



NORTH – EASTERN HILL UNIVERSITY
Shillong - 793 022

**INSPECTION REPORT ON PROVISIONAL AFFILIATION TO SUBJECT(S) /
 COURSE(S) OF STUDY IN AN AFFILIATED COLLEGE / INSTITUTION**

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

1. Name and address of the College / Institution : -----

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

2. Name and address of the Sponsoring Authority: -----

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

3. Year of establishment: -----

4. Has the college/institution been accredited by any agency (e.g., NAAC, AICTE, etc.):
 Yes No

If yes, the grade of the college/institution: -----

Any other recognition received by the college/institution: -----

5. How often does the Governing Body/ Management Committee meet per year? : -----

6. Details about the new subject(s)/course(s) for which the college/institution has sought provisional affiliation:

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

7. When did the college/institution obtain permission from the University to start the above mentioned subject(s)/course(s)? (Number and date of the permission letter(s) received from the University may be given): -----
8. Has the college/institution implemented all the conditions laid down by the University for starting the proposed new subject(s)/course(s)? : Yes No
if no, a note on the reasons for non - fulfillment of the conditions be enclosed: ...
9. Names of the course(s) / subject(s) presently offered by the college/institution:

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 (specify)	

10. Details of facilities in the existing 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			

11. 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)		

12. Details about the teachers for teaching the proposed subject(s)/course(s):

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

* dates of joining of regular teachers

13. Details of Laboratory Equipments and Computers (if the subject for which affiliation is sought involves experiments or requires computers):

Sl. No.	Name of the Equipment / Computer	Quantity	Remarks

14. Number of books available in the college/institution on the proposed subject(s) (details on a separate sheet about the title, author, publishers, year and accession number):

Subject	No. of Books

15. Results in the University examinations during the previous three years:

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

16. 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

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

Sources	Amount

18. Any other observation(s):

The convener of the inspection team should obtain and enclose a certificate from the competent college authority (Principal / Director / Chairperson of G. B.) that the information provided by them about the college/institution is correct.

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: