G. Librarian.
- (c) Evidence of innovative library service and organization of published work.

Desirable

M .Phi I/Ph. D. degree in library science/information science / documentation / archives and manuscript-keeping.

University Deputy (ii) Librarian Minimum Qualification

- (a) Master's degree in library science / information science /documentation with at least 55 % marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- (b) Five year's experience as an Assistant University Librarian/College Librarian.
- (c) Evidence of innovative library services, published work and professional commitment, computerisation of library.

Desirable

M. Phil./Ph.D. degree in Library Science / Information Science /Documentation/Archives and Manuscript Keeping, Computerisation of Library.

MIZORAM UNIVERSITY ORDINANCES

University Assistant Librarian /

College Librarian / Documentation Officer (iii)

Minimum Qualification

- (a) Master's degree in Library Science / Information Science /Documentation or an equivalent professional degree with at least 55 % marks or its equivalent grade of B in the UGC seven point scale.
- (b) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (c) Consistently good academic record.

Deputy Registrar (iv)

Minimum Qualification

- (a) A Master's degree with at least 55 % marks or its equivalent grade B in the UGC seven point scale.
- (b) Five years' experience as a lecturer in a University or College with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

Five years' of administrative experience as Assistant Registrar or in an equivalent post.

Assistant Registrar (v) Minimum Qualification

Good academic record plus Master's degree with at least 55 % marks or its equivalent grade B in the UGC seven point scale.

**University Assistant Director
of Physical Educational
and Sports / College DPEs**

(Lecturer scale) (vi) Minimum Qualification

- (a) Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with

MIZORAM UNIVERSITY ORDINANCES

at least 55% of the marks or its equivalent grade B in the UGC seven point scale plus consistently good academic record.

- (b) Record of having represented the University/college at the inter-University / inter-college competitions or the State in national championships.
- (c) Passed the physical fitness test.
- (d) Ph. D or certificate of having cleared in the national test conducted for the purpose by the UGC.

**University Assistant (vii)
DPEs /College DPEs
(Senior Scale)**

Minimum Qualification

- (a) Should have completed six years of service as University Assistant DPEs / College DPEs with a benefit of two years for Ph.D. and one year for M.Phil. Degree holders.
- (b) Passed the physical fitness test.
- (c) Possesses satisfactory self-appraisal reports.
- (d) Should have attended at least one orientation and one refresher course of about three to four weeks' duration each with proper and well- defined evaluation procedure(exemption from one refresher course is granted to Ph. D degree holders)

**University Assistant
DPEs/College (viii)
DPEs (Selection –Grade)**

Minimum Qualification

- (a) Completed five years service as University Assistant DPEs/College DPEs in the senior scale.
- (b) Has attended at least two refresher courses of about three-four weeks' duration with proper and a well defined evaluation procedure after placement in the senior scale.
- (c) Shown evidence of having produced good teams / athletes and of having organized and conducted coaching camps of at least two weeks' duration.

MIZORAM UNIVERSITY ORDINANCES

- (d) Passed the physical fitness test.
- (e) Possesses satisfactory self-appraisal reports.

University Deputy DPEs /College DPEs (Reader's scale) (ix) Minimum Qualification

- (a) Ph.D. in physical education. Candidates from outside the University system, in addition, shall also possess at least 55% marks or an equivalent grade B in the UGC seven point scale at the Master's Degree level.
- (b) Five years' experience as University Assistant DPEs / College DPEs with a benefit of two years and one year for Ph.D. and M. Phil. Degree holders respectively.
- (c) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- (d) Evidence of having produced good performance of team / athletes for competitions like state / national/ inter-university / combined university, etc.
- (e) Passed the physical fitness test.
- (f) Possesses satisfactory self-appraisal Reports.

University DPEs (x) Minimum Qualification

- a) Ph.D. in physical education.
- (b) Experience of at least ten years as University deputy or fifteen years as University Assistant DPEs / College DPEs (Selection grade)
- (c) Participation in at least two national / international seminars / conferences.
- (d) Possesses satisfactory self-appraisal reports.
- (e) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.

MIZORAM UNIVERSITY ORDINANCES

- (f) Evidence of having produced good performance of teams / athletes for competitions like state/national / inter-university / combined university, etc.

Note: Notwithstanding anything contained in (i) to (vi) the 55% marks shall not be insisted upon for those already in University service, and a relaxation of 5% marks shall be applicable to SC/ST candidates at entry level. Provided that minimum marks in both cases shall not be less than 50%.

**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) Reader
 - (iii) Lecturer
- Scales of Pay** 2. **University Teachers**
- 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.
- Qualifications** 3. The qualifications for the post of Professors, Readers and Lecturers shall be such as may be notified by University Grants Commission from time to time, and accordingly provided in the Regulations of the University and
- 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, 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.

MIZORAM UNIVERSITY ORDINANCES

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 School shall not be entitled to extra remuneration.

Probation 6. Professors and Readers shall be appointed on probation ordinarily for a period of twelve months and a Lecturer for a period of twenty four months but in no case shall the total period of probation exceed twenty four months.

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 24 months from the date of his/her appointment but not earlier than nine months and the 19th month from that date.

Confirmation 7 (a) 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 and the 19th month.

(b) 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.

MIZORAM UNIVERSITY ORDINANCES

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.

- (c) A teacher appointed by the Executive Council under Statute 19 shall be deemed to be confirmed with effect from the date he/she joins duty.

Increment 8. Every teacher shall draw increment in his/her scale of pay, 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 his written representation.

Age of Retirement 9. Subject to the provisions of Statute 23 (i to iii), 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 62 years or if the date attaining 62 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 10 in Terms and Conditions of Service 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 removal from service so as to adversely affect him.

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

MIZORAM UNIVERSITY ORDINANCES

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.

Contract 12(a) 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.

(b) 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.

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

Provident Fund 13 A teacher of the University shall subscribe to the Provident Fund scheme and shall be entitled to such gratuity / retirement benefits and leave encashment 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 3 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.

MIZORAM UNIVERSITY ORDINANCES

Incentives 14 Provided that two advance increments shall be admissible to those **for**
M.Phil / who enter the University system with an M. Phil/M. Litt while four **Ph.D.**
advanced increments to those with Ph.D./D. Litt/D. Sc./D. Phil degree.

Provided further that one increment shall be admissible to a teacher who acquires an M. Phil / M. Litt. Degree, while two increments shall be admissible to a teacher who acquires a Ph.D. / D.Litt. / D.Sc. in his / her service career. But the number of increments shall not exceed two if a teacher acquires both the degrees in his/her service career.

ON GOVERNING LEAVE TO THE TEACHERS OF THE UNIVERSITY

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

A. PERMAMENT TEACHERS

Kinds of Leave (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**

(a) **Leave for academic pursuits**

- (i) Study Leave, and
- (ii) Sabbatical Leave

(b) **Leave on grounds of health**

- (i) Maternity 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) In addition, extra casual leave to the extent mentioned below may also be granted:

MIZORAM UNIVERSITY ORDINANCES

- (a) To undergo sterilisation operation (Vasectomy or Salpingectomy) under family planning programme. Leave in this case will be restricted to six working days
- (b) To a female teacher who undergoes non-puerperal sterilisation. Leave in this case will be restricted to six working days.
- (iii) 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.

In those cases where a teacher applies for more than 15 days of leave he/she has to indicate in the application the number of classes missed during the academic year.

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;
 - (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) 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

MIZORAM UNIVERSITY ORDINANCES

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 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 application for duty leave will be recommended by the Head of the Department and forwarded by the Dean of the

MIZORAM UNIVERSITY ORDINANCES

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.

- (v) 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) $1/30^{\text{th}}$ of actual service including vacation
 - (b) plus $1/3^{\text{rd}}$ of the period, if any, during which he is required to perform duty during vacation.

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

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days with effect from 01.01.1996. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher studies or training or leave on 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.

- Half-pay Leave 6.** (i) Half - pay leave admissible to a permanent teacher shall be 20

MIZORAM UNIVERSITY ORDINANCES

days for each completed year of service. Such leave may be granted on medical certificate, 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.

Commuted Leave 7.

