



## BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MALAKAND

### PROFORMA REGARDING AFFILIATION OF PRIVATE INSTITUTE FOR THE SESSION AT SSC/HSSC LEVEL

- All documents must be attested by the head of institution.
- All correspondence with the Board shall be made by the Principal of the institution.
- Registration with KP PSRA must be attached.
- The last date for submission of Application form for Affiliation at SSC/HSSC level is 31st January of the year in which it is desired to start classes and for Government College is 15<sup>th</sup> July of the year (Section iii page 162)
- Delay in submission of the application will lead to imposition of a penalty equivalent to Rs. 50 per day.
- Recognition/affiliation granted provisionally for a specific period if not extended shall laps automatically at the end of the period for which it was granted.
- Rs. 10,000/- to be deposited in the joint name of the chairman BISE Malakand and the Head of Institution as security deposit. Calendar Rules (page 157).
- Each and every page of this booklet should be signed and stamped.
- Affiliation fee to be deposited (for SSC Rs. 15000/- for HSSC Rs. 15000/-)
- Inspection fee Rs. 15000/-

### **SECTION-A: (BASIC INFORMATION)**

(In Block Letters)

1. Name of Institution \_\_\_\_\_ Name of Principal: \_\_\_\_\_ Qualification \_\_\_\_\_
2. (Name of Owner/Owners (if 02 or more attach agreement) \_\_\_\_\_
3. Year of Establishment \_\_\_\_\_ 3. Registration No Of PSRA \_\_\_\_\_
4. Name of Share Holder (s) \_\_\_\_\_
- Level of Registration **SSC** (Science, Arts) **HSSC** (Pre Medical, Engineering, SC General, Humanities)
5. Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ email \_\_\_\_\_
6. Village/City Name: \_\_\_\_\_ 7. Tehsil: \_\_\_\_\_ 8. District: \_\_\_\_\_
7. UC/Cantonment \_\_\_\_\_ 10. Location (1.Urban 2. Rural) \_\_\_\_\_
8. Gender (1. Boys, 2.Girls 3. Co.Educ) \_\_\_\_\_
9. School Type \_\_\_\_\_ (Select One of the following and write number in this box)  
**(01. Private 2.Public Private Collaboration (PPC) 3.The Citizen's Foundation  
 4.Mercy Pak International School, 5.Bacha Khan Education System)**
10. Any other (Write Name) \_\_\_\_\_  
 (Note: if School Type is PPC, Then Write Name of the Govt. School \_\_\_\_\_ EMIS Code \_\_\_\_\_)
11. Medium of Institution (1. Urdu 2.English 3. Both) \_\_\_\_\_
12. Number of Teaching Staff: \_\_\_\_\_  
 (Attach Staff Statement Showing Name, Father/Husband Name, Post/Pay, CNIC, Highest Qualification, Date of appointment, pay etc on the prescribed proforma)
13. **None teaching Staff** (attached None teaching staff pruforma showing Name, F/Name ,Post ,CNIC No,Date of appoointment,pay)
14. Level of registration with PSRA SSC \_\_\_\_\_ HSSC \_\_\_\_\_
15. Nature of Management Individual \_\_\_\_\_ Registration Body/Firm \_\_\_\_\_ Association of Persons \_\_\_\_\_  
 Trust: Any Other: \_\_\_\_\_

**Note:** (If not managed by an individual, give details of the Members/Partners/Director/ Trustees, as the case may ,attach a copy of the Constitution Memorandum, Articles of the Association/Trust Deed/Rules and By-laws of Such Body, as the case may be)

**Section-B: Physical (Building)**

1. (a) Does the institution possess building of its own? Yes/No
- (b) Is it rented? (If yes attach rent agreement copy) Yes/No  
If so, for how long the agreement has been made? \_\_\_\_\_  
(Agreement shall not be less than 20 years)
- (c) What is the monthly rent? \_\_\_\_\_
- (d) Who is the owner of the building? \_\_\_\_\_
- (e) What is the total covered area of the institution? \_\_\_\_\_
- (f) Is the head of institution residing in or near the premises of the institution? Yes/ No
- (g) Is sketch of the building attached? Yes/ No
- (h) What is the number of classroom \_\_\_\_\_
- (i) What is the size of the class room \_\_\_\_\_
- (j) Is there properly equipped class room? Yes/ No
- (k) Is there a hall for holding a meeting? Yes/ No
- (l) Is the building fitted with electric lights and ceiling fans? Yes/ No
- (m) Is there proper arrangement for drinking water? Yes/ No
- (n) Is the infrastructure of the building fit and sound? Yes/ No

