# Application Form

# For Affiliation

# Punjab Board of Technical Education

*21-A, Kashmir Block, Allama Iqbal Town, Lahore,*
*Tel: 042-99260283, Ext. 148*
*www.pbte.edu.pk / affiliationpbte@.hotmail.com*

_____✍

*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

# Rules for Recognition

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.

## AFFILIATION FEE

| | | |
|---|---|---|
| i.) | Private & Govt. Polytechnic Institutes | **Rs. 15,000/-** upto two technologies. Add Rs. 5000/- for every additional technology. |
| ii.) | Private & Govt. Commerce Institutes | **Rs. 15,000/-** |
| iii.) | Computer/Vocational Boys Institutes | **Rs. 15,000/-** Add Rs. 3000/- for every additional technology. |
| iv.) | Private & Govt. Vocational Girls | **Rs. 15,000/-** Add Rs. 3000/- for every additional technology. |
| v.) | IDD/PSDF/ADP & CBT | **Rs. 15,000/-** Add Rs. 3000/- for every additional technology. |

## 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.

# *Affiliation Form*

_____
*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. | 38. | Precision Mechanical & Instrument Tech. |
| 16. | Critical Health Care Tech. | 39. | Printing & Graphic Arts Tech. |
| 17. | Die & Mould Tech. | 40. | Mechanical Tech. *(With Specialization In Heat Ventilation, Air Conditioning & Refrigeration)* |
| 18. | Dress Designing & Making Tech. | 41. | Telecommunication Tech. |
| 19. | Electrical Tech. | 42. | Textile Dyeing & Printing Tech. |
| 20. | Electronics Tech. | 43. | Textile Spinning Tech. |
| 21. | Food Tech. | 44. | Textile Weaving Tech. |
| 22. | Food Processing & Preservation Tech. | 45. | Vaccum Tech. |
| 23. | Foundry & Pattern Making Tech. | | |

## COMMERCIAL

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

## COMPUTER

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

## VOCATIONAL GIRLS

| 1. | Matric Vocational *(2 years)* | 5. | Diploma in Vocational Teachers Training *(1 year)* |
|---|---|---|---|
| 2. | Certificate in Dress Making *(1 year)* | 6. | Diploma in Office Management *(1 year)* |
| 3. | Certificate in Fashion Designing *(1 year)* | 7. | Computer Operator *(1 year)* |
| 4. | Certificate in Beautician *(1 year)* | 8. | |

## VOCATIONAL BOYS *(02 years)*

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

## VOCATIONAL BOYS *(01 year)*

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

## SPECIAL EDUCATION *(02 years)*

| | |
|---|---|
| 1. | Post Diploma in Special Education |

## CRASH PROGRAM *(06 months)*

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

## TEVTA CRASH PROGRAM *(06 months)*

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

| 8. | Chunri Making | 33. | Machine Embroidery |
|---|---|---|---|
| 9. | Civil Draftsman (Auto Cad) | 34. | Machinist |
| 10. | Civil Surveyor | 35. | Mason |
| 11. | CNC Machine Operator | 36. | Material Technician |
| 12. | CNG Kit Installation Mechanic | 37. | Mobile Phone Repair |
| 13. | CNG Plant/Compressor Operator | 38. | Motor Cycle Mechanic |
| 14. | Computer Application | 39. | Motor Winder |
| 15. | Cotton Ginning Plant Operator | 40. | Plumber |
| 16. | Domestic Tailoring | 41. | Professional Cooking |
| 17. | Drip Irrigation Unit Operator | 42. | Quantity Surveyor |
| 18. | Electrical Wiring | 43. | Shuttering Carpenter |
| 19. | Electrician | 44. | Site Accountant cum Storekeeper |
| 20. | Electronic Equipment Repair | 45. | Spoken and Business English |
| 21. | Elementary Food Preservation | 46. | Steel Fixer |
| 22. | Fabric Printing | 47. | Tractor Mechanic |
| 23. | Generator Repair | 48. | Tractor Operator |
| 24. | Glazing & Decoration Techniques | 49. | Tunnel Farming |
| 25. | Welder | | |

## CRASH PROGRAM *(03 months)*

| 1. | Advance Diploma in soil Technology | 34. | Industrial Fitter |
|---|---|---|---|
| 2. | Auto Electrician | 35. | Industrial Stitching Machine Operator |
| 3. | Auto Mechanic (Diesel) | 36. | Leather Work |
| 4. | Auto Mechanic (Petrol) | 37. | Machine Embroidery |
| 5. | AutoCad | 38. | Machinist |
| 6. | Beautician | 39. | Maintenance of Agricultural Implements |
| 7. | Book Binder | 40. | Mason |
| 8. | Boring Man | 41. | Material Technician |
| 9. | Building Painder | 42. | Micro-Entrepreneurship |
| 10. | Civil Surveyor | 43. | Milling Machine Operator |
| 11. | CNC Machine Operator | 44. | Mobile Phone Repair |
| 12. | CNG Plant Operator / Compressor Operator | 45. | Mobile Phone Repairing |
| 13. | Color Management | 46. | Motor Cycle Mechanic |
| 14. | Computer Applications | 47. | Motor Winder |

| | | | |
|---|---|---|---|
| 15. | Cooking & Baking | 48. | Moulder |
| 16. | Diesel Engine Mechanic | 49. | Painting |
| 17. | Domestic Electrician | 50. | Pattern Making & Cutting |
| 18. | Domestic Tailoring | 51. | Plumber / Pipe Fitter |
| 19. | Draftsman Civil(AutoCad) | 52. | Polishing of Surgical Instruments |
| 20. | Electrical Wiring | 53. | Press Man |
| 21. | Electronic Equipment Repair | 54. | Programmable Logic Control |
| 22. | Elementary Food Preservation | 55. | Quantity Surveyor |
| 23. | Elevator Technician | 56. | Safety Inspector |
| 24. | Fabric Printing | 57. | Screen Printing |
| 25. | Filing of Surgical Instruments | 58. | Shuttering Carpenter |
| 26. | Fitting / Fixing of Surgical Instruments | 59. | Site Accountant / Store keeper |
| 27. | Grinding of Surgical Instruments | 60. | Tractor Operator |
| 28. | Hand Embroidery | 61. | Turner |
| 29. | Home Appliances Repair | 62. | Vehicle Driving |
| 30. | House Carpenter | 63. | Weaver/Weaving Machine Operator |
| 31. | HVACR Mechanic | 64. | Web Designing |
| 32. | Industrial Electrician | 65. | Welder (Gas) |
| 33. | Welder / Construction Fabricator | | |

| CRASH PROGRAM (04 months) | | CRASH PROGRAM (01 month) | |
|---|---|---|---|
| 1. | Spoken English | 2. | Plate Making |

### Required

| Sr. # | Name of Technology / Courses | No. of Section | No. of Students | Total |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

# MANAGEMENT *(for private Institution)*

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

    _____ **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?    ☐ Yes ☐ No
    On prescribed form been attached?

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

    _____

    _____

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

    _____

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

    _____

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?*

_____

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

_____

## E N D O W M E N T   F U N D  *(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*

_____

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

_____

## I N C O M E   &   E X P E N D I T U R E

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*  _____

  T O T A L :-  _____

_____

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

_____

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

_____

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.*

_____

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.** | | Attach Extra Chart Incase of more class rooms | |
| **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* ☐ *Yes*
    *(optional)*

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

## 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*

# L I B R A R Y

*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*

    *Qualification* _____

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 | ----- | |
| **T O T A L** | 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 | |
| **T O T A L** | 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 | | | |
| *T O T A L* | 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 | | | |
| *T O T A L* | 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 | | | |
| *T O T A L* | 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 | | | |
| *T O T A L* | 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 | | | |
| *T O T A L* | 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 | | | |
| **T O T A L** | 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 | | | |
| **T O T A L** | 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 | | | |
| **T O T A L** | 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 | | | |
| **T O T A L** | 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 | | | |
| **T O T A L** | 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 | | | |
| *T O T A L* | 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 | | | |
| *T O T A L* | 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 | | | |
| *T O T A L* | 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 | | | |
| *T O T A L* | 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 | | | |
| *T O T A L* | 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 | | | |
| **T O T A L** | 2 | 750 sq.ft | | | |

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

# DETAIL OF EQUIPMENT / INSTRUMENT

## <u>*COPY DISK ATTACHED*</u>

## F U R N I T U R E   &   E Q U I P M E N T

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

*List Attached*
Y☐      N☐

## T U I T I O N   F E E

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

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

## O F F I C E   E S T A B L I S H M E N T

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

6. *How have the duties been allocated?*

# STAFF STATEMENT

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

# General Instructions for Institutions

- *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*    **_____**