

CHECKLIST FOR BS FOUR YEAR DEGREE PROGRAMME

Name of the College: _____

Subject

Address _____

Sr.#	REQUIRED DOCUMENTS	YES	NO
1	A filled application form		
2	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 \=100,000/-.		
3	Verification of Bank Challan of Inspection fees.		
4	College Management Information System (CMIS) form signed by the Principal		
5	Specimen Signature of the Principal in Triplicate.		
6	Provision of Rational to start BSFYDP for each Discipline.		
7	Security Arrangement Certificate Countersigned by the SHO of local police Station		
8	Building Fitness Certificate issued by the Government Building Department.		
9	Sanitation Certificate issued by the Health Department.		
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.		
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.		
12	Franchise Certificate in case of Famous Group of Colleges.		
13	Copy of ownership / rent Deed along with a copy of fard or PT-10 of property tax or any other proof of ownership of property.		
14	Map of the Building signed by the building department. (Designed by the Architect under his Signature & Stamp)		
15	List of at least 250 different titles of Relevant Books for each Discipline.		
16	At least one Local/International Subscribed Journal for each Discipline.		
17	List of Teaching Staff as per criteria of BS 4 Year degree programme - At least 1 PHD or 2 M. PHIL for each Discipline.		
18	Attested Photocopies of the Degree/Certificates of the teaching/ non-teaching staff along with CNIC.		
19	List of Labs.		
20	List of Lab Equipments.		
21	Availability of Computer Lab- At least 25 Computers.		
22	Availability of separate computer /IT Labs in case of BSCS/BSIT discipline.		
23	Availability of minimum 03 Class Rooms for each discipline.		
24	List of Non-Teaching Staff along with appointment letters/degrees & salary of the staff- (Minimum RS= 30,000/- as announced the Punjab Government).		
25	Class wise & Teacher wise Timetable.		
26	Proposed Enrollment for BS-FYDP.		
27	Attested Photocopy of the CNIC of the OWNER of the College/Institution.		
28	College Email Address.		
29	Bank Salary Transaction proof of the Employees		
30	A copy of registration certificate for other programs issued by DPI office		

It is certified that all the above said documents have been attached to the application

Signature of Principal-----

Name of the Principal-----

Principal's Stamp-----