



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

Dated Peshawar: 12<sup>th</sup> March, 2020

**NOTIFICATION**

As granted provision under Section 5 of Khyber Pakhtunkhwa Private Schools Regulatory Authority Regulations, 2018, Khyber Pakhtunkhwa Private School Regulatory Authority is pleased to notify following Obligatory and Supplementary Norms and Standards and Categorization of Schools as per fee slabs duly prepared by competent committee and approved by Regulatory Authority:

**OBLIGATORY NORMS AND STANDARDS FOR  
ALL PRIVATE SCHOOLS**

Each Private School in Khyber Pakhtunkhwa needs to be Registered with the Khyber Pakhtunkhwa Private Schools Regulatory Authority. In addition, all High Schools and Higher Secondary Schools need to be affiliated with respective Board of Intermediate and Secondary Education (BISE) as well. Following Norms and Standards under different heads are categorized and coming into force shall be deemed obligatory on all Private Schools irrespective of their fee categorization:

**1. BUILDING AND SPACE:**

- i. 10 square feet space needs to be provided to each student in a classroom and no more than 40 students be adjusted in one Classroom.
- ii. Each school needs to be able to provide dedicated and separate male and female staffroom to its teaching and non-teaching staff.

**2. PHYSICAL FACILITIES:**

- i. Portrait of Quad-e-Azam and Allama Muhammad Iqbal
- ii. Waiting area for visitors
- iii. Separate Classroom for each Class/Class section
- iv. Number of Classrooms should not be less than the number of Class sections
- v. Examination space (may be arranged in class)
- vi. Appropriate Student/Teacher Ratio i.e. 40/1
- vii. Blackboard or White board should be provided in each Classroom
- viii. Drinking water facility must be provided
- ix. Classroom should be equipped with Teaching Learning Materials
- x. Gender wise washrooms must be provided
- xi. Furniture should be provided to all students and staff members
- xii. Cross-ventilation should be ensured in all classrooms
- xiii. Electricity (lighting, fans) should be installed and functional

- xiv. Sufficient Play Area
- xv. Class bell
- xvi. National Flag
- xvii. Notice board

**3. LIBRARY:**

Availability of Dedicated and furnished Library in all schools must be ensured regardless of their level. There needs to be at least 300 books in Libraries of Middle Schools, 500 in High Schools & 700 in Higher Secondary Schools. These books should be other than textbooks.

**4. SCIENCE LABORATORY:**

Fully equipped Science Laboratory should be available in all High and Higher Secondary Schools separately for Physics, Chemistry and Biology.

**5. COMPUTER LABORATORY:**

A dedicated computer Laboratory equipped with at least 10 functional computers should be made available in Middle level schools and Higher.

**6. FEE:**

- i. School can increase fee up to 10% annually before the start of Academic year.
- ii. Fee Structure for respective Academic Year must be mentioned at any Visible Location outside School preferably on a panaflex. It must also be visible in an office inside School where fee is received. Discount accorded to each student (for whichever reason) out of total fee for that Academic Year must be mentioned in percentage form on receipt given thereof.
- iii. School is bound to give at least 20% sibling discount to all but first child.

**7. STAFFING:**

- i. All Teaching staff must be Qualified enough for the level they are teaching.
- ii. Level of teaching staff for Secondary School classes should be at least BA/BSc and for Higher Secondary should be at least MA/MSc in respective subject they are teaching.
- iii. Principal should be At least B.A/B.Ed.

**8. SALARY/RENUMERATION:**

- i. Minimum salary and allowances of a full-time teacher of a Particular level shall not be less than four times the monthly fee of the single student of the highest class charged by the institution for that level (provided that such salary must not be in contravention of any other law enforceable)
- ii. Salary shall be determined in reference to the fee (for relevant Academic Year) of the Highest Level that respective teacher is supposed to be teaching and number of classes/subjects teacher is to undertake in course of his/her day at school.

## **9. CALENDAR:**

School needs comply with the Annual Academic calendar (240 days) Notified by PSRA and must abide by all the regular and emergency vacations that Government decides to announce from time to time.

