

**APPLICATION FORM FOR ADMISSION TO THE PRIVILEGE OF RECOGNITION WITH
THE BISE KOHAT TO BE FILLED IN BY THE HEAD OF NON-GOVERNMENT OR
PRIVATELY MANAGED HIGH SCHOOL / COLLEGE**

Note:

- a. Recognition Fee @Rs.6,000/- to be remitted in the name of the Secretary, BISE Kohat deposited in the branch of NBP coming under the jurisdiction of BISE Kohat and original receipt attached with application.
- b. Rs.10,000/- to be deposited in the joint name of Chairman and the Head of Institution which will not at all be utilized and Fixed Deposit Receipt kept as a reserve fund for emergency or failure of institution.
- c. Provisional recognition granted for a specific period, shall lapse automatically at the end of the period for which it was granted. In case the head of institution desires extension in Provisional Recognition shall have to apply on plain paper to Secretary BISE Kohat and deposit extension fee of Rs.5,000/- and Rs.7,000/- for High and College respectively before the expiry of previous/last recognition otherwise the institution shall stand dis-affiliated.
- d. Inspection fee (for every inspection, if any) is Rs.3,000/-.

Note:

- I. The answer to each question should be very clear and definite.
- II. Please attach extra sheets where necessary.

I - GENERAL

1. Name of Institution: _____
2. Location and Address / Phone No: _____
3. Date from which it is proposed to start classes: _____
4. Classes for which recognition is applied: _____

II - ENROLMENT

1. Class-wise enrolment & Class/Subject in IX, X classes each during the session: _____

	IX & X CLASS SUBJECT		XI & XII CLASS SUBJECT	
	Enrolment in each Subject		Registration in each group	
	<u>Subject</u>	<u>Enrolled</u>	<u>Group</u>	<u>Registered</u>
1.	Urdu (Compulsory)	_____	Pre-Medical	-
2.	English (Compulsory)	_____	Pre-Engineering	-
3.	Islamiyat	_____	General Science	-
4.	Pakistan Studies	_____	Humanities	-
5.	General Science	_____	Theology	-
6.	Mathematics (Riazi)	_____		
	<u>Two Elective Subjects</u>			
	Each carrying 100 Marks From "Y"			
	List of Subjects to be taken only			
	one Subject from on Sub-Group.			
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

SCIENCE GROUP

In addition to fixed compulsory subjects, the following subjects in Science Group shall invariably be offered for correct combination & subject-wise enrolment may be noted against each:

Subject	Enrolment in IX Class	Enrolment in X Class
A. Biology		
B. Physics		
C. Chemistry		

III – BOARD OF GOVERNORS

1. Has it a Board of Governors? If so, how is it constituted?
List to be attached _____
2. Is the Head of the Institution a member of the Board of Governors? _____
3. Name and address of the Manager/Secretary of the Board of Governors _____

4. A copy of the constitution (if any) to be attached _____

IV – STAFF

1. Whether the teachers teaching to various subjects in 9th, 10th, 11th, 12th, classes are according to Board Calendar? Their names and qualifications. _____

2. Staff statement showing their Professional qualifications on prescribed form be attached: _____

3. Are the teachers employed on written agreement? _____
4. What are the Scales and Pay of the teachers/others staff? _____

5. Is dearness allowance paid? _____
6. Does the institution maintain Provident Fund or pension (or both) for teachers? _____

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

8. Are there any service Rules? Attach a copy. _____

V – FINANCE

1. Does the institution possess an endowment fund? _____

2. What are the sources of income of the institution? _____
 - a. Income from investment & property _____
 - b. Income from fixed donations _____
 - c. Expected annual income from fees _____
 - d. Any other source _____
3. How has the expected annual income form fee been worked out? _____

4. What is the estimated annual expenditure of the institution? _____

5. Do the income and expenditure balance? _____

VI – BUILDING

- a. Is the Plan of the building attached? _____
- b. Does the institution posses a building of its own? Or Rented, Monthly Rent? _____
- c. Are the buildings acquired on long lease? _____
- d. What are the numbers of classrooms? _____
- e. What is the size of each classroom? _____
- f. Is there a properly equipped Staff-Room? _____
- g. Is there a Committee Room for holding meetings, etc. of the staff? _____
- h. Is there an Examination Hall with Proper facilities? _____
- i. Are the building fitted with electric Lights? _____
- j. Is the Head of the institution residing in or near the premises of the institution? _____

VII – HOSTEL

1. What provision has been made for the residence of students? _____
2. What is the minimum number of boarders in the hostel? _____
3. Is there a Common room? _____
4. What are the qualifications of the Supt/Warden? _____
5. What are the arrangements for medical aid? _____
6. Does the Supdt/Warden reside in or near the Hostel? _____

VIII – PLAY GROUND

1. Does the institution possess play ground? Give details _____
2. Are the playgrounds near the institution or the holtel? _____

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 arrangements are made for Physico-Medical examination of students? _____
7. Is there Gymnasium and provision for Athletics? _____

IX – LIBRARY AND MUSEUM

1. What amount allocated for the Library? _____
 a. Recurring _____ b. Non-Recurring _____
2. What journals and newspapers are arranged? _____
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/Library? _____
6. What is the total number of Books in the Library? _____
7. Has the institution a Museum? Give details _____

X – FURNITURE AND EQUIPMENT

1. What amount is proposed to be spent on furniture? _____
2. What amount is proposed to be spent on equipments? _____
3. a. Recurring _____
 b. Non-Recurring _____

XI – DOCUMENTS TO BE ATTACHED

1. A list of members of Board of Governors: _____
2. A copy of Constitution of the Board of Governors: _____
3. Rules regarding appointments, Salary & Leave etc. of the members of teaching & clerical staff:

4. Staff statement on Prescribed Form: _____
5. Fixed Deposit Receipt, if any: _____
6. Plan of building: _____
7. Deed of the ownership of the land or a copy of
 the lease of Buildings: _____
8. List of Library books: _____
9. List of Laboratory equipment: _____

Certified that:

1. The facts stated above are true to the best of my knowledge and belief.
2. The management has agreed to abide by the Rules & Regulation of the Board.

(Signature of Managing (OR) Secretary and Office Seal)