

## REGULATION ON PRESCRIBED FEES/RESERVE FUND RELATED TO AFFILIATION

(Under Ordinance OB-6)

Fees and reserve fund related to affiliation shall be as prescribed in this Regulation.

Sl. No.	Purpose	Existing Fee / Reserve Fund	Proposed Fee / Reserve Fund
1	Application fee	Rs. 500/- for permission to start college and Rs. 100/- for other applications	Rs. 500/- for all applications for all purposes
2	Permission to start a college / institution	Rs. 15,500/- (includes Rs. 500/- application fee)	Rs. 50,000/-
3	Permission to start a college / institution with professional courses*	Not specified	Rs. 1,00,000/-
4	Provisional affiliation to a new subject / course in a newly established / provisionally affiliated / permanently affiliated college / institution	University used to charge permission fee of Rs. 3000/- per course as affiliation fee	(i) Rs. 6,000/- per General subject / course (ii) Rs. 9,000/- per Honours subject / course (iii) Rs. 15,000/- per professional subject / course
5	Renewal of provisional affiliation (General/ Honours/ Professional)	Rs. 5000/- for all categories	(i) Rs. 5,000/- per General subject/course (ii) Rs. 8,000/- per Honours subject/course (iii) Rs. 12,000/- per professional subject/course

Sl. No.	Purpose	Existing Fee / Reserve Fund	Proposed Fee / Reserve Fund
6	Permanent affiliation to a college/institution with respect to the provisionally affiliated subject(s)/course(s)	Rs. 5,000/-	(i) Rs. 10,000/- per General subject/course (ii) Rs. 15,000/- per Honours subject/course (iii) Rs. 20,000/- per professional subject/course
7	Affiliation fee for permanently affiliated college/institution	Rs. 5000/- every 3 years	(i) Rs. 25,000/- every 3 years for professional college/institution (ii) Rs. 15,000/- every 3 years for college/institution other than professional
8	Late fee, if the application for renewal of provisional affiliation is not submitted six months before the expiry of provisional affiliation	10% of the renewal fee for each month's delay	10% of the renewal fee for each month's delay
9	Reserve Fund which a college/institution has to deposit in Bank(s) in favour of college/institution for a minimum period of 5 years [Government colleges / institutions are exempted from depositing the reserve fund]	(i) Rs. 4 lakhs for General stream (ii) Rs. 5 lakhs for Honours stream	(i) Rs. 6 lakhs for General stream (ii) Rs. 8 lakhs for Honours stream (iii) Rs. 10 lakhs for Professional stream

\* Professional subject(s) / course(s) would mean subject(s) / course(s) requiring approval from concerned professional/technical bodies (like AICTE, MCI, BCI, NCI, etc) besides the University and other such courses of studies (like Social Work) recognized by the UGC as a professional course.

Rs. 500/-



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

**APPLICATION FOR PERMISSION TO OPEN A NEW COLLEGE /  
INSTITUTION**

[TO BE SUBMITTED BY SPONSORING AGENCY / AUTHORITY CONCERNED WHICH PROPOSES TO  
ESTABLISH A NEW COLLEGE / INSTITUTION]

To

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

Sub: Permission to open a New College / Institution - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for opening a new college / institution, within the jurisdiction of NEHU, with necessary details as given below:

**A. INTRODUCTORY INFORMATION:**

1. Name of the sponsoring agency / authority concerned:

.....

2. Address of the sponsoring agency / authority concerned:

.....

.....

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

3. Name and address of the proposed College / Institution:

.....

.....

.....

4. Name(s) of the subject(s) / course(s) of study proposed to be started\*:

.....  
 .....  
 .....  
 .....

5. The academic session from which admissions are proposed to be started:

.....

6. Details of the Bank Draft for the prescribed fee\*\*:

.....

**B. GENERAL INFORMATION:**

1. Number of schools and approximate number of students passing Higher Secondary Examinations, during the previous academic session, within a radius of 25 kilometers around the proposed college / institution\*\*\*:

Name of the School/ Institution	Number of students	Distance from the proposed College / Institution

2. Details of total enrolment of students in colleges within a radius of 25 kilometers around the proposed college / institution\*\*\*:

Name of the College / Institution	Number of students	Distance from the proposed College / Institution

3. Specify the shift(s) (morning/ day/ evening) during which the college / institution proposes to impart instructions: -----  
 -----

**C. EXISTING RESOURCES:**

1. Land available for the proposed College / Institution: -----

2. Details of Facilities in the proposed College / Institution:

(i) Facilities inside the building(s): (if applicable)

Room	Number	Size
Principal's / Director's Room		
Office Room(s)		
Classrooms		
Laboratory		
Library		
Teachers' Common Room		
Students' Common Room (boys & girls)		
Toilet facilities (boys & girls / teaching staff)		
Canteen Facilities		
Any other (please specify)		

(ii) Size of the playground: -----

(iii) Furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		
Almirahs / Cupboards / Racks		
Laboratory furniture		
Any other items (please specify)		

(iv) Hostel Facilities for the Students (boys and girls): .....

3. Indicate the ownership - status (with documentary proof) of land/ building(s)/ other physical facilities proposed to be used in running the college [In case of non – ownership of any of the items mentioned above furnish ‘no objection certificate(s)’ from the owner(s)]:

-----

-----

-----

**D. FINANCIAL POSITION:**

1. Details of the reserved fund in a long-term fixed deposit scheme in a bank, of the amount as prescribed in the relevant regulation, in the name of the proposed college / institution:

Name of the bank	Amount	Date of Maturity

2. Details of various sources of income of the proposed college / institution:

- (i)  
(ii)  
(iii)

3. What are the proposed heads of expenditure? :

Head of Expenditure	Amount
Staff Salary	
Library Books	
Furniture	
Laboratory	
Sports	
Other Items (please name them)	

**E. DOCUMENTS TO BE FURNISHED:**

- (i) Registration under Societies Registration Act, 1860  
(ii) Constitution governing the College / Institution (please enclose a copy of the Constitution / MOU / Bye - Laws)  
(iii) 'No Objection Certificate' from the Headman (concerned authorities) of the locality where the College / Institution is located or proposed to be located, wherever applicable  
(iv) 'No Objection Certificate' from the Government and Municipal Board / Local Bodies

Date:

Place:

