



PRIVATE SCHOOLS REGULATORY AUTHORITY

GOVERNMENT OF KHYBER PAKHTUNKHWA



New Registration: Renewal: Up-Gradation: Renewal & Upgradation:

Section-A: Basic Information

1. School Name: _____

(In Block Letters)

2. Year of Establishment 3. Telephone Number (With City Code): _____

4. Village/City Name: _____ 5. Tehsil: _____ 6. District: _____

7. PK No. _____ 8. UC/Cantonment _____ 9. Location: (1.Urban 2.Rural)

10. GPS Coordinates: Latitude: _____ Longitude: _____
(Precision upto 6 decimal) (Precision upto 6 decimal)

11. Gender (1.Boys, 2 Girls, 3.Co.Edu) 12. Level (1 = Primary, 2 = Middle, 3 = High, 4 = H.Secy / Inter College)

13. School Type Select one of the following and write number in this box)

01 = Private 02=Public Private Collaboration (PPC) 03 = The Citizen's Foundation,
04 = Mercy Pak International Schools, 05= Bacha Khan Education System, 06=Medical technologies
07=Tuition Academy 08=Montessori 09= Kindergarten 10= Tuition Center

11=Any Other (write Name) _____

(Note: If School Type is PPC, then write Name of the Govt School _____ and EMIS Code : _____)

14. Medium of Instruction (1=Urdu, 2=English, 3=Both) 15. Was the School Registered with BISE? (1 = Yes, 2 = No)

16. If Yes, Write Registration No. _____ 17. Write last registration date as per your school level.

Primary: ___/___/___, Middle: ___/___/___, High: ___/___/___, H.Secy/Inter College: ___/___/___.

18. Is the School Affiliated with BISE? (1 = Yes, 2 = No) 19. Name of BISE _____

20. Nature of Management: Individual: Registered Body/Firm: Association of Persons:

Trust: Any Other: _____

Note: (If not managed by an individual, give details of the Members / Partners / Directors / Trustees, as the case may be vide Annex-A. Attach a copy of the Constitution Memorandum, Articles of the Association / Trust Deed / Rules and By-laws of such body, as the case may be.)

21. Institution Bank Account No. _____ 22. Bank Name: _____

23. Bank Branch Code: _____ 24. Bank Branch Address: _____

25. Title of Account: Individual: Designated: Joint:

Section-B: Physical Facilities

26. Building (1=Owned, 2=Rented, 3=Donated/Trusteed)

27. a. No. of Classroom(s) b. No. of Other Room(s) (i.e. Office/Staff room/ Store etc.)

28. a. Total Area (in marlas): b. Covered Area (in Marlas):

29. Whether the following facilities are available in the School? (If Yes Write 1 and if No write 2 in the box)

a. Physical: Water Latrines Electricity Boundary Wall

b. Academic: Science Lab Library Exam Hall Computer Lab

c. Co-Curricular: Play Ground Canteen

d. Others: Hostel (For Student) Hostel (For Staff) Transport First Aid

30. If Computer Lab exists then write total no. of Computers (in box)

31. If Latrines exists then write total no. of usable latrines (in box)

32. If Library exists then provide the following details (in the table):

Book Type	No. of Books
Science Books	
General Knowledge Books	
History Books	
Islamic Books	
Other Books	



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Section-C: Class & Age Wise Enrolment

33. a Boys Enrolment by Class: (Note: For example age 3+ means "equal to or greater than 3 but less than 4 years", similarly for 4+ , 5+ and so on.)

Age	Play Group	Nursery	Prep/ KG	CI-1	CI-2	CI-3	CI-4	CI-5	CI-6	CI-7	CI-8	CI-9	CI-10	CI-11	CI-12	Total
3+																
4+																
5+																
6+																
7+																
8+																
9+																
10+																
11+																
12+																
13+																
14+																
15+																
16+																
17+																
18+																
19+																
20+																
>=21																
Total																

33. b Girls Enrolment by Class: (Note: For example age 3+ means "equal to or greater than 3 but less than 4 years", similarly for 4+ , 5+ and so on.)

Age	Play Group	Nursery	Prep/ KG	CI-1	CI-2	CI-3	CI-4	CI-5	CI-6	CI-7	CI-8	CI-9	CI-10	CI-11	CI-12	Total
3+																
4+																
5+																
6+																
7+																
8+																
9+																
10+																
11+																
12+																
13+																
14+																
15+																
16+																
17+																
18+																
19+																
20+																
>=21																
Total																

Dated: ____/____/2018

Signature: _____

Official Stamp _____



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Section-D: Staff Detail

Q.34

STAFF STATEMENT (Teaching and Non-Teaching)

Note: Please attach additional sheets if required.

S#	Name	Father's Name / Husband's Name	CNIC	Qualification (Highest)		Relevant Teacher Training (in Months)	Relevant Teaching experience (in Months)	Date of Appointment	Designation	Net Pay	Annual Increment (If any)
				Academic	Professional						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Note: Attach extra sheet if required.



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Section-E: Student Dues/Funds Details

Q.35 STATEMENT OF ADMISSION AND TUITION FEE						
S#	Class	Admission Fee (Annual)	Tuition Fee (Monthly)	Security Fund	Other Funds (If Any)	G.Total
1	Play Group					
2	Nursery					
3	Prep/ KG					
4	CI-1					
5	CI-2					
6	CI-3					
7	CI-4					
8	CI-5					
9	CI-6					
10	CI-7					
11	CI-8					
12	CI-9					
13	CI-10					
14	CI-11					
15	CI-12					

Q.36. Whether the above fees are mentioned in the prospectus/admission form. Yes: No:

Signature: _____

Designation: _____

Official Stamp: _____



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Section-F: SECURITY MEASURES

37. Institutional Security Status: Managed: Not Managed:
38. Type of Security Provided: Own Arrangement: Provided by Authorized Security Company:
39. Security Personnel (in Nos):
40. Status of Security personnel: Trained: Retired (Forces): Fresh:
41. Whether security is inline with instruction of Police Department: Yes: No:
42. CCTVs Camera System Installed: Yes: No:
43. If Q.42 is yes, then number of CCTVs Cameras:
44. DVR Maintained: Yes: No:
45. CCTVs Online Accessibility: Yes: No:
46. Number of Exit Doors:
47. Emergency Exit Door Availability: Yes: No:
48. Boundary Wall Height (In Feet):
49. Barbed Wires Provided: Yes: No:
50. Watch Tower: Yes: No:
51. Number of Licensed Weapon(s):
52. License issued by whom (write the matched number in the box):
- (i) Deputy Commission (ii) Home Deptt: KPK (iii) Ministry of Interior Pakistan (iv) Other
53. License No(s): _____
54. Ammunition Status (In Nos.):
55. Metal Detector: Yes: No:
56. Walkthrough gate: Yes: No:
57. Main Gate Barrier: Yes: No:



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Section-G: HAZARDS WITH ASSOCIATED RISKS

Q. 58

Description	Status
Exposed to floods	Yes <input type="checkbox"/> No <input type="checkbox"/>
Drowning (In case of nearby canal)	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Building Condition (Walls, Doors, windows)	Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor <input type="checkbox"/>
School Access route (If Unsafe: Describe below)	Safe <input type="checkbox"/> Unsafe <input type="checkbox"/>
Main road <input type="checkbox"/> Walk through the market <input type="checkbox"/> Narrow street <input type="checkbox"/> Open filed <input type="checkbox"/> Standing Crops <input type="checkbox"/>	
Other buildings adjacent to School	Safe <input type="checkbox"/> Unsafe <input type="checkbox"/>
Safe assembly points available for (i. Flood ii. Earthquake iii. Fire iii. Human induce)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher trained on School Based Disaster Risk Management	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Improvement plan developed	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Disaster Management plan developed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrification condition	Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor <input type="checkbox"/>
Proper ventilation system available	Yes <input type="checkbox"/> No <input type="checkbox"/>
Expose to Chemicals in School Laboratory	Yes <input type="checkbox"/> No <input type="checkbox"/>
Expose to Chemicals in school surrounding	Yes <input type="checkbox"/> No <input type="checkbox"/>
Exposed to road accident	Yes <input type="checkbox"/> No <input type="checkbox"/>
Safe drinking water available	Yes <input type="checkbox"/> No <input type="checkbox"/>
Proper sanitation facilities available (Latrine, draining)	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Building Structure	Single storey <input type="checkbox"/> Double storey <input type="checkbox"/>
School surrounded by the community	Local <input type="checkbox"/> Outsider <input type="checkbox"/> Refugees <input type="checkbox"/>

Section-H: Fee Concession

Q.59

Concession Type	Percentage	No. of Students
Sibling		
Orphan		
Other (If any)		

