

**APPLICATION FORM
FOR
AFFILIATION**

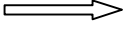
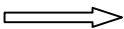
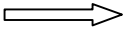
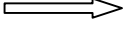


**HIGHER SECONDARY
SCHOOL/COLLEGE**

Federal Board of Intermediate and secondary Education , Islamabad

Islamic Republic of Pakistan

**APPLICATION FOR AFFILIATION OF
HIGHER SECONDARY SCHOOL**

- Note:  Incomplete application form will not be entertained
 Relevant information should be precise and definite.
 For additional material, if necessary, extra sheets may be attached.
 Information regarding affiliation rules / procedures is available on
FBISE website i.e **www.fbise.edu.com**

1. GENERAL

Name of the College: _____

Address of the College: _____

Telephone No: _____ Fax No: _____

Mobile No: _____ E-mail: _____

Rural/Urban: _____ Distt: _____

Name of nearest Bank: AL HABIB BANK LIMITED

Name and qualification of the Principal:

Name: _____

Qualification: _____

Academic year /session from which affiliation is required: _____

Status of Institution: Co-education / Girls / Boys (Tick the relevant)

Class-wise strength of the students			Boys	Girls	Total
Class	No. of Students	Sections			
XI					
XII					

Group and subjects for which affiliation is applied:

Groups	Subjects	No of students in Class Ist Year
Pre-Medical		
Pre-Engineering		
Science General		
Humanities (only elective subjects)		
Commerce		
Medical Technology		

Is the institution Registered with Directorate of Education / DEO Office? Yes / No
(Attach copy)

II. MANAGEMENT / CONTROL & DIRECTORATE

- (a) Is the school managed by Federal Government/
Managed by: _____
Autonomous or Privately Constituted Body?
- (b) Is the Managing Body / Governing Body registered:
- i. Under Registration Act, 1860 in case it is located
in a province? Yes / No
 - ii. With ICT Private Educational Institutions (Promotion
& Regulation) Regulatory Authority Islamabad in case
It is situated in Islamabad? Yes / No

III. STAFF

- (a) Have the qualified teachers been appointed according
to the qualifications prescribed by the Board? Yes / No
- (b) In case of non – government school, whether written
agreements have been executed between the teachers and the
management? Yes / No
- (c) Are the teachers being paid at least the minimum salary /
Allowances prescribed by the government for the
corresponding categories? Yes / No
- (d) Do the teachers received House Rent, Medical and
Conveyance allowance? Yes / No
- (e) Are the teachers entitled to benefits of General Provident
Fund or Contributory Provident Fund? Yes / No

IV. FINANCE

1. What are the sources of income? _____
 - (a) Government Grant/Budget allocation? Yes / No
 - (b) Income from investment and property, bequeathed
to it by its founders and benefactors: Yes / No
 - (c) Expected annual income from fee: _____
 - (d) Any other Source: Yes / No
2. What is the expected total annual income? _____
3. What is the expected total annual expenditure? _____
4. Are the reserved funds of the school equivalent
to at least three months salary of the staff? Yes / No

V. TUTION FEES / FUNDS

- a. Rates of fee charged

Clas	NO. of Students on Roll	Monthly Rate of Tution Fees	No. of Free Scholarship	No. of Half Scholarship
XI				
XII				

- b. Other Fees

Admission Fee Armed Force: _____ Civil: _____

T.C Fee: _____ Examination Fee: _____

Late T.C Fee: _____ Games Fee: _____

Duplicate T.C Fee: _____ Boys Fund Fee: _____

Laboratory Fee: _____ Any other Fee: _____

VI. BUILDING

- (a) Does the school possess building of its own? Yes / No
- (b) Is it rental? Yes / No
- It so, far how long the agreements has been made? Yes / No
- (c) What is the monthly rent? Yes / No
- (d) Who is the owner of the building? _____
- (e) What is the total covered area of College? _____

2. Does the school building contain the following.

Infrastructure	Nos.	Dimension
Office of the Principal /Headmaster / Headmistress		
School Office		
Staff Office		
Visitor Room		
Class Rooms		
Examination Hall		
Library		
Laboratories		
Toilets: Boys: Girls: Staff:		
Space for Morning Assembly		

- (a) Is the building fitted with electric lights and ceiling fans? Yes / No
- (b) Is there proper arrangement for drinking water? Yes / No
- (c) Is the infrastructure of the building fit and sound? Yes / No
- (d) Are there adequate arrangements for sanitation? Yes / No

VII. PLAY GROUND

- (a) Does the school possess spacious play ground (s)? Yes / No
- (b) Has the school employed a whole – time PTI? Yes / No
- (c) In case of a co-education. has a qualified female PTI been recruited? Yes / No
- (d) Name of PTI: _____
- Qualification of PTI: _____

