

F. 1-4/MoFE&PT/PEIRA/Admin/PEIs/2020
Ministry of Federal Education & Professional Training (FE&PT)
Private Educational Institutions Regulatory Authority (PEIRA)

Islamabad: September 10, 2020

Subject: **Data Collection for Developing Fee Determination Policy for PEIs in ICT**


This is with reference to the Authority's earlier letter No. PEIRA/3-20/1-1 dated March 12, 2020 on the subject matter mentioned above (copy enclosed). As stated earlier, ICT- PEIRA needs to compile certain sets of data of Private Educational Institutions- PEIs operating in Islamabad Capital Territory- ICT, for compliance in accordance with judgement of the Honorable Islamabad High Court (IHC) on W.P. No. 2274 of 2019 dated February 28, 2020.

2. Due to outbreak of COVID-19 and subsequent closure of educational institutions, the data collection for the afore-stated purpose was delayed. However, since the educational institutions are now operating for administrative/ managerial purposes and resumption of educational activities has also been announced by the Federal Government, it is advised to kindly ensure submission of the requisite data **maximum by Friday- September 25, 2020.**

3. It is once again shared that the data is required only in prescribed format (regarding ***Grade-wise Average Fee charged during the Academic Period 2016-17 and Facilities and Quality of Teachers***) at each institution, respectively. The prescribed proforma is also attached herewith (**Annex- A&B**) and e-copy of the same is available at ICT- PEIRA's official website i.e. <http://www.peira.gov.pk/Downloads.html>. Please be noted that the Authority shall consider data available from other sources in case the requisite information is not submitted in a timely manner.

4. Those PEIs who have already submitted the requisite data are not required to resubmit the data. An early response shall be highly appreciated.


(ZAFAR IQBAL YOUSUFZAI)
Deputy Director (A&HR)


The Owner/ Chief Executive Officer/Principal
All Private Educational Institutions
Islamabad Capital Territory (ICT)

Copy to:-

- i. PA to Chairperson, ICT-PEIRA

Proforma for Data of PEIs in ICT

Fee Charged (Grade-Wise) During the Academic Session 2016-17

Name of the Institution (School/ College): _____

Branch Name (with complete address): _____

Important:

- Please note that the form must be signed either by the Owner, Principal or Manager of the Institution.
- Each page must have signature of the official submitting the data.
- Any of the contents/ data provided in the proforma must be supported by readily available documentary evidence and are subjected to verification by the ICT- PEIRA, if required.

Level	Grade/ Class	Average Fee Charged (<i>all inclusive</i> ¹) during the Academic Year 2017 (in PKR)
<i>Montessori/ Pre- School</i>	KG- 1	
	KG- 2	
<i>Primary</i>	1	

¹ **All Inclusive** Fee means all kinds of fee including *Tuition Fee, Annual Fee/ Miscellaneous Fee* etc.

	2	
	3	
	4	
	5	
<i>Elementary</i>	6	
	7	
	8	
<i>Secondary</i> y	9	

	10	
	O Level- (1 st Year)	
	O Level- (2 nd Year)	
	O Level- (3 rd Year)	
<i>Higher Secondary</i>	11	
	12	
	A Level- (1 st Year)	
	A Level (2 nd Year)	

Declaration:

I do hereby solemnly declare that all of the contents/ information stated above is correct and based on evidence that can be verified by ICT- PEIRA at any point of time. I also confirm that in the event of any information provided by our institution in this form is not true, I shall be held responsible for forgery and appropriate action may be taken against me.

Name of the official submitting data: _____

Designation (Owner/ Principal/ Manager of the Institution): _____

CNIC No: _____

Signature: _____

Contact Detail:

- **Email ID:** _____
- **Phone (Landline/ Mobile):** _____

Official Stamp of the Institution: _____

Date of Submission: (dd/mm/yyyy)

Proforma for Data of PEIs in ICT**Annex-B****On-Campus Facilities Available to Students**

Name of the Institution (School/ College): _____

Branch Name (with complete address): _____

Important:

- This form is developed for the purpose of determination of a rationalized fee determination policy which covers 07 aspects of quality including *Infrastructure and Facilities, Classroom Learning Environment, Safety and Security, Cleanliness and Discipline, Transparency and Public Disclosure, Administrative/ Operational Strength and Quality of Teaching.*
- Please note that the form must be signed either by the Owner, Principal or Manager of the Institution.
- Each page must have signature of the official submitting the data.
- Any of the contents/ data provided in the proforma must be supported by readily available documentary evidence and are subjected to verification by the ICT- PEIRA, for the purpose of fee determination (if required).

