

# **APPLICATION FORM FOR AFFILIATION**



## **SECONDARY SCHOOL**

Federal Board of Intermediate and secondary Education, Islamabad

Islamic Republic of Pakistan

**APPLICATION FOR AFFILIATION OF  
SECONDARY SCHOOL**

Note:  $\Rightarrow$  Incomplete application form will not be entertained

$\Rightarrow$  Relevant information should be precise and definite.

$\Rightarrow$  For additional material, if necessary, extra sheets may be attached.

**1. GENERAL**

Name of the School: \_\_\_\_\_

Address of the School: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Rural/Urban: \_\_\_\_\_ Distt: \_\_\_\_\_

Name of nearest Bank: \_\_\_\_\_

Name and qualification of the Principal / Headmaster / Headmistress:

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			
I					
II					
III					
IV					
V					
VI					
VII					
VIII					
IX					
X					

Group and subjects for which affiliation is applied:

<b>Groups</b>	<b>Subjects</b>	<b>Medium of Instruction</b>
Science		
Humanities (only Elective Subjects)		

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

## **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

<b>Class</b>	<b>NO. of Students on Roll</b>	<b>Monthly Rate of Tuition Fees</b>	<b>No. of Free</b>	<b>No. of Half Scholarship</b>
<b>I</b>				
<b>II</b>				
<b>III</b>				
<b>IV</b>				
<b>V</b>				
<b>VI</b>				
<b>VII</b>				
<b>VIII</b>				
<b>IX</b>				
<b>X</b>				

- b. Other Fees

Admission Fee Armed Forces: _____	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 school? \_\_\_\_\_

**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		
Computer Lab		
Toilets: Boys: Girls: Staff:		
Space for Morning Assembly		

3.

- (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) \_\_\_\_\_

**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.

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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.**



