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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND
PROFESSIONAL TRAINING
(Islamabad Capital Territory – Private Educational Institutions)

NOTIFICATION

Islamabad, the 18th February, 2025

(REGISTRATION, REGULATION AND PROMOTION) RULES, 2024

S. R. O. 179(I)/2025.—In exercise of the powers conferred by section 22 of the Islamabad Capital Territory Private Educational Institutions (Registration and Regulation) Act, 2013 (XI of 2013), the Federal Government is pleased to make the following rules, namely:-

1. **Short title and commencement.**—(1) These rules shall be called the Private Educational Institutions (Registration, Regulation and Promotion) Rules, 2024.

(2) These rules shall come into force at once.

355(1—45)

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[243 (2025)/Ex. Gaz.]

2. **Definitions.**—(1) In these rules, unless there is anything repugnant in the subject or context:-

- (a) “academic year” means a year commencing on first day of April of a year and ending on the 31st day of March of the next year or as may be determined by the Authority in consultation with the institution at the time of its registration with a minimum of one hundred and eighty academic or working days;
- (b) “Act” means the Islamabad Capital Territory Private Educational Institutions (Registration and Regulation) Act, 2013 (XI of 2013);
- (c) “Inspection Committee” means a committee comprising minimum of two officers or officials of the Authority, of which at least one shall be equivalent to BS-17 or above, to whom the duty of inspection or evaluation of an institution is entrusted by the Authority;
- (d) “management” includes owner, headmaster, headmistress, principal and manager exercising his powers to control over the administration of the institution and any other person responsible for management and conduct of affairs of the institution by whatever name it may be called;
- (e) “management committee” means a management committee of an institution having financial and general control of the institution; and
- (f) “Schedule” means a schedule to these rules.

(2) The words and expressions used but not defined herein shall have the same meaning as assigned thereto in the Act.

3. **Application for registration.** – Every institution shall be required to be registered with the Authority under these rules and for that purpose shall make application to the Authority on prescribed form as set out in Schedule-I in accordance with the laid down procedure.

4. **Procedure for registration.**—(1) Application for registration under rule (3) shall be made by the institution to the Authority at least two months before commencement of the academic year.

(2) Any institution functioning but not registered shall make application for registration within ninety days of commencement of these rules and may continue to function till the disposal of registration application and decision of the Authority. The Authority shall acknowledge, upon receiving, the

application for registration or renewal of registration, as the case may be, filed by an institution.

(3) Upon commencement of these rules, a new institution shall be allowed to function only after the issuance of registration certificate.

(4) Any institution for contravention of the Act and these rules shall be prosecuted against in accordance with relevant provisions of the Act.

(5) Fees for registration or renewal of registration of institutions shall be as set out in Schedule-II. Registration and Renewal shall be awarded with following timeline namely: -

- (i) Fresh Case; One year with deposit of initial registration regulatory fee as per rate set out in column (3) of the Schedule-II (A); or
- (ii) Fresh Case; Two years with deposit of regulatory fee and renewal fee as per rate indicated in columns (3) and (4) of the Schedule-II (A); or
- (iii) Renewal case; One or two years with deposit of annual renewal fee in advance in respect of entire period of renewal as per rates indicated in column (4) of the Schedule II (A).

(6) For contravention of sub-rules (3) and (4), the defaulting institution shall be liable to fine at the rate prescribed in Schedule-II (B), multiplied by the number of months from the date of default and date of submission of application for registration with the Authority, in addition to registration fees prescribed in Schedule-II (A).

(7) No institution shall be registered by the Authority unless deposit of the registration fee prescribed in Schedule-II and fine, if applicable, under sub-rule (6).

(8) The Authority shall depute an Inspection Committee to inspect the institution, give directions to the institution to fulfil the requirements, comply with these rules and submit report to this effect to the Authority.

(9) Any person or a group of persons, desirous of opening an institution, shall make application to the Authority on the form as set out in Schedule-I. The Inspection Committee of the Authority shall visit the site, scrutinize the application, assess the financial stability of the applicant including the criteria prescribed for registration under these rules and make its recommendation to the Authority

(10) The Inspection Committee may, from time to time, enter and inspect the premises under the possession or control of any institution for the

purpose of ascertaining whether these rules have been or are being complied with.

(11) In carrying out an inspection under sub-rule (10), the Inspection Committee may—

- (a) examine any book, document, material or article as it may consider necessary and remove or make copies of it for further examination;
- (b) require any person, whether a manager, teacher or student of the institution or otherwise, to be present before the Inspection Committee or any officer of the Authority and to produce for inspection any book, document, material or article which is in the possession or under the custody of that person, which the Inspection Committee or an officer of the Authority may remove or make copies thereof for further examination; or to furnish any information which is within the power of the person to furnish relating to the control or management of the institution, to the teaching carried on in the institution, to the student activities of the institution or to such other matter as the Inspection Committee may specify; or
- (c) do anything that is necessary or expedient for the carrying out of the inspection.

5. **Enforcement powers of Inspection Committee.**—(1) In addition to the powers conferred under these rules, an Inspection Committee may—

- (a) at reasonable hours, enter any premises or part thereof (whether or not in the possession or control of a private education institution) when it has reasonable cause to believe that evidence of the commission of an offence under these rules or the Act can be found therein, and search for and seize and remove any book, document, material or article or make copies thereof as it may consider necessary;
- (b) require any person whom it reasonably believes to have committed the offence to furnish evidence in this regard;
- (c) require, by order in writing, the attendance before it of any person within the limits of the Islamabad Capital Territory who, from any information given or otherwise obtained by the Inspection Committee, appears to be acquainted with the facts or circumstances of the case;

- (d) examine orally any person reasonably believed to be acquainted with the facts or circumstances of the case or with such other matter as the Inspection Committee may specify, and reduce into writing the answer given or statement made by that person;
- (e) require any person to furnish any information or produce any book, document or copy thereof in the possession of that person, and inspect, copy, make extracts from such book or document; and
- (f) take such photographs or video recording, as the Inspection Committee thinks necessary, of the premises and persons reasonably believed to be acquainted with the facts or circumstances of the case or with such other matter as the Inspection Committee may specify.