Commuted leave not exceeding half the amount of half-pay leave due be granted on medical certificate 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 due; 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.

MIZORAM UNIVERSITY ORDINANCES

- (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 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 Readers
- (ii) Lecturers

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

MIZORAM UNIVERSITY ORDINANCES

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;
 - (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.
- © 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. Payment of allowances during the period of extra-ordinary leave shall be governed by the relevant rules.

MIZORAM UNIVERSITY ORDINANCES

- (vii) Extra-ordinary leave shall not count for increment except in the following cases:
 - (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 all.
- (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 other wise 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

MIZORAM UNIVERSITY ORDINANCES

is satisfied that as far as can reasonably be 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 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.
- (ii) Study leave shall be granted on the recommendation of the concerned Department and the School Board. The leave shall not be granted for more than two years save for Ph.D. studies which may be granted for three years and in exceptional cases extended for another six months.
- (iii) Study leave shall not be granted to a teacher who has not served the University continuously for a period of three years

MIZORAM UNIVERSITY ORDINANCES

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 two years of the date of which he is expected to return to duty after the expiry of study leave.

- (iv) Study leave may be granted more than once provided not less than 5 years have elapsed after the teacher returned to duty on completion of the earlier spell of study leave or sabbatical leave.

Provided that in such cases of study leave where the substitute pay is borne partly or fully by any outside agency, one may avail himself/herself of the next spell of study leave only after a period of three years.

- (v) 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 short fall as extra-ordinary leave has been obtained.
- (vi) Study leave cannot be combined with other leave. However, a suitable leave (e.g. special casual leave) should be granted to cover the journey period.
- (vii)(a) Subject to the provision of sub-clause (vi) and (ix) 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 when a teacher is awarded a Fellowship/scholarship by the Government of India/University Grants Commission in United Kingdom or other bonafide agencies for which the University nomination was forwarded, the pay of the teacher shall be governed by the condition stipulated for the award.

- Note:**
- (a) The term pay refers to average pay and shall be calculated as mentioned in the Ordinances.
 - (b) That while house rent allowance shall be allowed, compensatory allowance shall not be allowed during the

MIZORAM UNIVERSITY ORDINANCES

period of study leave.

- (viii) 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 (repeat not) be taken into account in determining the pay and allowances on which the study leave may be granted.
- (ix) 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;

- (x) A teacher granted leave shall on his return and rejoining the
- (xi) 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.
- (xii) Study leave shall count as service for pensionary benefits provided the teacher rejoin the University on the expiry of his study leave and the leave of journey periods as per sub-clause (vi) above..
- (xiii) Study leave granted to the teacher shall be deemed to be cancelled if it is not availed of within 12 months of its sanction.

MIZORAM UNIVERSITY ORDINANCES

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

(xiv) 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.

(xv) **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 (xiii) 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 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.

Provided further that the Executive Council may, in any exceptional

MIZORAM UNIVERSITY ORDINANCES

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

- (xvi) 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(xiii) and (xiv) 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 (xiv) above.
- (xvii) 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.

- (xvii) 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 who have completed three years of service may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency

MIZORAM UNIVERSITY ORDINANCES

and usefulness to the University. This leave shall not be granted to a teacher who has less than three years of service in the University to retire.

- (ii) The duration of leave shall not exceed six months or one year if the teacher has actually worked in the University for not less than three or six years respectively since his return from the earlier spell of sabbatical leave. Provided further that sabbatical leave shall not be granted until the expiry of three years from the date of the teacher's return from previous study leave or any other kind of training programme, or extra-ordinary leave under clause 8(ii) and (iii).
- (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 may, however, be 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

MIZORAM UNIVERSITY ORDINANCES

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 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) A woman teacher with less than two surviving children may be granted Maternity Leave for a period of 135 days from the date of confinement or the date of delivery whichever is earlier. Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks in all or does not extend beyond six weeks from the date of miscarriage and the application for leave is supported by a Medical Certificate.

- Paternity Leave** 13 (1) Paternity leave of 15 days may be granted to a male teacher during the confinement of his wife, provided, the limit is up to two children.

- Adoption leave** 14. Adoption leave may be provided as per the rules of the Central Government.

- Vacation** 15. (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.

MIZORAM UNIVERSITY ORDINANCES

- (iii) When vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- (iv) 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

16. 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

17. 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** 18. (1) 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.

MIZORAM UNIVERSITY ORDINANCES

Right to Leave

- (2) (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 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

- (3) (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**(4) 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

- (5)(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.

MIZORAM UNIVERSITY ORDINANCES

Rejoining of duty before the expiry of leave

- (6)(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.
- (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

- 7) 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

- (8) 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

- (9) 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

- (10)Subject to provisions of clause 19 (2) above, a teacher who absents himself without leave or remains absent without leave

MIZORAM UNIVERSITY ORDINANCES

after the expiry of the 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 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

- (11) No leave shall be granted beyond the date on which a teacher must compulsorily retire.
- (a) 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 spend outside India . Provided that when earned leave exceeding 120 days is granted under this Ordinance, the period of such leave spend 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.
- (b) 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 super-annuation 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

MIZORAM UNIVERSITY ORDINANCES

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 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.
- (c) 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

MIZORAM UNIVERSITY ORDINANCES

pensionary/contributory provident fund benefits and lien, to be in service till the expiry of the refused leave. He will retire 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)** (12)
- (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

- (13)
- (a) At a request of the teacher concerned, the University may convert retrospectively any kind of leave, including extra-ordinary 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.

MIZORAM UNIVERSITY ORDINANCES

Increment during leave (14) 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.

(15) 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 20. 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.

Leave Salary 21. 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 asunder ;

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.

MIZORAM UNIVERSITY ORDINANCES

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			Up to 90 days
(iv) Leave-not-due	Vice-Chancellor			Full

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.

MIZORAM UNIVERSITY ORDINANCES

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 accepted by MZU.

**Making
of rules
under this
Ordinance**

22. 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 FLOATING POSTS

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

1. There shall be a few floating posts of 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 to certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure
3. Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts will initially be made ordinarily for one year and efforts continued for filling these posts in the normal course.

Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up.

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 last drawn or as fixed by the Executive Council in accordance with the U.G.C. guidelines in this regard.

**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. 16,400-22,400 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 lecturer / Reader of which 8 years should be in Reader'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.

MIZORAM UNIVERSITY ORDINANCES

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

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 THE HILL AREA SPECIAL ALLOWANCE

Under Clause (d) of Section 26 of MU Act, 2000

The members of teaching and Non-Teaching Staff shall be paid a hill area special allowance at a rate of 12% of the basic pay.

MIZORAM UNIVERSITY ORDINANCES

OF-1

ON FEES PAYABLE BY STUDENTS

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

1. Fees payable by students

Students admitted to Courses of Studies in M.Phil., Ph.D. Master of Sciences, Master of Arts and Master of Commerce shall pay the fees as specified below:-

Fees	M.Phil.	Ph.D	M.Sc	M.A/ M.Com.
	Rs	Rs	Rs	Rs
Tuition fee(Monthly)	50	-	50	50
*** Laboratory fee	400	400	20	20
	p.a	p.a	p.a	p.a
* Registration fee	60	60	60	60
*** Laboratory Caution money (refundable)	300	300	200	200
** Library fee	25	25	20	20
* Sport fee	-	-	20	20
* Medical fee	-	-	20	20
* Students Association fund	-	20	20	20
* Student Aid fund	40	40	40	40
* Admission fee	-	-	50	50
Library Caution (Refundable)	200	200	50	50
Examination fee	500	1000	200	200
I.D. Card	5	5	5	5

Admit Card fees – Rs. 35 for all
 Practical fee – Rs. 60 for all
 Marksheet fee – Rs. 40 for all

MIZORAM UNIVERSITY ORDINANCES

- * To be paid at the time of enrolment in the University
- ** Payable for each semester for M.A./ M.Sc/ M.Com/M.Phil. students and half yearly for Ph.D. students.
- *** Payable for subjects involving the Laboratory work.