## **10. ACADEMICS:**

- i. DCTE approved curriculum is mandatory. No school is allowed to teach unapproved Books.
- ii. The school shall not teach any subject or matter which is against the ideology of Pakistan or Islam.
- iii. Annual calendar needs to be charted by each school individually to be able to finish course in time.
- iv. Monthly plan for teaching must be organized.
- v. Weekly Study plan should be distributed to students in advance for the upcoming week
- vi. Timetable should be charted in each classroom.
- vii. Student Diary is ensured to be maintained.
- viii. Student Performance/Reporting system must be planned.

## **11. ASSESSMENT:**

- i. Periodic tests are to be conducted.
- ii. Three Terminal exams are mandatory for each Class in an Academic Year to be conducted by school internally. These should be other than Board Exam conducted by respective BISEs.
- iii. Result of all exams should be shared with Parents.

## **12. CO-CURRICULAR ACTIVITIES:**

- i. Student Communication and Social Skills need to be assessed from time to time and take measures for improvement. Such activities as talking on rostrum in front of class or school should be made obligatory.
- ii. Any program for the fitness of students like PT or indoor sports must be arranged by all Schools.
- iii. Programs for developing life-skills for students is to be arranged like Bazm-e-Adab, Cultural Activities, Jashn-e-Azadi. At least 1 such activity per calendar must be conducted by each school regardless of its level but participation may be voluntary. Charges levied must not increase the actual cost of the event, must not be taken in advance and should not be in contravention with PSRA Regulations already in force.
- iv. Morning School Assembly arrangement following a regularized decorum and patterned scheme must be ensured to be conducted each day. Flag raising ceremony should be part of morning Assembly.

## **13. FINANCIAL RECORD (SOFT AND HARD FORM):**

- i. Fee Register needs to be maintained wherein fee collected from individual student must be mentioned date-wise; so that the total amount received from an individual student in one

Academic Year could be deduced at the end of Year. Monthly fee such received must not exceed twelve months for respective Academic Year.

- ii. Salary record should be maintained by the school management in respect of each Teacher exactly on the same pattern as Fee Register already detailed above.
- iii. Salaries are to be disbursed only through Bank.
- iv. School must keep record of all payments made and signed receipts from Parents and teachers.
- v. Advanced fee can be collected only for ongoing month.
- vi. Any other charges collected from Students should not be in contravention of PSRA regulations and any other notification issued thereof.

#### **14. RECORD KEEPING:**

School will maintain following registers

- i. Attendance Withdrawal Register
- ii. Students Attendance Register
- iii. Teacher Attendance Register
- iv. 3 Terminal Exams Result Register.
- v. Staff statement
- vi. School Leaving Certificate Register
- vii. Stock Register

#### **15. SECURITY:**

- i. At least one Security guard on Gate
  - ii. 7 feet high boundary wall with barbed wire
  - iii. Security Cameras should be provided
  - iv. Metal detectors
  - v. Barrier in front of school gate
-

## **CATEGORIZATION OF SCHOOLS AS PER FEE COLLECTED**

As approved by competent forum Khyber Pakhtunkhwa Private Schools Regulatory Authority is pleased to categorize Schools as per Fee slabs collected by them at their highest-Level Class. 7 categories have been made which are as under:

- |                    |  |
|--------------------|--|
| <b>Category 1:</b> | <b>Schools collecting fee Less than 2000 at their highest-level class</b>                        |
| <b>Category 2:</b> | <b>Schools collecting fee more than 2000 but less than 3500 at their highest-level class</b>     |
| <b>Category 3:</b> | <b>Schools collecting fee more than 3500 but less than 6000 at their highest-level class</b>     |
| <b>Category 4:</b> | <b>Schools collecting fee more than 6000 but less than 10,000 at their highest-level class</b>   |
| <b>Category 5:</b> | <b>Schools collecting fee more than 10,000 but less than 15,000 at their highest-level class</b> |
| <b>Category 6:</b> | <b>Schools collecting fee more than 15,000 but less than 20,000 at their highest-level class</b> |
| <b>Category 7:</b> | <b>Schools collecting fee more than 20,000 at their highest-level class</b>                      |

---

## **SUPPLEMENTARY NORMS AND STANDARDS**

As approved by competent Authority Schools falling in respective slabs should be able to maintain **Supplementary Norms and Standards** in addition to already notified **Obligatory Norms and Standards** which are as under:

**CATEGORY 1: SCHOOLS COLLECTING FEE LESS THAN 2000 AT THEIR HIGHEST-LEVEL CLASS**

All Category 1 Schools are obliged to abide by Obligatory Norms and Standards.

---

**CATEGORY 2: SCHOOLS COLLECTING FEE MORE THAN 2000 BUT LESS THAN 3500 AT THEIR HIGHEST-LEVEL CLASS**

All Category 2 Schools are obliged to abide by Obligatory Norms and Standards.

In addition to Obligatory Norms and Standards Category 2 schools must also maintain following standards in respective heads:

**1. BUILDING AND SPACE:**

Provision of separate Staff room for male and female faculty members.

**2. PHYSICAL FACILITIES:**

- i. First Aid Box in every class
- ii. Designated Sick room in school.
- iii. Multi-purpose Hall

**3. LIBRARY:**

- i. Library needs to have 500 books for Middle, 700 for High and 800 for Higher Secondary School.
- ii. A librarian must be appointed, and proper library register be maintained wherein books drawn by each student must be written. It should felt that school is encouraging and developing reading habits among students.

**4. CANTEEN:**

Hygienic Canteen as per criterion set by Halaal Food Authority needs to be provided within the School premises.

**5. STAFFING:**

There should be at least one B.Ed Child Psychologist be appointed as a permanent faculty member.

**6. GENERAL:**

- i. Grievance Redressal System should be established.
- ii. Parents Teacher Committee should be established and made functional.
- iii. Emergency Contacts are to be provided across all platforms such as Landline, Cell Phone number, Whatsapp number which are to be active 24/7. These numbers should be updated to PSRA database as well.

**CATEGORY 3:           SCHOOLS COLLECTING FEE MORE THAN 3500 BUT  
LESS THAN 6000 AT THEIR HIGHEST-LEVEL CLASS**

**1. BUILDING AND SPACE:**

- i. Provision of separate Staff room for male and female faculty members.
- ii. Waiting Lounge for visitors.
- iii. Information Desk for Parents.

**2. PHYSICAL FACILITIES:**

- i. Filtered cold water dispensers must be Installed in each Classroom.
- ii. One washroom should be provided for each 60 Students.
- iii. Alternate Energy Resource such as Generator/UPS/Solar should be available.
- iv. Multi-purpose Hall should have capacity of at least 100 students.
- v. Play area and such facility should be provided for at least 3 Indoor games and 3 outdoor games. Play area needs to have equipment installed for small children.
- vi. First Aid Box in every class
- vii. Designated Sick room in school.
- viii. Multi-purpose Hall
- ix. Fire-Extinguisher Installed and working and training imparted to all faculty members to use it incase of emergency.

**3. LIBRARY:**

- i. Library needs to have 500 books for Middle, 700 for High and 800 for Higher Secondary School.
- ii. A librarian must be appointed, and proper library register be maintained wherein books drawn by each student must be written. It should felt that school is encouraging and developing reading habits among students.
- iii. Digital Library needs to be maintained and individual access to all children and their parents be granted over internet.
- iv. Dedicated Reading room should be provided
- v. Weekly one period should be provided for library.

**4. COMPUTER LABORATORY:**

- i. Computer Laboratory should have minimum of 20 Computers.
- ii. Touch screen tablets and computer screens be made available for primary schools.
- iii. Networking and Internet Access should be provided
- iv. Qualified computer Instructor is to be appointed.

**5. CANTEEN:**

Hygienic Canteen as per criterion set by Halaal Food Authority needs to be provided within the School premises.

**6. STAFFING:**

- i. Physical Instructor is to be appointed. Weekly two periods are to be dedicated to Physical Trainings. Physical Instructor should be able to teach Students self-defense techniques.
- ii. Female Physical Instructor to be appointed for Female Students and she also must teach female students self-defense techniques. 2 periods per week must be dedicated to Physical Training.
- iii. One child psychologist of every 700 students.

**7. GENERAL:**

- i. Grievance Redressal System should be established.
  - ii. Parents Teacher Committee should be established and made functional.
  - iii. Emergency Contacts are to be provided across all platforms such as Landline, Cell Phone number, Whatsapp which are to be active 24/7. These numbers should be updated to PSRA database as well.
  - iv. Should have automated SMS alert system for convenience of Parents which should send details about attendance and performance of each student
  - v. School Management System
  - vi. Audio-visual aids should be installed in each classroom.
-



**Category 4:**

**SCHOOLS COLLECTING FEE MORE THAN 6000 BUT LESS THAN 10,000 AT THEIR HIGHEST-LEVEL CLASS**

**1. BUILDING AND SPACE:**

- i. Provision of separate Staff room for male and female faculty members.
- ii. Waiting Lounge for visitors.
- iii. Information Desk for Parents.

**2. PHYSICAL FACILITIES:**

- i. Student Teacher ratio should be 30/1 and not more than 30 students should be in same section of class.
- ii. Separate Exam Hall for Male and Female
- iii. Multimedia and smart Boards should be provided in all Classrooms
- iv. Filtered cold water dispensers must be Installed in each Classroom.
- v. One washroom should be provided for each 50 Students.
- vi. Alternate Energy Resource such as Generator/UPS/Solar should be available.
- vii. Multi-purpose Hall should have capacity of at least 100 students.
- viii. Play area and such facility should be provided for at least 3 Indoor games and 3 outdoor games. Play area needs to have equipment installed for small children.
- ix. First Aid Box in every class
- x. Designated Sick room in school.
- xi. Multi-purpose Hall
- xii. Fire-Extinguisher Installed and working and training imparted to all faculty members to use it in case of emergency.

**3. LIBRARY:**

- i. Library needs to have 1000 books for Middle, 1500 for High and 1500 for Higher Secondary School.
- ii. A librarian must be appointed, and proper library register be maintained wherein books drawn by each student must be written. It should felt that school is encouraging and developing reading habits among students.
- iii. Digital Library needs to be maintained and individual access to all children and their parents be granted over internet.
- iv. Dedicated Reading room should be provided
- v. Weekly one period should be provided for library.

**4. COMPUTER LABORATORY:**

- i. Computer Laboratory should have minimum of 25 Computers.
- ii. Touch screen tablets and computer screens be made available for primary schools.
- iii. Networking and Internet Access should be provided
- iv. Qualified computer Instructor is to be appointed.

**5. CANTEEN:**

Hygienic Canteen as per criterion set by Halaal Food Authority needs to be provided within the School premises.

**6. STAFFING:**

- i. Physical Instructor is to be appointed. Weekly two periods are to be dedicated to Physical Trainings. Physical Instructor should be able to teach Students self-defense techniques.
- ii. Female Physical Instructor to be appointed for Female Students and she also must teach female students self-defense techniques. 2 periods per week must be dedicated to Physical Training.
- iii. One child psychologist of every 500 students.
- iv. Sports Coach should be appointed in addition to Physical Instructor. Voluntary Sports participation must be facilitated.

**7. GENERAL:**

- i. Grievance Redressal System should be established.
  - ii. Parents Teacher Committee should be established and made functional. A Psychologist must be appointed to deal with Parents and their grievances.
  - iii. Emergency Contacts are to be provided across all platforms such as Landline, Cell Phone number, Whatsapp which are to be active 24/7. These numbers should be updated to PSRA database as well.
  - iv. Should have automated SMS alert system for convenience of Parents which should send details about attendance and performance of each student
  - v. School Management System
  - vi. Audio-visual aids should be installed in each classroom.
  - vii. School Management System
  - viii. Website must be maintained with up-to-date database about Students. Each student profile be maintained on website which should be made accessible to Parents.
  - ix. Parents should be facilitated to be able to pay their dues directly on Website through Credit/Debit Card.
-

**Category 5:**

**SCHOOLS COLLECTING FEE MORE THAN 10,000 BUT LESS THAN 15,000 AT THEIR HIGHEST-LEVEL CLASS**

**1. BUILDING AND SPACE:**

- i. Provision of separate Staff room for male and female faculty members.
- ii. Waiting Lounge for visitors.
- iii. Information Desk for Parents.