Signature: _____

Designation: _____

Official Stamp: _____



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AFFIDAVIT DRAFT FOR STAMP PAPER (Worth of Rs.100)

- I/we have established/opened an institute/center/academy _____ located at _____ in a rented / owned, trusted building (Date of Est.) _____.
- I/we shall not teach in it against Islam and ideology of Pakistan.
- I/we shall abide by all the policy guidelines/directions which the Govt. may issue from time to time.
- There is no teacher/staff in the above named institution whose age is below 18 years.
- That I/we shall teach the curriculum prescribed by the Govt. of Khyber Pakhtunkhwa.
- That I/we shall abide by all the norms & standards, categorization and fee regulations, as and when approved by the authority. In case of failure or non-implementation, the authority will have the right to cancel the registration/renewal/upgradation.

Dated _____

(Signature)

(Official Stamp)

Name: _____

Designation: _____

Phone#: _____

Cell#: _____

Witness#1:

Name

CNIC

Signature (as per CNIC)

Witness#2:

Name

CNIC

Signature (as per CNIC)



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DECLARATION

I _____ S/o, D/o, W/o
_____ solemnly affirm and declare that the
facts and figures as provided in the Application Form from Section A to G are correct to the best of my
knowledge, belief and nothing have been concealed.

(Signature)

(Official Stamp)

Dated _____

(Name in Block Letters)



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ANNEX. : A (S. No. 19 of Form)

STATEMENT OF MEMBERS / PARTNERS / DIRECTORS / TRUSTEES				
S#	Name	Occupation	Designation	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



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Schedule of charges to be submitted to Regulatory Authority for Registration and Renewal of Private School

School Category	Application processing fee (PKRs)	Fee per Inspection (PKRs)	Renewal Fee (PKRs)
1	2	3	4
Charging fee up to Rs.500 per month	500	4000	500
Charging fee more than Rs. 500 and up to Rs.1000 per month	700	6000	700
Charging fee more than Rs. 1000 and up to Rs. 1500 per month	900	7000	900
Charging fee more than Rs. 1500 and up to Rs.2000 per month	1000	8000	1000
Charging fee more than Rs. 2000 and up to Rs.2500 per month	1200	9000	1200
Charging fee more than Rs. 2500 and up to Rs.3000 per month	1500	10000	1500
Charging fee more than Rs. 3000 and up to Rs.3500 per month	2000	12000	2000
Charging fee more than Rs. 3500 and up to Rs.4000 per month	2500	13000	2500
Charging fee more than Rs. 4000 and up to Rs.4500 per month	3000	15000	3,000
Charging fee more than Rs. 4500 and up to Rs.5000 per month	3500	16000	3500
Charging fee more than Rs. 5000 and up to Rs.6000 per month	4000	18000	4000
Charging fee more than Rs. 6000 and up to Rs.7000 per month	4200	20,000	4200
Charging fee more than Rs. 7000 and up to Rs.8000 per month	4500	22,000	4500
Charging fee more than Rs. 8000 and up to Rs.9000 per month	4800	23000	4800
Charging fee more than Rs. 9000 and up to Rs.10000 per month	5000	25000	5000
Charging fee more than Rs. 1000 and up to Rs.11000 per month	6000	27500	6000
Charging fee more than Rs. 1100 and up to Rs.12000 per month	7000	30,000	7000
Charging fee more than Rs. 12000 and up to Rs.13000 per month	8000	32500	8000
Charging fee more than Rs. 13000 and up to Rs.14000 per month	9000	35000	9000
Charging fee more than Rs. 14000 and up to Rs.15000 per month	10,000	37,500	10,000
Charging fee more than Rs. 15000 and up to Rs.16000 per month	11,000	40000	11,000
Charging fee more than Rs. 16000 and up to Rs.17000 per month	12,000	425000	12000
Charging fee more than Rs. 17000 and up to Rs.18000 per month	13,000	45,000	13000
Charging fee more than Rs. 18000 and up to Rs.19000 per month	14,000	47,500	14,000
Charging fee more than Rs. 19000 and up to Rs.20000 per month	15,000	50,000	15,000
Charging fee more than Rs. 20000 and up to Rs.25000 per month	17,000	55,000	20,000
Charging fee more than Rs. 25000 and up to Rs.30000 per month	20,000	65,000	20,000
Charging fee more than Rs.30000 per month	25,000	75,000	25,000

