

| ✓ | Required Document                                     | Mandatory     | Remarks                                                                                       |
|---|-------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------|
| ✓ | Organization Registration Certificate                 | Yes           | Registration Certificate of the Organization/Institution                                      |
| ✓ | PAN Card                                              | Yes           | Organization PAN                                                                              |
| ✓ | GST Registration Certificate                          | Yes           | GST Registration, wherever applicable                                                         |
| ✓ | TAN Details                                           | If Applicable | Mention in application form                                                                   |
| ✓ | Audited Financial Statements (Last 3 Financial Years) | Yes           | Audited Balance Sheet, P&L and Audit Report                                                   |
| ✓ | Organization Profile                                  | Yes           | Brief profile including vision, activities and expertise                                      |
| ✓ | Infrastructure Details                                | Yes           | Training centre details, classrooms, labs, machinery, IT facilities, safety arrangements etc. |
| ✓ | Details of TSC Certified Trainers                     | Yes           | Trainer profiles, certifications and allocated job roles                                      |
| ✓ | Trainer Qualification & Experience Records            | Yes           | CVs, qualifications and experience certificates                                               |
| ✓ | Relevant Experience Certificates                      | Yes           | Skill development/training experience certificates                                            |
| ✓ | Government Skill Development Scheme Experience        | If Applicable | NSDC/MSDE/State Government/CSR project experience                                             |
| ✓ | Placement Records (Last 3 Years)                      | If Applicable | Placement data with employer details                                                          |
| ✓ | Industry Partnership Details                          | Recommended   | MoUs, employer tie-ups, apprenticeship partners                                               |
| ✓ | Affiliation/Recognition Certificates                  | If Applicable | NSDC, SSCs, Government, AICTE, UGC or other affiliations                                      |
| ✓ | Multiple Training Centre Details                      | If Applicable | State-wise/District-wise training centre list                                                 |
| ✓ | Details of Grants Received (Last 3 Years)             | If Applicable | Government or other institutional grants                                                      |
| ✓ | Professional Staff Details                            | Yes           | Administrative staff and management team details                                              |
| ✓ | Operations Manual                                     | Recommended   | Organization structure, trainer profiles, SOPs                                                |

|   |                                              |               |                                                                      |
|---|----------------------------------------------|---------------|----------------------------------------------------------------------|
| ✓ | Training Content & Delivery Documents        | Recommended   | Training manuals, PPTs, delivery plans, assessment methodology       |
| ✓ | Administrative & Compliance Documents        | Yes           | HR policies, statutory compliances, faculty development records      |
| ✓ | Health & Safety Compliance Documents         | Yes           | Fire safety, health policy, safety equipment certifications          |
| ✓ | Library & Learning Resource Details          | Recommended   | Student learning resources                                           |
| ✓ | Quality Assurance & Feedback System          | Recommended   | Feedback forms, complaint redressal mechanism, review process        |
| ✓ | Management Review Records                    | Recommended   | Internal review meetings and action reports                          |
| ✓ | Content Development Capability Details       | If Applicable | In-house curriculum/content development evidence                     |
| ✓ | Statutory Declarations                       | Yes           | As prescribed by TSC                                                 |
| ✓ | Declaration of Non-Blacklisting              | Yes           | On organization's letterhead in prescribed format                    |
| ✓ | Self Declaration of Information Authenticity | Yes           | Signed declaration confirming correctness of information             |
| ✓ | Any Additional Documents Required by TSC     | As Required   | Any clarification or supporting document requested during evaluation |