

CHAPTER – 1

AFFILIATION OF INSTITUTIONS

1.1 Definition

In this calendar, unless there is anything repugnant in the subject or context,

- a. “Board” means Federal Board of Intermediate and Secondary Education, Islamabad;
- b. “Act” and “Rules” mean respectively, the Act and the Rules of the Board;
- c. “Government” means Government of Pakistan;
- d. “Chairman” means the Chairman of the Board;
- e. “Institution” means a school or a college, or both;
- f. “Affiliated” means affiliated to the Board;
- g. “School” means an affiliated educational institution offering defined courses of study at Secondary School Certificate level;
- h. “College” means an affiliated educational institution offering defined courses of study at College/Higher Secondary School Certificate level;
- i. “Student” means a regular student on the rolls of an affiliated institution;
- j. “Teacher” means a person engaged in teaching work in an affiliated institution;
- k. “College and School Academic Year” means a year commencing on August 15 and ending on August 13 next year;
- l. “Government School” means an institution which is under the management and control of the Government;
- m. “Private school” means an educational institution under the management and control of a private enterprise and affiliated to the Board;
- n. “Principal” means principal of a college/higher secondary school;
- o. “Headmaster/headmistress” means headmaster/headmistress of a school;
- p. “Inspection team” means an officer or officers to whom the duty of inspection or evaluation of an educational institution is entrusted by the Chairman;
- q. “Management” includes every owner, Headmaster, Headmistress, Principal and Manager exercising his powers to control the administration of an educational institution, and any person responsible for management and conduct of affairs of the institution by whatever name it may be called;
- r. “Managing committee” means a constituted body of persons having financial and general control of a privately managed educational institution;
- s. The term “Pay” has the meaning as assigned to it in the Government Rules;
- t. Words imparting the masculine gender shall be taken to include females as well;
- u. The words and expressions used but not defined herein shall bear an interpretation that may be determined by the Board.

1.2 General Rules for Affiliation/Disaffiliation

In accordance with the provisions of the Board's Act of 1975, the institutions situated within the jurisdiction of the Board are required to seek affiliation with the Board for the purpose of examination.

The Board shall exercise the powers conferred on it by or under this Act in respect of the institutions within the Federal Capital, the Federally Administered Tribal Areas, and such states and territories, not forming part of a Province, as are or may be included in Pakistan, whether by accession or otherwise institutions established by Pakistan Mission or citizens of Pakistan in foreign countries and all other educational institution desirous to seek affiliation with the Board from within country and from abroad including such institutions located within the jurisdiction of Cantonment Boards constituted under the Cantonments Act 1924 (II of 1924), as seek affiliation of the Board.

a. All the affiliated institutions within the jurisdiction of the Board shall make available to the Board, accommodation/examination hall, staff, furniture and play grounds for holding the Board's examinations and conducting the sports activities/functions etc.

b. Affiliation of the institute catering to the requirements of the children of the Armed Forces/Para-Military Forces and managed by Area Commander will be considered if the following conditions are fulfilled:

- (1) It is registered with FGEI or Directorate of Education, GHQ, Rawalpindi;
- (2) The Executive Committee/Managing Committee/Board of Management etc is headed by the Area/Base Commander as most of the students in the institution are the children/wards of the serving/retired Armed Forces/Para Military personnel;
- (3) NOC from the concerned Education Department

c. The institution applying for fresh affiliation, shall submit the case on the prescribed form well before the beginning of the academic session i.e. up-to 31st December at SSC level and 30th April at HSSC level every year. After due dates, the case shall be entertained on submission of monthly surcharge fee @ Rs.1000/- at SSC level up-to last date of March and Rs.2000/- up-to last date of June each year respectively. In hardship cases, the Chairman Board may exercise his powers to condone further delay in submission of Affiliation case or payment of prescribed surcharge.

d. Government/Embassy run institution seeking fresh affiliation shall route its application through Directorate of Education/Embassy/Consulate while the request for renewal of affiliation shall be forwarded directly to the Board by the head of institution.

e. Affiliated institution shall see that its students are not prepared and sent up for examination conducted by any other University or the Board when the Board holds the examination of the same nature/status. In case of irregularity, the institution will be considered for disaffiliation.

f. The institution, having its branches at different places/premises, shall be affiliated separately no matter it is run by the same management or carries the same nomenclature.

g. Provisional affiliation shall be granted on academic year-to-academic year basis or for a specified period on the recommendations of the Inspection team. The

affiliation granted will automatically expire at the end of the academic year/specified period. The head of institution will be required to apply for renewal/extension in affiliation for the next upto two academic years subject to remittance of requisite fee, well before the expiry of current affiliation. After expiry of the due date, surcharge fee as prescribed by the Board, will be charged along with the case. However, Chairman Board may exercise his powers to condone further delay in submission of extension case or payment of prescribed surcharge.

h. Security fee as determined by the Board from time to time shall be paid by the institution other than Government Educational Institution.

i. Nomenclature/status of the institution shall be changed on the request / consent of legal controlling body (BoG/ Directorate/ Owner, etc) after submission of documents required by the Board and payment of prescribed fee.

j. A provisionally affiliated institution shall be considered for disaffiliation, if it:

- (1) ceases to exist;
- (2) fails to conform to the conditions of affiliation;
- (3) does not ameliorate the deteriorated standard of teaching/learning process;
- (4) fails to remove the defects/observations communicated by the Board, within stipulated period;
- (5) fails to curb the malpractice during the conduct of Board's examinations (theory/practical);
- (6) does not extend full cooperation to the Board in the proper conduct of examination etc and in organizing any educational programme/activity;
- (7) fails to provide required data, information or statement, pertaining to accommodation/examination hall, furniture, staff and play grounds for conducting examination and sports activities/functions etc;
- (8) works against the normal norms, conduct or interests of the Board.

k. Provisionally affiliated institution shall be visited without prior intimation to check whether it is working according to rules and regulations of F.B.I.S.E or not. In case it is found working against normal norms and interest of the Board, it may be fined as determined by the Chairman and be given grace period of one month for rectification of shortfalls. If it fails to rectify the shortfalls even in the scheduled 2nd inspection, it shall be considered for disaffiliation.

l. The school/college provisionally affiliated with the Board, having 60% and above results for the last consecutive five years and a minimum of 100 students at SSC level and 80 at the HSSC level and enjoying the following facilities/ infrastructure, may apply for grant of permanent affiliation:

- (1) Own building with spacious hall, laboratories, playground and library;
- (2) Qualified permanent faculty:
 - (a) As per sanctioned strength of the school/college;
 - (b) Enjoying pay scales not less than Govt's pay and allowances;
 - (c) Contracted by E & D Rules of the respective institution/ organization.