(2) The person referred to in clause (b) of sub-rule (11) of rule 4 shall be bound to state truly the facts or circumstances with which he is acquainted. A statement made by that person shall be read over to him and shall, after correction, if necessary, be signed by him with his thumb impression.

(3) In case, the Authority is not satisfied, it may order further inspection or verification. After approval of the Authority, registration or renewal of registration certificate shall be issued under seal of the Authority and signatures of the authorized officer. The process of registration shall be completed within sixty days after receiving the application for registration and the relevant documents.

6. Conditions for registration of an institution.—An institution shall be registered by the Authority provided the following requirements are abided by the institution namely:—

- (a) it is suitably located, staffed and equipped with proper learning facilities and with minimum requirements as follows:—
 - (i) institutions seeking registration with the Authority at primary level shall have infrastructure capacity of minimum of one hundred and sixty students, at middle level minimum of two hundred and twenty students, at secondary or O' level minimum of two hundred and sixty students and at higher secondary or A' level minimum of three hundred students. Further details of infrastructure shall be as set out in Schedule-III. An institution, that does not fulfill these requirements, shall be registered only as a tuition centre or day care centre under these rules and these requirements shall not apply to tuition centers and day care centers;

- (ii) submission of attested copies of land ownership papers and if applicable the agreement of lease;
 - (iii) maintenance of a maximum teacher to student ratio of 1:30;
 - (iv) each institution shall have adequate provision of clean drinking water for students and may have a cafeteria or canteen ;
 - (v) no objection certificate from Capital Development Authority or municipal authority or district government, whichever is applicable, on the suitability of the location and correct use of the building, as per building bye-laws;
 - (vi) certificate from authorized structural engineer on soundness of the building structure;
 - (vii) teaching staff shall have the minimum qualifications for primary, middle, secondary or O' level and higher secondary or A' level institutions as set out in Schedule-IV;
- (b) it has constituted a management committee or board of directors;
 - (c) the curricula, courses of studies and books being used or to be used for preparing students for examination conducted by a foreign educational agency shall contain nothing repugnant to the Islam or Ideology of Pakistan or discriminatory or prejudicial against minority communities;
 - (d) the teaching staff shall, in no manner, either by sign or word of mouth or writing or any other means propagate anything repugnant to the Islam and Ideology of Pakistan;
 - (e) in conformity with prevailing laws, the principal and staff, teaching and non-teaching, shall be employed by the institution, on terms and conditions, through a written agreement between the management and the employee. At every registration and renewal, a list of staff showing their qualifications and experience shall be provided to the Authority by the institution.
 - (f) tuition fees and other charges of an institution shall be in line with facilities provided by the institution and the institution shall provide existing fee structure to the Authority on new registration or renewal, as the case may be. No institution shall increase the fee during the academic session.

- (g) the institution premises, accommodation, furniture, equipment and sports facilities are sufficient and of required standard to meet the educational needs;
- (h) the institution shall abide by the Act, the rules and regulations made there under and the Right to Free and Compulsory Education Act, 2012 (XXIV of 2012) and the rules and regulations made there under, where applicable;
- (i) the co-curricular activities shall be given due consideration and implementation and shall be properly programmed. Institutions, at the time of registration, shall submit a plan of annual co-curricular activities and club activities including annual days, sports days, inter institutional competitions, seminars, workshops, exhibitions and mandatory scheduling of events on national days. Institutions shall also participate in plantation drives, twice in a calendar year. Institutions shall submit execution report of these activities at the time of registration and renewal of registration;
- (j) the records and registers are properly maintained;
- (k) the institution shall notify through a prospectus the details of facilities, fees and other information before the commencement of each academic year, under intimation to the Authority;
- (l) the institution shall furnish such data, information or statements as may be required by the Authority;
- (m) it shall have spacious and well-equipped laboratories in relevant disciplines at secondary, O' level, higher secondary and A' level, as the case may be, and also where required at lower levels;
- (n) it shall have a spacious and well stocked library containing minimum of one thousand five hundred books and one volume of each textbook relating to the subjects being taught in the institution. Primary and middle level institutions shall not be subjected to the condition of one thousand five hundred books;
- (o) it shall employ a qualified librarian or senior teachers to handle the library and a physical training instructor or qualified senior teacher to handle physical education, by whatever name called, as required;
- (p) every institution or its branch being run under the same management or name at different premises shall be required to be registered separately;

- (q) the institutions shall be responsible for payment of registration and renewal of registration fee to the Authority as per rates set out in Schedule-II. The Authority shall review the rates of initial registration and renewal of registration fee, after every three years or earlier if it deems necessary;
- (r) it shall function in conformity with the objectives of policy and shall follow curricula and syllabi as prescribed by the Government, the Board and the Authority from time to time. The institutions following schemes of studies other than that notified by the Government shall continue to follow curricula and other course of studies as prescribed for that scheme at the requisite level, provided that there is no contradiction or violation of the Act, these rules or any other relevant law for the time being in force;
- (s) it shall be open to periodical inspection by the inspection committee authorized by the Authority to ensure that the provisions of the Act and rules made there under are followed;
- (t) the management, staff and the students shall not take part in activities prejudicial to the integrity and solidarity of the State or disseminate opinions tending to excite feeling of hatred and disloyalty towards the State, religion or bias, prejudice or discriminatory against minorities, from the platform of the institution;
- (u) any tuition centre shall not be registered for middle level and below;
- (v) national tax number (NTN) of the employer (management of the institution) shall be mandatory for registration with the Authority;
- (w) teaching staff shall have the minimum suitable qualification for the subject and classes they engaged, as set out in Schedule-IV.
- (x) the security fee charged by an institution, if any, shall be refunded to the student, after deducting any arrears at the time of leaving the institution. The admission fees charged by an institution, if any, shall be refunded to the student, in case students leaves the institution within thirty days after submission of aforesaid fee; and
- (y) make proper security arrangements under Government instructions endorsed by the Authority from time to time.