**2. PHYSICAL FACILITIES:**

- i. Student Teacher ratio should be 25/1 and not more than 25 students should be in same section of class.
- ii. Each Student should be provided separate Chair to sit in Classroom.
- iii. Each Classroom should be Airconditioned.
- iv. Separate Exam Hall for Male and Female
- v. Multimedia, Smart Boards and Projectors should be provided in all Classrooms.
- vi. Filtered cold water dispensers must be Installed in each Classroom.
- vii. One washroom should be provided for each 50 Students.
- viii. Alternate Energy Resource such as Generator/UPS/Solar should be available.
- ix. Multi-purpose Hall should have capacity of at least 100 students.
- x. Play area and such facility should be provided for at least 3 Indoor games and 3 outdoor games. Play area needs to have equipment installed for small children.
- xi. First Aid Box in every class
- xii. Designated Sick room in school.
- xiii. Multi-purpose Hall
- xiv. Fire-Extinguisher Installed and working and training imparted to all faculty members to use it in case of emergency.

**3. LIBRARY:**

- i. Library needs to have 2000 books for Middle, 3000 for High and Higher Secondary School.
- ii. A librarian must be appointed, and proper library register be maintained wherein books drawn by each student must be written. It should felt that school is encouraging and developing reading habits among students.
- iii. Digital Library needs to be maintained and individual access to all children and their parents be granted over internet.
- iv. Dedicated Reading room should be provided
- v. Weekly one period should be provided for library.

**4. COMPUTER LABORATORY:**

- i. Computer Laboratory should have minimum of 30 Computers.
- ii. Touch screen tablets and computer screens be made available for primary schools.
- iii. Networking and Internet Access should be provided
- iv. Qualified computer Instructor is to be appointed.

**5. CANTEEN:**

Hygienic Canteen as per criterion set by Halaal Food Authority needs to be provided within the School premises.

**6. STAFFING:**

- i. Physical Instructor is to be appointed. Weekly two periods are to be dedicated to Physical Trainings. Physical Instructor should be able to teach Students self-defense techniques.
- ii. Female Physical Instructor to be appointed for Female Students and she also must teach female students self-defense techniques. 2 periods per week must be dedicated to Physical Training.
- iii. One child psychologist of every 300 students. Individual Counselling of each Student should be ensured, its database be maintained online and access should be provided to parents.
- iv. Focal Person for each Class needs to be appointed to which parents be given direct access.
- v. Sports Coach should be appointed in addition to Physical Instructor. Voluntary Sports participation must be facilitated.
- vi. Medical Officer for emergencies be appointed at school for emergencies.

**7. GENERAL:**

- i. Grievance Redressal System should be established.
  - ii. Parents Teacher Committee should be established and made functional. A Psychologist must be appointed to deal with Parents and their grievances.
  - iii. Emergency Contacts are to be provided across all platforms such as Landline, Cell Phone number, Whatsapp which are to be active 24/7. These numbers should be updated to PSRA database as well.
  - iv. Should have automated SMS alert system for convenience of Parents which should send details about attendance and performance of each student
    - v. School Management System
    - vi. Audio-visual aids should be installed in each classroom.
    - vii. School Management System
  - viii. Biometric attendance of each student is to be ensured
  - ix. Online counselling system be maintained
    - x. Website must be maintained with up-to-date database about Students. Each student profile be maintained on website which should be made accessible to Parents.
  - xi. Parents should be facilitated to be able to pay their dues directly on Website through Credit/Debit Card.
  - xii. CCTV cameras should be provided in each classroom and DVR maintained against each for at least 60 days.
-

**Category 6:**

**SCHOOLS COLLECTING FEE MORE THAN 15,000 BUT LESS THAN 20,000 AT THEIR HIGHEST-LEVEL CLASS**

**1. BUILDING AND SPACE:**

- i. Provision of separate Staff room for male and female faculty members.
- ii. Waiting Lounge for visitors.
- iii. Information Desk for Parents.