- m. The school/college so desirous of having permanent affiliation may send formal request to the Board along with case processing fee (non-refundable), prescribed by the Board.
- n. The case for grant of provisional and permanent affiliation to the Institution shall be approved by the Chairman and BoG (Board of Governors) respectively, on recommendation of the Inspection Team. The case for renewal of affiliation shall be approved by the concerned Head of Department of F.B.I.S.E if no shortfalls/observations were required to be addressed after last provisional affiliation, otherwise the same is to be sent for approval of Chairman. Inspection would be carried out before grant of extension, if deemed necessary. Due date for submission of extension in affiliation cases is last date of January and May each year at SSC and HSSC level, respectively. After due dates surcharge will be imposed as prescribed by the Board in case of fresh affiliation.
- o. A permanently affiliated institution shall have to remit permanent affiliation fee, as prescribed by the Board, on session to session basis.
- p. The status of permanently affiliated institutions may be reviewed, if it:
- (1) fails to complete formalities laid down by the Board;
 - (2) fails to comply with Board's instructions/policies/rules;
 - (3) does not cooperate with the Board.
- q. All correspondence with the Board shall be made by the head of the institution i.e. Principal/Headmaster/Headmistress.
- r. Each year, immediately after the publication of examination results, a list of those affiliated institutions shall be prepared which have failed to obtain an average of 33 pass percentage in the three preceding examinations, including the current examination. The Board may then arrange for a special inspection of such institutions, with a view to ascertaining the competence of the staff, the nature of the teaching and the mode in which class promotions are given. An action would accordingly be taken in the light of recommendations of the inspection team.
- s. An affiliated institution will apply for fresh group(s) / subject (s) affiliation (if required) within a month after start of session i.e. up to 30th May at SSC level and 30th September at HSSC level. In case of delay surcharge amount of Rs.1000/- per month will be imposed along with prescribed fee for fresh group(s) / subject(s) affiliation.

1.3 Affiliation of the School

- a. The school, other than the government school, situated outside Islamabad Capital Territory shall work under the management of regularly constituted and duly registered body. Privately managed school situated in Islamabad Capital Territory shall get itself registered with Islamabad Capital Territory Private Educational Institutions Regulatory Authority (PEIRA) within 2 years after seeking affiliation with the F.B.I.S.E.
- b. The school shall have adequate staff having qualifications prescribed by the Board from time to time. The following shall be the minimum qualifications for the Principal/Headmaster/Headmistress and Teachers of various subjects in a secondary school.
- (1) At least second class Master Degree or Equivalent with 5 years teaching

experience (relaxable in case of developing areas only). However, in Government institutions, the Principal shall be appointed by concerned office(s) as per their prescribed qualification.

(2) Teachers in other subjects: BEd/MEd/MA(Edu) and also having studied the subject at FA/BA/BSc level.

(3) Computer Teacher: BCS/MCS/BSc/MSc in Computer Science;

OR

BA/BSc/MA/MSc with Post Graduate Diploma in Computer Science from a recognized University/Institution;

OR

MSc (Mathematics or Physics or Statistics) with Post Graduate Diploma in Computer Science from a recognized University/Institution.

(4) PTI (Physical Training Instructor): BA with one year Diploma in Physical Education or trained from Army School of Mountain Warfare and Physical Training or other Defence Institutions. In case of co-educational institution, a female PTI shall also be appointed.

(5) Librarian: BSc/BA having Certificate in Library Science.

c. The following shall be the terms and conditions of employment of teachers:

(1) All teachers whether temporary or permanent shall be employed on a written agreement stating therein clearly the terms and conditions of appointment;

(2) All teachers engaged in the school shall be whole time employees;

(3) The pay scale of a teacher shall be in accordance with the pay scale prescribed by Government; Management of private institution shall pay salary to the teachers/staff through bank;

(4) The school shall provide the benefit of general or contributory provident pension or both to its employees.

d. On an average the school shall provide a teaching programme of seven/five periods in normal days/Friday. Each period shall be of 40 minutes.

e. There will be a morning assembly for 10 minutes and physical training period of 15 minutes each day.

f. The building shall have the following accommodation which shall be used exclusively for the purpose of school/college. No institution shall be granted affiliation which is established in a building having a land area less than 4500 sqft.

(1) Minimum size of class rooms shall not be less than 250 sqft with maximum strength of 25 students. If students in one class room exceed 25 students then they must be shifted in room bigger than 250 sqft or a separate section/class room must be made available. At least 10 sqft per student must be made available in class room.

(2) Separate class rooms for each group offered by institute at SSC & HSSC level are required.

(3) Preferably 3 separate laboratories for each discipline of Science shall be established at SSC level with minimum area of 300 sqft for each laboratory. However one spacious laboratory with minimum area of 400 sqft is also acceptable for all disciplines of Science whereas at HSSC level 3 separate laboratories are pre-requisites for affiliation

in Science group(s). All laboratories should be well equipped with provision of adequate apparatus for the strength of 25 students at a time, water, gas, exhaust fans, fire extinguishers facilities, etc. Schedule and list of practicals shall be displayed on charts. Labeled models/charts shall also be made available in Science Labs.

