

1-General Information

1. Name of School : _____ Shift : 1st/2nd/Full Day

2. Complete Address : _____
 _____ Phone : _____

3. Full Name of the Head of the Institution _____
 Academic & Professional Qualification _____ Phone _____

4. Status: Boys/Girls/Co-education 5. Medium of Instruction: Urdu/Sindhi/English

6. **In Case of Private Schools only:-**
 No. & Date of the Registration Certificate issued _____
 By the E.D.O. of Secondary Education Karachi.
 (Attach Photo-copy of Registration Certificate) _____

7. Details of Elective Subjects :-

Elective Subjects (Component II)	Science Group	General Group	Dars-e-Nizami

8. Class Wise Enrolment :

Class	VI	VII	VIII	IX Sc.	IX Gen.	Dars-e-Nizami IX	Total
Boys							
Girls							
Total							

II. NAMAGEMENT (In case of Private Schools only)

1. Name of the Society / Name of Individual running the School : _____

Complete Address _____
 _____ Phone No. : _____

2. Registration No. of the Society No. : _____ Date/Year _____
 (Attach Photo-copies of Registration Certificate and Bye-laws of the Society.)

3. Whether the Office Bearers of the Society / Managing Body drawing any remuneration from the School? Yes / No.

4. Details of the Office Bearers of the Society / Managing Body :-
 (Attach Photo-copy of the latest list of the Office Bearers of the Society/Managing Body duly attested & Stamped by the Registrar Joint Stock Companies, Government of Sindh, Karachi.)

N.B. STRIKE OFF WHICH IS NOT APPLICABLE

2. Whether Appointment letters with agreement are issued to the employees ? Yes / No.
(If yes attach specimen of appointment letter & agreement form)
3. Whether the staff salaries are proportionate to the fee charged / Govt. Pay Scales? Yes / No.
(Attach details of the pay scales)
4. Whether service benefits like Provident Fund / Pension to the employees of the school are available? (If yes, attach list of employees with benefits provided). Yes / No.
5. Are there any Service Rules? Yes / No.
(If yes, attach copy of service rules)

V – SCIENCE LAB, APPARATUS AND MATERIAL

1. How many students can do practicals at a time in :-
(i) Combined School. Lab _____ (ii) Physics Lab _____ (iii) Chemistry Lab _____
(iv) Biology Lab _____ (v) Computer Lab _____ (vi) Any other Lab. _____
2. No. of Computers in the Computer Lab. _____
3. Whether the science equipment and material are in accordance with the list drawn up by the Board? (Attach list of apparatus and material.) Yes / No
4. Total amount spent so far Rs. _____ 4. Total amount spent last year Rs. _____

VI - BUILDING

1. Area of the building: _____ Sq. yards. 2. Whether the building is rented or owned*?
3. If rented, State the monthly rent? Rented / owned
(Attach photo-copy of upto-date Rent Agreement in case of rented building or attach photo-copy of the Lease Deed in case of owned building)
4. The school building is built on a residential plot / Amenity Plot
5. The school has proper provision for :
- (a) Electricity Yes / No.
- (b) Water Yes / No.
- (c) Sewerage Yes / No.
- (d) Sui Gas Yes / No.
6. Whether the class rooms are airy and bright? Yes / No.
7. Whether the Class Rooms are independent? Yes / No.

N.B. STRIKE OFF WHICH IS NOT APPLICABLE

8. Details of building:- (Attach sketch map of the Building showing the class rooms and other accommodation) Yes / No.

(a) Details of Class Rooms with Section : (VI _ X)

S. No.	Class Rooms with Section	Area	No. of students which can be seated as per rule	No. actually seated	S. No.	Class Rooms with Section	Area	No. of students which can be seated as per rule	No. actually seated
1.					11.				
2.					12.				
3.					13.				
4.					14.				
5.					15.				
6.					16.				
7.					17.				
8.					18.				
9.					19.				
10.					20.				

(b) Other Accommodation :

S. No.	Purpose of Room	No.	Area	S. No.	Purpose of Room	No.	Area
1.	H. M. Office			6.	Toilets		
2.	Staff Room			7.			
3.	Library / Reading Room			8.			
4.	Science Laboratory			9.			
5.	Computer Lab.			10.			

VII – FURNITURE AND EQUIPMENT

- Whether furniture in the school is satisfactory from the point of view of quantity and quality? Yes / No.
- Details of furniture :-
 (i) Tables _____ (ii) Chairs _____ (iii) Dual Desks _____ (iv) Benches _____
 (v) Stools _____ (vi) Almirahs _____ (vii) Shelves _____ (viii) Others _____
- Total amount spent on furniture so far :- Rs. _____
 Additional expenditure occurred during the current year and proposed for following year.
 Current year Rs. _____ Following years Rs. _____
- Whether Maps, Charts, Globes and other Scholastic equipment are available? Yes / No.
 (If yes, attach list of available scholastic equipment.

N.B. STRIKE OFF WHICH IS NOT APPLICABLE

VIII – LIBRARY AND MUSEUM

1. Whether the school has a library? Yes / No.

If yes, Total No. of Books at present _____, Total No. of Books added last year _____

Total amount spent on the purchase of books last year. Rs. _____

2. Whether the school has a museum? Yes / No

IX-PLAYGROUND AND PROVISION FOR PHYSICAL EDUCATION AND GAMES

1. Whether the school has its own playground? Yes / No

2. Whether the school has the provision for physical education and games? Yes / No

3. Whether the school has a full-time P.T.I? Yes / No

4. Name of P.T.I _____ 5. Qualification of P.T.I _____

6. Whether the School has the teams for;
- | | | | | | | |
|----------|----------|----------|-----------|------------|--------------|-------------|
| Cricket | Hockey | Football | Badminton | Basketball | Table Tennis | Volley Ball |
| Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No |

7. Whether the School has provision for ;
- | | | | |
|-------------|-------------|----------------|-------------|
| Scout Units | Girls Guide | Junior Brigade | School Band |
| Yes / No | Yes / No | Yes / No | Yes / No |

8. Any other Games & Sports facility _____

X – MEDICAL FACILITIES

The school has following facilities for Students

- | | |
|---------------------------------------|-----------------------------|
| 1. First aid facility | Available / Not available |
| 2. Qualified Doctor | Available / Not Available |
| 3. Medical Room | Available / Not available |
| 4. Medical Checkup Record of Students | Maintained / Not maintained |

XI – FEES
(In case of Private Schools only)

1. Rate of Tuition fee at the time of Registration: _____
2. Attach photo copy of approval letter of other fee / funds if any.

Rate of Fee	Approved by the Directorate					Charged by the School				
	VI	VII	VIII	IX	X	VI	VII	VIII	IX	X
1. Tuition Fee										
2. Admission Fee										
3. Sc. Lab. Fee										
4. Computer Fee										
5. Examination Fee										
6. Student Fund										
7. Games Fee										
8. Annual Charges										
9. Any other Fee										

3. Details of Concession in Fee :-

Classes	No. on Roll	No. of Freeships (Brother / Sister Concession not to be included)		No. of Brother/Sister Concession at half rate	Total
		Full	Half		
VI					
VII					
VII					
IX Sc.					
X Sc.					
IX Gen.					
X Gen.					
IX D.N.					
X D.N.					

XII – SECURITY MEASURES

1. Arrangement for Safe Custody of Certificates are Available? Yes / No

N.B. STRIKE OFF WHICH IS NOT APPLICABLE

XII – CUMULATIVE RECORDS

- | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------|----------|
| (a) | Are the Cumulative Records maintained and kept upto-date? | Yes / No |
| (b) | Are all required number of internal tests held regularly and entered in the Cumulative Record? | Yes / No |
| (c) | Is one copy of the Cumulative Record handed over to the successful candidates along with their Marks Sheets of S.S.C. Part-II Examination? | Yes / No |

XIV – ANY OTHER MATTER

Any other matter regarding the school which is desired to be brought to the notice of the Inspection Authorities. *(Please attach details on a separate sheet)*

(_____)
Signature with Name and Seal
of Head of the Institution

Dated: _____

(_____)
Signature with Name and Seal
of President or General Secretary/Individual Owner
(In case of Private School only)

XVII – UNDERTAKING

I/We undertake to abide by the following conditions for recognition of school :-

1. That the Managing Committee is properly constituted, duly registered and regularly functioning. The rules and powers of the Managing Committee and office bearers are clearly defined in the constitution.
2. That no change has been made in the Managing Committee / change has been made in the Managing Committee and a copy of the Certificate of Registration of Societies under the Registration Act of 1860 issued to this effect by the Registrar Joint Stock companies along with a copy of the Memorandum of Articles of Association is furnished for the purpose of the record of the Board.
3. (a) That no separate branch has been opened for girls nor separate shift for girls are run by the School.
(b) That separate recognition shall be applied for such a branch / shift.
Please note that any separate branch or separate shift for girls shall be treated as a new un-recognized school, till it is granted recognition separately by the Board and the students from such un-recognized school shall not be treated as regular candidates for the purpose of admission to S.S.C. Examination.
4. That full time trained graduates are appointed for teaching IX and X classes.
5. That the school is housed in a building which is suitable as regards to accommodation, sanitary arrangements and location and conforms to the prescribed standard, providing seating space not less than 09 sq. ft.
6. That the students are provided with sufficient facilities for games & sports.
7. That the school has been provided with suitable teaching aids and furniture including apparatus and equipment for Science practical.
8. That the school maintains a library containing the minimum number of books required and undertakes to spend such amount as may be fixed by the Board from time to time on the purchase of library books.
9. That the rates of fees are approved by the competent authority.
10. That the accounts of school are properly maintained and regularly audited by Chartered Accountant.
11. That the Headmaster is the sole authority in all academic matters and the internal administration of the institution.
12. That the Headmaster and teachers, engaged, are whole time employees and are not working in any other recognized of registered school.
13. That the school is not imparting education in more than one system of examination in the same premises and the Head of the school is not working simultaneously as Head of another institution preparing candidates for another system of examination.
14. That the candidates are not being prepared and sent up for examination conducted by any other University or Board when examinations of the same nature are being held by the Board.
15. **That the School Building, staff and other Physical facilities will be placed at the disposal of the Board for conducting the SSC Examination whenever required.**

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

(_____)
Signature with Name and Seal
of Head of the Institution

Dated: _____

(_____)
Signature with Name and Seal
of President or General Secretary/Individual Owner
(In case of Private School only)