**2. PHYSICAL FACILITIES:**

- i. Student Teacher ratio should be 25/1 and not more than 25 students should be in same section of class.
- ii. Each Student should be provided separate Chair to sit in Classroom.
- iii. Each Classroom should be Airconditioned.
- iv. Separate Exam Hall for Male and Female
- v. Multimedia, Smart Boards and Projectors should be provided in all Classrooms.
- vi. Filtered cold water dispensers must be Installed in each Classroom.
- vii. One washroom should be provided for each 50 Students.
- viii. Alternate Energy Resource such as Generator/UPS/Solar should be available.
- ix. Multi-purpose Hall should have capacity of at least 100 students.
- x. Play area and such facility should be provided for at least 3 Indoor games and 3 outdoor games. Play area needs to have equipment installed for small children.
- xi. First Aid Box in every class
- xii. Designated Sick room in school.
- xiii. Multi-purpose Hall
- xiv. Fire-Extinguisher Installed and working and training imparted to all faculty members to use it in case of emergency.

**3. LIBRARY:**

- i. Library needs to have 1000 books for Primary Section, 2000 books for Middle, 3000 for High and Higher Secondary School.
- ii. A librarian must be appointed, and proper library register be maintained wherein books drawn by each student must be written. It should felt that school is encouraging and developing reading habits among students.
- iii. Digital Library needs to be maintained and individual access to all children and their parents be granted over internet.
- iv. Dedicated Reading room should be provided
- v. Weekly one period should be provided for library.

**4. COMPUTER LABORATORY:**

- i. Computer Laboratory should have minimum of 30 Computers.
- ii. Touch screen tablets and computer screens be made available for primary schools.
- iii. Networking and Internet Access should be provided
- iv. Qualified computer Instructor is to be appointed.

**5. CANTEEN:**

Hygienic Canteen as per criterion set by Halaal Food Authority needs to be provided within the School premises.

**6. STAFFING:**

- i. Physical Instructor is to be appointed. Weekly two periods are to be dedicated to Physical Trainings. Physical Instructor should be able to teach Students self-defense techniques.
- ii. Female Physical Instructor to be appointed for Female Students and she also must teach female students self-defense techniques. 2 periods per week must be dedicated to Physical Training.
- iii. One child psychologist of every 300 students. Individual Counselling of each Student should be ensured, its database be maintained online and access should be provided to parents.
- iv. Focal Person for each Class needs to be appointed to which parents be given direct access.
- v. Sports Coach should be appointed in addition to Physical Instructor. Voluntary Sports participation must be facilitated.
- vi. Medical Officer for emergencies be appointed at school for emergencies.

**7. GENERAL:**

- i. Grievance Redressal System should be established.
  - ii. Parents Teacher Committee should be established and made functional. A Psychologist must be appointed to deal with Parents and their grievances.
  - iii. Emergency Contacts are to be provided across all platforms such as Landline, Cell Phone number, Whatsapp which are to be active 24/7. These numbers should be updated to PSRA database as well.
  - iv. Should have automated SMS alert system for convenience of Parents which should send details about attendance and performance of each student
  - v. School Management System
  - vi. Audio-visual aids should be installed in each classroom.
  - vii. School Management System
  - viii. Biometric attendance of each student is to be ensured
  - ix. Online counselling system be maintained
  - x. Website must be maintained with up-to-date database about Students. Each student profile be maintained on website which should be made accessible to Parents.
  - xi. Parents should be facilitated to be able to pay their dues directly on Website through Credit/Debit Card.
  - xii. CCTV cameras should be provided in each classroom and DVR maintained against each for at least 60 days.
  - xiii. Dedicated Online Student Portal be maintained
-

**Category 7:**

**SCHOOLS COLLECTING FEE MORE THAN 20,000 AT THEIR HIGHEST-LEVEL CLASS**

**1. BUILDING AND SPACE:**

- i. Provision of separate Staff room for male and female faculty members.
- ii. Waiting Lounge for visitors.
- iii. Information Desk for Parents.

**2. PHYSICAL FACILITIES:**

- i. Student Teacher ratio should be 25/1 and not more than 25 students should be in same section of class.
- ii. Each Student should be provided separate Chair to sit in Classroom.
- iii. Each Classroom should be Airconditioned.
- iv. Separate Exam Hall for Male and Female
- v. Multimedia, Smart Boards and Projectors should be provided in all Classrooms.
- vi. Filtered cold water dispensers must be Installed in each Classroom.
- vii. One washroom should be provided for each 50 Students.
- viii. Alternate Energy Resource such as Generator/UPS/Solar should be available.
- ix. Multi-purpose Hall should have capacity of at least 100 students.
- x. Play area and such facility should be provided for at least 3 Indoor games and 3 outdoor games. Play area needs to have equipment installed for small children.
- xi. First Aid Box in every class
- xii. Designated Sick room in school.
- xiii. Multi-purpose Hall
- xiv. Fire-Extinguisher Installed and working and training imparted to all faculty members to use it in case of emergency.

