### STANDARDIZED INSPECTION PROFORMA

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

1. **Name of the School / Institution:**

2. **Address:**

3. **Telephone No:** [ ] Fax No: [ ]
   
   E-Mail: [ ] Website: [ ]

4. **Principal / Headmistress** (Name):
   
   Qualification: [ ] Experience: [ ] Cell No: [ ]

5. **Inspection Team Accompanied By the Principal / Headmistress of the Institution Being Visited/ Inspected.**
   
   i). [ ] ii). [ ]
   
   iii). [ ] Signature: [ ]

6. **Date of Inspection:** [ ] **Time of Inspection:** [ ]

7. **Level of Classes:** i). [ ] ii). [ ]
   
   iii). [ ] iv). [ ]
   
   v). [ ]

8. **Scheme of Studies / Curriculum Being Offered:**
   
   i) National Curriculum / Scheme of Studies
   
   ii) Scheme of Studies other than National Scheme of Studies (copy to be attach)
   
   iii) Both being offered simultaneously.
   
   iv) Certificate to the effect that curricula / courses of studies and books being taught / used, contain nothing repugnant to Islam, Ideology of Pakistan or discriminatory or prejudicial against minority communities to be obtained.


10. **Type of Institution:** Running under BOG, Trust, Foundation, Privately managed.

11. **Management of Institution:** Registered or Un-registered.

12. **Region:** Urban / Rural

13. **Registrations of Society / Management:** *(copy of registration of managing committee from relevant department be enclosed Society Registration Certificate under Act, 1860.)*

14. **Source of Income:** (copy to be attached)

15. **Copy of Service Rules:** (copy to be attached)

16. **Reserve Fund Equal to 6 Months Pay of Staff Available.** (Certificate to be attached)

17. **Agreement Executed between Management and Teachers.** (Copy to be attached)

18. **Income / Expenditure:** (detail to be attached)

19. **Fee Structure:** (copy to be attached)

20. **Tax Deduction at Source:** (copy of intimation to concerned Govt Department be enclosed)

21. **NOC of CDA:** (for running school in residential area copy to be attached)
22. Start of Academic Year / Session: ________________________________
23. First Entry Age in School: ________________________________
24. Class wise Strength of Students:

<table>
<thead>
<tr>
<th>S.#</th>
<th>Class</th>
<th>Section(s)</th>
<th>Boys</th>
<th>Girls</th>
<th>Total</th>
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<td>A Level</td>
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25. Group wise Strength of Students:

<table>
<thead>
<tr>
<th>Group</th>
<th>Class IX</th>
<th>Class X</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Boys</td>
<td>Girls</td>
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<tr>
<td>Science Group</td>
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<td>Humanities</td>
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<table>
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<tr>
<th>Group</th>
<th>Class XI</th>
<th>Class XII</th>
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<tbody>
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<td></td>
<td>Boys</td>
<td>Girls</td>
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<tr>
<td>Humanities</td>
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<td>Pre-Medical</td>
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<td>Pre-Engineering</td>
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<td>Science General</td>
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<td>Commerce</td>
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<td>Home Economics</td>
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<td>Medical Lab Technology</td>
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</tbody>
</table>

26. Teaching Faculty: (List be enclosed along with attested testimonials and appointment letters)
   i). Mode of Payment to Staff: Manual / Bank (Bank salary statement to be enclosed)
   ii) Work load of teachers: 
   iii) Pay structure:
   iv) House rent allowance:
   v) Conveyance allowance:
   vi) Medical allowance:
   vii) C.P Fund etc / EOBI:

27. Building:
   i). No. of class rooms: ________________
   ii). No. of other rooms: ________________
      (Sports, Store, Dispensary, Staff room, Reception etc)
   iii). Owned / Rented building: ________________
   iv). Owner of the building: ________________
   v). Years of agreement: ________________
   vi). Monthly rent: ________________
   vii). Copy of lease agreement: ________________
      (to be attached)
   viii). Copy of Map of the building: ________________
   ix). Area specified for indoor games: ________________
   x). Morning Assembly area: ________________
xiii). Copy of deed of ownership be attached:

xii). No. of Toilets: a) Boys: ____________
b) Girls: ____________ c) Staff: ____________

xiv). Area of school: ________________
xv). Certificate of soundness of building (copy to be attached): ________________

