

PROFORMA – 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:-----

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):