



APPLICATION FORM FOR ADMISSION

TO THE PRIVILEGE OF REGISTRATION WITH B.I.S.E. KOHAT

To be filled in by the Head of Non-Govt or Privately Managed Primary / Middle Schools

Note:

- Registration Fee @Rs.3000/- (one only), to be remitted in the name of the Secretary, BISE Kohat in any branch of NBP within the jurisdiction of BISE Kohat and original receipt be furnished along with application.
- As security, TDR for a sum of Rs.5000/- will be deposited by the Primary/Middle schools & will be provided after registration is issued.
- Rate of registration renewal fee is Rs.2000/- and Rs.3000/- for Primary and Middle schools/institutions respectively per year, and inspection fee (for every inspection, if any) is Rs.3000/-.
- Recognition granted for a specific period, shall lapse automatically at the end of the period for which it was granted. The head of institution shall have to deposit renewal Fee Rs.1000/- covering letter, before the expiry of previous registration, otherwise the registration of the institution will be deemed as cancelled.

I - GENERAL

- Name of Institution: _____
- Address / Phone No: _____
- Date from which it is proposed to start classes: _____
- Category (primary to middle) for which Registration is sought: _____

II – REGISTRATION

Medium of Instruction (English Medium / Urdu Medium): _____

From Class _____ up to _____

- Management:**
 - Has the institution "Board of Governors" ? If so, how is it constituted? (Attach a copy)
 - Does the "B.O.G" hold meetings with regular intervals? (Weekly / Monthly / Yearly). Attach a copy of the minutes of its last meeting.
- Staff:**
 - What is the total number of teaching staff: _____
- Qualification:**
 - What is the qualification of the Principal: _____
(Principal must be at least B.A/B.Sc along with B.Ed.)
 - Whether the teachers employed are Graduate/CT: _____
(Attach staff statement)
 - What are the scales of pay of teachers?
 - Are there any service rules? Attach a copy.
- Finance:**
 - What are the sources of income of the institution?
 - What is the total estimated annual expenditure of the institution?
 - Do the Income and Expenditure balance? If not, how does the institution propose to balance it?
 - Are the first aid facilities present in the institution?

5. **Building:**
 - a. Is the building acquired on long lease? If so, attach a copy of the lease agreement.
 - b. What are the total number of classrooms? (Attach plan of the building)
 - c. Are rooms well furnished with furniture?
 - d. Is the building fitted with electric lights and electric fans?
 - e. Are the rooms well-ventilated?
 - f. How many students can be accommodated in each classroom?
(20 to 30 students are allowed in each section)
 - g. Is there a proper boundary wall present around the school building?
 - h. Is there a sufficient space in Laboratories for practicals?
 - i. Is there Hall/Auditorium facilities?

6. **Drinking Water:**
 - a. Is pure drinking water available for the students?
 - b. Is there any arrangement for the provision of cold drinking water during the summer season?

7. **Play Ground:**
 - a. Is there any play ground in the institution?
(The play ground must be properly fenced)

8. **Toilets:**
 - a. How many toilets are available for the students?
 - b. Are toilets fitted with flush system?
(One toilet should be for 50 students)

9. **Canteen:**
 - a. Is there any canteen present in the premises of the institution?

III - DOCUMENTS TO BE ATTACHED

1. A list of members of Board of Governors: _____
2. A copy of Constitution of the Board of Governors: _____
3. Rules regarding appointments: _____
4. Staff statement: _____
5. Details of amount proposed to be spent on furniture: _____
6. Fixed Deposit Receipt, if any. _____
7. Fee Structure. _____
8. Details of annual income & expenditure: _____
9. Plan of building. _____
10. Lease agreement, if the building is rented? _____

Certified that:

1. The facts stated above are true to the best of my knowledge and belief.
2. The management has agreed to abide by the Rules & Regulation of the Board.

(Signature of Managing / Secretary and Office Seal)