



# AIMS INTERNATIONAL VIRTUAL UNIVERSITY

(A Federal & Provincial Government recognized Institute)

A project of AIMS Preparations International Education Assessments (PVT)Ltd (Incorporated by Securities & Exchange Commission of Pakistan Under SECP Companies Act, 2017(XIX of 2017). SECP Incorporation Reg. No. 0186236

Annexure - 1

## EXPRESSION OF INTEREST FOR OPENING OF STUDY CENTER

### Personal Profile of Head of Institution

- Name: \_\_\_\_\_
- Father Name: \_\_\_\_\_
- Gender: Male ☐ Female ☐
- CNIC No: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Latest Qualification: \_\_\_\_\_
- Contact Information:
  - Phone Number: \_\_\_\_\_
  - Mobile Number: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Photo ID Proof: Driving License ☐ Passport ☐ ID Card ☐

Latest Color Photograph in  
Passport Size of the Head  
of Institution

### Institution Profile

- Name of institution: \_\_\_\_\_
- Year of Establishment: \_\_\_\_\_
- Type of Institution:
 

|         |                          |                        |                          |                     |                          |
|---------|--------------------------|------------------------|--------------------------|---------------------|--------------------------|
| Trust   | <input type="checkbox"/> | Cooperative Society    | <input type="checkbox"/> | Partnership Firm    | <input type="checkbox"/> |
| Society | <input type="checkbox"/> | Autonomous Institution | <input type="checkbox"/> | Proprietorship Firm | <input type="checkbox"/> |
| Company | <input type="checkbox"/> | College UG/PG &Above   | <input type="checkbox"/> | Govt. Organization  | <input type="checkbox"/> |

(Tick Most Appropriate)

Enclose Necessary Details and proofs

Others \_\_\_\_\_
- Full Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

District: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

- Official Communication:
  - Phone Number: \_\_\_\_\_
  - FAX: \_\_\_\_\_
  - Mobile Number: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Website: \_\_\_\_\_

**Fill the following and enclose proper Proof:**

6. Premises Details: Owned ☐ Rented ☐
7. Total Carpet Area of institution (Sq. Ft.): \_\_\_\_\_
8. Total Site Area of Institution (Sq. Ft.): \_\_\_\_\_
9. Ready for Operations: Yes ☐ Not Yet ☐
10. Internet Connectivity: Leased Line ☐ Broadband ☐ Dial-Up ☐ Speed \_\_\_\_\_
11. Details of Computers ( Add Additional Sheet if Required ):

| Type                   | Processor | RAM | HDD | Network (Y/N) | Internet (Y/N) | WebCam (Y/N) | Quantity |
|------------------------|-----------|-----|-----|---------------|----------------|--------------|----------|
| Server Computer Type A |           |     |     |               |                |              |          |
| Server Computer Type B |           |     |     |               |                |              |          |
| Client Computer Type A |           |     |     |               |                |              |          |
| Client Computer Type B |           |     |     |               |                |              |          |
| Client Computer Type C |           |     |     |               |                |              |          |
| Client Computer Type D |           |     |     |               |                |              |          |

12. Infrastructure Details: Generator ☐ LCD Player ☐ FAX ☐ Photo Copier ☐ Projector ☐

| Sr. No | Other Infrastructure                               | Units | Area (Sq. Ft.) | Seating Capacity |  |
|--------|--|-------|----------------|------------------|--|
| 1      | Training / Class Rooms                             |       |                |                  |  |
| 2      | Library (Total Books: _____)                       |       |                |                  |  |
| 3      | Reading Room / Conference Room / Audio Visual Room |       |                |                  |  |
| 4      | Administrative Area / Counseling Rooms             |       |                |                  |  |
| 5      | Lab Room   |       |                |                  |  |
| 6      | Service Area – Toilets etc.                        |       |                |                  |  |
| 7      | Other: Lawn  |       |                |                  |  |

(Add Additional Sheet if Required)

13. Technical and Administrative Staff Details:

Enclose list of all Staff Members in following format:

|  |
|--|
| Name   Father's Name   Date Of Birth   Gender   Academic Qualification   Experience ( Technical & non Technical both )   Level of Association (Full Time / Part Time / Visiting Faculty )   Key Skills |
|--|

Name of the Centre Coordinator: \_\_\_\_\_

Designation: \_\_\_\_\_ Qualification: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ eMail: \_\_\_\_\_

### DECLARATION

We certify that the particulars furnished above or in the preceding pages are true to best of our knowledge and express our willingness for an inspection of the infrastructural facilities, qualified staff etc. We declare that the institute will abide by all the rules and directions of AIMS Virtual Campus given time to time. We are ready to work under the supervision of the Network Advisor of the AIMS VI and their Regional Office. In case any Information furnished by us is found wrong or incomplete in any regard, we shall be bound to any decision taken by AIMS VI. I hereby confirm that I will regularly visit/login website namely [www.alliedinstitutes.edu.pk](http://www.alliedinstitutes.edu.pk) and the AIMS VI website [www.aimsivu.com](http://www.aimsivu.com) and any information relevant to my students / programs and other rules & Regulations change will be received by me from above-said websites. Further, I will never claim any information officially or unofficially in hard copy format. Therefore, only I will be responsible for all types of consequences, if I don't visit/login the said websites.

Seal & Signature of the Head of Institution

Seal & Signature of the Center Coordinator