7. **Refusal of registration.**—Where registration is refused to an institution, a copy of the orders shall be sent to the applicant, stating clearly the reasons for which registration has been refused.

8. **Withdrawal of registration.**—(1) When an institution has ceased to fulfill the conditions of registration under these rules, the Authority shall withdraw registration of that institution. Where registration is withdrawn as a disciplinary measure, the management shall be allowed sufficient opportunity to explain its position prior to withdrawal of the registration. If the defects are capable of immediate or early removal, the management in the first instance shall be allowed time to be fixed by the Authority but not exceeding ninety days, under a warning, within which to remedy them and if these are remedied to the satisfaction of the Authority, registration shall not be withdrawn but if an institution continues working without removing the defects after the warning, it shall be considered sufficient ground for the withdrawal of registration of that institution which suffers from the defect.

(2) Registration shall be withdrawn, as per procedure laid down in sub-rule (1), if the institution refuses to provide required data, information or statement.

(3) Registration may also be withdrawn if the management or the staff or the students of an institution take part in activities prejudicial to the integrity and solidarity of the State or disseminate opinions tending to excite feelings of disloyalty to the State or of enmity and hatred between different religious sects or classes in the Islamic Republic of Pakistan from the platform of the institution or if the students are permitted to attend political meetings or to engage in any form of political or communal agitation from the platform of the institution.

9. **Restoration of registration.**—An institution, registration of which has been withdrawn, shall not be restored to that privilege until the Authority has been satisfied that the defects leading to the withdrawal of registration have been made good and that in all other respects the institution fulfils the prescribed conditions under these rules.

10. **Expiry of registration.**—(1) The registration of an institution shall expire, if—

- (a) a registered institution ceases to exist;
- (b) an institution is transferred to a different management, without proper written approval of the Authority and non-submission of prescribed fee as per Schedule-II (c); or
- (c) an institution is shifted to a building other than that under which it is registered under these rules and non-submission of prescribed fee as per Schedule-II (c); or
- (d) an institution does not apply for renewal of registration, well before expiry of the existing registration but not later than sixty days prior to the expiry of the existing registration.

(2) Where an institution fails to apply for renewal of registration within the period specified under clause (d) of sub-rule (1), it may apply for such renewal thereafter by payment of renewal fee as specified in Schedule-II (A) and monthly fine specified in Schedule-II (B) for the period falling short between the application for renewal and expiry of the existing registration and where such short period exceeds six months the institution intending to renew the registration shall be required to apply for fresh registration by payment of initial registration fee specified in Schedule-II (A) and monthly fine specified in Schedule-II (B) for maximum one year.

11. Renewal of registration.—(1) Registration shall not be renewed unless an application on that behalf is made to the Authority by depositing the annual renewal of registration fee for one or two years (optional) as per the rates set out in Schedule-II (A) and furnishing of the following namely: —

- (a) certified copy of annual audited accounts of the last year prepared by registered audit firm in case an institution charges Rs. 8,000 per month per student or above and having total enrolment of 200 or above students;
- (b) certified copy of filling of annual tax returns;
- (c) execution report of co-curricular activities listed in clause (j) of rule 6;
- (d) student enrolment and grade-wise total strength;
- (e) teaching staff list with their qualifications and experience;
- (f) list of subject specialist teachers, wherever applicable;
- (g) details of charging grade wise school fee and other charges;
- (h) proposed changes in course details, if any; and
- (i) list of vendors or outlets where course books, note books and uniform are available.

(2) In case there is no change in items mentioned under clauses (d), (e), (f) and (g) of sub-rule (1), the institution may furnish an affidavit to that effect and the Authority shall process the renewal under these rules.

12. Performance evaluation of institutions.—Performance of registered institutions shall be evaluated on two yearly basis and awarded a rating category A, B or C based on factors mentioned in rule 6 including the following, namely: —

- (a) percentage of grades obtained in examinations conducted by third party external agencies, organizations and Board;
- (b) winning an award in inter-institutional sports events or debate events or science exhibitions;
- (c) number of complaints against the institution and redressal of those complaints;
- (d) names of parent teacher committee to be elected through voting by parents with the certifications that it is functional;
- (e) on campus ground, gymnasium and sports facilities with availability of trained instructor and lockers;
- (f) institutional transport for students and staff with available parking for vehicles;
- (g) medical room with medical van and paramedic staff;
- (h) safety and security of the institution with walk through detecting gates and closed circuit television monitoring control room;
- (i) fire life safety measures and emergency exits;
- (j) high technology institution with institutional web portal with all updates, digital learning centre, administration software, Wi-Fi campus, interactive whiteboards, online assessments, e-lesson plans and automatic institutional bell smart cards;
- (k) well stocked and updated library with paper books and digital library solutions and facility of online membership or subscription;
- (l) cafeteria with seating capacity of five percent of total students strength and on campus tea or coffee machines;
- (m) type of accessories in conference room or hall;
- (n) remedial teaching or extra coaching for slow learners;
- (o) parents satisfaction index or annual parents feedback survey scoring and complaints;
- (p) maintenance of the institution including grounds, ambience (entry from the main gate), air conditioners, buses and other vehicles, furniture, cleanliness, generators, security and swimming pool;

- (q) minimum four newsletters in a calendar year;
- (r) annual school magazine or its computerized discs; and
- (s) institutions 'audit scoring by the Authority.

