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SCHEDULE-I

(FORM-A)

Application for a New Registration of A Private Educational Institution

1.	Name of Institution.	
2.	Postal Address of the Institution Telephone & Cell Numbers	
3.	Nature of the Institution. (Boys, Girls, Co-Education)	
4.	Level of the Institution.	
5.	Medium of the Institution	
6.	Date of Establishment of the Institution.	
7.	Examination for Whom Students and prepared.	
8.	Number of Examination in each of the last three examinations conducted by a Local/Foreign Board or Govt. Agency.	
9.	Nature of management Registered Body / Individual / Association of persons /Trust/Corporate Body or Educational Society.	
10.	Name, Designation and full address of the Administrator of The Institution.	Name: Designation: Full Address: Phone No. Cell No.
11.	If not managed by an Individual, give names, Occupations and Addresses of the Members/Partners/Directors/Trustees, as the case may be. Attach a copy of the Constitution Memorandum, Articles of Association /Trust Deed/Rules and By-laws of such; body, as the case may be.)	Detail attached (as annex-A)
12.	Present Enrolment /proposed Enrolment Class-Wise and Section-wise with Total Enrolment.	Detail attached (as annex-B)
13.	Whether the Institution will conduct classes in the Morning or Evening or Both.	
14.	Staff statement of Teaching and Non-Teaching Staff with Name, Fathers / Husbands Name, Qualifications, Designation, Date of Appointment, Pay, Allowances and Net Pay of each Member.	Statement attached (as annex-C)
15.	Statement of Admission Fee, Tuition Fee etc. Attach Prospectus of Institute.	Statement attached (as annex-D)

16	Detail of Assets of the Institution.	Detail attached (as annex-E)
17	Location and full detail of the Building of the Institution with Scaled Map.	Detail attached (as annex-F)
18	Whether the building for Institution is Rented, Owned, or Trusteed.	
19	Whether the building is used for any other purpose during or after the working hours of the Institution.	
20	Detail of play grounds, Sports and recreational facilities provided	Detail attached (as annex-G)
21	List of Science Equipments (Physics)	Detail attached (as annex-H)
22	List of Science Equipments (Chemistry)	Detail attached (as annex-I)
23	List of Science Equipments (Biology)	Detail attached (as annex-J)
24	Teaching Learning Aids of Computer Laboratory	Detail attached (as annex-K)
25	Teaching Learning Aids of Equipments (Physics, Chemistry, Biology)	Detail attached (as annex-L)
26	List of Library Books	Detail attached (as annex-M)
27	Additional information (If any)	Information attached (as annex-N)
28	Detail of amount Deposited in Bank for a New Registration	Registration fee Rs. Inspection fee Rs. Name of Bank. Chalan No. Dated. (original copies to be attached)

(Signature)

Dated: _____

(Names in Block Letter)

(Official Stamp)

Note: *Here affix Official Stamp with designation of Incharge of the Educational Institution.

STATEMENT OF

MEMBERS/PARTNERS/DIRECTORS/TRUSTEES

S.No.	Name	Occupation	Designation	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Signature-----

Designation-----

**STATEMENT OF PRESENT ENROLMENT
AND PROPOSED ENROLMENT**

(Classes with Sections)

Class- wise	Section A	Section B	Section C	Section D	Section E	Total Enrolment
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Signature-----

Designation-----

**STATEMENT OF
ADMISSION AND TUITION FEE**

S.No	Class	Admission Fee	Tuition Fee	Funds (if any)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Signature-----

Designation-----

**DETAIL OF ASSETS OF
THE INSTITUTION**

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Signature-----

Designation-----

LOCATION AND FULL DETAIL OF BUILDING WITH SCALED MAP

S.No	Detail	Numbers	Size	Remarks
1	Class rooms			
2	Science Laboratory			
3	Staff room			
4	Hall			
5	Audition			
6	Verandah			
7	Office			
8	Store			
9	Basement/Godown			
10	Open Space			
11	Play-Ground			
12	Computer Lab			
13	Any other detail			
14				
15				
16				

Note: Scale map of the Building of the Institution is attached.

Signature-----

Designation-----

DETAIL OF THE PLAYGROUNDS, SPORTS AND RECREATIONAL FACILITIES PROVIDED IN THE INSTITUTION

Playgrounds

Sports

Recreational Facilities

Signature-----

Designation-----

LIST OF SCIENCE EQUIPMENTS

(PHYSICS)

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Signature-----

Designation-----

LIST OF SCIENCE EQUIPMENTS**(CHEMISTRY)**

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Signature-----

Designation-----

LIST OF SCIENCE EQUIPMENTS
(BIOLOGY)

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Signature-----

Designation-----

TEACHING LEARNING AIDS OF THE COMPUTER LABORATORY

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Signature-----

Designation-----

LIST OF TEACHING LEARNING AID EQUIPMENTS
PHYSICS, CHEMISTRY, BIOLOGY AND COMPUTER

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Signature-----

Designation-----

LIST OF LIBRARY BOOKS

S. No.	Subject	Numbers of Books
1	Urdu Language	
2	English Language	
3	Islamic Studies Literature	
4	Pakistan Studies	
5	History	
6	Geography	
7	Science	
8	Computer Technology	
9	Statistics	
10	Mathematics	
11	Reference Books	
12	Miscellaneous	
13		
		Total _____

Signature-----

Designation-----

DECLARATION

I -----S/O, D/O, W/O-----

-----Solemnly Affirm and declared that the facts (in Application Form-A) are correct to the best of my knowledge and belief.

Signature

Dated: _____

(Name in Block Letters)

(Official Stamp)

DECLARATION

Certified that all the required documents are attached with this application and all types of registers according to the Schedule II have been maintained properly.

Dated: _____

Signature with Stamp

Note:

A affix Official Stamp with designation of Incharge of the Educational Institution.

AFFIDAVIT DRAFT
FOR
STAMP PAPER

- I/We have opened an institute-----
located at -----
in a rented /owned, Trusteed building (Date of Est.) -----
- I/We shall not teach in it against Islam and ideology of Pakistan.
- I/We shall abide by all the directions which the Govt. Will issue from time to time.
- There is no co-education in my /our institution after 5th class.
- There is no foreign Nationality holder in my/ our institution.
- There is no teacher in my /our institution whose age is below 18 years.
- That I/We shall teach the syllabus prescribed by The Punjab Textbook Boards.

Dated: _____

(Signature)_____

Name-----

Address-----

Stamp-----