

TELECOM FOUNDATION EDUCATION SYSTEM

POLICIES SOPs & GUIDELINES

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ADMISSION POLICY SOP

1. **Form Collection:** The admission form is collected from the school accounts office.
2. **Form Completion:** All required details are filled in by the parent, and all necessary documents are attached to the form.
3. **Form Submission:** The completed form is submitted back to the school office.
4. **Form Review:** The school office reviews the form and checks the child's eligibility.
5. **Admission Test Scheduling:** If eligible, the school office provides a date for the admission test.
6. **Admission Test and Interview:** The student appears for the admission test and interview on the scheduled date.
7. **Result Notification:** Parents are informed of the test results via a phone call by Admission In charge.
8. **Admission Confirmation:** If the student meets the eligibility criteria and passes the test, they are granted admission.
9. **Fee Voucher Issuance:** The accountant issues a fee voucher to the student.
10. **Book List Provision:** The student receives a complete book list for his/her class.
11. **Uniform Guidance:** The school administration guides parents on the complete uniform details and where to purchase it.
12. **First Day Introduction:** On the first day, the school administration introduces the child to their class teacher, who welcomes them warmly.

ANTI-FIGHTING, BULLYING, & HARASSMENT POLICY

1. Purpose

Telecom Foundation System is committed to providing a safe environment where every student and staff member is respected and free from bullying, harassment, and fighting. We are dedicated to preventing these behaviors and addressing them promptly.

2. Scope

This policy applies to all students, staff, and visitors during school hours, on school grounds, and at school events (e.g., field trips and extracurricular activities).

3. Definitions

- a. **Bullying:** Repeated, harmful behavior where one person tries to control or hurt another through physical, verbal, or emotional means.
- b. **Harassment:** Any unwelcome behavior based on race, gender, religion, or other characteristics that creates a hostile or uncomfortable environment.
- c. **Fighting:** Physical violence or aggression between individuals, including hitting, kicking, or any form of physical harm.

4. Policy Statement

We do not tolerate fighting, bullying, or harassment. All students and staff have the right to a safe, respectful environment. We take action to prevent and respond to these behaviors.

5. Prevention

- a. **Education:** Provide ongoing programs that teach respect, conflict resolution, and empathy. Assembly programs by each campus must be organized in the format of role plays and explanations to discuss bullying, its types and effects.
- b. **Classroom Rules Display:** Each classroom must be having overall rules display. The significant points catering anti bullying must be a part of that display.
- c. **Positive Environment:** Foster a culture where kindness and respect are promoted through activities, workshops, and classroom discussions.
- d. **Staff Training:** All staff will be trained to recognize bullying and harassment, intervene appropriately, and support students.
- e. **Safe Spaces:** Ensure that students know where to go and who to talk to, if they feel unsafe.

6. Reporting Procedures

- a. **How to Report:** Students, staff, or parents can report incidents to Principal, school counselor (role assigned by the Principal), or any teacher. Anonymous reports can be made through the designated complaint box present at each campus or through email to the Campus Head.
- b. **Support:** All reporters will be protected from retaliation, and their concerns will be taken seriously.

7. Investigation and Response

- a. Prompt Action: All reports will be investigated within 24 hours.
- b. Fair Process: The investigation will be unbiased, confidential, and thorough. The principal and the disciplinary committee will speak with the people involved and any witnesses.
- c. Resolution: Based on the findings, actions will be taken to stop the behavior and help resolve the issue. This may include counseling, behavior agreements, or disciplinary actions.

8. Consequences

Depending on the severity of the incident, consequences may include:

- a. Warnings or Counseling: For minor or first-time incidents.
- b. Parent Involvement: Parents may be contacted and a meeting scheduled.
- c. Suspension or Expulsion: In cases of serious or repeated offenses.
- d. Restorative Practices: Programs to help the offender understand the impact of their actions and make amends.

9. Support for Victims

Victims of bullying, harassment, or fighting will receive:

- a. Counseling: Emotional support from the school counselor.
- b. Safe Spaces: Areas where they can feel safe.
- c. Academic Help: Support to keep up with schoolwork if needed.

10. Monitoring and Review

The school will regularly review the policy to ensure it is working. The Head Office will gather feedback from Principals, staff, and parents, and make updates as needed.

11. Communication

- a. Students: The policy will be introduced at the start of each school year and discussed in class.
- b. Staff: Regular reminders and training sessions will be held. Anti-bullying pictorial display must be present at the school for the constant reminder of standard behavior.

12. Intimation to Head Office

Challenging and unresolvable cases of bullying will be reported to the Head Office. After having reviewed by the SM Operations, the case will be reported to the GM for the final decision.

CENTRALIZED EXAMINATION SYSTEM AND CHECKING CRITERIA FOR TFES

1. Introduction

The Telecom Foundation Education System (TFES) Examination System will consist of two terms: Mid-Term and Final Term. To ensure continuous assessment and preparation, bi-monthly tests will be conducted throughout the academic year. These bi-monthly tests will contribute 25% weightage to the final result, helping students stay engaged and prepared. The final result composition will be as follows:

- a. Mid-Term Result:** 25% of mid-term marks will be added to the final result.
- b. Final-Term Result:** 50% of final-term marks will contribute to the final result.
- c. Bi-Monthly Tests:** 25% cumulative weightage from these assessments.

This structured system aims to provide a balanced and progressive evaluation, ensuring students remain consistently prepared for their major term-end exams.

2. Examination and Assessment Structure

a. Early Years (Play Group & Nursery)

- i. Assessment Type:** In-house assessments at the end of each term.
- ii. Assessment Method:**
 - 1. Parents will be invited to observe their child's performance.
 - 2. The child will identify objects, respond to basic questions, and complete activities within an allocated time.
 - 3. The assessment will be interactive, ensuring a stress-free environment for children.
- iii. Grading Criteria:**
 - 1. Identification of objects: 40%
 - 2. Communication and verbal expression: 30%
 - 3. Confidence and engagement: 20%
 - 4. Time management and response time: 10%
- iv. Outcome:** A qualitative report will be shared with parents, highlighting strengths and areas for improvement.

b. Kindergarten and Higher Levels

- i. Midterm & Final Examinations:** Conducted centrally with standardized papers.
- ii. Bi-Monthly Tests:** These tests will assess ongoing progress and contribute 25% to the final result.
- iii. Assessment Mode:**
 - 1. Written tests for core subjects.
 - 2. Oral assessments for language and comprehension skills.
 - 3. Practical demonstrations for science and motor skills.
- iv. Marking Scheme:**
 - 1. Written Examination: 70%

2. Oral & Practical Assessments: 20%

3. Class Participation & Continuous Assessments: 10%

3. Examination Conduct and Security Measures

- a. Centralized Paper Setting: A panel of TFES academic experts will develop examination papers.
- b. Confidentiality & Paper Distribution: Secure digital transmission or sealed paper distribution to campuses.
- c. Standardized Checking Criteria: Marking rubrics will be shared among examiners to ensure consistency.
- d. Quality Control & Rechecking Policy:
 - i. A sample of marked papers will be moderated by senior faculty members.
 - ii. Rechecking requests will be entertained within five days of result declaration.

4. Parent-Teacher Involvement

- a. **Regular Feedback Mechanism:** Parents will receive a progress report after every term.
- b. **Post-Assessment Meetings:** Parents of Early Years students will have dedicated meetings to discuss developmental milestones.

5. Implementation & Review

- a. The centralized examination policy will be reviewed annually to incorporate improvements.
- b. Feedback from teachers, parents, and students will be considered to refine the system.

CHARTER OF PERFORMANCE FOR PRINCIPALS

The diverse and demanding responsibilities expected of a principal in a Telecom Foundation Education System, related to academics, administration, professional development, and overall school management are mentioned below. As the Campus Head you are expected to,

1. Organize and Manage School Operations:

- a. Oversee and manage the overall operations of the school, including administrative matters.
- b. Continuously remain focused on increasing the number of student enrollment by retaining the previous and attracting the new admissions.

2. Coordination with Faculty:

- a. Maintain close coordination with faculty for morning assemblies, emphasizing confidence and character-building presentations.
- b. Cultivating a progressive, fair and motivating environment for all the staff members where they feel the belongingness to the workplace.

3. Coordinating Meetings:

- a. Head coordination meetings with class teachers to discuss course coverage and address students' performance issues.
- b. Head test paper coordination meetings with school staff.

4. Academic Oversight:

- a. Regularly check planners and recheck coursework/homework notebooks.
- b. Recheck and write remarks on report cards.
- c. Ensure the implementation of syllabus break-ups in schools and recommend book list reviews each year.
- d. Making exam paper secrecy a permanent and essential practice. Teachers must be unaware of the exam contents before the exam.
- e. Identify and encourage the meticulous paper checkers

5. Workshops and Professional Development:

- a. Conduct workshops and in-service programs for faculty development.
- b. Ensure the provision of teaching aids and supplementary materials for teaching staff and students.

6. Time Commitment:

- a. Be available to work an hour after school ends and arrive twenty minutes before school time.
- b. Stay after school closes for summer/winter vacations and arrive early before school reopens.
- c. Be present in the office one day after the school closes and one day before it reopens for vacations.

7. Leave and Duties:

- a. Must NOT avail leave during any school examination, annual functions, evaluation visits, etc.
- b. Be available for any duty assigned during vacations at the discretion of the TF HQ.

8. Administrative Skills:

- a. Strong skills in time management, prioritizing tasks, and meeting deadlines.
- b. Assist in the development and implementation of wider administrative policies within the school.

9. Academic Knowledge:

- a. Possess strong knowledge of teaching pedagogy and stay updated on the latest classroom teaching and learning techniques.
- b. Be well-versed with school and academic policies, both administration and academics, and standard management practices in Telecom Foundation Schools.

10. Report Preparation:

- a. Prepare and analyze reports and correspondence.

11. Planning and Crisis Management:

- a. Engage in effective planning and crisis management.

12. Resource Management:

- a. Manage the school's minimum staffing level resources, keeping expenditure under close review.

13. Communication Skills:

- a. Ability to work effectively with parents and students.
- b. Ability to interpret policy, procedures, and data.

14. Educational Evaluation:

- a. Ability to evaluate instructional programs and teaching effectiveness.
- b. Ability to manage the budget and personnel effectively.

15. Branch Coordination:

- a. Coordinate branch functions effectively.

16. Suggestions:

A yearly evaluation may be announced through a healthy competition among all branches to motivate the principals. They must show their best performance under given standards to uplift the optics of their respective campuses;

- a. Penaflexes of educational material,

- b. Artwork depicting Syllabus
- c. Greener campus
- d. Daily, efficient working on the given template of admission enrollment

STANDARD OPERATING PROCEDURE (SOP)

SECURITY GATE OPERATIONS

Purpose:

This SOP outlines the procedures to be followed by Security Personnel at the gates of Telecom Foundation Head Office Building, G-9/4, Islamabad, ensuring a safe and efficient process for managing car visitors, pedestrian access, and office boys' duties.

- 1. Security Gate Overview:** The security gate serves as the primary entry and exit point for employees and visitors. This SOP covers all steps from initial screening to ensuring compliance with security protocols.
- 2. General Responsibilities of Security Personnel:** Security personnel have a broad set of responsibilities to ensure the safety of the premises. These include:
 - a. Ensure the safety and security of the premises.
 - b. The walk-through gate is fully operational and is being utilized by all employees and visitors as a mandatory security measure.
 - c. Maintain a professional, courteous, and vigilant demeanor at all times.
 - d. Monitor surveillance systems, including CCTV and alarm systems.
 - e. Perform regular checks of entry and exit points to ensure no unauthorized access.
 - f. No photography is permitted on the premises unless explicit prior approval is granted by senior management. This policy ensures the confidentiality and security of sensitive information and protects the privacy of both employees and visitors.
 - g. Male security personnel are strictly prohibited from conducting searches of female employees or visitors.
 - h. All parcels and materials received from external sources must undergo thorough scanning and inspection to prevent the entry of unauthorized or hazardous items. The security team will ensure that each delivery is checked for compliance with safety standards and company policies.
 - i. The Security Supervisor is responsible for ensuring that all Night Guards are equipped with functional torches or flashlights to maintain visibility during power outages or electrical failures. In the event of a blackout or shutdown, the Night Guards must be able to continue their duties without interruption, ensuring the safety and security of the premises at all times.
 - j. Follow the procedures outlined below for managing employees and visitors.
 - k. Ring the emergency bell/Fire Alarms bell available in security room to alert staff and senior officers in case of any emergency situation.
 - l. Maintain an emergency contact list of law enforcement agencies, fire brigade, rescue services and hospital numbers at least three nearby Government Hospitals (provided by the TF HQ).
 - m. Protect Staff, Building and valuable assets.
 - n. Respond effectively to emergency situations.
 - o. Enforce entering/exit policies of TF HQ.
 - p. Safeguard the TF HQ premises from suspicious people and activities.

- q. Patrol and supervise the TF HQ Building and surrounding area on a regular basis.
- r. The security guard must be armed all the time to safeguard Staff.
- s. Search the entire TF HQ building including roof top, wash room area, hidden spaces and offices on a regular basis for presence of any suspicious person/material in presence of Security Supervisor, especially in the morning before staff and senior command entry to the TF HQ in presence of senior officer from TF HQ.
- t. Maintain a proper register for all visitors, writing down their name, CNIC number, address, and mobile number (Entry into the TF HQ is prohibited for unauthorized persons).
- u. Remain in contact with the Security Officer and Senior staff members of TF HQ. Report any untoward incident immediately to the Senior Staff Member of TF HQ and law enforcement agencies.
- v. The security guard must be in proper uniform throughout their duty hours.
- w. The security Supervisor/guard will get the Security/Visitor register signed by the Senior Staff Officer on a daily basis.
- x. Security guards of Aqsa will be responsible for their weapons working condition and TF HQ will never be responsible for weapons.
- y. All luggage should be noted in register while vehicle is moving in in or out and also acquire written permission of SM Admin for moving of luggage/ items in or out.
- z. All Employees should have a clear idea of exit points of building/premises in case of any emergency/untoward situation.
- aa. Arms number mentioned-on Weapon should match with the arm number mentioned-on weapon license and weapon license should be valid.
- bb. Security guards must have a letter from their security agency that the guard is capable to handle the licensed weapon.