13. **Obligation of the management.**—The management of a registered institution shall undertake to comply all orders of the Authority relating to dates and duration of academic terms and holidays, scheme of studies, reports, returns, records, registers, physical well-being of students and discipline. All orders of the Authority shall be displayed on institutional website and notice boards for necessary awareness of parents and guardians.

14. **Addition of classes or subjects.**—Without prior permission of the Authority, a registered institution shall not open a class or classes either higher or lower than those for which the institution has been registered. When such classes are to be inducted, a formal application for approval shall be made to the Authority well before commencement of the academic year. The Authority shall process the case accordingly.

15. **General duties of the head of an institution.**—The head of an institution shall be responsible for its proper administration and management. He shall also maintain discipline among the staff and students, organize and supervise the instruction, participate in the teaching work, arrange for the games and other co-curricular activities, ensure that all records are regularly and accurately maintained, keep a proper account of all funds and see that the same are utilized in accordance with the prescribed rules and generally promote the physical, intellectual, religious, social and moral wellbeing of the students under his charge.

16. **First admission.**—Application for the admission of a student, to a registered institution for the first time, shall be made in the form prescribed by the institution and signed by the parent or, as the case may be, guardian.

17. **Institution leaving certificate.**—(1) A student leaving an institution shall not be admitted to another institution without the production of institution leaving certificate, in the prescribed form, issued by the last institution attended.

(2) The institution shall not withhold issuance of institution leaving certificate and refund of security fees to any student without any legal ground. However, parent and guardians are required to intimate the institution one month before leaving the institution.

(3) Where an institution contravenes sub-rule (2), the parents and guardians may make a complaint to the Authority and the decision thereon of the Authority shall be final.

18. **Admission to institutions.**—(1) Admission to institutions shall be on merit irrespective of any distinction of religion, caste, creed and disability including learning difficulty in accordance with the prescribed criteria of the institution.

(2) Students seeking admission to any class of a registered institution, up to 8th class or grade, shall be duly considered by the head of institution and admitted to the class for which they are found fit.

19. **Recording of age.**—Without prejudice to any order of competent court of law in this regard, head of institution shall ensure that the age of a student is recorded as per birth certificate with scrupulous accuracy on his first admission to an institution and to make it clear to the parent or guardian that the date of birth once recorded shall not be subsequently changed. Heads of institutions shall be personally responsible for the accuracy of all subsequent age entries made regarding students in their institutions whether in registers, certificates or applications to appear in a public examination

20. **Vacations in institutions.**—Vacations in institutions shall be observed as per Government policy and instructions issued by the Authority, from time to time. In addition, holidays not exceeding two in a calendar year may be allowed to students of any particular community. The heads of institutions may declare holidays in their institutions on special occasions, but the total number of such holidays shall not exceed four in a calendar year and a minimum of one hundred and eighty working or academic days for students shall be ensured.

21. **Registers and books to be maintained.**—Following books and registers shall be maintained by each institution, in manual or computerized form, namely:—

- (a) accounts register (income and expenditure);
- (b) cash book;
- (c) teachers salary register;
- (d) stock register;
- (e) admission and withdrawal register;
- (f) teachers attendance register;
- (g) library accession register;
- (h) leave register;

- (i) institution leaving certificate register; and
- (j) any other register or book as may be determined by the Authority from time to time.

22. **Uniform.**—(1) Students in the institutions shall wear the uniform, where determined by the institutions. Institutions shall ensure that the said uniform is in line with religious, traditional and climatic requirements of the country and shall be easily procurable from market.

(2) An institution shall not engage in any anti-competitive practice of uniform and product tying with any specific shop. It shall only determine the specifications and design of its uniform and products and let the open market cater to the consumers.

23. **Ban on smoking, and drugs, etc.**—Smoking and use of any type and means of drugs including E-Cigarette and vape shall be strictly forbidden in the institutional premises.

24. **Arms and ammunition.**—Entry of arms and ammunition in the institutions shall be strictly banned except for security personnel so armed and employed by the institution.

25. **Physical training.**—An approved scheme of physical training shall be included in the instructional programme of every institution and the head of institution shall organize a viable system of games and sports for all round development of student's personality.

26. **Reports and returns.**—Every institution shall submit such data, information, at the time of first registration, and at time of renewal if any in respect of change in previous data, on time of inspection for change of building or up-gradation and on change of ownership of management and other reports as may be required by the Authority.

27. **Parents teacher coordination committee.**—(1) In each institution, there shall be a parents teacher coordination committee (PTCC), with the following purposes, namely:—

- (a) provide support to the management of institution to deliver on quality education to their students.
- (b) assist the institution in raising and sustaining the quality of education;
- (c) increase school enrollment and reduce dropouts as much as possible; and

(d) formulating an admission policy for the institution.

(2) The PTCC shall be constituted for a period of two years and notified in writing by the institution, consisting of-

Sr. No.	Membership	Status
(1)	(2)	(3)
1.	One parent to be elected from amongst the parents	<i>Chairperson</i>
2.	Principal or owner of the institution or their nominee	<i>General Secretary</i>
3.	Two parents to be elected by the parents	<i>Members</i>
4.	One staff member nominated by the principal or head of the institution	<i>Member</i>
5.	Principal or head of the institution	<i>Member-cum-secretary</i>

(3) The PTCC shall comprise one chairperson, one general secretary.

(4) principal of the institution shall be the secretary to the PTCC shall be responsible for arranging at least one meeting of the PTCC quarterly.

