



**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: -----  
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 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):