



# Councils Of Vocational & Paramedical Educational System Lahore

## APPLICATION FOR AFFILIATION / REGISTRATION

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

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



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12.	Medium of Instructions	
13.	Number of students on roll Gender wise	
14.	Whether managed by a Registered Body, Foundation or Trust etc., if so, please, provide proof	
15.	Whether Institution is running in the Morning or Evening	
16.	Whether the building is owned by the Institution or acquired on rent, if on rent, please, provide lease agreement	
17.	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	
18.	Any scholarship / free ships policy, if yes, please provide details	
19.	Future plans for physical up-gradation / expansion of the institution	
20.	Future plans for up-gradation/ expansion of Academic fields/ areas of studies	
21.	Future plans for up-gradation/ expansion of Academics Courses/ Skills	



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## BOOKS IN LIBRARY

Description	Numbers of Books
Hard Copies	
e-books	

## LAYOUT PLAN OF THE BUILDING (Attached as “Annex F”)

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



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## FURNITURE / FIXTURE

1.	No. of Class Room Chairs	
2.	No. of White Boards	
3.	No. of Notice Boards	
4.	No. of Ceiling Fans	
5.	No. of Exhaust Fans	
6.	No. of Air Conditioners	
7.	No. of Steel / Wooden Almirahs	
8.	No. of Office Tables	
9.	No. of Office Chairs/ Sofa Seats	
10.	No. of Computers if any	
11.	No. of Computer Chairs	
12.	No. of Computer Tables	
13.	No. of Rostrums	
14.	No. of Projectors	
15.	No. of Internet Connections	
16.	Fire Fighting Equipment	
17.	Medical Aid Box	



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## STAFF PROFILES

Please, write down the names of staff with their academic/professional qualifications and experience.

**Please use extra pages for additional information**

### NOTES:-

1. COVPES 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 is to be paid with application form.
3. In case any discrepancy is found during the inspection, you will be informed for rectification. Thereafter COVPES team will re-inspect.
4. Inspection / visitation charges are to be borne by the institute.

**Signature of the Principal**

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

**(With Official Stamp)**



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## REPORT BY VISITATION TEAM

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

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

Signature CEO \_\_\_\_\_

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

Approved by Chairman COVPES \_\_\_\_\_