



National Training Bureau, Ministry of Federal Education & Professional Training,  
Government of Pakistan.

**APPLICATION FOR AFFILIATION / REGISTRATION**

- Note: (a) Answer to each question should be clear and definite  
(b) Please attached additional sheet(s) where required

1.	Name of the Institute	
2.	Postal Address with telephone and Cell numbers	
3.	Date of Establishment of the Institute	
4.	Total Land/Area in hold of the Institution	
5.	Other Branches/Campuses of the Institute/College	
6.	Name of Head of the Institute with Mobile Number	
7.	Academic Qualification & Experience of Head of the Institution	
8.	Details of schemes of studies being persuade by the Institution	
9.	Level up to which classes are being conducted in the Institution	



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10.	Medium of Instructions	
11.	Number of students on roll Gender wise	
12.	Whether managed by a Registered Body, Foundation or Trust etc. if so please provide proof	
13.	Whether Institution is running in the Morning and evening	
14.	Whether the building is owned by the Institution or acquired on rent, if on rent please provide lease agreement	
15.	Whether the building is used for any other purpose during or after the working hours of the Institution. If yes, for what purpose? Please clarify	
16.	Any scholarship / free ships being given, if yes, please provide details	
17.	Future plans for up-gradation / expansion of the institution.	

**BOOKS IN LIBRARY**

Description	Numbers of Books
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**LAYOUT PLAN OF THE BUILDING**

1.	Principal Office with Dimension	
2.	Administration Office with Dimension	
3.	Numbers of Class Rooms with Dimension	
4.	Girls Common Room with Dimension	
5.	Faculty Room with dimension	
6.	Bath Rooms with dimension	
7.	Reception with Dimension	
8.	Laboratories room with dimension	



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### **STAFF PROFILE**

Please write down the name of staff with their academic/professional qualification and experience.

**Please use extra pages for additional information**

#### **NOTE:-**

1. SETC's Diploma / Certificate don't have equivalency with the Diplomas / certificates issued by any board or agency in Pakistan.
2. Accreditation Fee once deposited is non-refundable and to be paid with application form.
3. In case any discrepancy was found during the inspection, it would be informed to you so that you can fulfill it. After that we will do re-inspection.
4. Inspection / visitation charges are to be borne by the institute.

**Signature of the Principal**

**(With Official Stamp)**

**Date:\_\_\_\_\_**



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**REPORT VISITATION TEAM**

Signature Member-1 \_\_\_\_\_

Signature Member-2 \_\_\_\_\_

Signature COE \_\_\_\_\_

Signature Director \_\_\_\_\_

Approved by Chair..... **STEC** \_\_\_\_\_  
**STEC**