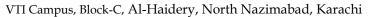


SINDH TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY (STEVTA)

TRADE TESTING BOARD

GOVERNMENT OF SINDH







APPLICATION FORM



FOR AFFILIATION OF PUBLIC & PRIVATE INSTITUTES / CENTERS.

Cost of Form Rs. 500/-

INSTRUCTIONS FOR AFFILIATION.

- 1. Private sector institute, Providing Vocational and Technical Trainings not more than two years, all over Sindh province and maintaining good training environments are eligible to apply for affiliation with Trade Testing Board Sindh, after getting the registration form **STEVTA.**
- 2. Each question in the **Proforma** should be answered in clear and definite language.
- 3. The Proforma should be properly and completely filled by the head of the institute.
- 4. The given information shall be examined as per criteria / conditions made in light of Rules framed under TTB Sindh.
- 5. The authorized person /. Team shall conduct monitoring of the observance of the criteria / conditions from time to time and if any deficiency found shall be dealt in accordance with the prescribed Rules / policy.
- 6. When an institute desire to add to the courses of instruction other than those already recognized, the procedure prescribed for recognition shall be followed.
- 7. Institute shall ensure 85% attendance of the students and make available the records for inspection team of the TTB Board every time.
- 8. Institute shall not be shifted from one building to another building or premises without explicit permission of the TTB Board.
- 9. The institute other than the institute / training centres of Directorate of Vocational Training Wing shall submit the application, pay the prescribed fees for / affiliation with the Trade Testing Board, Sindh and adhere to the following Terms & Conditions.
- 10. The institute shall be affiliated for calendar year after the recommendation of the inspection committee constituted by the T.T.B Sindh.
- 11. The institute shall apply for renewal of affiliation a month before the expiry of affiliation period on the fresh application with prescribed fee.
- 12. The registered institute may release the advertisement in the newspaper with prior approval of the contents form the Secretary.
- 13. The affiliated institute cannot announce the new courses without approval of the T.T.B Sindh.
- 14. The Board reserves the right to cancel the affiliation of any institute at any time without assigning any reason.
- 15. The institute shall be treated as defaulter institute if it deviates from standards of the T.T.B Sindh, fails to clear the outstanding dues or could not admit the Trainee in the approved courses in last calendar year without any justification to the satisfaction of the Board.
- 16. The Board may consider the case for the renewal of defaulter institute on written explanation containing justification on the satisfaction of the T.T.B Sindh.
- 17. The institute shall inform the Board for change of premises or faculty, in such case the said institute shall be Re-inspected by the committee before the introducing the courses.
- 18. In case of change of name of institute, fresh registration Certificate with new name from STEVTA will be required.
- 19. The affiliation department is responsible to process the application for affiliation with in the 15 days and to inform the applicant about the processing.
- 20. Approval or disapproval of the affiliation shall be decided in the light of submitting documents and evidence provided by the institute by the Board committee.
- 21. Affiliation fees payment advice may be sent to the institute through official letter.
- 22. Affiliation Certificate may be sent to the institute through TCS.
- 23. Applicant / Owner bound to inform TTB in case of change of Principal / Incharge with detail profile and specimen signature.

1. <u>DOCUMENTS TO BE SUBMITTED WITH THE PROFORMA FOR AFFILIATION / RENEWAL OF AFFILIATION.</u>

S. NO	Document (Mandatory)	Please Tick attached Document
01	Copy of STEVTA Registration Certificate If in process please attached proof. Yes	No In process
02	Copy of National identity card of the Applicant / Partner	Yes No
03	Proof of Building possession e.g. Copy of Rent agreement / If Govt. Building only detail of Building requires.	Yes No
04	Line Plan / Map of the Building	Yes No
05	Copy of Utility Bill	Yes No
06	Curriculum/Contents of the courses likely to be affiliated	Yes No
07.	Copy of the appointment letter of staff	Yes No
08.	Educational & experience testimonials of staff	Yes No
09	Picture of the institutes, lab/workshop/classroom	Yes No

SECTION-'A'

РНОТО

2. Applicant Profile

Name of applicant:		
Address:		
CNIC #:	Mobile #:	
Land Line #:	WhatsApp #:	
E-mail:		
Partner Profile		РНОТО
(if Applicable)	ADE TESTING	
Name of Partner:	POE SON	
Address:	*	
CNIC #:	Mobile #:	
Land Line #:	WhatsApp #:	
E-mail:		
4. <u>Principal Profile</u>		РНОТО
	:	
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Address:		
CNIC #:	Qualification:	
Institute E-mail:	WhatsApp #	
Call #•		

5. <u>Institute / Centre Profile.</u>

Date of Establishment:		Land Line	#:	
Institute E-mail:		Web Site		
City:	_ District:		_ Post Code:	
Institute / Centre NTN	#.:			
Registered with Author	ity STEVTA	Yes	No	in Process
Period of Registration		02 Years	03 Years	05 Years
Date of Registration wi (If yes, please mention				-
Working Days:	Monda	y to Friday TING	Monday to S	Saturday
Shift / Timing	Mornin	g Evening	Both	
Status of Institute / Cen	tre Male	Female	Co-Education	on
Finance, Title of Account of Inst Account No: Branch:		Bar	nk Name:	
Programme.		TEVIL		
NAVTTC TEV	_	_	INSTITUTE OW	VN 🔲 BBSHRRI
Name of Affiliation A	uthority:			

9. Details of Affiliation Vocational / Technical Courses from other Board (if)

S. No	Name of Courses	Duration in Months	Offered Since	Approved Capacity

SECTION-B

10. Building Profile

0	Status of Building:	Owned Rented	
0	Plot area of Building:	Sq. ft. Total Room in F	Building:
0	No. of floors	Ground	l 1st 2nd 3rd
0	Class Room	Yes	☐ No
0	Computer Lab:	Yes	No
0	Workshop As per Trade	Yes	No
0	Staff Room:	Yes	No No
0	Library:	TESTING Yes	No No
0	Reception / Waiting area:	Yes	☐ No
0	Wash room M/F:	M F Yes	M F No
0	Prayer area:	Yes	No
0	Student Canteen	Yes The Yes	No No
0	Air Condition	Yes Yes	☐ No
0	Water filter	S T E V T Yes	☐ No
0	Solar System / UPS	Yes	☐ No
0	Stand by Generator	Yes	☐ No
0	Security System / CCTV Can	mera Yes	☐ No
11	Professional Look of	of Institute / Centre	
0	Sign Boards & Notice Board	/ Google Mapping or Location	Yes No
0	Display of Organization Cha	rt	Yes No
0	Display of Programmes / Co Flyers & Program's Features	urses (Trade / Technologies) & Admis	ssion Yes No
О	Display of Vision, Mission &	& Objective	Yes No
0	Safety, Health & Environme	nt (HSE) Instructions.	Yes No

SECTION C

12. <u>Courses, To Be Affiliated By TTB Sindh</u>

Regular Courses	Endorsement	(Please Tick)
		(======)

S. No	Course Title	Duration	Pre-requisite Qualification	Course Contents Available	Details Curriculum Available	Intake Capacity of Trainee
		TESTI	WO			
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		ان میران سان میران				
		STE				
		TEV				

(B) <u>Teaching Faculty Profile (Course / Trade Wise)</u>

S. No	Name	Designation	Academic Qualification	Professional Qualification	Experience	Joining Date	Working Hour Per Day

(C) Non-Teaching Faculty Profile

S. No	Name	* 1 3 5	Designation	Academic Qualification	Experience	Joining Date	Working Hour Per Day
			سات الله				
		11 11 3	Min 444				
			LEVI				

SECTION 'D'

13. Courses, Likely To Be Affiliated in CBT&A By TTB Sindh

S. No	Qualification Level	Duration	Pre-requisite Qualification	Course Contents Available	Details Curriculum Available	Trainee Manual Available
	T	ESTING				
	270		Poly			

(B) <u>Teaching Faculty Profile (Course / Trade Wise)</u> (Attached Separate Sheet if <u>Required)</u>

S. No	Name	Designation	Academic Qualification	Professional Qualification	Trainee Experience CBT&A	Joining Date	Working Hour Per Day
		STE	VTA				

SECTION 'E'

14. Details of Furniture & Equipment. (Please Attached Trade / Course Wise list) on given format

S.#	Name of Item	Quantity	Condition	Placed / Location
	TESTING			
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	سات کار			
	STEVTA			

(B) <u>Details of Computers (Please Attached Trade / Course Wise list) on given format</u>

S.#	No. of CPU	Specification
		TESTING BORE
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		STEVIA

15. <u>Details of Each Workshop / Lab (Attached Annexure if any where required.)</u>

S.#	Name of Workshop / Lab	Quantity	Condition	Placed / Location
	TESTING			
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	* 5	· 7		
	STEVT			

16. DECLARATION:

It is certified that the facts stated in this application form and the document attached herewith are true to the best of my knowledge. It is also certified that the Institute / Center has all the tools, equipment & furniture available for the conduct of training. The management has agreed to abide by the Rules, regulations, SOP & Instructions of Trade Testing Board, Govt. of Sindh, Karachi.

Name of Applicant:											 	
CNIC #. Of Applicant:												
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Signature of Applicant: _												
(With Stamp)												
(with Stamp)												,
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//)		T	2		\ \				
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Name of Principal / Head	of Ins	titut	e:			1,5						
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CNIC # of Principal:	///				Ä			/				
CNIC # of I Inicipal.	1			4444	4444				/			
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Signature of Principal:				E	V 1		1					
(With Stamp)												J
		In	stitu	te Si	amn):						
Dated:					F							_