

BOARD OF INTERMEDIATE & SECONDARY EDUCATION SARGODAH.

**FORM OF APPLICATION
FOR
RECOGNITION OF INSTITUTIONS**

*Note:-1. The answer to each question should be clear and definite.
2. Please attach extra sheets where necessary.*

I.GENERAL

1 *Name of Institution & Telephone Number:-*

2 *Location and address :-*

3 *Date from which it is proposed to start classes:-*

4 *Classes for which recognition is applied:-*

5 *Subject for which recognition is applied:-*

II. MANAGEMENT

1 *Is the managing body registered?*

2 *Is the head of the institution a member of the managing body?*

3 *Name and address of the manager secretary of the managing body.*

4 *Attach:-
(a)A list of members of managing body.
(b)A copy of the constitution.*

III.STAFF

1 *Has the staff statement, showing their qualifications
and number, on prescribed form, been attached?*

2 *If no statement has been supplied what staff does
the institution proposed the appoint?*

3 *Are the teachers employed on written agreements ?*

4 *Are the teacher paid at least the minimum salary prescribed in the rules?*

5 *Is dearness allowance paid, what is the scale ?*

6 *Does the institution maintain provident fund or pension(or both) for teahcer?*

7 *What is the percentage of contribution made by the institution towards provident fund?*

8 *Are there any service rules, attach a copy?*

IV. FINANCES

1 *Does the institution possess the required amount of endowment fund ? (quote the number and amount of fixed deposit receipts and name of Bank).*

2 *Is the receipt in the name of the BISE Sargodha.*

3 *What are the sources of income of the institution?*
(a)Income from investment and property.
(b)Income from fixed donations.
(c)Expected annual income from fees.
(d)Any other source.

Total:-

4 *How has the expected annual income from fee been worked out?*

5 *What is the estimated annual total expenditure of the institution?*

6 *Do the income and expenditure Balance, if not how does the institution propose to balance it?*

V. BUILDING

1 *Is the plan of the building attached?*

2 *Does the institution possess buildings of its own?*

- 3

Are the buildings acquired on long lease for the minimum period of 50 years? If so a copy of the deed should be attached.
- 4

What is the number of class rooms?
- 5

What is the size of each class room?
- 6

Is there properly equipped staff room?
- 7

Is there a Hall Room for holding meetings, etc. of the institution?
- 8

Are the buildings fitted with electric lights?
- 9

Is the Head of the institution residing in or near the premises of the institution?

VI. HOSTEL

- 1

What provision has been made for the residence of students?
- 2

What is the maximum number of boarders which can be lodged in the hostel?
- 3

Is there a Common Room?
- 4

What is the arrangement for Medical Aid?
- 5

What are the qualification of the superintendent/warden?
- 6

Does the Superintendent/Warden reside inside or near the hostel?

VII. PLAY GROUNDS

- 1

Does the institution possess play grounds? give details.
- 2

Are the playgrounds near the institution or the hostel?

- 3

For what games has the institution made provision?
- 4

Has the institution employed a whole time physical instructor?
- 5

What are the qualifications of the physical instructor?
- 6

What is the arrangement for physicomedical examination of stdudents?
- 7

Is there a gymnasium and provision for athletics?

VIII.LIBRARY AND MUSEUM

- 1

What amount is proposed for allocation the library?
(a) Recurring
(b)Non-recurring
Total:-
- 2

What journals and news-papers is it is proposed to subscribe?
- 3

Has a librarian been employed?
- 4

What are the qualifications of the librarian?
- 5

How many students can be accommodated in the reading room?
- 6

What is the total number of books in the library?
- 7

Has the institution a Museum? Give detail.

IX.FURNITURE & EQUIPMENT

- 1

What amount is proposed to be spent on furniture?
- Recurring

Non -Recurring

X. LABORATORIES

- 1

What is the number and size of labortories and workshops?

2 *what accommodation is there in the laboratories
for each science subject?*

3 *Are laboratories and workshops properly equipped in accordance
with the list of apparatus supplied by the board?*

4 *what amount has been provided for the apparatus
in the following science subjects:-*

(i)For physics and chemistry.

(ii)For physiology & Hygiene.

(iii)For Drawing & painting etc.

(iv)For Biology.

(v)For Agriculture.

(vi)For History & Geography.

(vii)For Industrial Arts.

(viii)Miscellaneous.

XI. TUTION FEE

1 *What is the scale of tution fee for each class?*

2 *What is the fee for games Union Fund etc?*

XII. OFFICE ESTABLISHMENT

1 *What is the number of clerks employed?*

2 *How have the duties been allocated?*

XIII. DOCUMENTS TO BE ATTACHED

- 1

A list of members of Managing Body.
- 2

A copy of constitution of Managing Body.
- 3

Copy of the Registration Certificate of the Managing Body.
- 4

Copy of Rules, appointment salary, leave etc. of members of teaching and clerical staff.
- 5

Staff statement on prescribed form.
- 6

Fixed deposit receipt.
- 7

A plan of the buildings.
- 8

Deed of ownership of the land.
OR
A copy of the lease of buildings.
- 9

Report of the library on prescribed form.

Certified that:-
(i) The facts stated above are true to the best of my knowledge and belief.
(ii)The Management has agreed to abide by the Regulations and Rules of the Board.

**SIGNATURE OF
MANAGER OR SECRETARY**

Dated_____.

FORM FEE RS : 50/-

**OBAID ULLAH
(General Branch)**