(5) Number of members plus Secretary of the PTCC shall be odd. Wherever necessary, this requirement may be fulfilled through more than one elected parents from the highest class and grade of the institution.

(6) Members shall offer their services on voluntary basis and shall not be entitled to any remuneration.

(7) Any member shall cease to be a member if he fails to attend three consecutive meetings; and

(8) Election of the members of PTS shall be held on a day when routine parent-teacher meetings are organized by the institution. The Secretary shall be responsible to send a written notice to all parents one month in advance

28. Employment of teachers.—(1) An agreement stating in clear terms and conditions, under which a member of the teaching staff is engaged, shall be executed between the member and the management of the institution. A copy of each agreement, duly executed, shall be provided to the Authority, filed in the institutional record and shall be made available, at any time, for inspection by the Inspection Committee of the Authority. The agreement, *inter alia*, shall include—

(a) the post and pay and other applicable allowances; and

(b) conditions of termination of service.

(2) The agreement under sub-rule (1) may be terminated by either party on giving one month's notice in writing or paying one month's salary in lieu thereof unless the agreement provides for a shorter or longer notice.

(3) In case of dismissal the concerned individual, before dismissal, shall be called upon to submit his reply in defence in writing for which he shall be given three days from the issue of the letter. The individual shall be heard in person also. In the event of written defence, not being submitted within the said time, the management may take action ex- parte.

(4) Salaries shall be paid monthly within first ten days of the month for which these are due.

(5) The duties of teachers shall be such as are usual and customary in Government institution and such other duties, as head of the institution shall, from time to time, assign them. Teachers shall not undertake private tuition or any other duties, likely to interfere with their work, without written permission of head of the institution or management of the institution.

(6) Any dispute that may arise between teaching member and the management shall be referred to the Authority, whose decision shall be final and binding on all the parties

29. **Fine.**—(1) Without prejudice to any other action that may be taken in accordance with provisions of the Act, where management contravenes any provision of these rules, the Authority may, subject to reasonable opportunity of defence, impose administrative fine at the rate of ten percent of corresponding tuition fee, per day from the date when the notice of contravention is served on the institution till such time the contravention continues.

(2) Any person who—

(a) in relation to any application under these rules or any notification there under—

(i) makes any false statement which he knows to be false or does not believe to be true or which he makes recklessly; or

(ii) intentionally suppresses any material fact.

(b) neglects or refuses to produce any book, document, material or article or to furnish any information, neglects or refuses to attend before an inspector as required, furnishes any book, document, material or information which is false in a material particular and which he knows to be false or does not believe to be true, or, by the

intentional suppression of any material fact, furnishes information which is misleading;

- (c) obstructs or impedes the Authority, any officer of the Authority or any Inspection Committee lawfully carrying out any function or duty in the exercise of any power conferred by or under the Act and rules made there under; or
- (d) being summoned to attend at a hearing of the Authority to give evidence or produce any document or other article, without reasonable excuse refuses or neglects to do so or refuses to answer any questions put to him by or with the concurrence of the Authority, or otherwise hinders, obstructs or deceives the Authority in the exercise of its powers under the Act and rules made there under, shall be guilty of an offence liable for trial under section 19 of the Act.

30. **Facilitation to institutions.**—The Authority shall extend all lawful facilitation to the management of the registered institutions in enabling them to deliver quality education.

31. **Grievance redressal system.**—(1) The Authority shall develop a complaint redressal system to cater for the grievances of teaching, non-teaching employees of the institution, parents, guardians, students or any other person or entity, affected by the decisions of the institutions in following manner, namely: -

- (a) on receipt of any complaint or information regarding a dispute arising between an institution and parents or guardian of a student or between the institution and its teachers or others, the Chairperson of the Authority shall refer the matter to the management of the institution with a copy of complaint for written reply; and
- (b) the Authority, on receipt of the report of the action taken by the Institution concerned, may pass any orders as deemed appropriate.

(2) Institutions shall develop a complaint redressal system, to resolve the grievances of parents or students in the following manner:-

- (a) institutions shall maintain a register of complaints of parents or complaints related to child abuse, neglect, harassment and discrimination with complete record of actions taken, for resolution, by the institution;
- (b) institutions, through a notice on institution's notice board or institution's website, shall make parents aware of their right to register complaint by written letter or email of institution and

proper reply shall be given to the parents under laid down procedures of institution for grievance redressal; and

- (c) institutions shall make complete record of complaints available, at any time, for review by the Inspection Committee of the Authority.

32. Encouragement of co-curricular activities among the institutions.—The Authority will develop a calendar of events of co-curricular activities, to nourish the talent of students through healthy competitions, on inter-institutional basis.

33. Capacity building of teachers of institutions.—The Authority shall develop linkages of the institutions to enhance the capacity of their teachers, preferably through the Federal College of Education and any other training institute.

34. Affiliation of institutions.—No institution shall get itself affiliated or work in collaboration with the Board or foreign examining agency, without prior written approval of the Authority.

35. Management partnerships.—(1) No institution shall enter into any management partnership for running the institution and financial investment in any form with individuals, entities, funds and financial instruments of proscribed nationality and origin or owned by directors and individuals of proscribed nationality and origin.

(2) No institution shall enter into any partnership under sub-rule (1) with any foreign national or entity of any form without prior written approval of the Authority and the Government.

36. Regulation of fee structure of institutions.—(1) The Authority shall keep record of fee structure of the institution mentioned in fee criteria of the institution prospectus and the rate of fee being charged by the institutions, and which should be based on the infrastructure, quality of education and other facilities being offered by the institution. Each institution shall be privileged only to charge fee, based on upper limit, recorded in the file of institution at the time of registration or renewal of registration and the fee category mentioned on the certificate of registration of the institution.