3. Procedures for Car Visitors:

a. Vehicle Entry:

i. Arrival of Vehicle:

- 1. Greet the driver politely.
- 2. Stop the car at the gate for screening.
- 3. Car must be stopped at a safe distance from gate.

ii. Verification of Visit:

1. Pre-scheduled Visitors:

- a. Verify visitor's details from Sr. Manager Admin or relevant authorities (President & CEO, concerned department, or tenants' officials).
- b. Confirm visitor's name, vehicle number, and time of arrival.
- c. Confirm visitor's purpose (e.g., meeting, delivery).
- d. Original CNIC of Driver must be taken and handed over on departure and issue a visitor pass or temporary access card

2. Unscheduled Visitors:

- a. Request visitor's name, company, and reason for the visit.

- b. Contact the host employee or concerned department for approval.
- c. Once approved, endorse CNIC number and mobile number in the register.
- d. Original CNIC of Driver must be taken and handed over on departure and issue a visitor pass or temporary access card

3. Vehicle Search:

- a. Conduct a visual inspection of the vehicle for suspicious or unauthorized items.
- b. Perform a physical search (with consent) and use a metal detector if needed including the use of vehicle mirrors for undercarriage scanning. Security personnel will utilize mirrors to carefully inspect the underside of vehicles, ensuring that no unauthorized or hazardous items are concealed.
- c. Vehicle Digi must be checked by opening it for presence of unauthorized material point of view.

4. Issuing Visitor Pass:

- a. Issue a visitor pass or temporary access card after verification.
- b. Record vehicle details (make, model, plate number) in the visitor register.
- c. Inform the driver of the designated parking area.

5. Access Control:

- a. Open the gate only after all checks are completed.
- b. Monitor the vehicle's movement on the premises.
- c. Vehicle without number plate should not be allowed to enter.

6. Departure of Vehicle:

- a. Ensure the visitor returns the pass before departure.
- b. Record the exit time in the visitor register.
- c. Confirm the vehicle exits without any issues.

b. Vehicle Exit Procedure:

i. **Verify Vehicle Details:** Ensure no outstanding issues and verify vehicle details.

ii. **Exit Check:**

- 1. Check for any damage or suspicious activity around the vehicle.
- 2. Only open the gate after confirming the exit check is complete.
- 3. Vehicle Digi must be checked by opening it.
- 4. Vehicle parking after working hours will only be allowed after getting approval from concerned officer.

iii. **Log Exit Time:** Endorse the exit time in the visitor register.

4. Procedures for Pedestrian Access:

a. Entry of Pedestrians:

i. **Arrival of Pedestrian:** Greet the individual and ask for identification.

ii. **Visitor Verification:**

1. **Pre-scheduled Visitors:**

- a. Verify the name and details against the visitor list.
- b. Confirm the purpose of the visit.
- c. Id card/pass of visitor must be checked

2. **Unscheduled Visitors:**

- a. Request the visitor's name, company, and reason for the visit.
- b. Contact the host employee or concerned department for confirmation.
- c. Request to provide any appointment approval or invitation.

3. **Identification and Pass Issuance:**

- a. Issue a visitor pass/card after verification.
- b. Endorse pedestrian's details (name, CNIC number, and mobile number) along with the entry time.
- c. Baggage of visitor person needs to be checked.

4. **Escort Process (if necessary):**

- a. If the visitor requires an escort, assign a designated employee, Security Guard, or Office Boy.
- b. Ensure the visitor is accompanied at all times while on the premises.
- c. Take due care of visitors belonging

b. **Pedestrian Exit Procedure:**

- i. **Exit Verification:** Verify the visitor's pass/card before allowing exit.
- ii. **Log Exit:** Endorse the time of exit.
- iii. **Return of Pass/Card:** Ensure the visitor returns the pass/card upon leaving.
- iv. **CNIC or service id card:** After this hand over CNIC or service id card taken from individual with dignity

5. **Procedures for Employees (Internal Personnel) and Employees of Tenants:**

a. **Entry & Exit:**

- i. **Employee Identity Verification:** Verify the identity of the employee, especially if there are doubts.
- ii. **Rear-Side Gate:** No visitors will be allowed entry through the rear-side gate under any circumstances. Any security guard found violating or breaching this restriction will be subject to strict disciplinary action.

b. **Off-Day Visitors:** For visits on off-days by tenant employees or TF officials, endorse their particulars and entry/exit timings.

c. **Vehicle Checks:** Follow the procedure outlined in previous sections for vehicle checks.

6. Protocols for Security Personnel and Office Boys:

a. Monitoring and Surveillance:

- i. Continuously monitor CCTV cameras covering all entry and exit points.
- ii. Perform periodic checks on vehicles and pedestrians entering and exiting.
- iii. Report any suspicious activity immediately to Sr. Manager Admin and A/EVP (HR & Admin).

b. Emergency Protocols:

- i. Follow site emergency procedures in case of fire, medical situation, etc.
- ii. Assist in the evacuation of visitors or employees as required.
- iii. Ensure that no unauthorized individuals enter or exit during emergency situations.

c. Protocols for Office Boys:

Instead of having the Office Boys stationed in front of the Heads of Departments' (HODs) offices, a designated room will be provided for them. A PABX extension will be set up in this room, allowing them to be contacted for any assignments or tasks as needed.

7. Reporting and Record-Keeping:

a. Visitor Log: Maintain a detailed visitor log including:

- i. Name, company, and contact information of the visitor.
- ii. Time of entry and exit.
- iii. Vehicle details (if applicable).
- iv. Purpose of the visit.

b. Incident Reporting:

- i. Immediately report any security incidents (unauthorized access, suspicious behavior, accidents) to Sr. Manager Admin and A/EVP (HR & Admin).
- ii. Record the incident details in an incident report, including actions taken and follow-up measures.
- iii. Twice a day okay report is compulsory from day and night supervisor while taking charge of duty mentioning weapon handing/taken over properly between both shifts to **Sr. Manager Admin**.

8. Gate Operation for Schools: TF Schools administration must adhere to this gate operation protocol as part of the overall security measures. Consistent implementation across all units is essential to ensure a safe and secure environment for students, staff, and visitors as well.

9. Training and Compliance:

a. Ongoing Training: Security personnel and office boys should receive regular training on:

- i. Security protocols, emergency procedures, and customer service.
- ii. Using security equipment (CCTV, metal detectors, etc.).

b. Compliance: All staff members must comply with the procedures outlined in this SOP. Failure to comply may result in disciplinary action.

10. Review and Updates:

- a. **SOP Review:** This SOP will be reviewed annually or whenever significant changes occur to security protocols or operational procedures.
- b. **Updates:** The Admin & Security management will update the document as necessary and redistribute it to all staff involved in security operations.

11. It is imperative that all security personnel adhere to this policy to maintain the integrity and security of the premises. Any failure to comply with this directive will result in immediate and appropriate action in accordance with company protocols. All employees and tenant officials are also kindly requested to cooperate fully with the Admin and Security staff in implementing this SOP to its fullest extent. By adhering to these procedures, we can collectively ensure the safety and security of all personnel, visitors, and the office building. Your support and active participation are crucial in maintaining a secure environment and protecting the well-being of everyone on the premises. Together, we can foster a safer, more efficient working environment for all.

FEE COLLECTION & MANAGEMENT POLICY

Reference to new approved fee rates for all School Categories, and in continuation to our commitment towards continuous improvement in the Fee Management Process, the following rules and procedures are being implemented in Telecom Foundation Education System:

1. All fee challans issued to students/parents must bear the following dates as a minimum:
 - a. **Issue Date**
 - b. **Due Date**
 - c. **Validity Date**
2. All schools must issue all fee challans by 2nd day of each month irrespective of how many arrears are pending. If 2nd falls on a Saturday/Sunday/Gazetted holiday, then the next working day will be considered.
3. Each fee challan will have the following Account Heads only:
 - a. **Admission Fee**
 - b. **Tuition Fee**
 - c. **Annual Charges (1st /2nd installment)**
 - d. **Security**
 - e. **Arrears**
4. No Campus will accept cash payment in lieu of fee from Parents/Students in any scenario. School Staff found with cash in drawers/cabinets in connection to Student Fee during surprise visits will face disciplinary action.
5. All other Account Heads of revenue/income such as Prospectus Fee, Admission Form Fee, School Leaving Certificate Charges, Canteen Income etc. will be deposited in Faysal Bank Main Account 3552-390000004942 via Faysal Bank deposit slip
6. **Validity date** is the date till which a fee challan is admissible for fee payment in any bank. All new fee challans will have the validity date of 29th/30th of current month on them, depending on the month, e.g. 27th for February. **All parents/students failing to pay fee till the validity date of already issued challan will collect new challans from Accountant/Clerk.**
7. All Campuses will provide accurate aging of arrears/defaulters amount. If aging arrears are found in a Campus through other means, punitive action will be taken against Campus Head and Accountant/Clerk.
8. Campuses issuing fee challans later than 2nd of each month (or the 2nd working day of any month) will be strictly penalized.

9. Other Staff such as Admission Officer, Clerks, Teachers and any other staff can be delegated the task of fee administration as per discretion of TFHQ. All such staff are encouraged to assist Accountant in the task of fee recovery and management.
10. All Campuses must provide **Monthly Due Fee MIS**, including Arrears, if any, **for the current month on 4th day or 4th working day of each month** to AM Accounts & Finance without delay. No follow ups will be made from TFHQ.
11. All Campuses must provide Fee Collection Report by every 2nd working day of each month (Previous month's fee collection) without fail. No exceptions will be made regarding this deadline.
12. If Banks refuse fee collection for any or several Campuses due to non-submission of timely expected fee/**Due Fee MIS**, such Campus will arrange their own alternative. TFHQ and Social Welfare Team will not be held responsible.
13. Late Fee structure and mechanism will remain unchanged as per previous practice.
14. Campuses are encouraged to share fee related disputes arising from current position of paid receipts at campus compared with bank statements.
15. Defaulters are only entertained till the due date of the third unpaid month, after which all Campuses are empowered to strike off defaulter student(s) from Campus Strength. This policy is already effective as available on our existing Fee Challans (Note on Sr. 2)
16. All campuses have already been briefed on treatment of New Admissions. Temporary Student ID will be issued to each new admission until paid admission fee challan is received in Campus and made part of Admission File. After receiving the paid challan, temporary ID must be converted into routine unique student ID and included in the Monthly Due Fee Report submitted to Banks. All campuses are expected to provide New Admissions MIS to this office separately each month.
17. New Admission Fee Challans must only have Faysal Bank Account No: "3552-390000004942"
18. Routine Monthly Fee Challans must only have the title: "FAYSAL TRANSACT COLLECTION PORTAL". Campuses will be intimated to add U Bank Account No. 8005-000-46427201 for monthly fee via email
19. Campus Staff including the Principal do not have the authority to waive off any charges/fee/arrears etc.

SYSTEM ALLOCATION POLICY

1. AIM

This policy outlines guideline for Issuance and Usage of Laptops/Desktops to the employees of TELECOM FOUNDATION so that they can perform their duties efficiently.

2. Procedure:

- a. Only those employees shall be issued machine(s) as per their Appointment Letter or Job Role to increase the productivity and management of tasks remotely and on premises.
- b. A list of Job Roles and their eligibility shall be maintained by HR Department.
- c. Employee shall be required to fill the Asset Allotment Form attached as Annexure 1.

d. Eligibility for Issuance of Laptops/Desktop

- i. COVID-19 completely changed the dynamics of the organizations working across the globe, the mind-set and the way they used to operate prior to pandemic.
- ii. Organizations were forced to adopt hybrid model and work from home policy to fight with the increase in COVID-19 cases.
- iii. In the same way Telecom Foundation has suffered a lot and faced real hard time to provide the hybrid and work from home policy to its employees. As most of the employees were working on desktop machines which really hampered the operations of the company.
- iv. To curtail the impact of such situations, Telecom Foundation has come up with a policy of providing Laptops to all Executive cadre and even other support teams to manage the operations while dealing with COVID-19 or similar at present or in future.
- v. Telecom Foundation is heading towards digital inclusion, to bring it to reality system allocation policy is drafted in a manner that all Executive Cadres will e issued Laptops.
- vi. This will ensure the hybrid work place establishment, in case of any political, social and natural constraints which may restrict an employee to reach office premises for execution of tasks.
- vii. The employees can manage on-site and off-site duties as per the responsibilities delegated to affirm smooth and timely execution of tasks without halting the company operations.
- viii. As per the policy following machines shall be issued with below mentioned specifications:

Designation	Brand	Type	Specification
President & CEO	ANY	Laptop (New)	Latest generation RAM: 32 GB SSD : 512 GB HDD: 1 TB Build-in camera, HDMI Port Wireless Mouse, Mouse Pad, Latest Headphones
SEVP/EVP	ANY	Laptop (New)	9th generation RAM: 32 GB

			SSD : 512 GB HDD: 1 TB Build-in camera, HDMI Port Wireless Mouse, Mouse Pad, Latest Headphones
General Manager	ANY	Laptop (New)	7th generation and onwards RAM: 16 GB SSD : 512 GB HDD: 1 TB Build-in camera, HDMI Port Wireless Mouse, Mouse Pad, Latest Headphones
Senior Manager	ANY	Laptop (New/Refurbished)	5th generation and onwards RAM: 8/16 GB SSD : 512 GB HDD: 1 TB Build-in camera, HDMI Port Wireless Mouse, Mouse Pad, Latest Headphones
Manager	ANY	Laptop (New/Refurbished)	5th generation and onwards RAM: 8 GB SSD : 256 GB (if required) HDD: 1 TB Build-in camera, HDMI Port Wireless Mouse, Mouse Pad, Latest Headphones
Assistant Manager	ANY	Laptop (New/Refurbished)	3rd generation and onwards RAM: 8 GB SSD : 128 GB (if required) HDD: 1 TB Build-in camera, HDMI Port Wireless Mouse, Mouse Pad, Latest Headphones
Office Staff	ANY	Desktop (Refurbished)	3rd generation and onwards RAM: 4 GB HDD: 1 TB, Mouse, Mouse pad

- NOTE:**
- e. Every year, policy will be reviewed in terms of the specifications of the systems as per the market trends and requirement.

- f. New laptop shall be allocated to General Managers and above cadre Executives with the specs mentioned above. From Assistant Managers to Senior Managers, new/refurbished laptop shall be allocated to manage the Management/field work. Powerful laptop machines shall be allocated to the developers or such executives/non-executives whose job requirement is to work on heavy tools/software. Only staff cadre is eligible for desktop machines and specifications are mentioned in the table.

3. Possession of Machines:

- a. Machine(s) issued by the TELECOM FOUNDATION shall remain the property of TELECOM FOUNDATION.
- b. A machine may be handed over to the Employee as his/her personal asset after evaluating the current market of the equipment and calculating the depreciation cost of the machine in use.
- c. Normally, this is done when a machine is in continuous use of an employee for more than 5-years' of service with the company and machine needs to be replaced to meet current requirements due to technology update (if required). In such a case, after calculating the depreciation cost whatsoever has been mutually decided by IT and Finance department.
- d. The current cost of the machine will be charged if employee is willing to retain the machine, else will be handed back to IT department for further action.

4. Issuance Procedure:

- a. Upon issuance of the machine, an Asset Allotment Form, shall be duly signed by the employee to whom equipment is allotted.
- b. All machines and related equipment issued, shall be registered as TELECOM FOUNDATION's Asset against the employee at the time of issuance.
- c. The employee will ensure that due care is taken as per the usage procedure defined below.
- d. Employees who are issued a refurbished machine shall be provided a 2-working day check period. During this period, the TELECOM FOUNDATION shall either repair or replace the machine in-case any faults are discovered within the machine.
- e. Employees who are issued a new machine shall be provided 1 working day check-period. During this period, TELECOM FOUNDATION shall replace the machine as per the, company appointed, vendor's terms & conditions.
- f. Machines shall be issued with pre-installed authorized software and applications.

5. Machine Specifications/Features:

- a. Machines shall be issued as per the defined technical specifications for each job role. This document shall be maintained by HR Department and specifications shall be provided by IT Department.
- b. Standard accessories shall also be issued to employees as defined list for each job role i.e. Mouse, Headphones, Pen drive, etc.

6. Damage and Loss:

- a. Employees are completely responsible for taking care of the assigned machine to ensure that it is not damaged/lost/stolen.
- b. The employee is solely responsible for the repair or restoration of the machine whenever required.
- c. In case of loss, the employee is responsible and will purchase replacement of the same issued machine or upgraded specifications in case the equipment is obsolete/out of market.
- d. Company shall not bear any cost for repair and loss of machine, if the damage falls under negligence category in terms of usage.

7. Machine Usage:

- a. Employees must use their machines only for official purposes in the course of their rightful expulsion of duties.
- b. Employees are not permitted to use their machines for unlawful or abusive purposes. Non-compliance of this clause may lead to the employee being subject to disciplinary action which may lead to suspension from work or any other appropriate action as per the TELECOM FOUNDATION's policy and governing Laws.
- c. Machines must always remain in the personal possession of the employee – whether the employee is in or out of the office.

8. Machines in Office:

- a. In case of Laptop, it must be secured in a locked drawer when not in use, i.e. when you are not taking your laptop home or will be out of the office for a while.
- b. When in the office, employees must lock the machine working screen so that no other person can use it for any purpose.

c. Machines out of Office:

- i. When an employee takes the laptop out of his/her office, he/she is expected to keep the laptop in hand or sight, or in a secure and locked location, at all times as the employee is completely responsibility for its safe custody.
- ii. During the period, when the employee carries the laptop with them, the same should not be misused for the purpose of transferring the data on to other unauthorized storage devices. If any employee is found in this malpractice, he/she would be liable for disciplinary action.
- iii. No unauthorized external devices are to be used to copy data from the laptop to transmit / transfer to other agencies while on work at their site unless it is absolutely necessary or pre- approved/authorized.

9. Theft:

- a. If **TELECOM FOUNDATION**-owned laptop is stolen from the employee's custody, the employee is required to immediately file a FIR/theft report with local Police Station.

- b. Additionally, the employee must also file a theft report, with all details as to the time, date, location and any other details, that he/she feels is important for HR/Admin Department for filing a report or investigation of the theft, with HR Department.
- c. After inquiry into the case, the Company may replace the laptop of the employee.
- d. In case where it is determined that the theft was due to negligence of the employee, the management has every right to deduct the cost of the Laptop from the Employee's Salary.

10. Ending Employment with TELECOM FOUNDATION:

- a. An employee must return the machine to the Company in proper working condition.
- b. Failure to turn may result in withholding payments such as Full & Final settlement until the machine is returned by Employee.
- c. In case the laptop is returned in damaged condition, the cost of repair shall be deducted from the Full & Final settlement payment of Employees.

11. Installation of Unauthorized Software/Accessories:

- a. The employee shall not install any unauthorized accessories/software like messengers, chatting software or any malicious software, which may cause problems to the functioning of the machine.
- b. If the installation of unauthorized Software results in damage, the employee will be liable to pay the damages at cost to the Company/will be deducted from his monthly salary.

12. Document Control

- a. TELECOM FOUNDATION is the owner of this document and is responsible for ensuring that this procedure is reviewed regularly on required basis.
- b. This document is approved by the TELECOM FOUNDATION Management on the issue date shown and is issued on a version-controlled basis under signatory.

<u>Issue No.</u>	<u>Issue Date</u>	<u>Description</u>
1	27 th February, 2023	Laptop Policy
2	7 th March, 2023	System Allocation Policy
3	20 th March, 2023	System Allocation Policy

13. Approved:

President & Chief Executive Officer

ANNEXURE-1 (ASSEST ALLOCATION FORM)

Name:

Designation:

CNIC#:

Dept./Division:

TELECOM FOUNDATION is pleased to allot a machine to you with the following details:

Make, Type, Model & Serial No of Equipment	Specifications	Accessories	End of Life

UNDERTAKING

Loss/Damage of the machine shall be compensated by the Employee irrespective of the circumstances, the same make and type with similar specifications as per the one originally issued.

Signature of the Employee

Name:

Designation:

Date:

Signature of Issuing Authority

Name:

Designation:

Date:

ELECTRONIC DEVICES & MOBILE PHONE POLICY

Purpose

The purpose of this policy is to maintain a focused, respectful, and disruption free learning environment by regulating the use of mobile phones and personal electronic devices within the school premises. It aims to support the academic mission of the school by minimizing distractions, promoting responsible behavior, and ensuring that the use of such devices aligns with the school's educational objectives and code of conduct.

Scope

This policy applies to all students, teaching staff, administrative personnel, and visitors on the school campus during school hours and at any school-sanctioned events or activities. It covers the possession, use, and management of mobile phones and other personal electronic devices, including but not limited to tablets, smartwatches, and handheld gaming consoles. The policy also outlines consequences for misuse and defines exceptional cases where limited use may be authorized.

1. Use of Electronic Devices and Mobile Phones by Students

a. Prohibited Use

Students are not permitted to bring or use mobile phones or other personal electronic devices on school premises during school hours, including during break times. The use of such devices disrupts the learning environment and violates the school's standards of conduct.

b. Consequences of Violation

Any student found in possession of a mobile phone or unauthorized electronic device will be subjected to a fine of Rs. 1000.

c. Repeated Violations

Repeated offenses will lead to stricter disciplinary measures, which may include confiscation of the device and further actions in accordance with school policies.

d. Confiscation Protocol

If a device is confiscated, it will be securely stored by the school administration and returned to the student or their parent/guardian after a designated period.

2. Use of Mobile Phones and Electronic Devices by Staff

a. Restrictions During School Hours

Staff members, including teachers, are strictly prohibited from using mobile phones or personal electronic devices during class hours or while performing their official duties. Such devices should only be used during designated breaks or for official purposes, as directed by the campus head.

b. Consequences of Violation

Any staff member found violating this policy will be subject to disciplinary action in line with the school's internal conduct guidelines, as well as applicable Service Rules for non-compliance.

3. Exemptions and Special Considerations

a. Emergency Situations

In cases of emergency, where communication through a mobile phone is necessary, prior approval must be obtained from the school administration.

b. Educational Use

Any request for the use of electronic devices for educational purposes must be submitted in advance for approval from the campus head. These requests will be reviewed and granted based on the educational value and necessity.

c. Special Cases for Staff

In specific situations, where staff members need to use mobile phones or electronic devices for legitimate school-related tasks (e.g., communication with parents, coordinating school events, etc.), approval must be sought from the school administration.

4. Consequences for Misuse

Misuse of mobile phones and electronic devices will result in progressive disciplinary action, including but not limited to:

a. First Offence

A fine of Rs.1000 and confiscation of the device for a period determined by the school.

b. Second Offence

A more severe fine and further disciplinary action, which may include a written warning or additional restrictions on the student's access to devices.

c. Repeated Offences

Continued violations will result in more serious measures, which may include suspension or other actions as deemed necessary by the disciplinary committee.

5. Responsibility of Students and Parents

a. Acknowledgement of Policy

Parents and students are required to acknowledge this policy at the time of admission and reaffirm their understanding of its contents. Any violation of this policy will be dealt with according to the outlined procedures.

b. Security of Personal Devices

The school will not be responsible for the loss, theft, or damage of any personal electronic devices brought onto the school premises. Students are strongly advised to leave personal devices at home.

This policy ensures that mobile phones and electronic devices do not interfere with the academic environment and that their use is regulated in a way that supports the overall educational mission of the school. Adherence to this policy by all students and staff is crucial for maintaining a focused and respectful learning atmosphere.

MONTESSORI DAILY ASSEMBLY PLAN (30 MINUTES)

1. Recitation (5 minutes)

- a. **Activity:** Begin with the recitation of a short Surah from the Quran.
- b. Students will recite the Surah of the month during the assembly, along with its translation in Urdu. Every student must have the opportunity to recite and translate in the assembly.

2. Asma-ul-Husna (3 minutes)

- a. **Activity:** Recite names of Allah (Asma-ul-Husna).
- b. **Audio:** Play the Asma-ul-Husna audio on the sound system.
- c. **Teacher's Role:** Guide students in reciting along with the audio.

3. Jolly Phonics and Alphabet Sounds (5 minutes)

- a. **Activity:** Sing the Jolly Phonics song and practice alphabet sounds.
- b. **Audio:** Play the Jolly Phonics song on the sound system.
- c. **Teacher's Role:** Perform actions and show props related to the song. Encourage students to sing and mimic the actions.

4. Hadees Reading (from the provided book) and Explanation (5 minutes)

- a. **Activity:** Read a Hadees to the students.
- b. **Teacher's Role:** Read the Hadees aloud, provide a 2–3-minute explanation, and relate it to daily life practices.

5. Learning Short Duas (3 minutes)

- a. **Activity:** Teach a short Dua to the students.
- b. **Teacher's Role:** Recite the Dua, explain its meaning, and encourage students to repeat it.

6. Days of the Week and Months of the Year Songs (2 minutes)

- a. **Activity:** Sing the Days of the Week and Months of the Year songs.
- b. **Audio:** Play the songs on the sound system.
- c. **Teacher's Role:** Lead the singing and ensure students participate.

7. National Anthem (3 minutes)

- a. **Activity:** Sing the national anthem.
- b. **Audio:** Play the national anthem on the sound system.
- c. **Teacher's Role:** Ensure students stand respectfully and sing along.

8. March Past to Classes

- a. **Activity:** Students march back to their classes in an orderly manner.
- b. **Teacher's Role:** Supervise and guide students to maintain discipline during the march past.

