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?
Are the teachers employed on written agreements?

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

Is dearness allowance paid, what is the scale?

Does the institution maintain provident fund or pension (or both) for teacher?

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

Are there any service rules, attach a copy?

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**IV. FINANCES**

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

Is the receipt in the name of the BISE Sargodha.

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:

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

What is the estimated annual total expenditure of the institution?

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

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**V. BUILDING**

Is the plan of the building attached?

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 physicomical examination of students?

7. Is there a gymnasium and provision for athletics?

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**VIII. LIBRARY AND MUSEUM**

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

2. What journals and newspapers 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.

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**IX. FURNITURE & EQUIPMENT**

1. What amount is proposed to be spent on furniture?

   Recurring       Non-Recurring

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**X. LABORATORIES**

1. What is the number and size of laboratories and workshops?
2. What is the scale of tuition fee for each class?

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 tuition 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.


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.


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)