

Azad Government of the State of Jammu & Kashmir
Technical Education & Vocational Training Authority
(AJKTEVTA)



Muzaffarabad

Operation Wing



**INSTRUCTIONS FOR
REGISTRATION/AFFILIATION OF
PRIVATE TVET INSTITUTES IN
AJ&K**



Operation Section

Azad Jammu & Kashmir
Technical Education & Vocational Training Authority Head Office D-189 Upper Chatter
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INSTITUTE REGISTRATION FORM

Glossary

AJKTEVTA	Azad Jammu & Kashmir Technical Education & Vocational Training Authority
BTE	Board of Technical Education
CBT&A	Competency Based Training & Assessment
DAE	Diploma of Associate Engineering
NAVTTTC	National Vocational Technical Training Commission
NOC	No Objection Certificate
NVQF	National Vocational Qualification Framework
NVQs	National Vocational Qualifications
PWD	Public Works Department
QAB	Qualifications Awarding Body
TTB	Trade Testing Board
TVET	Technical Education & Vocational Training

INSTRUCTIONS FOR REGISTRATION/AFFILIATION OF TVET INSTITUTE

Management of all Applicant TVET Institutes are requested to go through these instructions carefully before applying for Registration with AJK TEVTA. Incomplete registration forms shall not be accepted.

1. The TVET Institute shall completely fill-in the registration form; no section shall be left blank; where not applicable it shall be strike through. Registration form shall be clearly and neatly filled (in block letters). Over writing and cutting is not admissible. Submission of incomplete information may lead to delays in registration or even in rejection of registration application.
2. Private TVET Institutes shall submit their registration form only when they are fully prepared for periodic inspections.
3. Once the registration form is accepted for processing by the Operations section of AJKTEVTA, first inspection visit of the applicant TVET Institute shall be carried out at any time. AJK TEVTA shall inform the Institute regarding its first inspection at least two days before the inspection through postal service / courier service / telephone / e-mail. After successful registration of the TVET Institute, AJK TEVTA may at any time pay surprise visits without any prior intimation of the TVET Institute for monitoring & evaluating their performance.
4. The TVET Institute shall submit the registration form; duly signed by the head of the Institute along with the requisite documentation (including Annexure). The documents thereby submitted by the Institute shall be duly attested and verified. Same procedure shall be adopted by the TVET Institute for applying for registration of any/all of it branch Institutes / campuses.
5. AJK TEVTA shall grant registration for offering the technical education and vocational training programmes / courses approved by AJK TEVTA & NAVTTC.
6. The building of the TVET Institute shall be suitable for education and training purposes. The Management of the TVET Institute shall also attach four (4) colored Photographs (4" X 6") of the Institute showing the followings:
 - a. Front view of the TVET Institute including its surrounding area and main entrance
 - b. Full right and left side view of the TVET Institute including its surrounding and road on which the TVET Institute is located.
 - c. Full view of approach to the main entrance of the Institute.

7. Registration fee (as per notification) once deposited by the TVET Institute to AJK TEVTA shall be considered for that specific purpose for which it is deposited and shall be Non-refundable / Non-transferable in any case
8. Registration, Renewal of Registration and Addition of New Course/ Trade/ Program fee will be charged according to the authority notification. (See Annexure 'M')
9. The TVET Institute applying for registration to offer technical education or vocational training shall meet the following prerequisites;
 - a. Provision of details of complete infrastructure for the entire duration of the programmes / courses/trades (this includes class rooms and labs/workshops as well). However, TVET Institute shall apply for registration in case the infrastructure and equipment for entire duration of course is available and building is owned by the institute, or is on rent for the period of 5 years for DAE courses and 3 years for vocational courses
 - b. Appointment of trained teachers/instructors meeting at least the minimum qualification requirements as prescribed in the NAVTTC/ TEVTA approved curricula as per NVQF. The TVET Institute shall also ensure that the teachers/instructors shall, in no manner either by sign or word of mouth or writing or any other means, propagate anything repugnant to Islam, ideology of Pakistan and State's accession to Pakistan.
 - c. Principal of Institute/Centre must have relevant trade/technology qualification.
 - d. There should be at least one qualified instructor for each trade/subject.
 - e. Ensure availability of curricula compliant labs/workshops for the technical and vocational programmes/trades/courses to be offered.
 - f. Ensure that the text books approved by NAVTTC/ AJK TEVTA/TTB/BTEs shall be taught for the registered education and training programmes/courses/trades/Technology.
 - g. For offering Diploma of Associate Engineering (DAE) courses the total plot size of the TVET Institute shall not be less than one (01) Kanal or depending upon the technology (as per direction of BTEs).
 - h. For offering Vocational courses the total plot size shall not be less than ten (10) Marlas.
 - i. The classroom size for offering technical and vocational programmes/courses/trades shall be at least 9 sq. ft. / student.
 - j. The laboratory/workshop size for offering technical and vocational programmes/courses/trades shall be at least 15 sq.ft. / Student.
 - k. Institute/ Centre will submit Building fitness certificate of Public Works Department (PWD)

- 10.** The TVET Institute shall ensure that the in charge /principal and employees of the TVET Institute bear a good moral character and shall not be convicted of any offence involving moral turpitude
- 11.** The TVET Institute shall have an adequate space for library, adequate open space for assembly, sports, prayer and other recreational activities
- 12.** Any change in information such as the followings with valid reasons shall be intimated to AJK TEVTA at least 15 days in advance for record and office purposes:
 - a.** Change of name of the TVET Institute
 - b.** Change of the address of the TVET Institute
 - c.** Change of the head of the TVET Institute
 - d.** Change in the building plan
 - e.** Changes made to the training plan attached to this registration form
 - f.** Change of teacher/instructor
 - g.** Revision of Contacts
 - h.** Additional teachers/instructors recruited
- 13.** AJK TEVTA shall process the application for change of TVET Institute name only if:
 - a.** No other TVET Institute registered with AJK TEVTA is using similar or close to similar name
 - b.** If the TVET Institute is branch Institute / another campus of the parent TVET Institute
- 14.** AJK TEVTA shall process the application for change of address of TVET Institute only if it is shifted within the same city and with the same teaching and learning resources. Application for change of address with the same name to any other city or district will not be entertained.
- 15.** AJK TEVTA shall further (where applicable) facilitate the affiliation of TVET Institute with the respective Board of Technical Education (BTE) or Trade Testing Board (TTB)/ Qualification Awarding Body (QAB). For the TVET Institute applying for affiliation to any other TTB/QAB or BTE outside AJK territory shall be bound to get 'No Objection Certificate' (NOC) from AJKTEVTA.
- 16.** AJK TEVTA will issue 'No Objection Certificate' of Diploma of Associate Engineering (DAE) and those courses/ trades which are not offered by AJK TEVTA/ TTB.
- 17.** Institute/ Centre will submit the Annual Progress Report for Renewal of Registration/No Objection Certificate (NOC).

- 18.** The TVET Institute shall prepare the “Rent Deed” on a stamp paper (worth Rs. 100/) mentioning the required duration of the rent agreement duly notarized. It shall in any case not be an “Affidavit for Rent Deed” (Iqrar Nama Karaya Dari).
- 19.** Institute/ centre shall maintain good hygienic conditions.
- 20.** Institute/ centre shall adopt necessary security measures according to national action plan.
- 21.** Institute/ centre shall adopt proper uniform for the trainees.
- 22.** The TVET Institute shall display the Registration Certificate issued by AJKTEVTA in the Principal’s office.
- 23.** TVET Institute shall maintain all relevant records pertaining to registration, teaching & learning resources and training delivery, and shall make it available for AJK TEVTA when the same is required.
- 24.** The TVET Institute may apply for re-inspection’, in case when the inspection committee does not recommend the TVET Institute for registration only after addressing the objections raised by the inspection committee. In such case a re-inspection fee shall be charged by AJK TEVTA.
- 25.** Institute/Centre will keep the AJK TEVTA in loop during correspondence with Technical Institutes (TEVTA/ TTB/BTEs).
- 26.** Correspondence with AJK TEVTA/TTB will be made with official Letter Pad and Signature of Head of Institutions.
- 27.** The TVET Institute shall follow the instructions issued by TTB regarding Registration of trainee, assessments / examinations and certification of all students enrolled against the registered training programmes /courses/trades of all vocational trades.
- 28.** Institute/ Centre will follow the instructions issued by AJK TEVTA/TTB from time to time.
- 29.** Complaints/ appeals against any TEVT Institute will be decided by the Chairman AJK TEVTA and his decision will be final.
- 30.** All registered/ affiliated institutes will conduct examination/Assessments of their registered trainees from TTB/QAB (AJ&K).

