

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 (Regulation 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.  
  
(2) These rules shall come in force at once.
2. In these rules, unless there is anything repugnant in the subject or Context-
  - (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 section 4, shall be made in Form 'A' duly accompanied by the documents and the registration fees mentioned in the schedule.  
  
(2) Application from along with 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.

(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;

Short title and commence

## Definitions

Application for registration of institution

Constitution of Inspection Committee

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.

(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.

### Certificate of Registration

#### 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.
9. The institution shall furnish to the Registering Authority an annual report reflecting curricular and extra-curricular performance of the institution.
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:  
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.

#### Admission Policy

##### Annual report & co-curricular performance

##### Service condition of staff

- (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 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
  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.
  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.

14. (1) An institution shall have a fund to which shall be credited –

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.

16. (1) Government shall constitute a private Institutions Management and Quality Assurance Board with following composition:-

(a) Secretary Education who shall be Ex-officio chairperson of the Board;

Proper appointment order

Constitution of Parent and Teachers Association

Fee concession and Scholarship

Fund

Board of Governors

Private Institutions Management 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 oversee 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.

(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.

(2) The committee shall enquire into the dispute and submit its finding alongwith its recommendations to the Registering Authority within thirty days from the date of order issued to it.

#### Monitoring evaluation and quality assurance fund

#### Dispute

(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.

20. The Private Educational Institution (Regulation & Control) Rules, 2002 are hereby repealed.

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

Guideline

Repeal