

**Appendix V**

**Check List**

<b>Section 1 – Institution and Management profile and Organisational Governance</b>		
	Registration Certificate of Trust/ Society	
	NSDC partner Certificate	
	Copy of Accreditation Certificate of Other SSCs	
	Profile of the Management	
	Profile of the Operation Head and Accreditation Coordinator (along with copies of the appointment letters wherever applicable)	
	Copy of Recognition Certificate	
	Operation Manual	
	HR Policy	
<b>Section 2 - Financial Performance</b>		
	PAN card Proof	
	TAN Number proof	
	Audited Balance Sheet of previous year	
	IT Return of last three years	
	Proof of Grant received in last three years	
	Business Plan with Financial flow chart	
<b>Section 3 – Training Operations</b>		
	Staff Particulars and their appointment letters	
	Training detail of Staff	
	A List of trainees trade-wise in excel sheet passed out in last year	
	Profile of the Trainers / Teachers (along with copies of the appointment letters wherever applicable)	
	Curriculum Format	
	Content	
	Proof of Formative Assessments	
	TDP Format	
	MOUs with Industry	
	Industrial Training process manual	

	Visitor Register (Gate Register)	
	Student Daily Entry and Exit Register (Gate Register)	
	Student Attendance Register	
	Staff and Teacher attendance register	
	Stock register / record	
	Placement register / record	
	Fee received records	
	Time table for each running batch	
<b>Section 4 – Infrastructure Requirement</b>		
	Rent/Lease Agreement	
	Building Approval Document	
	Blue Print of the facility	
	Drinking Water proof	
	Fire Safety Proof	