**3. LIBRARY:**

- i. Library needs to have 1000 books for Primary Section, 2000 books for Middle, 3000 for High and Higher Secondary School.
- ii. A librarian must be appointed, and proper library register be maintained wherein books drawn by each student must be written. It should felt that school is encouraging and developing reading habits among students.
- iii. Digital Library needs to be maintained and individual access to all children and their parents be granted over internet.
- iv. Dedicated Reading room should be provided
- v. Weekly one period should be provided for library.

**4. COMPUTER LABORATORY:**

- i. Computer Laboratory should have minimum of 30 Computers.
- ii. Touch screen tablets and computer screens be made available for primary schools.
- iii. Networking and Internet Access should be provided
- iv. Qualified computer Instructor is to be appointed.

**5. CANTEEN:**

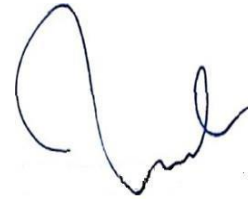
Hygienic Canteen as per criterion set by Halaal Food Authority needs to be provided within the School premises.

**6. STAFFING:**

- i. Physical Instructor is to be appointed. Weekly two periods are to be dedicated to Physical Trainings. Physical Instructor should be able to teach Students self-defense techniques.
- ii. Female Physical Instructor to be appointed for Female Students and she also must teach female students self-defense techniques. 2 periods per week must be dedicated to Physical Training.
- iii. One child psychologist of every 300 students. Individual Counselling of each Student should be ensured, its database be maintained online and access should be provided to parents.
- iv. Focal Person for each Class needs to be appointed to which parents be given direct access.
- v. Sports Coach should be appointed in addition to Physical Instructor. Voluntary Sports participation must be facilitated.
- vi. Medical Officer for emergencies be appointed at school for emergencies.

**7. GENERAL:**

- i. Grievance Redressal System should be established.
- ii. Parents Teacher Committee should be established and made functional. A Psychologist must be appointed to deal with Parents and their grievances.
- iii. Emergency Contacts are to be provided across all platforms such as Landline, Cell Phone number, Whatsapp which are to be active 24/7. These numbers should be updated to PSRA database as well.
- iv. Should have automated SMS alert system for convenience of Parents which should send details about attendance and performance of each student
- v. School Management System
- vi. Audio-visual aids should be installed in each classroom.
- vii. School Management System
- viii. Biometric attendance of each student is to be ensured
- ix. Online counselling system be maintained
- x. Website must be maintained with up-to-date database about Students. Each student profile be maintained on website which should be made accessible to Parents.
- xi. Parents should be facilitated to be able to pay their dues directly on Website through Credit/Debit Card.
- xii. CCTV cameras should be provided in each classroom and DVR maintained against each for at least 60 days.
- xiii. Dedicated Online Student Portal be maintained
- xiv. Resource Room with Multimedia facility should be provided.



(TASHFEEN HAIDER)  
MANAGING DIRECTOR KP-PSRA  
Government of Khyber Pakhtunkhwa



**Endst: of even No. and dated.**

Copy Forwarded for information to the;

1. PSO to Chief Minister, Khyber Pakhtunkhwa.
2. Director E&SE, Peshawar.
3. Director DCTE, Abbottabad.
4. Director PITE, Peshawar.
5. Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority, Peshawar.
6. All the Deputy Commissioners Khyber Pakhtunkhwa.
7. PSO to Chief Secretary, Khyber Pakhtunkhwa.
8. All the District Education Officers (M/F) Khyber Pakhtunkhwa.
9. All Members of the Regulatory Authority.
10. PS to Secretary to Governor, Khyber Pakhtunkhwa.
11. Master File.



MANAGING DIRECTOR KP-PSRA  
Government of Khyber Pakhtunkhwa