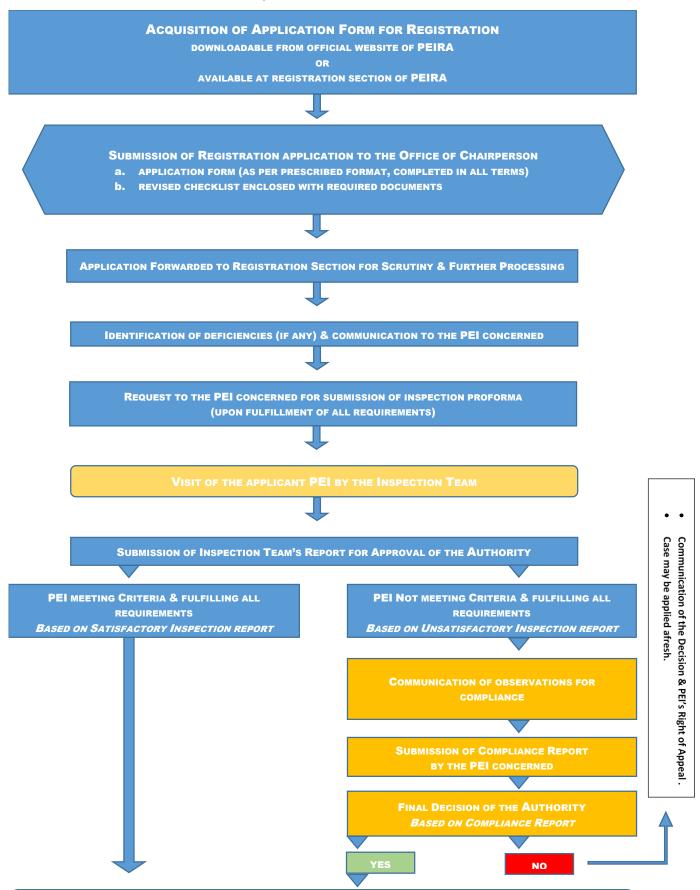
Pre-Requisites for Registration of a Private Educational Institution (PEI) in Islamabad Capital Territory (ICT)

S. No.	Pre-Requisites (Level-Wise) i.e. Pre-School/ Primary/ Elementary/ Secondary					
	Level-Wise	Infrastructural Requirements	Human Resource Requirements	Documentary Requirements	Any other	
01	Pre-School	5 classrooms with students' capacity of 150 and having room size 18' x 24'	At least B. Ed in case of fresh graduate or BA with 3 years of teaching experience. Specialist English teacher for spoken & written English	iii. Applicable registration fee iiii. Affidavit regarding jurisdiction of building by-laws iv. Affidavit as a "Guarantee" to abide by the final judgment of IHC regarding Intra-Court Appeals (ICAs) v. Soundness certificate of the school building vi. Affidavit regarding ownership of the institution vii. Partnership deed duly registered from Registrar's office (if applicable) viii. Affidavit regarding adherence to law of minimum wages ix. Attested copy of ownership deed/ lease agreement / rent agreement of the school building x. Map of the school building xi. Attested copy of institution's notified fee structure xii. Verified copies of employment contracts of	i. Copy of service rules/ HR Policy/ appointment criteria for appointment of teaching and nonteaching staff, personal files of teachers, Stock register, cash book, salary register, fee receipt book and admission withdrawal register to be maintained.	
02	Primary Level	5 classrooms from Grade-I to Grade-V with students' capacity of 150 and 8 classrooms from Playgroup to Grade-V with students' capacity of 240 and having room size 18' x 24'	At least B. Ed in case of fresh graduate or BA with 3 years of teaching experience. Specialist English teacher for spoken & written English			
03	Elementary Level	13 classrooms from Playgroup to Grade-VIII with students' capacity of 390 and having room size 18' x 24'	At least B. Ed in case of fresh graduate or BA with 3 years of teaching experience. Specialist English teacher for spoken & written English			

			xv. Financial Audit Report of the institution xvi. List of allied facilities available on the premises xvii. Balance sheet/statement of financial position of the institution
04	Secondary & Higher Secondary Level	 i. 17 class rooms from Playgroup to Grade-XII with students' capacity of 510 having room size 18' x 24'. ii. 10 class rooms from Grade-VI to Grade-XII 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 ii. At least M. Ed in case of fresh graduate or MA with 3 years of teaching experience. 2. Subject specialist teachers for English (spoken & written), Mathematics, Sciences (Physics, Chemistry, Biology, Computers) Business (Accounting, Economics and Statistics) and Humanities / Social Sciences. 3. 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. 	 i. List of reference books available in library ii. Detail of E-library and list of journals' subscription iii. List of equipment available/ installed in each science laboratory iv. List of computers installed in computer laboratory

Registration Process for a Private Educational Institution in ICT- By PEIRA

(As per Time-bound SOPs)



Issuance of Registration Certificate by Office of the Chairperson