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PART-I
NOTIFICATIONS BY THE GOVERNMENT OF SINDH

SERVICES, GENERAL ADMINISTRATION AND
COORDINATION DEPARTMENT

Karachi, dated the 26th June, 2017

NO. SOI(SGA&CD)-2/18/2017 (Inf-01)

Ms. Mehnaz Hassan, Director (Information) (BS-19), presently posted as Director (Admn & Accounts), Information & Archives Department, Karachi, is transferred and posted with immediate effect and until further orders as Director (BS-19) Publication, Information & Archives Department, Karachi, against an existing vacancy.

II

In continuation of this department's Notification No. SOIII(S&GAD)7-2/2016 dated 24th April, 2017, on promotion to BS-19 on regular basis, Mr. Zahid Mustafa Memon, Deputy Director, Divisional Head Quarter, Information & Archives Department, Hyderabad is transferred and posted with immediate effect and until further orders as Divisional Director (BS-19), Information, Information & Archives Department, Sukkur, against an existing vacancy.

EDUCTION & LITERACY DEPARTMENT

Karachi dated 20th September 2005

NO:SO(ACD-II)9-6/2005 :- In exercise of the powers conferred by section 15 of the Sindh Private Educational Institutions(Regulation and Control) Ordinance 2001, the Government of Sindh is pleased to make the following rules namely:-

1. (1) These rules may be called the Sindh Private Educational Institutions (Regulation & Control) Rules, 2005. — Short title and commencement

(2) These rules shall come in force at once.

2. In these rules, unless there is anything repugnant in the subject or context- — Definitions

(1) "Committee" means the Inspection Committee constituted under rule 4;

(2) "form" means a form appended to these rules;

(3) "Ordinance" means the Sindh Private Educational Institutions (Regulations and Control) Ordinance, 2001;

(4) "Schedule" means the schedule appended to these rules; and

(5) "section" means the section of the Ordinance.

3. (1) An application under sub-section (1) of section 4, shall be made in Form 'A' duly accompanied by the documents and the registration fees mentioned in the schedule. — Application for registration of institution

(2) Application form along with Ordinance and rules, shall be obtained from the Registering Authority on payment of fees fixed by the Registering Authority with the approval of Government.

(3) The registration fees shall not be refundable.

4. (1)The Registration Authority shall for the purpose of section 5 constitute an inspection committee consisting of atleast three members, one each from the Education Department, Education group of Office of the District Government and Civil Society.

Constitution of Inspection Committee

(2) One of the members shall be nominated as Chairman of the committee.

(3) The committee shall, amongst others, enquire into the following matters and submit its detailed report to the Registering Authority:-

a. suitability of the location of the institution;

b. availability and suitability of infra-structure provided by the institution including, building, class rooms, furniture, equipments, laboratory, library, playground, canteen, safe drinking water and clean functional toilet facilities;

c. suitability, adequacy and service condition of the teaching and non-teaching staff;

d. arrangements for compulsory physical training and sports;

e. courses of study adopted by institution and standard of education and discipline;

f. suitability of tuition fees and any other subscription charged from students; and

g. ratio of students and teachers in the institution.

5. (1) After examining the report of the committee, the Registration Authority subject to its satisfaction, shall grant registration certificate to an Institution, initially for a period of three years in Form 'B' on the terms and conditions mentioned therein.

Certificate of Registration

(2) The Registration Authority shall have the right to refuse an application for registration or renewal subject to recording of reasons for such refusal in writing. No order shall be passed unless an opportunity is provided to the concerned institution to appear before the registering authority.

(3) A register for certificates of registration issued under sub-rule (1) shall be maintained by the Registering Authority in Form 'C'

(4) The certificate of registration shall be displayed at a prominent place in the institution with the open access to the general public.

6. The certificate of registration may be renewed by the Registering Authority for a period of three years on payment of fees mentioned in the schedule, if it is satisfied with the working and curricular activities of the institution.

Renewal of certificates of registration

7. (1) The Inspection committee shall recommend the fee structure of an institution after a detailed inspection of the institution at the time of registration or renewal of registration of the institution to the registering authority. Fees Structure

(2) The fee schedule once approved, shall not be increased, at any time during the academic year.

