

## Create New Application ID

Request Type:

Registration #:

Level of Institute

Division:

District #:

Tehsil/Town

Rural Urban:

Name of Institution #:

Request Type:

Latitude:

Longitude #:

Individual/ Society

Individual/ Society Name:

CNIC/Registration

## Step-1

### General Information:

About your Institution (History, background, services and successes of your Institution):

Phone No:

Cell Phone #:

Fax No. (if any):

Year of Establishment:

Examination System:

Nature of Institution:

### Enrollment:

Total Enrollment:

Enrollment Boys and Girls:

### Staff:

Total Teaching Staff (male + Female):

Teaching Staff male and Female:

Total Non Teaching Staff:

Non Teaching male and Female:

Total Sindhi language Teachers:

Total Physical Training Instructors:

### Result of last 3 years:

Total Students admitted:

Total Appeared in Board Examination:

Total number of passed:

Passed percentage:

## Step-2

### Building:

Area of Plot (Sq. yards):

Total Rooms:

Status of Classrooms:

Total seating Capacity of Institution:

Veranda/ Corridor used as Classrooms

Space provided for Staff Room:

Space provided for Store:

Space provided for Reading Room:

Space provided for Hall:

Space provided for Canteen:

Chemistry laboratory available:

Computer Laboratory available:

Sufficient Play Area:

Total No. of wash-room:

Ownership:

Type of Building:

Classrooms + Offices + Other Rooms:

No. of congested Classrooms:

Average seating capacity of Classrooms:

Space provided for office:

Students' Common room provided:

Space provided for Library:

Space provided for Gymnasium:

Space provided for Auditorium:

Biology laboratory available:

Physics laboratory available:

Space for Drawing Hall:

Separate lavatory Blocks for Girls:

Boys + Girls + Staff:

### Step-3

#### Building:

Enrollment:

Total Seats

3 Seater Desks + Dual Desks + Chairs:

Suitable Furniture provided for library:

Suitable Furniture provided for Laboratory:

Suitable Furniture provided for Reading room:

Suitable Furniture provided for Arts Room:

#### Teaching Aids:

##### Visual Aids

Number of Charts:

Number of Models:

Number of Maps:

Number of Pictures:

Number of Slide Projectors:

Number of B/W Boards:

##### Audio-Visual Aids

Number of LCDs:

Number of Film Projector:

Number of T.Vs:

Number of Computers:

Number of VCD Players:

Number of Multimedia Projector:

Number of Books available in library:

**Step-4**

**Class & Gender wise Enrollment:**

Class	Boys	Girls
Play Group		











## Step-9

### Financial Status:

Name of bank with Branch:

Account Number:

Account Title:

Nature of Account (Single Joint):

Name of Signatories:

Whether Account is audited:

Bank Statement:

Source of Income (Donations):

Source of Income (Fixed Assets):

Source of Income (Contribution by Executive Members):

Source of Income (Fee):

## Step-10

### SOPs (Administrative Procedures):

Mustroll:

Personal Files of Staff:

Pay roll:

Cash Book:

Demand / Fee Register:

Dead Stock Register:

Stock Register:

Library-Accession Register:

Receipt Book Register:

Students ID Cards:

General Register:

Admission Forms:

Science / Computer Register:

Circular Register:

Meeting Register (Operator):

Daily Attendance of Students:

Leave Record Register:

Appraisal System:

## Step-11

### SOPs (Academic Procedures):

Vision Mission Statements:

Scheme of Studies:

Class Room Observation Tools:

Weekly Plan of Head Teacher:

Lesson Plans:

Teachers' Daily Diary:

Assessment Procedure:

Result Sheets:

Report Cards:

Examination Record:

Prize Distribution Record:

School Improvement Plan:

Academic Calendar:

Event Calendar:

Time Table General:

Time Table Class wise:

Time Table Teachers:

Teachers Rooster Duties:



## Step-13

### Security Measures:

#	Security measures taken	Yes / No	Suggestions
1	Keep and maintain record of all visitors strictly		
2	Visiting cards be issued to every visitors		
3	Every employee should display his/her Identity card on the Shoulder		
4	Raise the Boundary wall of the Institute upto feet.		
5	Ensure the safety/ security of water tank as well as foods sell in the canteens of the schools, so that no one mix/ put the dangerous chemical/ poison in the same.		
6	All the administration of Institute should know the names and addresses of the nearby hospitals so that they approach the same in emergency situation in less/ minimum time period.		
7	All the administration of Institute must display the numbers of CPLC, Police help line Rangers, fire Brigade etc. at Notice Boards of the school in order to contact an emergency.		
8	All the administration of Institute must furnish complete information regarding the number of students, the number of teachers and Non-teaching staff to the relevant Police Stations.		
9	Get rehearsal/ practices to the students and staff on emergency alarm.		
10	Appointment of General Staff and Chowkidar be made in the Institute after Police Verification.		
11	Arrange installation of Walk through Gate at the main entrance of the Institute.		
12	Parking should not be allowed around outside the premises of Institute.		
13	C.C. TV Camera should be installed at Institute by the experts.		
14	Bio-Metric/ Turnstile be arranges at the Institute.		
15	Get use of Weapon Training by the Police/ Rangers.		
16	Parents Teachers Association may be functionalize.		



## Step-15

### Attachments:

Total 0 attached, Remaining: 14

Application for Registration / Renewal (Covering Letter)	
Choose File	No file chosen
Upload	

## Step-16

Upload Pictures
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Upload at least 05 pictures of School.