- (4) Computer laboratories shall be established in case institute is seeking affiliation in Computer Science subject. It shall have minimum area of 300 sqft and be equipped with up-to-date accessories and at-least 15 latest Personal Computers, Networking, printers and Air Conditioning.
 - (5) Library with at least 3000 worth reading books established in room having minimum area of 300 sqft.
 - (6) All offices i.e. Principal's office, staff room, visitor room, admin/account office shall have minimum area of 200 sqft.
 - (7) Separate staff rooms shall be arranged / established for both male and female staff.
 - (8) Minimum space of 100 sqft shall be allocated for canteen / tuck shop.
 - (9) Separate blocks for girls and boys wash rooms shall be arranged in case of co-education.
 - (10) Open area (excluding roof of building) shall be provided for morning assembly & sports activities. Minimum pre-requisite is 20 % of covered area.
 - (11) A designated Examination hall/covered space having minimum area of 3000 sqft shall be made available to qualify the criteria of affiliation. In case of non-availability of examination hall in the premises institute shall be bound to construct examination hall within two years of affiliation. For time gap arrangements institute shall contribute in the expenses incurred for provision of space for examination purpose. A cluster of institution may be determined for said purpose. Affidavit in this regard shall be provided by the institution.
- g. Adequate financial provision be made by the institution for the construction of permanent building within a stipulated period if it is housed in a temporary accommodation/building.
- h. The school shall have sufficient number of classrooms keeping in view the numerical strength of pupils on its roll and the number of classes.
- i. If there is a Boarding House or Hostel provided for the residents, it shall be suitably located in the neighborhood of the school.
- j. The Boarding House or the Hostel shall have satisfactory arrangements for cooking and dining and shall provide adequate number of toilets etc.
- k. The school shall provide residential accommodation to the Headmaster / Headmistress and the Hostel Superintendent in case a Boarding House or a hostel is attached to it.
- l. The school shall have spacious and well stocked Library containing minimum of three thousand books and three sets of textbooks for each class. Adequate number of newspapers, and periodicals must be provided in the Reading Room/Library.
- m. The school shall have spacious and well equipped science laboratory duly fitted with exhaust fan and fire extinguishers. It should have proper store for keeping science apparatus.
- n. The school offering technical subject(s) shall have well equipped workshop.
- o. The school shall have adequate furniture, practical equipments and teaching aids including audio visual aids, chairs, black/white boards etc.
- p. The school shall have adequate finances/funds for its continued maintenance.

- q. Facilities for co-curricular activities, sports, scouting, guiding and training in civil defence, first-aid and nursing shall be provided by the school.
- r. The school shall provide the following facilities so that students are kept busy in healthy activities:
- (1) Adequate provision of playground.
 - (2) Organized programmes of games, dramas, debates, and indoor games etc.
 - (3) Student teacher centre for informal meeting of students and teachers.
 - (4) Cafeteria for inexpensive meals under hygienic conditions.
 - (5) Drinking water under hygienic conditions.
 - (6) Science club to promote science activities.
- s. The school shall have suitable arrangement for imparting religious education in accordance with the government instructions issued in this regard.
- t. The school shall not introduce textbook & book for teaching, which is not approved by the Board/Ministry of Education.
- u. The school shall not start or conduct classes in any group/subject without obtaining prior permission from the Board for the purpose.
- v. The institute shall seek affiliation at the first instance and then can admit the students only. In case of failure to admit students in same year, provisional affiliation of the institution shall lapse for next session.

1.4 Affiliation of College / Higher Secondary School

- a. The institute, other than the government, situated outside Islamabad Capital Territory shall work under the management of regularly constituted and duly registered body. Privately managed institution situated in Islamabad Capital Territory shall get itself registered with Private Educational Institutions Regularity Authority (PEIRA) within 2 years after seeking affiliation with the F.B.I.S.E.
- b. The College shall have adequate staff having qualifications prescribed by the Board from time to time. The following shall be the minimum qualifications for the Principal/Headmaster/Headmistress and Teachers of various subjects in a College.
- c. (1) At least second class Master Degree or Equivalent with 5 years teaching experience (relaxable in case of developing areas only).
- (2) Teacher/Lecturer - Second Class Master's Degree or its equivalent qualification in the relevant subject from a recognized university.
- (3) DPE and Librarian - Master's Degree in Physical Education and Library Science, respectively. In case of co-educational institution a female DPE shall also be recruited.
- (4) Computer Teacher/Lecturer - MSc (Computer Sciences) or equivalent from a recognized University/Institute.

OR

MSc (Physics or Mathematics or Statistics) with Post Graduate Diploma in Computer

Science from a recognized University/Institute.

(5) The institution seeking affiliation for Medical Lab Technology group will be located within the premises of govt hospital or an institution from private sector, having collaboration with a private hospital of at least 50 beds, located within radius of 10km in big cities and 5km in small city/town, subject to provision of training facilities and restriction of number of students in line with existing/required facilities/infrastructure/laboratories and qualified faculty as per rules. The hospital attached with the institution for training of the students in affiliated technology subjects must be recognized/registered with the concerned health regulatory department/body of the government and that there should not be any duplication in case of hospitals' MoU i.e. one hospital shall not be allowed to train the students of two institutions.

(a) Principal - MBBS with post graduation in Pathology or Public Health OR MBBS with 12 years teaching experience.

(b) Microbiology - MBBS with post graduation in Pathology OR MSc (Microbiology/Parasitology OR BSc MLT).

(c) Elementary Anatomy & Micro Technology - MBBS with post graduation in Pathology OR BSc in Medical Lab Technology (MLT).

(d) Elementary Chemistry & Chemical Pathology - MBBS with post graduation in Pathology OR MSc Biochemistry OR BSc MLT.

(e) Haematology & Blood Banking - MBBS with post graduation in Pathology OR BSc MLT.

(f) Clinical Pathology & Serology - MBBS with post graduation in Pathology OR BSc MLT.

(g) Radiography - MBBS/Radiologist/PDMRD (Postgraduate diploma in Radiology)

(h) Operation Theatre - General Surgeon

(i) Ophthalmic - MBBS/PGDOP (Postgraduate with diploma in Ophthalmology)

(j) Physiotherapy - BSc (Hons) in Physiotherapy

(k) Dental Hygiene - BDS

(l) Applied Sciences - MSc Physics/BE (bio Medical)

