



NORTH – EASTERN HILL UNIVERSITY
Shillong - 793 022

INSPECTION REPORT ON PERMISSION TO START A NEW COLLEGE / INSTITUTION

[TO BE SUBMITTED BY THE INSPECTION TEAM TO DIRECTOR, CDC]

1. Name and address of the sponsoring agency / authority concerned:-----

PIN:..... Tel:..... FAX:..... Email:.....

2. Name and address of the proposed College / Institution:-----

PIN:..... Tel:..... FAX:..... Email:.....

3. Members of the Governing Body/Management Committee of the college/institution (please enclose the list):

4. Name(s) of the subject(s) / course(s) of study proposed to be started [Arts (General / Honours); Science (General / Honours); Professional]:

.....
.....
.....
.....
.....

5. The academic session from which admissions are proposed to be started:

.....

6. Number of schools and approximate number of students passing Higher Secondary Examinations, during the previous academic session, within a radius of 25 kilometers around the proposed college / institution*:

Name of the School/ Institution	Number of students	Distance from the proposed college / institution

7. Details of enrolment of students in the colleges / institution within a radius of 25 kilometers around the proposed college / institution*:

Name of the college / institution	Number of students	Distance from the proposed college / institution

8. Specify the shift(s) (morning/ day / evening) during which the college / institution proposes to impart instructions: -----

9. Land available for the proposed college / institution: -----

Indicate the 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]:

10. Give a brief report on the suitability of the site and plan after inspection:

Any site plan to be attached

(a) Details of land/ buildings/ other facilities for the proposed college (if purchased / to be purchased)

(b) Details of land/ buildings/ other facilities of which the proposed college is not the owner (if purchased)

11. Details of facilities in the proposed college / institution: -----

(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	Adequate/not adequate
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) Details of library books in the proposed subjects*** (purchased / to be purchased):

(v) Any other details:

12. Details of Staff (Principal / Director, teachers, librarian and administrative):

(i) Whether a qualified Principal / Director has been appointed? : Yes No

If yes then, 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, please furnish details about names of the teachers with age, their academic qualifications, experience, area of specialisation, etc. and also furnish copies of the appointment letters (additional sheets may be used):

Sl. No.	Name	Designation	Age	Specialisation	Qualifications	Date of Joining*

* dates of joining of regular teachers except for Law faculty

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? : -----

13. Details of various sources of income of the proposed college / institution:

- (i)
- (ii)
- (iii)

14. Details of fixed / term deposit in favour of the college (a copy of the certificate from the bank to be enclosed):

Name of the Bank	Pass Book /Account No.	Amount

15. Any other observation(s): -----

16. Documents to be furnished:

- (i) Registration under Societies Registration Act, 1860
- (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 or proposed to be located
- (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.

* *If the location of the proposed college / institution is in rural area or town having less than 20,000 population.*

** *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 of the Inspection Team (please be specific):

Signatures of the members of the Inspection Team: