

APPENDICES

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PROFORMA – I



Rs. 500/-

NORTH – EASTERN HILL UNIVERSITY

Shillong - 793 022

APPLICATION FOR PERMISSION TO OPEN A NEW COLLEGE / INSTITUTION

[TO BE SUBMITTED BY SPONSORING AGENCY / AUTHORITY CONCERNED WHICH PROPOSES TO ESTABLISH A NEW COLLEGE / INSTITUTION]

To

The Registrar,
North – Eastern Hill University,
Shillong – 793022

Sub: Permission to open a New College / Institution - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for opening a new college / institution, within the jurisdiction of NEHU, with necessary details as given below:

A. INTRODUCTORY INFORMATION:

1. Name of the sponsoring agency / authority concerned:

.....

2. Address of the sponsoring agency / authority concerned:

.....

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

.....

3. Name and address of the proposed College / Institution:

.....

4. Name(s) of the subject(s) / course(s) of study proposed to be started*:

.....

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

.....

6. Details of the Bank Draft for the prescribed fee**:

.....

B. GENERAL INFORMATION:

1. 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

2. Details of total enrolment of students in colleges 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

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

C. EXISTING RESOURCES:

1. Land available for the proposed College / Institution: -----

2. Details of Facilities in the proposed College / Institution:

(i) Facilities inside the building(s): (if applicable)

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)		

(ii) Size of the playground: -----

(iii) Furniture:

Furniture	Number	Size
Classroom chairs		
Classroom tables		
Office and other chairs		
Office and other tables		

Almirahs / Cupboards / Racks		
Laboratory furniture		
Any other items (please specify)		

(iv) Hostel Facilities for the Students (boys and girls):

.....

3. Indicate the ownership - status (with documentary proof) of land/ building(s)/ other physical facilities proposed to be used in running the college [In case of non – ownership of any of the items mentioned above furnish 'no objection certificate(s)' from the owner(s)]:

D. FINANCIAL POSITION:

1. Details of the reserved fund in a long-term fixed deposit scheme in a bank, of the amount as prescribed in the relevant regulation, in the name of the proposed college / institution:

Name of the bank	Amount	Date of Maturity

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

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

3. What are the proposed heads of expenditure? :

Head of Expenditure	Amount
Staff Salary	
Library Books	

Furniture	
Laboratory	
Sports	
Other Items (please name them)	

E. 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 ([concerned authorities](#)) of the locality where the College / Institution is located or proposed to be located, [wherever applicable](#)
- (iv) 'No Objection Certificate' from the Government and Municipal Board / Local Bodies

Date:

Place: Signature of the Sponsoring Agency / Authority

Concerned

CERTIFICATE

This is to certify that the information provided above is correct.

Date:
Concerned

Signature of the Sponsoring Agency / Authority

Note:

1. *Documentary evidence should be supplied wherever required.*
2. *Provisions as laid down under the various relevant ordinances and regulations of the University must be strictly followed while making the application. Failure to do so will make the application incomplete and invalid.*
3. *Two hard copies of the [application and](#) report accompanied with all relevant documents have to be submitted along with a soft copy.*

4. *Application complete in all respects should reach the Director, College Development*

Council, North - Eastern Hill University, Shillong - 793 022 before 15th August of the

year preceding that in which the College is proposed to be started. No exceptions

will be entertained in this regard.

* *State explicitly the stream (science/ arts/ commerce/ professional) and the level (general/ honours/ professional) of each subject / course of study.*

** *Application should be accompanied with a bank draft in favour of the Finance Officer, North - Eastern Hill University, Shillong for an amount as per the prescribed fee.*

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

Enclosures: (please list the enclosures)

PROFORMA – II

Rs. 500/-

NORTH – EASTERN HILL UNIVERSITY

Shillong - 793 022

**APPLICATION FOR PROVISIONAL AFFILIATION TO SUBJECT(S) / COURSE(S) OF STUDY
IN A NEW COLLEGE / INSTITUTION**

[TO BE SUBMITTED BY THE PRINCIPAL / DIRECTOR OF THE NEW
COLLEGE / INSTITUTION]

To

The Registrar,
North – Eastern Hill University,
Shillong – 793022

Sub: Provisional affiliation to subject(s) / course(s) of study in a new
college / institution -
application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an
application for provisional affiliation to NEHU of the following subject(s) /
course(s) of study in the college / institution for which permission to start
was granted earlier (Ref.*:). The
necessary details are given below:

A. GENERAL INFORMATION:

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

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

.....

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

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

3. Members of the Governing Body / Management Committee of the College / Institution

(list of the Members and photocopy of the minutes of the last Governing Body / Management Committee to be enclosed): -----

4. Legal status :

(i) Registration under Societies Registration Act, 1860 [document to be enclosed]:

(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 (to be enclosed):

(iv) 'No Objection Certificate' from the Government and Municipal Board / Local Bodies (to be enclosed):

5. Name(s) of the Subject(s) / Course(s) of study for which affiliation is sought:

Sl. No.	Degree	Subject(s) / Course(s) of Study	General / Honours / Professional

6. The academic session from which admission of students to the proposed subject(s) / course(s) of study is proposed to start: ---

B. EXISTING RESOURCES:

1. Land available for the College / Institution (area):
.....

2. 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)		

(ii) Size of the 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)		

2. Have you made appointments to the teaching posts? :

- Yes
- No

(furnish details about names of the teachers with age, their academic qualifications, experience, areas of specialisation, etc. and also furnish copies of appointment letters):

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

* of regular teachers except Law faculty

3. Whether a qualified and full - time Librarian has been appointed? :

- Yes
- No

(furnish details about name, age, qualification, etc. and also furnish a copy of the appointment letter):

Name	Designation	Age	Qualifications	Date of Joining

4. Details of administrative staff:

Sl. No.	Name	Designation	Age	Qualifications	Date of Joining

5. What is the expected enrolment for the first year? : -----

6. Admission Policy (a separate note may be attached): -----

E. CO-CURRICULAR ACTIVITIES:

Details of proposed co-curricular activities such as social service, sports (indoor and outdoor), NSS, debate, NCC, etc.:

.....

F. FUTURE PLANS:

Please enclose your proposals, if any, for future development programmes reflecting prospects of the college for the next ten years in physical resources, financial resources, academic programmes, library facilities, co-curricular activities, etc.: -----

G. 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:
/ Director

Signature of the Principal

CERTIFICATE

This is to certify that the information provided above is correct.

Date:
Chairman of the G. B.

Signature of the Principal /

Note:

3. *Documentary evidence should be supplied wherever required.*
4. *Provisions as laid down under the various ordinances and regulations of the University relevant to provisional affiliation to new subject(s) / course(s) of study must be strictly followed while making the application. Failure to do so will make the application incomplete and invalid.*
3. *Two hard copies of the [application and](#) report accompanied with all relevant documents have to be submitted along with a soft copy.*
4. *Application complete in all respects should be submitted to the Director, College Development Council,
North - Eastern Hill University, Shillong - 793 022*
5. *Please take note of the provisions relating to affiliated colleges / institutions under NEHU Statutes, Ordinances, Regulations.*

* *Reference of the permission letter for starting the college/institution should be quoted here*

Enclosures (list the enclosed documents):

PROFORMA – III



Rs. 500/-

NORTH-EASTERN HILL UNIVERSITY

Shillong - 793 022

APPLICATION FOR RENEWAL OF PROVISIONAL AFFILIATION

[TO BE SUBMITTED BY THE PRINCIPAL / DIRECTOR OF THE COLLEGE / INSTITUTION]

To

The Registrar,
North – Eastern Hill University,
Shillong – 793022

Sub: Renewal of Provisional Affiliation of the College / Institution -
application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for the renewal of provisional affiliation to the following subject(s) / course(s) of study in the college/institution for which provisional affiliation was granted earlier. The necessary details are given below:

A. GENERAL INFORMATION:

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 of the College / Institution: -----

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

If yes, the gradation of the college / institution:

.....

5. Any other recognition received by the college / institution:

.....

6. Name of the subject(s) / course(s) of study offered by the College /
 Institution presently:

Course	Subject(s) / Course (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)	

7. Date of first provisional affiliation and the period up to which the affiliation
 was granted [attach copies of the University's notifications(s)]: -----

8. Whether the conditions as per the University's notification have been fulfilled?

- Yes
- No

9. Attach a brief report explaining the fulfillment of the conditions or reasons for non –fulfillment:

10. Attach a note explaining reasons for seeking renewal of affiliation:

11. Was the decision to apply for renewal of affiliation taken by the Governing Body /

Management Committee of the College / Institution? :

- Yes
- No

If yes then, attach a copy of the resolution along with a complete list of the members of the Governing Body / Management Committee of the College / Institution: -----

12. Names of the Principal / Director, teachers and librarian with qualifications, experience and dates of joining. The terms and conditions of their appointment should be indicated:

(use separate sheets, if required)

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

<i>Librarian</i>						

13. Details of administrative staff (The terms and conditions of their appointment should be indicated):

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

* of regular teachers except Law faculty

14. Land available for the College / Institution (area and ownership status):

.....

15. 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)		

(ii) Size of the 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 (enclose a 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

B. ACADEMIC DETAILS:

1. Details of students' enrolment during the previous three years:

Year	Course (Gen., Hons., Professional)	Subject(s)	Enrolment

2. Results in the University Examinations during the previous three years:

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

C. FINANCIAL POSITION:

Details of the reserved fund in a long-term fixed deposit scheme of a bank in the name of the College / Institution. (attach a certificate from the bank to this effect)

Name and address of the bank	Amount

D. AFFILIATION FEE FOR RENEWAL OF 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.

Late fee at the rate of 10% per month will be charged for each month of default, if the application is not submitted before the stipulated time, i.e., 6 (six) months before the expiry of the earlier Affiliation.

E. ANY OTHER INFORMATION:

Any other relevant information in support of the application may be given on additional sheets.

Date:

Place:
Principal / Director

Signature of the

CERTIFICATE

This is to certify that the information provided above is correct.

Date:
Chairman of the G. B.

Signatures of the Principal / Director /

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 / institutions for granting affiliation. The college / institution authorities should ensure that all such conditions are fulfilled while submitting the application for renewal.*
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 \(list the enclosed documents\):](#)

PROFORMA – IV

Rs. 500/-

NORTH – EASTERN HILL UNIVERSITY

Shillong – 793 022

APPLICATION FORM FOR 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 of the College / Institution - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for permanent affiliation to NEHU of the following course(s)/subject(s) of study offered in the college/institution. The necessary details are given below:

A. GENERAL INFORMATION:

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. Was the decision to apply for permanent affiliation taken by the Governing Body / Management Committee of the College / Institution? : •
 Yes • No

If yes, attach a copy of the resolution with a complete list of the members of the Governing Body / Management Committee of the College / Institution: -----

5. Has the college / institution implemented all the requirements and recommendations of the University on affiliation matters? :
 • Yes • No

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

If yes, the grade awarded to the college / institution:

.....

7. Any other recognition received by the college/institution:

.....

8. Details of affiliation (enclose copy of University notification):

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

9. Name of the courses the college / institution 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. DETAILS OF INFRASTRUCTURE:

1. Land available for the College / Institution (area and ownership status):

.....

2. Details of facilities in the College / Institution:

(i) Facilities inside the permanent building(s) of the college / institution:

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)		

(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: (please use separate sheets)

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) (please use separate sheets)

Sl. No.	Subjects	No. of Books	Additional No. of books proposed

C. DETAILS OF STAFF:

- Names of the Principal / Director, teachers and librarian with qualifications, experience and dates of joining. The terms and conditions of their appointment should be indicated:

2. Academic distinctions achieved by the students:

Sl. No.	Year	Details of the academic distinctions

E. ABOUT DISCIPLINE IN THE COLLEGE / INSTITUTION:

1. Details, if any, on the following:

(i) Strike(s) in the college / institution during the last six years (use additional sheets, if required): -----

(ii) Disciplinary cases (relating to examination, etc.) during the last six years (use extra - sheets if required): -----

F. FINANCIAL POSITION:

1. Furnish information about the fixed / term deposits in a bank in favour of the college/institution: (Certificate form the bank to be attached)

Name of the bank	Account No.	Amount	Date of maturity

2. Income and expenditure during the last six years (use separate sheets, if required):

Year	Income	Expenditure

--	--	--

G. SELF - EVALUATION BY THE COLLEGE / INSTITUTION

Please give self - evaluation on the following:

- a. Present academic standards
- b. Resources: physical and financial
- c. Achievements of your declared aims and objectives
- d. Points of strength and weakness
- e. Problems faced in running the affairs 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 nationalized bank in Shillong.

Date: _____

Place: _____

of the Principal / Director

Signature

CERTIFICATE

This is to certify that the information provided above is correct.

Date:
Chairman of the G. B.

Signatures of the Principal / Director /

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 authorities 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 \(list the enclosed documents\):](#)

PROFORMA – V

Rs. 500/-

NORTH – EASTERN HILL UNIVERSITY

Shillong - 793 022

APPLICATION FOR PERMISSION TO START 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: Permission to start new subject(s) / course(s) - application for

Sir/ Madam,

With reference to the subject referred above I, herewith, submit an application for permission to start 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) Year 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 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 proposes to start? :

Sl. No.	Degree	Gen. / Hons. / Professional	Subject (s)	Proposed academic session for starting the subject (s)/ course (s)

6. Give the justification for starting the proposed subject(s)/course(s) of study:

7. Name of the courses the college / institution 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:

1. Land available for the College / Institution (area and ownership status):

.....

2. 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		
Sports		
Any other (please specify)		

(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 (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. FINANCIAL POSITION:

1. Details of the reserved fund in fixed / term deposit scheme in a bank in the name of the college / institution:

Name of the Bank	Pass Book /Account No.	Amount

2. Details of the income and expenditure during the previous three years:

Year	Income	Expenditure

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

Sources	Amount

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. *Two hard copies of the **application and** report accompanied with all relevant documents have to be submitted along with a soft copy.*

Enclosures (list the enclosed documents):

PROFORMA – VI

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:.....

4. (i) Date of establishment of the college/institution: -----
-(ii) When was the affiliation first granted? -----

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

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

Any other (please specify)	
----------------------------	--

B. PHYSICAL FACILITIES:

Details of facilities in the College / Institution:

a. 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:

B.

Signatures of the Principal / Director / Chairman of the G.

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 \(list the enclosed documents\):](#)

PROFORMA – VII



Rs. 500/-

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:

- Name and address of the College : -----

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

4. Name and address of the sponsoring authority: -----

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

5. 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		

6. 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: -----

1. 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*						

<i>Librarian</i>						

* 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: _____

the Principal / Director

Signature of

CERTIFICATE

This is to certify that the information provided above is correct.

Date:
/ Chairman of the G. B.

Signature of the Principal / Director

Note:-

1. *Documentary evidence has to be supplied wherever required.*
3. *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 \(list the enclosed documents\):](#)

PROFORMA – VIII



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**]

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

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

5. 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:

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:

PROFORMA – IX



NORTH – EASTERN HILL UNIVERSITY

Shillong - 793 022

INSPECTION REPORT ON PROVISIONAL AFFILIATION TO SUBJECT(S) / COURSE(S) OF STUDY IN A NEW COLLEGE / INSTITUTION

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

6. Name and address of the new College / Institution: -----

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

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

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

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

4. Indicate the ownership 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.]:

(i) Whether the college / institution is located at its own site? :
• Yes • No

If yes,

(a) Total area of the site:

.....

(b) Built – up area (attach site plan):

.....

