

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. **In Case of renewal of Recognition:-**

(i) No. & Date & Period of Last Recognition Letter No. _____ Period _____
 (Attach Photo-Copy of Last Registration Letter.) _____

8. Details of Elective Subjects :-

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

9. Class Wise Enrolment :

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

10. Result of the last S.S.C. Examination:- (i) Year _____

| Class IX | No. of Students Passed in | | | | | No. of Students Failed |
|---------------|---------------------------|-------------|--------------|------------|-----------|------------------------|
| | Five Papers | Four Papers | Three Papers | Two Papers | One Paper | |
| Sc. Group | | | | | | |
| Gen. Group | | | | | | |
| Dars-e-Nizami | | | | | | |
| Total | | | | | | |

| Class X | No. of Students Passed in Grade | | | | | | | No. of Students Failed |
|---------------|---------------------------------|---|---|---|---|---|------------|------------------------|
| | A-One | A | B | C | D | E | Total Pass | |
| Sc. Group | | | | | | | | |
| Gen. Group | | | | | | | | |
| Dars-e-Nizami | | | | | | | | |
| Total | | | | | | | | |

N.B. STRIKE OFF WHICH IS NOT APPLICABLE

II. NAMAGEMENT
(In case of Private Schools only)

1. Name of the Society / Name of Trust / 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.)

III-FINANCES
(In case of Private Schools Only)

1. Whether Fee/Funds of the school are kept in any approved Bank in the name of the school? Yes / No.
(If yes, attach copy of Bank Statement.)
2. Whether Reserve Fund as a term deposit equal to three months Staff Salary in the name of the school is deposited in any approved Bank? Yes / No.
(If yes, attach copy of Bank Certificate.)
3. Whether there is any Endowment Fund? Yes / No.
(If yes, attach copy of Endowment Fund Certificate of at-least Rs. 15000/- in the name of the school from the Bank.)
4. Financial Position of the School: Total Income during the year 200_____ Rs. _____
Total Expenditure during the year 200___ Rs. _____

IV – S T A F F

1. Staff Position:- (Attach List of the Staff including H.M. as per Specimen proforma given below on separate sheet).

| S. No. | Name | Age | Designation | Qualifications | Subject/s Teaching | Date of Appointment. | Total Pay |
|--------|------|-----|-------------|----------------|--------------------|----------------------|-----------|
| | | | | | | | |

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)

N.B. STRIKE OFF WHICH IS NOT APPLICABLE

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. _____
- P.S. STRIKE OFF WHICH IS NOT APPLICABLE

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. 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. | | | |

N.B. STRIKE OFF WHICH IS NOT APPLICABLE

VII – FURNITURE AND EQUIPMENT

1. Whether furniture in the school is satisfactory from the point of view of quantity and quality? Yes / No.
2. Details of furniture :-
 (i) Tables _____ (ii) Chairs _____ (iii) Dual Desks _____ (iv) Benches _____
 (v) Stools _____ (vi) Almirahs _____ (vii) Shelves _____ (viii) Others _____

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 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 |
4. Whether the School has provision for ;

| | | | |
|-------------|-------------|----------------|-------------|
| Scout Units | Girls Guide | Junior Brigade | School Band |
| Yes / No | Yes / No | Yes / No | Yes / No |
5. 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

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XI – FEES
(In case of Private Schools only)

1. Rate of Tuition fee at the time of Registration: _____

| Rate of Fee | Charged by the School | | | | | Approved by the E.D.O. | | | | |
|--------------------|-----------------------|-----|------|----|---|------------------------|-----|------|----|---|
| | 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 | | | | | | | | | | |

2. 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

- (a) Whether the Secondary School Certificates issued by the Board are kept in the safe Custody of the Head of the Institution? Yes / No
- (b) Whether the Secondary School Certificates are distributed under the direct supervision of the Head of the Institution? Yes / No
- (c) Whether the un-delivered Secondary School Certificates are returned to the Board's office within the stipulated period of time? Yes / No

N.B. STRIKE OFF WHICH IS NOT APPLICABLE

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 Join 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)