Signature of the Sponsoring Agency / Authority Concerned

**CERTIFICATE**

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

Date: \_\_\_\_\_ Signature of the Sponsoring Agency / Authority Concerned

*Note:*

1. *Documentary evidence should be supplied wherever required.*
  2. *Provisions as laid down under the various relevant ordinances and regulations of the University must be strictly followed while making the application. Failure to do so will make the application incomplete and invalid.*
  3. *Two hard copies of the application and report accompanied with all relevant documents have to be submitted along with a soft copy.*
  4. *Application complete in all respects should reach the Director, College Development Council, North - Eastern Hill University, Shillong - 793 022 before 15<sup>th</sup> August of the year preceding that in which the College is proposed to be started. No exceptions will be entertained in this regard.*
- \* *State explicitly the stream (science/ arts/ commerce/ professional) and the level (general/ honours/ professional) of each subject / course of study.*
- \*\* *Application should be accompanied with a bank draft in favour of the Finance Officer, North - Eastern Hill University, Shillong for an amount as per the prescribed fee.*
- \*\*\* *If the location of the proposed college / institution is in rural area or town having less than 20,000 population.*

Enclosures: (please list the enclosures)

PERFORMA – II

Rs. 500/-



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

**APPLICATION FOR PROVISIONAL AFFILIATION TO SUBJECT(S) / COURSE(S) OF STUDY  
IN A NEW COLLEGE / INSTITUTION**

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

To

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

Sub: Provisional affiliation to subject(s) / course(s) of study in a new college / institution -  
application for

Sir/ Madam,

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

**A. GENERAL INFORMATION:**

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

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

2. Name and address of the sponsoring agency / authority concerned: -----  
-----

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

3. Members of the Governing Body / Management Committee of the College / Institution (list of the Members and photocopy of the minutes of the last Governing Body / Management Committee to be enclosed): -----

4. Legal status :

- (i) Registration under Societies Registration Act, 1860 [document to be enclosed]:
- (ii) Constitution governing the College / Institution (please enclose a copy of the Constitution / MOU / Bye - Laws):
- (iii) 'No Objection Certificate' from the Headman of the locality where the College / Institution is located (to be enclosed):
- (iv) 'No Objection Certificate' from the Government and Municipal Board / Local Bodies (to be enclosed):

5. Name(s) of the Subject(s) / Course(s) of study for which affiliation is sought:

Sl. No.	Degree	Subject(s) / Course(s) of Study	General / Honours / Professional

6. The academic session from which admission of students to the proposed subject(s) / course(s) of study is proposed to start: -----

**B. EXISTING RESOURCES:**

1. Land available for the College / Institution (area): .....

2. Details of Facilities in the College / Institution:

(i) Facilities inside the building(s):

Room	Number	Size
Principal's / Director's Room		
Office Room(s)		
Classrooms		
Laboratory		
Library		
Teachers' Common Room		
Students' Common Room (boys & girls)		
Toilet facilities (boys & girls / teaching staff)		
Canteen Facilities		
Any other (please specify)		

(ii) Size of the playground: .....

(iii) Hostel Facilities for the Students (boys and girls): .....

(iv) Furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		
Almirahs / Cupboards / Racks		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

(v) Laboratory Equipments and Computers:

Sl. No.	Name of the Equipment	Quantity	Remarks

(vi) 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)

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

3. Indicate the ownership - status (with documentary proofs) of land/ building(s)/ other physical facilities proposed to be used in running the college [In case of non – ownership of any of the items mentioned above furnish ‘no objection certificate(s)’ and other relevant details from the owner(s)]: .....

.....

**D. ACADEMIC AND STAFF DETAILS:**

1. Whether a qualified and full - time Principal / Director has been appointed? :

Yes  No

(furnish details about name, age, qualifications, etc. and also furnish a copy of the appointment letter):

Name	Designation	Age	Qualifications	Date of Joining

2. Have you made appointments to the teaching posts? :  Yes  No

(furnish details about names of the teachers with age, their academic qualifications, experience, areas of specialisation, etc. and also furnish copies of appointment letters):

Sl. No.	Name	Designation	Age	Specialisation	Qualifications	Date of Joining*

\* of regular teachers except Law faculty

3. Whether a qualified and full - time Librarian has been appointed? :  Yes  No

(furnish details about name, age, qualification, etc. and also furnish a copy of the appointment letter):

Name	Designation	Age	Qualifications	Date of Joining

4. Details of administrative staff:

Sl. No.	Name	Designation	Age	Qualifications	Date of Joining

5. What is the expected enrolment for the first year? : -----

6. Admission Policy (a separate note may be attached): -----

**E. CO-CURRICULAR ACTIVITIES:**

Details of proposed co-curricular activities such as social service, sports (indoor and outdoor), NSS, debate, NCC, etc.: .....

**F. FUTURE PLANS:**

Please enclose your proposals, if any, for future development programmes reflecting prospects of the college for the next ten years in physical resources, financial resources, academic programmes, library facilities, co-curricular activities, etc.: -----

**G. AFFILIATION FEE FOR PROVISIONAL AFFILIATION:**

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

Date:

Place:

Signature of the Principal / Director

**CERTIFICATE**

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

Date:

Signature of the Principal / Chairman of the G. B.

*Note:*

1. *Documentary evidence should be supplied wherever required.*
2. *Provisions as laid down under the various ordinances and regulations of the University relevant to provisional affiliation to new subject(s) / course(s) of study must be strictly followed while making the application. Failure to do so will make the application incomplete and invalid.*
3. *Two hard copies of the application and report accompanied with all relevant documents have to be submitted along with a soft copy.*
4. *Application complete in all respects should be submitted to the Director, College Development Council, North - Eastern Hill University, Shillong - 793 022*
5. *Please take note of the provisions relating to affiliated colleges / institutions under NEHU Statutes, Ordinances, Regulations.*

*\* Reference of the permission letter for starting the college/institution should be quoted here*

Enclosures (list the enclosed documents):

Rs. 500/-



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

**APPLICATION FOR RENEWAL OF PROVISIONAL AFFILIATION**

[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 the College / Institution - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for the renewal of provisional affiliation to the following subject(s) / course(s) of study 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. Name and address of the Sponsoring Authority: -----  
-----

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

3. Year of establishment of the College / Institution: -----

4. Has the college/institution been accredited by any agency (e. g., NAAC, AICTE, etc.)

Yes

No

If yes, the gradation of the college / institution: .....