Links

Phonics song: <https://youtu.be/QjfDfRCHe0w?feature=shared>

Asma e Hasna: https://youtu.be/ta_tTZrarE0?feature=shared

Days of the week: <https://youtu.be/FZXHjQnAto0>

Months of the year: <https://youtu.be/5enDRrWyXaw>

Surahs

Surah Ikhlas: <https://youtu.be/ZXM96rj6oWo>

Surah Kosar: https://youtu.be/ORCWXXWZNv4g?si=sLvh7OIqENNW_-Bw

Surah Nasr: <https://youtu.be/ggn8i3pN1Qg?si=yRUuoQCHFI41jk8F>

Su'iah Alam: Nashra <https://youtu.be/rvHM0vYvUnY?si=TCCHxpEP3cjgwqYh>

Su'iah Duha: <https://youtu.be/jbHQCbp86Kg?si=2e7fCFj7kcor5jPY>

Su'iah Nas: <https://youtu.be/LdFBROw1xVw?si=ICc8gLwKGFmlHOPy>

Su'iah Falak: <https://youtu.be/HHDCn5UOOus?si=ldeXZnNfpJk4uPZj>

Su'iah Aadiyat: <https://youtu.be/iGyS6ZQtumc?si=ajGeOlXWth4l29Sr>

Su'iah Tin: https://youtu.be/V75S3x_NyaQ?si=xQOONh9nvn_XZVno

Urdu Tarjama Links

Surah Ikhlas: <https://youtu.be/jWn6Zq4vEAI>

Surah kosar: <https://youtu.be/sHi-T3mS0dQ>

Surah Nasr: <https://youtu.be/LLLHCIdriJw>

Surah alam nashra: <https://youtu.be/Kw391tuDHMI?si=llggDldCzu9WHULW>

Surah duha: https://youtu.be/lgy_dv203f4?si=6zE7U4ewzGQaFLD2

Su'iah nas: <https://youtu.be/Uvctrq6nXPk?si=De6vKWd01GQ8vy8w>

Su'iah ĩalak: <https://youtu.be/-ngisUBSAW8?si=uJgnKmq6tW1SJlmu>

Surah aadiyat: <https://youtu.be/xswbeMs3pgU?si=1N7APMMJXbCEqRiV>

Surah Tin: <https://youtu.be/dMJogHn0lZk?si=tQU4-M1tF2M39j6z>

Here's a month-wise plan for reciting each Surah during the assembly:

- October:** Surah Ikhlas
- November:** Surah Kausar
- December:** Surah Nasr
- January:** Surah Alam Nashrah
- February:** Su'iah Duha
- March:** Surah Nas
- April:** Surah Falak
- May:** Surah Aadiyat
- September:** Surah Tin

This plan ensures that each month, a different Surah is recited during the assembly, providing students with a variety of recitations to learn and reflect upon.

Plan for Asma e Hasna

Here's a structured plan to help Montessori kids learn the Asma ul Husna (99 Names of Allah) over 12 months, starting from October. Each month, they will focus on new names while continuing to review the previous ones. This plan ensures that by the end of the year, children will have learned all 99 names in a gradual and engaging manner.

a. Implementation Tips

- Daily Repetition:** Encourage children to repeat the names daily during morning assembly to reinforce memory.
- Parental Involvement:** Encourage parents to practice the names at home with their children.
- Summer Task:** Assign the names for June, July, and August as part of the summer homework to be practiced at home.

This plan ensures that by the end of the year, children will have learned all 99 names in a gradual and engaging manner.

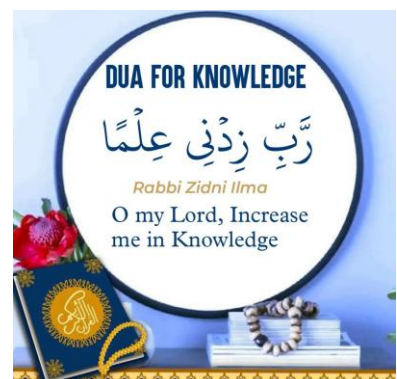
Clips of ASMA UL HUSNA



Teachers are advised to focus diligently on the correct recitation and pronunciation of Asma ul Husna during assembly. Please ensure there are no errors in the pronunciation of diacritical marks (zair, zabar) while reading.

DUAS

Please ensure that colored prints of the duas are made in a large size to enhance visibility during the assembly recitations. Additionally, display the "Dua of the Month" on the soft boards in Montessori classrooms. It is essential to revise these duas daily with the children.



NOTEBOOK DETAILS
SESSION 2025-2026

GRADE 1-3

Subject	Class I-III Sindh & KPK	Class I-III (Other Regions)
English	1	1
Urdu	1	1
Math	1	1
Islamiyat	1	1
Nazra (Content from ISL book)	-	-
Science Step up (Orange Portion)	1	1
Social Studies Step up (Green Portion)	1	1
Computer Science Step up (Blue Portion)	1	1
Library (English and Urdu)	-	-
Games	-	-
Leader In Me/Life Skills	-	-
Arts	-	-
Sindhi/Pashto (for Sindh & KPK Campuses ONLY)	1	-
Total Notebooks	8	7

GRADE 4-5

Subject	Class IV-V Sindh & KPK	Class IV-V (Other Regions)
English	1	1
Urdu	1	1
Math	1	1
Islamiyat	1	1
Nazra (Content from ISL book)	-	-
Science (Theory +STEM/Practical)	1	1
Social Studies	1	1
Computer Science	1	1
Library (English and Urdu)	-	-
Games	-	-
Leader In Me/Life Skills	-	-
Arts	-	-
Sindhi/Pashto (for Sindh & KPK Campuses ONLY)	1	-
Total Notebooks	8	7

GRADE 6-7

Subject	Class VI-VII	Class VI-VII
	Sindh & KPK	(Other Regions)
English	1	1
Urdu	1	1
Math	1	1
Islamiyat	1	1
Nazra /Tarjama tul Quran	-	-
Science (Theory +STEM/Practical)	1	1
Geography	1	1
History	1	1
Computer Science	1	1
Library (English and Urdu)	-	-
Games	-	-
Leader In Me/Life Skills	-	-
Arts	-	-
Sindhi/Pashto (for Sindh & KPK Campuses ONLY)	1	-
Total Notebooks	9	8

GRADE 8

Subject	Class VIII Sindh & KPK	Class VIII (Other Regions)
English	1	1
Urdu	1	1
Math	1	1
Islamiyat	1	1
Tarjama tul Quran	-	-
Pakistan Studies	1	1
Physics	1	1
Chemistry	1	1
Biology	1	1
Computer Science	1	1
Games	-	-
Leader In Me/Life Skills	-	-
Sindhi/Pashto (for Sindh & KPK Campuses ONLY)	1	-
Total Notebooks	10	9

GRADE 9-10

Subject	Class IX-X Sindh & KPK	Class IX-X (Other Regions)
English	1	1
Urdu	1	1
Math	1	1
Islamiyat	1	1
Tarjama Tul Quran	-	-
Pakistan Studies	1	1
Physics	1	1
Chemistry	1	1
Biology / Computer Science	1	1
Sindhi/Pashto (for Sindh & KPK Campuses ONLY)	1	-
Total Notebooks	9	8

NOTE:

The detailed list of notebooks required for each subject is provided in the document. Kindly ensure that every page of the notebooks is utilized efficiently. Students should only request a new notebook once the current one has been completely used. At the beginning of the academic session, students are required to purchase the specified notebooks. Additional notebooks should only be purchased when the previous ones are fully utilized.

ORPHAN AND NEEDY STUDENT SUPPORT POLICY: PROCUREMENT PROCEDURE AND TRANSPARENCY MEASURES

1. Objective:

The Telecom Foundation Education System (TFES) is committed to providing equitable access to education for orphan and needy students within our institution. This policy aims to alleviate financial barriers by ensuring that these students have access to essential educational resources such as uniforms and books.

2. Scope:

This policy applies to orphan and needy students enrolled in any TFES institution.

3. Policy:

a. Identification of Eligible Students:

- i. Orphan and needy students will be identified based on predefined criteria, including but not limited to family income, orphan status, and other socio-economic factors.
- ii. The identification process will be conducted sensitively and confidentially to uphold the dignity and privacy of the students and their families.

b. Provision of Uniforms:

- i. TFES, through the Telecom Foundation Social Welfare Department, will bear the expense of uniforms for eligible orphan and needy students.
- ii. Uniforms provided will adhere to the standard dress code of TFES and will be of sufficient quality and durability.

c. Provision of Books:

- i. TFES will cover the cost of essential textbooks and educational materials required for the academic curriculum for eligible orphan and needy students.
- ii. Books provided will be selected based on the prescribed syllabus for each grade level and subject.

4. Procurement Procedure and Transparency Measures:

a. Implementation Process:

- i. The Telecom Foundation Social Welfare Department will collaborate with the respective TFES campuses to identify eligible students and facilitate the provision of uniforms and books.
- ii. A transparent and efficient process will be established to ensure timely procurement and distribution of uniforms and books to eligible students at the beginning of each academic year.

b. Supplier Selection:

- i. Suppliers for uniforms and books will be selected through a competitive bidding process to ensure transparency and fairness.
- ii. Upon selection, the principal will issue an official letter, duly signed and stamped, to the chosen vendor. Subsequently, the principal will take the receiving from the vendor on the original letter and a copy of the same letter shall be provided to the vendor, the original letter shall be forwarded to the headquarter (HQ) for record-keeping purposes. Additionally, a copy of this letter shall be disseminated to the parents. Goods will be dispatched in accordance with the terms outlined in the aforementioned letter. Payment for the supplied goods will be directly facilitated to the vendor by the Headquarter.
- iii. Criteria for supplier selection will include factors such as quality, cost-effectiveness, and reliability.

c. Documentation and Records:

- i. All procurement activities, including supplier selection, purchase orders, and delivery receipts, will be documented and maintained as part of the procurement record.
- ii. This documentation provides transparency and accountability in the procurement process.

5. Monitoring and Review:

- a. The implementation of this policy will be monitored regularly to assess its effectiveness in addressing the needs of orphan and needy students.
- b. Feedback from students, parents, and staff will be solicited to identify any areas for improvement, and necessary adjustments will be made accordingly.

Conclusion:

The TFES Orphan and Needy Student Support Policy reaffirms our commitment to inclusive education and ensuring that every student, regardless of socio-economic background, has access to the resources they need to succeed academically. By providing support in the form of uniforms and books, we aim to create a more equitable learning environment that empowers all students to reach their full potential.

PAPER MAKING CRITERIA

1. English

- a. Dictation 5marks
- b. Reading & Listening 10marks
- c. Words meanings 5marks (not compulsory for Grade 1 and 2, five marks to be added in objective)
- d. **Objective: 30marks**
- e. True false, MCQs, Fill in the blanks, match the column etc.
- f. **Subjective: 50 marks**
- g. Comprehension 15 marks
- h. essay, letter, application, report writing, story or any type of writing can be included. 35 marks

2. Urdu

- a. Dictation 5marks
- b. Reading & Listening 10marks
- c. Words meanings 5marks (not compulsory for Grade 1 and 2, five marks to be added in objective)
- d. **Objective: 30marks**
- e. True false, MCQs, Fill in the blanks, match the column etc.
- f. **Subjective: 50 marks**
- g. Comprehension 15 marks
- h. essay, letter, application, report writing, story or any type of writing can be included. 35 marks

3. Maths

- a. **Objective 25 marks**
- b. True false, MCQs, Fill in the blanks, match the column etc.
- c. **Subjective 65 marks**
- d. Mental maths 10 marks

4. Social Studies

- a. Objective 50marks
- b. True false, MCQs, Fill in the blanks, match the column etc.
- c. Subjective 40marks
- d. Short and long question answers
- e. Map 10 marks

5. Islamiyat (3 to 7)

- a. **Objective 40marks**
- b. True false, MCQs, Fill in the blanks, match the column etc.
- c. **Subjective 40marks**

- d. Short and long question answers
- e. Nazra 20 marks

6. Islamiyat (Grade 1)

- a. Objective 20marks
- b. True false, MCQs, Fill in the blanks, match the column etc.
- c. Oral 20marks
- d. Short and long question answers
- e. Nazra 10 marks

7. Islamiyat (Grade 2)

- a. Objective 20marks
- b. True false, MCQs, Fill in the blanks, match the column etc.
- c. Subjective 20marks
- d. Short and long question answers
- e. Nazra 10 marks

8. Computer (Grade 1)

- a. Objective 15marks
- b. True false, MCQs, Fill in the blanks, match the column etc.
- c. Oral 20marks
- d. Short and long question answers
- e. Practical 15 marks

9. Computer (Grade 2)

- a. Objective 15marks
- b. True false, MCQs, Fill in the blanks, match the column etc.
- c. Subjective 20marks
- d. Short and long question answers
- e. Practical 15 marks

10. Computer (Grade 3 to 7)

- a. Objective 40marks
- b. True false, MCQs, Fill in the blanks, match the column etc.
- c. Subjective 40marks
- d. Short and long question answers
- e. Practical 20 marks

11. Science

- a. Objective 50marks
- b. True false, MCQs, Fill in the blanks, match the column etc.

- c. Subjective 40marks**
- d. Short and long question answers
- e. Diagram 10 marks**
- f. (draw and label 5 marks, Label 5 Marks)

PERFORMANCE CHART

Class: 5

Month:

Criteria	Ali	Aima	Zarah	Sheryar	Sarim	Sohaib	Sidra	Rania	Moiz
Homework with Accuracy	★		★						★
Spoken English		★		★					
Hygiene and Neatness						★		★	
Team work			★						★
Classwork	★		★		★				
Punctuality				★				★	
Regularity			★						
Behavior and Class Conduct		★							★
Responsible in Dues Clearance	★			★	★	★	★	★	★
Total Stars	3	2	4	3	2	2	1	3	4

POLICY FOR ADDRESSING LOW ACADEMIC PERFORMANCE / EXAM RETAKES

In order to address the issue of low academic performance, including failures and promotions, there is a clear need for a robust policy to ensure transparency and accountability in our academic system. To that end, and in accordance with the international and local benchmarks and to uphold principles of fairness, Telecom Foundation School Section has proposed an exam retake policy that does not exist in its system at present. The following policy proposal is put forth for consideration and approval, aimed at facilitating a more structured and fair academic year. This policy is designed to provide every student with an equitable opportunity to excel academically, aligning with global educational standards. Following are the salient features of the proposed policy:

1. Failing Criteria:

Students failing to meet the prescribed criteria in the annual exams will be identified through specific parameters. These parameters include failing in two core and one non-core subject, or failing in one core and two non-core subjects, or obtaining less than 50% in the overall result.

