**FAQ’S REGARDING AFFILIATION (AFFILIATION, DISAFFILIATION, PROCEDURE, FEE ETC)**

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|  | **What is the procedure of affiliation with FBISE?** |
| Ans | **Step 1.** Getting booklet/forms (download from website) or submitting a request on letter pad along with payment of Rs 10,000/-via online bank challan (available on FBISE website)**Step.2.** Submission of booklet/ forms along with required documents mentioned in affiliation booklets within the due date.**Step 3**. Conduct of inspection.**Step 4.** Submission of security fee and group fee when demanded by FBISE. |
|  | **What are the rates of dues for affiliation?** |
| Ans | Following are the rates of dues: |
| **Sr. #** | **Fee Detail** | **F.G** | **Private** | **Overseas** |
|  | Booklet/processing fee | Rs.10000 | Rs.10000 | US $ 100 |
|  | Inspection fee | Rs.15,000 | Rs.20,000 within Islamabad and Rawalpindi Div;Rs.40,000 other than Islamabad and Rawalpindi Division institutions | US $ 1500 |
|  | Re-Inspection fee for Institutions | Rs.15,000 | Rs.20,000 within Islamabad and Rawalpindi Div;Rs.40,000 other than Islamabad and Rawalpindi Division institutions | US $ 1500 |
|  | Security fee for Private Institutions at the time of fresh affiliation | Nil | Rs.35000 at SSC level and Rs.55,000 at HSSC level | Equivalent to Pakistani Rupees i.e 35000 at SSC level and Rs. 55,000 at HSSC level |
|  | Permanent case processing fee at each level | Rs.15000 | Rs.15000 | Rs 15000 at SSC level & Rs15000 at HSSC level |
|  | Renewal of permanent affiliation | Rs.3000per session | Rs.3000 per session | US $ 200 per session at SSC /HSSC level |
|  | Extension/Renewal of provisional affiliation | Rs.2000per group | Rs.4000 per group | US $ 300 at SSC level and US $ 350 at HSSC level (per group) |
|  | Surcharge fee on submission of extension /renewal of cases after expiry of the due date | Rs.5,000 SSC/ Rs.10,000/HSSCper month | Rs.5,000 SSC/ Rs.10,000/HSSCper month | Rs.5,000 SSC/ Rs.10,000/HSSCper month |
|  | Fresh Group/Subject affiliation | Rs.3000per group/Subject(s) | Rs.5000 per group/Subject(s) | US $ 50 per subject at SSC level and US $ 100 per subject at HSSC levelUS $ 1000 per group at SSC level and US $ 1200 per group at HSSC level along with inspection fee where required. |
|  | Change of Nomenclature / Address / Status fee | Rs.7500 | Rs.10000 | Equivalent to Pakistani Rupees i.e 10000 |
|  | **What is the jurisdiction of FBISE?** |
| Ans | Federal Board of Intermediate and Secondary Education Act, 1975 defines the jurisdiction of the Board in following words.“The Board shall exercise the powers conferred on it 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 institutions desirous to seek affiliation with the Board from within the country and from abroad including such institutions located within the jurisdiction of Cantonment Boards constituted under the Cantonments Acts, 1924( II of 1924), as seek affiliation of the Board.” |
|  | **What are due dates of applying for fresh affiliation case(s)?**  |
| Ans | The institution applying for fresh affiliation, shall submit the case on the prescribed form well before the beginning of the academic session. The application shall be entertained up to 30th November at SSC level and 30th March at HSSC level every year. On expiry of the deadline, the application shall be entertained on submission of surcharge fee @ Rs.5000 per month up to 31st January at SSC level and Rs.10000 per month up to 31stMay at HSSC level. |
|  | **What is the due date and required documents for seeking fresh group/subject affiliation?** |
| Ans | 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. Required Documents are Prescribed form, documents of teachers, details of labs (if practical involved), details of books added in library for required subjects/groups. |
|  | **What is the procedure and dates for extension in affiliation?** |
| Ans | Provisional affiliation is extended after expiry of every session i.e. after 02 years. One can apply for extension in affiliation on proforma available on FBISE website.Due date for submission of extension in affiliation cases is last date of January and May each year at SSC and HSSC levels, respectively. After due dates, surcharge will be imposed as prescribed by the Board in case of fresh affiliation. |
|  | **What are the criteria of seeking permanent affiliation?** |
| Ans | As per provision given in Clause 1.2(l) of FBISE Calendar, Academic Rules Vol-I, the School/College provisionally affiliated with the Board having its own building, 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 may apply for grant of permanent affiliation. |
|  | **What is the procedure for change of name, building and change of status of institution?** |
| Ans | Nomenclature/status is changed on request of legal controlling body (BOG/Directorate etc.) after submission of documents required by the FBISE and on payment of amounting to Rs.10,000/-. However, change of building is approved after conduct of inspection and submission of requisite inspection fee. |
|  | **On what grounds is an institution disaffiliated?** |
| Ans | 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.