(ii) Give a brief report on the suitability of the site and the plan after inspection:

5. Name(s) of the subject(s) / course(s) of study for which affiliation is sought:

Sl. No.	Degree	Subject(s) / Course(s) of Study	General / Honours / Professional

6. The Academic Session from which admission is proposed to start:-----

7. Whether the college/institution has adequate infrastructure? :-----

(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
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) Library: (enclose the list of books with title, author, publisher, year of publication, number of copies and accession number. List of books proposed to be purchased may also be attached): Books are adequate / not adequate

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

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

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

If yes, 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? : -----

(iv) Whether appointments to the teaching posts have been made? : •
Yes • No

If yes, procure details about names of the teachers with age, their academic qualifications, experience, area of specialisation, etc. and also procure copies of their appointment letters:

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

* dates of joining of regular teachers

If no, when are the appointment proposed to be made? : -----

(v) 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? : -----

(iv) Furnish information about Reserve Fund in fixed / term 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

9. Any other observation(s):

10. Documents to be furnished:
- (i) Registration under Societies Registration Act, 1860 [document to be enclosed]:
 - (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 (to be enclosed):
 - (v) '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.

** 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:

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:

PROFORMA –X

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**]3. Name and address of the College / Institution : -----

-----PIN:.....Tel:.....FAX:.....Email:.....
.....4. 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)		

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:

PROFORMA –XI

NORTH – EASTERN HILL UNIVERSITY

Shillong - 793 022

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

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

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

PIN:.....Tel:.....FAX:.....Email:.....
.....
6. Name and address of the Sponsoring Authority: -----

PIN:.....Tel:.....FAX:.....Email:.....
.....
3. Year of establishment: -----

6. Has the college/institution been accredited by any agency (e.g., NAAC , AICTE, etc.):
7. If yes, the grade of the college/institution:
8. Any other recognition received by the college/institution:
9. How often the Governing Body / Management Committee meet in a year? : -----
10. Details about the subject(s)/course(s) for which the college/institution has applied for renewal of provisional affiliation:

Sl. No.	Degree	Gen. / Hons. / Professional	Subject(s)/ Course(s) of Study

9. When did the college/institution obtain the first provisional affiliation from the University to the above mentioned subject(s)/course(s)? : (enclose copy)

10. Has the college/institution implemented all the conditions laid down by the University based on the recommendations of the earlier inspection team(s)? : (enclose report)

11. Names of the course(s) / subject(s) offered at present 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 (please specify)	

12. Details of the existing building:

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			

13. 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)		

14. Details about the teachers involved in teaching the subject(s)/course(s) for which renewal of affiliation is sought:

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

15. 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

16. Number of books available in the college/institution on the subject(s) for which renewal of affiliation is sought (give details on a separate sheet about the title, author, publisher, year, and accession number):

Subject	No. of Books

17. Results in the University examinations during the previous 3 years:

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

18. Furnish information about Reserve Fund in fixed / term 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

--	--	--

19. 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:

PROFORMA – XII

NORTH-EASTERN HILL UNIVERSITY

Shillong - 793 022

INSPECTION REPORT ON PERMANENT AFFILIATION TO A COLLEGE / INSTITUTION

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

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

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

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

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

8. Year of establishment : -----

4. Was the decision to apply for permanent affiliation taken by the Governing Body / Management Committee of the College / Institution? :

- Yes
- No

If yes, attach a copy of the resolution with a complete list of the members of the Governing Body / Management Committee of the College / Institution: -----

5. How often the Governing Body / Management Committee meet in a year? : -----

6. Has the college/institution implemented all the requirements and recommendations of the University on affiliation matters? :

- Yes
- No

if no, reasons for not doing so (enclose report):

.....

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: -----

9. Details of affiliation (enclose copy of University notification):

Course(s) (General / Honours / Professional)	Subject(s)	Year of first affiliation	Year(s) of renewal

10. Names of the course(s) / subject(s) offered at present by the college/institution:

Course(s)	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)	

11. Details of the land owned by the college (document regarding ownership must be enclosed): (i) Total area: -----

1. Total built - up area (site plan to be enclosed): -----

12. (i) Details of the facilities in the permanent building owned by the college:

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 special arrangement for physically challenged:

13. 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)		

14. Details of Laboratory Equipments, Computers and other Teaching-aids:

Sl. No.	Name of the Equipment	Quantity	Subject	Remarks

15. Library: Details of books available (please enclose the list of books with title, author, publisher, year of publication, number of copies and accession number):

Sl. No.	Subjects	Existing number of books	Adequate/not adequate

16. Names of the Principal / Director, teachers and librarian with qualifications(s), experiences(s) and dates of joining:

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

<i>Librarian</i>						

* dates of joining of regular teachers

17. Details of administrative staff:

Sl. No.	Name	Designation	Age	Qualifications	Date of Joining

18. Results in the University examinations during the previous six years (use separate sheet if necessary):

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

19. Academic Distinctions achieved:

Sl. No.	Year	Details of distinctions

20. Please furnish details, if any, on the following:

- (iii) Strike(s) in the college during the last six years (use additional sheets, if required):

(ii) Disciplinary cases (relating to examination, etc.) during the last six years (use extra sheet if necessary):

21. Furnish information about Reserve Fund in a fixed / term 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

22. Income and expenditure during the previous six years (use separate sheet if required)

Year	Income	Expenditure

23. Any other observation / remark on the college / institution:

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

about the college/institution is correct.