2. Conditional Promotion:

Students falling within the failing criteria will be conditionally promoted to the next grade, provided their guardian gives a written undertaking that the child will participate in retake those exams (parameters) that he / she has failed to comply to.

3. Retake Schedule: Retake exams will be scheduled precisely 15 days after the result day to allow sufficient time for preparation and review.

4. Retest Clause:

An undertaking will be drafted outlining that, following the retest opportunity, if the student remains unsuccessful, they will be required to repeat the failing grade.

5. Utilization of Gap Period:

The period between result announcement and the commencement of the new session will be utilized for the preparation of retests. Teachers will ensure retake preparation by calling students during off days and monitoring their preparation. This approach aims to save student's time and maximize the chances of success.

6. Paper Checking:

Results of these retests will be submitted to the head office for approval to ensure consistency and fairness across all branches.

7. Submission of Papers:

Papers once conducted, shall be submitted to Head quarter in sealed envelopes. These papers from

the respective branches will be forwarded to the head office post retest to maintain confidentiality and integrity.

8. Checkers Selection:

Checkers for these exams will be designated by the head office to ensure impartial and confidential evaluation.

9. Implementation of Remedial Classes:

Starting from this academic year, each branch will conduct remedial classes for students who underperform. These classes aim to provide additional support and guidance to struggling students.

10. Attendance and Progress:

Students scoring low in any two subjects will be required to attend daily after-school remedial classes until they demonstrate improvement in subsequent monthly or term exams. Their dismissal time will be adjusted accordingly to accommodate these classes.

11. Structured Schedule:

A comprehensive schedule for these remedial classes will be devised and distributed to all branches for implementation, ensuring consistency and accountability.

This policy proposal aims to establish a more accountable and supportive framework for students facing academic challenges while maintaining the integrity and standards of our educational system. The Principal of each school will be responsible for strict implementation.

POLICY ON ABSENTEEISM AND ATTENDANCE CONTROL

1. Absenteeism of Students

Student absenteeism is a matter of significant concern, as it impacts both academic progress and overall school engagement. The school is committed to addressing this issue through proactive measures designed to support students while ensuring their consistent participation in school activities:

- a. Notification of Absence:** Students are required to submit a written application, signed by their parents or guardians, on the day following their absence. The note should provide a clear explanation for the absence. Only those absences supported by authorized documentation, such as a signed note from parents or a valid medical certificate, will be considered excused.
- b. Regular Communication with Parents:** To maintain transparency, the school will send regular circulars to parents or guardians notifying them of their child's absenteeism. In cases of chronic absenteeism, a meeting will be arranged with the parents or guardians to discuss the situation, and appropriate warnings regarding potential disciplinary measures will be communicated. These meetings will be documented for record keeping with the signatures of the parent or guardian.
- c. Examination Eligibility:** Parents will be formally notified that students with a high rate of absenteeism may be barred from appearing in the terminal examinations, as outlined in the school's rules and regulations.
- d. Impact on School Records:** Students are reminded that their attendance record will be noted on their school leaving certificate and other official testimonials issued by the school. This reflects the importance of maintaining regular attendance as part of their academic record.

2. Attendance Control The responsibility of managing and ensuring regular student attendance lies with the School Head, who must ensure the effective implementation of the following practices:

- a. Daily Attendance Monitoring:** Attendance must be taken each morning, and the attendance summary should be clearly displayed in the office attendance sheet. Both class teachers and the coordinator must diligently monitor the attendance registers on a daily basis to ensure accuracy and compliance.
- b. Control of Attendance Registers:** Teachers are explicitly instructed not to permit students access to the attendance register. It is essential that the register is kept securely out of reach of students to prevent any unauthorized alterations.
- c. Responsibility of Discipline In-Charge:** The discipline in-charge is tasked with overseeing all matters related to student attendance. Class teachers must work closely with this individual, ensuring strict adherence to the attendance policy and reporting any discrepancies or concerns promptly.
- d. Verification of Attendance:** Students marked present in the attendance register must be physically present in their classrooms. Subject teachers and class teachers are responsible for ensuring this, and any student found absent without prior authorization will be immediately reported to the School Head. The School Head will then determine the appropriate course of

action, including possible disciplinary measures.

- e. **Attendance during Physical Activities:** Students who are engaged in physical activities or games during school hours must first obtain permission from the physical education instructor. The instructor is responsible for ensuring that only authorized students are outside the classroom and that all students return to class promptly at the end of the activity or game session.

This policy is in place to ensure that students maintain regular attendance, fostering a disciplined and focused academic environment. We believe that consistent school attendance is a key factor in the academic success and personal development of each student.

PURCHASE COMMITTEE RESPONSIBILITIES AND GUIDELINES

The Purchase Committee is responsible for procuring necessary items for the school using the imprest amount. The committee will ensure that all purchases are within budget and benefit the campus. Items to be purchased may include stationery, cleaning materials, photocopies, and other essentials.

Key guidelines include:

- a. Selecting vendors who offer competitive rates and good quality products.
- b. Considering purchases from wholesale markets where prices are generally lower.
- c. Signing the bills and verifying the purchased items and materials.

The Purchase Committee will operate under the direction of the principal. Additionally, any member from headquarters may contact the committee to verify any purchases made.

SOP FOR SLC SECURITY REFUND

1. Procedure for obtaining SLC

- a. Paid fee receipt of latest month attended
- b. Application for SLC
- c. SLC must be applied within the current paid month

2. Procedure for claiming Security Refund

- a. Paid fee receipt of latest month attended
- b. Paid fee receipt of initial admission fee challan
- c. CNIC copy of guardian/parent (for issuance of pay order)
- d. SLC copy
- e. Application for security refund
- f. Security Refund must be applied within the current paid month

Contact Us:

0330-1232475

feedback-tfes-hq@telecomfoundation.org.pk

سکول چھوڑنے کا سرٹیفکیٹ حاصل کرنے کا ضابطہ

- پچھلے مہینے کی ادا شدہ فیس کی رسید
- SLC کے لیے درخواست
- SLC کا اطلاق موجودہ ادا شدہ مہینے کے اندر ہونا چاہیے۔

سیکیورٹی ریفرنڈ حاصل کرنے کا ضابطہ

- پچھلے مہینے کی ادا شدہ فیس کی رسید
- ابتدائی داخلہ فیس چالان کی ادا شدہ فیس کی رسید
- سرپرست/والدین کی CNIC کاپی (بے آرڈر جاری کرنے کے لیے)
- SLC کاپی
- سیکیورٹی ریفرنڈ کے لیے درخواست
- سیکیورٹی ریفرنڈ کا اطلاق موجودہ ادا شدہ مہینے کے اندر ہونا چاہیے۔

رابطہ کی معلومات:

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SOP FOR FEE SUBMISSION & COLLECTION

Reference to new approved fee rates for all School Categories, and in continuation to our commitment towards continuous improvement in the Fee Management Process, the following rules and procedures are being implemented in Telecom Foundation Education System:

Payment Methods

- a. Parents are encouraged to pay monthly student fee/admission fee via challans at both designated banks. Parents are expected to submit paid fee challan (School Copy) to school staff routinely.
- b. Payment can also be made through online banking. Parents must provide evidence to school staff along with fee challan (School Copy)
- c. No Campus will accept cash payment in lieu of fee from Parents/Students in any scenario.
- d. New Admission Fee Challans must only be paid in Faysal Bank Account No: "3552-390000004942"
- e. Routine Monthly Fee Challans must only be paid in the following accounts:
 - Title: "FAYSAL TRANSACT COLLECTION PORTAL" (FAYSAL BANK)
 - Title: TELECOM FOUNDATION EDUCATION SYSTEM A/c No. 8005-000-46427201 (U Bank)

Validity of Fee Challans

- a. **Validity date** is the date till which a fee challan is admissible for fee payment in any bank. All new fee challans will have the validity date of 29th/30th of current month on them, depending on the month, e.g. 27th for February.
- b. All parents/students failing to pay fee till the validity date of already issued challan will collect new challans from Accountant/Clerk.

Defaulter Students/Struck Off Policy

- a. Defaulters are only entertained till the due date of the third unpaid month, after which all Campuses are empowered to strike off defaulter student(s) from Campus Strength. This policy is already effective as available on our existing Fee Challans (Note on Sr. 2)
- b. Campus Staff including the Principal do not have the authority to waive off any charges/fee/arrears etc.

Contact Us:

0330-1232475

feedback-tfes-hq@telecomfoundation.org.pk

فیس جمع کرانے اور جمع کرنے کا ضابطہ

فیس مینجمنٹ کے عمل میں مسلسل بہتری کے لیے ہمارے عزم کے تسلسل میں، ٹیلی کام فاؤنڈیشن ایجوکیشن سسٹم میں درج ذیل اصول اور طریقہ کار نافذ کیے جا رہے ہیں۔

- والدین دونوں نامزد بینکوں میں طالب علم کی ماہانہ فیس/داخلہ فیس چالان کے ذریعے ادا کریں۔ والدین سے توقع کی جاتی ہے کہ وہ معمول کے مطابق ادا شدہ فیس چالان (اسکول کاپی) اسکول کے عملے کو جمع کرائیں۔
- آن لائن بینکنگ کے ذریعے بھی ادائیگی کی جا سکتی ہے۔ والدین کو فیس چالان کے ساتھ اسکول کے عملے کو ثبوت فراہم کرنا چاہیے (اسکول کاپی)
- کوئی کیمپس کسی بھی صورت میں والدین/طلبہ سے فیس کے بدلے نقد ادائیگی قبول نہیں کرے گا۔
- ٹی داخلہ فیس کے چالان صرف درج ذیل بینک میں ادا کیے جائیں گے۔

Faysal Bank Account No: "3552-390000004942"

- معمول کی ماہانہ فیس کے چالان صرف درج ذیل کھاتوں میں ادا کیے جائیں۔
- Title: "FAYSAL TRANSACT COLLECTION PORTAL" (FAYSAL BANK)
- Title: TELECOM FOUNDATION EDUCATION SYSTEM A/c No. 8005-000-46427201 (U Bank)

- میعاد کی تاریخ وہ تاریخ ہے جب تک کسی بھی بینک میں فیس کی ادائیگی کے لیے فیس چالان قابل قبول ہے۔ تمام نئے فیس چالان کی میعاد کی تاریخ موجودہ مہینے کی 30/29 تاریخ ہوگی، جو مہینے پر منحصر ہے
- تمام والدین/طلبہ جو پہلے سے جاری کردہ چالان کی ماہانہ میعاد کی تاریخ تک فیس ادا کرنے میں ناکام رہتے ہیں انہیں اکاؤنٹنٹ/کلرک سے نئے چالان موصول ہوں گے

- نادہندگان کو صرف تیسرے غیر ادا شدہ مہینے کی مقررہ تاریخ تک مہلت فراہم کی جاتی ہے، جس کے بعد تمام کیمپسز کو اختیار دیا جاتا ہے کہ وہ ڈیفالٹر طلبہ (طالب علموں) کو کیمپس سٹرینتھ سے ہٹا دیں۔ یہ پالیسی پہلے سے ہی نافذ العمل ہے جیسا کہ ہمارے موجودہ فیس چالان پر دستیاب ہے (نوٹ نمبر 2 پر)
- کیمپس سٹاف بشمول پرنسپل کے پاس کوئی بھی چارجز/فیس/بقایا جات کو معاف کرنے کا اختیار نہیں ہے

رابطہ کی معلومات:

- 0330-1232475
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SOP FOR PRINCIPALS

- 1. Purpose and Objectives:** The purpose of this policy is to establish a systematic and equitable approach for evaluating teachers, including the head of school, and to support their professional development in alignment with the school's improvement plan and Teachers' Standards. The key objectives are to:
 - a. Define the appraisal process and responsibilities.
 - b. Ensure consistency and fairness across the school.
 - c. Support teachers' professional growth to enhance overall school performance.
 - d. Equip teachers with the necessary skills and knowledge to provide high-quality education.
- 2. Policy Statement:** This policy outlines the framework for assessing the overall performance of teachers and supporting their development. It aligns with the school's development plan for improving educational provision and performance, and meets the standards expected of teachers.

Standard Operating Procedures (SOPs)

3. Roles and Responsibilities:

a. Evaluation Routine:

- Evaluation Schedule: Principals must prepare and display their evaluation schedules on their office bulletin board.
- Daily Evaluations: Conduct two evaluations of different teachers each day during their lessons.
- Review of Work: Examine 3 to 5 notebooks/workbooks from the class being evaluated.
- Observation Sheets: Complete and sign observation sheets, ensuring they are reviewed and signed by both the principal and the teacher.
- Feedback Meetings: Conduct one-on-one feedback meetings with teachers, outlining the observation agenda and areas for improvement.
- Follow-Up: Maintain strong follow-up to ensure improvements in teachers' performance.

4. Model Lessons:

- a. Quarterly Model Lessons: Conduct quarterly model lessons, focusing on lesson plan execution, implementation, and assessment methods.
- b. Address Weak Areas: Highlight and address weaknesses observed during evaluations.
- c. Three Ps Verification: Ensure teachers incorporate Presentation, Practice, and Production in their lessons and engage students in hands-on activities.

5. Complaint Box:

- a. Placement and Management: Install a securely locked wooden complaint box on campus, accessible to parents. The principal holds the keys.
- b. Committee: A senior teacher, the principal, and an accountant will manage the box, check it daily, address concerns, and escalate serious issues to the head office.

