

SCHEDULE
APPLICATION FORM

Form – I
{Rule 3(1)}

To
The Registering Authority,

Sub: Registration of Private Coaching Institutes under The Manipur Coaching Institute (Control & Regulation) Act, 2017.

1. Name of the Institute:
2. Date/ Year of establishment:
3. Address:
4. Name of the owner/ Manager
5. Contact No.
6. Enrolment in the Institute(*May attach a separate sheet*):

Sl. No.	Class/ Course	No. of Boys	No. of Girls	Total
1				
2				
3				
Grand Total				

7. No. of existing classrooms =/ other rooms =
8. Details of Tutors/ teachers(*may attach a separate sheet along with their educational documents*):

Sl. No.	Name	Date of Birth	Class/ Course taught	Educational qualification	Subjects Studied	Teaching Experience	Date of appointment to the institute
1							
2							
3							

9. Whether there is Prospectus, mentioning different curriculum and duration of course(s) along with tuition fees
10. Whether it is mentioned in the Prospectus the number of lectures, tutorials, group discussions, etc.
11. Whether admission register, indicating detailed particulars of students maintained:

APPLICATION FORM FOR RENEWAL

Form – II

{Rule 3(1)}

To

The Registering Authority

**Sub: Renewal of registration of Private Coaching Institutes under The Manipur
Coaching Institute (Control & Regulation) Act, 2017.**

1. Name of the Institute:
2. Registration No.:
3. Registration valid up to:
4. Address:
5. Name of the owner/ Manager
6. Contact No.
7. Enrolment in the Institute(*May attach a separate sheet*):

Sl. No.	Class/ Course	No. of Boys	No. of Girls	Total
1				
2				
3				
Grand Total				

8. Details of Tutors/ teachers(*Attach a separate sheet along with their educational documents*):
Encl:

- a) Copy of registration certificate;
- b) Certificate of Society Registration, wherever applicable;
- c) Sanitary Certificate issued by the Municipality;
- d) Fire safety certificate issued by the Director, Fire Service Department;
- e) Building safety certificate issued by an Engineer of Education Engineering Wing/ PWD;
- f) Photographs of the Institute including classrooms, teachers, drinking water facilities, toilets, urinals, furniture, fire safety equipment, etc.

Signature:

Place/ Dated:

Name of Owner/ Manager:.....