**SECTION-C FINANCE**

1. Does the institution possess an endowment fund? \_\_\_\_\_
2. What are the sources of income?
- a. Income generating fund. \_\_\_\_\_
- b. Government Grant / Budget allocation? \_\_\_\_\_
- c. Income from investment and property, bequeathed to it by its founders and benefactors.  
\_\_\_\_\_.
- d. Income from fixed donations \_\_\_\_\_
- e. Expected annual income from fee: \_\_\_\_\_
- f. Income from foreign aid? \_\_\_\_\_
- f. Any other sources: \_\_\_\_\_
3. What is the expected total annual income? \_\_\_\_\_
4. What is the expected total annual expenditure? \_\_\_\_\_
5. Are the reserved funds of the school equivalent to  
at least three months salary of the staff? Yes / No
6. Do the income and expenditure balance? If not how does the institution propose to balance it.? \_\_\_\_\_
7. Have you maintained Income and Expenditure Register and relevant record? Yes/No
8. Bank Account No. \_\_\_\_\_ Name of Bank \_\_\_\_\_ Balance at Present. \_\_\_\_\_

**SECTION-D: PLAY GROUND.**

- (a) Does the institution possess spacious play ground(s)? Yes/ No
- (b) What is the distance between Play ground & Institution? \_\_\_\_\_
- (c) Has the institution employed a whole-time DPE? Yes/ No
- (d) For what games has the institution made provision? \_\_\_\_\_
- (e) In case of a co-education, has qualified female DPE been recruited? Yes/ No
- (f) Is there a gymnasium & provision for athletics? Yes / No
- (g) Name of DPE: \_\_\_\_\_
- (h) Qualification of DPE: \_\_\_\_\_
- (i) What is the arrangement for physical medical examination of the students? \_\_\_\_\_

**SECTION-E: SCIENCE LABORATORIES**

- (a) No. of laboratories available in the institution: what is its size \_\_\_\_\_
- (b) Has the side room / store been provided, with laboratory? Yes/ No
- (c) How many students can perform practical at a time? \_\_\_\_\_
- (d) Is the laboratories equipment apparatuses & chart available as per  
prescribed practical list fulfilling the requirements of 25 students? Yes/ No

- If not, for how many students. \_\_\_\_\_
- (e) What was the budget provision for the purchase of chemicals & apparatus in the following science subjects?
- |                                    |                                    |
|------------------------------------|------------------------------------|
| I. For Physics & chemistry _____   | VI. For Physiology & Hygiene _____ |
| II. Biology _____                  | VII. For Drawing & Painting _____  |
| III. For History & Geography _____ | VIII. For Agriculture _____        |
| IV. For Home Economic _____        | IX. For Industrial Arts _____      |
| V. For any other Subjects _____    | X. For Commercial Subjects _____   |
|                                    | VI. For any other Subjects _____   |
- (f) Are the labs properly equipped in accordance with the list of apparatus/chemicals supplied by the Board? Yes / No

#### **SECTION-F: LIBRARY.**

- (a) Total Number of books available in the library:  
( 1) Political \_\_\_\_\_ (2) Religious \_\_\_\_\_ (3) General \_\_\_\_\_
- The No. of books shall not be less than 300/500 in case of School & College respectively.
- (b) Amount allocated for the purchase of Library books:  
(a) Recurring \_\_\_\_\_ (b) Non Recurring \_\_\_\_\_
- (c) Annual budget to be provided for purchase of Library books: \_\_\_\_\_
- (d) Has the institution any museum. (give details). \_\_\_\_\_
- (e) Are newspapers, journals and publications on current affairs made available? Give names: \_\_\_\_\_
- (f) Has the institution arranged for one set of text book for every class? Yes/No
- (g) How many students can be accommodated in the reading room.? \_\_\_\_\_
- (h) Name of Librarian: \_\_\_\_\_ Qualification: \_\_\_\_\_
- (i) Detail of Books/News Papers & Magazines etc may be attached.

#### **SECTION –G STUDENTS WELFARE.**

- (a) What are the arrangements for medical examination / First Aid facility for students? \_\_\_\_\_
- (b) Has the health record been maintained? Yes/ No
- (c) Has the Science society and literary societies established in the institution? Yes/ No

#### **SECTION-H CUMULATIVE RECORD CARDS.**

- (a) Are the cumulative result cards maintained? Yes/ No
- (b) Are all the required number of internal tests held? Yes/ No  
regularly and entered in proper register?

