

## APPLICATION FORM FOR RENEWAL

Form – II  
{Rule 3(1)}

To

The Registering Authority,  
Directorate of Education(S), Lamphelpat, Imphal.

**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				
<b>Grand Total</b>				

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 Municipal;
- 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: .....

## FORM FOR SUBMISSION OF ENQUIRY REPORT

Form – III  
{Rule 3(4)}

Name of the Coaching Institute :

Address :

Date of Inspection :

Inspected by, Name & Designation:

1. Status of ownership of land :
2. Status of Registration of the Institute under Manipur Societies Registration Act, 1969 :
3. Details of Infrastructure:
  - (i) Classrooms (number and size to be indicated)
  - (ii) Furniture (type and number to be indicated)
  - (iii) Learning Teaching Aids
  - (iv) Lighting
4. Fire Safety:
5. Building Safety and suitability:
6. Sanitary Toilets and Drinking Water Facility:
7. Recommendation:

Signature of Inspecting Officer