PBTE

APPLICATION FORM
FOR AFFILIATION

Prepared By

PUNJAB BOARD OF TECHNICAL EDUCATION

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21-A Kashmir Block, AIT Lahore

_____ ✍

Name of Institute ***(full)***

_____ ✍

Address & Location ***(in detail)***

_____ ✍

Landline # _____ *Mobile #*_____ ✍

_____ ✍

Bank Receipt Number & Date (To be pasted on the back page)

*Name of Technology / Courses applied for*_____ ✍

Name of owner/society _____ ✍

Name of Principal/Qualification _____ ✍

E-Mail _____ ✍

Office Diary _____ *Date*_____

_____

Signature of Principal

Acknowledgment

Received Affiliation Form

Name of Institute ***(full)*** _____ ✍

Address & Location ***(in detail)*** _____ ✍

Office Diary _____ *Date* _____

Signature of Incharge Recognition Section _____

PASTE A BANK

RECEIPT HERE

1. *The last date of application for Recognition for ensuing Academic Session would be _____ of the year.*

2. *Application for Recognition of Technical, Commerce, Vocational, Computer Institute / College etc will be sent to Punjab Board of Technical Education by due date.*

3. *Ever Institution applying for Recognition will have complete Infrastructure for the entire course including staff, equipment, furniture / fixture etc i.e DAE (3 years), D.Com / D.B.A (2 years), Vocational / Trade / Crash / Computer (two / one year) etc.*

4. *Surprise performance audit visit will be carried out of the Private Affiliated Institutions without any prior notice by the Academic Audit Section TEVTA.*

REVISED FEE:

Affiliation Fee Technical		
I.	*Govt. & Private Polytechnic Institutes (DAE) (upto two technologies)*	***Rs.29,700/-***
	For every additional technology / course	***Rs. 9900/-***
Affiliation Fee Commerce		
II.	*Govt. & Private Commerce Institutes (D.Com / D.B.A)*	***Rs.29,700/-***
Affiliation Fee Hospitality Courses		
III.	*Govt. & Private Institutes Hospitality Courses (DHO, DCA, D.T.A.O etc.) (upto two courses)*	***Rs.29,700/-***
	For every additional course.	***Rs.9900/-***
Affiliation Fee Vocational Courses		
IV.	**DIT (2 Year)** *All Govt. & Private Institutes*	***Rs. 29,700/-***
V.	**Matric Tech** *All Govt. & Private Institutes*	***Rs. 29,700/-***
VI.	**Vocational Boys Courses** *All Govt. & Private Institutes One year or Two year Duration Courses (upto five courses)*	***Rs. 19,800/-***
	For every additional course.	***Rs. 5940/-***
	Vocational Girls Courses *All Govt. & Private Institutes One year or Two year Duration Courses (upto five courses)*	***Rs. 15840/-***
	For every additional course.	***Rs. 5940/-***
Affiliation Fee Short Courses		
VII.	*All Govt. & Private Institutes (3, 4 & 6 Months Duration Courses) (upto five short courses)*	***Rs. 29,700/-***
	For every additional course.	***Rs. 5940/-***

RE-INSPECTION FEE

i. *For re-inspection, the same fee of the category such as affiliation or extension in affiliation or change of building or enhancement of seats or change of name of Institute or change of ownership for which re-inspection to be carried out, will be charge. If two or more categories are being dealt in one visit, the fee for only one category will be charged.*

_____

Name of the Institution

_____

Address & Location

_____

Telephone *Fax* *E-mail Address*

_____

Name & Address of Principal

_____

Telephone *Qualification* *E-mail Address*

IT IS MANDATORY TO ANSWER ALL QUESTION BELOW

1. *Session for which it is desired to start classes* _____
2. *Technology / Courses for which Affiliation is applied for. As per TEVTA N.O.C / Registration*