(3). The fees may be increased upto five percent only of last fees schedule subject to proper justification and approval of the Registration Authority.

(4). Any fee other than tuition fee shall be charged only after approval from the Registration Authority subject to the condition that no fee, charges or voluntary donation would be charged by the institution on account of any development activity.

(5). The institute shall ensure that all the conditions of admission alongwith the schedule of fees dully approved by the registering authority shall be printed on the prospectus or on the admission form and shall be provided to the parents or guardians at the time of the admission.

(6). Any complaint regarding the tuition fees in violation of the rules or charging of any fee other than tuition fees shall be liable to be punished under section 11 of the Ordinance.

(7). The institute shall ensure that admission fee is charged from the student only at the time of his first admission into the institution which shall not be more than three months tuition fees of the respective class in which the student is admitted.

8. The Institution shall furnish to the Registering Authority, Admission Policy before the commencement of the academic year. Admission Policy

9. The Institution shall furnish to the Registering Authority an annual report reflecting the curricular and extra- curricular performance of the institution. Annual report & co-curricular performance

10. (1) Minimum salary and allowances of a full time teacher with twelve months of continuous service shall not be less than four times the monthly fee of a single student in the highest class charged by the institution: Service condition of staff

Provided that the institutions running by the trust or communities, the pay scale of teaching staff, allowances, leave facilities and other benefits shall not be less than the respective government pay scales.

(2). The scale and allowances of non-teaching staff of the institution shall be atleast at par with the respective Government pay scales.

(3). The institution shall ensure payment of remuneration to its staff every month including the vacation period through a cross cheque.

(4) The institution shall regulate the service matter of its staff under the service rules made by the institution on the basis of guidelines issued by the Registration Authority.

11. The institution shall issue proper appointment order to each individual member of the staff recording therein the designation and salary. **Proper appointment order**

12. The institution shall constitute a parents and Teachers Association representing both the parents and teachers which shall perform such functions as may be assigned to it by the Registering Authority. **Constitution of Parents and Teachers Association**

13. The institution shall allow fee concessions to deserving students and award scholarships to students having meritorious record; provided that at least ten percent of the total strength of the students in the institution shall be granted full free ship. **Fee concession and Scholarship**

14. (1) An institution shall have a fund to which shall be credited- **Fund**

(a) income from fees, donations, grants. in-aid given by Government;

(b) income from the property of the institution or from any other sources; and

(c) contribution by the institution.

(2) The fund shall be utilized for any purpose related to the institution in accordance with the approved budget of the institution.

15. The institutions where the Education Secretary is the registering authority shall constitute a Board of Governors in which Education Secretary shall be a member. **Board of Governors**

16. (1) Government shall constitute a Private Institutions Management and Quality Assurance Board with the following composition:- **Private Institutions Management Board**

(a) Secretary Education who shall be Ex- officio Chairperson of the Board;

(b) three members from the Education Department nominated by Government;

(c) two members from the Civil Society with sound credentials related to Education to be nominated by Government;

(d) two members representing the Private Institutions to be nominated by Government; and.

(c) Director Private Institutions shall be the Ex-Officio Member and Secretary of the Board.

(2) The Board shall perform the following functions:-

(a) to oversee the general functioning and focus on the registration and inspection process and working of an institution;

(b) to approve annual working plan of the registering authority;

(c) to administer fund of the Board; and

(d) any other function, which may from time to time be assigned to it by Government.

17. (1) There shall be a monitoring, Evaluation and Quality Assurance Fund from the proceeds of monitoring, registration fee and any other grant made for the purpose. The Fund may be used in accordance with the approved budget for the functions necessary for the establishment and operation of registration, inspection, monitoring, evaluation and quality assurance mechanism. Monitoring evaluation and quality assurance fund

(2) The fund will be operated by the Chairperson of the Board.

(3) A Separate account shall be kept in a scheduled bank to manage the fund.

18. (1) The Registering Authority on receipt of a complaint or information regarding a dispute arising between an institution and the parents or guardian of a student of the institution or between an institution and its teachers or other members of staff shall constitute an Enquiry Committee comprising of such number of members from civil society and officers of the Education and Literacy Department as it deems fit. Dispute

(2) The committee shall enquire into the dispute and submit its findings along with its recommendations to the Registering Authority within thirty days from the date of order issued to it.

