



International Safety Management Council

APPLICATION FORM FOR AFFILIATION /REGISTRATION OF INSTITUTE

INSTITUTE

- 1 Name of Institute _____
- 2 Location and Address _____

- a. Phone No. _____ b. E-mail _____
- c. Web site _____
- 3 Name of Head of Institute _____
- a. Phone No. _____ b. Cell No. _____
- 4 Date of inception _____
- 5 Date of commencement of classes _____
- 6 Is the Institute registered by any regulatory authority/body? _____
- 7 Does the Institute possess its own building or hired building? _____
- 8 Please attach a copy of building plan (Attested)

MANAGEMENT

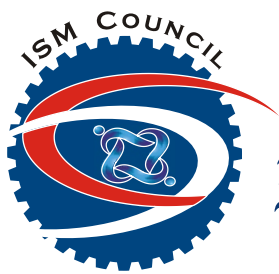
- 1 Is the Managing Body Registered? _____
- 2 Name and address of the Manager/Secretary of the Managing Body. _____
- 3 Is the Head of the Institute a member of the managing Body? _____

4 **Please Attach:**

- * A list of members of Managing Body.
- * A copy of constitution/ rules of business (if any)

TRADE & COURSES

- 1 Name of Trades/Courses & duration for which registration is applied *(Attachment-I)*
- 2 Nos of trainees to be trained in each course/trade _____



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CLASSROOMS / WORKSHOPS

- 1 Nos. and size of Workshops/Laboratories- trade wise *(Attachment-II)*
- 2 Nos and size of classrooms-trade wise *(Attachment-III)*
- 3 Nos. and type/specifications of computers. *(Attachment-IV)*
- 4 No. of student in each Room/workshop-trade wise.
Please provide layout diagram *(Attachment-V)*

EQUIPMENT & TOOLS

- 1 Please provide detailed list with size, capacity, specifications and Nos. of equipment/tools available in each trade. *(Attachment-VI)*

STAFF

- 1 List of staff with their qualifications and experience. *(Attachment-VII)*
- 2 Are the Teachers/Instructors employed through written agreement? *(Attachment-VIII)*
- 3 Statement showing salary, scales of pay and allowances for teachers /instructors. *(Attachment-IX)*
- 4 Service Rules and Regulations, if any. *(Attachment-X)*
- 5 Is there any capacity building programme for Teachers/Instructors? _____

FINANCES

- 1 Does the Institute posses sufficient amount in Endowment Fund?
Please state the balance available in the Fund *(Attachment-XI)*
- 2 Are the receipts in the name of the Institute? *(Attachment-XII)*
- 3 What are the sources of annual income and assets of the Institute? _____
- 4 What will be the expected annual income from fee? _____
- 5 What is the annual total expenditure of the Institute? _____
- 6 What is the admission/registration fee charged per trainee (Trade wise)? _____
- 7 What is the monthly fee charged per trainee (Trade wise)? _____

RESEARCH & DEVELOPMENT

- 1 Does the Institute have any R&D Programme? _____
- 2 If yes, what are the dissemination and utilization of R&D outputs? _____



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PHYSICAL FACILITIES

Comments (if any)

1	Library		
2	Washrooms/bathrooms		
3	Fire fighting equipment		
4	Medical Aid		
5	Any other		

STUDENTS SUPPORT

Comments (if any)

1	Uniform		
2	Guidance Counselor		
3	Any other		

TEACHING & LEARNING

Please provide the following documents

Comments (if any)

1	Prospectus		
2	Students registration form		
3	Syllabus		
4	Instruction manuals		
5	Teaching methods and techniques		

Seal of Institution

Name & Signature
Head of the Institute