



**NORTH-EASTERN HILL UNIVERSITY**  
**SHILLONG-793022.**

**INSPECTION REPORT ON PROVISIONAL AFFILIATION TO PG DEPARTMENT IN AN EXISTING COLLEGE/INSTITUTION.**

**[TO BE SUBMITTED BY THE INSPECTION TEAM TO DIRECTOR, COLLEGE DEVELOPMENT COUNCIL]**

1. Name and address of the College/Institution: .....  
.....  
.....  
Pin: ..... Tel: ..... Fax: ..... e-mail: ..... website: .....
2. Date and year of grant of Permanent Affiliation [please attach copy of University's notification(s)]:  
.....
3. Year of NAAC accreditation and the grade awarded (attach copy of the award letter/certificate):  
.....
4. Has the College Governing Body/Management Committee taken a decision to move the University for seeking affiliation for the new PG Department (attach copy of the resolution):  
.....
5. Members of the College Governing Body (attach a complete list):  
.....
6. (a) Name of the course/subject in which the College proposes to start the PG Department:  
.....  
(b) Briefly state the need for starting the new PG Department:  
.....
7. Has the College fulfilled all the conditions prescribed by the University for being eligible to start the PG Department?  
.....
8. Details about the UG programme in the College in the subject in which the College proposes to start the PG Department:

(a) Year of starting the UG level course/subject: .....

(b) Details of students for the previous years (3 years): .....

Year	No. of students (Pass & Hons)	Categories: SC/ST/OBC & General

(c) Results of the University examinations for the last three years:

Year	Examination (Pass & Hons) course	No. of students appeared	No. of students passed	Over all pass percentage

9. The academic session from which the first batch of students is to be admitted for the proposed PG course(s)/subject(s):

.....

10. The month/year from which the first batch of students is expected to appear for the examination in the course(s)/subject(s) proposed:

.....

11. Number of students to be admitted to the proposed PG Department:

.....

12. State the admission criteria for the proposed PG course:

.....

13. Give the fee structure for the proposed PG course:

.....

14. Names of the Principal/Director, teachers of the proposed PG Department. Librarian, Administrative staff with qualification(s), percentage of marks, experience(s), dates of joining, whether regular/part time employees:

Sl. No.	Name	Designation	Qualification(s)	% of marks	Date of joining	Experience	Regular/ Part time

15. (a) Furnish the no. of books available in the library for the proposed PG course. Also indicate additions proposed:.....
- (b) Attach a list of laboratory equipments and specification of laboratory space (if proposed PG Department involves laboratory course): .....
- (c) Other infrastructure facilities available which the College would like to mention in support of starting the new PG Department: .....

16. Details of fixed deposits in favour of the College:

(a copy of the bank certificate to be enclosed)

Name and Address of the Bank	Account No.	Amount

17. Any other observation(s):

The Convener of the Inspection Team should obtain and enclose a certificate from the sponsoring authority that all the information provided by them about the proposed PG Department/Course are correct.

Recommendations of the Inspection Team (please be specific)

Signatures of the members of the Inspection Team.