- c. Virtual Tours: During virtual tours, an observer may request to inspect the complaint box.

6. Virtual Tour:

- a. Response Protocol: Respond promptly to calls from the head office for virtual tours. Provide requested information or demonstrations without delay.

7. Teachers' Grooming:

- a. Professional Appearance: Ensure that all staff, teaching and non-teaching, maintain a professional and presentable appearance in line with school standards.

8. Coordination Meetings:

- a. **Weekly Meetings:** Hold weekly coordination meetings with teachers to discuss:

- Students' performance
- Academic weak areas (subject-wise)
- Remedial classes and eligibility
- Student absenteeism
- Health issues of students
- Missing work and homework completion
- Student conduct
- Noteworthy students
- Syllabus coverage
- Monthly tests
- Fee defaults

Follow-Up: Maintain effective follow-up with teachers to address and minimize students' weak areas.

PRINCIPAL OBSERVATION FORM

Campus: _____

Date of Observation:		
Employee Name:		
Designation:		
Date of Joining TF:		
Highest Educational Qualification:		
Sr. No.	Leadership	20
1	How effectively does the principal solve problems encountered in school management?	
2	Does the principal communicate effectively with staff, students, and parents?	
3	Does the principal take a proactive approach to potential issues?	
4	How well does the principal identify the right person for specific tasks?	
	Management	25
5		
6	How well does the principal maintain a balance between academic and co-curricular activities?	
7	How effectively does the principal manage and respond to parental feedback?	
8	How well does the principal ensure compliance with the school's SOPs?	
9	How effectively does the principal monitor student progress and achievement?	
	Professional Development	25
10	How often does the principal visit classrooms?	
11	How regularly does the principal check teachers' lesson plans?	
12	Does the principal conduct model lessons for teachers?	
13	How well does the principal arrange coordination meetings?	
14	How quickly does the principal identify mistakes and implement productive rectification measures?	
	School Environment	20
15	How well does the principal maintain the appearance of the school campus?	
16	Does the principal ensure a physically and emotionally safe environment for students and staff?	
17	How well does the principal counsel and support subordinate staff?	
18	How effectively does the principal ensure that English is spoken as the medium of communication with in the campus?	
	Academia and Operations	25
19	Are student notebooks well-maintained and regularly checked?	
20	How effectively does the principal manage and maintain school records?	
21	Is the syllabus being covered as per the academic calendar?	
22	How effectively does the principal follow up with fee defaulters?	
23	How effectively does the principal conduct assemblies at all levels?	
	Integrity and Honesty	25
24	How well does the principal ensure the fair conduct and confidentiality of examinations?	
25	Is the evaluation process transparent and unbiased?	
26	How careful is the principal towards maintaining and protecting school property?	
27	How effectively does the principal manage and save school finances?	

28	How well does the principal ensure that school information is kept secure and not shared with unauthorized persons?	
Total Marks Achieved		
Grade Achieved Outstanding / Exceed Expectation / Meets Expectation / Below Expectation / Serious Deficiencies		
Comments and Recommendations Strengths:		
Areas for Improvement:		
Observer's Signature		

TEACHER & STAFF POLICIES (PROFESSIONAL CONDUCT POLICY) **(TEACHER EVALUATION & DEVELOPMENT POLICY)**

Purpose:

The purpose of this policy is to define and ensure the highest standards of professional conduct, teaching excellence, and continuous professional development at TFES. It aims to establish clear expectations for teacher behavior, teaching methodologies, and regular assessment processes. Additionally, this policy supports the professional growth of all staff members by fostering a culture of continuous improvement, accountability, and collaborative learning, all in alignment with the school's mission to provide an exceptional learning environment for students.

Scope:

This policy applies to all teachers and staff members at TFES, covering professional conduct, teaching performance, evaluation procedures, and required professional development. It outlines the expectations for teaching practices, the use of observation and feedback mechanisms, and the mandatory attendance of professional growth and subject-related trainings. It also emphasizes the consistent reinforcement of the 3Ps (Presentation, Practice, and Production) model for teaching.

1. Professional Conduct Policy

All staff members are expected to adhere to the following standards of professional conduct:

- a. Respect and Integrity:** Teachers and staff must demonstrate respect for all individuals, including students, colleagues, parents, and the broader school community, maintaining professionalism at all times.
- b. Commitment to Learning:** Teachers must strive for excellence in their teaching practice by consistently engaging with professional development opportunities, remaining updated with the latest educational methodologies, and fostering a learning culture within the classroom.
- c. Collaboration:** Staff members are expected to actively participate in school events, collaborative planning, and interdisciplinary cooperation to enhance student learning experiences.
- d. Confidentiality:** Teachers must maintain the confidentiality of student information, academic records, and any sensitive discussions regarding staff or students.

2. Teacher Evaluation & Development Policy

- a. Teacher Evaluation:** The primary goal of teacher evaluation at TFES is to ensure that teaching practices are aligned with the school's standards for student learning and well-being. Evaluation will occur on an ongoing basis through multiple observations and feedback loops.
 - i. Observation Frequency:** Teachers will be observed thrice a month by their respective supervisors using structured observation forms. These observations will focus on the implementation of the 3Ps teaching model and the achievement of lesson objectives.
 - ii. Observation Criteria:** Each observation will assess the following phases:

1. **1st P: Presentation** – Teachers will present the topic or lesson objectives clearly and effectively, ensuring that all students understand the key concepts being taught.
 2. **2nd P: Practice** – Students will engage in collaborative, team-based tasks, allowing them to apply their knowledge in a structured, timed environment under the teacher’s guidance.
 3. **3rd P: Production** – Students will work independently on tasks to demonstrate their understanding and mastery of the topic. Teachers are expected to provide timely feedback during this phase.
- b. Continuous Feedback and Support:** After each observation, teachers will receive feedback that highlights strengths and areas for growth. This feedback will be aimed at improving teaching practices, addressing any challenges, and ensuring alignment with educational goals.
- c. Professional Development:** In addition to the 3Ps teaching framework, teachers are required to attend various subject specific and professional growth training sessions. These sessions are mandatory and are designed to ensure that teachers stay current with best practices and pedagogical strategies. Professional development training will be refreshed periodically to maintain the highest standard of teaching.
- i. **Mandatory Training:** All teachers must attend professional growth sessions, which may include workshops, seminars, and in-house training on subject-specific content and pedagogical techniques.
 - ii. **Ongoing Training:** Teachers will receive periodic refresher courses on the 3Ps teaching model to ensure continuous improvement in teaching methodology.
- 3. Teacher Performance and Accountability**
- a. **Goal Setting:** Teachers are expected to set professional development goals annually in collaboration with their supervisors. These goals should reflect personal growth aspirations and school-wide educational objectives.
 - b. **Self-Reflection:** Teachers are encouraged to engage in self-reflection regularly, evaluating their teaching effectiveness and making necessary adjustments to improve student outcomes.
 - c. **Accountability:** Any teacher failing to meet the expectations outlined in this policy may be subject to further evaluation, additional support, and possible corrective actions, including but not limited to additional training or changes in teaching assignments.
- 4. Professional Growth and Subject-Specific Trainings**
- As part of our commitment to enhancing teacher effectiveness, TFES will provide opportunities for continuous learning and professional development. All staff members are expected to actively engage in relevant training opportunities, which may include:
- a. **Subject-Specific Training:** Teachers will be required to attend ongoing professional

development sessions related to their subject areas to deepen their knowledge and teaching strategies.

- b.** Professional Learning Communities (PLCs): Teachers will participate in PLCs designed to promote collaboration, sharing best practices, and fostering continuous improvement.
- c.** External Training Opportunities: Where applicable, teachers may be encouraged to attend conferences, webinars, and external professional development sessions to broaden their knowledge and perspectives.

Conclusion:

The Teacher & Staff Policies (Professional Conduct Policy, Teacher Evaluation & Development Policy) reflect TFES's commitment to maintaining high educational standards through continuous professional growth and rigorous evaluation. Teachers will be supported in their development, held accountable for their teaching practices, and equipped with the necessary tools to help students achieve success. This policy is designed to create a dynamic and positive learning environment where both staff and students can thrive.

LESSON OBSERVATION FORM

Teacher's Name:		Observer:	
Class:		Announced / Unannounced	
Subject:		Topic:	
Campus:		Date:	

KEY

1=Not at all 2=Marginally 3=Neutral 4=Rather well 5=Very Well N/A=Not Applicable

Criteria	1	2	3	4	5
Teaching Strategies	Total Marks: 30				
Communicated and explained lesson objectives to students.					
Lesson starter provoked interest in students for the topic and links with prior knowledge were established.					
A variety of appropriate teaching methodologies were used to cater different learning styles.					
Appropriate and real-life examples were used to nourish life skills.					
Lesson was student-centered with emphasis on 3P's stages.					
Teacher had good and updated content knowledge and appropriate and relevant activities were planned and executed.					
Classroom Management	Total Marks: 20				
The lesson allowed proper time distribution to all three Ps.					
Teacher's voice intonation and body language was appropriate and acknowledged student strengths/successes.					
Teacher moved around the classroom and was accessible as students were comfortable asking questions/ requesting assistance.					
The teacher used an alarm clock to provide students with timely deadlines for their tasks and effective time management was observed.					
Lesson Planning & Execution	Total Marks: 25				
Curriculum implementation was in line with curriculum expectation.					
TFES lesson plan template was being followed.					
The student teams were appropriately formed, named and displayed.					
Student's active participation was ensured during practice stage.					
The students were able to complete their assigned notebook work independently.					
Use and Management of Resources	Total Marks: 15				
White board was prepared at the start of lesson and was effectively used for visual aids during the lesson.					
Technology was used effectively.					
Teaching resources were prepared and used.					
Notebook work	Total Marks: 10				
Quality of work in notebooks was up to the mark.					
Wrap up of lesson was effective and timely and relevant homework was assigned.					
Grade A = 85%-100%	Grade B = 70%-84%		Grade C = < 70%		Total: /100 Grade:
Observer's Remarks:					

Teacher's Remark:	
Select only ONE recommendation from the following:	
RECOMMENDED FOR FURTHER EXTENSION (ONLY FOR RELIEF STAFF /89 DAYS):	<input type="checkbox"/>
	School Head (Signatures)
RECOMMENDED FOR SCALE CONVERSION:	<input type="checkbox"/>
	School Head (Signatures)
RECOMMENDED FOR DISCONTINUATION OF SERVICES:	<input type="checkbox"/>
	School Head (Signatures)

Teacher (Signature)

Observer (Signatures)

Head (Signatures)

TFES EXTRACURRICULAR & STUDENT ENGAGEMENT POLICY

1. Introduction

At **Telecom Foundation Education System (TFES)**, we believe that **holistic development** extends beyond academics. Our **Extracurricular & Student Engagement Policy** aims to **nurture leadership, teamwork, and life skills** through structured activities that foster personal growth and social responsibility.

2. Objectives

- a. To provide **diverse extracurricular opportunities** that enhance students' skills.
- b. To foster **teamwork, leadership, and personal development**.
- c. To encourage **student participation** in structured co-curricular activities.
- d. To instill **discipline, responsibility, and social engagement**.

3. Extracurricular Activities

TFES offers a structured range of activities, categorized as follows:

a. Sports & Physical Activities

- i. Team Sports: Football, Basketball, Cricket, Volleyball.
 - ii. Individual Sports: Athletics, Table Tennis, Badminton.
 - iii. Fitness & Wellness: Yoga, Martial Arts, Aerobics.
 - iv. Mandatory Participation:
1. **Weekly Sports Period is compulsory** for all students unless medically unfit.
 2. **Annual Sports Day participation** carries grading in the **final report card**.

b. Clubs & Leadership Initiatives

- i. **STEM Club:** Robotics, Coding, Science Projects.
- ii. **Environmental Club:** Green Initiatives, Recycling Drives.
- iii. **Community Service Club:** Charity, Fundraisers, Volunteer Work.
- iv. **Student Council** for leadership and decision-making roles.
- v. **Workshops & Seminars** on life skills, career counseling, and entrepreneurship.
- vi. **Inter-school & National Competitions** to promote excellence.

4. Student Participation & Engagement

- a. Participation in at least **one extracurricular activity** is encouraged.
- b. Students must balance academics and activities for **holistic development**.
- c. Parents and teachers will collaborate to support student engagement.

5. Code of Conduct & Responsibility

- a. Students must **respect rules, mentors, and peers** in all activities.
- b. Any misconduct or violation of discipline may lead to **disqualification from activities**.
- c. **Equal opportunity** will be given to all students, ensuring inclusivity.

6. Recognition & Incentives

- a. **Certificates, awards, and scholarships** for outstanding performance.
- b. **Annual Talent & Sports Gala** to celebrate student achievements.
- c. Exceptional students may represent TFES in **external competitions**.

7. Policy Implementation & Review

- a. This policy will be **reviewed annually** for enhancements.
- b. Regular **feedback from students, parents, and faculty** will shape future activities.

TFES HEALTH & SAFETY POLICY

1. Introduction

The Telecom Foundation Education System (TFES) is committed to providing a safe, healthy, and secure environment for students, staff, and visitors. This Health & Safety Policy establishes clear guidelines to prevent accidents, promote well-being, and ensure emergency preparedness within all TFES campuses.

2. Objectives

- a. To ensure a safe and hygienic learning environment.
- b. To prevent accidents, injuries, and health hazards.
- c. To establish emergency response protocols.
- d. To promote mental and physical well-being among students and staff.
- e. To provide a Tele-Health Facility accessible to both students and their parents for medical consultations.

