

## Guidelines for FAS Partner Schools

### **1. PARTNERSHIP AGREEMENT AND REQUIRED DOCUMENTATION:**

Once the applicant school has passed the preliminary QAT and has been recommended for selection after the school's physical inspection, the school is then offered partnership by the FAS Department provided the school produces the following documents at the time of signing agreement:

- Original CNIC of applicant/ school owner
- Proof of educational qualification
- Proof of land ownership or rent deed in the name of applicant/school owner and registered by the Rent Registrar of the district
- School registration in the name of applicant/ school owner and attested by District Education Authority of the concerned district. However, if the school is not registered, school shall register itself with the District Education Authority within prescribed time as approved by PEF-BOD. In case of non-registration within described timelines, school may be penalized
- Letter of consent/ partnership deed attested by the District Registrar in case of multiple owners of the school and Form C
- Bank letter from the BOP branch mentioning the drawing rights in the name of applicant/school owner

In addition, Program may inquire other information related to school owner, family or school related data.

### **2. PAYMENT PROCESS:**

- **Release of First Payment:**

First payment to the partner school is released based on enrollment data collected at the time of physical verification.

- **Regular/ Subsequent Release Payment:**

The advance payments are made to the FAS Partner schools on monthly basis, based on the verified enrollment reported by M&E. The schools are required to send their on-line monthly updates maximum by 10<sup>th</sup> of each month, which is used for preparing payments to the school. The capacity noted in the monitoring reports, the verified enrollment and the penalties or deductions on schools are then incorporated in the payments for the next month.

- **Maximum Cap limit of the School:**

The maximum capacity of the school is the limit that has been set by the Board of Directors/Management. The payment cannot be made to the students exceeding the maximum cap limit.

### **3. ADMISSION CRITERIA AND REGISTRATION OF STUDENTS IN PARTNER SCHOOLS:**

The admission criteria for each school is to be defined by the school management, however, As per PEF policies new admissions are allowed in two rounds. First round starts from 1<sup>st</sup> April to 31<sup>st</sup> May and Second round starts from 15<sup>th</sup> August to 30<sup>th</sup> September (subject to change, as per management decision). However students admitted after the given timelines will not be considered for payment. In case of student transfers during the academic session, the documentation of the students (i.e. school leaving certificate/migration certificate etc.) should be available with school. All students studying in other campus are required to be properly registered in the admission/withdrawal registers and their corresponding attendance registers.

#### **a) Unregistered Students:**

The students who are taking classes at the school but their records are not found in the attendance registers or in their correlating admission withdrawal registers are considered unregistered, for which the school management is liable for penalties for not maintaining proper records of all its students as well as on the basis of number of unregistered students.

#### **b) Fake Students:**

Any student whose record has not been entered/ available in school documents is considered a fake student. Students found to be fake during the conduction of QAT Exams will result in QAT Failure of the school by default.

#### **c) Impersonation:**

Any student whose name appears in the admission withdrawal register of the school but is found to be appearing for QAT exams for a class other than his/her own class will be considered an impersonation. Strict action will be taken against the school.

### **4. SCHOOL INFRASTRUCTURE:**

School infrastructure refers to the site, building, lights, fans, toilets, water tanks/ points. The school management shall be responsible for ensuring the availability of quality infrastructure and hygienic, congenial and conducive environment in school. The infrastructure includes capacity, building/ class rooms' condition and basic classroom amenities, proportionate number of functional toilets/ water points provision of adequate drinking water facility, maintaining hygiene and sanitation.

- **Classroom:**

The classroom must be furnished to accommodate all enrolled students in their respective classrooms. Every classroom must be equipped with writingboard, proper light, fan and must be ventilated. The window of the school must not open into another classroom as it disrupts the classes in session. There shall be no passage way in a class room. The distance between the blackboard/white board and students must be maintained by at least 3 feet. The classroom may

also be decorated with creative and educational charts & art work prepared by the students.

- **Cleanliness:**

The school premises must be kept neat and tidy during school hours.

- **Hygiene and Sanitation:**

Personal hygiene of the students must be ensured by the school management to protect the students from dangers of disease. Furthermore, the toilets must be kept cleaned and sanitized during school hours.

- **Canteen:**

The school management is allowed to keep a canteen on its premises provided that:

- a) No rent is being charged from the canteen.
- b) No sale of textbooks, badges, uniform, ties and other school accessories except for basic stationery items e.g. pen, pencil, rubber, sharpener, eraser, scale etc.
- c) Edibles allowed under Punjab Food Authority regulation can be provided.
- d) The prices of goods should not exceed the market prices.