Recommendations (please be specific):

Signatures of the members of the inspection team:

PROFORMA – XIII



NORTH-EASTERN HILL UNIVERSITY

Shillong - 793 022

INSPECTION REPORT ON PERMANENT AFFILIATION TO ADDITIONAL SUBJECT(S) / COURSE(S) OF STUDY IN A COLLEGE / INSTITUTION HAVING PERMANENT AFFILIATION

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

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

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

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

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

10. Year of establishment : -----

4. Was the decision to apply for renewal of affiliation taken by the Governing
Body / Management Committee of the College / Institution? :

- Yes
- No

If yes, attach a copy of the resolution of the Governing Body /
Management Committee of the College / Institution: -----

5. 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: ...

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

If yes, the grade awarded to the college / institution:

.....

7. Any other recognition received by the college/institution:

.....

8. Details about the subject(s) / course(s) for which the college/institution has sought permanent affiliation:

Sl. No.	Degree	Gen. / Hons. / Professional	Subject(s) / Course(s) of Study	Date of granting provisional affiliation

9. Details of subject(s)/course(s) for which the college has permanent and provisional affiliations (procure a copy of the University notifications):

Course(s) (General / Honours / Professional)	Subject (s)	Year(s) of first affiliation	Year(s) of renewal	Year of permanent affiliation

10. Names of the course(s) / subject(s) presently offered by the college/institution:

Course(s)	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)	

11. Details of the land owned by the college (document regarding ownership must be enclosed): (i) Total area: -----

2. Total built - up area (enclose site plan): -----

12. (i) Details of the facilities in the permanent building owned by the college:

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			

Sports			
Laboratory			
Any other Rooms			

(ii) Details of special arrangement for physically challenged:

13. 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)		

14. Details of Laboratory Equipments, Computers and other Teaching Aids:

Sl. No.	Name of the Equipment	Quantity	Remarks

15. Library: Details of books available in the subject(s) for which the college/institution is seeking permanent affiliation (please enclose the list of books with title, author, publisher, year of publication, number of copies and accession number):

Sl. No.	Subjects	Existing number of books	Adequate/not adequate

16. Names of the Principal / Director, teachers and librarian with qualifications, experience and dates of joining:

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

* dates of joining of regular teachers

17. Details of administrative staff:

Sl. No.	Name	Designation	Age	Qualifications	Date of Joining

18. Results in University examinations during the previous five years (copies of the statement to be procured):

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

19. Academic distinctions achieved by the students:

Sl. No.	Year	Details of distinctions

20. Furnish information about Reserve Fund in a fixed / term deposits scheme in a bank in favour of the college/institution: (Certificate from the bank to be attached)

Name of the Bank	Pass Book /Account No.	Amount

21. Income and expenditure during the previous five years (use separate sheet if required)

Year	Income	Expenditure

22. Any other observation / remark on the college / institution:

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 (please be specific):

Signatures of the members of the inspection team:

APPENDICES

Application form for Admission/Registration to the D.Sc/D.Litt. Degree

1. Name of the Candidate _____
2. Date and place of birth _____
3. Father's name _____
4. Postal Address _____
5. Department in which admission is sought _____
6. Receipt number for Fees paid _____
7. Admission sought within eligibility criteria 1 (a) or (b) (See Ordinance OC 11) _____

8. Academic Record :

Please give details of examinations passed from Matriculation upto the Master's or higher degree.

Name of exam	Name of institution	Year of passing	Subject offered	Aggregate marks	Grade or Division obtained
--------------	---------------------	-----------------	-----------------	-----------------	----------------------------

9. Details of Academic work/Experience/Employment/Post-doctoral work etc.
10. Present employment and status :
11. Details of research work done by the candidate including list of publications/book(s) etc. (The candidate should submit xerox copies of publications/book(s) etc.)

APPENDICES

12. Details of Academic programme to be pursued for D.Sc/D.Litt. Degree (To be enclosed as an Annexure).
13. List of Enclosures.
14. Declaration by the Candidate :

I declare that I shall abide by the rules and regulations of the University and submit myself to the disciplinary jurisdiction of the authorities of University.

I also declare that the information given in the application is correct and complete to the best of my knowledge and belief.

Date _____

Signature of the Applicant

Place _____

APPENDICES

Application form for **JUNIOR RESEARCH FELLOWSHIP**
[THE FORM MUST BE FILLED CAREFULLY; AN INCOMPLETE
FORM IS LIABLE TO BE REJECTED]

1. Applicant's name
(in block letters with
surname underlined)
Shri/Smt/Kumari
2. Marital Status of
the Candidate
3. Date of Birth
(as per Matric/SF/
HSLC Certificate
4. Nationality
5. Father's Name
6. Present Address
7. Permanent Postal
Address
8. Are you a member
of Scheduled Caste/
Scheduled Tribe ?
If so, a Certificate
should be enclosed

APPENDICES

9. Particulars of academic qualifications (starting with Matric or equivalent Examination. Please attach attested copies of Mark-sheets, Certificates, Diplomas, etc. and give their reference in the last column.)