3. Health & Safety Measures

a. General Safety Protocols

- i. All school buildings, classrooms, playgrounds, and corridors must be clean, well-maintained, and hazard-free.
- ii. Emergency exits and evacuation routes must be clearly marked and unobstructed.
- iii. Fire alarms, extinguishers, and first aid kits must be available and regularly checked.
- iv. Electrical equipment must be inspected periodically to prevent hazards.

b. Student Health & Hygiene

- i. Clean drinking water stations must be accessible and regularly sanitized.
- ii. Washrooms must be cleaned multiple times a day, stocked with soap and tissue.
- iii. Hand hygiene must be promoted through awareness campaigns.
- iv. Students with contagious illnesses must stay home until recovery.

c. Medical Emergencies, Tele-Health Facility & First Aid

- i. School Tele-Health Facility: TFES will provide an on-campus Tele-Health facility where students and their parents can receive remote medical consultations from certified doctors.
- ii. Health Fee: A nominal fee of 100 rupees will be incorporated in the fee voucher to cover access to the Tele-Health Facility.
- iii. First Aid Availability:

1. Every campus must have a designated first-aid room with basic medical supplies.
2. A trained first-aid officer should be available at all times.

3. In case of a serious injury or illness, parents must be notified immediately.
4. Schools must establish liaisons with nearby hospitals for emergency cases.

d. COVID-19 & Infectious Disease Prevention (if applicable)

- i. Regular temperature checks and health screenings for students and staff.
- ii. Isolation protocol for students/staff showing symptoms of contagious illnesses.
- iii. Regular sanitization of classrooms, furniture, and shared spaces.

4. Safety in Classrooms & Play Areas

- a. Classroom furniture must be age-appropriate and hazard-free.
- b. Playgrounds must have soft surfaces to reduce injury risks.
- c. Trained staff must supervise sports and physical activities.
- d. Science and computer labs must follow strict safety guidelines for handling equipment.

5. School Security Measures

- a. **Restricted campus access:** Only authorized personnel, students, and registered visitors are allowed.
- b. CCTV cameras must monitor entrances, hallways, and key areas.
- c. A trained security team should be present at all campuses. Student pick-up and drop-off procedures must be well-organized to prevent accidents.

6. Fire & Emergency Preparedness

- a. Fire drills must be conducted at least twice a year.
- b. Every school must have a fire evacuation plan displayed in classrooms and corridors.
- c. Staff must be trained in fire extinguisher use and emergency evacuation.
- d. Emergency contact lists must be updated and readily available.

7. Mental Health & Well-being

- a. Every campus should have a designated school counselor to provide support.
- b. Anti-bullying campaigns should be conducted to promote emotional well-being.
- c. Workshops on stress management and mindfulness should be organized.

8. Food & Nutrition Safety

- a. School cafeterias must maintain high standards of hygiene and food safety.
- b. Junk food and sugary beverages should be minimized in school canteens.
- c. Parents should be encouraged to pack healthy lunches for their children.

9. Reporting & Incident Management

- a. Any accidents, injuries, or safety concerns must be reported immediately to the school administration.
- b. A detailed incident report must be recorded and reviewed for preventive measures.

- c. Parents must be notified promptly in case of health or safety concerns related to their child.

10. Policy Review & Compliance

- a. This policy will be reviewed annually to incorporate best practices and regulatory changes.
- b. All staff and students will receive regular training on health & safety protocols.

POLICY ON MONITORING VISITS BY HQ

Objective:

The purpose of this policy is to establish comprehensive guidelines and procedures for proper documentation, asset tagging, inventory management, academic monitoring, HR documentation, and feedback collection during surprise visits to the campuses of the Telecom Foundation Education System (TFES) by the Telecom Foundation Headquarters' Inspection Team. These measures aim to ensure compliance with standards, proper documentation, accurate inventory management, academic quality, and stakeholder engagement.

1. Notification:

Surprise visits by the Telecom Foundation Headquarters' Inspection Team to TFES campuses shall be conducted without prior notice to the respective campuses.

2. Document Tagging:

All documents at TFES campuses shall be tagged according to the HQ format by the Administration Department. Each document shall include a Year of Purchase column and a Property Occupation column, indicating whether the property belongs to TFES or HQ.

3. Informed and Uninformed Monitoring:

TFES campuses shall undergo both informed and uninformed monitoring visits. Informed visits provide advance notice to the campus, while uninformed visits are conducted without prior notification.

4. Academic Monitoring:

During visits, academic quality and curriculum implementation shall be assessed. This includes reviewing lesson plans, student assessments, teaching methodologies, and alignment with educational standards.

5. HR Documentation:

HR-related documents such as staff contracts, attendance records, and performance evaluations shall be reviewed during visits to ensure compliance with HR policies and procedures.

6. Student and Parent Feedback:

Feedback from students and parents regarding teaching quality, infrastructure, and overall satisfaction shall be collected during surprise visits to gather insights for improvement and stakeholder engagement.

7. Property Verification:

TFES campuses shall conduct property verification exercises during visits to ensure accurate inventory management. This includes verifying the presence and condition of assets listed in the inventory

against the tagged documents.

8. Follow-up Actions:

After the visit, TFES campuses shall promptly address any discrepancies or findings related to document tagging, property verification, academic monitoring, HR documentation, and feedback collection. Corrective actions shall be implemented as necessary to ensure compliance with standards and guidelines.

9. Documentation:

TFES campuses shall maintain comprehensive records of all aspects of visits, including document tagging, property verification, academic monitoring, HR documentation, and feedback collection. These records shall be used for future reference, internal audit purposes, and continuous improvement initiatives.

10. Continuous Improvement:

Insights gained from surprise visits shall be utilized to identify areas for improvement across TFES campuses. Measures shall be implemented to enhance overall effectiveness, efficiency, and quality of education delivery, HR practices, and stakeholder satisfaction.

11. Approval of Visit:

The Head of the Department will seek prior approval from the President for campus visits.

12. TADA Claim:

Staff members from the Inspection Team who are required to travel for surprise visits shall be eligible to claim TADA in advance. The TADA claim shall cover anticipated travel expenses and daily allowances during the visit.

13. Procedure for Claiming TADA in Advance:

- a. The staff member shall submit a written request for advance TADA to the TFES administration.
- b. The request shall include details of the planned visit, estimated travel expenses, and daily allowances required.
- c. Upon approval from the GM and President & CEO (TF), the advance TADA shall be disbursed to the staff member.

14. Review and Revision:

This policy shall be periodically reviewed and revised as needed to ensure its continued effectiveness and alignment with TFES goals and objectives.

15. Implementation:

This policy shall be communicated to all TFES campuses by the Telecom Foundation Headquarters and shall be implemented immediately.

16. Compliance:

Failure to comply with this policy may result in disciplinary action in accordance with TFES policies and procedures.

17. Approval:

This policy has been approved by the Telecom Foundation Headquarters and shall be effective as of the date of issuance.

TFES STUDENT CONDUCT & DISCIPLINE POLICY

1. Introduction

The Telecom Foundation Education System (TFES) is committed to fostering a disciplined, respectful, and safe learning environment. This Student Conduct & Discipline Policy outlines expected behavior, disciplinary procedures, and consequences for violations to ensure a positive school culture.

2. Code of Conduct Students at TFES are expected to:

- a. Respect Others: Treat peers, teachers, and staff with kindness and respect.
- b. Maintain Academic Integrity: Avoid cheating, plagiarism, and dishonesty.
- c. Follow School Rules: Adhere to attendance policies, dress code, and classroom rules.
- d. Demonstrate Responsibility: Take care of school property and personal belongings.
- e. Ensure Safety: Refrain from any form of violence, bullying, or harassment.
- f. Use Technology Ethically: Follow internet and device usage policies responsibly.
- g. Uphold School Reputation: Represent TFES positively inside and outside the school.

3. Categories of Misconduct & Consequences

a. Minor Offenses (Level 1)

- i. Examples:
 1. Disrupting class
 2. Lateness/tardiness
 3. Dress code violations
 4. Failure to complete homework
- ii. Consequences:
 1. Verbal warning
 2. Teacher-student discussion
 3. Notifying parents (if repeated)
 4. Short detention during break time

b. Moderate Offenses (Level 2)

- i. Examples:
 1. Disrespectful behavior toward peers or staff
 2. Use of inappropriate language
 3. Minor damage to school property
 4. Misuse of school technology
- ii. Consequences:
 1. Written warning
 2. Parent-teacher meeting
 3. Community service within school

c. Major Offenses (Level 3)

- i. Examples:

1. Bullying, harassment, or discrimination
2. Fighting or physical aggression
3. Academic dishonesty (cheating, plagiarism)
4. Vandalism or theft
5. Repeated defiance of school rules

ii. Consequences:

1. Suspension (1–5 days) with a written apology letter from the student
2. Probation with behavior monitoring
3. Mandatory counseling sessions
4. Compensation for damaged property

d. Severe Offenses (Level 4 – Zero Tolerance)

i. Examples:

1. Possession of weapons, drugs, or alcohol
2. Threats of violence or serious misconduct
3. Cyberbullying or misuse of social media
4. Repeated major offenses despite warnings

ii. Consequences:

1. Immediate suspension (5+ days)
2. Possible expulsion (case reviewed by disciplinary board)
3. Legal action (if required)

4. Disciplinary Procedure

- a. **Investigation:** Any reported misconduct will be investigated by teachers or the discipline committee.
- b. **Documentation:** A written report will be filed, including witness statements if applicable.
- c. **Hearing & Decision:** The student will have a chance to explain before appropriate disciplinary action is taken.
- d. **Parental Involvement:** Parents will be informed of any significant disciplinary action.
- e. **Appeal Process:** In severe cases, parents may request a review of the disciplinary decision.

5. Positive Reinforcement & Behavior Support

To encourage good conduct, TFES will:

- a. Recognize and reward exemplary behavior.
- b. Provide counseling support for students struggling with discipline.
- c. Implement mentorship programs for peer guidance.
- d. Organize workshops on ethical behavior and conflict resolution.

6. Policy Review & Amendments

This policy will be reviewed annually to align with best practices and student welfare. Any amendments will be communicated to students, parents, and staff.

TFES STUDENT LAPTOP PROVISION POLICY

Objective:

The Telecom Foundation Education System (TFES) recognizes the importance of digital literacy and aims to empower its students with the necessary tools for academic success. This policy outlines the provision of laptops to TFES students who achieve a minimum of 75% in their Final Annual Exams, with priority given to the most financially needy or orphaned students.

Scope:

This policy is applicable to students enrolled at TFES across all campuses, provided they meet the predetermined academic and financial prerequisites. A total of two laptops will be granted to each TFES campus. Within this allocation, one laptop will be designated for each distinct category.

1. Policy:

a. Eligibility Criteria:

- i. **Criteria No 01:** Grade 6 students who achieve a minimum score of 75% in their Final Annual Exams are eligible for consideration for assistance aimed at supporting only orphans and those in need. It is important to consider the below mentioned sub-criteria before awarding the laptop to the specified category:
 1. For the students in need, the minimum wage of the parent should be less than or equal to Rs 32,000/-.
 2. The laptop shall be awarded based on the Household Income, which will be assessed in ascending order, with priority given to those with the lowest incomes.
- ii. **Criteria No 02:** The overall highest scorer securing minimum 90% in the grade 6 annual exams will be eligible for the laptop, regardless of their financial status.
- iii. An undertaking must be provided by parents or guardians committing to the student's retention in the program until grade 10. Failure to fulfill this commitment will result in the retrieval of the laptop, which will then be redistributed to another eligible student based on the established criteria.
- iv. Eligibility associated with exams will be based on the results of the Final exams conducted by the Telecom Foundation Education System.

2. Prioritization of Recipients:

- a. Among eligible students, priority will be given to those who demonstrate financial need or orphan status.
- b. Financial need will be assessed based on predetermined criteria, including family income, socioeconomic background, and other relevant factors.

- c. Orphan status will be verified through official documentation or certification.

3. Laptop Provision Process:

- a. TFES will procure laptops from the Telecom Foundation for eligible students based on the specified criteria.
- b. The selection process for determining the recipients of laptops will be conducted by a designated committee, which may include representatives from TFES management and the Telecom Foundation Social Welfare Department.
- c. The committee will review the academic performance and financial status of eligible students to determine the recipients.

4. Distribution:

Laptops will be distributed to selected students at a designated event or ceremony organized by TFES.

5. Review and Evaluation:

- a. The implementation of this policy will be periodically reviewed and evaluated to assess its effectiveness in supporting students' academic achievements.
- b. Feedback from students, parents, and staff will be solicited to identify any areas for improvement, and necessary adjustments will be made accordingly.

Conclusion:

The TFES Student Laptop Provision Policy aims to enhance digital access and educational opportunities for students who excel academically while prioritizing those who face financial hardship or orphan hood. By providing laptops to deserving students, TFES seeks to foster a conducive learning environment that promotes academic excellence and technological proficiency.

TELECOM FOUNDATION EDUCATION SYSTEM UNDERTAKING
FOR CONDITIONAL RETAKE EXAM
(LAP POLICY)

I _____ parent/guardian of _____, student of class _____, hereby acknowledge and understand the following conditions of the LAP policy designed by Telecom Foundation higher authority:

1. According to the policy, the child is allowed to sit in the new class and will avail the provision of Retake Exam.
2. The child is required to pass the retake examination in order to continue his/her studies in the promoted grade.
3. In the event, if child fails to pass the retake examination, he/she will no longer be allowed to sit in the same class and will be demoted to the previous class/grade _____ .
4. We understand that this policy is in place to ensure the academic integrity and quality of education provided by TFES.
5. We hereby undertake that we will not hold TFES, its administration, teachers, or any staff member responsible for our child's inability to be promoted to the next class/grade, in case of his/her failure in the retake examination.
6. I accept full responsibility for the consequences of my child's academic performance and agree to provide him/her the necessary support required for his/her success.
7. By signing below, I confirm that I have read and understood the conditions outlined above and agree to abide by them.