1. Infrastructure and Facilities		Status of Availability	
Category	Sub-Category	Yes	No
Campus Building	Owned by the Management		
	Rented/ Leased		
	Purpose-built		
Indoor	Cooling		
	Heating		
Library Books	Fiction		
	Non-fiction		
	Periodicals		
	Newspapers		
	Atlases		

	Infrastructure and Facilities	Status of Availability	
	<i>Sub-Category</i>	<i>Yes</i>	<i>Yes</i>
	General Dictionaries		
	Science Dictionaries		
	World Map		
	Model of Globe		
	Integrated Audio-Visual System		
	Internet Facility		
	Scholar's desk with inbuilt light system (fulfilling requirements of at least 25 students)		
	Fumigation of Books on Annual basis		
Number of Books Placed in Library	Between 500-1000		
	Between 1000-1500		
	Between 1500-2000		
	Between 2000-3000		
	Between 3000-8000		
	From 8000 and above		
Textbooks in Library relating to subjects being taught	02 Volumes of Each Textbook		
	More than 02 Volumes of Each Textbook		
	Are the books placed in library catering all age groups/ levels of education		
Availability of Stationery and Textbooks for Purchase	at <i>on-campus</i> book/ stationery store		
	at <i>designated stores</i> outside campus		
	Open Market (<i>can be purchased from any book/ stationery store</i>)		
School Lockers	Lockers for Students Carrying Particularly Heavy Loads of Books		
Science Laboratories (fulfilling requirements of at least 25 students)	General Science		
	Safety goggles/ equipment		
	Microscopes		

	Infrastructure and Facilities	Status of Availability	
	<i>Sub-Category</i>	<i>Yes</i>	<i>No</i>
	Geometry Kits		
	Human Skeleton (with proper glass casing)		
	Availability of all required equipment as per standards in a dedicated (separate) lab for Biology		
	Availability of all required equipment as per standards in a dedicated (separate) lab for Chemistry		
	Ceramic Tables for Experiments		
	Installed Fire Extinguishers		
	Operating Fume Hood (fume cupboard)		
	Availability of all required equipment as per standards in a dedicated (separate) lab for Physics		
ICT Laboratory (Information and Communication Technology)	Desktops		
	fulfilling requirements of at least 25 students		
	fulfilling requirements of more than 25 students		
	Laptops/ i-Pads		
	fulfilling requirements of at least 25 students		
	fulfilling requirements of more than 25 students		
	Interactive LED		
	Smartboards		
Arts Labs	Multimedia Projector		
	Linguistics/ Arts Lab		
Multi-purpose Hall (with ideal space available for miscellaneous activities)	Assembly Events		
	Minor Games		

	Infrastructure and Facilities	Status of Availability	
	<i>Sub-Category</i>	<i>Yes</i>	<i>No</i>
	Inter-School Activities		
Sports Facilities	Facility for Physical Education related Programs		
	Indoor Facility for Badminton		
	Indoor Facility for Table-Tennis		
	Basketball Court		
	Cricket Net		
	Tennis Court		
	Standard Soccer Field		
	Standard Hockey Field		
	Athletic Field		
	Swimming Pool		
	Health Club/ Fitness Club		
Art Room			
Music Room	Guitars		
	Keyboards		
	Drum-sets		
2. Classroom Learning Environment			
Traditional Classrooms	Blackboards		
	Whiteboards		
Smart Classrooms	Interactive Whiteboards		
	Projectors		
	Interactive LED/ LCD Panels		
	Digital Podium		
	Speakers and Wireless Microphones		
	Movable Seating Arrangement for Students		
	Fixed Seating Arrangement for Students		
	Central Heating and Cooling Arrangement		