(2) In case an institution intends to charge a fee schedule in excess of that pre-recorded by the Authority that institution shall not be allowed to increase fee range from one to five percent per annum in line with Fee Determination Policy for PEIs in ICT of PEIRA.

(3) In case any institution intends to increase more than five percent, detailed proposal containing rationale, infrastructure, facilities and other supporting documents in line with Fee Determination Policy for PEIs in ICT of PEIRA including prescribed fee as indicated in Schedule-II (c), to be submitted to the Authority for examining or review and decision by the Authority.

(4) Fee shall be charged on monthly basis. Institutions shall issue written communication on fee for new academic year to parents, sixty days before the implementation of revised fee and its due date.

(5) Institutions shall provide official receipt of payments, made by parents in various heads and shall record the underlying transaction in institutions accounting records.

(6) An institution shall allow fee concessions to deserving students and shall award scholarships to students, having meritorious records.

(7) Institutions shall develop a transparent process and eligibility criteria of fee concessions, shall keep its record and make it available, at any time, for review by the Inspection Committee of the Authority.

37. Prohibition of collection of excess fee.—(1) No institution shall collect fees in excess of the fees and charges determined or recorded by the Authority at the time of registration or renewal of registration except in accordance with the procedures mentioned in rule 36 on monthly basis and the fee shall not be collected -

- (a) by any person who is in charge of, or is responsible for, the management of such institution; or
- (b) by any other person either for himself or on behalf of such institution or on behalf of the management of such institution.

(2) No institution shall be allowed to collect any fee or funding regarding expansion or construction of building or payment of any bank or loan installment. The person, in-charge and institution convicted under rule 29 shall refund such excess fee to the student from whom the excess fee was collected in contravention of the provisions of these rules.

38. Appeal.—(1) Any institution aggrieved by any decision of the Authority may file appeal before the Federal Secretary of the Division concerned within Thirty days from the date of receipt of the decision of the Authority.

(2) The Federal Secretary of the Division concerned shall decide the appeal of the institution and pass orders within thirty days from the date of receipt of such appeal.

(3) The orders passed by the Federal Secretary of the Division concerned shall be final and binding on both the Authority and institution.

39. Repeal.—The Private Educational Institutions (Registration and Fee Determination) Rules, 2016 are hereby repealed.

SCHEDULE-I**[see rules 3 and 4(9)]**

No. : _____

Date of Issue: _____

Application Form for Registration

(To be submitted in duplicate with a covering letter from the Head of Institution)



NAME OF INSTITUTION : _____

POSTAL ADDRESS : _____

E-MAIL ADDRESS : _____

PHONE NUMBER (S) : _____

FAX NUMBER : _____

**Islamabad Capital Territory Private Educational
Institutions (Registration And Regulation)
Regulatory Authority
Islamabad, Pakistan**

**APPLICATION FORM**

Note: a. Answer to each question should be clear and definite.
b. Please attach additional sheet (s) where required.

1. Name of the Institution		
2a. Postal address		
2b. GPS Coordinate	Latitude	Longitude
3. Date of establishment of the Institution		
4. Total land/area in Possession of the Institution		
5. Other branches/campuses of the Institution working in ICT and other parts of Pakistan		
6. Name of Head of the Institution		
7. Academic qualification and experience of Head of the Institution		
8. Details of schemes of studies being pursued by the Institution		

9. Level up to which classes are being conducted in the Institution	
10. Medium of Instruction	
11. Number of students enrolled (Genderwise)	
12. Whether managed by a Registered Body, Foundation, or Trust, etc.	
13. Whether the Institution is holding classes in the morning or evening or both	
14. Whether the building is owned by the Institution or acquired on rent	
15. Whether the building is used for any other purpose during or after the working hours of the Institution. If yes, for what purpose?	
16. Any scholarships/freeships being given, Give Particulars	
17. Future plans for upgradation / expansion of the Institution	

Signature _____

Name _____

Date _____

Designation _____

**STATEMENT OF STUDENTS ENROLLED**

Sr. No	Class	Total number of students in the class			No. of sections with students in each section
		Boys	Girls	Total	

Signature _____

Name _____

Date _____

Designation _____



TEACHING STAFF STATEMENT FOR ACADEMIC PURPOSES

(use additional sheet if required)

Sr. No.	Name	Qualification			Nature of Employment (Adhoc/ Permanent/ Daily Wages)	Teaching Experience	Subjects Being Taught	Periods Per Week						
		Degree	Subject	Year				Division	Classes I-V	Classes VI-VIII	Classes IX-X	Classes XI-XII	Total	

NOTE: In addition of Page 5 & 6 of this application form, information is also required in this page for academic purposes. Its soft copy is also available on MS Word on PEIRA website (www.peira.gov.pk) for facilitation purposes.

Signature _____

Name _____

Designation _____

Date _____



**PARTICULARS OF EMPLOYEES
OTHER THAN THE TEACHING STAFF**
(use additional sheet if required)

Signature _____

Name _____

Date _____

Designation _____



**DETAILS OF CLASSROOMS, LABORATORY FACILITIES,
LIBRARY, LECTURE HALL/AUDITORIUM AND
OTHER INFRASTRUCTURE ETC.**
(attach copy of approved map of the building)

Signature _____
Name _____
Date _____ Designation _____



**DETAILS OF MOTOR VEHICLES
WITH THE INSTITUTION**
(use additional sheet if required)

Signature _____

Name _____

Date _____

Designation _____



**DETAILS OF LABORATORIES MAINTAINED
AND THEIR EQUIPMENT/APPARATUS**

(use additional sheet if required)

Please provide subject - wise detail of apparatus / equipment alongwith its quantity on this Performa.