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

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

Course	Subject(s) / Course (s)
B. A. (General)	
B. A. (Honours)	
B. Sc. (General)	
B. Sc. (Honours)	
B. Com. (General)	
B. Com. (Honours)	
B. Ed.	
LL. B.	
B. Tech.	
Any other (please specify)	

7. Date of first provisional affiliation 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:

-----  
-----

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 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 administrative staff (The terms and conditions of their appointment should be indicated):

Sl. No.	Name	Designation	Age	Qualifications	Date of Joining*

\* of regular teachers except Law faculty

14. Land available for the College / Institution (area and ownership status): .....

## 15. Details of facilities in the College / Institution:

## (i) Facilities inside the building(s):

Room	Number	Size
Principal's / Director's Room		
Office Room(s)		
Classrooms		
Laboratory		
Library		
Teachers' Common Room		
Students' Common Room (boys & girls)		
Toilet facilities (boys & girls / teaching staff)		
Canteen Facilities		
Any other (please specify)		

(ii) Size of the playground: .....

(iii) Hostel facilities for the Students (boys and girls): .....

## (iv) Furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		
Almirahs / Cupboards / Racks		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

## (v) Laboratory Equipments and Computers:

Sl. No.	Name of the Equipment	Quantity	Subject (s)



**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 before 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 application and 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.*

Enclosures (list the enclosed documents):

Rs. 500/-



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

**APPLICATION FORM FOR PERMANENT AFFILIATION**

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

To

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

Sub: Permanent Affiliation of the College / Institution - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for permanent affiliation to NEHU of the following course(s)/subject(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. Name and address of the Sponsoring Authority: -----  
-----

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

3. Year of establishment : -----

4. 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: -----

5. Has the college / institution implemented all the requirements and recommendations of the University on affiliation matters? :  Yes  No
6. Has the college/institution been accredited by any agency (e. g., NAAC, AICTE, etc.):  
 Yes  No

If yes, the grade awarded to the college / institution: .....

7. Any other recognition received by the college/institution: .....
8. Details of affiliation (enclose copy of University notification):

Course (Gen. / Hons. / Professional)	Subject	Year of first affiliation	Year(s) of renewal

9. Name of the courses the college / institution is presently offering :

Course	Subjects(s)
B. A. (General)	
B. A. (Honours)	
B. Sc. (General)	
B. Sc. (Honours)	
B. Com. (General)	
B. Com. (Honours)	
B. Ed.	
LL .B.	
B. Tech.	
Any other (please specify)	

**B. DETAILS OF INFRASTRUCTURE:**

1. Land available for the College / Institution (area and ownership status): .....

2. Details of facilities in the College / Institution:

(i) Facilities inside the permanent building(s) of the college / institution:

Room	Number	Size
Principal's / Director's Room		
Office Room(s)		
Classrooms		
Laboratory		
Library		
Teachers' Common Room		
Students' Common Room (boys & girls)		
Toilet facilities (boys & girls / teaching staff)		
Canteen Facilities		
Sports		
Any other (please specify)		

(ii) Size of playground: .....

(iii) Hostel Facilities for the Students (boys and girls): .....

(iv) Furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		
Almirahs / Cupboards / Racks		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

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

Sl. No.	Name of the Equipment	Quantity	Subject (s)

(vi) 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:

- Names of the Principal / Director, teachers 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					
<b>Teachers*</b>						
<b>Librarian</b>						

\* dates of joining of regular teachers

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

Year	Examination (Gen., Hons., Professional)	Subject	No. of Students appeared	No. of Students passed		Overall pass %age	Remarks
				I Div	II Div		

2. Academic distinctions achieved by the students:

Sl. No.	Year	Details of the academic distinctions

**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 (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 affairs and their possible solutions
- f. Future priorities
- g. Co-curricular activities
- h. 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 application and 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.*

Enclosures (list the enclosed documents):



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

**APPLICATION FOR PERMISSION TO START NEW SUBJECT(S) / COURSE(S) OF STUDY  
IN AN AFFILIATED COLLEGE / INSTITUTION**

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

To

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

Sub: Permission to start new subject(s) / course(s) - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for permission to start new subject(s) / course(s) with necessary details as given below:

**A. GENERAL INFORMATION:**

1. Name and address of the college/institution: -----  
-----  
PIN:.....Tel:.....FAX:.....Email:.....-
2. (i) Year of establishment of the college/institution: -----  
(ii) When was the affiliation first granted?: -----
3. Name and address of the sponsoring agency / authority concerned: -----  
-----  
PIN:.....Tel:.....FAX:.....Email:.....-
4. Was the decision to apply for the new subject(s) / course(s) taken by the Governing Body / Management Committee of the College / Institution? :  Yes  No

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

5. Details about the new subject(s)/course(s) the college/institution proposes to start? :

Sl. No.	Degree	Gen. / Hons. / Professional	Subject (s)	Proposed academic session for starting the subject (s)/ course (s)

6. Give the justification for starting the proposed subject(s)/course(s) of study:

-----  
-----

7. Name of the courses the college / institution is presently offering:

Course	Subjects(s)
B. A. (General)	
B. A. (Honours)	
B. Sc. (General)	
B. Sc. (Honours)	
B. Com. (General)	
B. Com. (Honours)	
B. Ed.	
LL. B.	
B. Tech.	
Any other (please specify)	

**B. PHYSICAL FACILITIES:**

1. Land available for the College / Institution (area and ownership status): .....

## 2. Details of facilities in the College / Institution:

## (i) Facilities inside the building(s):

Room	Number	Size
Principal's / Director's Room		
Office Room(s)		
Classrooms		
Laboratory		
Library		
Teachers' Common Room		
Students' Common Room (boys & girls)		
Toilet facilities (boys & girls / teaching staff)		
Canteen Facilities		
Sports		
Any other (please specify)		

(ii) Size of playground: .....

(iii) Hostel facilities for the Students (boys and girls): .....

## (iv) Furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		
Almirahs / Cupboards / Racks		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

## (v) Laboratory Equipments and Computers:

Sl. No.	Name of the Equipment	Quantity	Subject (s)

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

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

**C. FINANCIAL POSITION:**

1. Details of the reserved fund in fixed / term deposit scheme in a bank in the name of the college / institution:

Name of the Bank	Pass Book /Account No.	Amount

2. Details of the income and expenditure during the previous three years:

Year	Income	Expenditure

3. How does the college / institution intend to raise additional funds for starting the proposed subject(s)/course(s)? Indicate the sources:

Sources	Amount

**D. ACADEMIC DETAILS:**

1. Whether the college / institution has appointed required number of qualified teachers to teach the proposed subject(s)/course(s)? :

Yes

No

If no, what steps have been taken to appoint the teachers? : -----

2. Details of the results in the University examinations during the last three years:

Subject(s) / course(s)	Year	Percentage of students passed		
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

--	--	--	--	--

3. Number of books in the proposed subject(s) (enclose the list of books with title, author, publisher, year of publication, number of copies, and accession number):

Subject	No. of Books

4. When did the University Inspection Team visit the college / institution earlier and for what purpose? : -----

5. Whether the conditions laid down by the University earlier are fulfilled? :

Yes                       No

If no, reasons for non - fulfillment? : .....