31.The TVET Institute shall share the following information from time to time with AJK TEVTA:

- a. Student enrollment in registered training programmes/courses/trades with name of student along with CNIC/B-form, recent photograph and father's/guardian's name and CNIC.
- b. Attendance Report for all students. Students with less than 80% attendance shall not be eligible for final examinations
- c. Details of assessments and examinations carried out at the TVET Institute
- d. List of eligible trainees to appear in the final examination/assessment will be provided 30 days prior to the completion of trainings to operations and TTB/QAB.
- e. Data of trainees will be feeded in the NVQF Registry in case of Competency Based Training (CBT).
- f. Report of Formative/ Modular Assessment will be shared with CBT&A Section.

32.AJK TEVTA may reject the TVET Institute registration form on the following grounds:

- a. Registration form without attested photocopies of all requisite documents
- b. Incomplete supporting documents as per check list provided
- c. In case, if any document is found forged/tempered/expired. AJKTEVTA reserves the rights to initiate legal proceedings against the owner/signatory/principal of the TVET Institute

33.AJK TEVTA shall intimate the TVET Institute regarding the registration within 30 days from the receiving of the registration form. First inspection of the TVET Institute shall be carried out by AJK TEVTA within these 30 days.

34.The TVET Institute shall apply for re-newel of registration using same registration form and shall submit it to AJK TEVTA at least 30 days before the expiry of their registration.

35.Registration/Affiliation for DAE courses will be awarded for sessions (3 years). Following penalties shall be borne by the TVET Institute in case of delays in applying for re-newel of Institute registration:

a. For Technical Trades / Courses / Programmes / Technologies

Description of Penalties	
• 30 days before expiry of registration/affiliation	0% of Re-newel Fees
• Within 90 days after expiry of registration/affiliation	10% of Re-newel Fees
• Within 90 - 180 days after expiry of registration/affiliation	25% of Re-newel Fees
• Within 180 - 360 days after expiry of registration/affiliation	50% of Re-newel Fees
• 360 days after expiry of registration/affiliation	100% of Re-newel Fees
• More than 360 days after expiry of registration/affiliation	Termination of Registration/affiliation

b. For Vocational Trades / Courses / Programmes / qualifications

Description of Penalties	
• 60 days before expiry of registration/affiliation	0% of Re-newel Fees
• Within 120 days after expiry of registration/affiliation	10% of Re-newel Fees
• Within 180days after expiry of registration/affiliation	25% of Re-newel Fees
• Within 270 days after expiry of registration/affiliation	50% of Re-newel Fees
• More than 270 days after expiry of registration/affiliation	100% of Re-newel Fees
• More than 360 days after expiry of registration/affiliation	Termination of Registration/affiliation

36. Certification:

It is certified that the undersigned has read all the above instructions and will follow the same in true letter and spirit

Signature of Head of TVET Institute / Authorized Signatory

Name: _____

Date: _____

__/__/__

**The Director Operation,
AJKTEVTA, Head Office,
B-32, Upper Chatter, Muzaffarabad.**

Subject: Registration of TVET Institute / Renewal of Registration / Change of Information

Sir,

The Undersigned submits herewith the application on prescribed registration form, complete in all respects for registration of our TVET Institute namely:

1. Name of Institute	
2. Address of Institute	
3. Principal Name	
4. Postal Address	
5. Telephone No. (S)	
6. Fax No.	
7. Mobile Phone No.	
8. E-mail Address	
9. Type of Institute	Technical / Vocational
10. Date of Establishment of Institute	

The undersigned undertakes to abide by all the instructions and regulations laid down by the Government and to maintain all the record prescribed by AJK TEVTA.

Yours Obedient,

Signature of Head of TVET Institute / Authorized Signatory

Name in Block Letters:

CNIC:

Name of Principal:

CNIC:

Note: Please attach readable photocopies of CNICs of both the head of the TVET Institute and the principal

(Official Stamp of Institute)

ACKNOWLEDGEMENT RECEIPT

Private TVET Institute Registration/Affiliation Form

Name of Institute	
Address of institute	
Email	
District	
Name of Principal/ In charge	
Phone No.	
Mobile Phone No.	

Signature of Head of TVET Institute / Authorized Signatory

Name: _____

Date: _____

(For office use only)

Diary Number: _____

AJK TEVTA

Name: _____

Date: _____

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Private TVET Institute Registration Form

Name of Institute	
Address of institute	
Email	
District	
Name of Principal/ In charge	
Phone No.	
Mobile Phone No.	

