

5-day TRAINING of Trainers For the Teachers of Elementary & Secondary Education Foundation KP



PROJECT REPORT

12th – 16th June, 2023



PREPARED BY
**AFAQ TRAINING & SERVICES
DEPARTMENT, LAHORE.**



Contents

Sr. No	Description	Page No
1	Acknowledgment	3
2	List of Acronyms/ Abbreviations (in alphabetical order)	4
3	Key Activities of 5 Day Training of Trainers Workshop	5
4	Project Management	8
5	Introduction to ESEF	9
6	CP Demographics	10
7	Training Objectives	11
8	Annexure (8.1 Agenda), (8.2 Training Evaluation Form)	12

Acknowledgment

We are grateful to Almighty ALLAH for providing Association for Academic Quality (AFAQ) with the precious opportunity of contributing in future building of the nation. AFAQ is indeed indebted to Elementary and Secondary Education Foundation, Khyber Pakhtunkhwa, for their kind facilitation extended in realizing this cardinal assignment. AFAQ Training Department must pay sincere gratitude to Mr. Shahid Warsi, Chief Executive Officer - AFAQ, who remained very cooperative, supportive and accommodative during execution of this significant project, particularly during odd times of human and financial constraints. Guidance, encouragement and trust from the leadership enabled the project team to perform beyond the limits.

To be specific, AFAQ is thankful to Mr. Amir Zeb – Director Training & Services AFAQ and Mr. Zarif Ul Maani, Managing Director – ESEF, for their valuable presence in the 5-day 'Training of Trainers Program' held from 12th – 16th June, 2023 at 'Regional Professional Development Center, Abbottabad'. We are also thankful to the management of ESEF; Mr. Javed Iqbal - Deputy Managing Director, Mr. Khan Muhammad – Advisor, Mr. Habib ur Rehman – Director Program, Mr. Gulzar Hussain, Deputy Director - GCS, Ms. Badiya Danish – Deputy Director - Training, Ms. Hiba Bangash and Ms. Salma Inayat, and to make this program successful through their positive and active participation.

AFAQ exclusively acknowledges an honest and truthful effort of all the Resource Persons and the event management team for their outstanding work. AFAQ is thankful to Mr. Adnan Amin – Senior Lead Trainer AFAQ Peshawar, Mr. Ibrar Hussain - Master Trainer, Mr. Abdul Munsif - Master Trainer, Dr. Tahir Javed - Master Trainer, Ms. Uzma Jawad – Master Trainer, Ms. Shazia Zaman – Master Trainer, Mr. Shahzad Gul – Admin Officer AFAQ Abbottabad, Mr. Sajid Ali – Admin Officer AFAQ Peshawar, Mr. Azeem Liaqat – Training Coordinator – AFAQ. We would also like to thank Mr. Abdul Sammad Shamsi – Senior Manager Corporate Communications – AFAQ for leading our media coverage campaign.

Last but not the least, we must thank Ms. Rubina Farooq (Principal – RPDC) for her invaluable presence and providing us the venue.

Fazal Elahi Awan
Senior Manager Training
AFAQ

Abbreviations / Acronyms

AFAQ		Association for Academic Quality
CEO		Chief Executive Officer
Cps		Course Participants
DD		Deputy Director
DDP		Deputy Director Program
DESE		Directorate of Elementary and Secondary Education
DPO		District Program Officer
DTS		Director Training & Services, AFAQ – Pakistan
ESEF		Elementary & Secondary Education Foundation
ESS		Education Support Scheme
MT		Master Trainer
GCSs		Girls Community Schools
MD		Managing Director
RPDC		Regional Professional Development Center
OOSC		Out - of Schools Children
TNA		Training Needs Assessment
ToT		Training of Trainers

3. Key Activities of 5-Day 'Training of Trainers Workshop'

3.1 Prayers & Dars –e- Qur 'an:

Since it was a residential training program in which majority of the participants were female teachers, we had deputed female group leaders to ensure the prescribed agenda for prayers and Dars -e- Qur 'an. Each day started with the Fajar Prayer, followed by a Dars –e- Qur 'an class led by the highly knowledgeable and seasoned scholar of Islam 'Ms. Aneela Saba'. The objective is indeed to help these teachers to become a Mu 'allima. Similarly, Dars –e- Qur 'an for male participants was led by Mr. Amir Zeb (Director Training & Services – AFAQ) and Mr. Fazal Elahi Awan (Senior Manager Training – AFAQ).