PHYSICS LABORATORY		
Sr. No.	Name of Equipment/Apparatus	Quantity of Apparatus Available in Laboratory

BIOLOGY LABORATORY		
Sr. No.	Name of Equipment/Apparatus	Quantity of Apparatus Available in Laboratory

CHEMISTRY LABORATORY		
Sr. No.	Name of Equipment/Apparatus	Quantity of Apparatus Available in Laboratory

Signature _____

Name _____

Date _____

Designation _____



**DETAILS OF LIBRARY BOOKS AND NEWSPAPERS,
MAGAZINES ETC.**

1. Number of books held as per entries on the Accession Register _____
2. Number of sets of textbooks held on each subject _____
3. Total number of textbooks held _____
4. Number and details of newspapers and magazines subscribed _____

5. Any other relevant information:

Signature _____
Name _____
Date _____ Designation _____



**DETAILS OF LIBRARY BOOKS AND NEWSPAPERS,
MAGAZINES ETC.**

S. No.	SUBJECTS	NO. OF BOOKS AVAILABLE IN THE LIBRARY OF THE INSTITUTION
1	English	
2	Urdu	
3	Arabic	
4	Persian	
5	Language (other than those specific in the list)	
6	Islamic Studies	
7	Physics	
8	Chemistry	
9	Mathematics	
10	Biology	
11	Computer Studies	
12	Civics	
13	English Literature	
14	Al-Quran	
15	Hadith & Fiqah	
16	Economics	
17	General Science	
18	Business Mathematics	
19	Commercial Geography	
20	Islamic History	
21	Food & Nutrition	
22	Physical Education	
23	History of Indo-Pak Subcontinent	
24	Computer Hardware	
25	Education	
26	Art & Model Drawing	
27	Home Economics	
28	Hygiene and Psychology	
29	Fiction	
30	Games & Sports	
31	Reference Books	
32	Miscellaneous Books	
33	Tafsir-ul-Quran	
34	Atlases	
35	Encyclopedia	
36	Islamic Encyclopedia	
37	Dictionaries (General)	
38	Science Dictionaries	
39	Pakistan Movement	
40	Poetry of Allama Iqbal and other renowned Poets	
41	Portrait of National Heroes	
42	Subject Text Books	
	Grand Total	

Journals: _____

Newspapers: _____ Weekly/Monthly: _____

Signature _____

Name _____

Date _____

Designation _____



CHECK LIST TO BE FILLED AND SIGNED

BEFORE SUBMISSION OF APPLICATION FORM

Please confirm attachments of following documents, duly flaged with the registration form, before its submission to the office of PEIRA.

S #	Nature of Document	Flaging	Attached	Not Attached
1.	Copy of Constitution of Governing / Managing body	Flag "A"		
2.	List of members of Governing / Managing body	Flag "B"		
3.	Map (Blue print) of the school / college building	Flag "C"		
4.	School building fitness / soundness certificate	Flag "D"		
5.	Copy of No Objection Certificate (NOC) from the Authority concerned	Flag "E"		
6.	Affidavits regarding jurisdiction of building bye-laws and law of minimum wages	Flag "F"		
7.	Copy of lease agreements of the Institution	Flag "G"		
8.	Copies of attested testimonials of teachers / head of Institution, including librarian, PTL/DPE.	Flag "H"		
9.	Bank surety for having funds equal to six months' pay of staff in the institution account	Flag "I"		
10.	Bank statement regarding salary of teachers and Head of Institution	Flag "J"		
11.	Detail of income tax deduction at source	Flag "K"		
12.	List of student's chairs, Library chairs, Laboratory stools and sports gadgets	Flag "L"		
13.	List of subject wise science equipments alongwith its quantity against each.	Flag "M"		
14.	Copy of service rules of teachers and non-teaching Staff.	Flag "N"		
15.	Deed of ownership of the school building	Flag "O"		
16.	Copy of budget sanctioned for the school.	Flag "P"		
17.	Fixed deposit receipt.	Flag "Q"		
18.	General time table.	Flag "R"		
19.	Teacher's time table.	Flag "S"		
20.	Prospectus.	Flag "T"		
21.	Certificate to the effect that the management will:	Flag "U"		
I.	extend full cooperation for conducting educational programs/activities/ workshops for teachers' capacity building & students learning.			
II.	ensure proper maintenance and regular audit of accounts by qualified auditors.			
III.	ensure that only Principal / Headmaster / Headmistress will conduct correspondence with PEIRA.			
IV.	arrange clean drinking water facility for students & teachers.			

Signature _____

Name _____

Date _____

Designation _____

**DECLARATION**

I hereby solemnly affirm that I shall furnish all the required data/information and statements required by the "Islamabad Capital Territory Private Educational Institutions Regulatory Authority" and the managements, staff and students of this institution shall not participate in activities prejudicial to the integrity and solidarity of the Islamic Republic of Pakistan or disseminate opinions/views tending to excite feelings of hatred and disloyalty towards the State/Religion or bias, prejudice or discrimination against minorities.

2. I further solemnly affirm that the students will not be permitted to attend political meetings or to engage in any form of political or communal agitation.

Signature _____

Name _____

Designation _____

Date _____

(office stamp)

UNDERTAKING

The curricula, courses of studies and books being used or to be used for preparing students for examination conducted by a foreign educational agency contain nothing repugnant to ISLAM or IDEOLOGY of Pakistan or discriminatory/prejudicial against minority communities.

Seal of School

Principal / Headmistress

UNDERTAKING

The institution will observe all orders of Private Educational Institutions Regulatory Authority (PEIRA), Islamabad, relating to dates and duration of academic terms and holidays, summer and winter vacations, scheme of studies, reports, returns, records, registers, physical well being of students, discipline, etc.

2. The teaching staff shall in no manner, either by sign or word of mouth or writing or any other means, propagate anything repugnant to ISLAM and IDEOLOGY of Pakistan.