Signature of Head of TVET Institute / Authorized Signatory

Name: _____

Date: _____

(For office use only)

Diary Number: _____

AJK TEVTA

Name: _____

Date: _____

INFORMATION / DOCUMENTATION REQUIRED
Private TVET Institute Registration Form

S.#	Information / Documentation	Annexure	Submitted (Yes / No / N/a)
1.	Names, occupations and addresses of the members / partners / Directors / Trustees, as the case may be (If not managed by an individual)	Attached as Annexure “A”	
2.	Owner / TVET Institute NTN certificate	Attached as Annexure “B”	
3.	An attested copy of Building layout plan (including details of class rooms, Labs/Workshops, furniture)	Attached as Annexure “C”	
4.	Rent Deed (on a Rs. 100/- stamp paper) / Ownership Document	Attached as Annexure “D”	
5.	Four (4) photographs of the TVET institute as required	Attached as Annexure “E”	
6.	Prospectus of the TVET Institute	Attached as Annexure “F”	
7.	Staff statement of teaching and non-teaching staff	Attached as Annexure “G”	
8.	Detail of previous Registration (if applicable)	Attached as Annexure “H”	
9.	Present Enrollment / proposed Enrollment Courses-wise and section-wise with total Enrollment.	Attached as Annexure “I”	
10.	Proposed Training Plan (Course/trade wise)	Attached as Annexure “J”	
11.	Detail of play Grounds, sports and recreational facilities provided.	Attached as Annexure “K”	
12.	Valid proof of authorized signatory.	Attached as Annexure “L”	
13.	Time Table	Attached as Annexure “M”	

Note: All the documents shall be duly attested by the head of institute/ centre.

Signature of Head of TVET Institute / Authorized Signatory

Name: _____

Date: _____

Note: Please us the attached Annexure templates for provision of the requisite information

Annexure “A”

**NAMES, OCCUPATIONS AND ADDRESSES OF THE MEMBERS / PARTNERS /
DIRECTORS / TRUSTEES**
Private TVET Institute Registration Form

Names	Occupation	Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Head of Institute/Centre

Annexure “B”

OWNER / TVET INSTITUTE NTN CERTIFICATE
Private TVET Institute Registration Form

Annexure “C”

DETAIL OF BUILDING AS PER SCALED MAP Private TVET Institute Registration Form

S.#	Details	Number	Remarks
1	Class Rooms		
2	Labs/ Workshops(also attach photographs)		
3	Computer Lab (also attach photographs)		
4	Library (also attach photographs)		
5	Staff Room		
6	Multipurpose Hall / Auditorium		
7	Office		
8	Store		
9	Basement / Godown		
10	Open Space		
11	Play Ground		

DETAIL OF CLASS ROOMS(AS PER BUILDING LAYOUT PLAN) Private TVET Institute Registration Form

Class Room	Programme/Trade/Course	Seating Capacity <small>(9sq.ft per student)</small>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

DETAIL OF LABS / WORKSHOPD (AS PER BUILDING LAYOUT PLAN)
Private TVET Institute Registration Form

Labs/Workshops	Programme/Trade/Course	Seating Capacity <small>(15 sq.ft per student)</small>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Annexure “D”

RENT DEED / OWNERSHIP DOCUMENT
Private TVET Institute Registration Form

PHOTOGRAPHS OF TVET INSTITUTE
Private TVET Institute Registration Form

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.

PHOTO – 3

Full right 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

Annexure “F”

PROSPECTUS OF THE TVET INSTITUTE
Private TVET Institute Registration Form

Annexure “G”

STAFF STATEMENT OF TEACHING AND NON-TEACHING STAFF
Private TVET Institute Registration Form

Name	CNIC	Qualification	Teaching Experience	Date of Appointment
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

PREVIOUS REGISTRATION (If Any)
Private TVET Institute Registration Form

Annexure “I”

PRESENT ENROLLMENT / PROPOSED ENROLLMENT COURSES-WISE AND SECTION-WISE WITH TOTAL ENROLLMENT
Private TVET Institute Registration Form

Name of Course	Duration	No. of Students		Students per section		Total enrollment
		Morning	Evening	Morning	Evening	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Note: Please provide attested copies of the qualification certificates

Annexure “J”

PROPOSED TRAINING PLAN Private TVET Institute Registration Form

Name of Course	Duration	January	February	March	April	May	June	July	August	September	October	November	December
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													

	Ongoing trainings
	Internal Assessment / Examinations
	Final Assessment / Examinations

Annexure “K”

DETAIL OF PLAY GROUNDS, SPORTS AND RECREATIONAL FACILITIES
Private TVET Institute Registration Form

Annexure “L”

VALID PROOF OF AUTHORIZED SIGNATORY
Private TVET Institute Registration Form

Time Table