**E. PRSCRIBED FEE:**

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.

Date:

Place:

Signature of the Principal / Director

**CERTIFICATE**

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

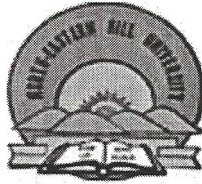
Date:

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

*Note:*

- 1. Documentary evidence has to be supplied wherever required.*
- 2. Two hard copies of the application and report accompanied with all relevant documents have to be submitted along with a soft copy.*

Enclosures (list the enclosed documents):



Rs. 500/-

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

**APPLICATION FOR PROVISIONAL AFFILIATION TO NEW SUBJECT(S) / COURSE(S) OF  
STUDY IN AN AFFILIATED COLLEGE / INSTITUTION**

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

To

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

Sub: Provisional affiliation to new subject(s) / course(s) - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for provisional affiliation to new subject(s) / course(s) with necessary details as given below:

**A. GENERAL INFORMATION:**

1. Name and address of the college/institution: -----  
-----

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

2. (i) Date of establishment of the college/institution: -----  
(ii) When was the affiliation first granted? -----

3. Name and address of the sponsoring agency / authority concerned: -----  
-----

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

4. Was the decision to apply for affiliation of the new subject(s) / course(s) taken by the  
Governing Body / Management Committee of the College / Institution? :

Yes

No

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

-----

5. Details about the new subject(s)/course(s) the college/institution intends to start? :

Sl. No.	Degree	Gen. / Hon. / Professional	Subject(s) / Course(s) of Study	Proposed academic session of starting the course

6. When did the college/institution obtain permission from the University to start the above mentioned subject(s)/course(s)? (Give the number and date of the permission letter received from the University and enclose a copy of that letter):

-----

7. Have you implemented all the conditions laid down by the University for starting the proposed new subject(s)/course(s)?:

8. Name of the courses the college is presently offering:

Course	Subjects(s)
B. A. (General)	
B. A. (Honours)	
B. Sc. (General)	
B. Sc. (Honours)	
B. Com. (General)	
B. Com. (Honours)	
B. Ed.	
LL. B.	
B. Tech.	
Any other (please specify)	

**B. PHYSICAL FACILITIES:**

Details of facilities in the College / Institution:

## (i) Facilities inside the building(s):

Room	Number	Size
Principal's / Director's Room		
Office Room(s)		
Classrooms		
Laboratory		
Library		
Teachers' Common Room		
Students' Common Room (boys & girls)		
Toilet facilities (boys & girls / teaching staff)		
Canteen Facilities		
Any other (please specify)		

Facility	Number	Size
Classrooms		
Laboratory		
Principal's / Director's Room		
Office Room(s)		
Students' Common Room (boys & girls)		
Teachers' Common Room		
Library		
Laboratory		
Toilet facilities (boys & girls / teaching staff)		
Canteen Facility		
Sports		
Any other (e.g., auditorium, computer lab, etc.)		

(ii) Size of playground: .....

(iii) Hostel Facilities for the Students (boys and girls): .....

(iv) Furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		
Almirahs / Cupboards / Racks		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

## (v) Laboratory Equipments and Computers:

Sl. No.	Name of the Equipment	Quantity	Subject (s)

## (vi) 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)

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

**C. ACADEMIC DETAILS:**

## 1. Give details about the teachers who will be teaching the proposed subject(s)/course(s):

Sl. No.	Name	Designation	Age	Specialization	Qualification	Date of Joining

## 2. Results in the University examinations during the previous three years.

Subject(s) / course(s)	Year	Percentage of students passed		
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

3. Number of books available in the college/institution on the proposed subject(s):  
 (give details on a separate sheet about the title, author, publisher, year and accession number)

Subject	No. of Books

4. When did the University Inspection Team visit the College / institution earlier and for what purpose? :

5. Whether the conditions laid down by the University last time are fulfilled?

- Yes  No

If no, reasons for non - fulfillment: .....

**D. FINANCIAL POSITION:**

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

Name of the Bank	Pass Book /Account No.	Amount

2. Kindly furnish the income and expenditure during the last three years:

Year	Income	Expenditure

3. How does the college / institution proposes raise additional funds for starting the proposed subject(s)/course(s)? Indicate the sources:

Sources	Amount

**E. AFFILIATION FEE FOR 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.

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. Two hard copies of the application and report accompanied with all relevant documents have to be submitted along with a soft copy.*
- 3. Please take note of the provisions relating to affiliated colleges / institutions under NEHU Statutes, Ordinances, Regulations.*

Enclosures (list the enclosed documents):



Rs. 500/-

**NORTH-EASTERN HILL UNIVERSITY**  
**Shillong**

**APPLICATION FOR PERMANENT AFFILIATION TO SUBJECT(S) / COURSE(S) OF STUDY IN A COLLEGE / INSTITUTION HAVING PERMANENT AFFILIATION [TO BE SUBMITTED BY THE PRINCIPAL / DIRECTOR OF THE COLLEGE / INSTITUTION]**

To

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

Sub: Permanent Affiliation - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for permanent affiliation to NEHU of the course(s) / subject(s) of study in the college/institution. It may be noted that some of the course(s) / subject(s) of study in the college/institution are already permanently affiliated. The necessary details are given below:

**A. GENERAL INFORMATION:**

1. Name and address of the College : -----  
-----  
PIN:.....Tel:.....FAX:.....Email:.....
2. Name and address of the sponsoring authority: -----  
-----  
PIN:.....Tel:.....FAX:.....Email:.....
3. Year of establishment : -----
4. Which are the subject(s)/course(s) for which the college/institution has been already granted permanent affiliation? (attach a copy of the letter from the University to this effect): -----

5. Was the decision to apply for permanent affiliation of these subject(s) / course(s) taken by the Governing Body / Management Committee of the College / Institution? :

Yes

No

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

6. Has the college implemented all the requirements and recommendations of the University on affiliation matters? :  Yes  No

7. Has the college/institution been accredited by any agency (e.g., NAAC /AICTE, etc)? :

Yes  No

If yes, the grade of the college/institution: -----

8. Any other recognition received by the college/institution: -----

**B. ACADEMIC DETAILS:**

1. Details of provisional affiliation to the new subject(s)/course(s) (enclose copy of University notification) :

Course (Gen. / Hons. / Professional)	Subject	Year of first provisional affiliation	Year(s) of renewal

2. Name of the courses the college is presently offering :

Course	Subject(s)
B. A. (General)	
B. A. (Honours)	
B. Sc. (General)	
B. Sc. (Honours)	
B. Com. (General)	
B. Com. (Honours)	
B. Ed.	
LL.B.	

