

**APPLICATION FORM**  
**AFFILIATION OF THE INSTITUTION**

**Institute**

1. Name of Institute \_\_\_\_\_
  
2. Location and Address \_\_\_\_\_
  
3. a. Phone No. \_\_\_\_\_ b. Fax No. \_\_\_\_\_
  
- c. Email: \_\_\_\_\_
4. Name of Head of Institute \_\_\_\_\_
  
- a. Cell No. \_\_\_\_\_ b. Fax No. \_\_\_\_\_
  
- c. Email: \_\_\_\_\_
5. Date of inception \_\_\_\_\_
6. Date of commencement of classes \_\_\_\_\_
7. Is the Institute registered by any regulatory authority/body?
8. Does the Institute possess its own building or hired building? \_\_\_\_\_
9. Please attach a copy of building plan

**Management**

1. Is the Managing Body Registered?

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2. Name and address of the Manager/Secretary of the Managing Body.

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3. Is the Head of the Institute a member of the managing Body?

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4. **Please Attach:**

- a. A list of members of Managing Body.
- b. A copy of constitution/ rules of business (if any)

**Trades and Courses**

Name of Trades and Courses for which registration is applied

S. No	Name of Trade	Duration	Number of enrolled trainees
1.			
2.			
3.			
4.			
5.			

**Note**

Please attach additional sheet if required.

When does the academic session start for each course/ trade?

**Classrooms/Workshops**

1. No. and size of Workshops/Laboratories- trade wise
2. No. and size of classrooms-trade wise
3. No. and type/specifications of computers...
4. No. of workplace/space per student in each Room/workshop-trade wise. Please provide layout diagram.

**Equipment and Tools**

1. Please provide detailed list with size, capacity, specifications and Nos. of equipment/tools available in each trade.

**Staff**

1. List of staff with their qualifications and experience.
2. Are the Teachers/Instructors employed through written agreement?
3. Statement showing salary, scales of pay and allowances for teachers /instructors.
4. Service Rules and Regulations, if any.
5. Is there any capacity building program for Teachers/Instructors?

**Finances**

1. Does the Institute possess sufficient amount in Endowment Fund? Please state the balance available in the Fund.
2. Are the receipts in the name of the Institute?
3. What are the sources of annual income and assets of the Institute?

4. What will be the expected annual income from fee?
5. What is the annual total expenditure of the Institute?
6. What is the admission/registration fee charged per trainee (Trade wise)?
7. What is the monthly fee charged per trainee (Trade wise)?

### **Research and Development**

1. Does the Institute have any R&D Program? \_\_\_\_\_
2. If yes, what are the dissemination and utilization of R&D outputs?  
\_\_\_\_\_

### **Physical Facilities**

(Please  $\surd$  or X)

### **Comments, if any**

1	Hostel	<input type="checkbox"/>	
2	Playground	<input type="checkbox"/>	
3	Library	<input type="checkbox"/>	
4	Common/Recreation Room	<input type="checkbox"/>	
5	Washrooms/bathrooms	<input type="checkbox"/>	
6	Firefighting equipment	<input type="checkbox"/>	

7	Medical Aid	<input type="checkbox"/>	
8	Any other	<input type="checkbox"/>	
<b><u>Student Support</u></b>		(Please $\checkmark$ or X)	<b><u>Comments, if any</u></b>
1	Stipend	<input type="checkbox"/>	
2	Uniform	<input type="checkbox"/>	
3	Transport	<input type="checkbox"/>	
4	Guidance Counsellor	<input type="checkbox"/>	
5	Stationery.	<input type="checkbox"/>	
6.	Any other.	<input type="checkbox"/>	

**Teaching and Learning**

Please provide the following documents.

(Please  $\checkmark$  or X)**Comments, if any**

1	Prospectus	<input type="checkbox"/>	
2	Students registration form	<input type="checkbox"/>	
3	Curriculum	<input type="checkbox"/>	
4	Syllabus	<input type="checkbox"/>	
5	Instruction manuals	<input type="checkbox"/>	
6	Teaching methods and techniques	<input type="checkbox"/>	

