

Check List of Documents Required For Proposed Training Provider

Note: Kindly provide all the documents on letter head of Institute

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

★ Note All documents should be Seal & Signed by the Centre Head.

