

**THE SINDH  
PRIVATE EDUCATIONAL INSTITUTIONS  
(REGULATION AND CONTROL)  
ORDINANCE, 2001\***

(Sindh Ordinance No. II of 2002)

*[Karachi, the 5th January, 2002]*

**Notification No. S.LEGIS: 1(2)/2002.** - The following Ordinance made by the Governor of Sindh is hereby published for general information:—

*An Ordinance to provide for the regulation and control  
of private educational institutions in the Province*

Preamble. — WHEREAS it is expedient to provide for regulation and control of private educational institutions in the Province.

**AND WHEREAS** the Provincial Assembly stands dissolved in pursuance of the Proclamation of the fourteenth day of October, 1999, and the Provisional Constitution Order No. 1 of 1999;

**AND whereas**, the Governor of Sindh is satisfied that circumstances exist which render it necessary to take immediate action;

**NOW, THEREFORE**, in pursuance of the aforesaid Proclamation and the Provisional Constitution Order read with Provisional Constitution (Amendment) Order No. 9 of 1999, and in exercise of all powers enabling him in that behalf, the Governor of Sindh is pleased to make and promulgate the following Ordinance:—

**1. Short title and commencement.** - (1) This Ordinance may be called the Sindh Private Educational Institutions (Regulation and Control) Ordinance, 2001.

---

\*Published in the Sindh Govt. Gaz., Extr., Pt. I, P. No. 14 dt. January 5, 2002

(2) It shall come into force at once.

**2. Definitions.** - In this Ordinance, unless there is anything repugnant in the subject or context -

- (i) “existing institution” means an institute of institution in existence on the commencement of this Ordinance;
- (ii) “Government” means the Government of Sindh;
- (iii) “institution” means a private managed University, College, School, technical, professional vocational or commercial institution imparting any type of education by any system of education or medium of instruction;
- (iv) “prescribed” means prescribed by rules made under this Ordinance.
- (v) “private managed” means not owned or managed by Government or by anybody or authority set up or controlled by Government.
- (vi) “rules” means rules made under this Ordinance;
- \*[(vii) “Registering Authority” means an officer or authority notified as such by Government.]

**3. Establishment or continuance of an institution.** - No institution shall be established or continued except in accordance with the provisions of this Ordinance.

**4. Application for registration of an institution.** - (1) Any person intending to establish or continue any existing institution shall make an application to the Registering Authority in

\*Clause (vii) substituted by the Sindh Private Educational Institutions Regulation and Control (Amdt.) Act. 2003 (Sindh Act No. of 2004, the Sindh Govt. Gaz. Extr, Pt. IV, P. No. dt, 10<sup>th</sup> January, 2004.

the prescribed form accompanied by such documents and fee as may be prescribed.

(2) An existing institution may continue to function for a period not exceeding ninety days from the commencement of this Ordinance and where an application is made under subsection (1) until the application is rejected or if any appeal is preferred under section 9 until the decision of the appeal.

(3) Every institution or its branch running under the same management or name at different premises shall be registered separately.

**5. Enquiring and recommendation about the application. -**

(1) The Registering Authority may, on the receipt of an application, under section 4 constitute an Inspection Committee to make enquiry about such matters as may be prescribed.

(2) The Inspection Committee shall submit its recommendations to the Registering Authority within thirty days of the receipt by it of the application under subsection (1).

(3) The Registering Authority shall, after considering the report of the Inspection Committee and after making such further enquiry as it considers necessary, either grant or reject the application.

(4) The Registering Authority shall record reasons for granting or rejecting the application.

Provided that no order of refusal shall be made without giving the person concerned an opportunity of being heard.

