

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:

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2. Address of the sponsoring agency / authority concerned:

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

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

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

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

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

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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 15th 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)