3.2 Introduction of Participants:

Mr. Amir Zeb (Director Training & Services – AFAQ) led the segment by visiting all three training halls. The participants introduced themselves and their districts to get familiar with one another. It was an ice-breaking activity to warm up the participants for upcoming training activities.

3.3 Inaugural Speech:

'Mr. Khan Muhammad – Advisor ESEF' shared the objectives of the training program, in his inaugural speech. He told the participants that ESEF desires to see a sustainable change in society by providing equal opportunities for the marginalized children of Khyber Pakhtunkhwa. To teach the students of community schools effectively, the teachers have to be fully equipped with contemporary pedagogy of multi-grade teaching and the school management strategies.

3.4 Welcome Note:

Then, Mr. Gulzar Hussain – Deputy Director (GCS) ESEF welcomed the participants on venue. He also guided the participants about the facilities available at venue for their comfortable stay. As a focal person, he assured that ESEF would facilitate the participants to their best possible capabilities.

3.5 Ethic Setting Segment:

Mr. Fazal Elahi Awan – Senior Manager AFAQ, addressed the participants to emphasize the importance of discipline and ethics to benefit from the training workshop acutely. The participants agreed with the norms / ethics prescribed and took an oath to abide by the rules for smooth execution of the training activities.

3.6 Refreshment & Meals:

To keep the participants active and energetic a decent arrangement of refreshment and lunch breaks also done by the management of ESEF.

3.7 Key Training Topics:

As per Training Need Assessment, the training activities were not only planned for content-based teaching in multi-grade school but also a thorough orientation was given to manage a school professionally. A team of highly seasoned trainers was engaged to train the potential master trainers. The key topics of the training were as under:

1. How to Conduct Trainings (Dr. Tahir Javed, Mr. Ibrar Khan & Ms. Shazia Zaman)
2. Multi-Grade Teaching (Mr. Adnan Amin, Ms. Shazia Zaman & Ms. Uzma Jawad)
3. Teaching of Maths (Mr. Abdul Munsif)
4. Teaching of Science (Dr. Tahir Javed)
5. Teaching of Urdu (Mr. Ibrar Khan)
6. Teaching of English (Ms. Uzma Jawad)
7. E-Governance Online System Systems and IT Inclusion Orientation (Mr. Noor Sher Afridi)



3.8 Practice Session:

An exclusive segment as 'Practice Session' was also added in agenda to ensure the hands-on learning of the participants. In this segment, the participants were supposed to make and deliver their presentations on their whole day's learning to the concerned trainers. The team of trainers then guided them for further improvisation.



3.9 Recreational Trip:

ESEF Management arranged an outdoor trip for the participants, led by Mr. Gulzar Hussain & Khan Muhammad from ESEF Head Office. All the participants visited and explored Nathia Gali & suburbs. The activity was relaxing and entertaining.

3.10 Bonfire:

To break the hectic routine of learning pedagogies, a bonfire was arranged for the participants. The activity not only entertained the participants but also provided an opportunity to interact with their peers and the management informally. It was full of sharing of ideas, success stories, fun, life lessons, singing



for the participants, jokes and the lavish food of course. Mr. Zarif-ul-Mani – Managing Director – ESEF, Mr. Amir Zeb – Director Training & Services – AFAQ, Mr. Javed Iqbal – Deputy Managing Director ESEF and Mr. Khan Muhammad – Advisor – ESEF also graced the event to encourage the participants by awarding prizes for the best participation.

3.11 Participants' Feedback:

Though the participants used to share their feedback daily through the prescribed evaluation form yet they were asked to record their valuable feedback on camera, at the completion of training program. The participants shared that the training agenda was full of active learning through well planned activities. They were also feeling sad on parting from their training fellows as they had spent 5 full days together as peers. They thanked AFAQ & ESEF for providing them with this wonderful capacity building opportunity.

Feedback



My name is Faryal. I am from District Mardan. First of all, I would like to thank our Deputy Director Gulzar Hussain, Managing Director Zareef ul Maani and special thanks to AFAQ. I have always been curious to attend any of AFAQ's training workshop. Alhamdulillah, I have got this opportunity here in Abbottabad. AFAQ has made such amazing arrangements for us. Our seasoned resource persons like Ibrar Khan and Dr. Tahir Javed have trained and guided us innovative strategies to teach English, Urdu & Maths to our students.

Ms. Faryal, Teacher – GCS Teacher – Mardan

Feedback



My name is Saifullah. I have come from District Torgarh. It's our 3rd day here in Abbottabad. ESEF has arranged a wonderful 'Training of Trainers Workshop' in collaboration with AFAQ. We have been taught 'multi-grade teaching and school management skills'. So, I would like to thank once again to AFAQ & ESEF for providing us the opportunity to learn from such learned resource persons. Thank you.

Mr. Saif Ullah, GCS Teacher – Torgarh

3.12 Certificate Awarding Ceremony:

To acknowledge and value the participants' passion towards their professional development, certificates were also awarded. The dignitaries like 'Mr. Zarif ul Maani – Managing Director ESEF' and 'Mr. Amir Zeb – Director Training & Services AFAQ' gave away the certificates to the participants.

3.13 Vote of Thanks:

Later, 'Mr. Zarif ul Maani – Managing Director ESEF' appreciated the participants for their active participation. Also, did he thank AFAQ's team on arranging this unique 'Training of Trainers Workshop'. Moreover, he urged to upgrade these community schools into the 'state-of-the-art' schools so that no student here could feel deprived or discriminated.

3.14 Closing Remarks:

'Mr. Amir Zeb – Director Training & Services AFAQ' was invited to conclude the program through his closing remarks. He emphasized the pivotal role of team work to achieve any target in the life. Also, did he admire and endorse the vision of ESEF management that focuses on 'Quality Education for All the Children'.

3.15 Monitoring & Evaluation by ESEF Management:

To assure the quality of training and services for the participants, a delegation from ESEF top management visited the venue on daily basis. We must thank Mr. Javed Iqbal, Mr. Khan Muhammad, Mr. Gulzar Hussain, Dr. Sahibzada Hamid Mehmood and Mr. Habib ur Rehman for their invaluable time and support.

4. Project Management

Sr.	Name	Organization
1.	Mr. Amir Zeb, Director Training, Pakistan	AFAQ
2.	Mr. Noor Sher Afridi, Deputy Director, E – Governance	ESEF
3.	Badiya Danish, Deputy Director Training	ESEF
4.	Mr. Gulzar Hussain, Deputy Director Training	ESEF
5.	Ms. Hiba Bangash, Monitoring Assistant	ESEF
6.	Ms. Salma Inayat, Office Assistant	ESEF
7.	Mr. Fazal Elahi Awan, Senior Manager Training	AFAQ
8.	Mr. Azeem Liaqat, Training Coordinator	AFAQ
9.	Mr. Sajid Ali, Admin Officer, Peshawar Office	AFAQ
10.	Mr. Muhammad Yasin, Driver	AFAQ
11.	Mr. Shahbaz Khan, Driver	AFAQ

5. Introduction of ESEF

ESEF is a renowned organization of The Government of Khyber Pakhtunkhwa (KP) provides primary and secondary education to the students up to age of 16 years. Prime objective of the Foundation is to take all such measures that deem necessary for the promotions, improvement and financing of education development of human resource in KP by strengthening 'Elementary and Secondary Education' in the private sector in line with the education policy of the Government.

The Elementary & Secondary Education Foundation established GCSs to serve Out - of Schools Children (OOSC) belonging to families lacking access to educational opportunities. These schools were established in those areas where government is NOT providing schooling facilities.

GCSs are located in a room donated by community members. The teachers from community, teach and Village Education Committee manages the school's activities. They follow the primary school curriculum, and the government provides free textbooks and teaching resources, and pays teachers' honorarium.

School Supportive Program (SSP), whose old name was Iqra Farogh-e-Taleem is a special initiative of the KP Government with the objective of enrolling OOSC falling in the age bracket from 4 years to 16 years.

It has been noted that ESEF prefers Female Teachers. In areas like Tank, Torgar ESEF inducts Male Teachers due to unavailability of female teachers for smooth and necessary continuation of Education process in KP.

5.1: Education Support Scheme (ESS) Timeline

In 2014, the scheme started in 6 UCs of Peshawar with target of 3,000 students. 773 students were enrolled in 26 private schools. In 2015, 30,000 OOSC in 6 districts were identified. 16,455 students were enrolled in 231 private schools. In 2017, 25,355 students were enrolled in 285 private schools. In 2018, Bureau of Statistics shared enrollment data of 71,330 students in 1,401 private schools.

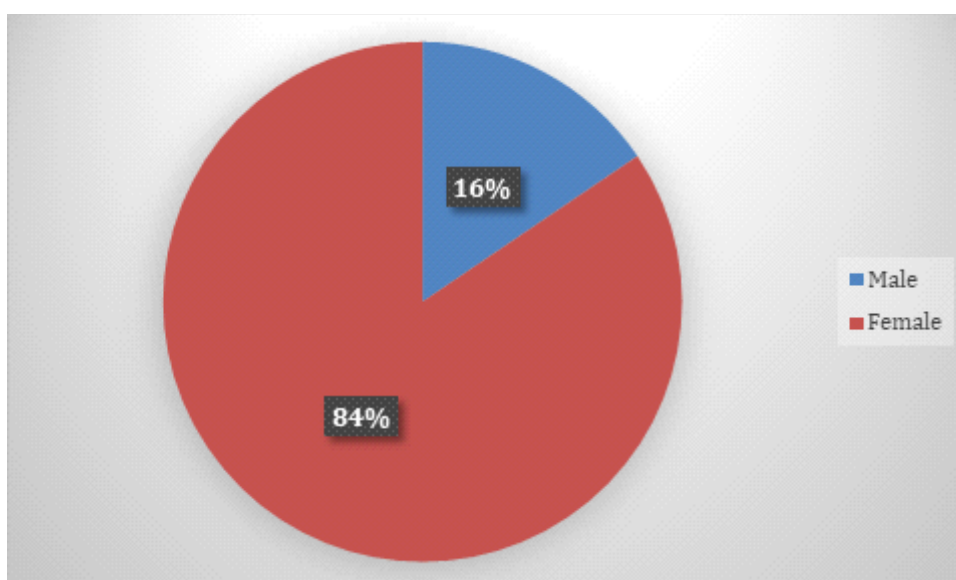
Updated Statistics

Students' Data:	
Total enrolled Students	200,555
Girls – Students	120,619
Boys – Students	79,936
Students' Data:	
Total Functional GCSs	3,338
Teachers' Data:	
Total Teachers:	4,561

