



NORTH-EASTERN HILL UNIVERSITY
Shillong

**APPLICATION FOR PERMANENT AFFILIATION TO SUBJECT(S) / COURSE(S) OF
STUDY IN A COLLEGE / INSTITUTION HAVING 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 - application for _____

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for permanent affiliation to NEHU of the course(s) / subject(s) of study in the college/institution. It may be noted that some of the course(s) / subject(s) of study in the college/institution are already permanently affiliated. The necessary details are given below:

A. GENERAL INFORMATION:

1. Name and address of the College : _____

PIN:..... Tel:..... FAX:..... Email:.....
2. Name and address of the sponsoring authority: _____

PIN:..... Tel:..... FAX:..... Email:.....
3. Year of establishment : _____
4. Which are the subject(s)/course(s) for which the college/institution has been already granted permanent affiliation? (attach a copy of the letter from the University to this effect): _____

5. Was the decision to apply for permanent affiliation of these 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: -----

6. Has the college implemented all the requirements and recommendations of the University on affiliation matters? : Yes No
7. Has the college/institution been accredited by any agency (e.g., NAAC /AICTE, etc)? :
 Yes No
 If yes, the grade of the college/institution: -----
8. Any other recognition received by the college/institution: -----

B. ACADEMIC DETAILS:

1. Details of provisional affiliation to the new subject(s)/course(s) (enclose copy of University notification) :

Course (Gen. / Hons. / Professional)	Subject	Year of first provisional affiliation	Year(s) of renewal

2. Name of the courses the college is presently offering :

Course	Subject(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)	

3. Results of University examinations during the previous five years (use separate sheets, if required):

Year	Examination (Gen., Hon., Professional)	Subject	No. of Students appeared	No. of Students passed		Overall pass %age	Remarks
				I Div	II Div		

4. Academic distinctions achieved by the students:

Sl. No.	Year	Details of distinctions

C. DETAILS OF INFRASTRUCTURE:

1. Details of the land owned by the college (document regarding ownership must be enclosed):

- (i) Total area:
- (ii) Total built - up area:
- (iii) Total area of the playground:

2. Details of the facilities in the permanent building owned by the college:

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)		

3. Details of furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Other chairs		
Other tables		
Almirahs		
Laboratory furniture (please specify)		
Library furniture (please specify)		
Other items (please specify)		

4. Details of Laboratory Equipments and Computers:

Sl. No.	Name of the equipment	Quantity	For which subject	Remark

5. Library: Details of books available and proposed to be purchased (enclose the list of books with title, author, publishers, year of publication, number of copies and accession number):

Sl. No.	Subjects	Existing number of books	Additional number of books proposed

D. DETAILS OF STAFF:

1. Names of the Principal / Director, teachers and librarian with qualifications, experience and dates of joining (please use separate sheet)

Sl. No.	Designation	Name	Age	Specialisation	Qualifications	Date of Joining
	Principal / Director					
Teachers*						
Librarian						

* dates of joining of regular teachers

2. Details of administrative staff:

Sl. No.	Name	Designation	Age	Qualifications	Date of Joining

E. ABOUT DISCIPLINE IN THE COLLEGE / INSTITUTION:

Furnish details, if any, on the following:

- (i) Strike(s) in the college during the previous five years (use additional sheets, if required):
- (ii) Disciplinary cases (relating to examinations, etc.) during the previous five years (use extra - sheets if required):

F. FINANCIAL POSITION:

1. Details of fixed / term deposit in favour of the college (procure a copy of the certificate from the bank):

Name of the Bank	Pass Book /Account No.	Amount

2. Income and expenditure during previous six years (use separate sheet, if required)

Year	Income	Expenditure

G. SELF – EVALUATION BY THE COLLEGE / INSTITUTION:

Please self - evaluate on the following:

- a. Present academic standard
- b. Resources –physical and financial
- c. Achievement of your declared aims and objectives
- d. Points of strength and weakness
- e. Problems 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 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. *The University has laid down certain essential conditions to be fulfilled by the colleges for granting permanent affiliation. The college/ institute authority 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):