Seal of School

Principal / Headmistress

SCHEDULE-II (A): Regulatory Fee

[see rules 4(5), 4(7) 6(r) and 11]

S. No	Maximum Monthly Fee Charged by the Institution (Rs)	Fee for Initial Registration	Annual Renewal Fee
(1)	(2)	(3)	(4)
1.	Upto 300	10,000	5,000
2.	301 to 1,000	20,000	10,000
3.	1,001 to 3,000	30,000	15,000
4.	3,001 to 6,000	60,000	30,000
5.	6,001 to 10,000	80,000	40,000
6.	10,001 to 15,000	100,000	50,000
7.	15,001 to 20,000	120,000	60,000
8.	20,001 to 25,000	150,000	75,000
9.	25,001 to 30,000	180,000	90,000
10	30,001 to 50,000	300,000	150,000
11	50,001 and above	400,000	200,000

- (a) Fee means the maximum monthly tuition fee and all other charges being charged per student in any grade on monthly basis, irrespective of number of students.
- (b) In case the institution does not qualify for registration or renewal of registration after first inspection, as the case may be, subsequent inspection to check the deficiencies will be charged @ 10% of the initial registration fee.
- (c) The Authority shall not process any fee increase proposal beyond 5% for fee determination unless the institution has deposited the corresponding charges which shall not be less than the amount of initial registration fee.
- (d) The Authority may increase the initial registration and renewal fee upto ten percent annually and for that purpose may amend the Schedule II(A).

**Schedule II (B): Regulatory Fine
(See rule 10)**

S. No	Maximum monthly fee charged by the institution (Rs.)	Fine per month (Rs.)
(1)	(2)	(3)
1.	Upto 300	500
2.	301 to 1,000	1,000
3.	1,001 to 3,000	3,000
4.	3,001 to 6,000	6,000
5.	6,001 to 10,000	10,000
6.	10,001 to 15,000	15,000
7.	15,001 to 20,000	20,000
8.	20,001 to 25,000	25,000
9.	25,001 to 30,000	30,000
10	30,001 to 50,000	40,000
11	50,001 and above	50,000

Schedule II (C)

[See rule (10) and (14)]

S#	Maximum Monthly Fee Charged by the Institution (Rs)	Change of owner	Up-gradation*	Duplicate Certificate
(1)	(2)	(3)	(4)	(5)
1.	Upto 300	2,000	5,000	2,000
2.	301 to 1,000	5,000	10,000	5,000
3.	1,001 to 3,000	5,000	15,000	5,000
4.	3,001 to 6,000	10,000	30,000	5,000
5.	6,001 to 10,000	10,000	40,000	5,000
6.	10,001 to 15,000	25,000	50,000	5,000
7.	15,001 to 20,000	30,000	60,000	10,000
8.	20,001 to 25,000	35,000	75,000	10,000
9.	25,001 to 30,000	40,000	90,000	20,000
10.	30,001 to 50,000	50,000	100,000	20,000
11.	50,001 and above	60,000	120,000	30,000

* **Up-gradation:** (subject to condition that category of fee remain same) In case change in category, regulatory fee for initial registration shall be applicable

ATTESTATION/VERIFICATION ON STANDARD FORMAT OF SCHOOL LEAVING CERTIFICATE/PROGRESS CARD/ EXPERIENCE CERTIFICATE

- For use within ICT= Rs. 100 per document
- Within country (outside ICT)= Rs. 500 per document
- Outside Pakistan = Rs. 1,000 per document.
- Experience Certificate = Rs. 1,000

Schedule III
Infra-structure requirement
[see rule 6(a)(i)]

Level	Infra-structure requirement
Pre-School	Minimum 5 classrooms with students' capacity of 150 and having room size 18' x 24'
Primary Level	Minimum 8 classrooms from Playgroup to Grade-V with students' capacity of 240 OR Minimum 5 classrooms from Grade-I to Grade-V with students' capacity of 150 and having room size 18' x 24' for both categories
Elementary Level	Minimum 13 classrooms from Playgroup to Grade- VIII with students' capacity of 390 and having room size 18' x 24'
Secondary & Higher Secondary Level	i. 17 class rooms from Playgroup to GradeXII with students' capacity of 510 having room size 18' x 24'. ii. 10 class rooms from Grade-VI to GradeXII with students' capacity of 300 having room size 18' x 24'. iii. Establishment of 3 spacious science laboratories having minimum size 600 sqft (preferable size 20 x 30), one library & computer laboratory alongwith allied equipment / infrastructure

Schedule IV	
Minimum requirement for staff	
[see rules 6(a)(vii) and 6(x)]	
Level	Requirement
Pre-School	Minimum 5 teachers including Head of institution At least B. Ed in case of fresh graduate or BA with 3 years of teaching experience. Specialist English teacher for spoken & written English
Primary Level	Minimum 8 teachers including Head of institution At least B. Ed in case of fresh graduate or BA with 3 years of teaching experience. Specialist English teacher for spoken & written English
Elementary Level	Minimum 10 teachers including Head of institution At least B. Ed in case of fresh graduate or BA with 3 years of teaching experience. Specialist English teacher for spoken & written English
Secondary & Higher	Minimum 15 teachers including Head of institution i. At least M. Ed in case of fresh graduate or MA with 3 years of teaching experience.
Secondary Level	ii. Subject specialist teachers for English (spoken & written), Mathematics, Sciences (Physics, Chemistry, Biology, Computers) Business (Accounting, Economics and Statistics) and Humanities / Social Sciences. iii. Headmaster/ Headmistress, Principal and Vice Principal must have minimum experience of 5 years for Primary school & 8 years of experience for secondary & higher secondary schools.

[No. F.1-47/2021/FE&PT/Org].

AMBREEN ASHFAQ,
Section Officer (Org).

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