Agreed: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Not agreed: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

TELECOM FOUNDATION SCHOOLS SUBSTITUTE/RELIEF TEACHER POLICY

1. **Definition:** The Relief policy in Telecom Foundation Schools is designed to ensure the smooth and uninterrupted academic operations and prioritize the needs of students and the well-being of teachers in cases of teacher or support staff resignations.
2. **Relief Case Initiation:** The school principal must initiate a relief case for approval to the HQ electronically (via an email) on the day the resignation / application for leave is submitted by an outgoing teacher / support staff. The principal must identify the specific position that needs to be filled by a relief teacher or staff member.
3. **Approval for New Teacher:** In case of a resignation by a contractual teacher / support teacher, an advertisement for new hiring will be placed on the same day that the concerned person has submitted their resignation, with a view to hiring to be completed before the completion of the relief teacher's tenure.
4. **Relief Teacher Selection Process:** A formal recruitment process is mandated for hiring relief teachers and staff members. It involves advertising digital ads, receiving applications, initial testing, shortlisting for interviews, and approval by campus management and the head office. For every relief hiring, digital ad will be requested from School section and will be uploaded on that particular branch's official social media account. Selected candidates who meet the criteria will be assigned to their designated campus by higher authorities. Final selection will be made based on an online interview conducted by the school section department. The committee at the head office will be comprised of the Senior Manager Education or Manager Education, AM HR, and AM Literacy Coordinator. The final selection will be based on the candidate's performance in the online interview and their overall suitability for the role.
5. Candidates who are selected as relief teachers will be informed of their responsibilities, the duration of their service, and the terms and conditions of their employment. They will also be informed of the opportunities for permanent positions within the school and the criteria for selection.
6. **Performance Review:** In case if the relief teacher has been hired against resignation / termination / death of a permanent teacher and no teacher has been selected from the advertisement against the position, the performance of the relief teacher or staff member will be reviewed 10 days before completion of 89 days of their service. If the relief teacher or staff member has performed well, their case will be recommended for confirmation to the HQ. However, the extension cannot be stretched beyond 89 days. In case no suitable candidate or replacement is found through the recruitment process or the conformation of the existing relief teacher is not recommended, a new relief teacher will be hired.

7. **TFS Leave Policy:** The relief teacher or staff member will not be allowed to take any leaves during their three-month tenure unless it is an emergency situation.
8. **Communication:** The school principal must inform the relief teacher or staff member of their duties and responsibilities, as well as any relevant school policies and procedures.
9. **Roles and Responsibilities:** Relief teachers will be assigned to teach classes as per allocated by the principal. They will not be assigned for morning or cut off duties. Their primary role is to provide continuity of education to students and support academic operations. They must adhere to the school's policies and procedures and maintain a professional and respectful demeanour towards students, staff, and parents.
10. **Salary and Benefits:** Relief teachers will be paid a lower salary than contractual teachers. Moreover, they will not be paid for summer breaks.
11. **Confidentiality:** The relief teacher or staff member must maintain confidentiality and not disclose any sensitive information regarding the school, its students, or its staff.
12. **Code of Conduct:** The relief teacher or staff member must adhere to the code of conduct established by the school and maintain a professional and respectful demeanour towards students, staff, and parents.
13. **Opportunities for Permanent Positions:** Relief teachers can contest for open merit whenever an advertisement is released for permanent positions. However, their selection will be based on their performance during the relief tenure, as well as their qualifications and experience against the post, and will be subject to the formal recruitment process.
14. This policy can be reviewed from time to time in the best interest of the foundation.

SCHOOL VAN USAGE INSTRUCTIONS FOR TFES CAMPUS

1. Purpose

The purpose of these instructions is to regulate the use, safety, and management of school vans on the TFES campus, ensure efficient fuel consumption tracking, establish vehicle security measures, and outline procedures for any use beyond regular school duties.

2. Eligibility and Usage

- a. **Authorized Users:** School vans are for use by enrolled students, staff, faculty, and authorized visitors. Unauthorized individuals are not permitted to use the vans.
- b. **Scope of Use:** Vans will be used solely for school-related purposes, such as student transportation to/from school, field trips, extracurricular activities, official school events and medical emergency calls within school hours.
- c. Young Students i.e. below 5th grade are not allowed to sit beside the driver. Preferably senior students must be sitting on the front seat (male).

3. Safety Guidelines

- a. **Seat Belt Requirement:** All passengers must wear seat belts at all times. Non-compliance will result in disciplinary action.
- b. **Passenger Capacity:** The number of passengers must not exceed the vehicle's seating capacity to ensure safety.
- c. **Conduct:** Students and staff must maintain respectful and orderly behavior during the trip. Disruptive behavior will be reported to school authorities.
- d. **Supervision:** A responsible staff member or adult supervisor must accompany students, especially on field trips.
- e. **Emergency Procedures:** All individuals in the van must be familiar with emergency exits and procedures. The driver should be trained in basic first aid.

4. Driver Responsibilities

- a. **Qualifications:** Only licensed and qualified drivers are permitted to operate the school vans. All drivers must be trained in safety protocols and first aid.
- b. **Pre-Trip Inspection:** Drivers must inspect the van before every trip, checking brakes, tires, lights, fuel levels, and other essential systems.
- c. **Adherence to Traffic Laws:** Drivers must adhere to all traffic laws, including speed limits and safe driving practices. Unsafe driving behavior will not be tolerated.
- d. **Fuel Efficiency Tracking:** Drivers are responsible for recording mileage and fuel consumption as outlined below.

5. No movie songs can be played in the van. Playing Quranic recitation, Naat, Burda Sharif is strongly recommended. In case of early years students till grade 1, an Aya will accompany the ride and will be reporting directly to the principal in case of any discrepancy observed during the ride. The Aya will report the smooth and swift ride and departure of each child.

The Principal will be in charge of maintaining the aura of the van. A purely academic and moral ambience has to be generated by the principal and her team. Regular check and follow ups will be done by the campus head to see the designed décor in place.

6. Mileage and Petrol Consumption Record

a. **Mileage Log:** A Mileage Logbook should be maintained for every trip, documenting:

- i. Date of the trip
- ii. Start and end Odometer readings
- iii. Purpose of the trip (field trip, regular commute, etc.)
- iv. Total distance traveled

b. **Fuel Consumption Record:** A Fuel Consumption Register must be kept, including:

- i. Date and time of refueling
- ii. Amount of fuel added
- iii. Cost of fuel
- iv. Odometer reading at refueling
- v. Name of the driver
- vi. Comments or observations (if applicable)

These records will help the school monitor fuel efficiency, manage expenses, and ensure proper vehicle maintenance.

Review Process: The transportation coordinator will periodically review the Mileage Log and Fuel Consumption Register to assess fuel efficiency, determine whether the vehicles are operating optimally, and track any discrepancies in fuel usage.

7. Parking After Working Hours

a. **Mandatory Overnight Parking:** All school vans must be parked within the premises after working hours. The parking area should be designated, secured, and well-lit to ensure the safety and security of the vehicle. Vans must be parked under a gray structure/shaded area to protect from rain/hail and excessive heat.

- i. **Security:** This ensures that the vehicle is protected from theft, vandalism, or unauthorized use.
- ii. **Vehicle Inspections:** The vans should be regularly checked for maintenance issues, cleanliness, and any safety concerns.
- iii. **Access:** Only authorized personnel are allowed access to the vans after hours, and the use of vans outside regular school hours requires prior approval & is otherwise strictly prohibited.

8. Special Use and Permission from TF HQ

a. **Use Beyond Regular Duties:** Any use of the school van outside of its regular duties must receive prior approval from TF Headquarters (TF HQ). The request for permission should include:

- i. Purpose of the trip or use
- ii. Duration of the use
- iii. Driver's details
- iv. Expected mileage and fuel consumption

b. Procedure for Requesting Permission:

- i. Submit a formal request to TF HQ at least 48 hours before the intended use.
- ii. Provide a justification for the additional use of the vehicle.
- iii. Obtain written consent before the vehicle can be used for any non-school purposes.

9. Maintenance and Cleaning

- a. **Routine Maintenance:** The school will ensure that all vans undergo regular scheduled maintenance as per manufacturer guidelines to keep them in optimal condition.
- b. **Cleaning:** Vans should be cleaned and sanitized regularly. The school will appoint staff to maintain cleanliness, particularly after each use.
- c. **Passenger Responsibility:** All passengers should keep the van tidy and dispose of trash responsibly.
- d. **Oil Change:** The engine oil for Suzuki vehicles will be changed regularly in accordance with the vehicle's requirements, as specified in the vehicle booklet provided by Suzuki Company. This ensures optimal engine performance and longevity, while adhering to the manufacturer's recommended maintenance schedule.

10. Incident Reporting

- a. **Accidents or Incidents:** Any accidents, breakdowns, or safety issues must be reported to the school administration/ TF HQ immediately. A formal incident report will be created and reviewed by the school for necessary actions.
- b. **Disciplinary Action:** Any violation of the van use instructions, including unauthorized use, failure to follow safety protocols, or inappropriate behavior, will result in disciplinary action, which may include suspension of van privileges.

11. Parental and Guardian Responsibilities

- a. **Permission Slips:** Parents or guardians must sign consent forms for their children to use the school vans for field trips or transportation.
- b. **Behavior Expectations:** Parents are encouraged to ensure their children are aware of the rules and expectations for good behavior while riding in the school van.

12. Compliance with Instructions/SOPs

The school administration and the transportation coordinator will be responsible for enforcing these SOPs. Non-compliance may lead to consequences such as loss of transportation privileges or other disciplinary measures.

13. Van Facility Application Process

Students interested in availing van facility must apply for it via the drafted van facility application form

(Form Attached). Campus will maintain van facility folder per each student/staff member

- a. Attachments to be affixed with application form must include the following:
 - i. Recent Paid tuition fee challan of student
 - ii. Paid monthly advance fee for van facility via van fee challan per student issued by Campus

APPROXIMATE FARE PRICE IN DIFFERENT CITIES

CITY	Rate per KM	UPTO 3 KM	3 TO 5 KM	BEYOND 5 KM
Malir Karachi	1000	3000	4000	5000+
Bannu	1000	3000	4000	5000+
Mianwali	1000	3000	4000	5000+
Lahore	1200	3500	5000	6000
DI Khan	1000	3000	4000	5000+
Rawalpindi	1200	3500	4500	6500+
Islamabad	1200	3500	4500	6500+
Peshawar	1350	4000	4500	6500

As per above rates, subsidized rates for Telecom Foundation students will be as follows:

CITY	Rate per KM
Malir Karachi	750 (Maximum Cap set at Rs. 2600)
Bannu	600 (Maximum Cap set at Rs. 2100)
Mianwali	600 (Maximum Cap set at Rs. 2100)
Lahore	750 (Maximum Cap set at Rs. 2600)
DI Khan	750 (Maximum Cap set at Rs. 2600)
Rawalpindi	750 (Maximum Cap set at Rs. 2600)
Islamabad	750 (Maximum Cap set at Rs. 2600)
Peshawar	750 (Maximum Cap set at Rs. 2600)

Note: Total Capacity per van is 12 students (Pre-School to Grade 5) & 10 students Grade 6 to 10

Staff and staff children may avail van facility at the same rates as mentioned above.

14. Expense Management

Campuses are expected to send authentic, signed and dated fuel receipts by PSO staff to Headquarter for reimbursement of fuel. All vehicles are expected to have engine oil & oil filter changed after at least 3,000 kilometers and air filter changed after 10,000 kilometers from authorized vendors only. Routine maintenance bills will also be expected in order to ensure vehicles in workable condition on daily basis.

All Campuses are expected to submit vehicle revenue report and expense report along with vehicle maintenance record (photocopies of logbook showing kms covered in any and all fuel claims, original bills from M/s Suzuki for reimbursement of repairs/maintenance).

SOP FOR PTM

1. Ensure exam papers are checked and rechecked, list of checking and rechecking should be maintained with signatures
2. Ensure all the documents and result cards are proof read and signed.
3. Brief the teaching staff on their roles and responsibilities during the PTM and ensure they prepare relevant materials and reports to share with parents.
4. Communicate details of the PTM to parents in advance and provide instructions for scheduling appointments with teachers if necessary.
5. Arrange for feedback collection from both parents and teachers after the PTM to evaluate its effectiveness and identify areas for improvement.
6. Ensure that relevant student information, such as academic reports, attendance records, and disciplinary updates, is readily accessible to teachers during the PTM.
7. **Ushers:**
 - a. Welcome attendees warmly.
 - b. Guide attendees to key locations.
 - c. Be knowledgeable about the event.
 - d. Assist attendees with special needs.
8. **Suggestion Box:**
 - a. Place prominently.
 - b. Display clear instructions.
 - c. Collect feedback discreetly.
 - d. Ensure confidentiality.
9. **Registration Desk:**
 - a. Provide attendees with event programs, informational materials, and any other relevant items promptly upon their arrival.
 - b. Staff the registration desk with friendly and knowledgeable personnel who can assist attendees with inquiries.
 - c. Process registrations efficiently (all the people entering the venue; name, relation with student, student name and class).
 - d. Assist attendees with inquiries.
 - e. Maintain accurate records.