Detail of Technologies / Courses

DIPLOMA OF ASSOCIATE ENGINEERING ***(3 years)***

1.	*Aerospace Tech.*	*24.*	*Glass Ceramic & Pottery Development Tech.*
2.	*Architecture Tech.*	*25.*	*Instrument Tech.*
3.	*Auto & Farm Tech.*	*26.*	*Land & Mine Surveying Tech.*
4.	*Auto Mobile & Diesel Tech.*	*27.*	*Leather Tech.*
5.	*Automation Tech.*	*28.*	*Mechanical Tech.*
6.	*Avionics Tech.*	*29.*	*Mechanical Tech.* *(with specialization in Construction Machinery)*
7.	*Bio Medical Tech.*	*30.*	*Mechatronics Tech.*
8.	*Cast Metal & Foundry Tech.*	*31.*	*Metallurgy & Welding Tech.*
9.	*Chemical Tech.*	*32.*	*Mine Electrical Tech.*
10.	*Chemical Tech.* *(with specialization in sugar)*	*33.*	*Mine Mechanical Tech.*
11.	*Civil Tech.*	*34.*	*Mine Supervisor Tech.*
12.	*Civil Tech.* *(Specialization in Quantity Surveyor)*	*35.*	*Mine Tech.*
13.	*Computer Tech.*	*36.*	*Petrochemical Tech.*
14.	*Computer Information Tech.*	*37.*	*Petroleum Tech.*

15.	*Construction Machinery Tech.*
16.	*Critical Health Care Tech.*
17.	*Die & Mould Tech.*
18.	*Dress Designing & Making Tech.*
19.	*Electrical Tech.*
20.	*Electronics Tech.*
21.	*Food Tech.*
22.	*Food Processing & Preservation Tech.*
23.	*Foundry & Pattern Making Tech.*

38.	*Precision Mechanical & Instrument Tech.*
39.	*Printing & Graphic Arts Tech.*
40.	*Mechanical Tech.* *(Specialization in Heat Ventilation, Air Conditioning & Refrigeration)*
41.	*Telecommunication Tech.*
42.	*Textile Dyeing & Printing Tech.*
43.	*Textile Spinning Tech.*
44.	*Textile Weaving Tech.*
45.	*Vacuum Tech.*

COMMERCIAL

1.	*Diploma in Commerce (2 years)*
2.	*Diploma in Business Administration (2 years)*

COMPUTER

1.	*Diploma in Information Technology (2 years)*
2.	*Diploma in Computer Hardware Engineering (1 year)*
3.	*Oracle Certificate (6 months)*
4.	*Diploma in Information Technology (1 year)*
5.	*Certificate in Web Development (6 months)*

VOCATIONAL GIRLS

1.	*Matric Vocational (2 years)*
2.	*Certificate in Dress Making (1 year)*
3.	*Certificate in Fashion Designing (1 year)*
4.	*Certificate in Beautician (1 year)*
5.	*Diploma in Vocational Teachers Training (1 year)*
6.	*Diploma in Office Management (1 year)*
7.	*Computer Operator (1 year)*

VOCATIONAL BOYS *(02 years)*

1.	*Advance Diploma in Quantity Survey Field*
2.	*Auto & Diesel*
3.	*Civil Draftsman*
4.	*Diploma in Culinary Arts*
5.	*Diploma in Hotel Operations*
6.	*Diploma in Industrial Arts*
7.	*Diploma in Land Surveying*
8.	*Electrical Winding*
9.	*Electrician*
10.	*General Fitter*
11.	*Matric Tech*
12.	*Mechanical Drafts man*
13.	*Machinist*
14.	*R.A.C*
15.	*Radio & TV*
16.	*Textile Dying & Finishing*

VOCATIONAL BOYS *(01 year)*

1.	*Auto Electrician*
2.	*Certificate in Industrial Arts*
3.	*Certificate in Land Surveying*
4.	*Diploma in Land Surveying*
5.	*Plumbing & Pipe Fitting*
6.	*Post Diploma in Electronics Publishing*
7.	*Post Diploma in Environmental Control*
8.	*Quantity Surveyor*
9.	*Shoe Designing & Shoe Modeling*
10.	*Surveyor*
11.	*Textile Designing*
12.	*Textile Dyeing & Finishing*
13.	*Textile Finishing*
14.	*Textile Processing*
15.	*Textile Spinning*
16.	*Textile Weaving*
17.	*Tracer*
18.	*Turner*
19.	*Welding*