(m) Basic Medical Science - MBBS

(6) Commerce Teachers

(a) Principle of Accounting - M Com

(b) Principle of Economics - MA Economics

(c) Principle of Commerce - M Com

(d) Business Mathematics - MSc Mathematics

(e) Statistics - MSc Statistics

(f) Commercial Geography - MSc Geography

(g) Banking - M Com

- d. Appointment of a teacher/lecturer whether temporary or permanent shall be made in the form of a written agreement, stating clearly the terms and conditions of service.
- e. A teacher engaged in the college shall be whole time employee.
- f. The pay scale of a teacher/lecturer shall be in accordance with the prescribed government pay scales.
- g. The College shall provide the benefit of general/contributing provident fund or both to its employees;
- h. On an average the college shall provide a teaching programme of seven/five periods in normal days/Friday. Each period shall be of 40 minutes.
- i. There will be a morning assembly for 10 minutes and physical training period of 15 minutes each day.
- j. The building shall have the following accommodation which shall be used exclusively for the purpose of school/college. No institution shall be granted affiliation which is established in a building having a land area less than 4500 sqft.
 - (1) Minimum size of class rooms shall not be less than 250 sqft with maximum strength of 25 students. If students in one class room exceed 25 students then they must be shifted in room bigger than 250 sqft or a separate section/class room must be made available. At least 10 sqft per student must be made available in class room.
 - (2) Separate class rooms for each group offered by institute at SSC & HSSC level are required.
 - (3) Preferably 3 separate laboratories for each discipline of Science shall be established at SSC level with minimum area of 300 sqft for each laboratory. However one spacious laboratory with minimum area of 400 sqft is also acceptable for all disciplines of Science whereas at HSSC level 3 separate laboratories are pre-requisites for affiliation in Science group(s). All laboratories should be well equipped with provision of adequate apparatus for the strength of 25 students at a time, water, gas, exhaust fans, fire extinguishers facilities, etc. Schedule and list of practicals shall be displayed on charts. Labeled models/charts shall also be made available in Science Labs.
 - (4) Computer laboratories shall be established in case institute is seeking affiliation in Computer Science subject. It shall have minimum area of 300 sqft and be equipped with up-to-date accessories and at-least 15 latest Personal Computers, Networking, printers and Air Conditioning.
 - (5) Library with at least 3000 worth reading books established in room having minimum area of 300 sqft.
 - (6) All offices i.e. Principal's office, staff room, visitor room, admin/account office shall have minimum area of 200 sqft.
 - (7) Separate staff rooms shall be arranged / established for both male and female staff.
 - (8) Minimum space of 100 sqft shall be allocated for canteen / tuck shop.
 - (9) Separate blocks for girls and boys wash rooms shall be arranged in case of co-education.
 - (10) Open area (excluding roof of building) shall be provided for morning assembly & sports activities. Minimum pre-requisite is 20 % of covered area.
 - (11) A designated Examination hall/covered space having minimum area of 3000 sqft shall be made available to qualify the criteria of affiliation. In case of non-availability of examination hall in the premises institute shall be bound to construct examination hall within two years of affiliation. For time gap arrangements institute shall contribute in the expenses incurred for provision of space for examination purpose. A cluster of

institution may be determined for said purpose. Affidavit in this regard shall be provided by the institution.

- k. Hostel accommodation for the students, wherever available, shall be reasonable.
- l. The college shall provide residential accommodation at least to the Principal of the institute and the Superintendent of the hostel.
- m. When a college is housed in a temporary building, adequate financial provision should be made for the construction of a permanent building within a stipulated period.
- n. The college shall have spacious and well stocked Library containing minimum of five thousand books and five sets of textbooks for each class. Adequate number of newspapers, and periodicals must be provided in the Reading Room/Library.
- o. Adequately equipped laboratories shall be provided and essential pre-requisites are that:
 - (1) Separate laboratories shall be provided for each branch of science;
 - (2) Adequate apparatus and equipments shall be provided for carrying out experimental work;
 - (3) One Subject Specialist shall supervise the practical work of not more than twenty students at a time;
- p. The college shall arrange activities, which promote physical well being of students. There shall be spacious playgrounds and ample opportunities for introduction of major and minor games.
- q. The financial stability of the institution shall be reasonably assured.
- r. In addition to the provision of the foregoing requirements, the following are binding on the College/Higher Secondary School:
 - (1) The College/Higher Secondary School shall have at least 10 regular students in each group to justify its affiliation with the Board.
 - (2) The College/Higher Secondary School shall not start or conduct classes in any subject without obtaining prior permission of the Board for the purpose.
 - (3) The College/Higher Secondary School must maintain the attendance register to show the attendance of students.
 - (4) The College/Higher Secondary School shall be a whole time institution and shall provide a teaching programme of 7/5 periods in normal days/Friday. Each period shall be of 40 minutes duration, however, 2 practical of 3 hrs duration for each science subject per week shall also be fixed. There will be a morning assembly for 10 minutes and physical training period of 15 minutes each day.
- s. Co-curricular activities shall be provided as an integral part of the college life.
- t. The College/Higher Secondary School shall provide the following facilities, to keep the students busy in healthy activities:
 - (1) Adequate provision of play grounds.
 - (2) Organized programme of games, dramas, debates and indoor games.
 - (3) Student Teacher Centre for informal meeting of students and teachers/lecturers.
 - (4) Cafeteria for inexpensive meals under hygienic conditions.

- (5) The college shall have arrangement of a medical officer for students and shall arrange for at least an annual medical inspection of all students.
- u. A college council for considering matter related to rustication and expulsion of students shall be constituted by the Principal.
- v. The college shall not start or conduct classes in any group/subject without obtaining prior permission from the Board.
- w. The institute shall seek affiliation at the first instance and then can admit the students only. In case of failure to admit students in same year, provisional affiliation of the institution shall lapse for next session.

1.5 Inspection of Institutions

- a. Inspection of institution, requiring provisional/permanent affiliation shall be carried out by a team appointed by the Chairman of the Board. The inspection may relate to the accommodation, sanitary arrangements, provision made for games, residence, supervision, instruction of students, the library, furniture and Laboratories, the registers containing the qualifications and duties performed by each member of the staff.
- b. The following records shall be maintained by every affiliated institution and produced if demanded by the inspection committee:
 - (1) Admission and withdrawal register.
 - (2) Attendance register.
 - (3) Fee register.
 - (4) Time table.
 - (5) Cash books.
 - (6) Accession register of library books.
 - (7) Stock registers.
 - (8) Register containing the qualification and duties of staff member
- c. The recommendation of the inspection team regarding the carried out inspection shall be submitted to the Chairman for formal approval.
- d. The institution to be inspected/re-inspected shall deposit inspection fee, as determined by the Board from time to time.
- e. The institution shall remain open to periodical inspection by the authorized team.
- f. The Board may, if it considers necessary, arrange a special inspection of the college by a committee appointed by it.

1.6 Constitution of Inspection Team

- a. For the purpose of affiliation of an institution, the Chairman shall constitute an inspection team comprising:
 - (1) Senior Principal/Headmaster/ Headmistress of affiliated institution having expertise in the concerned group / subject;
 - (2) an officer of the Board;
 - (3) any other person deemed necessary by the Chairman.
- b. However, in case of institution, located abroad, the inspection team shall comprise of:
 - (1) Chairman;
 - (2) concerned officer of the Board;
 - (3) a nominee of concerned Embassy.

- c. The team so constituted shall visit the institution and submit its report for consideration of the case for affiliation to the Board.

