



**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:

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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 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					
<b>Teachers</b>						
<b>Librarian</b>						

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):