B. Tech.	
Any other (please specify)	

3. Results of University examinations during the previous five years (use separate sheets, if required):

Year	Examination (Gen., Hon., Professional)	Subject	No. of Students appeared	No. of Students passed		Overall pass %age	Remarks
				I Div	II Div		

4. Academic distinctions achieved by the students:

Sl. No.	Year	Details of distinctions

### C. DETAILS OF INFRASTRUCTURE:

1. Details of the land owned by the college (document regarding ownership must be enclosed):

(i) Total area: .....

(ii) Total built - up area: .....

(iii) Total area of the playground: .....

2. Details of the facilities in the permanent building owned by the college:

Room	Number	Size
Principal's / Director's Room		
Office Room(s)		
Classrooms		
Laboratory		
Library		
Teachers' Common Room		
Students' Common Room (boys & girls)		
Toilet facilities (boys & girls / teaching staff)		

Canteen Facilities		
Sports		
Any other (please specify)		

## 3. Details of furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Other chairs		
Other tables		
Almirahs		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Other items (please specify)		

## 4. Details of Laboratory Equipments and Computers:

Sl. No.	Name of the equipment	Quantity	For which subject	Remark

## 5. Library: Details of books available and proposed to be purchased (enclose the list of books with title, author, publishers, year of publication, number of copies and accession number):

Sl. No.	Subjects	Existing number of books	Additional number of books proposed

**D. DETAILS OF STAFF:**

1. Names of the Principal / Director, teachers and librarian with qualifications, experience and dates of joining (please use separate sheet)

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

\* dates of joining of regular teachers

2. Details of administrative staff:

Sl. No.	Name	Designation	Age	Qualifications	Date of Joining

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

Furnish details, if any, on the following:

- (i) Strike(s) in the college during the previous five years (use additional sheets, if required):
- (ii) Disciplinary cases (relating to examinations, etc.) during the previous five years (use extra - sheets if required):

**F. FINANCIAL POSITION:**

1. Details of fixed / term deposit in favour of the college (procure a copy of the certificate from the bank):

Name of the Bank	Pass Book /Account No.	Amount

2. Income and expenditure during previous six years (use separate sheet, if required)

Year	Income	Expenditure

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

Please self - evaluate on the following:

- a. Present academic standard
- b. Resources –physical and financial
- c. Achievement of your declared aims and objectives
- d. Points of strength and weakness
- e. Problems and their possible solutions
- f. Future priorities
- g. Co-curricular activities
- h. 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 nationalised bank in Shillong.

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

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

Signature of the Principal / Director

**CERTIFICATE**

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

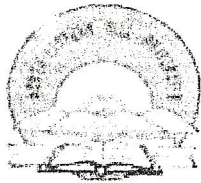
Date:

Signature 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/ institute authority should make sure to follow such conditions in submitting the application.*
- 3. Two hard copies of the application and 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.*

Enclosures (list the enclosed documents):



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

**INSPECTION REPORT ON PERMISSION TO START A NEW COLLEGE / INSTITUTION**

[TO BE SUBMITTED BY THE INSPECTION TEAM TO DIRECTOR, CDC]

1. Name and address of the sponsoring agency / authority concerned:-----

-----

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

2. Name and address of the proposed College / Institution:-----

-----

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

3. Members of the Governing Body/Management Committee of the college/institution (please enclose the list):

4. Name(s) of the subject(s) / course(s) of study proposed to be started [Arts (General / Honours); Science (General / Honours); Professional]:

-----  
-----  
-----  
-----  
-----

5. The academic session from which admissions are proposed to be started:

-----

6. Number of schools and approximate number of students passing Higher Secondary Examinations, during the previous academic session, within a radius of 25 kilometers around the proposed college / institution\*:

Name of the School/ Institution	Number of students	Distance from the proposed college / institution

7. Details of enrolment of students in the colleges / institution within a radius of 25 kilometers around the proposed college / institution\*:

Name of the college / institution	Number of students	Distance from the proposed college / institution

8. Specify the shift(s) (morning/ day / evening) during which the college / institution proposes to impart instructions: -----

9. Land available for the proposed college / institution: -----

Indicate the status of land / building(s) / any other physical facilities proposed to be used in running the college [In case of non – ownership of any of the items mentioned above the authorities are required to furnish ‘no objection certificate(s)’ from the owner(s) and to be enclosed with the report]:

-----  
-----

10. Give a brief report on the suitability of the site and plan after inspection: .....

11. Details of facilities in the proposed college / institution: -----

(i) Facilities inside the building(s):

Type of Room	Number	Size	Adequate/not adequate**
Principal's / Director's Room			
Vice - Principal's / Deputy Director's Room			
Office Room			
Common Room (staff)			
Students' Common Room (boys & girls)			
Toilet facilities (boys & girls / teaching staff)			
Library			
Classrooms			
Laboratory			
Sports			
Any other Rooms			

(ii) Details of furniture:

Furniture	Number	Size	Adequate/not adequate
Classroom chairs			
Classroom tables			
Office and other chairs			
Office and other tables			
Almirahs / Cupboards / Racks			
Laboratory furniture (please specify)			
Library furniture (please specify)			
Any other items (please specify)			

(iii) Details of laboratory equipments for the proposed college/institution (purchased / to be purchased): -----

(iv) Details of library books in the proposed subjects\*\*\* (purchased / to be purchased):

(v) Any other details:

12. Details of Staff (Principal / Director, teachers, librarian and administrative):

(i) Whether a qualified Principal / Director has been appointed? :  Yes  No

If yes then, please furnish details about name, age, qualifications, terms of appointment etc. and also furnish a copy of the appointment letter:

Name	Designation	Age	Qualifications	Date of Joining

If no, when is the appointment proposed to be made? : -----

(ii) Whether appointments to the teaching posts have been made? :

Yes  No

If yes, please furnish details about names of the teachers with age, their academic qualifications, experience, area of specialisation, etc. and also furnish copies of the appointment letters (additional sheets may be used):

Sl. No.	Name	Designation	Age	Specialisation	Qualifications	Date of Joining*

\* dates of joining of regular teachers except for Law faculty

If no, when are the appointment proposed to be made? : -----

(iii) Whether a qualified Librarian has been appointed?:  Yes  No

If yes, please furnish details about name, age, qualifications, etc. and also furnish a copy of the appointment letter:

Name	Designation	Age	Qualifications	Date of Joining

If no, when is the appointment proposed to be made? : -----

13. Details of various sources of income of the proposed college / institution:

- (i)
- (ii)
- (iii)

14. Details of fixed / term deposit in favour of the college (a copy of the certificate from the bank to be enclosed):

Name of the Bank	Pass Book /Account No.	Amount

15. Any other observation(s): -----

16. Documents to be furnished:

- (i) Registration under Societies Registration Act, 1860
- (ii) Constitution governing the College / Institution (please enclose a copy of the Constitution / MOU / Bye - Laws)
- (iii) 'No Objection Certificate' from the Headman of the locality where the College / Institution is located or proposed to be located
- (iv) 'No Objection Certificate' from the Government and Municipal Board / Local Bodies

The convener of the inspection team should obtain and enclose a certificate from the sponsoring authority that the all the information provided by them about the proposed college/institution are correct.