#### **SECTION-I STAFF.**

1. Does the Institution possess adequate staff consistent with its enrolment? Yes / No
2. What is the ratio of the enrolment to the number of teachers? \_\_\_\_\_
3. Is the proposed staff qualified and adequate? Yes / No
4. Is any member of the staff over-worked? Yes / No
5. Is any member of the staff teaching subject(s) for which he/she is not qualified? Yes / No
6. Are the teachers employed on written agreement? Yes / No
7. Are members of the staff having any additional responsibilities which interfere in proper discharge of their duties? Yes / No

8. What is the practice of the Institution with regard to (a) staff meeting (b) Trainings. \_\_\_\_\_
9. Is any member of the staff being paid less than the minimum wage prescribed by the Board? Yes / No
10. Is every member of the staff getting dearness Allowance? What is the scale? Yes / No
11. Are there any service rules? (Attach copy) Yes / No
12. Does the institution maintain Provident Fund or Pension Fund or both for teachers? What are the scale of pay of teachers? Yes / No
13. Is the Institution regularly contributing its share to the provident Fund/Pension fund or both What is the percentage of contribution made by the institution towards provident fund Yes / No
14. Are members of the staff generally satisfied with the conditions of their services? Yes / No
15. Do the staff maintain work book showing their daily class wise teaching Topics, Plans and syllabus covered.? \_\_\_\_\_

### **SECTION –J FURNITURE**

- What amount is proposed to be spend on furniture (a) Recurring \_\_\_\_\_  
(b) Non-recurring \_\_\_\_\_

### **SECTION-K: HOSTEL / BOARDING HOUSE.**

- (a) Is there a hostel for the residence of students? Yes/ No
- (b) What is the number of boarder students? \_\_\_\_\_
- (c) What is the existing capacity? \_\_\_\_\_
- (d) What is the qualification of warden? \_\_\_\_\_
- (e) Has a common room been provided in the hostel? Yes/ No
- (f) Does the warden reside inside or near to hostel? \_\_\_\_\_
- (g) Are recreational facilities available in the common room?. Yes/ No
- (h) Is there a dining hall. Yes / No
- (i) What is the capacity of the hall? \_\_\_\_\_
- (j) Is adequate furniture available in the hall? \_\_\_\_\_  
(if yes attach detail)

### **SECTION-L: ACADEMIC**

#### **1. CURRICULUM.**

- (a) Does the institution follow National Curriculum? Yes/ No
- (b) What type of curricular and co-curricular arrangements made In the institution? \_\_\_\_\_

### **SECTION-M (CLASS & GROUP WISE ENROLMENT OF SSC/HSSC LEVEL, FEE STRUCTURE & NUMBER OF FOREIGN STUDENTS WITH CLASS)**

#### **1.SSC LEVEL (9<sup>TH</sup> AND 10<sup>TH</sup>)**

| S.No. | Class            | Science Group |      | Humanities Group |      |
|-------|------------------|---------------|------|------------------|------|
|       |                  | Girls         | Boys | Girls            | Boys |
|       | 9 <sup>TH</sup>  |               |      |                  |      |
|       | 10 <sup>TH</sup> |               |      |                  |      |

**2.HSSC LEVEL (11<sup>TH</sup> AND 12<sup>TH</sup>)**

| S.No. | Class                    | Group       |       |           |       |                 |       |            |       | Total |
|-------|--------------------------|-------------|-------|-----------|-------|-----------------|-------|------------|-------|-------|
|       |                          | Pre-Medical |       | Pre-Engg: |       | Science General |       | Humanities |       |       |
|       |                          | Boys        | Girls | Boys      | Girls | Boys            | Girls | Boys       | Girls |       |
| 1     | Part-I 11 <sup>TH</sup>  |             |       |           |       |                 |       |            |       |       |
| 2     | Part-II 12 <sup>TH</sup> |             |       |           |       |                 |       |            |       |       |

**3 (CLASS & GROUP WISE ENROLMENT/FEE STRUCTURE)**

| Fee Heads              | Play Group | Nursery | Prep/ KG | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> | 5 <sup>th</sup> | 6 <sup>th</sup> | 7 <sup>th</sup> | 8 <sup>th</sup> | 9 <sup>th</sup> | 10 <sup>th</sup> | 11 <sup>th</sup> | 12 <sup>th</sup> |
|------------------------|------------|---------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|
| Strength/Enrollment    |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Admission Fee          |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Promotion Fee          |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Tuition Fee            |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Security Fee           |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Exam Fee               |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Registration Fee       |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Computer Charges       |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Library Fund           |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Spots Fund             |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Transportation Charges |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Stationery Charges     |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Hostel Charges         |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| Any Other Charges      |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |
| <b>Total</b>           |            |         |          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |

**4 FOREIGN STUDENTS IF ANY**

| S.No | Name | Father's Name | Class |
|------|------|---------------|-------|
|      |      |               |       |
|      |      |               |       |
|      |      |               |       |
|      |      |               |       |
|      |      |               |       |

**SECTION -N:DOCUMENTS TO BE ATTACHED.**

1. All the original receipts of required fees. (See Page No. 11 for detail)
2. Staff Statement.
3. List of Library books.
4. Building Map.
5. List of Governing body.
6. Time Table Class Wise?
7. List of Managing committee.
8. Service rules.

