

INSTRUCTIONS FOR REGISTRATION WITH PSDA

1. Last date for submission of Online Application is 15th April, 2023.
2. The Owner or authorized person is requested to go through these instructions carefully before filling-up ON-LINE application.
3. Any institute **will not Enroll** the Students in any Course **unless it is Registered** with PSDA.
4. Logo of PSDA or any government agency or department shall not be used by the applicant institute.
5. The applicant institute shall install a permanent sign-board indicating complete name & address of the institute.
6. All labs/class-rooms shall be labelled on wooden or steel or glass plates.
7. **Bar on similar names:** Registration to an applicant Institute will not be granted to similar names except the ownership of the applicant is same. The applicant institute will be distinguished by virtue of its location. Separate application regarding sub-campus or branch or franchise shall be required to be submitted for registration as a separate institute.
8. The Institute shall not be registered by a name which contains such word or expression, as maybe notified or in the opinion of the Authority;
 - i. Identical with or resemble or similar to the name of a Institute; or
 - ii. Inappropriate; or
 - iii. Undesirable; or
 - iv. Deceptive; or
 - v. Designed to exploit or offend religious susceptibilities of the people; or
 - vi. Use of word "Engineering" or "Health" or "Hospital" or "Life sciences" or "Commerce"
 - vii. any other ground as may be specified.
9. Address of the Institute must be complete in all aspects i.e. Plot No., Street No., Road, Colony, Post office No., City etc.
10. The institute's building should look like an education/ training institute (Duplicity of institutes, at same premises, is not permitted). The management of the Institute is required to attach four (4) colored photographs (4" X 6") of the Institute showing the following:
 - i. Front view of the Institute including surrounding and main entrance
 - ii. Full left-side view of the Institute including surrounding and road on which institute is located.
 - iii. Full right-side view of the Institute including surrounding and road on

which institute is located.

iv. Full view of approach to the main entrance of the Institute.

11. In case of establishment of institute in the plaza, complete floor should be used having no other commercial activity and should have independent and separate entrance.

12. The Applicant shall upload original or certified copy of:

- i. Ownership documents of institute's building/premises in case of own building OR the registered rent-deed on Rs. 1200/-Stamp paper, in case of rented property,
- ii. NTN Certificate should be in the name of the applicant institute;
- iii. Bank Account should be in the name of the applicant institute;
- iv. Bank Account Statement of the institute;
- v. Copy of CNIC or NICOP or Passport of Owner, Principal, Partners, Directors, Members or Governing body of Institute;
- vi. In case of partnership; partnership deed and Form C or Form D;
- vii. In case of company, society, NGO or any other similar organization, Memorandum of Association, Articles of Association, Certificate of its registration or its constituent documents as the case may be; OR In case of Trust, Registered Trust Deed;
- viii. Building Layout Plan of the Institute should preferably be of (20" X 30") in size. It should be duly approved and registered (bearing proper Registration number with official stamp) by respective TMA / Local Authority. Building Layout Plan should depict the exact address of the building, name of the owner, total plot area, detail of covered area, sizes of all rooms and site plan. Further, building layout plan should be clear and readable.
- ix. The building layout plan for institutes owned and controlled by Government in the existing building should be issued by XEN-Building or any other relevant authority under the law.
- x. **For DAE Courses**, the Institute shall have minimum covered area equal to 4500 sq. ft. or minimum plot area of one (01) kanal out of which 3500 sq. ft. should be the covered area;
- xi. **For Vocational or Short Courses**, the institute shall have minimum covered area equal to 2250 sq. ft. or minimum plot area of ten (10) marla out of which 1500 sq. ft. should be the covered area.
- xii. Minimum area required for classroom should be 9 sq. ft. per student;
- xiii. Minimum area required for Labs / Workshops should be 15 sq. ft. per

student;

13. The applicant institute shall ensure availability of:

- i. Faculty as mentioned in the curriculum;
- ii. Furniture fit for educational/training purposes (plastic lawn chairs are not allowed).
- iii. main stock register and invoices along-with register of consumable material register;
- iv. record of payment of salary to faculty & staff through bank(s)
- v. Complete Timetable mentioning all courses (year wise, technology /course wise session wise);
- vi. Prospectus indicating admission fee, tuition fee, faculty and courses etc.
- vii. utilities including but not limited to electricity, clean drinking water, sewerage & sanitation;
- viii. Facilities like first aid, firefighting equipment, etc.
- ix. Independent main entrance and emergency exit gate(s);

14. The laboratories, Workshops, Equipment, Machinery and Tools, for a Technology or Trade or Course should be according to the list of Labs and Equipment, Machinery and Tools as notified in the approved Curricula.

15. Machinery, equipment and tools must be entered in inventory register duly signed by Owner or Principal of the institute.

16. The applicant institute will give an affidavit on Rs. 1200 stamp paper that it is **NOT-BLACKLISTED** by any private or Government Institutions or Authority duly signed by the owner or authorized signatory nominated by owner(s) of the institute or in case of Firm / Company/ Registered Body / Trust / Corporate Body /Society, the affidavit will be signed by the Signatory Authorized by the Board of Governors, Directors, Members or Partners etc. as the case may be. The applicant institute shall also certify that the institute and the management shall abide by all prescribed PSDA rules & regulations as per given sample.

17. After submission of ON-LINE Application and acceptance, inspection visit of the applicant Institute can be carried out and the Owner or authorized person will be informed about the inspection through SMS/ Telephone / E-mail etc. on given contact details of the applicant institute at least one day before the inspection

18. The applicant institute shall arrange Digital videography of the applicant institute to cover main entrance including approach from main road, surroundings, building, class rooms, labs, machinery, equipment, tools, computer equipment,

and any other parameters as per instructions of PSDA Inspection Committee at the time of Inspection and will hand over the video to the Convener PSDA inspection Committee for uploading on Registration portal.

19. Building Layout Plan will be physically verified by the Inspection Committee of at the time of inspection.
20. Request of change in Inspection schedule, except force-majeure, shall not be entertained.
21. Registration will be given to courses uploaded on PSDA's website.
22. The validity period of authorization of courses shall be one year, two years, and three years for short courses/G-III, two year/G-II and three year /DAE courses respectively (in case of 100% availability of machinery/equipment/tool) or as specified in the Registration Certificate otherwise.
23. The Institute is required to display "Registration Certificate" at prominent place in Principal's Office.
24. Surprise visit of Registered Institutes for Evaluation of their Performance will be carried out without any Prior Notice by the PSDA Lahore.
25. The sign up and registration fee shall be deposited or paid by the Applicant in the notified bank account or through online payment mode and its receipt shall be uploaded on the Web-Based Portal (if required).
26. The Registration fee once deposited shall only be considered for that specific purpose for which it was deposited. Registration fee is **Non-refundable / Non-transferable**. Details of fee are as under:

Sr. No.	Description	Fee (PKR)
1	Sign-up Fee	2,000
2	Application Processing Fee	1,000
3	New/ 1 st or 2 nd or Change of Address of Registration (Technical) (up to 3 technologies)	25,000
4	New/ 1 st or 2 nd or Change of Address of Registration (Vocational) (up to 5 Courses/Trades)	18,000
5	Additional Fee per Technology/Trade/Course/(New/1 st or 2 nd)	8,000
6	Enhancement of seats (All Streams)	18,000
7	Renewal of Registration (Technical) (up to 3 Technologies)	12,500
8	Renewal of Registration (Vocational) (up to 5 courses)	9,000
9	Renewal Fee for every additional Technology/Trade/Course	4,000
10	Change of Name / Ownership (all streams)	10,000

27. Amendment in Particulars of Registrations:

- i. Any change or correction or addition or deletion in the Registration particulars shall be deemed to be an amendment in the Registration application.
- ii. An Applicant shall file an application before the Authority mentioning all the reasons and justifications for such change.
- iii. Any amendment in the Registration may be carried out by applying along with processing fee, as notified by the Authority from time to time.
- iv. Management of the Institute shall submit Building Layout Plan of New Building as required in above, along with Receipt of prescribed Fee for Change of Address to PSDA before changing the building.
- v. After obtaining the Provisional Permission from PSDA, Management of the Institute can change the building.
- vi. After shifting to new premises, the management shall inform so that PSDA Inspection team may visit the Institute for formal proceeding.
- vii. Application for Change of Address of institute will only be entertained within the Same City, where the institute is situated.
- viii. Application for Change of Address to any other City or District will not be entertained.

28. **2nd Inspection:** In case of rejection of application after 1st Inspection, the applicant Institute can apply for 2nd Inspection (after depositing prescribed fee again), within 30 days of receipt of rejection letter, for removal of deficiencies mentioned in Rejection Letter.

29. **Appeal:** After rejection of the application after 2nd inspection, the applicant Institute shall have the right of "appeal" before the "Appellate Authority", within 30 days of receipt of 2nd rejection intimation.

PSDA