**6. Registration of an institute. -** (1) Where the Registering Authority grants the application, it shall register the institution and issue a certificate of registration to the applicant in such form and containing such terms and conditions as may be prescribed:

Provided that -

- (i) no donation, from a student, voluntary or otherwise, for development projects of an institution shall be permissible;
- <sup>1</sup>[(ii) the fee structure of an institution shall be fixed with prior of approval of Government;
- (ii-a) the institution shall provide and maintain required infrastructure including building, class rooms, laboratory, library, play ground, canteen and safe-drinking water facilities;
- (ii-b) the pay scales, allowances, leave and other benefits to be admissible to the teachers and other staff of an institution shall be commensurate with its fee structure;]
- (iii) the facilities allowed to a student at the time of admission shall not be subsequently withdrawn or reduced.
- <sup>2</sup>[(iv) curriculum taught in an institution shall be at least, at par with the curriculum approved by Government for its schools and institutions; and
- (v) the institution shall ensure teaching of the Sindhi Language in accordance with existing law and rules.]

(2) The Registering Authority shall maintain a register containing such particulars of an institution which is registered and granted certificate of registration, as may be prescribed.

(3) The person to whom the certificate of registration is issued shall be responsible for due compliance of the provisions of

---

<sup>1</sup> Clause (ii) substituted by new clauses (ii), & (ii-b) by the Sindh Private Educational Institutions (Regulation and Control) (Amdt.) Act, 2003 (Sindh Act No. of 2004), the Sindh Govt, Gaz., Extr., Pt. Iv, P No. 1 dt. 10<sup>th</sup> January 2004.

<sup>2</sup> New clauses (iv) & (v) added, *ibid*.

this Ordinance, rules, the terms and conditions of the certificate & registration and the orders, if any passed or instructions issued from time to time by the Registering Authority.

**7. Monitoring, inspection, etc.** - (1) An institution shall be subject to monitoring by <sup>1</sup>[Government or any officer or authority authorized by it may] inspect any institution with a view to see that such institution is maintained in accordance with the provisions of this Ordinance, rules and the terms and conditions of the certificate of registration, and the management of the institution shall afford all facilities for carrying out a proper inspection.

(2) <sup>2</sup>[Government or the authorized officer or authority] after inspection may pass such orders as deemed fit and the orders so passed shall be binding on and be complied with by the person to whom the certificate of registration is issued.

**8. Cancellation or suspension of certificate of registration.**  
- (1) Where the Registration Authority, on receipt of a complaint or otherwise, after making such enquiry or inspection as deemed fit, is satisfied that there is a contravention of any of the provisions of this Ordinance or rules or term or condition of the certificate of registration or any order passed or instruction issued by the Registering Authority, it may after giving an opportunity to the person concerned of being heard suspend or cancel the certificate of registration :

Provided that where the default is capable of being remedied no order shall be made unless an opportunity is provided to the person concerned to rectify such default within the specified period.

---

<sup>1</sup> In section 7 (1), substituted for the words “the Registering Authority and for the purpose the Registering Authority or any person authorized by it may enter and” by the Sindh Private Educational Institutions (Regulation, and Control) (Amdt.). Act, 2003 (Sindh Act No.1 of 2004), the Sindh Govt.Gaz., Extr.,Pt. IV,P.No. I dt. 10<sup>th</sup> January, 2004.

<sup>2</sup> In section 7(2),substituted, *ibid*,for the “The Registering Authority or the authorized person.

(2) On the cancellation or suspension of the certificate of registration, the Registering Authority, may, without prejudice to any action that may be taken under the Sindh Private Schools (Management and Control) Act, 1974 make such orders and take such action with respect to the completion of the current education term as may be considered necessary.

**9. Appeal.** - Where the Registering Authority rejects an application for registration or suspends or cancels the certificate of registration the aggrieved person may, within thirty days from the date of the order of the Registering Authority, prefer an appeal to <sup>1</sup>[the Secretary Education and Literacy Department and the orders passed by him] shall be final and given effect to by the Registering Authority.

**10. Annual reports.** - (1) The institutions shall furnish to Government each year a report on annual audit accounts, report on the activity of the Institution during the preceding year and such information relating to its activities as may be required by <sup>2</sup>[Government].

(2) <sup>2</sup>[Government] may from time to time give such instructions as it considers necessary for compliance by the Institution.

**11. Penalty.** - Subject to the provisions of section 4, whoever runs an institution in contravention of the provisions of this Ordinance or rules shall be punished with imprisonment which may extend to one year or with fine which may extend to five hundred rupees for each day during the period offence continues or with both.

