



**NORTH-EASTERN HILL UNIVERSITY**  
**Shillong - 793 022**

**APPLICATION FOR RENEWAL OF PROVISIONAL AFFILIATION TO PG COURSE**

[TO BE SUBMITTED BY THE PRINCIPAL / DIRECTOR OF THE COLLEGE / INSTITUTION]

To

The Registrar,  
North – Eastern Hill University,  
Shillong – 793022

Sub: Renewal of Provisional Affiliation of PG course - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for the renewal of provisional affiliation to NEHU of the following post-graduate course(s) of study offered in the college/institution for which provisional affiliation was granted earlier. The necessary details are given below:

**A. GENERAL INFORMATION:**

1. Name and address of the College / Institution : -----  
-----  
PIN:.....Tel:.....FAX:.....Email:.....
2. Year of establishment: .....
3. Year of granting permanent affiliation to UG courses: -----
4. Year of NAAC accreditation and the grade awarded: -----
5. Any other recognition received by the college / institution: .....

6. Name of the PG course(s) of study offered by the College / Institution presently:

Course	Subject(s)
M. A.	
M.Sc.	
MCA	
Any other (please specify)	

7. Date of first provisional affiliation for the PG course(s) and the period up to which the affiliation was granted [attach copies of the University's notifications(s)]: -----  
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8. Whether the conditions as per the University's notification have been fulfilled?

Yes

No

9. Attach a brief report explaining the fulfillment of the conditions or reasons for non-fulfillment:  
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10. Attach a note explaining reasons for seeking renewal of affiliation:  
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11. Was the decision to apply for renewal of affiliation taken by the Governing Body / Management Committee of the College / Institution? :  Yes  No

If yes then, attach a copy of the resolution along with a complete list of the members of the Governing Body / Management Committee of the College / Institution: -----

12. Names of the Principal / Director, teachers of the PG Department and librarian with qualifications, experience and dates of joining. The terms and conditions of their appointment should be indicated:

(use separate sheets, if required)

Sl. No.	Designation	Name	Age	Specialisation	Qualifications	Date of Joining
	Principal / Director					
Teachers						

Librarian						

13. Details of technical/laboratory staff, if the PG course involves laboratory course (The terms and conditions of their appointment should be indicated):

Sl. No.	Name	Designation	Age	Qualifications	Date of Joining

14. Details of facilities in the College / Institution for the PG course (s):

(i) Space:

Room	Number	Size
Classroom		
Laboratory (if the course requires laboratory facility)		
Library		
Teachers' Common Room		
Students' Common Room (boys & girls)		
Toilet facilities (boys & girls / teaching staff)		
Hostel facilities for the students (boys and girls)		
Any other (please specify)		

## (ii) Furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

## (iii) Laboratory Equipments and Computers:

Sl. No.	Name of the Equipment	Quantity

## (iv) Library: Number of books available and proposed to be purchased (enclose a list of books with title, author, publisher, year of publication, number of copies, and accession number):

Sl. No.	Course(s)	Existing No. of books	Additional No. of books proposed

**B. ACADEMIC DETAILS:**

## 1. Details of students' enrolment for the PG course during the previous three years:

Year	Degree	Course	No. of Applicants for Admission	No. of Students Admitted

## 2. Results in the University Examinations during the previous three years:

Year	Examination	Course	No. of Students appeared	No. of Students passed		Overall pass %age	Remarks
				I Div	II Div		

**C. FINANCIAL POSITION:**

Details of the reserved fund in a long-term fixed deposit scheme of a bank in the name of the College / Institution. (attach a certificate from the bank to this effect)

Name and address of the bank	Amount

**D. AFFILIATION FEE FOR RENEWAL OF PROVISIONAL AFFILIATION :**

Details of the Bank Draft for the prescribed fee: -----

Bank Draft be drawn in favour of the *Finance Officer, North - Eastern Hill University, Shillong* payable at a nationalised bank in Shillong.

*Late fee at the rate of 10% per month will be charged for each month of default, if the application is not submitted within the stipulated time, i.e., 6 (six) months before the expiry of the earlier Affiliation.*

**E. ANY OTHER INFORMATION:**

Any other relevant information in support of the application may be given on additional sheets.

Date:

Place:

Signature of the Principal / Director

**CERTIFICATE**

This is to certify that the information provided above is correct.

Date:

Signatures of the Principal / Director / Chairman of the G. B.

*Note:*

1. *Documentary evidence has to be supplied wherever required.*
2. *The University has laid down certain essential conditions to be fulfilled by the colleges / institutions for granting affiliation. The college / institution authorities should ensure that all such conditions are fulfilled while submitting the application for renewal.*
3. *Two hard copies of the report accompanied with all relevant documents have to be submitted along with a soft copy.*
4. *Please take note of the provisions relating to affiliated colleges / institutions under NEHU Statutes, Ordinances, Regulations.*



**NORTH – EASTERN HILL UNIVERSITY**  
**Shillong – 793 022**

**APPLICATION FORM FOR PERMANENT AFFILIATION TO PG COURSE**  
[TO BE SUBMITTED BY THE PRINCIPAL / DIRECTOR OF THE COLLEGE / INSTITUTION]

To

The Registrar,  
North – Eastern Hill University,  
Shillong – 793022

Sub: Permanent Affiliation of PG Course - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for permanent affiliation to NEHU of the following post-graduate course(s) of study offered in the college/institution. The necessary details are given below:

**A. GENERAL INFORMATION:**

1. Name and address of the College / Institution : -----  
-----

PIN:.....Tel:.....FAX:.....Email:.....

2. Year of establishment : -----

3. Year of granting permanent affiliation to UG courses: -----

4. Year of NAAC accreditation and the grade awarded: -----

5. Any other recognition received by the college / institution: .....

6. Was the decision to apply for permanent affiliation taken by the Governing Body /

Management Committee of the College / Institution? :  Yes  No

If yes, attach a copy of the resolution with a complete list of the members of the  
Governing Body / Management Committee of the College / Institution: -----

7. Has the college / institution implemented all the requirements and recommendations of the University on affiliation matters? :  Yes  No
8. Name of the PG course(s) of study offered by the College / Institution presently:

Course	Subject(s)
M. A.	
M.Sc.	
MCA	
Any other (please specify)	

9. Details of affiliation (enclose copy of University notification):

PG Course (M.A., M.Sc., MCA, etc)	Subject	Year of first affiliation	Year(s) of renewal

## B. DETAILS OF INFRASTRUCTURE:

1. Details of facilities in the College / Institution for PG course:

(i) Space:

Room	Number	Size
Classrooms		
Laboratory (if the course requires laboratory facility)		
Library		
Teachers' Common Room		
Students' Common Room (boys & girls)		
Toilet facilities (boys & girls / teaching staff)		
Hostel facilities for the students (boys & girls)		
Any other (please specify)		

(ii) Furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

(iii) Laboratory equipments and Computers: (please use separate sheets)

Sl. No.	Name of the Equipment	Quantity

(iv) Library: Number of books available and proposed to be purchased (please enclose the list of books with title, author, publisher, year of publication, number of copies, and accession number) (please use separate sheets)

Sl. No.	Subjects	No. of Books	Additional No. of books proposed

### C. DETAILS OF STAFF:

1. Names of the Principal / Director, teachers of the PG Department and librarian with qualifications, experience and dates of joining. The terms and conditions of their appointment should be indicated: (use separate sheets)

Sl. No.	Designation	Name	Age	Specialisation	Qualifications	Date of Joining
	Principal / Director					
Teachers						

Librarian						

2. Details of technical/laboratory staff, if the PG course involves laboratory course (terms and conditions of their appointment should be indicated): (use separate sheets)

Sl. No.	Name	Designation	Age	Qualifications	Date of Joining

#### D. ACADEMIC DETAILS:

1. Details of students' enrolment for the PG course during the previous six years:

Year	Degree	Course	No. of Applicants for Admission	No. of Students Admitted

2. Results in the University examinations for the last six years (use separate sheets, if required):

Year	Examination	Subject	No. of Students appeared	No. of Students passed		Overall pass %age	Remarks
				I Div	II Div		

3. Academic distinctions achieved by the students / placement of the students:

Sl. No.	Year	Details of the academic distinctions / placement

**E. ABOUT DISCIPLINE IN THE COLLEGE / INSTITUTION:**

1. Details, if any, on the following:

- (i) Strike(s) in the college / institution during the last six years (use additional sheets, if required): -----
- (ii) Disciplinary cases (relating to examination, etc.) during the last six years (use extra - sheets if required): -----

**F. FINANCIAL POSITION:**

1. Furnish information about the fixed / term deposits in a bank in favour of the college/institution:  
(Certificate form the bank to be attached)

Name of the bank	Account No.	Amount	Date of maturity

2. Income and expenditure during the last six years with respect to PG course(s)

(use separate sheets, if required):

Year	Income	Expenditure

**G. SELF - EVALUATION BY THE COLLEGE / INSTITUTION:**

Please give self - evaluation on the following:

- a. Present academic standards
- b. Resources: physical and financial
- c. Achievements of your declared aims and objectives
- d. Points of strength and weakness
- e. Problems faced in running the PG course(s) and their possible solutions
- f. Future priorities
- g. Any other comments

**H. AFFILIATION FEE FOR PERMANENT AFFILIATION:**

Details of the Bank Draft for the prescribed fee: -----

Bank Draft be drawn in favour of the *Finance Officer, North - Eastern Hill University, Shillong* payable at a nationalized bank in Shillong.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the Principal / Director

**CERTIFICATE**

This is to certify that the information provided above is correct.

Date:

Signatures of the Principal / Director / Chairman of the G. B.

*Note:-*

- 1. Documentary evidence has to be supplied wherever required.*
- 2. The University has laid down certain essential conditions to be fulfilled by the colleges for granting permanent affiliation. The college authorities should make sure to follow such conditions in submitting the application.*
- 3. Two hard copies of the report accompanied with all relevant documents have to be submitted along with a soft copy.*
- 4. Please take note of the provisions relating to affiliated colleges / institutions under NEHU Statutes, Ordinances, Regulations.*