



Sindh Education Foundation
Government of Sindh

SAY NO TO CORRUPTION

Ref: SEF/PSDU/060/2021

Date: 24-11-2021

SAY NO TO CORRUPTION
DEPARTMENT OF PROGRAMS AND PLANNING

NOTIFICATION

With the approval of the SEF's Competent Authority, the policy for School Upgradation is hereby notified as under;

1. Title:

Policy for School Upgradation

2. Introduction:

The Sindh Education Foundation (SEF) being a statutory body of the Government of Sindh aims to ensure the quality education accessible across the Sindh over the different thematic areas which includes the formal / non-formal education and primary to post-primary education. As per the decision in the 11th SEF Board of Governors' meeting, the Foundation has formulated the School Upgradation Policy which is an extension of already approved and notified 'Policy for Strengthening Post Primary Education in Sindh.'

3. Aim & Rationale:

The aim of the policy is to frame the procedures to regularize the upgradation of educational facilities from primary to elementary and elementary to secondary / higher secondary level based on the set criteria & conditions. SEF's and School Education & Literacy Department's (SE&LD) post-primary educational facilities are much less than the ratio of primary schools in the Sindh province which obstruct the students in furthering / advancing their studies which ultimately causes students' dropout, especially girls due to unavailability of post-primary educational facility in vicinity.

The existential balance between the primary and post-primary educational facilities has been addressed to ensure the inclusion of post-primary educational facilities for retention of primary pass out enrollment.

4. Parameters for the upgradation of a school/center:

Request for upgradation of a school from one level to another must be supplemented / supported by data-based evidences that shall include:

i. Post-primary potential enrollment:

- A clear plan as to how many students will progress from the existing grades annually, and how many will be directly enrolled in the post-primary grades
- A 5-year plan reflecting expected enrollment into primary grades and progression to post-primary grades.



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ii. Faculty recruitment & infrastructure upgradation:

The partner shall be willing to recruit separate faculty and upgrade the infrastructure accordingly as mentioned under the Criteria head.

iii. Availability of similar / post primary educational facilities in surrounding:

Conduct situation analysis of the existing schools in the vicinity (should not be less than 0.5 km) that offers post-primary education. A school may be considered for the upgradation irrespective of enrollment, if there is no or insufficient post primary facilities available within the distance of 1 Km.

iv. Registration & Compliance with concerned Board of Secondary Education:

In case of the upgradation and commencement of Secondary Classes (i.e. IX and X Grades), the guidelines / requirements of the concerned Board of Secondary Education shall be complied in letter and spirit.

5. Eligible programs under the Policy:

The school upgradation policy shall be applicable to the following programs;

- a. Foundation Assisted Schools (FAS) program
- b. Adolescent and Adult Learning and Training Program (AALTP)
- c. Any school run under per child subsidy model of SEF under its contractual framework

6. Criteria:

a. Upgradation of a Primary School to Elementary School:

- i. School shall be functional for the last two (02) consecutive years to ensure continuity & progression.
- ii. Capacity to add at least three more rooms of size 300 sq.ft in the proposed school and/or complying with the minimum per child sq.ft criteria as specified in the contract.
- iii. In cases where construction of additional rooms is not feasible for any reason, the partner may be allowed to commence post primary classes in the second shift as per the policy of double shift of SEF.
- iv. Availability of at least 01 Graduate teacher to work as a class teacher.
- v. Availability of at least 03 Subject teachers for Mathematics, Science, and English language.
- vi. Availability of 01 Information & Communication Technology (ICT) teacher.
- vii. Point number, iii, iv and v must be ensured prior to the commencement of post primary classes, while these clauses are not a prerequisite for upgradation.

b. Upgradation of an Elementary School to Secondary or Higher secondary School:

- i. School shall be functional for last two (02) consecutive years at elementary level to ensure continuity & progression.
- ii. Capacity to add at least two more classrooms of size 300 sq.ft in the proposed school and/or complying with the minimum per child sq.ft criteria specified in the contract.



- iii. In cases where construction of additional rooms is not feasible for any reason, the partner may be allowed to commence post primary classes in second shift as per the policy for double shift provided of SEF.
- iv. Capacity to establish a science lab and a computer lab.
- v. Registration with the concerned educational board of the district/division, however, this may not be considered as a prerequisite.
- vi. Availability of dedicated and specialized faculty to teach secondary and higher secondary grades.

c. Criteria for upgradation of an NFE center from primary to post primary:

The existing NFE centers under AALTP can apply for upgradation to post primary status by ensuring the following terms:

- i. Center(s) shall be functional for last two (02) consecutive years to ensure continuity and progression.
- ii. Capacity to add more classes as per the need for post primary grades and cohort; however, a partner can also opt for additional shifts to accommodate post primary learners as per defined guidelines by SEF.
- iii. Availability of subject specialists NFE teachers as per the requirements of post primary accelerated curriculum.
- iv. Availability of requisite infrastructure as per the requirements of post primary accelerated curriculum. This may pertain to separate classes gender-wise, revised seating capacity, facilities for vocational classes etc.

7. Outcomes:

The Policy will facilitate upgradation of schools/centers to expand post primary level across the Foundation's portfolio. As a result, the Foundation may be able to address the dropout which takes place during progression from primary to post primary levels.

8. Quality Assurance and Monitoring Mechanism

The Foundation has dedicated departments in place to ensure quality and monitor progress and compliance. The upgradation criteria defined in this policy will serve as key performance indicators. Also, the approval process is also incorporated with stage-wise quality assurance checks so the Management is able to take informed decisions.

9. Redressal, grievance, and complex cases:

A committee may be notified by the Competent Authority to consider upgradation related grievances, disputes, and complex cases. The decision of this committee shall be binding upon each party.

10. Process for approval:

- i. Initiation of request (either by the Partner or the Region / District Concerned); A written request must be submitted / generated at the concerned Regional office. The Partner shall also forward a copy to the Head Office.
- ii. Upgradation requests will only be accepted starting from January till March every year (applicable from January 2022).



- a. Evaluation of the request by the Regional Head;
- b. Any request either submitted to a Regional Head must be evaluated by the concerned Regional Head in line with the criteria and need for upgradation outlined in this Policy.
- iii. Evaluation report must be firmed up within 10 days of receipt of a request. The Regional Head may either endorse or decline upgradation request.
 - a. Whether a request is endorsed or declined, the complete case must be sent to the Concerned Program Head at the Head Office.
 - b. The case shall be well-documented (report along with the justifications).
- iv. Concerned Program Head may examine the request for further process. Where Regional Head(s) has rejected a request, the concerned Program Head must re-examine all these cases.
 - a. In case s/he agrees with the decision of the RH, the matter shall be closed at his level
 - b. In case s/he disagrees with the decision, s/he shall submit the case to the Director (P &P) with recommendations through Deputy Director Program.
- v. Concerned Program Head level shall also re-examine approved cases on sample basis in each cycle and document the same while processing the requests.
- vi. The concerned Program Head will process the case(s) in seven (07) days after receipt of the evaluation report by a Regional Head.
- vii. Director P&P/ Delegated Authority may examine recommendation(s);
- viii. A joint meeting with the Deputy Director Programs, concerned Program Head, applicant, and Regional Head may also be held if the Authority deems necessary.
- ix. Director P&P may close the matter, if s/he agrees with rejection provided this authority is delegated to him/her (or any other officer) by the Managing Director.
- x. If Director P&P agrees with the upgradation request, then the approval may be granted or sought from the Competent Authority.
- xi. The Managing Director, in view of all input and recommendations, may either approve or reject the case; however, the Managing Director may also delegate his/her authority to other officer(s).
- xii. If a case is approved, the Program Support and Development Unit will issue a notification accordingly.

(Abdul Kabir Kazi)
Managing Director

No: SEF/PSDU/060/2021

Karachi, dated 22nd November, 2021

A copy is forwarded for information to:

- The Secretary, School Education & Literacy Department, Government of Sindh, Karachi.
- The Directors (All), SEF, Government of Sindh, Karachi.
- The Program Heads (All), SEF, Government of Sindh, Karachi.
- The Regional Heads (All), SEF, Government of Sindh, Karachi.
- The Staff Officer to Managing Director, SEF, Government of Sindh, Karachi.
- Office File



(Mubashir Mirza)
Deputy Director
Program Support & Development Unit