



NORTH – EASTERN HILL UNIVERSITY
Shillong - 793 022

**APPLICATION FOR PERMISSION TO START NEW SUBJECT(S) / COURSE(S) OF STUDY IN AN
AFFILIATED COLLEGE / INSTITUTION**

[TO BE SUBMITTED BY THE PRINCIPAL / DIRECTOR OF THE COLLEGE / INSTITUTION]

To

The Registrar,
North – Eastern Hill University,
Shillong – 793022

Sub: Permission to start new subject(s) / course(s) - application for _____

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for permission to start new subject(s) / course(s) with necessary details as given below:

A. GENERAL INFORMATION:

1. Name and address of the college/institution: -----

PIN:..... Tel:..... FAX:..... Email:..... -
2. (i) Year of establishment of the college/institution: -----(ii)
When was the affiliation first granted?: -----
3. Name and address of the sponsoring agency / authority concerned: -----

PIN:..... Tel:..... FAX:..... Email:..... -
4. Was the decision to apply for the new subject(s) / course(s) taken by the Governing Body /
Management Committee of the College / Institution? : Yes No

If yes, attach a copy of the resolution along with a complete list of the members of the Governing Body / Management Committee of the College / Institution: -----

5. Details about the new subject(s)/course(s) the college/institution proposes to start? :

Sl. No.	Degree	Gen. / Hons. / Professional	Subject (s)	Proposed academic session for starting the subject (s)/ course (s)

6. Give the justification for starting the proposed subject(s)/course(s) of study:

7. 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. PHYSICAL FACILITIES:

1. Land available for the College / Institution (area and ownership status):

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		
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:

Sl. No.	Name of the Equipment	Quantity	Subject (s)

(vi) Library: Number of books available and proposed to be purchased (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

C. FINANCIAL POSITION:

1. Details of the reserved fund in fixed / term deposit scheme in a bank in the name of the college / institution:

Name of the Bank	Pass Book /Account No.	Amount

2. Details of the income and expenditure during the previous three years:

Year	Income	Expenditure

3. How does the college / institution intend to raise additional funds for starting the proposed subject(s)/course(s)? Indicate the sources:

Sources	Amount

D. ACADEMIC DETAILS:

1. Whether the college / institution has appointed required number of qualified teachers to teach the proposed subject(s)/course(s) :

Yes

No

If no, what steps have been taken to appoint the teachers? : -----

2. Details of the results in the University examinations during the last three years:

Subject(s) / course(s)	Year	Percentage of students passed		
		1 st year	2 nd year	3 rd year

3. Number of books in the proposed subject(s) (enclose the list of books with title, author, publisher, year of publication, number of copies, and accession number):

Subject	No. of Books

4. When did the University Inspection Team visit the college / institution earlier and for what purpose? : -----

5. Whether the conditions laid down by the University earlier are fulfilled? :

Yes No

If no, reasons for non - fulfillment? :

E. PRSCRIBED FEE:

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 / Director / Chairman of the G. B.

Note:

1. *Documentary evidence has to be supplied wherever required.*
2. *Two hard copies of the application and report accompanied with all relevant documents have to be submitted along with a soft copy.*

Enclosures (list the enclosed documents):

For consideration of the subject(s) / course(s) - application to:

Shri Madam,

With reference to the subject report above, I hereby request permission to add new subject(s) / course(s) with the following details:

GENERAL INFORMATION:

(i) Name and address of the organization/institution:

(ii) Name of the person/department/branch/department:

(iii) Name of the person/department/branch/department:

(iv) Name of the person/department/branch/department:

(v) Name of the person/department/branch/department:

(vi) Name of the person/department/branch/department:

(vii) Name of the person/department/branch/department:

(viii) Name of the person/department/branch/department:

(ix) Name of the person/department/branch/department:

(x) Name of the person/department/branch/department: