

**CHECKLIST FOR BS FOUR YEAR DEGREE PROGRAMME**

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

Sr.#	REQUIRED DOCUMENTS	YES	NO
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+ 4000=14,000/- for New Registration &amp; Rs. 4,000/- for 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	BS Four Year Degree Program Proforma.	<input type="checkbox"/>	<input type="checkbox"/>
8	Provision of Rational to start BSFYDP for each Discipline.	<input type="checkbox"/>	<input type="checkbox"/>
9	Security Arrangement Certificate Countersigned by the Concerned DDC	<input type="checkbox"/>	<input type="checkbox"/>
10	Building Fitness Certificate issued by the Government Building Department.	<input type="checkbox"/>	<input type="checkbox"/>
11	Sanitation Certificate issued by the Health Department.	<input type="checkbox"/>	<input type="checkbox"/>
12	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"/>
13	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"/>
14	Franchise Certificate in case of Famous Group of Colleges.	<input type="checkbox"/>	<input type="checkbox"/>
15	Ownership Certificate/ Rent Deed.	<input type="checkbox"/>	<input type="checkbox"/>
16	Map of the Building (Designed and duly signed & stamp).	<input type="checkbox"/>	<input type="checkbox"/>
17	List of 500 different titles of Books for each Discipline.	<input type="checkbox"/>	<input type="checkbox"/>
18	At least 2 Local Subscribed Journals for each Discipline.	<input type="checkbox"/>	<input type="checkbox"/>
19	List of Teaching Staff- At least 2 M.PHIL or 1 PHD for each Discipline.	<input type="checkbox"/>	<input type="checkbox"/>
20	Attested Photocopies of the Degrees & Appointment letters along with the CNIC of Teaching Staff.	<input type="checkbox"/>	<input type="checkbox"/>
21	List of Labs.	<input type="checkbox"/>	<input type="checkbox"/>
22	List of Lab Equipments.	<input type="checkbox"/>	<input type="checkbox"/>
23	Availability of Computer Lab- At least 25 Computers.	<input type="checkbox"/>	<input type="checkbox"/>
24	Availability of Class Rooms - At least 4 for each Discipline.	<input type="checkbox"/>	<input type="checkbox"/>
25	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"/>
26	Class wise & Teacher wise Timetable.	<input type="checkbox"/>	<input type="checkbox"/>
27	Statement of Present Enrollment in feeding classes & Proposed Enrollment for BS-FYDP.	<input type="checkbox"/>	<input type="checkbox"/>
28	Attested Photocopy of the CNIC of the OWNER of the College/Institution.	<input type="checkbox"/>	<input type="checkbox"/>
29	College Email Address.	<input type="checkbox"/>	<input type="checkbox"/>

DEPUTY DIRECTOR (C)

DIRECTOR OF EDUCATION (C)