

CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR REGISTRATION

S. No.	Title of document/ Evidence attached for	Status of availability	Document Attached Yes/ No	Remarks (if any)
1.	List of all faculty members stating their terminal qualification			
2.	CV/ Resume of each faculty member			
3.	Copy of terms of agreement between the school/ institution and employees (faculty and administrative staff)			
4.	List of administrative staff employed by the school/ institution (<i>with designations</i>)			
5.	Copy of salary slips issued to employees			
6.	School/ Institution's Curriculum Policy			
7.	Certificate of Registration with Examination Board (Internal/ External) <i>i.e. BISE/ CIE/ PLC etc.</i>			
8.	Property Documents: Attested copy of Ownership Deed/ Lease Agreement/ Rent Agreement			
9.	Declaration of Ownership/ Partnership Copy of Ownership/ Partnership Deed duly Registered at Registrar's Office (attested by Notary Public)			
10.	School map (floor-wise)			
11.	List of allied facilities available on the premises (with picture of each facility)			
12.	List of reference books available in the library			
13.	List of E-Library and Journals (including E-Journals) subscriptions			
14.	List of equipment available/ installed in each science laboratory <i>*Please provide separate lists for each lab</i>			
15.	Copy of School/ Institution's fee structure and policy for annual increase			
16.	Copy of School/ Institution's Scholarship Policy			
17.	Record of School/ Institution's other sources of income (<i>except fees charged from students</i>)			
18.	Balance Sheet/ Statement of Financial Position of the School/ Institution (<i>for the preceding year</i>)			
19.	Financial Audit Report of the School/ Institution (<i>for the preceding year</i>)			
