

Checklist of Documents to be Submitted:

1. Faculty Profile:

- a. The details of the Faculty should be provided as per criteria given under 5(x) of the Handbook of Accreditation
- b. Adequate, as per criteria given under 5(x) of the Handbook of Accreditation (Photocopy of Degree/Diploma should be attached)
- c. Bio-data of the Faculty along with photograph should be attached.

2. Hardware/Equipments:

- a. Details of Equipment/Hardware as per course requirements should be attached.
- b. All Hardware should be owned by the institute for which supporting documents (copies of bills) must be submitted.
- c. Must have proper Power back up; there should be Generator/UPS or any other similar arrangement to ensure uninterrupted power supply must be there. Documents/Photographs should be attached showing power backup facility.

3. Legal Status:

- a. Documents showing Institute in Class A or Class B should be attached.
- b. Copy of "Certificate of Registration" of the institution issued by "Government Authorities" should either legible or consistence with entry against the name of Training Institute.
- c. Please send legal documents to establish that _____ is a unit/division of _____.

4. Financial Profile:

- a. Financial Statement (balance sheet, profit & loss a/c, etc.) certified by CA in the name and address of the institute should be submitted.
- b. Copy of PAN should be submitted.
- c. Copy of Service Tax Registration should be submitted.

5. Evidence of Operation of the Institute for at least Two years:

- a. Kindly send attested photocopies of the advertisement released in the News Paper/Government Order/Certificates etc. indicating name and

date for training programme to evident the two year existence of the institute.

6. Address:

- a. Send photocopy of title Deed of ownership/proof of lease/Rent Agreement of Premises where the course is to be conducted.
- b. Premises Lease Deed/Rent Agreement is going to expire. Should be for a longer duration. Send copy of renewal / extension of Lease Deed/Rent Agreement.
- c. The address in the Deed/Lease/Rent Agreement of the premises is different from that of the institute address in the application.

7. Library:

- a. List of course related books available in library should be submitted.

8. Infrastructure:

- a. Details about the Class room area, Lab area etc. as per criteria given under 5(ix) of the Handbook of Accreditation should be submitted.
- b. Photographs showing Class Room, Lab, and Amenities etc. should be attached.

9. General:

- a. Signature in the application and all attachments/enclosures should be that of the owner/CEO of the institution.
- b. All the pages and supporting documents should have seal of the Institution.

10. Drafts/Fees:

- a. Provisional Accreditation Fees including Service Tax should be submitted.

11. Course Name:

- a. Applied course should be found in approved list of NIELIT courses.