

## CHECKLIST FOR ADP PROGRAMME

Name of the College: \_\_\_\_\_

Sr.#	REQUIRED DOCUMENTS	YES / NO	PAGE #
1	A letter from the Concerned DE (C) about the submission of the case.	<input type="checkbox"/>	<input type="checkbox"/>
2	Recommendations from the Inspection Committee	<input type="checkbox"/>	<input type="checkbox"/>
3	Original Bank Challan of Registration Fee/ Inspection fee deposited in the National Bank of Pakistan under the Head of Account "C-02818-EDUCATION-OTHERS" amounting to <b>Rs.10,000+ 2000=12,000/-</b> for New Registration & <b>Rs. 2,000/-</b> for <b>Extension in Registration.</b>	<input type="checkbox"/>	<input type="checkbox"/>
4	Verification of Bank Challan of Inspection fees.	<input type="checkbox"/>	<input type="checkbox"/>
5	College Management Information System (CMIS) form signed by the Principal and Countersigned by the DDC.	<input type="checkbox"/>	<input type="checkbox"/>
6	Specimen Signature of the Principal in Triplicate attested by the Concerned DDC.	<input type="checkbox"/>	<input type="checkbox"/>
7	Security Arrangement Certificate Countersigned by the Concerned DDC	<input type="checkbox"/>	<input type="checkbox"/>
8	Building Fitness Certificate issued by the Government Building Department.	<input type="checkbox"/>	<input type="checkbox"/>
9	Sanitation Certificate issued by the Health Department.	<input type="checkbox"/>	<input type="checkbox"/>
10	Facility of Playground or Certificate/Permission to use Playground issued by the Head of any Corporation or a Private Club/Stadium for the students of the college (which registration is applying).	<input type="checkbox"/>	<input type="checkbox"/>
11	Attested Copy of certificate of registration of the Society/Corporate/Company/Trust along with a list of Board of Directors & Copy of its MOU under which the institute is being run.	<input type="checkbox"/>	<input type="checkbox"/>
12	Franchise Certificate in case of Famous Group of Colleges.	<input type="checkbox"/>	<input type="checkbox"/>
13	Ownership Certificate/ Rent Deed.	<input type="checkbox"/>	<input type="checkbox"/>
14	Map of the Building (Designed and duly signed & stamp).	<input type="checkbox"/>	<input type="checkbox"/>
15	List of Books for each Programme.	<input type="checkbox"/>	<input type="checkbox"/>
16	List of Teaching Staff.	<input type="checkbox"/>	<input type="checkbox"/>
17	Attested Photocopies of the Degrees & Appointment letters along with the CNIC of Teaching Staff.	<input type="checkbox"/>	<input type="checkbox"/>
18	List of Labs.	<input type="checkbox"/>	<input type="checkbox"/>
19	List of Lab Equipments.	<input type="checkbox"/>	<input type="checkbox"/>
20	Availability of Computer Lab- At least 25 Computers.	<input type="checkbox"/>	<input type="checkbox"/>
21	Availability of Class Rooms - At least 2 for each Discipline.	<input type="checkbox"/>	<input type="checkbox"/>
22	List of Non-Teaching Staff along with appointment letters/degrees & salary of the staff- (Minimum RS= 17,500/- as announced the Punjab Government).	<input type="checkbox"/>	<input type="checkbox"/>
23	Affidavit for No Co-Education.	<input type="checkbox"/>	<input type="checkbox"/>
24	Class wise & Teacher wise Timetable.	<input type="checkbox"/>	<input type="checkbox"/>
25	Statement of Present Enrollment in feeding classes & Proposed Enrollment for BS-FYDP.	<input type="checkbox"/>	<input type="checkbox"/>
26	Attested Photocopy of the CNIC of the OWNER of the College/Institution.	<input type="checkbox"/>	<input type="checkbox"/>
27	College Email Address.	<input type="checkbox"/>	<input type="checkbox"/>

DEPUTY DIRECTOR (C)

DIRECTOR OF EDUCATION (C)