

Government of Pakistan  
Ministry of Federal Education and Professional Training  
Private Educational Institutions Regulatory Authority (PEIRA)  
Islamabad Capital Territory

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**ONLINE REGISTRATION APPLICATION FORM**

*(For Registration of Private Educational Institutions with P.E.I.R.A)*

All fields with \* (Asterik/ Star) are mandatory for filling.

**a. \*General Information**

1.	<b>Name of the Institution<sup>1</sup>:</b>	
2.	<b>Type of Institution:</b> <i>i.e. School/ College/ Tuition Centre/ Day-care Centre</i>	
	<b>a. Teaching Level</b> <i>i.e. Junior School (Pre-Primary), Primary/ Middle/ Secondary/ Higher Secondary or equivalent.</i>	
3.	<b>Medium of Instruction:</b> <i>i.e. Urdu/ English/ any other</i>	
4.	<b>Address of the Institution</b> <b>Complete Mailing Address:</b> <b>(Surface Mail)</b>	
	<b>GPS Coordinates for the School/ Institution:</b>	
	<b>Official Web Address of School/ Institution (URL):</b>	
	<b>Official Email Address of School/ Institution:</b>	
	<b>Contact Details</b> <b>Telephone:</b>	

<sup>1</sup> According to PEIRA Act 2013, an "Institution" means a privately managed school, college, tuition centre or an institution imparting education upto intermediate or higher secondary school level or equivalent (including day-care centres).

	<b>Fax:</b>	
5.	<b>Name of Head of the School/ Institution:</b>	
	<b>Contact Details</b> <b>Telephone:</b> <b>Fax:</b> <b>Email:</b>	
6	<b>Detail of Board of Directors / owners</b>	

### b. Faculty & Students

*Overall Faculty Strength in the School/ Institution				
	Qualification	Male	Female	Total Faculty Strength <i>*The School/ Institution is required to attach a list of all faculty members along with CV/ Resume of each faculty member with this proforma</i>
14 Years of Education	Graduation (BSc/ BA)			
16 Years of Education	Graduation (BS 4 Years)/			
	Post-Graduation (MA/ MSc etc.)			
18 Years of Education	MS/ M.Phil			
	PhD			

	<b>Overall Faculty Strength</b>				
<b>2. Students' Enrollment in the School/ Institution</b>					
<i>(Schools with no enrollment may skip this section)</i>					
	<b>Grade-Wise Students' Enrollment</b>  <i>Wherever applicable</i>	<b>Male</b>	<b>Female</b>	<b>Total Student Strength</b>	<b>Student-Teacher Ratio (STR)</b>
	<b>Type of Curriculum Adopted at each level</b> <i>i.e. National Curriculum/ CIE/ PLC etc.</i>				
	<b>Pre-School</b> <i>i.e. Playgroup/ Nursery/ Kindergarten</i>				
	<b>Grade 1-5</b>				
	<b>Grade 6-8</b>				
	<b>Grade 9-10</b>				
	<b>Ordinary Level (1-3)</b>				
	<b>Grade 11-12</b>				
	<b>Advanced Level (1-2)</b>				

### c. \*Curriculum & Assessment

1. Curriculum and Assessment (Examination) Mode of the School/ Institution			
Grade/ Level  <i>Wherever applicable</i>	Type of Curriculum Adopted at each level <i>i.e. National Curriculum/ CIE/ PLC etc.</i>	Examination Board (Internal/ External)  <i>i.e. BISE/ CIE/ PLC etc.</i>	Please state whether and how the School/ Institution is adhering to National Education Policy of Government of Pakistan
Pre-School <i>i.e. Playgroup/ Nursery/ Kindergarten</i>			
Grade 1-5			
Grade 6-8			
Grade 9-10			
Ordinary Level (1-3)			
Grade 11-12			
Advanced Level (1-2)			

**d. \*Infrastructure & Facilities**

1. Gross Area & Building					
	<b>Type of Building</b> Purpose built/ Residential/ Commercial	<b>Status of Property Possession</b> (Owned/ Leased/ Rented)	<b>Total Area of the School/ Institution's Premises</b>	<b>Number of Classrooms</b>	<b>Please mention any other allied facilities available on the premises</b>  <i>Auditorium/ Conference Room/ Tutorial Rooms/ Examination Halls etc.</i>
2. *School Library					
	<b>Number of Reference Books Available in the Library</b>	<b>Subscription to E-Library</b> <i>If any</i>	<b>Subscription to Journals (including E Journals)</b> <i>If any</i>	<b>Please enlist any other resources and instructional material available in the library</b>  <i>i.e. Atlas, Dictionaries, Encyclopedia, Daily Newspapers, Magazines etc.</i>	

3. *Science Laboratories			
Please Enlist Laboratories Available on Premises (Subject-Wise)	Number of laboratory staff available in each laboratory (Subject-Wise)	Please enlist the equipment available in each laboratory (Subject-Wise)	Please enlist the safety equipment installed in each laboratory  <i>Wherever applicable</i>
4. *Computer Laboratories			
Number of Computers Available in the Laboratory		Please enlist the equipment available in each laboratory	

#### e. \*Transparency & Public Disclosure

Whether the School/ Institution has made public its fee structure and policy for annual increase (Grade-Wise)	Whether the School/ Institution has devised and made public its Scholarship Policy	Whether the School/ Institution has any other source of income (Except Fees Charged from Students)	Whether the School has maintained a record of its income and expenditure	Whether the financial accounts of the School/ Institution are properly audited by a certified auditor	Whether the School/ Institution has formulated and made public its academic calendar on prospectus and website	
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	

**f. \*Overall Strength & Extra-Curricular Facilities**

	<b>What is the Faculty to Administrative Staff's Ratio in the School/ Institution</b>	<b>Please enlist the Extra-Curricular Activities Conducted by the School/ Institution on Regular Basis</b>	<b>Please enlist the Extracurricular Facilities Available on Premises of the School Institution</b>

**Name & Designation of Submitting Authority:** \_\_\_\_\_

**E- Signature:** \_\_\_\_\_

**Date of Submission: (dd/mm/yy)**

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