**12. Cognizance of offence.** – No Court shall take cognizance of an offence under this Ordinance except upon a complaint in writing made by the Registering Authority or any officer author-

---

<sup>1</sup> In section 9, substituted for the words “Government and the order passed by Government” by the Sindh Private Educational Institutions (Regulation and Control) (Amdt.) Act, 2003 (Sindh Act. No. 1 of 2004), the Sindh Govt. Gaz., Extr., Pt. P. No. 1, dt 10<sup>th</sup> January, 2004.

<sup>2</sup> In Section 10, substituted, *ibid*, for “the Registering Authority”

ized by it in this behalf, and no court inferior to that of a Magistrate of the First Class shall try any such offence.

**13.** No Court shall have jurisdiction to entertain any proceedings, grant any injunction or make any order in relation to any direction issued or order made in respect of an institution or for anything done or intended to be done under this Ordinance.

**14. Indemnity.** - No suit or legal proceedings shall lie against Government Registering Authority or any person acting under this Ordinance for anything which is in good faith done or intended to be done under this Ordinance.

**15. Rules.** - (1) Government may make rules to carry out the purposes of this Ordinance.

(2) In particular and without prejudice to the generality of the foregoing powers such rules shall provide for -

- \*[(a) criteria for registration of an institution;
- (aa) infrastructure including building, class rooms, laboratory, library, play ground canteen and safe-drinking water facilities;
- (b) mode and procedure for monitoring and inspection of an institution;
- (bb) the procedure to be followed for settlement of dispute arising between the parents or guardian of a student or teachers or other staff of an institution and its management.]
- (c) provision of facilities to students, fixation of tuition fees and other sums to be realized from the students of an institution;

---

\* Clauses (a) & (b) substituted by new clauses (a), (aa), (b), & (bb) by the Sindh Private Educational Institutions (Regulation and Control) (Amdt.) Act, 2003 (Act No. 1 of 2004.), the Sindh Govt. Gaz., Extr., Pt. IV, P. No.1, dt. 10<sup>th</sup> January, 2004.

- (d) grant of fee concessions and scholarships to the students of an institution;
- (e) establishment and functions of the teachers employed in an institution; and
- (f) any other matter required under any of the provisions of this Ordinance to be prescribed by rules.

**16. Amendment of section 12 of Sindh Ordinance No. XVI of 1970.** – In the Sindh Board of Technical Education Ordinance, 1970, in section 12, in subsection (2), in clause (i) the words “ and also to regulate the development of technical, vocational, industrial and commercial education below degree level by compulsory registration thereof ” shall be omitted.

**17. Repeal.** - The Sindh Registration of Un-Recognized Educational Institutions Ordinance, 1962, is hereby repealed.

-----



GOVERNMENT OF SINDH  
EDUCATION & LITERACY DEPARTMENT

Karachi dated 20<sup>th</sup> September 2005

**NOTIFICATION**

NO:SO(ACD-II)9-6/2005 :-In exercise Of the powers conferred by section 15 of the Sindh Private Educational Institutions 99Regulation and Control)Ordinance 2001,the Government of Sindh please to make the following rules namely:-

- |    |   |   |
|----|---|---|
| 1. | (1) These rules may be called the Sindh Private Educational Institutions (Regulation & Control) Rules,2005.   | Short title<br>and<br>commence                    |
|    | (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 (Regulation and Control) Ordinance 2001;   |   |
|    | (4) “Schedule” means the schedule appended to these rules; and  |   |
|    | (5) “section” means the section of ordinance.   |   |
| 3. | (1) An application under sub-section (1) of section4, shall made in Form ‘A’ duly accompanied by the documents and the registration fees mentioned in the schedule.   | Application for<br>registration of<br>institution |
|    | (2) Application from alongwith 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 fee shall not be refundable.   |   |
| 4. | (1) The Registration Authority shall for the purpose of section 5 constitute an inspection committee consisting of atleast three member, on each from the Education Department, Education group of Office of the District Government and Civil Society. | Constitution of<br>Inspection<br>Committee        |
|    | (2) One of the members shall be nominated as Chairman of the committee.   |   |

(3) The committee shall, amongst others, enquire into the following members 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 play ground canteen, safe drinking water and clean functional toilet facilities;
- c. suitability, adequacy and service condition of the teaching and non-teaching staff;
- d. arrangement 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 teachers in the institutions .

