

## CIRCULAR

The Sindh Education Foundation (SEF) plays a crucial role in the promotion and enhancement of education in the province of Sindh, Pakistan. To achieve its mission of improving access to quality education, SEF conducts regular visits to schools partnering with the Foundation. These visits are essential for supporting monitoring, evaluating, and ensuring that the objectives of the Foundation are being met. To streamline and enhance the effectiveness of these visits to schools, the following instructions are hereby circulated with School Partners and School Management for compliances.

**i. Responsibility of school leadership:**

The head teacher, assistant head teacher, or senior teacher of the Foundation Assisted School (FAS) should take responsibility for facilitating and assisting the SEF team during the activity.

**ii. Non-Influence policy:**

School Partners are urged not to influence or interfere with the SEF team while they conduct the school visit/activity. Objectivity and impartiality are paramount for accurate data collection.

**iii. Information involving school partner:**

In the event that the SEF team requires information related to the school Partner, they will contact the school management to facilitate the collection of the necessary information for which cooperation of the school management/partner is expected.

**iv. Event/activity intimations:**

If the school plans to hold any event or co-curricular activity, it is essential to intimate the concerned SEF District office at least two days prior to the scheduled date. Failure to provide prior information may result in the SEF team conducting the school visit/activity as per their schedule.

**v. Complete and maintained school records:**

The school management should provide complete and well-maintained school records, including attendance registers, enrollment lists, registration certificate, partner information and any other relevant documents as and when required by the visiting team.

**vi. Student G.R numbers in attendance registers:**

Ensure that the Students' G.R numbers are accurately recorded in the students' attendance registers.

**vii. Verified G.R register:**

The school management should provide a verified G.R register duly signed by the SEF authority as and when required by the visiting team.

**viii. Enrollment list submission:**

Provide a printed copy of the student's enrollment list that has been submitted to SEF, duly signed by the SEF authority.

**ix. Cooperation and facilitation for data sharing:**

The head teacher or senior teacher should ensure that each student is present in their assigned classroom, aligning with the information recorded in the students' attendance register.

**x. Transparent data sharing:**

The school administration should prioritize transparent data sharing and should not create any obstacles for the SEF teams during data collection.

In the event of non-compliance with the above requirements and guidelines, SEF's visiting team may stop the activity and leave the school premises without collecting the information. Any data discrepancies that arise as a result of non-compliance will be the responsibility of the school management.

(Abdul Kabir Kazi)  
**Managing Director**

*A copy is forwarded for information & necessary action to:*

- i. The Directors (All), Sindh Education Foundation, Govt. of Sindh.
- ii. The Deputy Directors (All), Sindh Education Foundation, Govt. of Sindh.
- iii. The Program/Region/District Heads (All), Sindh Education Foundation, Govt. of Sindh.
- iv. The Staff Officer to Managing Director, Sindh Education Foundation, Govt. of Sindh.
- v. The Partners (All Programs) Sindh Education Foundation, Govt. of Sindh.
- vi. The P.S to Secretary Sindh Education and Literacy Department (SE&LD), Government of Sindh
- vii. Office File



Wazir Ali  
**Assistant Director (PSDU)**