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|  | **Are the dues submitted for affiliation refundable?** |
| Ans | No, except security fee which is refundable if the school / college is disaffiliated. |
|  | **What are the documents which are to be made available before inspection?** |
| Ans | All the relevant record particularly, Affiliation File, Personal Files, Attendance Register, Admission Withdrawal Register, Copy of Budget, Building Plan, Stock Register, Register of Chemicals & Lab: Equipment/Apparatus, Accession Register of Library Books and Register of Sports Goods may be made available to the Inspection Team. Moreover, the visit of classrooms, Library and Science Lab(s) and Examination Hall, the presence of staff members of Institution may be ensured at the time of inspection.  |
|  | **What are the rules about building of school and college?** |
| Ans | 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.* 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.
* Separate class rooms for each group offered by institute at SSC & HSSC level are required.
* Preferably three 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 three 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.
* Computer lab 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.
* Library may be established in a spacious room not less than 300 Sqft with the provision of at least 3000 books and 03 sets of text books for each class. Moreover, proper titles are required to be displayed on cupboards. Globe, Atlas, Thesaurus, World Map, Pakistan Map and Newspapers etc. are required to be added in Library. All offices i.e. Principal’s office, staff room, visitor room, admin/account office shall have minimum area of 200 sqft.
* Separate staff rooms shall be arranged / established for both male and female staff.
* Minimum space of 100 sqft shall be allocated for canteen / tuck shop.
* Separate blocks for girls and boys wash rooms shall be arranged in case of co-education.
* Open area (excluding roof of building) shall be provided for morning assembly & sports activities. Minimum pre-requisite is 20 % of covered area.
* A designated Examination hall/covered space having minimum area of 3000 sqft shall be made available to qualify the criteria of affiliation. CCTV cameras alongwith allied infrastructure in the examination premises/halls are required 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.
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|  | **Are private institutions within Capital Territory Islamabad required to get registration from any organization?** |
| Ans | Privately managed institution situated in Islamabad Capital Territory shall get itself registered with Private Educational Institutions Regularity Authority (PEIRA). |
|  | **Are private institutions outside Capital Territory Islamabad required to get registration from any organization?** |
| Ans | The school, other than the government school, situated outside Islamabad Capital Territory shall work under the management of regularly constituted and duly registered body. |
|  | **What should be the basic qualification of principal?** |
| Ans | At least second class Master’s 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. |
|  | **What should be the basic qualification of Computer teacher?** |
| Ans | 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 may be appointed at SSC/HSSC level and his/her testimonials, appointment letter and joining report may be furnished. |
|  | **What should be the basic qualification of PTI/DPE?** |
| Ans | 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. shall also be appointed at SSC levelDPE - Master’s Degree in Physical Education. shall also be recruited at HSSC level.(In case of co‑educational institution, a female PTI/DPE shall also be appointed at SSC /HSSC level) |
|  | **What should be the basic qualification of Librarian?** |
| Ans | Librarian: BSc/BA having Certificate in Library Science at SSC levelLibrarian - Master’s Degree in Library Science at HSSC level |
|  | **What should be the basic qualification of teachers?** |
| Ans | Teachers, having BEd/MEd/MA(Edu) and also having studied the subject at FA/BA/BSc level shall be appointed at SSC level.Teacher/Lecturer - Second Class Master’s Degree or its equivalent qualification in the relevant subject from a recognized university at HSSC level |