



Check List of Documents Required For Proposed Training Provider

S NO	REQUIRMENTS	Enclosed	
		yes	No
1.	Details of Registration of the Institute/Society/Trust/lmt/pvt ltd/ etc		
2.	List of the Members (With Address & Phone No.) of the Management Committee. *		
3.	Description of Fire Safety Lab Facility *		
4.	Description of Computer Lab Facility * Total No. of <ul style="list-style-type: none">• Computers/Other Facility• Internet connectivity• Lan• Availability of software• Others		
5.	Resumes_of the head of the centers ,_Experts/Proposed Guides faculty per program along with Photograph & attested Certificates		
6.	Photographs of the Institute (including exterior view of Building, Classrooms, Library, computer Labs, Reception etc.)		
7.	Broachers of the courses currently offered by the Institutes		
8.	Enrollment figures for the last 1-3 years for various courses (if any)		
9.	Details of Library Facilities As per specifications: Journals : Area : Total No. of Books : No. of Books related to the Programme proposed : General Observation :		
10.	Resumes of Proposed Counselors (along with Photograph & Certificates) No. of counselors : Full time : Part time : Qualifications as per norms: Average working experience :		
11.	Proof of the Infrastructure : (1) OWN (2) RENT (3) LEASE		