Please note that partners are allowed to facilitate teachers & students through the provision of canteen within school premises but it shall not be rented out.

- **Light and Ventilation:**

To facilitate the students at school and to keep them safe from health dangers of extreme weather, the school management must make adequate arrangements to provide light, air and ensure ventilation in all classrooms during school hours. Every classroom must have proper ventilation or having Exhaust Fan for ventilation. It is therefore strongly suggested that the school management makes provision of a UPS or generator facility to address the light and ventilation issues at school premises.

- **Physical Capacity:**

In a class-room only 35 students are allowed to sit. If no. of students in a class exceeds from 35 students, class shall be divided in two sections and two rooms shall be provided for each section. In case a classroom is being used as a passageway, the capacity of the room will not be allocated. The physical capacity to each class room is allocated by PEF monitor during monitoring visit of the school and payment is made to school in accordance with given capacity.

- **Congested Class/School:**

A class is termed as congested if the students sitting in the class are more than the adjustable capacity. For example if 20 students can sit in a class but more students are adjusted, the class will be considered as congested. The school will also be considered congested if enrolment of student exceeds to the total sitting capacity of students.

- **Overcrowding:**

Overcrowding is when a standard sized room has more than 35 students sitting in the class.

The school management will be liable for penalties in case of overcrowding.

- **Proportionate Number of Toilets:**

The number of toilets must be adequate to facilitate the number of students enrolled at the school. FAS requires at least 1 toilet for 70 students. Girls and Boys to have separate toilets. Toilet for staff and Principal will not be counted for ratio calculation.

- **Water points:**

Provision of safe water drinking facility must be ensured by school, and the required proportion of water points is at least 70 students for 1 water point.

- **Furniture:**

Every classroom must be equipped with adequate furniture for the number of students sitting in that particular class. The furniture can either be benches and/or chairs and desks. However, in case of benches, not more than three should be sitting on a bench in case of junior classes, and two students per bench in case of senior classes. In case of chairs, it shall be having arm or with bench. Lack of furniture for students' results in penalties on the school. Broken/repairable chairs & desks will not be counted.

- **Sale of Books**

Text books are provided for the students enrolled in the school, therefore sale of PTB books is not allowed. In case of sale of books partnership agreement will be cancelled.

- **School Timings**

The partner schools shall observe the school timings as intimated by the concerned Education department of the district.

- **Summary of Daily Attendance Records (روزنامہ)**

Record of present and absent students of the school on daily basis must be recorded in Summary of daily Attendance. Section wise present and absent students and their %age will be recorded in it. The daily attendance status should be available with the school after first (1) hour of start of session.

- **Fake Attendance**

Any student who is not present in school and his/ her attendance has been recorded as present in students attendance register is considered a fake attendance. Attendance should be marked as Present "P" or Absent "A" on attendance registers.

## 5. **MONITORING VISITS:**

The monitoring visits are conducted in partner schools by PEF monitors. Regular visits are conducted in FAS partner schools to inspect the following:

- Student enrollment checked through admission/withdrawal and attendance registers;
- Condition of physical infrastructure;
- Availability of furniture;
- Teacher's salary and attendance registers;
- Copies of educational qualification of school owner & staff;
- Documents in case of board affiliation, registration renewals and in case of change of campus building or procurement of new ones;
- Security measures for safety of students and teachers;
- Money charging;
- Corporal punishment; and
- Health & hygiene measures e.g. Dengue prevention etc.

The monitors also ensure that no irregularities are taking place at the school which are in contradiction of the FAS Partnership Agreement clauses. The FAS Department also conducts surprise visits to schools on a case to case basis, depending on the nature of complaints received against the school.

- **Call for Meetings:**

In case a violation of any PEF instruction is found or reported through complaint against the school and it has been verified by the PEF Monitor during school visit, the school owner may be called to PEF offices to explain the reasons. Depending upon the meeting proceedings, the action will be taken against the school.

- **Warning Letters:**

In case of deficiencies found in the physical infrastructure of the school during school visits, the schools are then issued the warning letter. The schools are also required to give compliance to the warning letter by removing the objections within a given specified time.

- **Penalties:**

Penalties may be imposed on schools where violations of PEF instructions or even instructions of SED is not followed. These penalties are imposed on the school as per the circumstantial evidence.