Exam Passed	School College/ University	Subject offered	Division /Grade	Percentage of marks / cumulative grade point	Enclosures numbers
-------------	----------------------------	-----------------	-----------------	--	--------------------

10. Name of the department in which research is proposed
11. Specialisation, if any (a brief extract not exceeding 500 words on the proposed research, etc. must be sent alongwith the application without which the application will be treated as incomplete

APPENDICES

12. PLEASE STATE :
- a) Whether you are already registered or propose to register for M.Phil. or for research Work leading to award of Doctorate Degree
 - b) Date of Registration, if any
 - c) Topic of Research, if any.
 - d) Name and Designation of the Supervisor, if any
 - e) Details of papers published (if any) with a copy of each of the reprints. Details of publication may be given on a separate sheet of paper.
13. Present occupation if any.(If employed, indicate the nature of employment and emoluments drawn per month).
14. Do you suffer from any physical disability ?
If so, please give details
15. Any other information relevant to the research work which you may like to give in support of your application

APPENDICES

16. List of enclosures :

(Testimonials, Mark-sheets, Certificates, etc.)

1	4
2	5
3	6

I hereby declare :

That I have read the rules regarding the award of ***JUNIOR RESEARCH FELLOWSHIP*** of North- Eastern Hill University. I undertake to engage myself wholetime for work on the subject under the direction of the supervisor during the tenure of the fellowship in the event of a Fellowship being awarded to me. I further declare that to the best of my knowledge and belief, the particulars given in the Form are correct.

PLACE:

.....

DATE:

(Signature of the Candidate)

APPENDICES**APPLICATION FORM FOR PG SCHOLARSHIP**

1. Applicant's name
(in block letters with
surname underlined)
Shri/Smt/Kumari
2. Date of Birth
(as per Matric/SF/
HS/ISC Certificate)
3. Nationality
4. Present Address
5. Permanent Postal
Address
6. Tribe/Caste if belongs to *SC/ST* Community, please enclose an attested
copy of certificate granted by the concerned authority to this effect.
.....
7. Particulars of academic qualification (starting with matriculation or
equivalent examination. Please attach attested copies of marksheets
certificates diplomas etc. and give their reference in the last column)
.....

.....

Exam Passed	Year of passing	School/College /Univerasity.	Subject	Division /Grade	Percentage of marks cumulate grade point
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APPENDICES

CONTRACT FORM UNDER STATUTE 25(2) OF THE NORTH -EASTERN HILL UNIVERSITY ACT,1973

Memorandum of Agreement made this the _____
_____day of _____two thousand and
_____between _____
_____(hereinafter called the 'Teacher') of the first
part, and North-Eastern Hill University, being a body corporate
constituted under the North-Eastern Hill University Act, 1973 (24 of
1973) hereinafter called the 'University' of the Second part.

It is hereby agreed as follows:

1. That the University hereby appoints _____
_____to be a member of the teaching staff of the University with
effect from the date the said _____takes charge of the
duties of his/her post and the said
_____hereby accepts the engagement
and undertakes to take such part in the activities of the University and
performs such duties in the University as may be required by and in
accordance with the said Act, Statutes and Ordinances framed
thereunder, for the time being in force, whether the same relate to
organisation of instruction, or teaching, or research or the examination of
students or their disciplines or their welfare, and generally to act under
the discretion of the authorities of the University.

2. (1) The teacher appointed against the posts of Professor and Reader
shall be on probation for a period of 12 months while those
appointed against the post of Lecturer shall be on probation for a
period of 24 months.

- (2) The Executive Council may for reasons to be recorded waive the
conditions of probation, and shall also have the right to assess the
suitability of a teacher for confirmation even before the expiry of the
period of 12/24 months from the date of his/her appointment and
the suitability of the teacher on probation shall be judged in the 10th
month and the 19th month.

APPENDICES

- (3) If the University is satisfied with the suitability of the teacher for confirmation, he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.
- (4) In case the University decides not to confirm the teacher at the end of the 12/24 months' period of his/her probation the teacher shall be informed in writing at least 30 days before the expiration of that period that he/she would not be confirmed and would, consequently, cease to be in the service of the University at the end of the period of his/her probation.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of Executive Council present and voting.

This paragraph will not apply to teachers appointed under Statute 21.

3. That the said _____
 _____ shall be a whole time teacher of the University and unless the Contract is terminated by the Executive Council or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes the age of sixty two years and thereafter, no further extension in service shall be given.
4. That the University shall pay _____
 _____ during the continuance of his/her engagement hereunder as a remuneration for his/her service a salary of Rs. _____ per mensem, rising by annual increment of Rs. _____ to a maximum salary of Rs. _____ per mensem.

Provided that whenever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both parties and the terms of this agreement shall apply *mutatis mutandis* to the new post and the terms and conditions attached to that post.

APPENDICES

Provided further that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice-Chancellor to it, and after the teacher has been given sufficient opportunity to make his written representation.

5. That the said teacher agrees to be bound by the Statutes, Ordinances and Regulations for the time being in force in the University provided that no change in the terms and conditions of service of the teacher shall be made after his appointment, in regard to designation scale of pay, increment, confirmation, leave, leave salary and removal from service as to adversely effect him/her.
6. That the teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever, or in any private tuition or other work to which any emoluments or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examination of Universities or Learned Bodies or Public Service Commissions, or to any literary work or publication or radio talk or extension lectures or with the permission of the Vice-Chancellor to any other academic work.
7. It is further agreed that this engagement shall not be liable to be determined by the University on the grounds specified and accordance with the procedure laid down in clause (1), (2), (3), (4), (5) and (6) or Statute 27 (reproduced below):
 - (1) Where there is an allegation of misconduct against a teacher or a member of the academic staff, the Vice-Chancellor may, if he thinks fit, by order in writing place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made :

Provided that the Executive Council may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the teacher or a member of the Academic Staff revoke such order.