1.7 Infrastructure for Affiliation of Matric-Tech

Affiliation shall be granted to the institution which is established in a building having a land of appropriate area alongwith following accommodation, as well.

- i. Minimum size of class rooms shall be according to the strength of students at least 10 sq.ft. per student must be made available in class room.
- ii. Separate Class rooms for each group offered by institute are required at SSC & HSSC level.
- iii. One spacious laboratory is acceptable for all disciplines of Science. Laboratory should be well equipped. Schedule and list of practical shall be displayed on charts. Labelled models/charts shall also be made available in Science Labs.
- iv. Computer laboratories shall be established in case institute is seeking affiliation in Computer Science subject.
- v. For time gap arrangements the institute can start the Practical program in the Labs of other institutes/workshops and same should be made available within two years from the date of affiliation.
- vi. Library would be established with worth reading books.
- vii. Staff rooms shall be arranged/established.
- viii. Relevant subject teachers with appropriate qualification are available with the institute.
- ix. A designated Examination hall/covered space having appropriate area shall be made available.
Clean environment with good ventilation may be made available in the whole institution.

1.8 Infrastructure for Affiliation of Religious Schools (Madrasah)

Affiliation shall be granted to the Religious Schools (Madrasah) which is established in a building having a land of appropriate area alongwith following accommodation, as well.

- i. Minimum size of class rooms shall be according to the strength of students at least 10 sq.ft. per student must be made available in class room.
- ii. Separate Class rooms for each group offered by Religious Schools (Madrasah) are required at SSC & HSSC level.
- iii. One spacious laboratory is acceptable for all disciplines of Science. Laboratory should be well equipped. Schedule and list of practical shall be displayed on charts. Labelled models/charts shall also be made available in Science Labs.
- iv. Computer laboratories shall be established, in case Religious Schools (Madrasah) is seeking affiliation in Computer Science subject.
- v. For time gap arrangements the Religious Schools (Madrasah) can start the Practical program in the Labs of other institutes/workshops and same should be made available within two years from the date of affiliation.
- vi. Library would be established with worth reading books.
- vii. Staff rooms shall be arranged/established.
- viii. Relevant subject teachers with appropriate qualification are available with the Religious Schools (Madrasah).
- ix. A designated Examination hall/covered space having appropriate area shall be made available.

- x. Clean environment with good ventilation may be made available in the whole Religious Schools (Madrasah).

1.9 Rules for Affiliation of Technical Institutions

a. All the affiliated institutions within the jurisdiction of the Board shall make available to the Board, accommodation/examination hall, staff, furniture and play grounds for holding the Board's examinations and conducting the sports activities/functions etc.

b. Affiliation of the institution catering to the requirements of the children of the Armed Forces/Para-Military Forces and managed by Area Commander will be considered if the following conditions are fulfilled:

- (1) It is registered with FGEI or Directorate of Education, GHQ, Rawalpindi;
- (2) The Executive Committee/Managing Committee/Board of Management etc is headed by the Area/Base Commander as most of the students in the institution are the children/wards of the serving/retired Armed Forces/Para Military personnel;

c. The institution applying for fresh affiliation, shall submit the case on the prescribed form well before the beginning of the academic session i.e. up-to 31st December at SSC/ Certificate level and 30th April at HSSC/ Diploma level every year. After due dates, the case shall be entertained on submission of monthly surcharge fee @ Rs.1000/- at SSC/ Certificate level up-to last date of March and Rs.2000/- up-to last date of June at HSSC/ Diploma level each year respectively. In hardship cases, the Chairman Board may exercise his powers to condone further delay in submission of Affiliation case or payment of prescribed surcharge.

d. Government/Embassy run institution seeking fresh affiliation shall route its application through Directorate of Education/Embassy/Consulate while the request for renewal of affiliation shall be forwarded directly to the Board by the head of institution.

e. Affiliated institution shall see that its students are not prepared and sent up for examination conducted by any other University or the Board when the Board holds the examination of the same nature/status. In case of irregularity, the institution will be considered for disaffiliation.

f. The institution, having its branches at different places/premises, shall be affiliated separately no matter it is run by the same management or carries the same nomenclature.

g. Provisional affiliation shall be granted on academic year-to-academic year basis or for a specified period on the recommendations of the Inspection team. The affiliation granted will automatically expire at the end of the academic year/specified period. The head of institution will be required to apply for renewal/extension in affiliation for the next upto two academic years subject to remittance of requisite fee, well before the expiry of current affiliation. After expiry of the due date, surcharge fee as prescribed by the Board, will be charged along with the case. However, Chairman Board may exercise his powers to condone further delay in submission of extension case or payment of prescribed surcharge.

h. Security fee as determined by the Board from time to time shall be paid by the institution other than Government Educational Institution/chains of Schools/colleges.

i. Nomenclature/status of the institution shall be changed on the request / consent of legal controlling body (BoG/ Directorate/ Owner, etc) after submission of documents required by the Board and payment of prescribed fee.

j. A provisionally affiliated institution shall be considered for disaffiliation, if it:

- (1) ceases to exist;
- (2) fails to conform to the conditions of affiliation;
- (3) does not ameliorate the deteriorated standard of teaching/learning process;
- (4) fails to remove the defects/observations communicated by the Board, within stipulated period;
- (5) fails to curb the malpractice during the conduct of Board's examinations (theory/practical);
- (6) does not extend full cooperation to the Board in the proper conduct of examination etc and in organizing any educational programme/activity;
- (7) fails to provide required data, information or statement, pertaining to accommodation/examination hall, furniture, staff and play grounds for conducting examination and sports activities/functions etc;
- (8) Works against the normal norms, conduct or interests of the Board.

k. Provisionally affiliated institution shall be visited without prior intimation to check whether it is working according to rules and regulations of F.B.I.S.E or not. In case it is found working against normal norms and interest of the Board, it may be fined as determined by the Chairman and be given grace period of one month for rectification of shortfalls. If it fails to rectify the shortfalls even in the scheduled 2nd inspection, it shall be considered for disaffiliation.

l. The school/college provisionally affiliated with the Board, having 60% and above results for the last consecutive five years and a minimum of 100 students at SSC level and 80 at the HSSC level and enjoying the following facilities/ infrastructure, may apply for grant of permanent affiliation:

- (1) Own building with spacious hall, laboratories, playground and library;
- (2) Qualified permanent faculty:
 - (a) As per sanctioned strength of the school/college;
 - (b) Enjoying pay scales not less than Govt's pay and allowances;
 - (c) Contracted by E & D Rules of the respective institution/ organization.