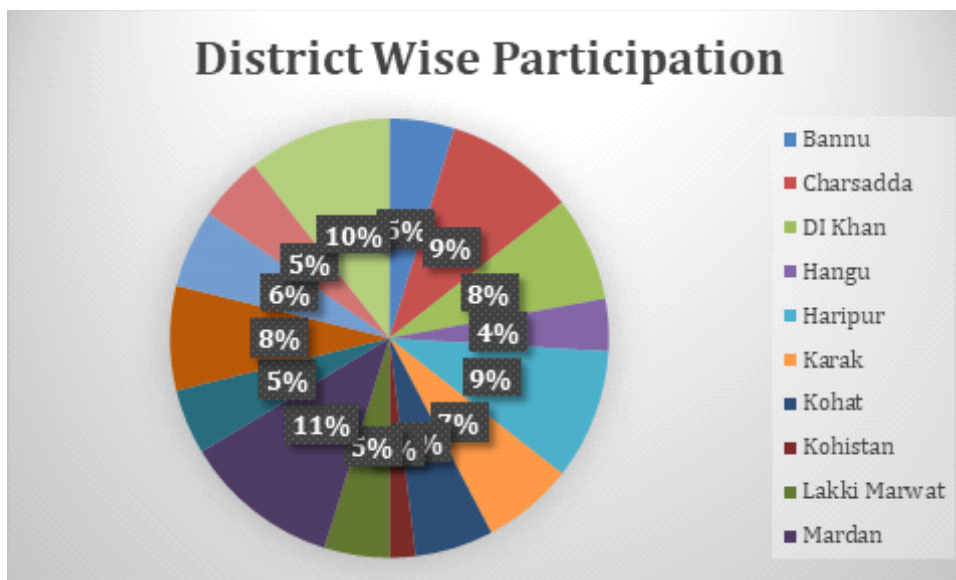
6. CP's Demographics

6.1 CP's Gender Proportion:

Out of 4,000 teachers of ESEF community schools, some 103 teachers were shortlisted to train them as 'Master Trainer'. Out of which 87 participants were females and only 16 were male teachers. These participants came from all over KP.



6.2 CP's Participation – District wise



Graph findings;

It is seen that Participants appointed in the different Districts/Cities of KPK. This range of cultural diversity is a very decent sign for any organizational growth in terms of its healthy office working environment.

7. Training Objectives

The 5-day residential 'Training of Trainers Workshop' held at 'Regional Professional Development Center' was a capacity building program for teachers of community schools managed by ESEF, from throughout KP. The key objectives of the program were not only to train the teachers for contemporary pedagogies but also preparing them for managing the whole school as a project. These topics were focused with amalgamation of professional etiquettes and our routine job obligations that are as essential as life itself. Familiarizing the new inductees with the support system being provided by ESEF Head Office was also one of the key training objectives.

Some of the specific Training Objectives were to;

1. Learn contemporary teaching pedagogies for a multi-grade classroom.
2. Manage all the procedures and activities of school, as a project head.
3. Have team bonding and reunion of the participants.
4. Understand the Support System developed by ESEF Head Office.

8.1 Annexure

Program Agenda

Day 1 (12th June 2023-Monday)

Time	Batch 1		Batch 2		Batch 3	
	Activity	Responsible	Activity	Responsible	Activity	Responsible
4:10	Wakeup Call					
4:30	Fajar Prayer					
07:30 – 07:50	Dars-e-Quran	Combined				
07:51 – 08:30	Breakfast - All Participants					
08:31 – 08:55	Getting Ready For Session - All Participants					
09:00 – 10:00	Registration and Introduction	Combined				
10:00 – 10:45	Inauguration	Mr. Zarif ul Maani MD ESEF Mr. Amir Zeb Director Trainings AFAQ Pakistan Mr. Gulzar Hussain -DD Program (ESEF)				
10:45 – 10:55	Ethic Setting Fazal Elahi Awan	Combined				
10:55 – 11:15	Group Photo	Combined				
11:16 – 13:15	How to Conduct Trainings	Ms. Shazia Zaman	How to Conduct Trainings	Dr Ibrar	How to Conduct Trainings	Dr. Tahir Javed
13:16 – 13:30	Zohar Prayer - All Participants					
13:31 – 14:00	Lunch Break - ESEF Management					
14:00 – 15:30	Multi Grade Teaching and Classroom Management	Ms. Uzma Jawad	Multi Grade Teaching and Classroom Management	Adnan Amin	Multi Grade Teaching and Classroom Management	Ms. Shazia Zaman
15:31 – 15:45	Tea Break					
15:46 – 17:00	Multi Grade Teaching and Classroom Management	Ms. Uzma Jawad	Multi Grade Teaching and Classroom Management	Adnan Amin	Multi Grade Teaching and Classroom Management	Ms. Shazia Zaman
17:15	Asar Prayer					
	Long Break(17:30 – 19:15)					
19:30 – 20:15	Dinner					
20:30	Isha Prayer					
20:45 – 21:45	Practice Session	All Participants	Practice Session	All Participants	Practice Session	All Participants
21:46 – 04:10am	Sleep Time					

Day 2 (13th June, 2023-Tuesday)

