

## List of Document (Check List)

Name of Institute:- \_\_\_\_\_

S.No:	Required Documents as per Standards	Received Documents	Missing Documents	Remarks
1.	The vision and mission statement			
2.	Minutes of meeting regarding vision and mission statement			
3.	Certification of Corporation / Association / Registration / Chartered is in place			
4.	Notification of affiliation from examination body is available			
5.	Planning and development policy			
6.	Minutes of meeting regarding meeting held with staff and stakeholders for planning and management of issues			
7.	The criteria for the selection of learners in the program as per Government recruitment policy.			
8.	Academic calendar			
9.	Institutes prospectus/brushers for academic program			
10.	Plan for Orientation program and pictures of orientation			
11.	Course Outline Subject wise			
12.	Result of entry tests for the program			
13.	The scheme of studies			
14.	NPST Booklet			
15.	Curriculum guidelines			
16.	Portfolio of students			
17.	Mentoring mechanism			

18.	Approved map of building (size of each classroom, hall etc)			
19.	List of library books			
20.	Resource room (learning corners for example numeracy, language, early exploration, art corners)			
21.	Moveable furniture			
22.	Boundary wall			
23.	Separate restroom for male and female			
24.	Clean drinking water (Picture)			
25.	Size of Outdoor/ indoor play area			
26.	List of computer hardware and software			
27.	Security guard			
28.	CCTV camera			
29.	Security alarm			
30.	Participants/learners information procedure and record.			
31.	Procedure of the assessment of the program.			
32.	Procedure of certification of the program.			
33.	Procedure for tracking and enabling the learners to achieve the program objectives.			
34.	Mentoring (Counseling) guidelines.			
35.	Financial records/statements of account			
36.	The CV file along with academic documents of trainers for this program.			
37.	The appraisal reports of trainers.			

38.	The minutes of the meeting for review and updating of this program.			
39.	The guidelines for assessment.			
40.	The procedure and criteria for assessment.			
41.	The strategies for assessment.			
42.	Evaluation procedure/system			
43.	Evaluation reports			
44.	Quality Assurance observation reports			
45.	Trainer Feedback questionnaire			
46.	Teachers work plan /time table			
47.	Internship/practicum record (notified schools, portfolio teachers)			
48.	Research policy			
49.	Research publication and reports			
50.	Mini research topics/ list			