m. The school/college desirous of having permanent affiliation may send formal request to the Board along with case processing fee (non-refundable), prescribed by the Board.

n. The case for grant of provisional and permanent affiliation to the Institution shall be approved by the Chairman and BoG (Board of Governors) respectively, on recommendation of

the Inspection Team. The case for renewal of affiliation shall be approved by the concerned Head of Department of F.B.I.S.E if no shortfalls/observations were required to be addressed after last provisional affiliation; otherwise the same is to be sent for approval of Chairman. Inspection would be carried out before grant of extension, if deemed necessary. Due date for submission of extension in affiliation cases is last date of January and May each year at SSC/ Certificate and HSSC/ Diploma level, respectively. After due dates surcharge will be imposed as prescribed by the Board in case of fresh affiliation.

o. A permanently affiliated institution shall have to remit permanent affiliation fee, as prescribed by the Board, on session to session basis.

p. The status of permanently affiliated institutions may be reviewed, if it:

- (4) fails to complete formalities laid down by the Board;
- (5) fails to comply with Board's instructions/policies/rules;
- (6) Does not cooperate with the Board.

q. All correspondence with the Board shall be made by the head of the institution i.e. Principal/Headmaster/Headmistress.

r. Each year, immediately after the publication of examination results, a list of those affiliated institutions shall be prepared which have failed to obtain an average of 33 pass percentage in the three preceding examinations, including the current examination. The Board may then arrange for a special inspection of such institutions, with a view to ascertaining the competence of the staff, the nature of the teaching and the mode in which class promotions are given. An action would accordingly be taken in the light of recommendations of the inspection team.

s. An affiliated institution will apply for fresh group(s) / subject (s) affiliation (if required) within a month after start of session i.e. up to 30th May at SSC/ certificate level and 30th September at HSSC Diploma level. In case of delay surcharge amount of Rs.1000/- per month will be imposed along with prescribed fee for fresh group(s) / subject(s) affiliation.

1.10 Affiliation at SSC & HSSC level

a. The school/college, other than the government school/college, situated outside Islamabad Capital Territory shall work under the management of **relevant Government body/authority**. Privately managed school situated in Islamabad Capital Territory shall get itself registered with Islamabad Capital Territory Private Educational institutions (Regulation and Promotion) Regulatory Authority.

b. The school/college shall have adequate staff having qualifications prescribed by the Board from time to time. The following shall be the minimum qualifications for the Principal/Headmaster/Headmistress and Teachers of various subjects in a secondary school/Higher Secondary School/college:

At least second class Master Degree or Equivalent with 5 years teaching experience (relaxable in case of developing areas only). However, in Government institutions, the Principal shall be appointed by concerned office(s) as per their prescribed qualification.

1.11 Qualification for Faculty Members

- i. **B.E./BS/B.Sc Engineering/B.Tech (04 year) in relevant Technical subject.**
 - ii. **Computer Teacher:** BCS/MCS/BSc/MSc in Computer Science; OR BA/BSc/MA/MSc with Post Graduate Diploma in Computer Science from a recognized University/Institution; OR MSc (Mathematics or Physics or Statistics) with Post Graduate Diploma in Computer Science from a recognized University/Institution.
 - iii. **Commerce Teachers**
 - (a) Principles of Accounting - M Com
 - (b) Principles of Economics - MA Economics
 - (c) Principles of Commerce - M Com
 - (d) Business Mathematics - MSc Mathematics
 - (e) Statistics - MSc Statistics
 - (f) Commercial Geography - MSc Geography
 - (g) Banking - M Com
 - iv. **DPE and Librarian-** Master's Degree in Physical Education and Library Science, respectively. In case of co-educational institution, a female DPE shall also be recruited.
- c. The following shall be the terms and conditions of employment of teachers:
- i. All teachers whether temporary or permanent shall be employed on a written agreement stating therein clearly the terms and conditions of appointment;
 - ii. All teachers engaged in the school/college shall be whole time employees;
 - iii. The pay scale of a teacher shall be in accordance with the pay scale prescribed by Government; Management of private institution shall pay salary to the teachers/staff through bank;
 - iv. The school/college shall provide the benefit of general or contributory provident pension or both to its employees.
- d. On an average the school/college shall provide a teaching programme of seven/five periods in normal days/Friday. Each period shall be of 40 minutes.
- e. There will be a morning assembly for 10 minutes and physical training period of 30 minutes each day.
- f. The building shall have the following accommodation which shall be used exclusively for the purpose of school/college. No institution shall be granted affiliation which is established in a building having a land area less than 6000 sqft.
- i. Minimum size of class rooms shall not be less than 250 sqft with maximum strength of 25 students. If students in one class room exceed 25 students then they must be shifted in room bigger than 250 sqft or a separate section/class room must be made available. At least 10 sqft per student must be made available in class room.
 - ii. Separate class rooms for each group/subject offered by institution.

- iii. All laboratories should be well equipped with provision of adequate for performance of the practical of 25 students at a time, including supply of water, gas, exhaust fans, fire extinguishers and store for keeping apparatus, etc. Schedule and list of practicals shall be displayed in the workshops/labs. Labeled models/charts shall also be made available in workshops.

Infrastructure details:-

1. Common lab
2. Course lab for Architecture
3. Course lab for Auto & Diesel
4. Course lab for Auto & Farm
5. Course lab for Automation
6. Course lab for Civil
7. Course lab for Computer
8. Course lab for Chemical
9. Course lab for C.I.T
10. Course lab for Electrical
11. Course lab for Electronics
12. Course lab for Foundry & Pattern
13. Course lab for Mechanical
14. Course lab for Petroleum
15. Course lab for R.A.C
16. Course lab for Telecommunication
17. Course lab for Instrument

COMMON LABS

Description	Required	
	No.	Area
Physics Lab	1	15*25= 375
Chemistry Lab	1	15*25= 375
Drawing / Drafting Lab	1	15*25= 375
Computer Lab	1	15*25= 375
Comprehensive Lab (wood/welding/material workshop)	1	15*25= 375

COURSE LAB FOR ARCHITECTURE

Description	Required	
	No.	Area
Serving Lab/store	1	15*25= 375
Construction Lab	1	15*25= 375
Computer Lab	1	15*25= 375
Structural Mechanic / RCC Design	1	15*25= 375
Building Material & Construction/Display room	1	15*25= 375