Time	Batch 1		Batch 2		Batch 3	
	Activity	Responsible	Activity	Responsible	Activity	Responsible
4:10	Wakeup Call					
4:30	Fajar Prayer					
07:00 – 07:00	Dars-e-Quran	Combined				
07:21 – 08:00	Breakfast					
08:01 – 08:25	Getting Ready For Session					
8:26 – 9:00	Recap Day 1					
09:01 – 10:30	Teaching of Maths	Abdul Munsif	Teaching of Urdu	Dr Ibrar	Teaching of Science & S.St	Dr. Tahir Javed
10:31 – 11:00	Tea Break					
11:00 – 13:00	Teaching of Maths	Abdul Munsif	Teaching of Urdu	Dr Ibrar	Teaching of Science & S.St	Dr. Tahir Javed
13:00 – 13:20	Zohar Prayer					
13:21 – 14:00	Lunch Break					
14:00 – 15:30	Teaching of Urdu	Dr Ibrar	Teaching of Maths	Abdul Munsif	Teaching of English	Ms. Uzma Jawad
15:31 – 15:45	Tea Break					
15:46 – 17:00	Teaching of Urdu	Dr Ibrar	Teaching of Maths	Abdul Munsif	Teaching of English	Ms. Uzma Jawad
17:15	Asar Prayer					
Long Break(17:30 – 19:15)						
19:30 – 20:15	Dinner					
20:30	Isha Prayer					
20:45 – 21:45	Practice Session	All Participants	Practice Session	All Participants	Practice Session	All Participants
21:46 – 04:10	Sleep Time					

Day 3 (14th June 2023- Wednesday)

Time	Batch 1		Batch 2		Batch 3	
	Activity	Responsible	Activity	Responsible	Activity	Responsible
4:10	Wakeup Call					
4:30	Fajar Prayer					
07:00 – 07:00	Dars-e-Quran	Combined				
07:21 – 08:00						
08:01 – 08:25	Breakfast					
8:26 – 9:00	Getting Ready For Session					
9:01 – 10:30	Recap Day 2					
10:31 – 11:00	Teaching of English	Ms. Uzma Jawad	Teaching of Science & S.St	Dr. Tahir Javed	Teaching of Math	Abdul Munsif
11:00 – 13:00	Tea Break					
13:00 – 13:20	Teaching of English	Ms. Uzma Jawad	Teaching of Science & S.St	Dr. Tahir Javed	Teaching of Math	Abdul Munsif
13:21 – 14:00	Zohar Prayer					
14:00 – 15:30	Lunch Break					
15:31 – 15:45	Teaching of Science & S.St	Dr. Tahir Javed	Teaching of English	Ms. Uzma Jawad	Teaching of Urdu	Dr Ibrar
15:46 – 17:00	Tea Break					
17:15	Teaching of Science & S.St	Dr. Tahir Javed	Teaching of English	Ms. Uzma Jawad	Teaching of Urdu	Dr Ibrar
	Asar Prayer					
	Long Break(17:30 – 19:15)					
19:30 – 20:30	Practice Session	All Participants	Practice Session	All Participants	Practice Session	All Participants
20:45	Isha Prayer					
21:00 – 22:30	Bonfire Dinner					
22:35 – 04:10	Sleep Time					

Day 4 (15th June, 2023 Thursday)

Time	Batch 1		Batch 2		Batch 3	
	Activity	Responsible	Activity	Responsible	Activity	Responsible
4:10	Wakeup Call					
4:30	Fajar Prayer					
07:00 – 07:00	Dars-e-Quran	Combined				
07:21 – 08:00	Breakfast					
08:01 – 08:25	Getting Ready For Session - All Participants					
8:26 – 9:00	Recap Day 3					
9:01 – 10:30	e-Governance Online Systems and IT inclusion	Noor Sher Afridi	Combined			
10:31 – 11:00	Tea Break					
11:00 – 13:00	e-Governance Online Systems and IT inclusion	Noor Sher Afridi	Combined			
13:00 – 13:20	Zohar Prayer					
13:21 – 14:00	Lunch Break					
Exposure Visit(14:00-19:00) Gulzar Hussain + Ms Sarwat + Ms. Hiba Bangash						
19:30 – 20:15	Dinner					
20:30	Isha Prayer					
20:45 – 21:45	Practice Session	All Participants	Practice Session	All Participants	Practice Session	All Participants
21:46 – 04:10	Sleep Time					