SPECIAL EDUCATION *(02 years)*

1.	*Post Diploma in Special Education*

CRASH PROGRAM *(06 months)*

1.	*Armature Winding*
2.	*Auto Electrician*
3.	*Auto Mechanic*
4.	*Auto Servicing*
5.	*Civil Draftsman*
6.	*Die Making*
7.	*Electrician*
8.	*Machinist*
9.	*Mechanical Draftsman*
10.	*Plumbing*
11.	*Quantity Surveyor Trade*
12.	*R.A.C*
13.	*Radio Mechanic*
14.	*Surveyor*
15.	*Tracer*
16.	*Turner*
17.	*TV Mechanic*
18.	*Welding*
19.	*Woodwork*

TEVTA CRASH PROGRAM *(06 months)*

1.	*Advance Diploma in Land Resources Survey and GIS*
2.	*Auto Electrician*
3.	*Auto Mechanic (Petrol)*
4.	*AutoCAD*
5.	*Beautician*
6.	*Book Keeping*
7.	*Chef*
8.	*Chunri Making*
26.	*Home Appliances Repair*
27.	*HVACR*
28.	*Industrial Electrician*
29.	*Industrial Fitter*
30.	*Industrial Stitching Machine Operator*
31.	*Inspection and Quality Control*
32.	*Machine and Hand Embroidery*
33.	*Machine Embroidery*

9.	*Civil Draftsman (Auto Cad)*
10.	*Civil Surveyor*
11.	*CNC Machine Operator*
12.	*CNG Kit Installation Mechanic*
13.	*CNG Plant/Compressor Operator*
14.	*Computer Application*
15.	*Cotton Ginning Plant Operator*
16.	*Domestic Tailoring*
17.	*Drip Irrigation Unit Operator*
18.	*Electrical Wiring*
19.	*Electrician*
20.	*Electronic Equipment Repair*
21.	*Elementary Food Preservation*
22.	*Fabric Printing*
23.	*Generator Repair*
24.	*Glazing & Decoration Techniques*
25.	*Welder*

34.	*Machinist*
35.	*Mason*
36.	*Material Technician*
37.	*Mobile Phone Repair*
38.	*Motor Cycle Mechanic*
39.	*Motor Winder*
40.	*Plumber*
41.	*Professional Cooking*
42.	*Quantity Surveyor*
43.	*Shuttering Carpenter*
44.	*Site Accountant cum Storekeeper*
45.	*Spoken and Business English*
46.	*Steel Fixer*
47.	*Tractor Mechanic*
48.	*Tractor Operator*
49.	*Tunnel Farming*

CRASH PROGRAM *(03 months)*

1.	*Advance Diploma in soil Technology*
2.	*Auto Electrician*
3.	*Auto Mechanic (Diesel)*
4.	*Auto Mechanic (Petrol)*
5.	*AutoCad*
6.	*Beautician*
7.	*Book Binder*
8.	*Boring Man*
9.	*Building Painter*
10.	*Civil Surveyor*
11.	*CNC Machine Operator*
12.	*CNG Plant Operator / Compressor*
13.	*Color Management*
14.	*Computer Applications*
15.	*Cooking & Baking*

34.	*Industrial Fitter*
35.	*Industrial Stitching Machine Operator*
36.	*Leather Work*
37.	*Machine Embroidery*
38.	*Machinist*
39.	*Maintenance of Agricultural Implements*
40.	*Mason*
41.	*Material Technician*
42.	*Micro-Entrepreneurship*
43.	*Milling Machine Operator*
44.	*Mobile Phone Repair*
45.	*Mobile Phone Repairing*
46.	*Motor Cycle Mechanic*
47.	*Motor Winder*
48.	*Molder*

16.	*Diesel Engine Mechanic*
17.	*Domestic Electrician*
18.	*Domestic Tailoring*
19.	*Draftsman Civil (AutoCAD)*
20.	*Electrical Wiring*
21.	*Electronic Equipment Repair*
22.	*Elementary Food Preservation*
23.	*Elevator Technician*
24.	*Fabric Printing*
25.	*Filing of Surgical Instruments*
26.	*Fitting / Fixing of Surgical Instruments*
27.	*Grinding of Surgical Instruments*
28.	*Hand Embroidery*
29.	*Home Appliances Repair*
30.	*House Carpenter*
31.	*HVACR Mechanic*
32.	*Industrial Electrician*
33.	*Welder / Construction Fabricator*