APPENDICES

- (2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher or a member of the Academic Staff on the ground of misconduct.
- (3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the Academic Staff except for good cause and after giving three months' notice in writing or on payment of three months' salary in lieu of notice.
- (4) No teacher or a member of the Academic Staff shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (5) The removal of a teacher or a member of the Academic Staff shall require a two-thirds majority of the members of the Executive Council present and voting.
- (6) The removal of a teacher or a member of the Academic Staff shall take effect from the date on which the order of removal is made :
- (7) Provided that where a teacher or a member of the Academic Staff is under suspension at the time of his removal, the removal shall take effect from the date on which the teacher was placed under suspension.
- (8) Any dispute arising out of this contract shall be settled in accordance with the provisions of clause (2) of Sections 30 of the NEHU Act of 1973
- (9) Any dispute arising out of a contract between the University and any employee, shall at the request of the employee be referred to the Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. The decision of the Tribunal shall be final, and no suit shall lie in any civil court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration Act, 1940.

APPENDICES

- (10) The teacher may, at any time, terminate his/ her engagement by giving the Executive Council three months' notice in writing, provided that the Executive Council may waive the requirements of notice at its discretion.
- (11) The teacher shall not leave the University at the mid-academic session/semester or the minimum period, whichever is later.
- (12) On the termination of this engagement from whatever cause, the teacher shall deliver to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

In witness whereof the parties hereto affix their hands and seal:

1- | Signature
 |
 | Designation

In the presence of :

<p>1 - Signature Designation</p>	<p>2 - Signature Designation</p>
--	--

Signed and sealed on behalf of the University under the authority of the Executive Council by:

APPENDICES

1 - | Signature
|
| Designation

In the presence of:

1 - | Signature
|
| Designation

2 - | Signature
|
| Designation

APPENDICES

FORM FOR CONTRACT UNDER STATUES 25 (2)
(SCHEDULE)

Name of Teacher

in full : _____

Address : _____

Designation : _____

Salary: : Rs. _____

In the grade of _____

Note: The changes in grade, salary or designation should be briefly described.

Change of Designation or grade	Date of approval of E.C.	Date from which change takes effect
--------------------------------------	-----------------------------	---

Signature of teacher

Signature of
officer for
University

APPENDICES

FORM FOR SPECIAL CONTRACT APPOINTMENT UNDER STATUTE 25(2)

Memorandum of Agreement made this the _____ day of _____

two thousand nine hundred and _____ Between _____ (hereinafter called the 'Teacher') of the first part, and North-Eastern Hill University being a body corporate constituted under the North-Eastern Hill University Act, 1973 (24 of 1973) hereinafter called the 'University' of the second part.

It is hereby agreed as follows :

1. That the University hereby appoints _____ to be a member of teaching staff of the University with effect from _____ and the said _____ hereby accepts the engagement, and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed thereunder, for the time being in force, whether the same relate to organisation of instruction, or teaching, or research; or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.
2. That the said _____ shall be a whole time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher before the expiry of the contract period counting from the date of his/her joining service or is terminated as hereinafter provided, shall continue in the service of the University for a period of _____ years.
3. That the University shall pay _____ during the continuance of his/her engagement hereunder as a remuneration for his/her service a fixed salary of Rs. _____ or a salary of Rs _____ plus usual allowances per mensem, rising by annual increment of Rs _____ to a minimum salary of Rs. _____ per mensem.

APPENDICES

Provided that the retired teachers shall be entitled to the last salary drawn by them plus usual allowances exclusive of the retirement benefits, if any, which they may be entitled to draw from another service.

Provided further, that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice-Chancellor to it, and after the teacher has been given sufficient opportunity to make his/her written representation.

4. That the teacher agrees to be bound by the Statutes, Ordinances, Regulation and Rules for the time being in force in the University provided that no change in the terms and conditions of Service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment and provident fund so as to adversely effect him/her.
5. That the teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with examination of Universities, learned bodies or Public Service Commission, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice-Chancellor to any other academic work.
6. It is further agreed that this engagement shall not be liable to be determined before the expiry of the aforesaid period of contract by the University except on the grounds specified and in accordance with the procedure laid down in clauses(1), (2), (3), (4), (5) and (6) of Statute 27 (reproduced below) :
 - (1) Where there is an allegation of misconduct against a teacher, or a member of the academic staff, the Vice-Chancellor may if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

APPENDICES

Provided that the Executive Council may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff, revoke such order ;

- (2) Notwithstanding anything contained in the terms of his contract of service or of his appointments, the Executive Council shall be entitled to remove a teacher, or a member of the academic staff on the ground of misconduct.
- (3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months' notice in writing or on payment of three months' salary in lieu of notice.
- (4) No teacher or a member of the academic staff shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (5) The removal of a teacher or a member of the academic staff shall require a two-third majority of the members of the Executive Council present and voting.
- (6) The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made :

Provided that where a teacher or a member of the academic staff is under suspension at the time of his removal, the removal shall take effect from the date on which he was placed under suspension .

