

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

INSPECTION PROFORMA

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

a. General Information

1.	Name of the Institution¹:	
2.	Type of Institution: <i>i.e. School/ College/ Tuition Centre/ Day-care Centre</i>	
	a. Teaching Level <i>i.e. Junior School (Pre-Primary), Primary/ Middle/ Secondary/ Higher Secondary or equivalent.</i>	
3.	Medium of Instruction: <i>i.e. Urdu/ English/ any other</i>	
4.	Address of the Institution Complete Mailing Address: (Surface Mail)	
	GPS Coordinates for the School/ Institution:	
	Official Web Address of School/ Institution (URL):	
	Official Email Address of School/ Institution:	
	Contact Details Telephone: Fax:	

¹ 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).

5.	Name of Head of the School/ Institution:	
	Contact Details Telephone: Fax: Email:	

b. Faculty & Students

1. 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			

	Overall Faculty Strength			
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	2. Students' Enrollment in the School/ Institution			
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	Grade-Wise Students' Enrollment <i>Wherever applicable</i>	Male	Female	Total Student Strength	Student-Teacher Ratio (STR)	Type of Curriculum Adopted at each level <i>i.e. National Curriculum/ CIE/ PLC etc.</i>
	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)					

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

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

Please comment if any progress has been made by the school/ institution since last inspection/ registration:

Name & Designation of Submitting Authority: _____

Signature and Stamp: _____

Date of Submission: (dd/mm/yy)
