

## ELIGIBILITY CRITERIA

### 1. Owner/Person In charge

- Minimum age requirements: 25 years
- Minimum qualification: Bachelor's degree
- Experience: 2 to 3 years in education related field

### 2. Premises

- Minimum area: 500 sq. ft.
- Structure: Should be a permanent RCC structure
- Location: Should be ground or first floor premises, in a safe neighbourhood
- Structure must have occupation certificate/necessary permissions from municipal/local bodies

### 3. Facilities

- Classroom, Reception area, Practicals Room (if Required) and Separate toilets for Male & female
- Ventilation & Lighting – classroom should be well ventilated with adequate natural lig

### 4. Permits & Licences

- Business Registration Certificate
- Necessary Permits and Licences from local bodies, state bodies & central government bodies
- Health & fire licences as required under law

### 5. Safety

- Separate Toilets
- CCTV with recording storage (DVR)
- Safety grill to doors and windows
- First Aid – A well-equipped first aid kit should be readily available
- Staff should be trained in basic first aid and emergency procedures
- Fire safety – adequate fire extinguishers and clear evacuation routes
- Safe drinking water – provision of clean and safe drinking water

## DOCUMENT REQUIREMENTS

1. Owner: Brief Biodata, Photograph, Photo ID, Adhaar Card
2. Teachers: Biodata, Photographs, Photo ID's, Copies of Educational Documents
3. Premises: Rent Agreement or Electricity Bill in the name of Owner (If self owned)
4. Licences: GST registration certificate and Licences Permissions from local/state authorities