49.	*Painting*
50.	*Pattern Making & Cutting*
51.	*Plumber / Pipe Fitter*
52.	*Polishing of Surgical Instruments*
53.	*Press Man*
54.	*Programmable Logic Control*
55.	*Quantity Surveyor*
56.	*Safety Inspector*
57.	*Screen Printing*
58.	*Shuttering Carpenter*
59.	*Site Accountant / Store keeper*
60.	*Tractor Operator*
61.	*Turner*
62.	*Vehicle Driving*
63.	*Weaver/Weaving Machine Operator*
64.	*Web Designing*
65.	*Welder (Gas)*

CRASH PROGRAM

1.	*Spoken English (04 months)*

1.	*Plate Making (01 month)*

REQUIRED

Sr. #	*Name of Technology / Courses*	*No. of Section*	*No. of Students*	*Total*
1.				
2.				
3.				
4.				
5.				
6.				

MANAGEMENT *(for private Institution)*

3. *Is the Institute under the management of a regular continued Governing body which is registered with registrar & regularly functioning* ☐ *Yes*

_____ ***Under*** _____ ***& with*** _____

4. *Is the Head of the Institution a member of the Managing Body* ☐ *Yes* ☐ *No*

5. *Name & Address of the Manger / Secretary of Managing Body*

_____

_____

6. *In case of Individual Ownership, Name & Address of Owner*

_____

_____

7. *Attached*

a)	*A list of members of Managing Body*	☐ *Yes*	*Annexure (c)*
b)	*A copy of the constitution*	☐ *Yes*	*Annexure (d)*

_____

STAFF

8. *Has the Staff statement showing their qualifications? On prescribed form been attached?* ☐ *Yes* ☐ *No*

9. *If no statement has been supplied, what staff does the Institution propose to appoint ?*

_____

_____

10. *Are the teachers employed on written agreement? (Attach a copy of agreement)* ☐ *Yes* ☐ *No*

_____

11. *Are the teachers paid the salary & Allowances prescribed by the Government Institutes if not what salaries allowances are being paid?* ☐ *Yes* ☐ *No*

_____

12. *Does the Institution maintain provident fund or pension (or both)* ☐ *Yes* ☐ *No*

_____

13. *What is the percentage of contribution made by the Institution towards provident fund?*

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14. *Are there any service rules? (Attach a copy)* ☐ *Yes* ☐ *No*

ENDOWMENT FUND *(for private Institution)*

15. *Does the Institution passes the required amount of endowment fund and this fund will be available in the shape DSC when required by P.B.T.E*

The new rates approved by the Board are as follows

Rs. 100,000/- for Polytechnic Institutions.

Rs. 50,000/- for D.Com / D.B.A Course

Rs. 25,000/- for 2 years Vocational Courses

Rs. 10,000/- for 1 year and less course offered by the Institution

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16. *Opening a Bank Account on the name of Institute & Available* ☐ *Yes* ☐ *No* ~~*Amount*~~ — *(Attach Bank Statement)*

INCOME & EXPENDITURE

17. *What are the Income Sources of the Institution?*

a) *Annual Income from Investment & Property.* _____

b) *Annual Income from fixed deposits.* _____

c) *Expected Annual Income from Fees.* _____

d) *Any other source* _____

TOTAL :- _____

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18. *How has the expected annual income from fee been worked out ?*

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19. *What is the estimated annual total expenditure of the Institution ?*

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20. *Do the Income & Expenditure balance if not how does the Institution propose to balance it*

BUILDING

Requirements
- *Class rooms 9 sq. ft per Students*
- *Number of Class Rooms: One room for each class or a section of a class in addition to separate rooms in subjects in which practical work is conducted.*

21. Does the Institution posses its own building? ☐ *Yes* ☐ *No*

a) Please attach proof of ownership.

b) Incase of rented building attach rent deed.

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22. Has the Institution Submitted the plan of the building? ☐ *Yes* ☐ *No*

23. Are the Building acquired on long lease if so a copy of lease be ☐ *Yes* ☐ *No attach.*

24. Is there a Hall room for holding meetings / examinations? ☐ *Yes* ☐ *No*

25. What is the maximum number of classes to be held at the same time? ☐

26. What is the proposed maximum strength of a section? ☐

27. What is the size of each class room? (Attach a suitable map)

Class Rooms Number	*Required* *9 sq.ft. per student * No. of applied strength*	*Available Length * Width =*	** Recommended strength of the students according to available size*
1.			
2.			
3.			

Note:- All star (*) marked entries will be filled by the Inspection Team

28. Is there a properly staff room? ☐ *Yes* ☐ *No*

29. Are the Building fitted with electric lights / fans / air conditioners (optional) ☐ *Yes* —

30. Is the Head of the Institution residing in or near the premises or the institution ☐ *Yes* ☐ *No*

SANITARY CONDITIONS

31. *Are the lecture rooms commodious and well ventilated?* ☐ *Yes* ☐ *No*

32. *Are sanitary conditions satisfactory?* ☐ *Yes* ☐ *No*

33. *Are the surrounding satisfactory?* ☐ *Yes* ☐ *No*

HOSTEL

Requirements ➢ *Hostel Accommodation : 50 sq. ft. per students*

34. *What provision has been made for the residence of students?*

35. *What is the maximum number of boarders who can be lodged in the hostel?*

36. *What is the size of each room? (Attached a suite able map)*

Class Rooms Number	*Required* *50 sq.ft. per student * No. of applied strength*	*Available Length * Width =*	** Recommended strength of the students according to available size*
1.			
2.			
3.			

Note:- All star (*) marked entries will be filled by the Inspection Team

37. *Is there common room?* ☐ *Yes* ☐ *No*

38. *What is the arrangement for medical aid?*

39. *What are the qualifications of the Superintendent / Warden?*

40. *Does the Superintendent / Warden reside inside or near the hostel* ☐ *Yes* ☐ *No*

PLAY GROUNDS

41. *Does the Institution possess play grounds?* ☐ *Yes* ☐ *No*

42. *Are the play grounds near the Institution or Hostel?* ☐ *Yes* ☐ *No*

43. *For what games have the Institution made provision?* ☐ *Yes* ☐ *No*

44. *Has the Institution employed a whole time Physical Instructor?*

45. *What are the qualifications of the Physical Instructor?*

46. *What are the arrangements for Physio Medical Examination of Students?*

47. *Is there a Gymnasium & Provision for Athletics?* ☐ *Yes* ☐ *No*

LIBRARY

The following percentage of books may serve as suggestions for building up the library of the institution.

➢ *General Reference*	*05 to 10 per cent*
➢ *Social Sciences*	*05 to 10 per cent*
➢ *Applied Sciences/Technology*	*60 to 70 per cent*
➢ *Fine Arts*	*02 to 04 per cent*
➢ *Literature*	*05 to 10 per cent*
➢ *Geography & Travel*	*05 to 10 per cent*
➢ *History & Biography*	*05 to 10 per cent*
➢ *Fiction*	*03 to 07 per cent*

48. *What amount is proposed to spend on the library?* *Initial* *Recurring*
Rs. _____ *Rs.* _____

49. *What technical journals, Books relevant to the courses & newspapers are proposed to be subscribed*

50. *What is the size of Library?* ☐

51. *Has a librarian been employed and what is his qualification* ☐ *Yes* ☐ *No*

52. *How many students can be accommodated in the reading room?*

53. *What is the total number of books in the library?*

CRITERION FOR AFFILIATION

i) LAND & BUILDING

1. *For Polytechnic Institute --- Minimum Total Area should be 1 (One Kanals)*
2. *For Commercial Institute --- Minimum Total Area should be 10 (10 Marlas)*