Any dispute arising out of this contract shall be settled in accordance with the provision of Section 30 (2) of the NEHU Act, (Reproduced below) :

APPENDICES

Any dispute arising out of a contract between the University and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. The decision of the Tribunal shall be final and no suit shall lie in any Civil Court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration upon the terms of this Section within the meaning of the Arbitration Act, 1940 (2 of 1940).

8. The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months' notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.
9. Once the termination of this engagement from whatever cause the teacher shall deliver to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

In witness whereof the parties hereto affix their hands and seal :

Signature

Designation

In the presence of ;

1	Signature	2	Signature
	Designation		Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by:

In the presence of:

1	Signature	2	Signature
	Designation		Designation

APPENDICES

**DECLARATION FORM TO BE SUBMITTED
BY A CANDIDATE ALONGWITH
M.Phil/Ph.D. THESIS**

North-Eastern Hill University
Month & Year

(NEHU emblem should not be used
anywhere on the thesis)

I, _____ hereby declare that the subject matter of this thesis is the record of work done by me, that the contents of this thesis did not form basis of the award of any previous degree to me or to the best of my knowledge to anybody else, and that the thesis has not been submitted by me for any research degree in any other university/institute.

This is being submitted to North-Eastern Hill University for the degree of Master of Philosophy/ Doctor of Philosophy in _____(Name of the Discipline).

(Candidate)

(Head)

(Supervisor)

APPENDICES

GUIDELINES FOR PREPARATION OF M.PHIL/PH.D THESIS

1. Thesis should be type-written on one side of good quality quarto size paper in double space with 4 cms margin on the left side of the page and top of the page and 2.5 cms margin on the right side of the page and bottom of the page.
2. Suitable reproduction of India-ink diagrams should be used. Photographs/computer output should be suitably mounted on the same quality paper as the thesis.
3. References made in the text should be indicated at the bottom or at the of the same page in single space or at the end of each chapter or at the end of the dissertation.
4. Tables with running numbers should be inserted in the text followed.
5. Standard noting, footnoting, bibliography styles should be followed.
6. Three copies of the thesis in hard cover, preferably black, be submitted.
7. Three copies of the Abstract of the thesis should also be submitted separately.
8. The cover should have the following printed on it in block letters :
 - a) Thesis Title at the top
 - b) Candidate's Name in the middle and
 - c) Name of the Department and North-Eastern Hill University at the bottom.
9. The following should be printed on the spine of the thesis :
 - a) The year of submission at the top
 - b) The Candidate's last name in the middle and
 - c) M.Phil/Ph.D at the bottom.

APPENDICES

10. The contents of the thesis should have the following forms :
- i) Inner Cover Page
 - ii) Candidate's declaration countersigned by the supervisor and the Head (Specimen enclosed).
 - iii) Acknowledgements
 - iv) Table of Contents
 - v) List of figures
 - vi) Body of the Thesis
 - vii) Appendices
 - viii) Bibliography and
 - ix) Brief Bio-Data of the candidate
9. The inner cover page should read as follows :

TITLE OF THESIS

BY

Name of Candidate

_____Department

submitted

In partial fulfillment of the requirement of the Degree of Master of Philosophy/Doctor of Philosophy in _____(name of the subject) of North- Eastern Hill University, Shillong.

APPENDICES

FORMAT FOR PARTICULARS OF THE CANDIDATE

NAME OF CANDIDATE :
 DEGREE :
 DEPARTMENT :

FOR M.PHIL CANDIDATES

TITLE OF DISSERTATION :
 DATE OF ADMISSION :
 (Commencement of First Sem)
 COMMENCEMENT OF SECOND SEM/ :
 DISSERTATION :
 (From conclusion of end semester exams)
 APPROVAL OF RESEARCH PROPOSAL :
 1. BPGS
 2. SCHOOL BOARD
 REGISTRATION NO. & DATE :
 DUE DATE OF SUBMISSION :
 EXTENSION (IF ANY) :

FOR PH.D. CANDIDATES

TITLE OF DISSERTATION :
 DATE OF ADMISSION :
 APPROVAL OF RESEARCH :
 PROPOSAL
 1. BPGS :
 2. SCHOOL BOARD :
 REGISTRATION NO. & DATE :
 EXTENSION (IF ANY) :

Head

Department of _____

APPENDICES

FORM FOR EVALUATION COMMITTEE REPORT ON PRE-SUBMISSION SEMINAR

1. Name of Candidate :
2. Degree :
3. Department :
4. Name of the Supervisor :
5. Date of the Pre-Submission Seminar :
6. Title of the Dissertation :
7. Scope & Methodology of the study : Satisfactory/Not Satisfactory
8. Quality of data used and its analysis : Satisfactory/Not Satisfactory
9. Comprehension of the central theme and its appreciation in the larger form of the discipline : Adequate/Inadequate
10. Methodological innovation if any.(use a separate sheet if necessary) :
11. Suggestions for modification, if any (use a separate sheet if necessary) :
12. Recommendation (tick mark one) :
 1. Recommended for submission
 2. Recommended for submission with suggestions for modification.
13. Signature of the Members of the Evaluation Committee :

(Convener)
Name

(Member)
Name

(Member)
Name

