

## CHAPTER 25

### RECOGNITION OF INSTITUTIONS

1. The following minimum specifications are prescribed for the building of an institution:
 

(1)	Class Rooms	12 sq.ft. for High School and 15 sq.ft. for other institutions
(2)	Hostel Accommodation	50 sq.ft for High School and 75 sq.ft. for other institutions
(3)	Laboratory	45' x 25'
(4)	Drawing Room	35' x 25'
(5)	Workshop	95' x 25'
(6)	Number of Class Rooms	One room for each class or a section of a class in addition to separate rooms in the subjects in which practical work is conducted.
  
2. The following may serve as a suggestion for building up materials in the various fields of the Library of the institution:
 

General Reference	06 to 10 %
Social Sciences	12 to 16 %
Sciences	08 to 10 %
Useful Arts (Applied Sciences)	08 to 10 %
Fine Arts	02 to 04 %
Literature	08 to 16 %
Geography and Travel	15 to 25 %
History and Biography	15 to 25 %
Fiction	15 %
  
3. The Head of the institution shall be an ex-officio member of the Managing Committee of the institution.
  
4. **Contribution to Provident Fund**  
 Each permanent teacher shall contribute at least 8.33% of his pay towards Provident Fund and the management of the institution shall also contribute not less than 6.25% towards the Provident Fund of each teacher.
  
5. **Amount of Work to be done by Different Categories of Staff**  
 No College Teacher shall be required to work for more periods than laid down by the Board.
  
6. **Service Rules**  
 The management shall appoint members of the teaching staff after proper advertisement, save in the case of a temporary appointment for a period not exceeding six months to fill a sudden and unexpected vacancy in accordance with the conditions laid down by the Board with reference to academic qualifications.

**RULES**  
**RECOGNITION OF INSTITUTIONS**

---

7. A selected candidate shall be appointed on one year's probation period after the expiry of which he shall be confirmed; provided that his work and conduct are satisfactory.
8. All appointments shall be made on a written contract which shall state the salary and grade and benefit of the Provident Fund and include the points mentioned below:
  - (1) There shall be three months' notice on each side for termination of the contract, or in lieu of such notice, payment of three months' salary except when service is terminated for wilful neglect of duty or misconduct.
  - (2) When a Principal or teacher attains the age of 60 and the Management shall consider the question whether he should be retained; and if he is physically and mentally fit, he shall be given extension for one or two years at a time as the Management may decide upto the age of 65 years\*.
  - (3) The Principal and the staff shall be paid their salary regularly not later than the 5<sup>th</sup> day of the month following that for which the salary is due.
  - (4) The Principal and the teaching staff shall be given regular annual increment except in cases where the work or conduct is not satisfactory.
  - (5) After confirmation, the services of the Principal or a member of the teaching staff may be terminated, only on the following grounds:
    - (a) Wilful neglect of duty;
    - (b) Misconduct and insubordination;
    - (c) Physical or mental unfitness;
    - (d) Abolition of the post with the previous concurrence of the Chairman of the Board.
  - (6) The service record of the Principal and every teacher and the annual confidential report on his work and conduct shall be maintained properly.
  - (7) The Management shall not terminate the services of the Principal or a teacher without informing him of the grounds, on which they propose to take action; and giving him a reasonable opportunity of making representations in writing or in person, if he so desires. Any representation made by him shall be duly considered before a final decision is taken.
  - (8) In case of termination of services, except during the probationary period, the Principal or a teacher shall have the right to prefer an appeal to a Committee consisting of one member appointed by the Management, one nominated by the teacher concerned and one umpire appointed by the Chairman. The decision of the Committee shall be binding on both parties.
  - (9) Save in the case of a teacher who leaves service of his own accord before the summer vacation, a teacher, who has put in nine months' service immediately preceding the summer vacation, shall be entitled to full pay for the summer vacation. This rule shall apply to such incumbents as are confirmed in due course of time. If a teacher has served for a shorter period, he shall be paid proportionately.

---

\* As amended vide Board's decision 14-09-1989.

