



Sindh Education Foundation
Government of Sindh

SAY NO TO CORRUPTION

Ref: SEF/PSDU/066/2022

Date: 11-02-2022

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DEPARTMENT OF PROGRAMS AND PLANNING

NOTIFICATION

With the approval of the Managing Director, SEF, the policy for "Shifts in SEF Schools / Centers" is hereby notified as under;

1. Title

The policy for Shifts in SEF Schools / Centers

2. Background

The policy for Shifts in the SEF Schools / Centers is framed to allow and regulate two shifts in Foundation Assisted Schools (FAS) and two or more shifts in Adult & Adolescents Learning & Training Program (AALTP) Centers. The Partners shall not conduct second shift classes within the premises of Partner School(s) / Center(s) unless and until the service is being extended to the students / learners free of cost and with prior written approval from the Foundation.

3. Objective

To allow the admission of potential students and their learning in the schools / centers who otherwise, may not be accommodated due to space or socio-economic limitation(s); and/or permit SEF schools to cater to Out of School children by enrolling them in accelerated Non-Formal Education stream in second shift.

4. The Need

For Foundation Assisted Schools (FAS)

- a. The double shift may be allowed if the students cannot be accommodated in the first shift given the infrastructural facilities available.
- b. A Partner under FAS may also apply for second shift approval, if partner wishes to enroll Out of School adolescents and illiterate adults for imparting them accelerated education through Non-Formal Education modality. However, to be eligible for this provision, an individual / organization has to be an existing partner under AALTP and submit a detailed proposal.

For Adult & Adolescent Learning & Training Program (AALTP)

- a. The multiple shifts may be permitted in the AALTP Learning Centers on the basis of strong need in terms of available learners' cohort(s) that may not be accommodated in single shift due to spatial or socio-economic factors including but not limited to engagement in livelihood, skill development execution etc.
- b. Teachers maybe allowed to teach in two shifts ensuring that they are paid for each shift. The teachers teaching in two shifts shall not be allowed to teach in the third shift.

5. Accountability and Quality Framework

The same contract without any exceptions and relaxations shall be applicable to the other shift(s) as well and the School / Center shall be required to comply by the accountability and quality framework as envisaged under the contract in letter and spirit.

6. Learning Environment

- a. The students/learners of additional shift (s) are to be provided with:
 - i. Same building or similar quality of infrastructure,
 - ii. Quality books,
 - iii. An equal opportunity to learn and consult their teachers, and
 - iv. Access to co- and extra-curricular activities.
- b. Teaching of complete curriculum is mandatory. Teaching core subjects only including Math and English or not teaching part of a curriculum of any subject or complete subjects is not permissible.

7. Operational /Administrative Issues

- a. The operational and administrative matters must be handled in a manner that multiple shift(s) run with ease and devoid of any pressure on the faculty or the students / learners of any shift.
- b. The partners shall ensure that no compromise is made in terms of learning quality / outcomes and environment.
- c. The Partner shall ensure that sufficient resources which include but not limited to stationary, books, learning material and support staff are available at the disposal of the Head Teacher.

8. The Faculty

- a. The salary structure of all the shifts shall essentially be the same and the teachers of any shift must not be discriminated on the basis of shift difference. The teachers of all the shifts must be given market competitive salary.
- b. The Partner may re-engage first shift Head teachers and Subject Specialist teachers for working in other shifts provided that they are given additional salary at the same level and shall be hired afresh.
- c. A separate contract must be signed for engaging same or new teacher(s) in second or third shifts. The Foundation will provide the specimen.

9. Approval Mechanism

- a. The partner shall submit his/her application along with non-refundable fees i.e. **Rs. 10,000/- (Ten thousand)** to the Foundation at-least three months before the start of academic year.
- b. The Partner shall submit request to the concerned District Office. District head will forward the application to Regional Office with his/her report / recommendation.
- c. The Regional Head shall forward the request and his/her recommendation(s) to the Deputy Director (Concerned) who shall submit the case to the mandated committee for consideration.



- d. The committee after due consideration shall submit its recommendation(s) to the Director (Programs & Planning) for processing the approval.
- e. If a case is approved, the Program Support and Development Unit will issue a notification accordingly.

(Abdul Kabir Kazi)
Managing Director

No: SEF/PSDU/ 066 /2022

Karachi, dated 7th Feb, 2022

A copy is forwarded for information to:

- The Secretary, School Education & Literacy Department, Government of Sindh, Karachi.
- Deputy Managing Director (Operations), SEF, Government of Sindh, Karachi.
- Deputy Managing Director (Support Services), SEF, 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 District 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