

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	i. Application form for registration ii. <i>Applicable registration fee</i> iii. Affidavit regarding jurisdiction of building by-laws iv. <i>Affidavit as a "Guarantee" to abide by the final judgment of IHC regarding Intra-Court Appeals (ICAs)</i> v. <i>Soundness certificate of the school building</i> 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. <i>Attested copy of ownership deed/ lease agreement / rent agreement of the school building</i> x. <i>Map of the school building</i> xi. <i>Attested copy of institution's notified fee structure</i> xii. Verified copies of employment contracts of teacher's along with their terminal qualifications / last degrees xiii. CV / resume of each faculty member xiv. Prospectus of the institution	i. Copy of service rules/ HR Policy/ appointment criteria for appointment of teaching and non-teaching 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	1. 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)