Day 5 (16th June, 2023- Friday)

Time	Batch 1		Batch 2		Batch 3	
	Activity	Responsible	Activity	Responsible	Activity	Responsible
4:10	Wakeup Call					
4:30	Fajar Prayer					
07:30 – 07:50	Dars-e-Quran	Combined				
07:51 – 08:30	Breakfast					
08:31 – 10:30	Presentations	All Participants	Presentations	All Participants	Presentations	All Participants
10:31 – 11:00	Tea Break					
11:00 – 13:00	Closing Ceremony					
13:00 – 13:45	Jummah Prayer					
13:46 – 14:30	Lunch					

8.2 Annexure

Evaluation Form

Training Topic: _____ Workshop type (1-3 D TT, 10 D TT, Diploma etc): _____

Workshop Venue: _____ Region: _____ District: _____ Town: _____

Trainer's Name: _____ Designation: _____ Trg Date: _____

Participant's Name: _____ Qualification: _____ Participant's Contact No: _____

1. The workshop outcomes were achieved as per my expectations. *

(1) Very Satisfied	(2) Satisfied	(3) Neutral	(4) Dissatisfied	(5) Very Dissatisfied
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2. This workshop contributed in my personal and professional skill development. *

(1) Very Satisfied	(2) Satisfied	(3) Neutral	(4) Dissatisfied	(5) Very Dissatisfied
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3. Moral & Islamic values were observed during the workshop. *

(1) Very Satisfied	(2) Satisfied	(3) Neutral	(4) Dissatisfied	(5) Very Dissatisfied
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4. Trainer exhibited mastery over content and presentation. *

(1) Very Satisfied	(2) Satisfied	(3) Neutral	(4) Dissatisfied	(5) Very Dissatisfied
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5. Venue and facilities were adequate and comfortable. *

(1) Very Satisfied	(2) Satisfied	(3) Neutral	(4) Dissatisfied	(5) Very Dissatisfied
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6. Overall, I enjoyed the workshop and it was the best utilization of my time. *

(1) Very Satisfied	(2) Satisfied	(3) Neutral	(4) Dissatisfied	(5) Very Dissatisfied
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Comments/Suggestions by Participant:



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Ph: +92-56-3613414
Email: sheikhupura@afaq.edu.pk

Islamabad Zonal Office

Ajmir Manzil 2, Stadium Road
Junction, IJP Road, Islamabad
Ph: +92-51-8449263-4
Email: rawalpindi@afaq.edu.pk

Gilgit Regional Office:

Near Radio Pakistan,
Zulfiqar Abad, Preshing
House, Jutial Gilgit.
Ph: +92-5811-457031
Email: gilgit@afaq.edu.pk

Chitral Office

Kaki Jan Road, Near
Chitral Public School &
College, Muldeh, Chitral.
Ph: +92-943-414252
Email: chitral@afaq.edu.pk

Karachi Regional Office

(Central & West):
C-14, Block-J, North Nazibabad,
Karachi. Ph: +92-21-36724077
Email: karachi.central@afaq.edu.pk

Sahiwal Regional Office:

183-A Officers Colony,
Opp. Masjid Usman-e-Ghani,
Farid Town Sahiwal.
Ph: +92-40-4556183
Email: sahiwal@afaq.edu.pk

Faisalabad Regional Office

718-C Batala Colony,
Near Sheharyar Hotel,
Gates Chowk, Satyana Road,
Faisalabad.
Ph: +92-41-8500517
Fax: +92-41-8500518
Email: faisalabad@afaq.edu.pk

Skardu Office:

Hassan Colony Chowk,
Near BHS School,
Hassan Colony. Skardu.
Ph: +92-334-4561840
Email: skardu@afaq.edu.pk

D.I.Khan Office:

Gali Bagh Wali, Near Jamia
Siraj ul Aloom, Opp. Laghari
Gate, Dera Ismail Khan.
Ph: +92-966-731083
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