ii) COVERD AREA

1. *According to applied number of technologies and strength of students.*

   a *For Theory 9 sq. ft per student.*

   b *For Practical 15 sq. ft per student.*

CALCULATION FOR 25 STUDENTS EACH GROUP

For One Technology ***Available*** ***For Additional Technology***

Description	*Required*		*Available*		*St.*	*Required*		*Students*
	No.	*Area*	*No.*	*Area*		*No.*	*Area*	
Class Room	*1*	*9*25=225*				*1*	*9*25=225*	
Library	*1*	*15*15 = 225*				*1/2*	*7*15 = 105*	
Principal Office	*1*	*12*12 = 144*				-----	-----	
Staff Room	*1*	*12*12 = 144*				-----	-----	
Wash Room	*3*	*25 St.*				*1*	-----	
TOTAL	*7*	*738 sq. ft.*				*2½*	*330 sq. ft.*	

COMMON LABS

Description	*Required*		*Available*		*St.*	*Required*		*Students*
	No.	*Area*	*No.*	*Area*		*No.*	*Area*	
Physics Lab	*1*	*15*25= 375*				*1*	*15*25= 375*	
Chemistry Lab	*1*	*15*25= 375*				*1*	*15*25= 375*	
Drawing / Drafting Lab	*1*	*15*25= 375*				-----	-----	
Computer Lab	*1*	*15*25= 375*				*1*	*15*25= 375*	
Comprehensive Lab (wood/welding/material workshop)	*1*	*15*25= 375*				*1*	*15*25= 375*	
TOTAL	*5*	*1875 sq. ft.*				*4*	*1500 sq. ft.*	

COURSE LAB FOR ARCHITECTURE

Description	Required		Available		Students
	No.	Area	No.	Area	
Serving Lab/store	1	15*25= 375			
Construction Lab	1	15*25= 375			
Computer Lab	1	15*25= 375			
Structural Mechanic / RCC Design	1	15*25= 375			
Building Material & Construction/Display room	1	15*25= 375			
TOTAL	5	1875 sq.ft			

COURSE LAB FOR AUTO & DIESEL

Description	Required		Available		Students
	No.	Area	No.	Area	
Auto & Diesel Lab	1	15*25= 375			
Servicing Lab	1	15*25= 375			
Metallurgy & Heat Treatment	1	15*25= 375			
TOTAL	3	1125 sq.ft			

COURSE LAB FOR AUTO & FARM

Description	Required		Available		Students
	No.	Area	No.	Area	
Auto & Farm Lab 1	1	15*25= 375			
Auto & Farm Lab 2	1	15*25= 375			
Agriculture Lab	1	15*25= 375			
Machinery Lab	1	15*25= 375			
Service Station	1	15*25= 375			
TOTAL	5	1875 sq.ft			

COURSE LAB FOR AUTOMATION

Description	Required		Available		Students
	No.	Area	No.	Area	
Digital Lab	1	15*25= 375			
Control Lab	1	15*25= 375			
TOTAL	2	750 sq.ft			

COURSE LAB FOR CIVIL:

Description	Required		Available		Students
	No.	Area	No.	Area	
Survey Store	1	15*25= 375			
Construction yard/Public Health	1	15*25= 375			
Hydraulic Lab	1	15*25= 375			
Soil Mechanics/highways/concrete Lab	1	15*25= 375			
TOTAL	4	1500 sq.ft			

COURSE LAB FOR COMPUTER:

Description	Required		Available		Students
	No.	Area	No.	Area	
Basic Electronics Lab	1	15*25= 375			
Networking & Hardware Lab	1	15*25= 375			
TOTAL	2	750 sq.ft			

COURSE LAB FOR CHEMICAL:

Description	Required		Available		Students
	No.	Area	No.	Area	
Analytical/Qualitive Lab	1	15*25= 375			
Organic/Physics/Chemistry Lab	1	15*25= 375			
Chemical Engineering Lab	1	15*25= 375			
Chemical Processing Lab	1	15*25= 375			
Technology Practice/ Basic Chemical / Engr. Lab	1	15*25= 375			
Technology Practical Lab	1	15*25= 375			
Basic Chemical Engineering Lab	1	15*25= 375			
TOTAL	7	2625 sq.ft			

COURSE LAB FOR C.I.T:

Description	Required		Available		Students
	No.	Area	No.	Area	
Hardware Lab	1	15*25= 375			
Software Lab	1	15*25= 375			
TOTAL	2	750 sq.ft			

COURSE LAB FOR ELECTRICAL:

Description	Required		Available		Students
	No.	Area	No.	Area	
Basic Electricity/wiring Lab	1	15*25= 375			
Power Lab	1	15*25= 375			
Instrument Lab	1	15*25= 375			
TOTAL	3	1125 sq.ft			

COURSE LAB FOR ELECTRONICS:

Description	Required		Available		Students
	No.	Area	No.	Area	
Basic Electronics Lab	1	15*25= 375			
Communication / Advance Lab	1	15*25= 375			
Television Lab	1	15*25= 375			
TOTAL	3	1125 sq.ft			

COURSE LAB FOR FOUNDRY & PATTERN:

Description	Required		Available		Students
	No.	Area	No.	Area	
Heat Treatment Lab	1	15*25= 375			
Metallurgy Lab	1	15*25= 375			
Foundry Lab	1	15*25= 375			
Bench work Lab	1	15*25= 375			
TOTAL	4	1500 sq.ft			

COURSE LAB FOR MECHANICAL:

Description	Required		Available		Students
	No.	Area	No.	Area	
CNC Shop	1	15*25= 375			
Machine Shop	1	15*25= 375			
Material Testing Lab	1	15*25= 375			
Foundry Shop	1	15*25= 375			
Heat Engine Lab	1	15*25= 375			
Metallurgy Lab	1	15*25= 375			
Hydraulic Lab	1	15*25= 375			
TOTAL	7	2625 sq.ft			

COURSE LAB FOR PETROLEUM:

Description	Required		Available		Students
	No.	Area	No.	Area	
Geological Lab	1	15*25= 375			
Drilling Lab	1	15*25= 375			
Instrumentation Lab	1	15*25= 375			
Processing Lab	1	15*25= 375			
Fuel Lab	1	15*25= 375			
TOTAL	5	1875 sq.ft			

COURSE LAB FOR R.A.C:

Description	Required		Available		Students
	No.	Area	No.	Area	
R.A.C Lab	1	15*25= 375			
Basic R.A.C. Lab	1	15*25= 375			
Advance Lab	1	15*25= 375			
Cutting Lab	1	15*25= 375			
TOTAL	4	1500 sq.ft			

COURSE LAB FOR TELECOMMUNICATION:

Description	Required		Available		Students
	No.	Area	No.	Area	
Basic Lab	1	15*25= 375			
Advance Lab	1	15*25= 375			
Telecom Basic Lab	1	15*25= 375			
Telecomm Advance Lab	1	15*25= 375			
TOTAL	4	1500 sq.ft			

COURSE LAB FOR INSTRUMENT:

Description	*Required*		*Available*		*Students*
	No.	*Area*	*No.*	*Area*	
Processing Instrumentation Control Lab	*1*	*15*25= 375*			
Electronics Lab	*1*	*15*25= 375*			
TOTAL	*2*	*750 sq.ft*			

DESCRIPTION	*Required*		*Available*	
	Covered	*Open*	*Covered*	*Open*
TOTAL AREA				
Grand Total (Sq. Ft.)				

DETAIL OF EQUIPMENT / INSTRUMENT

COPY DISK ATTACHED

FURNITURE & EQUIPMENT

2. *How much furniture & equipment are available.* *List Attached*

Yes ☐ *No* ☐

TUITION FEE

3. *What is the tuition fee per student per month for each class?*

4. *What is the annual fee for games, union fund etc.*

OFFICE ESTABLISHMENT

5. *What is the number of clerks employed?*

6. *How have the duties been allocated?*

Sr. #	*Name*	*Age*	*Date of Apt. in the Institute*	*Qualifications Need not be filled in already approved* *Degree /Sub/ YR/ University/ Board*	*Is the already approved*	*Letter No. & Dt. If already*	*Salary Excluding all allowances*	*GR*

DOCUMENTS TO BE ATTACHED

- *The Required fee for Form, Affiliation as prescribed by the Board from time to time along with Original Bank Challan.*
- *Technology / Course for which Affiliation is being sought, should be selected form the list of approved courses conducted by the Punjab Board of Technical Education, Lahore.*
- *Number of Students and Sections for each course applied.*
- *Copy of Registration Certificate of the Managing Body with Registrar of firms of relevant Districts.*
- *Copy of Constitution of Managing Body and list of Member of Managing Body.*
- *Copy of service Rules of the Institute.*
- *Dully approved Building Layout plan indicating.*
  - *i. Class Room Sizes*
  - *ii. Lab / Workshop sizes*
  - *iii. Total Area*
  - *iv. Covered Area*
  - *v. No. of Washrooms*
  - *vi. Library*
  - *vii. Principal Office*
  - *viii. Staff Room*
- *An Attested Copy of Deed of Ownership of land or Rent Deed of the Building in the name of owner.*
- *Model Time Table indicating labs and class rooms according to the number of section applied.*
- *A Certificate indicating all kinds of the students fee to be taken from the students.*
- *The Institute will not be allowed to charge fee other than the mentioned in the certificate.*
- *List of Equipment / Machinery.*
- *All Documents should be attested by the Principal of the Institute.*

DOCUMENTS TO BE PROVIDED BEFORE INSPECTION

- *List of Teaching / Supporting staff along with their Qualification and Appointment Letters.*
- *Bank Statement of the Institute.*
- *List of Library Books.*
- *List of Furniture etc.*
- *Income & Expenditure of the Institute.*
- *Fixed Deposit Receipt.*
- *A Certificate regarding fitness of Building by the concerned Govt. Agency, should be provided.*
- *Proper arrangements of Firefighting / Certificate may be provided.*
- *Prospectus of the Institutions*
- *Only can apply who will run the Institute under the Management of a regularly continued Governing Body which is Registered and Regularly functions.*
- *To keep check on the performance of the Affiliated Institutions and in order to provide quality education and training a surprise visit will be carried out without any prior notice by a constituted committee.*

- *An Institution Affiliated with Punjab Board of Technical Education, Lahore is not allowed to seek Affiliation with other Boards / Universities. If an Institution desiring Registration / Affiliation with Punjab Board of Technical Education, Lahore is already Registered and Affiliated with some other Board or University for any course, it should furnish an N.O.C form that Board / University for its Registration / Affiliation with Punjab Board of Technical Education, Lahore.*
- *Similarly if an Institution Affiliated with Punjab Board of Technical Education, Lahore wished to run Courses of other Boards or Universities, it should apply for N.O.C from Punjab Board of Technical Education, Lahore for this purpose.*
- *Fee for N.O.C will be Rs. 20,000/- only.*
- *After receipt of application and fee, the Board office will ensure that the Institute has suitable and enough facilities such as space, faculty, labs etc to run desired courses.*
- *If an Institute fails to abide by the rules, it will be fined upto Rs. 50,000/- and the Institute will have to terminate the un-lawful practice. In case of non-compliance, within one month, its Affiliation will be with drawn.*
- *Standard strength of a section will be from 25 to 50 students. No Institution will be allowed to violate this standard.*
- *Specimen signatures of proprietor and Principal of an Institution must be affixed on the application form along with a copy of N.I.C and complete Address / Telephone Number.*
- *The name of an Institution already Registered / Affiliated cannot be used by other proprietors, through out the province. Website of the Punjab Board of Technical Education, Lahore should be visited before deciding the Name of New Institution.*
- *The owners / Management of certain Institutes may establish new Branches / Institution with same name in different location / cities.*
- *If the administration of an Institution desires any Change in faculty, the Institute is required to seek prior permission of the Chairman, Punjab Board of Technical Education, Lahore in this regard.*
- *When and Affiliated Institution desires to start a new course / courses. The procedure prescribed for Registration / Affiliation shall be followed.*
- *Note: Complete name of the Institute along with full Address / Phone number should be written on a prominent place.*

CERTIFIED

i) *That the facts stated above are true to the best of my knowledge.*

ii) *The management has agreed to abide by regulations & rules of the Board.*

Name of Principal with Signature _____

Name of Owner with Signature _____