5. (1) After examination report of the committee, the Registration Authority subjects to its satisfaction, shall grant registration certificate to an institution , initially for a period for three years in Form 'B' on the terms and condition 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 open access to the general public.
6. The certificate of registration may be renewed by the registering authority for period of three years on payment of fees mentioned in the schedule ,if it is satisfied with the working and curricular activities of the institutions. Renewal of certificates of registration

Fee Structure



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 of the institution to the registering Authority.
  - (2) The fee schedule once approved, shall not be increased, at any time during the academic year.
  - (3) The fee may be increased up to 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 not 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 along with schedule of fees dully approved by the registering authority shall be printed on the prospectus or on the admission for 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 institutes shall ensure that admission fee is charged from the student only at the time of his first admission in to 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 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 the single student the highest class charged by the institution: Service condition of staff

Provided that the institution running by the trust or communities, that the pay scale of teacher staff, of the institution shall be at least at par with the respective government pay scale.

(2).The scale and allowances of non-teaching staff of the institution shall be at least 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 the regulate service matter of its staff under the service rules made by the institution on the basis of guide lines issued by the registration Authority

11. The institution shall issue proper appointment order to each individual member of the staff regarding there in 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 Parent and Teachers Association
  
13. The institution shall allow fee concession 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 any institution in the accordance with the approved budget of the institution.
  
15. The institution where the education secretary is the registering authority shall institute the 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 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.

(e) Director Private institutions shall be the Ex-Officio Member and the secretary of the Board.

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

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

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

(c) to administer the 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 approved budget for the functions necessary for the establishment and operation of registering inspection, monitoring evaluation and quality assurance mechanism.

Monitoring  
evaluation and  
quality assurance  
fund

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

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

18. (1) The registering authority on receipt on the complaint or information regarding a dispute arising between an institution and parents or guardian of a student of the institution or between an institution and its teachers or other members of staff shall institute an enquiry committee comprising of such number of members from civil society and the officers of the Education and literacy Department as it deems fit.

Dispute

(2) The committee shall enquire into the dispute and submit its finding alongwith its recommendations to the Registering Authority within thrity 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

SD/  
**-GHUALM ALI SHAH PASHA-**  
SECRETARY EDUCATION & LITERACY

NO.SO(ACD-II)9-6/200,

Karachi dated the 20th September, 2005

1. The Principal, Secretary to Governor of Sindh, Karachi.
2. The Principal, Secretary to Chief Minister, Sindh, Karachi.
3. The Secretary to Govt. of Sindh, Law Department.
4. The Secretary to Govt. of Sindh, Local Govt. Department.
5. The Deputy Secretary(staff)to Chief Secretary, Sindh.
6. The Zilla Nazims (All) in Sindh.
7. The District Coordination Officers (All) in Sindh.
8. The Executive District Officers (Education) (All) in Sindh.
9. The Chairman Board of Intermediate & Secondary Education(All) in Sindh.
10. The Chairman, Sindh Board of Technical Education, Sindh, Karachi.
11. PS to Minister for Education & Literacy, Sindh.
12. PS to Secretary Education & Literacy, Govt. of Sindh.
13. PS to Special Education Secretary, Sindh.
14. PA to Addl. Secretary (A&T), Education & Literacy Department, Govt. of Sindh.
15. Office Order file.

SECTION OFFICER (ACD-II)  
For Secretary to Govt. of Sindh

## 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, Sections. \_\_\_\_\_ 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  
(Along with a copy of 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 Tear duly audited by the Chartered Accountants (enclose copy) \_\_\_\_\_
24. (a) Detail 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 Sindh Private Educational institutions (Regulation and Control) Ordinance, 2001 and rules made their 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 accept 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 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 tuition fees of 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 representative 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 prescribe 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 6)

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