**RULES**  
**RECOGNITION OF INSTITUTIONS**

---

9. No wholetime teacher, whether in a Government or a Non-Government recognized institution, shall have been placed in the grade other than that prescribed below:
- |     |  |  |
|-----|--|--|
| (1) | Lecturer engaged for teaching<br>Class XI and Class XII  | B.S. 17  |
| (2) | Teacher engaged for Class IX and<br>Class X in the Higher Secondary School<br>and other institutions preparing<br>candidates for Pakistani and Classical<br>Languages Examinations | B.S. 14  |
| (3) | Demonstrator engaged in institutions<br>teaching Science subjects upto<br>Intermediate standard  | B.S. 14  |
| (4) | Director of Physical Education in<br>grade equivalent to that in the<br>Department of Education  | B.S. 16  |
| (5) | Librarian  | B.S. 16  |
| (6) | Teacher of Class IX and Class X  | Minimum of the scale of pay permissible in<br>Government service |

Provided that this rule may be relaxed in the case of a life member on the staff of an institution. An employee will be deemed to be a life member who has agreed to serve an institution for not less than 15 years. For this purpose, a bond shall be executed between the employee and the employer and a copy of such bond, duly signed and attested by a Civil Judge or 1st Class Magistrate, will be deposited with the Secretary of the Board. Such a life member shall not be permitted to apply for service in any other institution during this period. The terms and conditions of the bond shall be such as are approved by the Board.

10. Ordinarily, women lecturers shall be appointed in the institutions for women.
11. The minimum Endowment Fund shall be as follows:
- |     |  |              |
|-----|--|--------------|
| (a) | For High School                                    | Rs. 35,000/- |
| (b) | For Higher Secondary School / Intermediate College | Rs. 95,000/- |
12. The guaranteed annual income shall be as follows:

**RULES**  
**RECOGNITION OF INSTITUTIONS**

---

(1)	For a High School	Rs.2,000/-
(2)	For an institution teaching Science subjects upto the Intermediate standard	Rs.8,000/-
(3)	For an institution teaching Arts subjects upto the Intermediate standard	Rs.6,000/-
(4)	For an institution teaching candidates for Pakistani and Classical Languages Examinations	Rs.2,000/-

Provided that this guaranteed income should invariably be in the name and annual budget of the institution concerned.

13. In the case of institutions founded by individual donors, the following basic conditions for a Trust Deed shall be observed:

- (1) That the Founder of the Trust is the sole absolute owner of the property endowed.
- (2) That the Trust is created by a regularly registered Deed to be approved by the Chairman.
- (3) That the Founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property owned.
- (4) That the endowed property is made to vest permanently and absolutely in the Trustees collectively for the purpose of the Trust.
- (5) That the Board of Trustees consists of at least seven members of whom five are independent persons who are not in any way related to or dependent upon the Founder of the Trust.
- (6) That in the case of future vacancies in the Board of Trustees, nominations are made by that Board and not by the Founder and such recommendations are forthwith reported to the Chairman.
- (7) That all buildings included in the Trust are sufficiently insured against fire.
- (8) That copies of the proceedings of the Board of Trustees and a statement of the actual income and expenditure of the Trust is supplied to the Chairman.

**Explanation:**

Rules concerning Trustees are not applicable to institutions whose Management is vested in Societies registered under Government Acts.

14. For inspection of the schools and colleges, the committee will consist of the following members:

- (1) The Chairman of the Board
- (2) The Secretary of the Board
- (3) The Branch Officer concerned.

**RULES**  
**RECOGNITION OF INSTITUTIONS**

---

15. In future, an extension of four years, instead of two years, will be given to the Government institutions in their temporary affiliation.
16. An additional fee of Rs.5,000/-, besides the prescribed fee of Rs.8,000/- for affiliation with the Board, will afterwards be charged for every inspection with regard to the temporary / permanent affiliation.
17. The tenancy period of the building of the School / College seeking affiliation with the Board has been decreased to five years from ten years.
18. As far as possible, the Chairman and the Secretary Board should be in the Inspection Committee constituted for permanent / temporary recognition of institutions; otherwise they would nominate their representatives.
19. The temporary affiliation of such Schools / Higher Secondary Schools / Colleges, as violate the rules and regulations or as do not comply with the terms and conditions imposed by the Board or as convert an institution for boys into an institution for girls, and vice versa, will have to be sought afresh with new documents according to the rules and regulations.
20. The affiliation and all documents of such Schools / Higher Secondary Schools / Colleges will be cancelled as shift their institutions to any other building than that shown at the time of affiliation; and they will have to apply anew for affiliation submitting the prescribed charges again.
21. The Schedule for the Affiliation of Private Institutions is as follows:

		<b>Inspection Fee</b>	<b>Fine</b>
(1)	Without fine before starting Class IX and Class XI upto 31 <sup>st</sup> January	Rs.8,000/-	----
(2)	From 1 <sup>st</sup> February to 30 <sup>th</sup> April	Rs.8,000/-	Rs. 2,000/-
(3)	From 1 <sup>st</sup> May to 15 <sup>th</sup> July	Rs.8,000/-	Rs. 4,000/-
(4)	From 16 <sup>th</sup> July to 30 <sup>th</sup> September	Rs.8,000/-	Rs. 6,000/-
(5)	After 30 <sup>th</sup> September with permission of the Chairman	Rs.8,000/-	Rs. 10,000/-