\* *If the location of the proposed college / institution is in rural area or town having less than 20,000 population.*

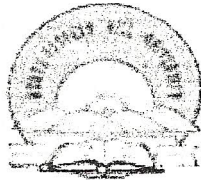
\*\* *as per the provisions under the Regulation Nos. RB - 4 and RB - 6 under the Ordinance No. OB - 6*

\*\*\* *as per the provisions under the Regulation Nos. RB - 5 under the Ordinance No. OB - 6*

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**Recommendations of the Inspection Team (please be specific):**

**Signatures of the members of the Inspection Team:**



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

**INSPECTION REPORT ON PROVISIONAL AFFILIATION TO SUBJECT(S) /  
COURSE(S) OF STUDY IN A NEW COLLEGE / INSTITUTION**

[TO BE SUBMITTED BY THE INSPECTION TEAM TO DIRECTOR, CDC]

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

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

2. Name and address of the sponsoring agency / authority concerned :-----  
-----

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

3. Members of the Governing Body / Management Committee of the college/institution  
(please enclose the list):

4. Indicate the ownership status of land / building(s) / any other physical facilities  
proposed to be used in running the college [In case of non – ownership of any of the  
items mentioned above the authorities are required to furnish ‘no objection  
certificate(s)’ from the owner(s) and to be enclosed with the report.]:

(i) Whether the college / institution is located at its own site? :

Yes                       No

If yes,

(a) Total area of the site: .....

(b) Built – up area (attach site plan): .....

(ii) Give a brief report on the suitability of the site and the plan after inspection:

5. Name(s) of the subject(s) / course(s) of study for which affiliation is sought:

Sl. No.	Degree	Subject(s) / Course(s) of Study	General / Honours / Professional

6. The Academic Session from which admission is proposed to start:-----

7. Whether the college/institution has adequate infrastructure? : -----

(i) Facilities inside the building(s):

Type of Room	Number	Size	Adequate/not adequate*
Principal's / Director's Room			
Vice - Principal's / Deputy Director's Room			
Office Room			
Common Room (staff)			
Students' Common Room (boys & girls)			
Toilet facilities (boys & girls / teaching staff)			
Library			
Classrooms			
Laboratory			
Sports			
Any other Rooms			

(ii) Details of furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		
Almirahs / Cupboards / Racks		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

(iii) Details of laboratory equipments for the proposed college/institution  
(purchased / to be purchased): -----

(iv) Library: (enclose the list of books with title, author, publisher, year of publication, number of copies and accession number. List of books proposed to be purchased may also be attached): Books are adequate / not adequate

Sl. No.	Subjects	Existing No. of books	Additional No. of books proposed	Remark

8. Details of Staff (Principal / Director, teachers, librarian and administrative):

(i) Whether a qualified Principal / Director has been appointed? :  Yes  No

If yes, please furnish details about name, age, qualifications, terms of appointment etc. and also furnish a copy of the appointment letter:

Name	Designation	Age	Qualifications	Date of Joining

If no, when is the appointment proposed to be made? : -----

(ii) Whether appointments to the teaching posts have been made? :  Yes  No

If yes, procure details about names of the teachers with age, their academic qualifications, experience, area of specialisation, etc. and also procure copies of their appointment letters:

Sl. No.	Name	Designation	Age	Specialisation	Qualifications	Date of Joining*

\* dates of joining of regular teachers

If no, when are the appointment proposed to be made? : -----

(iii) Whether a qualified Librarian has been appointed?:  Yes  No

If yes, please furnish details about name, age, qualifications, etc. and also furnish a copy of the appointment letter:

Name	Designation	Age	Qualifications	Date of Joining

If no, when is the appointment proposed to be made? : -----

(iv) Furnish information about Reserve Fund in fixed / term deposits scheme in a bank in favour of the college/institution: (Certificate form the bank to be attached)

Name of the Bank	Pass Book /Account No.	Amount

9. Any other observation(s):

10. Documents to be furnished:

- (i) Registration under Societies Registration Act, 1860 [document to be enclosed];
- (ii) Constitution governing the College / Institution (please enclose a copy of the Constitution / MOU / Bye - Laws);
- (iii) 'No Objection Certificate' from the Headman of the locality where the College / Institution is located (to be enclosed);
- (iv) 'No Objection Certificate' from the Government and Municipal Board / Local Bodies:

The convener of the inspection team should obtain and enclose a certificate from the sponsoring authority that the all the information provided by them about the proposed college/institution are correct.

\* as per the provisions under the Regulation Nos. RB - 4 and RB - 6 under the Ordinance No. OB - 6

\*\* as per the provisions under the Regulation Nos. RB - 5 under the Ordinance No. OB - 6

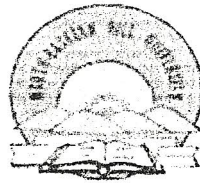
#### **Recommendations:**

Notes: (please note that as per the provisions under the Ordinance OB - 6 the maximum period for which provisional affiliation could be recommended at any one time is three years.)

If provisional affiliation is recommended subject to certain conditions to be fulfilled by the college / institution, then the team should specify the following:

- (i) explicit conditions required to be fulfilled by the college / institution;
- (ii) the specific time period within which the conditions (as stated above) are required to be fulfilled by the college / institution.

