



**PRIVATE SCHOOLS REGULATORY AUTHORITY  
GOVERNMENT OF KHYBER PAKHTUNKHWA**

House #18-E-, Jamal Ud Din Afghani Road,  
University Town, Peshawar. 091-9222182



Dated: 30.04.2024

**NOTIFICATION:**

**No. KP-PSRA/Admn/Tuition Academies/Guidelines/2023-24** In pursuance of decision taken in 21st Regulatory Authority's meeting, the following guidelines for the tuition academies are hereby notified with immediate effect for strict compliance.

1. Tuition academies specializing in exam preparation, such as MDCAT, shall admit students who have appeared in their secondary level examinations (FA/FSC Part-II). This requirement aims to ensure that students possess foundational knowledge before enrolling in such programs, and also serves to discourage the practice of students skipping regular classes to attend these academies.
2. Tuition academies offering supplementary education shall operate in distinct buildings separate from formal educational institutions providing education up to the secondary level. This segregation is intended to prevent formal education institutions from coercing students into attending these academies and to maintain clarity in educational environments, thereby preventing overlap between formal and supplementary education settings.
3. Tuition academies offering supplementary education shall schedule classes in the afternoon, following formal school hours. This scheduling approach serves multiple purposes, including avoiding interference in regular schooling by presenting the academies as an alternative to formal educational institutes and accommodating students' schedules.
4. Any government employee employed by a tuition academy must obtain a No Objection Certificate (NOC) from their employer. This requirement ensures transparency and compliance with government regulations regarding secondary employment.
5. Teachers employed by tuition academies must possess appropriate qualifications and expertise relevant to the subjects and levels they teach. This criterion is aimed at ensuring the quality of instruction and improving student learning outcomes.
6. Tuition academies shall maintain comprehensive records of enrolled students and staff, promoting accountability and transparency in their operations.
7. Tuition academies shall only charge tuition fees from students, clearly stated in promotional materials/prospectus. This measure promotes transparency and allows students and parents to make informed decisions regarding enrollment. No fee revisions or increases shall be made midway through the academic term.
8. Tuition academies shall collect fees no more than one month in advance from students. This requirement prevents undue financial burden on students and ensures fair payment practices.
9. Tuition academies shall implement proper security measures, including the installation of CCTV cameras, to ensure the safety and security of students, staff, and premises.



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10. A maximum teacher-student ratio of 1:40 shall be maintained in classrooms to facilitate effective teaching and learning experiences for students.
11. Each student in a classroom shall have at least one square meter of space available to them, ensuring comfort and conducive learning environments.
12. Tuition academies shall provide separate washroom facilities for male and female students, ensuring privacy and compliance with hygiene standards.
13. Tuition academies shall ensure the availability of drinking water facilities, including cold water in summers, to promote hydration and overall well-being among students.
14. The main entrance of each tuition academy shall prominently display the academy's name and PSRA registration number, providing clarity and assurance of regulatory compliance to students, parents, and visitors.
15. Tuition academies, upon applying for registration, shall submit copies of the Owner's CNIC, Building Rent Agreement, Building Map, PSRA's Affidavit on stamp paper, and Teachers' appointment orders/contracts to the office of KP-PSRA.
16. Tuition academies with multiple campuses shall apply for separate registrations, with each campus considered as a distinct entity.
17. Each tuition academy shall maintain an official website containing comprehensive information regarding courses offered, fee structure, teachers' qualifications, course duration, and other relevant details.
18. KP-PSRA will address complaints received through the citizen portal or any other means, utilizing Complaint Committees for redressal.
19. Tuition academies shall adhere to all provisions of the KP-PSRA Act/Regulations and comply with instructions issued by the authority from time to time. Non-compliance with these regulations may result in penalties imposed on the academies.

  
Assistant Director (A&F)  
KP-PSRA

**Copy forwarded for information to:-**

1. All Private Schools of Khyber Pakhtunkhwa.
2. All elected members of the Regulatory Authority of KP-PSRA.
3. All Directors, KP-PSRA.
4. AD (MIS), KP-PSRA with the request to upload the same on official website of KP-PSRA.
5. PS to Secretary, E&SE Department.
6. PA to Managing Director, KP-PSRA.

  
Assistant Director (A&F)  
KP-PSRA