(3) The Registering Authority within fifteen days of receipt of such reports, pass such orders as deemed fit and convey the orders to the persons concerned which shall be final and binding on all concerned.

19. Government may issue guidelines for the effective and transparent institutional management, quality assurance, financial management and other matters as deemed fit, from time to time and shall be followed by the institution. Guideline

20. The Private Educational Institution (Regulation & Control) Rules, 2002 are hereby repealed. Repeal

-GHULAM ALI SHAH PASHA-
SECRETARY EDUCATION & LITERACY

NO:SO(ACD-II)9-6/2005 **Karachi dated the 20th September 2005**

FORM "A"

APPLICATION FOR REGISTRATION / RENEWAL OF REGISTRATION FOR PRIVATE EDUCATIONAL INSTITUTION

(See rule 4 and 6)

1 Name of the Educational Institution: _____

2 Location of the Institution: _____

3 Telephone No: _____

4 Fax: _____

5 E-mail: _____

6 Postal Address: _____

7 (1) Details of Registration (applicable for Renewal of Registration)

(a) Designation of Registering Authority: _____

(b) Date of issue of Registration Certificate: _____

(c) Period for which the Registration was issued: _____

(2) On expiry of registration period the registration shall be automatically extended, unless registration is withdrawn by the Registering Authority, on payment of fee for a period of three years as mentioned in the schedule.

8 Date of establishment of the Institution _____

9 Name of courses / programmes offered _____

10 Category of the institution (Mention Levels/ Classes, use separate sheet if necessary)

_____

11 Name of the Body (With brief history)

_____

12 (a) The Name, Address and Registration Number of the Body Managing the Institution (Enclose Name, Addresses of the Members of the Managing Committee together with copy of Certificate of Registration, the byelaws, Trust Deed etc. of the body)

(b) Whether the Institution is Commercial/ Non Commercial.

13 Name, address and Educational Qualification of the Members of the Managing Body with Administrator alongwith details of profession/ business since last 10 years. _____

14 Details of Classes, Section- attach separate sheet

_____

15 Enrolment Class/ Section-wise. attach separate sheet

_____

16 Timings of the School: _____

17 Class- wise and Teacher-wise Time Table (Enclose copies): _____

18 Names, Qualifications, Designation, Pay and Allowances of the teaching and other staff.

(i) The Managing Staff: _____ attach separate sheet

(ii) The Teaching Staff: _____ attach separate sheet

(iii The Supporting Staff: _____ attach separate sheet
(Alongwith a copy appointment letter and service rules/ agreements concluded)

19 Names of Teachers who are working in other Institutions simultaneously. _____ attach separate sheet

20. Number of Teachers employed on Part Time hourly basis. _____ attach separate sheet

21 Schedule of Tuition Fees/ Admission Fees charged from the students class/ Section-wise. _____ attach separate sheet

22. Schedule of other Fees/ Funds/ Deposits charged under different head during the last and the current financial year._____ attach separate sheet

23. Income and Expenditure Statement of the Last Financial year duly audited by the Chartered Accountants (enclose copy)_____

24 (a) Details of all (Assets, plot, furniture, labs, libraries etc)

(b) Details of liabilities if any.

25 Details of the building of the Institution with a sketch map: _____

26 If the building is owned, the property documents and other details of the ownership: _____

27. If the building is Rented, the copy of the rent Agreement and the documentary evidence of the Landlord-ship/ Ownership of the Owner entering into Rent Agreement with the Institution: _____

28 Details of the Endowment funds / Bank Security for the Institution.

29 State if the building or a part/ portion of it is used for other purposes as well, during/ after the working hours of the Institution. If so, submit details alongwith documentary evidences: _____

30 Any other information about the Institution that the applicant desires to submit: _____

31 DECLARATION:
We, the undersigned declare that the information provided/ enclosed in respect of the above named Educational Institution is correct to the best of our knowledge.

_____
Secretary of the
Managing Body
NIC No.

_____
Administrator/ Owner
of the Institution.
NIC No.

FORM "B"

(See Rule 5)

CERTIFICATE OF REGISTRATION ISSUED UNDER THE SINDH PRIVATE EDUCATIONAL INSTITUTIONS (REGULATION AND CONTROL) RULES 2005.