Signatures of the members of the Inspection Team:



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

**INSPECTION REPORT ON PROVISIONAL AFFILIATION TO SUBJECT(S) /  
COURSE(S) OF STUDY IN AN AFFILIATED COLLEGE / INSTITUTION**

[TO BE SUBMITTED BY THE INSPECTION TEAM TO DIRECTOR, CDC]

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

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

2. Name and address of the Sponsoring Authority: -----  
-----

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

3. Year of establishment: -----

4. Has the college/institution been accredited by any agency (e.g., NAAC, AICTE, etc.):  
 Yes                       No

If yes, the grade of the college/institution: -----

Any other recognition received by the college/institution: -----

5. How often does the Governing Body/ Management Committee meet per year? : -----

6. Details about the new subject(s)/course(s) for which the college/institution has sought provisional affiliation:

Sl. No.	Degree	Gen. / Hons. / Professional	Subject(s) / Course(s) of Study	Proposed academic session of starting the course

7. When did the college/institution obtain permission from the University to start the above mentioned subject(s)/course(s)? (Number and date of the permission letter(s) received from the University may be given): -----
8. Has the college/institution implemented all the conditions laid down by the University for starting the proposed new subject(s)/course(s)? :  Yes  No  
if no, a note on the reasons for non - fulfillment of the conditions be enclosed: ...
9. Names of the course(s) / subject(s) presently offered by the college/institution:

Course	Subjects(s)
B. A. (General)	
B. A. (Honours)	
B. Sc. (General)	
B. Sc. (Honours)	
B. Com. (General)	
B. Com. (Honours)	
B. Ed.	
LL. B.	
B. Tech.	
Any other (specify)	

10. Details of facilities in the existing building(s):

Type of Room	Number	Size	Adequate/not adequate*
Principal's / Director's Room			
Vice - Principal's / Deputy Director's Room			
Office Room			
Common Room (staff)			
Students' Common Room (boys & girls)			
Toilet facilities (boys & girls / teaching staff)			
Library			
Classrooms			

Laboratory			
Sports			
Any other Rooms			

## 11. Details of furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		
Almirahs / Cupboards / Racks		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

## 12. Details about the teachers for teaching the proposed subject(s)/course(s):

Sl. No.	Name	Designation	Age	Specialisation	Qualifications	Date of Joining*

\* dates of joining of regular teachers

## 13. Details of Laboratory Equipments and Computers (if the subject for which affiliation is sought involves experiments or requires computers):

Sl. No.	Name of the Equipment / Computer	Quantity	Remarks

## 14. Number of books available in the college/institution on the proposed subject(s) (details on a separate sheet about the title, author, publishers, year and accession number):

Subject	No. of Books

15. Results in the University examinations during the previous three years:

Year	Examination (Gen., Hons., Professional)	Subject	No. of Students appeared	No. of Students passed		Over all pass %age	Remarks
				I Div	II Div		

16. Details of fixed / term deposit in favour of the college (procure a copy of the certificate from the bank):

Name of the Bank	Pass Book /Account No.	Amount

17. How does the college propose to raise additional funds for starting the proposed subject(s)/course(s)? Indicate the sources:

Sources	Amount

18. Any other observation(s):

The convener of the inspection team should obtain and enclose a certificate from the competent college authority (Principal / Director / Chairperson of G. B.) that the information provided by them about the college/institution is correct.

**Recommendations:**

Notes: (please note that as per the provisions under the Ordinance OB - 6 the maximum period for which provisional affiliation could be recommended at any one time is three years.)

If provisional affiliation is recommended subject to certain conditions to be fulfilled by the college / institution, then the team should specify the following:

- (i) explicit conditions required to be fulfilled by the college / institution;
- (ii) the specific time period within which the conditions (as stated above) are required to be fulfilled by the college / institution.

Signatures of the members of the Inspection Team:



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

**INSPECTION REPORT ON RENEWAL OF PROVISIONAL AFFILIATION TO  
 SUBJECT(S) / COURSE(S) OF STUDY IN AN AFFILIATED COLLEGE / INSTITUTION**

[TO BE SUBMITTED BY THE INSPECTION TEAM TO DIRECTOR, CDC]

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

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

2. Name and address of the Sponsoring Authority: -----  
 -----

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

3. Year of establishment: -----

4. Has the college/institution been accredited by any agency (e.g., NAAC , AICTE, etc.?):

5. If yes, the grade of the college/institution:

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

7. How often the Governing Body / Management Committee meet in a year? : -----

8. Details about the subject(s)/course(s) for which the college/institution has applied for renewal of provisional affiliation:

Sl. No.	Degree	Gen. / Hons. / Professional	Subject(s)/ Course(s) of Study

9. When did the college/institution obtain the first provisional affiliation from the University to the above mentioned subject(s)/course(s)? : (enclose copy)

10. Has the college/institution implemented all the conditions laid down by the University based on the recommendations of the earlier inspection team(s)? : (enclose report)

11. Names of the course(s) / subject(s) offered at present by the college/institution:

Course	Subjects(s)
B. A. (General)	
B. A. (Honours)	
B. Sc. (General)	
B. Sc. (Honours)	
B. Com. (General)	
B. Com. (Honours)	
B. Ed.	
LL. B.	
B. Tech.	
Any other (please specify)	

12. Details of the existing building:

Type of Room	Number	Size	Adequate/not adequate*
Principal's / Director's Room			
Vice - Principal's / Deputy Director's Room			
Office Room			
Common Room (staff)			
Students' Common Room (boys & girls)			
Toilet facilities (boys & girls / teaching staff)			
Library			
Classrooms			
Laboratory			
Sports			
Any other Rooms			



16. Number of books available in the college/institution on the subject(s) for which renewal of affiliation is sought (give details on a separate sheet about the title, author, publisher, year, and accession number):

Subject	No. of Books

17. Results in the University examinations during the previous 3 years:

Year	Examination (Gen., Hons., Professional)	Subject	No. of Students appeared	No. of Students passed		Overall pass %age	Remarks
				I Div	II Div		

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

Name of the Bank	Pass Book /Account No.	Amount

19. Any other observation(s):

The convener of the inspection team should obtain and enclose a certificate from the competent college authority (Principal / Director / Chairperson of G. B.) that the information provided by them about the college/institution is correct.

**Recommendations:**

Notes: (please note that as per the provisions under the Ordinance OB - 6 the maximum period for which provisional affiliation could be recommended at any one time is three years.)

If provisional affiliation is recommended subject to certain conditions to be fulfilled by the college / institution, then the team should specify the following:

- (i) explicit conditions required to be fulfilled by the college / institution;
- (ii) the specific time period within which the conditions (as stated above) are required to be fulfilled by the college / institution.

