

CHECK-LIST

DOCUMENTS REQUIRED FOR CENTRE

- Filled Centre Registration Form
- Undertaking on Letter Head
- PAN, TAN and IT Return (Last Financial Year)/Audit Report
- Registration Certificate of Trust/Society
- Center Lease Agreement/Ownership proof
- Resume of Faculty for Training
- Academic Certificate of Trainer/Faculty
- Bank Statement of Faculty
- Trainer/Faculty pic and Photo ID
- Drinking Water Facility Affidavit on letter head
- Fire Safety Affidavit on letter head
- Photographs Center Front View
- Photographs Center inside View
- Photographs all Classroom
- Photographs Lab
- Owner Photo ID Proof
- Center Electricity/Telephone Bill

DOCUMENTS REQUIRED FOR STUDENTS

- Enrollment Form (Completely filled with photo)
- Student Undertaking form (Bank Auto Debit)
- 5 color photograph
- 5th/10th Certificate (Marks sheet, Passing Certificate)
- Any other qualification certificate
- Unique identity card no.(Adhaar Card)
- Excel Sheet (Detail of Student)