It is hereby certified that _____
and managed by _____
has been registered for a period of _____
under the Sindh Private Educational Institutions (Regulation and Control) Ordinance, 2001, on the following terms and conditions:-

(1) The institution shall run in accordance with the provisions of the Sindh Private Educational institutions (Regulation and Control), Ordinance, 2001, and rules made there under:

(2) No person of foreign origin shall be appointed to any post in or admitted as a student to the institution without prior approval of Government.

(3) The Institution shall not teach or cause to be taught any subject or matter, which is repugnant to the generally accepted social, moral, ideological norms of the society, religious and values of Islam.

(4) The institution shall-

(a) ensure transparent and judicious policy of admission without discrimination on the basis of religion, sex, color, creed or domicile;

(b) ensure admission to class I on the basis of a birth certificate of the child and to other classes on the basis of the certificate of last school attended by the student;

c) ensure that admission fee is charged from the student only at the time of his first admission into the institution and such fee shall not be more than three months tution fees of the respective class in which the student is given admission;

(d) maintain general registers and Accounts Books as may be specified by the Registering Authority;

(e) ensure that no amendment in school register is made without the approval of the Registering Authority;

(f) ensure regular audit of accounts annually by recognized auditors and submission of authenticated copy of audited accounts to the Registering Authority at the end of each academic year;

(g) ensure that no corporal punishment in any form is inflicted on the

students;

(h) ensure maximum participation of the students in various extra-curricular activities organized in schools of district provincial and national level;

(i) ensure payment of remuneration to its staff every month including the vacation period through cross cheque;

(j) regulate the service matters of its staff under the service regulations made by the institution on the basis of guidelines issued by the Registering Authority and services of any employee shall not be terminated without affording an opportunity of being heard;

(k) observe the time table and duration of studies submitted alongwith the application of registration and where any change is made, the same shall be immediately notified to the Registering Authority for information and approval;

(l) ensure establishment of endowment fund or furnishing a bank security to run the institution and meet the expenses liabilities for at least one academic year in case institution suffers any loss on account of any legal, managerial or financial issue;

(m) Prescribe books duly approved by the department of Education and Literacy shall be taught in the institution alongwith such supplementary reading materials as prescribed or approved by the Registering Authority;

(n) Constitute a Parent- Teacher Association (PTA) with representatives of parents, teachers and management;

(o) ensure that the policy of admission is communicated to the Education Department before the commencement of the academic year;

(p) observe all holidays and vacations as approved, announced or notified by the Department of Education and Literacy or Government;

(r) ensure that the institution shall provide and maintain required infrastructure including building, class rooms, laboratory, library, play ground, canteen and safe drinking water facilities and prescribed and approved by the Registration Authority;

(s) ensure that the pay scales, allowances, leaves and other benefits to be admissible to the teachers and other staff of an institution shall be commensurate with its fee structure in accordance with the existing law and rules;

(t) ensure that the curriculum taught in an institution shall be at least, at par with the curriculum approved by Government; and

(u) that the institution shall ensure teaching of Sindhi Language in accordance with the law and rules.

SIGNATURE OF REGISTERING AUTHORITY

(STAMP/SEAL)

FORM "C"
(See rule 5)

REGISTER OF CERTIFICATE OF REGISTRATION

Sr.#	Name of the Institution granted certificate of Registration	Category of the Institution	Location and Postal Address with Telephone No. of the Institution	Details of the owner & Management of the Institution	Remarks
1	2	3	4	5	6

SCHEDULE OF ANNUAL REGISTRATION, RENEWAL AND MONITORING FEE (SEE RULE-3)

The Annual Registration or Renewal of Registration and Monitoring and Evaluation and Quality assurance of an Educational Institution shall be equal to four months tuition fees charged by the Institution at its highest tier class. The fee to be deposited with the State Bank of Pakistan, National Bank of Pakistan or the District Treasury under the "Monitoring, Evaluation and Quality Assurance Fund" and the receipted copy of the Challan shall be attached to the application.

SECRETARY TO GOVT. OF SINDH

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