COURSE LAB FOR AUTO & DIESEL

Description	Required	
	No.	Area
Auto & Diesel Lab	1	15*25= 375
Servicing Lab	1	15*25= 375

Metallurgy & Heat Treatment	1	15*25= 375
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COURSE LAB FOR AUTO & FARM

Description	Required	
	No.	Area
Auto & Farm Lab 1	1	15*25= 375
Auto & Farm Lab 2	1	15*25= 375
Agriculture Lab	1	15*25= 375
Machinery Lab	1	15*25= 375
Service Station	1	15*25= 375

COURSE LAB FOR AUTOMATION

Description	Required	
	No.	Area
Digital Lab	1	15*25= 375
Control Lab	1	15*25= 375

COURSE LAB FOR CIVIL:

Description	Required	
	No.	Area
Survey Store	1	15*25= 375
Construction yard/Public Health	1	15*25= 375
Hydraulic Lab	1	15*25= 375
Soil Mechanics/highways/concrete Lab	1	15*25= 375

COURSE LAB FOR COMPUTER:

Description	Required	
	No.	Area
Basic Electronics Lab	1	15*25= 375
Networking & Hardware Lab	1	15*25= 375

COURSE LAB FOR CHEMICAL:

Description	Required	
	No.	Area
Analytical/Qualitative Lab	1	15*25= 375
Organic/Physics/Chemistry Lab	1	15*25= 375
Chemical Engineering Lab	1	15*25= 375
Chemical Processing Lab	1	15*25= 375
Technology Practice/ Basic Chemical / Engr. Lab	1	15*25= 375

Technology Practical Lab	1	15*25= 375
Basic Chemical Engineering Lab	1	15*25= 375

COURSE LAB FOR C.I.T:

Description	Required	
	No.	Area
Hardware Lab	1	15*25= 375
Software Lab	1	15*25= 375

COURSE LAB FOR ELECTRICAL:

Description	Required	
	No.	Area
Basic Electricity/wiring Lab	1	15*25= 375
Power Lab	1	15*25= 375
Instrument Lab	1	15*25= 375

COURSE LAB FOR ELECTRONICS:

Description	Required	
	No.	Area
Basic Electronics Lab	1	15*25= 375
Communication / Advance Lab	1	15*25= 375
Television Lab	1	15*25= 375

COURSE LAB FOR FOUNDRY & PATTERN:

Description	Required	
	No.	Area
Heat Treatment Lab	1	15*25= 375
Metallurgy Lab	1	15*25= 375
Foundry Lab	1	15*25= 375
Bench work Lab	1	15*25= 375

COURSE LAB FOR MECHANICAL:

Description	Required	
	No.	Area
CNC Shop	1	15*25= 375
Machine Shop	1	15*25= 375
Material Testing Lab	1	15*25= 375
Foundry Shop	1	15*25= 375
Heat Engine Lab	1	15*25= 375

Metallurgy Lab	1	15*25= 375
Hydraulic Lab	1	15*25= 375

COURSE LAB FOR PETROLEUM:

Description	Required	
	No.	Area
Geological Lab	1	15*25= 375
Drilling Lab	1	15*25= 375
Instrumentation Lab	1	15*25= 375
Processing Lab	1	15*25= 375
Fuel Lab	1	15*25= 375

COURSE LAB FOR R.A.C:

Description	Required	
	No.	Area
R.A.C Lab	1	15*25= 375
Basic R.A.C. Lab	1	15*25= 375
Advance Lab	1	15*25= 375
Cutting Lab	1	15*25= 375

COURSE LAB FOR TELECOMMUNICATION:

Description	Required	
	No.	Area
Basic Lab	1	15*25= 375
Advance Lab	1	15*25= 375
Telecom Basic Lab	1	15*25= 375
Telecomm Advance Lab	1	15*25= 375

COURSE LAB FOR INSTRUMENT:

Description	Required	
	No.	Area
Processing Instrumentation Control Lab	1	15*25= 375
Electronics Lab	1	15*25= 375

- iv. Library with at least 3000 worth reading books established in room having minimum area of 300 sqft.
- v. All offices i.e. Principal's office, staff room, visitor room, admin/account office shall have minimum area of 200 sqft.
- vi. Separate staff rooms shall be arranged / established for both male and female staff.
- vii. Minimum space of 100 sqft shall be allocated for canteen / tuck shop.

- viii. Separate blocks/ sets for girls and boys wash rooms shall be arranged in case of co-education.
- ix. Open area (excluding roof of building) shall be provided for morning assembly & sports activities. Minimum pre-requisite is 20 % of covered area.
- x. A designated Examination hall/covered space having minimum area of 3000 sqft shall be made available to qualify the criteria of affiliation. In case of non-availability of examination hall in the premises, institution shall be bound to construct examination hall within two years of affiliation. For time gap arrangements, institution shall contribute in the expenses incurred for provision of space for examination purpose. A cluster of institution may be determined for said purpose. Affidavit in this regard shall be provided by the institution.
- g. Adequate financial provision be made by the institution for the construction of permanent building within a stipulated period if it is housed in a temporary accommodation/building.
- h. The institution shall have sufficient number of classrooms keeping in view the numerical strength of pupils on its roll and the number of classes.
- i. If there is a Boarding House or Hostel provided for the residents, it shall be suitably located in the neighborhood of the school/college.
- j. The Boarding House or the Hostel shall have satisfactory arrangements for cooking and dining and shall provide adequate number of toilets etc.
- k. The institution shall provide residential accommodation to the Headmaster / Headmistress and the Hostel Superintendent in case a Boarding House or a hostel is attached to it.
- l. The institution shall have spacious and well stocked Library containing minimum of three thousand books and three sets of textbooks for each class. Adequate number of newspapers and periodicals must be provided in the Reading Room/Library.
- o. The institution shall have adequate furniture, practical equipments and teaching aids including audio visual aids, chairs, black/white boards etc.
- p. The institution shall have adequate finances/funds for its continued maintenance.
- q. Facilities for co curricular activities, sports, scouting, guiding and training in civil defence, first aid and nursing shall be provided by the school.
 - r. The school/college shall provide the following facilities so that students are kept busy in healthy activities:
 - i. Adequate playground.
 - ii. Organized schedule of co-curricular like; dramas, debates, and indoor games etc.
 - iii. Student teacher centre for informal meeting of students and teachers.
 - iv. Cafeteria for inexpensive hygienic meals.
 - v. Clean Drinking water
- s. The school/college shall have suitable arrangement for imparting religious education in accordance with the government instructions issued in this regard.
- t. The school/college shall not introduce textbooks/ books for teaching, which is not approved by the Board.
- u. The school/college shall not start or conduct classes in any group/subject without obtaining prior permission from the Board for the purpose
- v. The institution shall seek affiliation at the first instance and then can admit the students

only. In case of failure to admit students in same year, provisional affiliation of the institution shall lapse for next session.