Due Date and 2. (1) Students shall deposit tuition fees:

Mode of payment

- (i) For March, April and May at the time of admission:
 - (ii) For June, July and August on or before the 10th June; and
 - (iii) For September , October and November on or before the 10th September; and
 - (iv) For December, January and February on or before the 10th December.
- (2) Annual fees shall be paid at the commencement of each academic year.
- (3) Fees shall be payable in cash or through Money Order or by a Crossed Bank Draft or Indian Postal Order drawn in favour of the Finance Officer of the University.

Delay or default 3. (a) If a student does not pay fees on time, a fine shall be in payment levied as follows:

- (i) One rupee for the first 10 days.
 - (ii) Two rupees for the next 10 days.
 - (iii) Three rupees thereafter up to the last day of the month in which fee is due.
- (b) 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.

MIZORAM UNIVERSITY ORDINANCES

- (c) 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.
- (d) 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.
- (e) 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.

**Fees payable by
the University
employee**

- (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.

**Blind students
Exempted**

- 5. Blind student shall be exempted from payment of all fees except the Caution deposit

**Concession
in Fee**

- 6. (a) The Dean of the School, on the recommendation of a Committee consisting of the following, shall grant free ship up to the percentage which may be prescribed by the University Grants Commission in this regard:
 - (i) Dean – Chairperson
 - (ii) Three Heads of the Department (by rotation) according to seniority for two years

MIZORAM UNIVERSITY ORDINANCES

- (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 free ship is more than the number of free ship available, the committee referred to in clause 6.1 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 March 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 free ships:
 - (i) academic record of the students;
 - (ii) his progress in studies in the case of renewal of free ship;
 - (ii) his financial position, and
 - (iv) 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) Feeships 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 feeship granted to a student may be cancelled if his conduct of progress in studies is found to be unsatisfactory or if his

MIZORAM UNIVERSITY ORDINANCES

financial condition improves and he is not longer in need of fee concession.

Refund of fees

Security Deposit,7. etc. (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.

(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, after having paid the fees, a candidate desires the admission to be cancelled, he/she shall be refunded all fees and deposits, except Tuition Fee for one month, Admission fee and Enrolment fee, provided his application for withdrawal is received by the Registrar at least five clear days before the commencement of the academic session concerned.

(d) If after having paid his fess a candidate does not join the University, only the Caution Money shall be refunded to him provided his application for withdrawal is received by the Registrar not later than 15 clear days after the commencement of the academic session in the concerned calendar year of his leaving the University.

(e) 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.

MIZORAM UNIVERSITY ORDINANCES

OF-2

ON THE STUDENT'S AID FUND

Under Section 28 (1) (f) of the Mizoram University 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 text –books, stationary 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

MIZORAM UNIVERSITY ORDINANCES

U.G.C. 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 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 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 financial assistance

7. (i) A student requiring financial assistance or loan from the fund shall apply in the prescribed form of 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) Application for financial assistance/loan should reach the Committee within the notified dates.

Consideration of Application by the School Committee

- 8.(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.

MIZORAM UNIVERSITY ORDINANCES

- (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 R. 1000/- for each student (including assistance given in the form of loans):

Provided that in very exceptional cases, the Committee may recommend, for reasons to be recorded, financial assistance exceeding Rs. 1000/-

.Recovery of Assistance/Loans

- 9 (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 account of loans granted to Scholarship/Fellowship

MIZORAM UNIVERSITY ORDINANCES

holders shall be realized their Scholarships/Fellowships and it shall be a condition of the Grant of loans.

Auditing of the Fund

10. 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 11. 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.

MIZORAM UNIVERSITY ORDINANCES

OG-1

ON THE MIZORAM UNIVERSITY PUBLICATIONS

Under Section 28 (1)(l) of the Mizoram University 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.

MIZORAM UNIVERSITY ORDINANCES

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,

MIZORAM UNIVERSITY ORDINANCES

provided that at least one Editorial committees shall be appointed in each of 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.
 - (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.

MIZORAM UNIVERSITY ORDINANCES

- (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 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 Mizoram University 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.

(c) A University level project is a project/scheme sanctioned to the University by an external agency.

© 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

2. A teacher desirous of seeking financial support (referred to as Chief Investigator hereafter or such other designation given by the funding

MIZORAM UNIVERSITY ORDINANCES

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.