VIII. SCIENCE LABORATORIES

- (a) No of laboratories in the school. _____
- (b) Has the side room /store been provided? Yes / No
- (c) How many students can perform practical at a time? _____
- (d) Are the laboratories equipment available as per prescribed practical list fulfilling the requirements, of 25 students? Yes / No
If not, for how many students. Yes / No
- (e) Annual budgetary allocation for equipment? _____

IX. LIBRARY

- (a) Total number of books available in the library: _____
- (b) Amount allocated for the purchase of library books: _____
- (c) Annual budget to be provided for purchased of library books: _____
- (d) Are newspaper, journals and publications on current affairs made available? Give names: _____
- (e) Name of Librarian: _____
Qualification: _____

X. HOSTEL / BOARDING HOUSE

- (a) Is there a hostel for the residence of students? Yes / No
- (b) What is the existing capacity? Yes / No
- (c) Has a common room been provided in the hostel? Yes / No
- (d) Are recreational facilities available in the common room? Yes / No

XI. FURNITURE AND SCHOLASTIC EQUIPMENTS

- (a) Furniture:-
Table: _____ Chairs: _____
Dual Desks: _____ Dual Seats: _____
Single Desk: _____ Single seats (Sofa): _____ Benches
(3 Seater): _____ Stools: _____
Other Furniture: _____
- (b) Scholastic Visuals:
Maps: _____ Chairs: _____
Globes _____ Drawing Material: _____
Audio Visual Aids: _____ Teaching Aids/Kits: _____

XII. CURRICULUM

- (a) Does the institution follow National Curriculum? Yes / No
- (b) What type of co-curricular activities besides games and sports are arranged in the school? _____

XIII. STUDENTS WELFARE

- (a) What are the arrangements for medical examination of the students? _____
- (b) Has the health record been maintained? Yes / No
- (c) Has the science Club been established for promoting science activities? Yes / No

XIV. OFFICE ESTABLISHMENT

Number of other staff employed?

(attach the list)

List Attached

XV. CUMULATIVE RECORD CARDS

1. Are the cumulative record cards maintained and kept upto date by school? Yes / No
2. Are all the required number of internal tests held regulatory And entered in the proper register? Yes / No

XVI. DOCUMENTS TO BE ATTACHED AND FLLADDED (F)

1. Cantonment certificate to the effect that the school is located within cantonment limits. F/A
2. Copy of Registration Certificates if the school is:
(a) Registered under Societies Act of 1860 in case it is located in a province. F/B
(b) Registered with ICT Pravte Educational Institutions (Promotion & Regulation) Regulatory Authority Authority , Islamabad in case it is situated in Islamabad. F/C
3. Copy of Registration of Directorate of Educational/DEO Office, (with APSACS Sectt). F/D
4. List of members of Governing / Managing Body. F/E
5. Copy of constitution of Governing /Managing Body. F/F
6. Copy of service rules of the teaching and non-teaching staff. F/G
7. A copy of the approved building plan. F/H
8. Deed of ownership of the school building. F/I
9. Leased Agreement of the building. F/J

10. Copy of budget sanctioned for the school. F/K
11. Fixed Deposit receipt. F/L
12. A copy of bank statement showing payment of Salary to Teacher. F/M
13. Teacher's timetable. F/N
14. List of science equipment/ apparatus along with its quantity. F/O
15. Prospectus. F/P
16. Attested testimonials of Principal. Teaching Faculty. Librarian and PTI (In shall Sectt). F/Q
17. Certificate to the effect that the school: F/R
 - i. will observed the rules framed by the Board from time to time.
 - ii. will inform the Board about any retirement / termination /Resignation teachers Principal.
 - iii. will make available accommodation, furniture, staff for conducting Board's examination and sport activities / functions of the Board:
 - iv. will extend cooperation to the Board in the proper conduct of examination and in organization any educational programme /activity;
 - v. will remove the defects. observations communicated by the Board will stipulated period;
 - vi. has reserved funds equivalent to three months gross pay of the entire staff;
 - vii. is properly maintaining and regularly auditing the accounts by qual auditors:
18. A copy of cumulative record card/progress report. F/S

I hereby certify that the statements made in this application are correct.

Signature and seal of
Headmaster/Headmistress
Principal of

schoolDated: _____

Note: All the correspondence with the Board shall be made by the Headmaster/ Headmistress / Principal of the school.

LIBRARY

S.No	Name of Subject	No. of Books
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
48		
Total		

Journals: _____

Newspapers: _____

Grand Total: