



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
96-H, GULBERG II, LAHORE PHONE: 042-99263055-9(Ext.# 435, 363, 309) & 042-99263063
www.tevta.gop.pk



(ACADEMIC AUDIT & REGISTRATION SECTION)

TEVTA/AA & R/OM-75/11

Form F-01/2019

Issue Date: 4th April, 2019

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REGISTRATION

FORM

Session: **2019-20**

Technical Education & Vocational Training Authority
Academic Audit & Registration Section

96-H, Gulberg-II, Lahore, Tel. 042-99263055-59, Ext. 363,309 & 435, 042-99263063
manager.aa@tevta.gop.pk. www.tevta.org

Instructions

1. Last date for submission of Application for new Registration along with all required documents is **31ST May, 2019 till 04:00 pm for DAE/ one (01) year & two (2) year courses. Last date of Registration for short courses is 28th June 2019. Further application for registration will not be accepted after the due date and time.**
2. Management of all Applicant Institutes is requested to go through these instructions carefully before applying for Registration to TEVTA. Incomplete applications will not be accepted.
3. Applications for Commerce related courses are not acceptable by TEVTA from the Academic Year 2013-2014. Applicants are requested to approach Higher Education Department, Government of the Punjab for the purpose.
4. Application Form should be completely filled-in, no column should be left blank; which are not applicable. It should be strike through. Application Form should be clearly and neatly filled. Over writing and cutting is not admissible. Incomplete Application Form will be liable to rejection. Therefore it is required that Applicant should submit application personally in the office of Manager (Academic Audit & Registration) for scrutiny / acceptance of application.
5. Institutes are advised to file their application for Registration only if they are ready for inspection.
6. Once the application is accepted for processing by the Academic Audit & Registration Section of TEVTA, Inspection of the applicant Institute can be carried out at any time. Management of the Institute will be informed about the inspection maximum two days before the inspection through Postal Service / Courier Service / Telephone / E-mail by using the information provided by the Institute.
7. Application Form and the related documents will be required to be signed by the Owner of the Institute. In case of Association of Persons / Registered Body / Trust / Corporate Body / Educational Society, by the Signatory duly authorized by the Board of Governors, Members or Partners agreed upon or Signatory Authorized by the board of Governors of Society or members as agreed upon. All the supporting documents attached with the Application Form for Registration should be attested by the concerned person mentioned above. Legal proof of Authorized Signatory will be required & attached with the application.
8. Registration will be granted for the TEVTA approved Programs / CBT&A and NAVTTC Courses only.
9. NOC will be granted for the TEVTA approved Programs / Courses only.

10. Building Layout Plan of the Institute should preferably be of (20" X 30") in size. It should be duly approved and registered (bearing proper Registration number with official stamp) by respective TMA / Local Authority. Building Layout Plan should depict the exact address of the building, name of the owner, total plot area, detail of covered area, sizes of all rooms and site plan. Further, building layout plan should be clear and readable. Management of applicant Institutes are also required to bring original building layout plan at the time of submission of application for verification purposes.
11. In case of establishment of institute in the plaza, complete floor should be used having no other commercial activity and should have independent and separate way of entrance
12. Building of the Institute should be suitable for educational purposes. The management of the Institute is required to attach four (4) coloured photographs (4" X 6") of the Institute showing the following:
- Front view of the Institute including surrounding and main entrance
 - Full left side view of the Institute including surrounding and road on which Institute is located.
 - Full right side view of the Institute including surrounding and road on which institute is located.
 - Full view of approach to the main entrance of the Institute.
13. Building Layout Plan will be physically verified by the Inspection Committee of TEVTA at the time of inspection.
14. Application fee once deposited will only be considered for that specific purpose for which it was deposited. Application fee is non-refundable / non-transferable in any case.
- Fee for up to three DAE technologies will be Rs. 15,000/- and in case of more than three technologies, an additional fee of Rs. 5,000/- per technology is required to be deposited by the institute.
 - Fee for up to five short / vocational courses will be Rs. 10,000/- and in case of more than five courses, an additional fee of Rs. 5,000/- per course is required to be deposited by the institute.
 - Applications Processing Fees of Rs 1000 is mandatory.
15. Every Institute applying for any Course / Program should have the following prerequisites:
- Complete Infrastructure of the entire duration of course (class rooms and labs / workshops).
 - For DAE Courses the total plot area should not be less than one (01) Kanal.
 - For Vocational and IT/ short courses the total plot area should not be less than Ten (10) Marlas.
 - The areas defined above should be exclusively used for the technical / vocational / IT courses and partial use of the building is not acceptable.
 - Classroom size should be 9 Sq. Ft. / student.
 - Labs / workshops size should be 15 Sq. Ft. / student.

