



COUNCIL OF HUMAN RESOURCE EDUCATION DEVELOPMENT
(Incorporated Under The Legislation of Government of India)
(A Skills universe under AICTE Act, 1987)

Checklist

Due-diligence for prospective Training Institute

Vertical Name	
Vertical Anchor	CHRED Skills Universe
Prospective Training Institute	
City Name Category (A/B)	

Details of the payment made towards the Application fee	
Mode of Payment :	(* Kindly provide UTR number/Cheque number, whichever applicable)
Date of Payment :	

Part One

Sr. No.	CRITERIA	Remarks
1.	* Basic information form (as per attachment)	
2.	* MOA/ Partnership Deed/Trust Deed a. Year of inception b. Constitution of the Governing body (In case of addition/change of directors FORM 32).	
3.	*Lease Deed a. Permanent address & address of Activity b. Infrastructure facilities for training – ownership or lease agreement document for training premises	
4.	* Training facilities details, No. of: (If Any) 1) Training Centres & Location 2) Trainers, 3) Students trained & placed in the industry for the previous 3 years.	
5.	* Registration Certificate / Legal entity registration	

6.	* Board Resolution authorizing the signatory to sign the Agreement with CHRED	
7.	Share Holding Pattern	
8.	* Service Tax registration, if any (if yes, copy of certificate)	
9.	* Copy of valid PAN and TAN (if TAN is applicable)	
10.	* Acknowledgement of IT return along with IT return filed for previous 3 assessment years & audited accounts of latest 3 years	
11.	* Income Tax Exemptions available (Exceptions Pvt/Public Ltd Co.): 80G; Section 12AA; Sec 35; Others	
12.	* Audited Annual Accounts for previous 3 assessment years along with schedules & notes on account./ previous 3 years annual report	
13.	* Tie ups with industry partners, mention the partners (if any)	
14.	* Brief details of agreements with any other partner for training	
15.	* Any other business being carried on, details thereof	
16.	* Experience in the field of skill development training along with the specialization	
17.	* Declaration of any stake holding in other firms or companies	
18.	* Photographs of the facility	
19.	Any other information which would add value to the appraisal	

* Grounds of recommendation of Training Institute (to be filled by the Vertical anchor)		
i)	Has the vertical anchor Visited the prospective Training Institute?	
ii)	What are the infrastructure facilities available at the Training Institute? Is it an existing Training Institute or do they have to set up?	
iii)	What is the framework explained to the Training Institute? (explain in detail)	
iv)	Does the prospective Training Institute have previous training experience? If yes then a detailed report regarding the training is required on the letter head of the prospective Training Institute	
v)	Is the prospective Training Institute a start up? If yes then a letter of recommendation on the letter head of the Vertical Anchor	
vi)	Reputation of the prospective Training Institute in the adjoining areas. "(explain in detail) (eg: location of the Training Institute, the impression the locals have about the Institute, Is the Institute running any other courses, no. of students enrolled in those courses)	

Submitted by _____ on _____

Comments on Due-diligence:-

- 1) Status: Approved/ Rejected/Need for Additional Information.

2) Remarks (Please attach detailed report, if required):-

Approved by

Sr. No	Department	Signature	Date
1	Legal		
2	Finance		
3	Program Manager		

Part Two

S. No	Criteria	Remark
1.	Due Diligence Clearance	
2.	Agreement sent to part for review	
3.	Tripartite Video Call with Training Institute and Skill Knowledge Provider	
4.	Visit (Not Mandatory if Skype call is satisfactory)	
5.	Performance Guarantee Deposit	

Part Two - A

S. No.	Questionnaire for Video Call with Prospective HUB Partner	Remarks
1	Is the Hub Partner aware of their roles & responsibilities? a. Student Mobilization. b. Identify & Nominate a SKP c. SKP should be located within a radius of 50kms. d. Training facilities to be provided. e. Trainer Nomination.	
2	Does the Institute require any initial assistance form the Vertical Anchor to identify a SKP ? If Yes then what is the VA's response to it & how are they going to achieve the same?*	
3	Is the Institute aware of their revenue targets?	
4	Does the Institute have clarity on the framework ? (Explain the CHRED business model : VA-INSTITUTE-SKP)	
5	Does the Training Institute have clarity on courses that needs to be initiated? Whether a / Short Term Courses/ Skill enhancement courses? Is the Training Institute aware that it is mandatory to run at one Skill enhancement program?*	
6	Does the Hub Partner have clarity on Student Registration Process?	
7	Elaborate on the role of CHRED Skills Universe	
8	Are the minutes of the call documented and sent to the all parties on the call? (pl attach the email copy)	

Comments

Approved by:

Sr. No	Department	Signature	Date
1	Legal		
2	Program Manager		
3	Chairperson		