1.12 Documents to be Attached

- i. The Required fee for Form, Affiliation as prescribed by the Board from time to time along with Original Bank Challan.
- ii. Technology / Course, for which Affiliation is being sought, should be selected from the list approved by FBISE.
- iii. Number of Students and Sections for each course applied.
- iv. Copy of Registration Certificate of the Managing Body with Registrar of firms of relevant Districts.
- v. Copy of Constitution of Managing Body and list of Member of Managing Body.
- vi. Copy of service Rules of the Institution.
- vii. Duly approved Building Layout plan indicating:
 - Class Room Sizes
 - Lab / Workshop sizes
 - Total Area
 - Covered Area
 - Number of Washrooms
 - Library
 - Principal's Office
 - Staff Room
- viii. An Attested Copy of Deed of Ownership of land or Rent Deed of the Building in the name of owner.
- ix. Time Table indicating labs and class rooms according to the number of section applied.
- x. A Certificate indicating all kinds of the student fee to be taken from the students.
- xi. The Institution will not be allowed to charge fee other than ones the mentioned in the certificate.
- xii. List of Equipment / Machinery.
- xiii. All Documents should be attested by the Principal of the Institution.
- xiv. List of Teaching / supporting staff along with their Qualification and Appointment Letters.
- xv. Bank Statement of the Institution.
- xvi. List of Library Books.
- xvii. List of Furniture etc.
- xviii. Income & Expenditure of the Institution.
- xix. Fixed Deposit Receipt.
- xx. A Certificate regarding fitness of Building by the concerned Govt. Agency, should be provided.
- xxi. Proper arrangements of Firefighting Certificate may be provided.
- xxii. Prospectus of the Institution.
- xxiii. Only can apply who will run the Institution under the Management of a regularly continued Governing Body which is registered and regularly functioning.

- xxiv. To keep check on the performance of the Affiliated Institutions and in order to provide quality education and training, a surprise visit will be carried out without any prior notice by a constituted committee

1.13 Criteria for Affiliation (Online/Virtual Education)

- i. Audio, Video studio with installed equipments for taking online classes having minimum 400sqft and Internet connection with minimum dedicated 20 MBPS Band width.
- ii. Technical Requirements:
 - a. Apache server or any Cloud-based Virtual Private server or dedicated server
 - b. SSD storage
 - c. Unlimited/ at least dedicated 20 MBPS band width
 - d. 10TB+ storage capacity
 - e. DDos Protection
 - f. Web security for injection, XXS&CSRF
 - g. Server Malware Scanning
 - h. Edge caching for speed
 - i. Load Balancing (According to the number of students)
 - j. Integration API's
 - k. SSL certificate
 - l. MySQL Database
 - m. Software for lecture recording
 - n. Office 365 development
 - o. High quality microphones
 - p. Lectures Recording equipment
 - q. Laptop/PC's
 - r. Cameras
 - s. Student Management Software/LMS (The institute shall be responsible for maintaining database of LMS at FBISE).
 - t. Daily backups (Server Database & Lectures)
 - u. Formative assessment of students attending online classes shall be shared with FBISE.
- iii. Teaching faculty having at least second-class Master Degree or Equivalent qualification with 5 years teaching experience (relaxable in case of less developed/remote areas only) and Diploma/Certificate course in Computer Science from a University/Institute recognised by HEC.
- iv. Teachers Bio data shall be provided to the FBISE and communicate to the Board office in case of any change on urgent basis.
- v. FBISE affiliated institutions shall provide facility for conduct of practical's and cost shall be borne by online schools.
- vi. Provision of Online library for students or membership with renowned online libraries having relevant study material.
- vii. Examination shall be held in the examination centres established by the FBISE. Special examination centre shall be established according to laid down procedure and fee, in the areas/ countries where at least one affiliated physical institute is available.
- viii. Teaching/learning activities shall be monitored by the FBISE.
- ix. Fee schedule for the students shall be approved by the concerned Regulatory Authorities and be shared with the FBISE.

- x. All existing rules regarding Registration and Conduct of examination shall be applied on the online school as well.
- xi. The requirement of screen time of student shall be 75% of the total allocated time period.
- xii. Digital contents used for the blended learning shall be strictly in accordance with the National Curriculum of Pakistan.
- xiii. All the National and International laws related to the cyber crime shall be applicable on the online school.
- xiv. Such Institution also to ensure compliance of curriculum in terms of oral and written assignments (objective & subjective) and shall be conducted on weekly basis.
- xv. In case of any difficulty, The Chairman, FBISE shall be the sole authority to decide.
- xvi. Computer Laboratories shall be established in case institute is seeking affiliation in Computer Science subject. It shall have minimum are of 300 sqft and be equipped with up-to-date accessories and at-least 15 latest Personal Computers, Networking, printers and Air Conditioning.
- xvii. All offices i.e. Principal office, Staff Room, Visitor Room, Admin/Account Office shall have minimum are of 200 sqft.
- xviii. Separate staff rooms shall be arranged/established for both male and female staff.
- xix. Minimum space of 100 sqft shall be allocated of canteen/tuck shop
- xx. Separate block for Boys and Girls washrooms shall be arranged in case of co-education.
- xxi. Open are (excluding roof of building) shall be provided for morning assembly & sports activities. Minimum pre-requisite is 20% of covered area.
- xxii. A designated Examination hall/covered space having minimum area of 2000 sqft shall be made available to qualify the criteria of affiliation. In case of non-availability of examination hall in the premises institute shall be bound to construct examination hall within two years of affiliation. For time gap arrangement institute shall contribute in expenses incurred for provision of space for examination purpose. A cluster of institution may be determined for said purpose. Affidavit in this regard shall be provided by the institution.
- xxiii. CCTV cameras along with allied infrastructures in examination premises/hall are required.
- xxiv. The institute, other than the government, situated outside Islamabad Capital Territory shall work under the management of regularly constituted and duly registered body.
- xxv. Privately managed institution situated in Islamabad Capital territory shall get itself registered with Private Educational Institution Regulatory Authority (PEIRA).