- ii. Development of Labs / Workshops for a Technology / Trade Courses should be according to the list of labs and equipment prescribed by Curriculum Section, Academics Section, TEVTA
- iii. For 1st year Registration, the equipment should be for 1st & 2nd year (for DAE).
- iv. For 2nd year Registration, the equipment should be for 2nd & 3rd year (for DAE).
 - e. If the infrastructure and equipment for entire duration of course is complete and building is owned by the Institute or is on rent for the period of 5 years, Registration for entire duration of course can be applied for.
 - f. Courses will be allowed keeping in view the available infrastructure and requisite training facilities.
 - g. Student capacity will be considered keeping in view the sizes of classrooms and labs / workshops.
16. Registration Certificate if granted should be displayed in Principal's Office at prominent place.
17. For the Institute applying from AJK would get NOC from AJK TEVTA and then apply for Registration with TEVTA Punjab as per the requirement of AJK TEVTA vide order No. AJKTEVTA / 6607 - 28 Dated 30-08-2010.
18. For the Institute applying from other than Punjab & Capital, NOC from the relevant agency / authority would be required.
19. Surprise visit of registered and affiliated Institutions for Evaluation of their Performance will be carried out without any prior notice by the Academic Audit & Registration Section, TEVTA Lahore.
20. The application will not be entertained for processing in case of the following conditions:-

Application for Registration received without attested photocopies of CNICs (Issued by NADRA) of owner / signatory authorized by managing body in case of Society / Authorized Signatory in case of Partnership and Principal of Institute. Copies of CNICs should be clear and readable.

 - Incomplete application for Registration.
 - Incomplete or deficient supporting documents as per check list.
 - Un-authentic supporting documents.
 - Application without applicable fee.
 - Application if sent through postal service / special courier service.

If document found forged / tempered / expired. (If forged or tempered documents found with the application the Academic Audit & Registration Section TEVTA reserve the right to Initiate the legal proceedings against the owner / signatory authorized / principal of the Institute)
21. Registration to any Institute will not be granted with name if the same name is already used by another institute registered / affiliated with TEVTA / PBTE in the same district unless otherwise it is 2nd campus of the Institute (name of the campus is required to be defined)

22. Registration to any institute will not be granted if the word “Engineering” is used in its name.
23. The Institution should arrange digital videography at the time of inspection and will hand over the CD / DVD / USB to the TEVTA representative / coordinator.
24. “Rent Deed” is an official document, should be properly prepared on a stamp paper of worth Rs. 100/- duly notarized. IT SHOULD NOT BE “AFFIDAVIT FOR RENT DEED” OR “IQRAR NAMA KARAYA DARI”.
25. For change of address, management of the Institute is required to submit building layout plan of new building duly approved & registered with TMA / Civic body / Local Authority, along with receipt of fee applicable for change of address to Academic Audit & Registration Section, TEVTA before changing the building. After obtaining the provisional permission from Academic Audit & Registration Section, TEVTA, management of the Institute can change the building. After the shifting to new premises, TEVTA Inspection team will visit the Institute for formal proceedings.
26. Application for change of address of Institute will only be entertained within the same city, where the institute is situated. Application for change of address to any other city or district will not be entertained.
27. Registration Certificate issued by TEVTA should be displayed in Principal’s Office. Further, all the record related to registration / affiliation with TEVTA / PBTE should be readily available in the Principal’s office so that it can be presented to the authority on demand for checking purpose.
28. Registration certificate issued by TEVTA will be sent to correspondence address through courier service only..
29. Any Institute will not enroll the students in any Technology /Course unless it is registered with TEVTA.
31. If the Inspection Committee does not recommend the Registration of the Institute on 1st Inspection, the Institute can apply for re-inspection / 2nd Inspection on or before the date mentioned on the rejection letter. Institute will be given 15 days for removal of deficiencies after the Issuance of rejection letter.
32. Management of all applicant Institutes is advised to apply well before the last date to avoid inconvenience.
30. **Certification:** It is certified that the undersigned has read prudently all the above instructions and assure to follow the same in true letter and spirit.

Signature of Sole Proprietor / Authorized Signatory

Name: _____

Date: _____

Acknowledgment Receipt

Registration Application Form

Name of Institute	
Address of Institute	
District	
Phone No.	
Name of Principal / In-Charge	
Phone No.	
Mobile No.	

(For Office Use)
Diary Number

Submitted By:

Signature:

Name:

Designation:

Date:

Signature (Manager AA&R):

Acknowledgment Receipt

Registration Application Form

Name of Institute	
Address of Institute	
District	
Phone No.	
Name of Principal / In-Charge	
Phone No.	
Mobile No.	

(For Office Use)
Diary Number

Received By:

Signature:

Name:

Designation:

Date:

The Manager (Academic Audit & Registration),
TEVTA, Secretariat,
96-H, Gulberg – II,
Lahore.

Subject: **Application for Registration of Institute** □

Sir,

The undersigned submits herewith the application on prescribed performa, complete in all respects and requests that the Institution mentioned in the application form may kindly be registered as Private Educational TVET Institution,
Namely.....
Located at:

The undersigned undertakes to abide by all the rules, terms and conditions as laid down by TEVTA, Government of the Punjab and to maintain all the record accordingly.

Yours Obediently,



Thumb Impression of
Sole Proprietor /
Authorized Signatory

Signature
of
Sole Proprietor / Authorized
Signatory

Name in Block Letters

CNIC No. of Sole
Proprietor / Authorized
Signatory

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CNIC No. of Principal /
Incharge

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please attach readable photocopies of CNICs of Sole Proprietor / Authorized Signatory and Principal / Incharge

Date: _____

(Official Stamp of Institute)

Paste Original Bank Receipt here

(Academic Audit & Registration Section
TEVTA copy)

Note: -

1. **Online fee deposit is not acceptable.**
2. **Bank receipt should be pasted in original issued by Main Branch of “The Bank of Punjab, 7-Egerton Road, Lahore”.**
3. **Registration, inspection & documentation fee is valid for specified purpose only; it is non-refundable and non-transferable**

Signature of Sole Proprietor /
Authorized Signatory

APPLICATION FOR REGISTRATION

(PRIVATELY MANAGED TVET INSTITUTIONS)

Sr. No.	Description	Remarks						
1.	Name of Institute						
2.	Address of Institute						
3.	Postal Address						
4.	PTCL No(s)						
5.	Fax No.						
6.	Mobile No.						
7.	Email Address							
8.	Type of Institute	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Technical</td> <td style="width: 33%; text-align: center;">Vocational</td> <td style="width: 33%; text-align: center;">IT</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Technical	Vocational	IT			
Technical	Vocational	IT						
9.	Date of establishment of Institute							
10.	Nature of Management / Registered Body / Individual / Association of Persons / Trust / Corporate Body or Educational Society (Attach copy)						
11.	Name, designation and full address of the Principal / In-Charge of the institute Name Address Phone No. Mobile No.						
12.	Readable photocopies of CNICs of Sole Proprietor / Authorized Signatory and Principal / Incharge	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Authorized Signatory</td> <td>.....</td> </tr> <tr> <td>Principal / In-charge</td> <td>.....</td> </tr> </table>	Authorized Signatory	Principal / In-charge		
Authorized Signatory							
Principal / In-charge							
13.	If not managed by an individual, mention the names, occupations and addresses of the members / Partners / Directors / Trustees, as the case may be.	Attach as Annexure "A"						
14.	NTN Certificate of Institute	Attach as Annexure "B"						
15.	Bank Account statement of institute	Attach as Annexure "C"						
16.	Detail of amount deposited in designated Bank As per original Bank receipt on page No. 8.						
17.	An attested copy of Building Layout Plan (20" X 30" in size) Approved and Registered with Local Government / Authority along-with full detail of building. In case of new registration, ORIGINAL building lay out plan should be presented for verification purpose.	Attach as Annexure "D"						

Sr. No.	Description	Remarks	
18.	Full Detail of Building as per Scaled Map	Attach as Annexure "D1"	
19.	Detail of Class Rooms as per attached Map	Attach as Annexure "D2"	
20.	Detail of Labs / Workshops as per attached Map	Attach as Annexure "D3"	
21.	Whether the building for Institution is Rented or Owned? If Rented, Rent Deed attach as Annexure "E" OR If owned, proof of ownership attach as Annexure "F"	
22.	Four (4) No. of photographs of the institute as described at page # 2, para # 9 (I- IV) of instructions.	Attach as Annexure "G"	
23.	Proposed enrollment Technology/Course-wise and Section-wise with total Enrollment	Attached as Annexure "H"	
24.	Whether the Institution will conduct classes in the morning or evening or both.	Morning	Evening
25.	Affidavit submitted by Sole Proprietor / Authorized Signatory on stamp paper worth Rs. 100/- for Inspection of Institute	Attach as Annexure "V" (Mandatory) (Specimen available)	

Signature of Sole Proprietor /
Authorized Signatory

Registration Form

IT IS MANDATORY TO ANSWER ALL THE QUESTIONS BELOW

1. Academic Year for which it is desired to start the classes: -----
2. Technology / Course for which Registration is applied:-

- | | | |
|---|--|--|
| <input type="checkbox"/> 01 DAE Architecture
<input type="checkbox"/> 02 DAE Auto Diesel
<input type="checkbox"/> 03 DAE Auto Farm
<input type="checkbox"/> 04 DAE Automation
<input type="checkbox"/> 05 DAE Chemical
<input type="checkbox"/> 06 DAE Ch. Processing
<input type="checkbox"/> 07 DAE Civil
<input type="checkbox"/> 08 DAE Computer
<input type="checkbox"/> 09 DAE Cmp. Information
<input type="checkbox"/> 10 DAE Electrical
<input type="checkbox"/> 11 DAE Electronics
<input type="checkbox"/> 12 DAE Environmental
<input type="checkbox"/> | <input type="checkbox"/> 13 DAE Food
<input type="checkbox"/> 14 DAE Foundry & Pattern
<input type="checkbox"/> 15 DAE Instrument
<input type="checkbox"/> 16 DAE Leather
<input type="checkbox"/> 17 DAE Mechanical
<input type="checkbox"/> 18 DAE Metallurgy & Weld
<input type="checkbox"/> 19 DAE Mine Electrical
<input type="checkbox"/> 20 DAE Mine Mechanical
<input type="checkbox"/> 21 DAE Petroleum
<input type="checkbox"/> 22 DAE Petrochemical
<input type="checkbox"/> 23 DAE Printing & Gr. Arts
<input type="checkbox"/> 24 DAE Refrigeration & AC
<input type="checkbox"/> | <input type="checkbox"/> 25 DAE Textile Spinning
<input type="checkbox"/> 26 DAE Textile Weaving
<input type="checkbox"/> 27 DAE Textile Dy. Printing
<input type="checkbox"/> 28 DAE Glass & Ceramics
<input type="checkbox"/> 29 DAE Weld & Steel Metal
<input type="checkbox"/> 30 DAE Telecommunication
<input type="checkbox"/> 31 Dip. In Commerce
<input type="checkbox"/> 32 Dip. In Business Admin
<input type="checkbox"/> 33 Certificate In Voc. Girls
<input type="checkbox"/> 34 Dip. In Vocational Girls
<input type="checkbox"/> 35 DDM
<input type="checkbox"/> 36 Other Technologies/CBT&A/Trade Courses/Short Courses and NAVTEC Courses (See list of courses Available at TEVTA website) |
|---|--|--|

Detail of Selected Courses

Sr. No.	Technology / Course / Trade	Duration	No. of Sections		Students per Section		Total
			Morning	Evening	Morning	Evening	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: Curriculum and list of tools, machinery & equipment can be obtained from Curriculum Section of TEVTA.

Signature of Sole Proprietor
Authorized Signatory

3. Institute established under the following (Please tick the applicable box).

Sole Proprietorship

Partnership

Under Registered Society / Registered Managing body

4. Tuition Fee

What is the tuition fee per student per month for each class? Rs. _____

Admission Fee Rs. _____

Signature of Sole Proprietor /
Authorized Signatory

Proposed Enrollment

Sr. No.	Name of Course	Duration	No. of Students		Students per Section		Total
			Morning	Evening	Morning	Evening	

Signature of Sole Proprietor /
Authorized Signatory

Full Detail of Building as per Scaled Map

Sr. No.	Details	Number	Remarks
1	Class Rooms		
2	Labs / Workshops		
3	Computer Lab		
4	Library		
5	Staff Room		
6	Multipurpose Hall / Auditorium		
7	Office		
8	Store		
9	Basement / Godown		
10	Open Space		
11	Play Ground		
12	Any other detail		
13			
14			

Note: The detailed requirement of Labs for various Technologies is attached.

Signature of Sole Proprietor /
Authorized Signatory

Detail of Labs / Workshops	Annexure "D3"
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(As per attached Building Layout Plan and Technology / Course wise)

Lab / Workshop	Required 15 sq. ft. per student x No. of applied strength = Area	Available Length x Width = Area in feet

Signature of Sole Proprietor / Authorized Signatory



Academic Audit & Registration Section
manager.aa@tevta.gop.pk

Labs / Workshops for all DAE courses

Common Labs / Workshops for all DAE courses

Sr. No.	Name of Lab / Workshop	Availability	
		Yes	No
1	Chemistry Lab		
2	Comprehensive Workshop (as per curriculum of relevant Technology)		
3	Physics Lab		
4	Computer Lab (with software as per Technology)		

Technology wise Labs / Workshops for DAE courses

Sr. No.	Name of Lab / Workshop	Availability		Sr. No.	Name of Lab / Workshop	Availability	
		Yes	No			Yes	No
DAE Chemical Technology				DAE Mechanical Technology			
1	General Chemical Lab			1	Basic Machine Shop		
2	Industrial Chemistry			2	Electricity and PLC Lab		
3	Process Lab			3	Foundry Shop		
4	Organic Physical lab			4	Drafting Lab		
5	Analytical Lab			5	Welding and Forging Shop		
6	Unit Operation lab			6	Metrology Lab		
				7	Hydraulic Lab		
				8	Heat Engine Lab		
				9	Metal Shop		
DAE Computer Information Technology				DAE Telecommunication Technology			
1	Electronics Lab			1	Basic Electronics Lab		
2	Hardware Lab			2	Advance Electronics Lab		
3	Software Lab			3	Telecommunication Lab		
DAE Electronics Technology				DAE Electrical Technology			
1	Basics Electronics Lab			1	Basic Lab No: 1		
2	Advance Electronics Lab			2	Basic Lab No: 2		
3	Applied Electronics Lab			3	Power Lab		
4	Drawing Hall			4	Drawing Hall		
DAE Civil Technology				DAE Mechatronics Technology			
1	Survey Lab			1	Mechatronics Lab		
2	Material Testing Lab.			2	Comprehensive Mechatronics Lab		
3	Construction Lab.			3	Robotics Lab		
4	Public Health Lab			4	Pneumatics lab		
5	Drafting Lab			5	Computer Lab		
Dress Designing & Making				DAE Textile Technology			
1	Industrial Sewing Lab			1	Dyeing Shop		
2	Domestic Sewing Lab			2	Testing Lab		
3	Machine Embroidery Lab			3	Spinning Shop		
4	Knitting Lab			4	Weaving Shop		

Signature of Sole Proprietor / Authorized Signatory

Academic Audit & Registration Section
manager.aa@tevta.gov.pk

PHOTOGRAPHS OF INSTITUTE

Annexure "G"

PHOTO - 1

Front view of the institute including surrounding and main entrance

PHOTO - 2

Full left side view of the institute including surrounding and road on which
Institute is located.

Signature of Sole Proprietor / Authorized Signatory

PHOTOGRAPHS OF INSTITUTE

PHOTO - 3

Full right side view of the institute including surrounding and road on which institute is located

PHOTO - 4

Full view of approach to the main entrance of the institute.

AFFIDAVIT

Annexure "V"

I _____ of the _____
(Name of owner / authorized signatory)

_____ located at _____
(Name of institution) (Complete address)

_____, hereby petition for registration of TEVTA programs/CBT&A and NAVTEC courses offered under the Rules & Regulations of the TEVTA Government of the Punjab and Solemnly affirm and declare that my institute is ready for operation and TEVTA inspection team can carry out the inspection for registration at any time. I further declare that:

- I'm a sole proprietor of the applicant institute
- Working under **Association of Person** / Partnership Deed
- Registered under Companies, Societies Act – Name of Society / Firm

I promise to maintain the standard required for the courses/programs and to follow faithfully all laws, rules and regulations and the requirements of the Technical Education & Vocational Training Authority governing the operations of authorized Technical, Vocational & IT institutions and to inform the TEVTA of any plan of action regarding closure or phasing out of the program or any changes in the prescribed requirements. I acknowledge that the violations of the laws, rules, regulations and the requirements of the TEVTA shall be deemed sufficient cause of cancellation of the registration granted.

The institution will not conduct classes in the program applied for, until and unless this application is approved and the Registration Authority has issued the Registration Certificate.

I declare & assure that the facts stated in the application form are true to the best of my knowledge and nothing is concealed. The management has agreed to abide by Policy, Procedure, Rules & Regulations of the TEVTA, Government of the Punjab.



Thumb Impression of

Sole Proprietor /
Authorized Signatory

Signature: _____

Name: _____

CNIC No. _____

Date: _____