

#### 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. 20000/-)
- ➤ Inspection fee Rs. 15000/-

Trust: Any Other: \_

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

(In Block Letters) Name of Principal: Qualification 1. (Name of Owner/Owners (if 02 or more attach agreement)\_ 2. Year of Establishment \_\_\_\_\_\_ 3. Registration No Of PSRA \_\_\_\_\_ 3 4. Name of Share Holder (s) Level of Registration SSC (Science, Arts) HSSC (Pre Medical, Engineering, SC General, Humanities) 5. \_\_\_\_\_Mobile No. \_\_\_ Village/City Name: \_\_\_\_\_\_\_ 7. Tehsil: \_\_\_\_\_\_\_ 8. District: \_\_\_\_\_ 6. UC/Cantonment \_\_\_\_\_\_ 10. Location (1.Urban 2. Rural)\_\_\_\_\_ 7. Gender (1. Boys, 2.Girls 3. Co.Educ)\_\_\_\_\_ 8. \_\_ (Select One of the following and write number in this box) 9. 2.Public Private Collaboration (PPC) 3.The Citizen's Foundation (01. Private 4.Mercy Pak International School, 5.Bacha Khan Education System) Any other (Write Name) \_\_\_ 10. (Note: if School Type is PPC, Then Write Name of the Govt. School\_\_\_\_\_ 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 Level of registration with PSRA SSC \_\_\_\_\_HSSC\_\_ 14. Nature of Management Individual \_\_\_\_\_ Registration Body/Firm \_\_\_\_ Association of Persons \_\_\_\_ 15.

**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?  | _                        |
|    |     | <ul><li>(d) Who is the owner of the building?</li><li>(e) What is the total covered area of the institution?</li></ul>                                     |                          |
|    |     | (f) Is the head of institution residing in or near the premises of the institution   | on? Yes/ No              |
|    |     | (g) isskitch of the building attached.   | Yes/ No                  |
|    |     | <ul><li>(h) what is the number of classroom</li><li>(i) what is the size of the class room</li></ul>   |                          |
|    |     | (j) Is there properly equipped class room?   | Yes/No                   |
|    |     | (k) Is there a hall for holding a meeting?   | Yes/ No                  |
|    |     | <ul><li>(1) Is the building fitted with electric lights and ceiling fans?</li><li>(m) Is there proper arrangement for drinking water?.</li></ul>           | Yes/ No<br>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 fo   | ounders 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  |                          |
|    |     | 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  | es/ No                   |
|    | (b) | What is the distance between Play ground& Institution?   |                          |
|    | (c) | Has the institution employed a whole-time DPE?   | es/ No                   |
|    | (d) | For what games has the institution made provision?   |                          |
|    | (e) | In case of a co-education, has qualified female DPE been recruited?  | es/ No                   |
|    | (f) | Is there a gymnasium & provision for athletics? Yes  | / No                     |
|    | (g) | Name of DPE:   | <del></del>              |
|    | (h) | Qualification of DPE:  |                          |
|    | (i) | What is the arrangement for physical medical examination of the students?  |                          |
|    |     | <b>SECTION-E: SCIENCE LABORATORIES</b>   |                          |
|    | (a) | No. of laboratories available in the institution: what is its size   |                          |
|    | (b) | Has the side room / store been provided, with laboratory?  | es/ 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?  | es/ No                   |

|             |         | If not, for how many students.                        |                                   |                        |
|-------------|---------|---|-----------------------------------|------------------------|
|             | (e)     | What was the budget provision for the purcha          | ase 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/chen   | nicals supplied by the |
|             |         | Board?  |                                   | Yes / No               |
|             |         |   |                                   |                        |
|             |         | SECTION-F: <u>LIBRAI</u>                              | RY.                               |                        |
|             | (a)     | Total Number of books available in the library:       |                                   |                        |
|             |         | (1) Political(2) Religious                            | (3) General                       |                        |
|             | The No  | o. of books shall not be less than 300/500 in case of | of School & College respectively. |                        |
|             | (b)     | Amount allocated for the purchase of Library bo       | ooks:                             |                        |
|             |         | (a) Recurring(b) Non Recurring _                      |                                   |                        |
|             | (c)     | Annual budget to be provided for purchase of Li       | brary books:                      | _                      |
|             | (d)     | Has the institution any museum. (give details)        |                                   | _                      |
|             | (e)     | Are newspapers, journals and publications on cu       |                                   |                        |
|             |         | affairs made available? Give names:                   |                                   | -                      |
|             | (f)     | Has the institution arranged for one set of text be   | ook for every class? Yes/         | No                     |
|             | (g)     | How many students can be accommodated in the          | e reading room.?                  |                        |
|             | (h)     | Name of Librarian: Q                                  | ualification:                     |                        |
|             | (i)     | Detail of Books/News Papers & Magazines etc           | may be attached.                  |                        |
|             |         |   |                                   |                        |
| <b>SECT</b> | ION –   | G STUDENTS WELFARE.                                   |                                   |                        |
|             | (a)     | What are the arrangements for medical exam            | nination / First Aid facility     |                        |
|             |         | for students?   |                                   |                        |
|             | (b)     | Has the health record been maintained?                |                                   | Yes/No                 |
|             | (c)     | Has the Science society and literary societie         | s established in the institution? | Yes/ No                |
| <b>SECT</b> | ION-H   | CUMULATIVE RECORD CARDS.                              |                                   |                        |
|             | (a)     | Are the cumulative result cards maintained?           |                                   | Yes/No                 |
|             | (b)     | Are all the required number of internal tests         | held?                             |                        |
|             |         | regularly and entered in proper register?             |                                   | Yes/ No                |
| SECT        | ION-I   | STAFF.  |                                   |                        |
| 1.          | Does t  | he Institution possess adequate staff consister       | nt with its enrolment?            | Yes / No               |
| 2.          | What i  | s the ratio of the enrolment to the number of         | teachers?                         |                        |
| 3.          |         | proposed staff qualified and adequate?                |                                   | Yes / No               |
| 4.          | •       | member of the staff over-worked?                      |                                   | Yes / No               |
|             | •       |   | high ha/sha is not qualified?     |                        |
| 5.          | •       | member of the staff teaching subject(s) for w         | men ne/sne is not qualified?      | Yes / No               |
| 6.          |         | e teachers employed on written agreement?             | <b>44.</b>                        | Yes / No               |
| 7.          |         | embers of the staff having any additional res         | ponsibilities which interfere in  |                        |
|             | their d | uties?  |                                   | Yes / No               |

| 8     | . Wha         | it is the | practice of the Institution with regard to (a) staff meeting (b) Trai    | nings                   |
|-------|---------------|-----------|--|-------------------------|
| 9     | . Is an       | ıy meml   | ber of the staff being paid less than the minimum wage prescribed        | by the                  |
|       | Boar          | rd?       | Yes / No   |                         |
| 1     | 0. Is ev      | ery mer   | mber of the staff getting dearness Allowance? What is the scale?         | Yes / No                |
| 1     | 1. Are        | there an  | y service rules? (Attach copy)   | Yes / No                |
| 1.    | 2. Does       | s the ins | stitution maintain Provident Fund or Pension Fund or both for teac       | hers?                   |
|       | Wha           | t are the | e scale of pay of teachers?  | Yes / No                |
| 1     | 3. Is th      | e Institu | ntion regularly contributing its share to the provident Fund/Pension     | fund or both            |
|       | Wha           | it is the | percentage of contribution made by the institution towards provide       | ent fund Yes / No       |
| 1     | 4. Are        | membei    | rs of the staff generally satisfied with the conditions of their service | es? Yes / No            |
| 15. I | Oo the        | staff m   | naintain work book showing their daily class wise teaching To            | pics, Plans and syllabi |
| cove  | red.? _       |           |  |                         |
| SEC'  | TION -        | _J FUR    | <u>rniture</u>   |                         |
|       | Wha           | it amou   | nt is proposed to be spend on furniture (a) Recurring                    |                         |
|       | (b) N         | Von-recu  | urring   |                         |
| SEC'  | TION-         | K: HO     | STEL / BOARDING HOUSE.   |                         |
|       | (a)           | Is the    | ere a hostel for the residence of students?                              | Yes/No                  |
|       | (b)           | Wha       | t is the number of boarder students?                                     |                         |
|       | (c)           | Wha       | t is the existing capacity?  |                         |
|       | (d)           | Wha       | t is the qualification of warden?  |                         |
|       | (e)           | Has       | a common room been provided in the hostel?                               | Yes/No                  |
|       | (f)           | Does      | s the warden reside inside or near to hostel?                            |                         |
|       | (g)           | Are       | recreational facilities available in the common room?.Yes/ No            |                         |
|       | (h)           | Is the    | ere a dining hall.   | Yes / No                |
|       | (i)           | Wha       | t is the capacity of the hall?   |                         |
|       | (j)           | Is ad     | lequate furniture available in the hall?                                 |                         |
|       |               | (if ye    | es attach detail)  |                         |
| SEC'  | TION-         | L: ACA    | ADEMIC .   |                         |
| 1     | . <u>CURI</u> | RICULUN   | <u>л.</u>  |                         |
|       |               | (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 | Humanit | ies Group |
|-------|------------------|---------|-------|---------|-----------|
| 3.NU. | Class            | Girls   | Boys  | Girls   | Boys      |
|       | 9тн              |         |       |         |           |
|       | 10 <sup>TH</sup> |         |       |         |           |

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

|       |                          |       |         |      | G     | roup    |         |      |        | ,     |
|-------|--------------------------|-------|---------|------|-------|---------|---------|------|--------|-------|
| S.No. | Class                    | Pre-M | ledical | Pre- | Engg: | Science | General | Huma | nities | Total |
|       |                          | 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  | Nursery | Prep/ | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3rd | 4 <sup>th</sup> | 5 <sup>th</sup> | 6 <sup>th</sup> | 7 <sup>th</sup> | 8 <sup>th</sup> | 9th | 10 <sup>th</sup> | 11 <sup>th</sup> | 12 <sup>th</sup> |
|---------------------------|-------|---------|-------|-----------------|-----------------|-----|-----------------|-----------------|-----------------|-----------------|-----------------|-----|------------------|------------------|------------------|
|                           | Group |         | KG    |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Strength/Enrollment       |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Admission Fee             |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Promotion Fee             |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Tuition Fee               |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Security Fee              |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Exam Fee                  |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Registration Fee          |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Computer Charges          |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Library Fund              |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Spots Fund                |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Transportation<br>Charges |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Stationery Charges        |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Hostel Charges            |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Any Other Charges         |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |
| Total                     |       |         |       |                 |                 |     |                 |                 |                 |                 |                 |     |                  |                  |                  |

#### 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.50)

- 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 programe /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          | Ye | 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-<br>Azam                                  |     |    |
| 3.   | Staff Room              |    |    | 18   | Portrait Of<br>AllamaIqbal                                   |     |    |
| 4.   | Visitors Room           |    |    | 19   | Waiting Area for<br>Visitor                                  |     |    |
| 5.   | Class Rooms             |    |    | 20   | Drinking Water<br>Facility                                   |     |    |
| 6.   | Common Room             |    |    | 21   | Furniture provided to all Students                           |     |    |
| 7.   | Dispensary              |    |    | 22   | Furniture provided to all staff                              |     |    |
| 8.   | Sick Recovery<br>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<br>displayed outside<br>(attach pictures) |     |    |
| 13.  | Science Lab             |    |    | 28   | Books approved by DCTE                                       |     |    |
|      | i) Biology              |    |    | 29   | Annual Academic calendar displayed for each class            |     |    |
|      | ii) Physics             |    |    | 30   | Boundary Wall  |     |    |
|      | iii) Chemis<br>try      |    |    | 31   | Security Cameras installed                                   |     |    |
| 14.  | Washroom:               |    |    | 32   |  |     |    |
|      | i) Boys                 |    |    |      |  |     |    |
|      | ii) Girls               |    |    |      |  |     |    |
|      | iii) Staff              |    |    |      |  |     |    |
| 15.  |                         |    |    |      |  |     |    |

### 2. FURNITURE DETAIL

| Туре                 | Class<br>Room | Prl:<br>Office | Clerk<br>Office | Library | Laboratory | Staff<br>Room | Exam:<br>Hall | Dinning<br>Hall |
|----------------------|---------------|----------------|-----------------|---------|------------|---------------|---------------|-----------------|
| Chair                |               |                |                 |         |            |               |               |                 |
| Desks 02<br>Setter   |               |                |                 |         |            |               |               |                 |
| Desks 03<br>Setter   |               |                |                 |         |            |               |               |                 |
| Benches<br>02 Setter |               |                |                 |         |            |               |               |                 |
| Beches<br>03 Setter  |               |                |                 |         |            |               |               |                 |
| Stools               |               |                |                 |         |            |               |               |                 |
| Steal<br>Almirah     |               |                |                 |         |            |               |               |                 |
| Wooden<br>Almirah    |               |                |                 |         |            |               |               |                 |
| Tablet<br>Chairs     |               |                |                 |         |            |               |               |                 |
| Sufa Set             |               |                |                 |         |            |               |               |                 |
| Sufa<br>Chair        |               |                |                 |         |            |               |               |                 |
| Long<br>Table        |               |                |                 |         |            |               |               |                 |
| Dinning<br>Table     |               |                |                 |         |            |               |               |                 |
| Dinning<br>Chair     |               |                |                 |         |            |               |               |                 |
| White<br>Boards      |               |                |                 |         |            |               |               |                 |
| Black<br>Boards      |               |                |                 |         |            |               |               |                 |

# 3 <u>BASIC QUALIFICATION & SALARY PRESCRIBED BY THE BOARD FOR THE</u> <u>FOLLOWING POSTS</u>.

| S.No | Name of Post                                   | <u>Salary</u>        | <b>Qualification</b>                                 |
|------|--|----------------------|--|
| 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-<br>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,<br>Sweeper,<br>Bishti, Cook etc | · Initial Pay of G-1 | Literate   |
| 14   | Driver   | Initial Pay of G-04  | HTV/LTV Licenses Holder                              |
| 15   | J/C / Acctt:<br>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        | Middle                | High |             |          |        |            |                |   |
|----------------|-----------------------|------|-------------|----------|--------|------------|----------------|---|
| 1. Principal a | t least B.A,B.Sc,B.Ed |      | 1. Prl: BA/ | BSc.B.Ed | = 01   | 1. Prl: BA | A/BSc.B.Ed = 0 | 1 |
| 2. PST one for | or each class         |      | 2. SET(Sc)  | -01      |        | 2. SET(Se  | (e) - 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/BEd =01
- 2. SS one for each subject.
- 3. DPE

Ratio between teacher and students.1:30

#### SECTION -P MANAGEMENT FOR HIGH/ HIGHER LEVEL

| (a)         | Has it             | managing body and      | if so how is it constituted?    |      |                          |
|-------------|--------------------|------------------------|---------------------------------|------|--------------------------|
| (b)         | Is the h           | ead of the Institution | a member of the managing bo     | dy?  |                          |
| (c)         | Name               | Address of Manage      | er/ Secretary of the managing b | oody |                          |
| (d)         | Attach             | d                      |                                 |      |                          |
|             | (i)                | List of member of t    | managing body.                  |      |                          |
|             | (ii)               | A copy of the const    | titution                        |      |                          |
| <u>N -Q</u> |                    |                        |                                 |      |                          |
|             |                    |                        | DECLARAT                        | 'ION |                          |
|             |                    |                        |                                 |      |                          |
|             |                    |                        |                                 |      |                          |
| I           |                    |                        |                                 |      | S/o, D/o, W/o            |
| I           |                    |                        |                                 |      |                          |
|             |                    |                        |                                 | sol  | emnly affirm and declare |
| that th     | e facts            | and figures as prov    | vided in the Application Fo     | sol  | emnly affirm and declare |
| that th     | e facts            | and figures as prov    |                                 | sol  | emnly affirm and declare |
| that th     | e facts            | and figures as prov    | vided in the Application Fo     | sol  | emnly affirm and declare |
| that th     | e facts            | and figures as prov    | vided in the Application Fo     | sol  | emnly affirm and declare |
| that th     | e facts            | and figures as prov    | vided in the Application Fo     | sol  | emnly affirm and declare |
| that th     | e facts            | and figures as prov    | vided in the Application Fo     | sol  | emnly affirm and declare |
| that th     | e facts            | and figures as prov    | vided in the Application Fo     | sol  | emnly affirm and declare |
| that th     | e facts            | and figures as prov    | vided in the Application Fo     | sol  | emnly affirm and declare |
| that th     | e facts<br>f my kn | and figures as prov    | vided in the Application Fo     | sol  | emnly affirm and declare |

(Name in Block Letters)

#### STAFF STATEMENT

|      | TEACHING FACULTY (ATTACHED PHOTOCOPY OF HIGHER DEGREE/CERTIFICATES) |             |   |  |
|------|---|-------------|---|--|
| S.NO | Name  | Designation | <b>Qualification</b><br>(with subject in case of<br>PhD/M.phil/MA/MSc or<br>BA/BSc) | Professional<br>Qualification<br>(Copy attached) |
|      |   |             |   |  |
|      |   |             |   |  |
|      |   |             |   |  |
|      |   |             |   |  |
|      |   |             |   |  |

#### **NON TEACHING STAFF**

| S.No | Name | Qualification | Post | Salary |
|------|------|---------------|------|--------|
|      |      |               |      |        |
|      |      |               |      |        |
|      |      |               |      |        |
|      |      |               |      |        |
|      |      |               |      |        |
|      |      |               |      |        |



#### **DETAILS OF LIBRARYBOOKS AND NEWSPAPER, MAGAZINES ETC.**

| S.No              | SUBJECTS  | NO OF BOOKS AVAILBALE IN THE LIBRARY |  |
|-------------------|---|--------------------------------------|--|
|                   |   | OF THE INSTITUTION                   |  |
| 1.                | English   |                                      |  |
| 2.                | Urdu  |                                      |  |
| 3.                | Arabic  |                                      |  |
| 4.                | Persian   |                                      |  |
| 5.                | Language (other than those specified in the list) |                                      |  |
| 6.                | Islamic Studies                                   |                                      |  |
| 7.                | Physics   |                                      |  |
| 8.                | Chemistry   |                                      |  |
| 9.                | Mathematics                                       |                                      |  |
| 10.               | Biology   |                                      |  |
| 11.               | Computer Science                                  |                                      |  |
| 12.               | Civics  |                                      |  |
| 13.               | English Literature                                |                                      |  |
| 14.               | Al- Quran   |                                      |  |
| 15.               | Hadith and Fiqah                                  |                                      |  |
| 16.               | Economics   |                                      |  |
| 17.               | General Science                                   |                                      |  |
| 18.               | Business Mathematics                              |                                      |  |
| 19.               | Commercial Geography                              |                                      |  |
| 20.               | Islamic History                                   |                                      |  |
| 21.               | Food and Nutrition                                |                                      |  |
| 22.               | Physical Education                                |                                      |  |
| 23.               | History of Indo-Pak Subcontinent                  |                                      |  |
| 24.               | Computer Hardware                                 |                                      |  |
| 25.               | Education   |                                      |  |
| 26.               | Art and Model Drawing                             |                                      |  |
| 27.               | Home Economics                                    |                                      |  |
| 28.               | Hygiene and Physiology                            |                                      |  |
| 29.               | Fiction   |                                      |  |
| 30.               | Games and Sports                                  |                                      |  |
| 31.               | Reference Books                                   |                                      |  |
| 32.               | Miscellaneous Books                               |                                      |  |
| 33.               | Tafseer-Ul-Quran                                  |                                      |  |
| 34.               | Atlases   |                                      |  |
| 35.               | Encyclopedia                                      |                                      |  |
| 36.               | Islamic Encyclopedia                              |                                      |  |
| 37.               | Dictionaries (General)                            |                                      |  |
| 38.               | Science Dictionaries                              |                                      |  |
| 39.               | Pakistan Moment                                   |                                      |  |
| 40.               | Poetry of AllamaIqbal and other Poets             |                                      |  |
| 41.               | Portraits of National Heroes                      |                                      |  |
| 42.               | Subject Text Books                                |                                      |  |
| <b>Grant Tota</b> | l   |                                      |  |
| Journals          |   |                                      |  |
| No. 201           |   |                                      |  |
| <u>newspapel</u>  | Newspapersweekly/Monthly                          |                                      |  |
|                   |   |                                      |  |
| Signature         | Signature   |                                      |  |
| Na                | Name  |                                      |  |



## **DETAILS LIST OF LABORATORY EQUIPMENT**

| Chemistry |  |   |
|-----------|--|---|
| S.NO      | EQUIPMENT                              | NO OF EQUIPMENT'S AVAILABLE IN THE LABORATORY |
| 1         | Watch Glass Min 3                      |   |
| 2         | Magnet five for each group             |   |
| 3         | Iron filling 2kg                       |   |
| 4         | Sand                                   |   |
| 5         | Tripod Stand 10                        |   |
| 6         | Thermometer 10                         |   |
| 7         | Bunsen burner 05                       |   |
| 8         | Stirrer 10                             |   |
| 9         | Capillary tube 20                      |   |
| 10        | Wire gauze 10                          |   |
| 11        | Breakers smalls                        |   |
| 12        | Naphthalene 1kg                        |   |
| 13        | Sulfuric acid 2 Bottle                 |   |
| 14        | Biphenyl 1 Bottle                      |   |
| 15        | Fusion tube                            |   |
| 16        | Acetone carbon disulphide 2 Bottle     |   |
| 17        | Ethyl alcohol NH <sub>3</sub> Solution |   |
| 18        | Naphthalene ,Benzene                   |   |
| 19        | Ice cube                               |   |
| 20        | Condenser Formaldehyde                 |   |
| 21        | Fractionating column                   |   |
| 22        | Crucible 05                            |   |
| 23        | Polystyrene cup 30                     |   |
| 24        | Digital balance 05                     |   |
| 25        | Stirrer 10                             |   |
| 26        | Copper sulphate 2-kg                   |   |
| 27        | Funnel 10                              |   |
| 28        | China dish 10                          |   |
| 29        | Cotton 20 Role                         |   |
| 30        | Glass rod 05                           |   |
| 31        | Ammonium Chloride 2kg                  |   |
| 32        | Measuring flask 05                     |   |
| 33        | Physical balance 03                    |   |
| 34        | Wight box 03                           |   |
| 35        | Dropper 10                             |   |
| 36        | Sodium hydroxide 2kg                   |   |
| 37        | Sodium carbonate 2kg                   |   |
| 38        | Pipette 10                             |   |
| 39        | Hydrochloride Acid Two Bottle          |   |
| 40        | Oxalic Acid 2 Bottle                   |   |
| 41        | Volumetric Flask 05                    |   |
| 42        | Sodium Hydroxide                       |   |
| 43        | Sodium Carbonate                       |   |
| 44        | Hydrochloric Acid                      |   |
| 45        | Oxalic Acid                            |   |
| 40        | Ozdiic riciu                           |   |

| 46 | Lonner Silinnare                  |  |
|----|-----------------------------------|--|
| 47 | Copper Sulphate  Mustard oil      |  |
| 48 | Sucrose                           |  |
|    |                                   |  |
| 49 | Bulb                              |  |
| 50 |                                   |  |
| 51 | Graphite Electrodes               |  |
| 52 | Card Board                        |  |
| 53 | Switch or key                     |  |
| 54 | Distilled water                   |  |
| 55 | Sugar                             |  |
| 56 | Nacl                              |  |
| 57 | Vinegar                           |  |
| 58 | HCL                               |  |
| 59 | NaoH                              |  |
| 60 | Test Tubes                        |  |
| 61 | Iron Nail                         |  |
| 62 | Fe (s)                            |  |
| 63 | Cuso <sub>4</sub>                 |  |
| 64 | Iron dust                         |  |
| 65 | Sulphur                           |  |
| 66 | Cork                              |  |
| 67 | Delivering tube                   |  |
| 68 | Mortar and pestle                 |  |
| 69 | Marble chips or calcium carbonate |  |
| 70 | Lime water                        |  |
| 71 | Wax                               |  |
| 72 | Copper chloride                   |  |
| 73 | Aluminum strip                    |  |
| 74 | Ammonium nitrate                  |  |
| 75 | Beakers                           |  |
| 76 | Soap                              |  |
| 77 | Test tube small + large           |  |
| 78 | Test tube rack                    |  |
| 79 | Plastic bottles                   |  |
| 80 | Syringes                          |  |
| 81 | Tripod                            |  |
| 82 | H <sub>2</sub> SO <sub>4</sub>    |  |
| 83 | Oxalic acid                       |  |
| 84 | Hcl                               |  |
| 85 | Methyl orange                     |  |
| 86 | Na <sub>2</sub> co <sub>3</sub>   |  |
| 87 | Knife                             |  |
| 88 | PH Paper stand color chart        |  |
| 89 | Glass Rod                         |  |
| 90 | Soda water                        |  |
| 91 | Red and blue litmus paper         |  |
| 92 | Salt (Nacl)                       |  |
| 93 | Washing Soda                      |  |
| 94 | Sprit lamp                        |  |
| 95 | Glucose                           |  |
| 96 | Aldehyde                          |  |
| 70 |                                   |  |
| 97 | NaoH                              |  |

| 99  | Agno <sub>3</sub> NH <sub>3</sub>     |  |
|-----|---------------------------------------|--|
|     | 11113                                 |  |
| 100 | Fructose                              |  |
|     | Test tube holder                      |  |
|     | Acetic acid                           |  |
|     | Solid Na <sub>2</sub> co <sub>3</sub> |  |
|     | Fecl <sub>3</sub>                     |  |
| 105 | Cinnamic Acid                         |  |
|     | Kmno <sub>4</sub>                     |  |
|     | Ethane                                |  |
| 108 | China dish                            |  |
| 109 | Physical or digital balance           |  |
| 110 | Tube sugar                            |  |
| 111 | Lime HNO <sub>3</sub>                 |  |
| 112 | Mgso <sub>4</sub>                     |  |
| 113 | Distal water Machine                  |  |
| 114 | Gown one                              |  |
| 115 | Sprit one bottle                      |  |
| 116 | Bernol one tube                       |  |
| 117 | Gloves one tube                       |  |
| 118 | Cloth Glycrine 500ml                  |  |
| 119 | Benzene 500 ml                        |  |
| 120 | Naphthalene 500gm                     |  |
| 121 | Manganese dioxide 500ml               |  |
| 122 | Ammonium chloride one kg              |  |
| 123 | Tantric acid one kg                   |  |
| 124 | Marble chips 2kg                      |  |
| 125 | Starch one kg                         |  |
| 126 | Silver Nitrate 500gm                  |  |
| 127 | Loc ½ kg                              |  |
| 128 | Flam 20                               |  |
| 129 | Gas Gars 20                           |  |
| 130 | Titration Flask 10                    |  |
|     | Cork 2 packet                         |  |
|     | Rounded Flask 10                      |  |
|     | Spoon Steel 05                        |  |
|     | Cork Borer 10                         |  |
|     | Gaz 10                                |  |
|     | CHCL <sub>3</sub>                     |  |
|     | Wolf Bottle 10                        |  |
|     | Magnesium Band                        |  |
|     | Thermometer 05                        |  |
| 140 | Filter Paper                          |  |



## **DETAILS LIST OF LABORATORY EQUIPMENT**

| Physics |                                      |   |
|---------|--------------------------------------|---|
| S.NO    | EQUIPMENT                            | NO OF EQUIPMENT'S AVAILABLE IN THE LABORATORY |
| 1       | Glass Slab 10                        |   |
| 2       | Common pins one Box                  |   |
| 3       | Drawing Pins two Box                 |   |
| 4       | White Paper                          |   |
| 5       | Drawing Board 05                     |   |
| 6       | Protector 05                         |   |
| 7       | Concave Mirror large focal length 10 |   |
| 8       | Concave Mirror Small focal length 10 |   |
| 9       | Stand 10                             |   |
| 10      | Meter Rod                            |   |
| 11      | Sharp pointed meter rod 20           |   |
| 12      | Plumb line 20                        |   |
| 13      | Beaker small and large size 20       |   |
| 14      | Knitting needles 10                  |   |
| 15      | Wooden Block 20                      |   |
| 16      | Glass Prism 10                       |   |
| 17      | Lens upright 20                      |   |
| 18      | Optical Bench 10                     |   |
| 19      | Convex lens of short focal length 10 |   |
| 20      | Convex lens of large focal length 10 |   |
| 21      | Connecting wire                      |   |
| 22      | Rheostat                             |   |
| 23      | Voltmeter 05                         |   |
| 24      | Battery 05                           |   |
| 25      | Ammeter 05                           |   |
| 26      | R1 and R2 Resistance 05              |   |
| 27      | Galvanometer 03                      |   |
| 28      | Dry cell 1.5 volts 20                |   |
| 29      | Bar Magnet 10                        |   |
| 30      | Compass 05                           |   |
| 31      | Needle 20                            |   |
| 32      | Rubber 20                            |   |
| 33      | Circular Coil 05                     |   |
| 34      | Crocodile Chips 20                   |   |
| 35      | LED indicator module                 |   |
| 36      | NAND gate 05                         |   |
| 37      | NOR gate 05                          |   |
| 38      | NOT gate 05                          |   |
| 39      | AND gate 05                          |   |
| 40      | OR gate 05                           |   |
| 41      | D.C power Supply                     |   |
| 42      | Thermometer                          |   |
| 43      | Small Wooden bench                   |   |
| 44      | Syringes 5ml 10                      |   |

| 45 | Liquid                           |
|----|----------------------------------|
| 46 | Hypsometer 05                    |
| 47 | Lead shot 10                     |
| 48 | Sprit lamp 10                    |
| 49 | Sprit lamp 10                    |
| 50 | Graph paper 10 sheets            |
| 51 | Tissue paper one Role            |
| 52 | Spring Balance 05                |
| 53 | pan 05                           |
| 54 | Meter rod 10                     |
| 55 | Roller with Hook 10              |
| 57 | String 05 meter                  |
| 58 | Slotted weight with hangers 03   |
| 59 | Iron Stand 10                    |
| 60 | Wooden Wedge 10                  |
| 61 | Iron Stands 10                   |
| 62 | Split Cork 10                    |
| 63 | Chalk 10                         |
| 64 | White sheet of paper             |
| 65 | Palme mirror strip 05            |
| 66 | Metallic bob 10                  |
| 67 | Drawing Pins two box             |
| 68 | Helical Spring 10                |
| 69 | Graduated scale in centimeter 20 |
| 70 | Hanger With Pointer 05           |

# BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MALAKAND DETAILS LIST OF LABORATORY EQUIPMENT

| AKAND    | Biology                                   |                                    |  |
|----------|---|------------------------------------|--|
| S.NO     | EQUIPMENT                                 | NO OF EQUIPMENT'S AVAILABLE IN THE |  |
|          | -   | LABORATORY                         |  |
| 1        | Stop watch 05                             |                                    |  |
| 2        | Graph paper 10 sheets                     |                                    |  |
| 3        | Water Tube 05                             |                                    |  |
| 4        | Rubber Tube 02                            |                                    |  |
| 5        | Graduated Cylinder 10                     |                                    |  |
| 6        | Beehive shelf 10                          |                                    |  |
| 7        | Conical flask 10                          |                                    |  |
| 8        | Lime water                                |                                    |  |
| 9        | Glass tube 10                             |                                    |  |
| 10       | Cork lids 10                              |                                    |  |
| 11       | Cigarette one packet                      |                                    |  |
| 12       | Lighter 01                                |                                    |  |
| 13       | White tissue paper role 01 Cotton Role 02 |                                    |  |
| 14       |   |                                    |  |
| 15       | Stand 10                                  |                                    |  |
| 16<br>17 | Funnel 10                                 |                                    |  |
|          | Kidney model 02                           |                                    |  |
| 18<br>19 | Chart of human nervous system 02          |                                    |  |
|          | Scalpel 02                                |                                    |  |
| 20       | Stethoscope 01                            |                                    |  |
| 21       | Dissecting box 05  D.C Battery 12 v 02    |                                    |  |
|          | Petri dish 10                             |                                    |  |
| 23       | Ringer Solution 5ml                       |                                    |  |
| 25       | Wires 2 meter                             |                                    |  |
| 26       | Dissecting dish 03                        |                                    |  |
| 27       | Model or Charts of human eyes 02          |                                    |  |
| 28       | Rib bone of lamb 02                       |                                    |  |
| 29       | Slides 50                                 |                                    |  |
| 30       | Cover slips 50                            |                                    |  |
| 31       | Photomicrograph 02                        |                                    |  |
| 32       | Microscope electrical + compound 01       |                                    |  |
| 33       | Razor Needle                              |                                    |  |
| 34       | Bulb (onion) 1 kg                         |                                    |  |
| 35       | Stem tuber (potato) 1 kg                  |                                    |  |
| 36       | Corm (colocasia) 1 kg                     |                                    |  |
| 37       | Blade 02                                  |                                    |  |
| 38       | Rose plant 02                             |                                    |  |
| 39       | Gram seeds ½ kg                           |                                    |  |
| 40       | Maize grain ½ kg                          |                                    |  |
| 41       | Magnifying lens 02                        |                                    |  |
| 42       | Mustard seeds ½ kg                        |                                    |  |
| 43       | Wheat and gram seeds ½ kg                 |                                    |  |
| 44       | Filter paper                              |                                    |  |
| 45       | Aquarium 01                               |                                    |  |
| 46       | Jars 05                                   |                                    |  |
| 47       | Yeast ¼ kg                                |                                    |  |
|          |   |                                    |  |

| 48  | Wire gauze 10                     |  |
|-----|-----------------------------------|--|
| 49  | Burner 02                         |  |
| 50  | Rennin ¼ kg                       |  |
| 51  | Pinus 01                          |  |
| 52  | Mulberry 01                       |  |
| 53  | Aloevera 01                       |  |
| 54  | Water melon 01                    |  |
| 55  | Soaked seeds                      |  |
| 56  | Vegetable oil 50 gm               |  |
| 57  | Polythene bags 50                 |  |
| 58  | Vaseline                          |  |
| 59  | Bell jars                         |  |
| 60  | Lime water                        |  |
| 61  | Black paper                       |  |
| 62  | Alcohol                           |  |
| 63  | Iodine                            |  |
| 64  | Test tube stand                   |  |
| 65  | Test tube stand  Test tube holder |  |
| 66  | Tripod Tripod                     |  |
| 67  | Potted plant                      |  |
| 68  | Glass funnel                      |  |
| 69  | Sodium bicarbonate                |  |
| 70  | Potassium hydroxide               |  |
| 70  |                                   |  |
| 72  | Sycon  Verongia                   |  |
| 73  |                                   |  |
| 73  | Spongila<br>Planaria              |  |
| 75  |                                   |  |
| 76  | Tape worm Flatworm                |  |
| 76  | Hook worm                         |  |
| 78  | Trichina worm                     |  |
| 79  | Ascaris                           |  |
| 80  | Peanut worm                       |  |
| 81  | Oyster                            |  |
| 82  | Scorpion                          |  |
| 83  | Filarial                          |  |
| 84  | Neries worm                       |  |
| 85  | Leech worm                        |  |
| 86  | Earth worm                        |  |
| 87  | Snail                             |  |
| 88  | Octopus                           |  |
| 89  | Squids                            |  |
| 90  | Prawn                             |  |
| 91  | Moth                              |  |
| 92  | Brittle star                      |  |
| 93  | Sea urchin                        |  |
| 93  | Star fish                         |  |
| 95  | Cake urchin                       |  |
| 96  | Shark                             |  |
| 96  | Trout                             |  |
| 98  | Mahasser                          |  |
| 98  | Rohu                              |  |
| 100 | Salamander                        |  |
| 100 | Jaiamanuel                        |  |