



Rs. 500/-

**NORTH – EASTERN HILL UNIVERSITY
Shillong - 793 022**

**APPLICATION FOR PROVISIONAL AFFILIATION TO 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: Provisional affiliation to new subject(s) / course(s) - application for _____

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for provisional affiliation to 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) Date 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 affiliation of 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 intends to start? :

Sl. No.	Degree	Gen. / Hon. / Professional	Subject(s) / Course(s) of Study	Proposed academic session of starting the course

6. When did the college/institution obtain permission from the University to start the above mentioned subject(s)/course(s)? (Give the number and date of the permission letter received from the University and enclose a copy of that letter):

7. Have you implemented all the conditions laid down by the University for starting the proposed new subject(s)/course(s)?:

8. Name of the courses the college 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:

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)		

Facility	Number	Size
Classrooms		
Laboratory		
Principal's / Director's Room		
Office Room(s)		
Students' Common Room (boys & girls)		
Teachers' Common Room		
Library		
Laboratory		
Toilet facilities (boys & girls / teaching staff)		
Canteen Facility		
Sports		
Any other (e.g., auditorium, computer lab, etc.)		

(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 (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

C. ACADEMIC DETAILS:

1. Give details about the teachers who will be teaching the proposed subject(s)/course(s):

Sl. No.	Name	Designation	Age	Specialization	Qualification	Date of Joining

2. Results in the University examinations during the previous three years.

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

3. Number of books available in the college/institution on the proposed subject(s):
(give details on a separate sheet about the title, author, publisher, year 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 last time are fulfilled?
 Yes No

If no, reasons for non - fulfillment:

D. FINANCIAL POSITION:

1. Furnish information about Reserve Fund in a long - term fixed 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

2. Kindly furnish the income and expenditure during the last three years:

Year	Income	Expenditure

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

Sources	Amount

E. 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:

Signatures 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.*
3. *Please take note of the provisions relating to affiliated colleges / institutions under NEHU Statutes, Ordinances, Regulations.*

Enclosures (list the enclosed documents):