	Classroom Learning Environment	Status of Availability	
	<i>Sub-Category</i>	<i>Yes</i>	<i>No</i>
Auditorium	with minimum seating capacity for 40-80 students		
	with seating capacity for more than 80 students		
Cafeteria/ Refreshment Facilities	Packaged Food		
	Live Kitchen Only		
	Separate Meal Arrangement for Students (specified meal and snack times)		
Medicare	on campus Health unit		
	Regular maintenance of health record of each student		
	Availability of Hospital in 5-KM radius of School (for referral of emergency cases)		
	Availability of 24/7 on-campus Ambulance		
Transportation/ Conveyance	School's own Transportation System		
	Transportation Managed by Third-Party/ Vendor (but supervised by School management)		
	Air-conditioned Buses/ Vans		
3. Safety and Security			
	Guarded Facility		
	Manned Entry Points		
	Manned Exit Points		
	Emergency Alarm		

	Safety and Security	Status of Availability	
	Sub-Category	Yes	No
	Fire Suppression System		
	Emergency Exit		
	<i>Indoor vehicular access</i>		
	Outdoor Parking- <i>outside campus boundary wall</i>		
	Indoor Parking- <i>inside campus boundary wall</i>		
4. Cleanliness and Discipline			
Washrooms/ Restrooms	Gender Neutral Washrooms (Unisex)		
	Gender Specific Washrooms (Sex-Separated)		
	02-04 Washrooms		
	05-09 Washrooms		
	More than 10 Washrooms		
	Availability of dedicated janitorial staff		
	Ranging from 1-2		
	Ranging from 2-5		
	Ranging from 6-10		
Availability of Uniform	More than 10		
	at <i>on-campus</i> store		
	at <i>designated stores</i> outside campus		
	Open Market (<i>can be purchased from any store</i>)		
5. Transparency and Public Disclosure			
	Official Website of School/ Institution		
	Campus-specific Official Website		
	Display of Names of Teaching Faculty on Official Website		

	Transparency and Public Disclosure	Status of Availability	
	<i>Sub-Category</i>	<i>Yes</i>	<i>No</i>
	Display of Profile of Teaching Faculty on Official Website (with mentioning of Qualification)		
	Display of Student Notices and Results on Official Website		
	Display of Details and Pictures of <i>on-campus</i> Facilities on Official Website		
	Display of Students' Alerts/ School's Policies on Website (Warnings/ Advisory/ Admission Policy/ Fee Policy etc.)		
	Display of Government Certification of Campus on Official Website		
	I.T Based Complaint Handling Procedure		
6. Administrative/ Operational Strength			
Availability of Dedicated and Appropriate Human Resource	School Administrator		
	Librarian		
	Classroom/ Learning Support Assistants		
	Librarians		
	Science Technicians		
	Lab Assistants		
	ICT- <i>Information and Communication Technology</i> Technicians		
	Musicians		
	Administrative Assistants		
	Food Technicians		
	Security Chief		
	Fitness Coaches		
	Nurses		
	Guards		
Cooks			

7. Quality of Teaching				
Qualification	Number of Teachers	Salary (in PKR)	STR (Student to Teacher Ratio) as per teachers' qualification	Overall STR
Matriculation				
Intermediate				
Bachelors (14 Years of Education)				
Masters/ BS (16 Years of Education)				
MS/ M. Phil (18 Years of Education)				
PhD (Above 18 Years of Education)				
Percentage of Teachers (Qualification-Wise)				
Experience			Percentage	
Teachers having less than 01 Year of Teaching Experience				
Teachers having 01-02 Years of Teaching Experience				
Teachers having 03-05 Years of Teaching Experience				
Teachers having 06-10 Years of Teaching Experience				
Teachers having more than 10 Years of Teaching Experience				

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▪ **Phone (Landline/ Mobile):** _____

Official Stamp of the Institution: _____

Date of Submission: (dd/mm/yyyy)