9. Income & Expenditure detail.
10. Nazra Quran Certificate.
11. Bank statement showing financial position of the institution.
12. Certificate to the effect that approved books are being taught in the Institution.
13. List of sports articles (Game Wise)
14. Rent Agreement (in case of rented building) Ownership Certificate (if building is owned).
15. Uniform (Male + Female) seasons wise.
16. List of library books for High and Higher.
17. Teachers' Time Table.
18. List of Science equipment/ apparatus with its quantity for SSC and HSSC level.
19. Prospectus. (If any)
20. Attested testimonials only Degrees of Principal, Teaching Faculty, Librarian and DPE.
21. A Copy of cumulative record card / progress report / Result Card.

**Certificate to the effect that the institution** (on stamp paper worth Rs.100/-)

- i. Will observe the rules framed by the Board from time to time.
- ii. Will inform the Board about any retirement/termination / resignation of teacher(s)/ Principal.
- iii. Will make available accommodation/hall, furniture, staff for conducting the Board's Examinations and sports activities/functions of the Board.
- iv. Will extend cooperation to the Board in the proper conduct of examination etc and in organizing any educational program /activity.
- v. Will work according to the normal norms, conduct or interest of the BISE, Malakand.
- vi. Will remove the defects / observations communicated by the Board within stipulated period.
- vii. Has reserved funds equivalent to three months gross pay of the entire staff.
- viii. Is properly maintaining and regularly auditing the accounts by qualified auditors.
- ix. Infrastructure of Building is fit and sound.
- x. That no Books are taught which are disapproved by the Board/Govt.
- xi. That admission to any class or section of class shall be limited a maximum of 45 or as laid down by the Board from time to time.
- xii. That the school is housed in a building which is suitable.
- xiii. That the school is provided with suitable equipment and furniture, including apparatus and equipment for science subject and other subjects in which practical works is conducted.
- xiv. That is teacher engaged are whole time employees.
- xv. That the minimum salary paid to the teacher is such is may be prescribed by the Board.
- xvi. That all teachers shall be employed on written agreement the terms on which they are engaged.
- xvii. That the school maintains provident fund or pension fund or both for its staff.
- xviii. That the candidates shall not be prepared and sent for examinations conducted by the any other board when an examination of the same nature is held by the Board.
- xix. That the school maintains such register in record prescribed by the Board i.e AWR with admission file, stock register, cash book, salary register, attendance register of staff and students.
- xx. That the teachers employed are suitable and processes the qualification prescribed by the board.
- xxi. That the institution undertakes to observe any rules that may be framed by the board from time to time and supply such reports in returns and other information as the board may be required to judge the efficiency of the institution.

**SECTION -O: INFORMATIVE.**

1. Does the institution building contain the following:


| S.NO | Infrastructure          | Yes | No | S.No | Infrastructure                                         | YES | No |
|------|-------------------------|-----|----|------|--------------------------------------------------------|-----|----|
| 1.   | Office of the Principal |     |    | 16   | Registers Maintained (AWR/Stock) Pay /Cash Book        |     |    |
| 2.   | Clerk Office.           |     |    | 17   | Portrait of Quid-e-Azam                                |     |    |
| 3.   | Staff Room              |     |    | 18   | Portrait Of AllamaIqbal                                |     |    |
| 4.   | Visitors Room           |     |    | 19   | Waiting Area for Visitor                               |     |    |
| 5.   | Class Rooms             |     |    | 20   | Drinking Water Facility                                |     |    |
| 6.   | Common Room             |     |    | 21   | Furniture provided to all Students                     |     |    |
| 7.   | Dispensary              |     |    | 22   | Furniture provided to all staff                        |     |    |
| 8.   | Sick Recovery Room      |     |    | 23   | Cross-ventilation in the classroom exist               |     |    |
| 9.   | Examination Hall        |     |    | 24   | Electricity (lighting, fans) is functional             |     |    |
| 10.  | Reading Room            |     |    | 25   | Notice Board exist                                     |     |    |
| 11.  | Conference Hall         |     |    | 26   | Class bell exist                                       |     |    |
| 12.  | Library                 |     |    | 27   | School fee details displayed outside (attach pictures) |     |    |
| 13.  | <b>Science Lab</b>      |     |    | 28   | Books approved by DCTE                                 |     |    |
|      | i) Biology              |     |    | 29   | Annual Academic calendar displayed for each class      |     |    |
|      | ii) Physics             |     |    | 30   | Boundary Wall                                          |     |    |
|      | iii) Chemistry          |     |    | 31   | Security Cameras installed                             |     |    |
| 14.  | <b>Washroom:</b>        |     |    | 32   |                                                        |     |    |
|      | i) Boys                 |     |    |      |                                                        |     |    |
|      | ii) Girls               |     |    |      |                                                        |     |    |
|      | iii) Staff              |     |    |      |                                                        |     |    |
| 15.  |                         |     |    |      |                                                        |     |    |





3 **BASIC QUALIFICATION & SALARY PRESCRIBED BY THE BOARD FOR THE FOLLOWING POSTS.**

| <u>S.No</u> | <u>Name of Post</u>                       | <u>Salary</u>       | <u>Qualification</u>                                 |
|-------------|-------------------------------------------|---------------------|------------------------------------------------------|
| 1           | Principal / H.M                           | Initial Pay of G-17 | M.A/M.Sc or B.A/B.Sc, B.Ed with Teaching Experience. |
| 2           | SET (Sc)                                  | Initial Pay of G-16 | B.Sc, B.Ed                                           |
| 3           | SET (G)                                   | Initial Pay of G-16 | B.A/B.Sc, B.Ed                                       |
| 4           | CT                                        | Initial Pay of G-9  | F.A/F.Sc, CT                                         |
| 5           | TT                                        | Initial Pay of G-9  | B.A with Islamiat, Arabic or Shahadat-ul- Alamia     |
| 6           | PST                                       | Initial Pay of G-9  | SSC, PTC                                             |
| 7           | PET                                       | Initial Pay of G-09 | Retired from Army                                    |
| 8           | DPE                                       | Initial Pay of G-16 | B.A/B.Sc, B.Ed with Physical Diploma                 |
| 9           | SS                                        | Initial Pay of G-17 | M.A/M.Sc at least 2 <sup>nd</sup> Division           |
| 10          | Librarian                                 | Initial Pay of G-17 | BLC/MLC                                              |
| 11          | Lab Asstt:                                | Initial Pay of G-7  | F.Sc                                                 |
| 12          | Lab Attendant                             | Initial Pay of G-1  | Literate                                             |
| 13          | N/Q, Chwkidar, Sweeper, Bishti, Cook etc} | Initial Pay of G-1  | Literate                                             |
| 14          | Driver                                    | Initial Pay of G-04 | HTV/LTV Licenses Holder                              |
| 15          | J/C / Acctt: Clerk                        | Initial Pay of G-06 | F.A/F.Sc, D-Com                                      |

 **Teachers who teach to 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> shall have the qualification prescribed in proforma annexed-D**

**MINIMUM REQUIRED NUMBER OF TEACHERS**

Primary

1. Principal at least B.A, B.Sc, B.Ed
2. PST one for each class

Middle

High

- |                          |                          |
|--------------------------|--------------------------|
| 1. Prl: BA/BSc.B.Ed = 01 | 1. Prl: BA/BSc.B.Ed = 01 |
| 2. SET(Sc) – 01          | 2. SET(Sc) – 02          |
| 3. CT – 03               | 3. SET(G) - 01           |
| 4. PET - 01              | 4. TT/AT - 01            |
| 5. TT/AT – 01            | 5. CT - 03               |
|                          | 6. PET - 01              |

Higher.

1. Prl: MA/MSc, BA/BEEd =01
2. SS one for each subject.
3. DPE

**Ratio between teacher and students.1:30**

**SECTION –P MANAGEMENT FOR HIGH/ HIGHER LEVEL**

**1. Managing Committee:**

- (a) Has it a managing body and if so how is it constituted? \_\_\_\_\_
- (b) Is the head of the Institution a member of the managing body? \_\_\_\_\_
- (c) Name & Address of Manager/ Secretary of the managing body \_\_\_\_\_
- (d) Attached
  - (i) List of member of managing body.
  - (ii) A copy of the constitution

**SECTION -Q**

**DECLARATION**

I \_\_\_\_\_ S/o, D/o, W/o  
 \_\_\_\_\_ solemnly affirm and declare  
 that the facts and figures as provided in the Application Form from----- Section -----are correct to the  
 best of my knowledge and belief and nothing have kept concealed.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Official Stamp)

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Name in Block Letters)