## 6. **CORPORAL PUNISHMENT**

PEF will exercise a ZERO TOLERANCE POLICY against corporal punishment. School principal will be responsible to hang out the poster against corporal punishment sent by PEF in his/her office. In case of any serious issue arising between student and school management, the School Parent Teacher Council meeting should be called to resolve the issue. In case of reporting of such issue

heavy penalties will be imposed and for repetition of such incident, partnership will be cancelled as per rules.

## **7. MONEY CHARGING**

Partner schools are not allowed to charge money from any student in any form like Admission fee, tuition fee, paper money, test money, model papers, private books, copying of reading material, fuel charges etc. The same will be checked during regular/ surprise monitoring of the school and in case of any complaint/non-compliance of rules/instructions, heavy penalties will be imposed. Moreover, repetition of such an act would lead to cancellation of PEF partnership. However, School's **Parent Teacher Council** should be made and in case of field/ recreational/ trips/ activities consent of concerned parents should be taken in written form and should be duly documented in Parent Teacher Council Register.

## **8. QUALITY ASSURANCE TEST (QAT)**

QAT is the standardized PEF testing system to gauge the performance and quality of education of its applicant as well as partner schools.

### **a) Preliminary QAT Exams:**

This exam is conducted in schools which have applied for partnership with FAS. After fulfilling the eligibility criteria of the application, the short listed schools are then determined on the basis of QAT result for further screening and inspection before their final selection. The 66.67% students shall score 35% marks in English and 40% marks in other subjects in order to pass the Pre-QAT.

### **b) Regular QAT Exams:**

This exam is conducted in FAS partner schools, annually/bi-annually to ensure the quality of education imparted at the school. The minimum passing score for its partner schools is decided by the PEF Board of Directors. Currently, 75% students shall secure 40% average marks in order to pass the regular QAT.

### **c) Malpractice During QAT**

Action will be taken against the schools found involved in malpractice like appearance of fake students in QAT, cheating, interference by school owner/teachers during QAT, congested/improper sitting arrangement for QAT conduction etc.

## **9. SECURITY MEASURES**

As per instructions of Govt. of the Punjab, all precautionary measures must be implemented in school regarding security. Some of the security measures are as follows:

- The height of school boundary wall must be 8 feet with barbed wire.

- Only one door should be used for entry and exit in school. All other doors must be closed permanently.
- An armed guard with metal detector in working condition must be available at the main gate.
- CCTV cameras should be mounted on the main gate and inside the school with recording of 24 hours.
- Un-authorized entry in school should not be permitted.
- Visit register should be maintained for visitors.
- Suspicious person should be inquired if found near the vicinity of school.
- Phone numbers of departments to be called in emergency must be displayed at prominent place and teachers should be well aware.

Avoid opening school or campus near chemical factory or any such industry where noise pollution or any health hazard is expected or reported.

#### **10. HYGIENIC AND HEALTH MEASURES**

The school management shall be responsible for keeping students safe from health dangers of extreme weather and ensuring proper hygienic environment to attain better education. For this purpose anti-dengue campaigns should be arranged in school. Precautionary measures regarding dengue are as follows:

- Educational institutes must be kept safe from mosquitoes
- Full sleeve costumes must be worn
- Anti-repellent lotion should be used in the morning and evening
- Excessive water should not be gathered in homes and institutes.
- Mosquito mesh should be used while having a sleep.
- Store rooms, roofs, flower pots and beds should be kept clean.

#### **11. BUILDING FITNESS CERTIFICATE**

Valid building fitness certificate from concerned government departments should be obtained and available in school.

#### **12. REVISION IN CAPACITY (INFRASTRUCTURAL CAPACITY)**

The M&E department of PEF may carry out class-wise random inspections of partner school to check/verify the accuracy of the reported enrolment, improvements made in the infrastructure (including rooms, toilets, drinking water facility, lighting in rooms, fans, electricity, furniture, security arrangement etc.) at any time without notice. On the basis of their reports infrastructure capacity of a school should be revised.

#### **13. UPLOAD OF PEC/ BISE RESULTS**

Student Information System (SIS) is designed to collect and store information for students and teachers of a school. School management should upload PEC/BISE result of their students on the modules available in SIS. Students who achieve top positions in PEC/BISE are awarded with prizes. In case of non-

provision of said information schools should be sensitized and penalty is imposed.

**14. APPELLATE AUTHORITY**

Schools can lodge appeal against any decision of PEF management to Appellate Authority. After processing of school's appeal the date and time for meeting with Appellate Authority will be communicated to the school.