28. Library:

i). Size of room: ________________

ii). No. of titles: ________________

iii). No. of Subject books: ________________

iv). No. of reference book: ________________

v). Total No. of books: ________________

vi). Accession register maintained: ________________

vii). News paper Weekly / Monthly: ________________

viii). Annual provision for purchase of books: ________________

ix). Magazine stand: ________________

x). Newspaper stand: ________________


xii). Scholar desks available: ________________

xiii). Condition of Tables / Chairs: ________________

xiv). Reference area specified: ________________

xv). Name of Librarian: ________________

xi). Qualificatin of Librarian: ________________

29. Science Laboratories:

i). No. of laboratories (Physics, Chemistry, Biology, Computer Studies and Statistics, General Science Lab, Activity room: ________________

ii). Lab. Assistant Name:a. ________________ b. ________________ c. ________________

iii). Lab attendant: a. ________________ b. ________________ c. ________________

iv). Availability of store side room: ________________

v). Availability of side room: ________________

vi). Labeling done: ________________

vii). Experiments displayed: ________________

viii). Charts displayed: ________________

ix). Exhaust fan installed: ________________

x). Water facility available: ________________

xi). Dark room in Physics Lab: ________________

xii). Gas facility available: ________________

xiii). Fire Extinguisher installed: ________________

xiv). Stock Register maintained or not: ________________

xv). Students practical book maintained or not: ________________

xvi). Botanical garden / museum available: ________________

xvii). Fume in Chemistry Lab: ________________

xviii). Practical lists displayed: ________________

30. Computer Lab:

i). No. of Computers: ________________

ii). No. of Printers: ________________

iii). A.C fitted: ________________

iv). Server available: ________________

v). Name and qualification of computer teacher: ________________

31. Co-Curricular / Extra Curricular Activities: Inter house / inter class competition, speech contest, Quiz, Husn-e-Qirrat, Naat, Scouting, Guiding, Excursion trips, Educational visits, Lectures by renowned personalities

32. Name of PTI / DPE: Male ___________________________ Female: ___________________________

(attach testimonials)
33. Resource Material: (List to be attach) __________________________________________

34. Vehicles Maintained: (List to be attach) _________________________________________


36. Examination Hall / Auditorium / Conference Room / Multipurpose Room (Detail to be attach)
   i). Examination Hall measuring: ______________________________
   ii). Capacity of students for examination purposes: ____________________________
   iii). No. of chairs meant for examination: ____________________________
   iv). Auditorium with its capacity: ____________________________
   v). Whether seats are fixed in Auditorium or not: ____________________________
   vi). Conference Room: a) Capacity: ____________________________
   b). Fixtures: ____________________________
   vii). Multi-purpose Room: a) Capacity: ____________________________
   b). Fixtures: ____________________________

37. Maintenance of Record: (Tick the relevant option)

| i) Admission withdrawal Register | Y / N | ii) Attendance of Student | Y / N |
| iii) Visitor book | Y / N | iv) Teachers plan book available | Y / N |
| v) Personal files of teachers maintained | Y / N | vi) House Examination record maintained | Y / N |
| vii) Availability of Cafeteria / tuck shop | Y / N | viii) Prospectus Maintained | Y / N |
| ix) Health Record Maintained | Y / N | x) Log book Maintained | Y / N |
| xi) Teacher's Time Table in place | Y / N | xii) Cash book maintained | Y / N |
| xiii) Income / Expenditure Register maintained | Y / N | xiv) Stock register maintained | Y / N |
| xv) SLC / CLC record maintained | Y / N | xvi) Conduct and discipline register maintained | Y / N |
| xvii) CP Fund registers maintained | Y / N | xviii) Teacher's attendance register maintained | Y / N |

38. Observations: _________________________________________________________________

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39. Recommendations: __________________________________________________________

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Signature of Inspection team:-

i) ___________________ ii) ___________________ iii) ___________________

Chairman (PEIRA) ________________________ Approved / Not Approved