**Signatures of the members of the Inspection Team:**



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

**INSPECTION REPORT ON PERMANENT AFFILIATION TO A COLLEGE / INSTITUTION**  
[TO BE SUBMITTED BY THE INSPECTION TEAM TO DIRECTOR, CDC]

1. Name and address of the College / Institution : -----  
-----  
PIN:.....Tel:.....FAX:.....Email:.....
2. Name and address of the Sponsoring Authority: -----  
-----  
PIN:.....Tel:.....FAX:.....Email:.....
3. Year of establishment : -----
4. 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: -----
5. How often the Governing Body / Management Committee meet in a year? : -----
6. Has the college/institution implemented all the requirements and recommendations of the University on affiliation matters? :  Yes  No  
if no, reasons for not doing so (enclose report): .....

7. Has the college/institution been accredited by any agency (e.g., NAAC , AICTE, etc.?):

Yes

No

If yes, the grade of the college/institution: -----

8. Any other recognition received by the college/institution: -----

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

Course(s) (General / Honours / Professional)	Subject(s)	Year of first affiliation	Year(s) of renewal

10. Names of the course(s) / subject(s) offered at present by the college/institution:

Course(s)	Subjects(s)
B. A. (General)	
B. A. (Honours)	
B. Sc. (General)	
B. Sc. (Honours)	
B. Com. (General)	
B. Com. (Honours)	
B. Ed.	
LL. B.	
B. Tech.	
Any other (please specify)	

11. Details of the land owned by the college (document regarding ownership must be enclosed):

(i) Total area: -----

(ii) Total built - up area (site plan to be enclosed): -----

12. (i) Details of the facilities in the permanent building owned by the college:

Type of Room	Number	Size	Adequate/not adequate*
Principal's / Director's Room			
Vice - Principal's / Deputy Director's Room			
Office Room			
Common Room (staff)			
Students' Common Room (boys & girls)			
Toilet facilities (boys & girls / teaching staff)			
Library			
Classrooms			
Laboratory			
Sports			
Any other Rooms			

(ii) Details of special arrangement for physically challenged:

13. Details of furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		
Almirahs / Cupboards / Racks		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

14. Details of Laboratory Equipments, Computers and other Teaching - aids:

Sl. No.	Name of the Equipment	Quantity	Subject	Remarks

15. Library: Details of books available (please enclose the list of books with title, author, publisher, year of publication, number of copies and accession number):

Sl. No.	Subjects	Existing number of books	Adequate/not adequate

16. Names of the Principal / Director, teachers and librarian with qualifications(s), experiences(s) and dates of joining:

Sl. No.	Designation	Name	Age	Specialisation	Qualifications	Date of Joining
	Principal / Director					
<b>Teachers*</b>						
<b>Librarian</b>						

\* dates of joining of regular teachers

17. Details of administrative staff:

Sl. No.	Name	Designation	Age	Qualifications	Date of Joining

18. Results in the University examinations during the previous six years (use separate sheet if necessary):

Year	Examination (Gen., Hon., Professional)	Subject	No. of Students appeared	No. of Students passed		Overall pass %age	Remarks
				I Div	II Div		

19. Academic Distinctions achieved:

Sl. No.	Year	Details of distinctions

20. Please furnish details, if any, on the following:

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

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

Name of the Bank	Pass Book /Account No.	Amount

22. Income and expenditure during the previous six years (use separate sheet if required)

Year	Income	Expenditure

23. Any other observation / remark on the college / institution:

The convener of the inspection team should obtain and enclose a certificate from the competent college/institution authority (Principal / Director / Chairperson of G. B.) that the information provided by them about the college/institution is correct.

**Recommendations (please be specific):**

**Signatures of the members of the inspection team:**



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

**INSPECTION REPORT ON PERMANENT AFFILIATION TO ADDITIONAL SUBJECT(S) /  
COURSE(S) OF STUDY IN A COLLEGE / INSTITUTION HAVING PERMANENT  
AFFILIATION**

[TO BE SUBMITTED BY THE INSPECTION TEAM TO DIRECTOR, CDC]

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

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

2. Name and address of the Sponsoring Authority: -----  
-----

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

3. Year of establishment : -----

4. Was the decision to apply for renewal of affiliation taken by the Governing Body /  
Management Committee of the College / Institution? :  Yes  No

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

5. Has the college/institution implemented all the conditions laid down by the University for  
starting the proposed new subject(s)/course(s)? :  Yes  No

if no, a note on the reasons for non - fulfillment of the conditions be enclosed: ...

6. Has the college/institution been accredited by any agency (e. g., NAAC, AICTE, etc.)?:  
 Yes  No

If yes, the grade awarded to the college / institution: .....

7. Any other recognition received by the college/institution: .....
8. Details about the subject(s) / course(s) for which the college/institution has sought permanent affiliation:

Sl. No.	Degree	Gen. / Hons. / Professional	Subject(s) / Course(s) of Study	Date of granting provisional affiliation

9. Details of subject(s)/course(s) for which the college has permanent and provisional affiliations (procure a copy of the University notifications):

Course(s) (General / Honours / Professional)	Subject (s)	Year(s) of first affiliation	Year(s) of renewal	Year of permanent affiliation

10. Names of the course(s) / subject(s) presently offered by the college/institution:

Course(s)	Subject(s)
B. A. (General)	
B. A. (Honours)	
B. Sc. (General)	
B. Sc. (Honours)	
B. Com. (General)	
B. Com. (Honours)	
B. Ed.	
LL. B.	
B. Tech.	
Any other (please specify)	

11. Details of the land owned by the college (document regarding ownership must be enclosed):
- (i) Total area: .....
- (ii) Total built - up area (enclose site plan): .....

12. (i) Details of the facilities in the permanent building owned by the college:

Type of Room	Number	Size	Adequate/not adequate*
Principal's / Director's Room			
Vice - Principal's / Deputy Director's Room			
Office Room			
Common Room (staff)			
Students' Common Room (boys & girls)			
Toilet facilities (boys & girls / teaching staff)			
Library			
Classrooms			
Sports			
Laboratory			
Any other Rooms			

(ii) Details of special arrangement for physically challenged:

13. Details of furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		
Almirahs / Cupboards / Racks		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Any other items (please specify)		

14. Details of Laboratory Equipments, Computers and other Teaching Aids:

Sl. No.	Name of the Equipment	Quantity	Remarks



19. Academic distinctions achieved by the students:

Sl. No.	Year	Details of distinctions

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

Name of the Bank	Pass Book /Account No.	Amount

21. Income and expenditure during the previous five years (use separate sheet if required)

Year	Income	Expenditure

22. Any other observation / remark on the college / institution:

The convener of the inspection team should obtain and enclose a certificate from the competent college authority (Principal / Director / Chairperson of G. B.) that the information provided by them about the college/institution is correct.

**Recommendations (please be specific):**

Signatures of the members of the inspection team: