

APPLICATION FORM FOR AFFILIATION**NUTECH BOARD OF TECHNICAL AND PROFESSIONAL
EDUCATION**

Main IJP Road, Sector I-12, Islamabad
Telephone: 051-5470187, 051-5476809, Fax: 051-5476769
E-mail: nbtpe.office@nutech.edu.pk

AFFILIATION FORM

Name of the Institution: _____

Address & Location: _____

Telephone No: _____ Fax No: _____ E-mail Address: _____

Name & Address of Principal: _____ **Telephone:**
_____ **Fax** _____ **E-mail Address** _____**Note:** It is mandatory to answer all questions given below and attach supporting documents for evidence.

- a. Session for which to affiliate with institute. _____
- b. Technology / Courses for which Affiliation is required, please chose from the website link ([qualifications are available at www.navttc.gov.pk/qualifications](http://www.navttc.gov.pk/qualifications))

Ser	Course Description	Course Type (CBT&A / Short course)	Duration	No of Students	Session
a.					M / E
b.					
c.					

3.	<u>Management</u>		<u>Yes</u>	<u>No</u>	<u>Remarks</u>
	a.	Is institute under the management of a regular constitute body.			
	b.	Is Head of the Institution a member of the Managing body.			
	c.	The institute's management meets regularly with follow up decisions and actions are taken and recorded.			
	d.	The management has established a complaint cell for students and other stakeholders through effective complaint management system.			
4.	<u>Faculty and Staff</u>				
	a.	Is faculty is qualified as per curriculum of relevant course.			
	b.	Adequate student- teacher ratio facilitates teaching-learning conditions in theoretical courses and lab / practical courses (Time table is attached)			
	c.	The institute maintains teaching load amongst teachers and contingency plan.			
	d.	The institute has a concept for faculty development			
	e.	The Faculty have attained additional qualification in last two years.			

	f.	Teachers are paid the salary & allowances as per the written agreement. (Attach a copy of agreement)			
	g.	Institution has a policy for provident fund of teachers and staff.			
	h.	Is Institution working on service rules for employees. (Attach a copy)			
5.	<u>Income & Expenditure</u>				
	a.	Is Income of different sources of the Institution is sufficient to operate effectively.			
	b.	Annual Income (Attach evidence)			
	c.	Expected Annual Income from Fee collection record is available.			
	d.	The institute is monitoring the adequate use of allocated finances.			
	e.	The institute exercises an effective inventory control and management (cash books of accounts).			
	f.	Adequate resources for the institute's programs (esp. CBT) are allocated for future with respect to training material budget etc.			
6.	<u>Building/Training Facilities</u>				
	a.	The Institution has its own purposeful building.			
	b.	Institute has hall / room for holding meetings / examinations / seminar.			
	c.	Extra classroom for emergency classes is available.			
	d.	The institute maintains an adequate training infrastructure			
	e.	Classrooms are properly equipped (with regard to their function)			
	f.	Labs / workshops are available, in good shape and adequate for the programs			
	g.	Training equipment / machinery is adequate in terms of numbers and state of repair			
	h.	The institute manages to maintain an adequate administrative infrastructure (admin office, Admission/ principal Office)			
	j.	Are ICT resources available			
	l.	The institute provides recreational facilities for the students (e.g. playgrounds, indoor games facilities			
	m.	Size of each class rooms and workshop are suitable for training requirement.			

	n.	Institute has proper staff room for faculty.			
	o.	Security measures are satisfactory.			
	r.	Building of Institute is properly maintained.			
	s.	Washrooms are available (Male & Female)			
7.	<u>Sanitary Conditions (50 Marks)</u>				
	a.	Sanitary conditions of institute are satisfactory.			
	b.	Cleanliness of the surrounding areas are satisfactory.			
8.	<u>Hostel. (Hostel Accommodation Requirements) Optional (50 Marks)</u>				
	a.	The institute provides hostel facility to students			
	b.	The hostel facility is satisfactory as per requirement of no of students.			
	c.	Common room is available in hostel.			
	d.	Medical / First aid facility is available for students/Staff.			
	e.	Indoor/outdoor games & facilities are available.			
9.	<u>Play Grounds</u>				
	a.	Institution has its own play grounds for students.			
	b.	Play grounds are near the Institution or Hostel.			
	c.	Institution has a regular physical Instructor.			
10.	<u>Library</u>				
	a.	The library provides sufficient copies of relevant books and other media.			
	b.	Library opening hours are user-friendly.			
	c.	Digital and internet facility in library is available.			
	d.	Books are relevant with courses & newspapers are also available.			

Note: 50% marks in each above factor are mandatory to become eligible for affiliation.

11. **Staff Statement (sample)**

Sr.	Name	Father name	CNIC	Joining date	Qualification	Teaching Subject	Phone no

12. **Documents to be Attached**

- a. The required fee for affiliation as prescribed by the board will be charged (on time to time basis) along with original bank challan.
- b. Technology / course for which affiliation is being sought, should be selected from the list of approved courses conducted by NBTPE.
- b. Number of students and sections for each course applied.
- c. Copy of certificate of the managing body of firms with registrar of relevant Districts Court.
- d. Certified Copy of constitution of managing body and list of member of managing body.
- e. Copy of service rules of the Institute (if any).
- f. Duly approved Building layout plan indicating: -
 - (1) Class rooms size.
 - (2) Lab / workshop size.
 - (3) Total area.
 - (4) Covered area.
 - (5) No. of wash rooms.
 - (6) Library.
 - (7) Principal office.
 - (8) Staff room.
- g. An attested copy of deed of ownership of land or rent deed of the building in the name of owner.
- h. Model time table indicating labs and class rooms according to the number of section applied with spare teachers/instructor and class.
- j. A certificate indicating all kinds of the student fee to be taken from the students.
- k. List of equipment / machinery for each trade / each course.
- m. All documents should be attested by the Principal of the Institute.