



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: