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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
(Cabinet Secretariat)

NOTIFICATION

Islamabad, the 2nd November, 2021

S. R. O. 1599(I)/2021.—In exercise of the powers conferred by section 29 of the Right to Free and Compulsory Education Act, 2012 (XXIV of 2012), the Federal Government is pleased to make the following rules, namely:—

1. **Short Title and Commencement.**—(1) These rules shall be called the Right to Free and Compulsory Education and School and College Management Committees Rules, 2021.

(2) They shall come into force at once.

2. **Definitions.**—(1) In these rules, unless the context otherwise requires,—

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- (a) "Act" means the Right to Free and Compulsory Education Act, 2012 (XXIV of 2012);
- (b) "corporal punishment" means an act to subject a child to physical punishment or mental harassment as prohibited under the Act and rules made thereunder;
- (c) "household survey" means door-to-door survey to collect data regarding children for the purpose of implementation of the Act and rules made thereunder;
- (d) "PEIRA" means the Islamabad Capital Territory Private Educational Institutions Regulatory Authority, established under the Islamabad Capital Territory Private Educational Institutions (Registration and Regulation) Act, 2013 (XI of 2013);
- (e) "student cumulative record" means record of progress of a child based on comprehensive and continuous assessment in the school;
- (f) "school mapping" means planning school locations to overcome all barriers in provision of free and compulsory education to all children under the Act and the rules made thereunder;
- (g) "schedule" means a schedule to these rules; and
- (h) "student record" means complete data of a child from birth till attaining the age of sixteen years, compiled through household survey and school record and maintained.

shall decide such appeal within seven days of receipt of the appeal and such decision shall be final.

(5) Where a complaint pertains to a private educational institution, the complainant may lodge his complaint in accordance with the PEIRA.

10. School and College Management Committee.—(1) Every school shall within six months of the commencement of these rules and for a period of two years, constitute a committee, hereinafter referred to as the School and College Management Committee (SMC) and the word Committee wherever occurring in these rules shall mean School and College Management Committee (SMC) and shall include primary, middle and secondary under the administrative control of Federal Directorate of Education (FDE).

11. Functions of School and College Management Committees (SMCs).—(a) School and College Management Committees (SMCs) shall bridge the gap between school/college management & community for overall improvements of the educational institutions;

- (b) School and College Management Committees shall participate in the process of annual school/college infrastructure, development, planning and help with its execution;
- (c) School and College Management Committees shall mobilize physical and financial resources for betterment of the educational institutions and ensure its optimum utilization in a transparent way. These will encourage public private partnerships for the benefit of the Institution;
- (d) School and College Management Committees shall monitor utilization of aids, both financial and material, and grants/funds received from the appropriate Government, community an/or any other source for developmental purposes;
- (e) School and College Management Committees shall mobilize financial resources and raise funds from community, parents and/or students for all operational management of school buses which may including, but is not limited to, repair, maintenance, POL and operational staff (drivers and conductors). It shall also have a monitoring / supervisory role over the annual financial allocations provided by appropriate government to operationalize of school or college buses.
- (f) School/College Management Committees shall prepare an annual account of receipts and expenditure and utilization of donations

received, in cash or kind, from the appropriate Government, community and any other source;

- (g) School/College Management Committees shall build linkages with other institutions/individuals/philanthropists for the improvements of educational institution for the benefit of the students;
- (h) School/College Management Committees shall identify Out of School Children (OSC) within the neighborhoods and, in consultation with the school/college management, strategize an enrollment drive to ensure admissions of OSC in the schools/colleges.
- (i) School/College Management Committees, in consultation with the school/College management, shall strategize carrying out campaign to bring all drop out children from neighborhoods back to schools/colleges with the active involvement of parents & community;
- (j) School/College Management Committees, shall run awareness campaigns to encourage admissions of girl students and enrollment of special children from the neighborhoods in the educational institutions;
- (k) Other responsibilities include:-
 - (a) Disseminating the Act-2012 of child right to Free and Compulsory Education (Annex-I) including the duties and liabilities of appropriate Government, Educational Institutions, parents and guardians;
 - (b) Informing the appropriate Government of any infringement on the rights of a child particularly, mental and physical harassment, corporal punishment, denial of admission and delay or denial of timely provision of free entitlements as laid down in the Act and the corresponding rules made there under;
- (l) School and College Management Committees shall ensure that;
 - i. No child is subjected to corporal punishment or mental/physical harassment, whatsoever;

(2) All other words and expressions used but not defined herein shall have the same meanings respectively assigned to them in the Act.

3. **Distance of Neighborhood School.**—(1) Subject to density of population, in respect of areas specified in column (2) of the Table below, for free and compulsory education of children of the sex, specified in column (3) of that Table, in the classes specified in column (4) of the said Table, a school in neighborhood of the children shall be established within a maximum distance or radius as specified in column (5) thereof, namely:—

TABLE

S. No.	Area of Islamabad Capital Territory	Sex of children	Classes	Maximum distance or radius in Kilometers of neighborhood school
(1)	(2)	(3)	(4)	(5)
1.	Urban	Both sexes	I to V (Both Inclusive)	1.5
			VI to X (Both Inclusive)	2
2.	Semi-urban including Margallah Town, Rawal town, Shahzad Town, Humak Town and Urban housing societies including PWD housing society, Korang town, Swan Garden, Bahria Town, Jinnah Garden, Navel Anchorage, etc.	Both sexes	I to V (Both Inclusive)	2
		Male	I to X (Both Inclusive)	3
		Female		2.5
3.	Rural including Tarnaul, Nilore, Bhara Kahu, Sihala excluding hard area.	Both sexes	I to V (Both Inclusive)	2.5
		Male	VI to X (Both Inclusive)	4
		Female		3.5
4.	Hard area including Buddo, Talhar, Gokina, Biath, Kijna, Ghora Mast, Sigga, Dora, Maira Beri, Della, Tamman, etc.	Male	I to V (Both Inclusive)	4
		Female		3
		Male	VI to X (Both Inclusive)	6
		Female		5

(2) Wherever required, existing schools with classes I – V (both inclusive) shall be upgraded by enhancing the level to classes VI and above. Similarly, the schools which start from class VI shall endeavor to add thereto classes I—V, both inclusive.

(3) Without prejudice to any other right or facility to which a child may be entitled under the Act, every child of each school shall.

- (a) be entitled to free and compulsory education in a neighborhood school;
- (b) not be liable to pay any kind of fee, charges, expenses, etc. which may prevent him from pursuing and completing the education;
- (c) in case of migrated parents, be entitled to admission in neighborhood school and completion of education;
- (d) be entitled to safety of travel to and from school;
- (e) if he is a disadvantaged child, be entitled not to be discriminated against, and prevented from, on any ground whatsoever, pursuing and completing education; and
- (f) be entitled to good quality education.

(4) Neighborhood school where children are to be admitted shall be identified and such information shall be made public.

4. Maintenance of Record of Institutions, Teachers and Students.—(1) A complete record of all children shall be maintained on the basis of household survey through concerned agency and through school record, from their birth till they attain age of sixteen years.

(2) The record under sub-rule (1), shall be updated in every three years and maintained transparently.

(3) For systemizing the record under sub-rule (1), a database shall be created with a code number allotted to each child in such a manner so that unobstructed access to children record is made possible.

(4) The record under sub-rule (1) shall, in respect of every child, include-

- (a) name, gender, date of birth, birth certificate number, place of birth and present address;

- (b) parents or guardians' names, addresses, occupation and qualification;
- (c) pre-primary school class that the child attends up to age of six years;
- (d) name and location of school where the child is admitted;
- (e) class in which the child is studying and if education is discontinued the cause of such discontinuance;
- (f) health profile including weight in comparison to age or biological growth, eyesight, faculty of hearing, dental inspection etc. In this connection, a reasonable place shall be allocated within premises of each school and college to serve as dispensary for the students of the respective area for medical and dental inspection carried out during the visits scheduled for doctors in coordination with the concerned hospital, etc;
- (g) the information if the child is disadvantaged;
- (h) details requiring special facilities and residential facilities on any ground whatsoever; and
- (i) achievements of the students including academic and co-curricular activities.

5. **Documents as Proof of Age.**—(1) For the purpose of admission of a child in school, birth registration certificate issued under the National Database and Registration Authority Ordinance, 2000 (VIII of 2000) shall be a conclusive proof of his age.

(2) If birth registration certificate under sub-rule (1) has not been issued due to any reason, admission shall be provided provisionally on the basis of affidavit of the age of the child by the parent or guardian. However, parents or guardians shall be required to provide valid documents as proof of age within six months after admission.

6. **Period for Admission.**—(1) After usual period, extended period of admission in a school shall be six months from date of commencement of academic year of the school.

(2) Where a child is admitted in a school after usual admission period, the child shall be eligible to complete education with the help of special training and coaching, as may be determined by head of the school.

7. **Special Training.**—(1) Child shall be identified requiring special training and such training shall be organized in the following manner, namely:—

- (a) the special training shall be based on specially designed age-appropriate learning material, approved by the Federal Government;
- (b) it shall be provided in classes held on premises of formal or non-formal school or where necessary through classes organized in safe residential facilities;
- (c) it shall be provided by teachers serving in the school or by persons specially engaged for the purpose; and
- (d) the duration shall be for a minimum period of three months which may be extended based on periodical assessment of learning progress and placed at appropriate level in formal and non-formal educational institutions.

(2) The child shall, upon induction into the age-appropriate class, after special training continue to receive special attention by the teacher to enable the child to successfully integrate academically with rest of the students in the class.

8. **Registration of Schools.**—(1) Every school, other than a school established, owned or controlled by the appropriate Government, established before or after commencement of the Act shall be required to be registered under the Islamabad Capital Territory Private Educational Institutions (Registration and Regulation) Act, 2013 (XI of 2013).

9. **Redressal of Complaints.**—(1) In respect of complaints concerning teachers, students and their parents and guardians, the aggrieved person may make complaint in writing to the concerned Area Education Officer (AEO) who shall within seven days of receipt thereof, decide the complaint.

(2) Feeling aggrieved by decision of concerned AEO under sub-rules (1), the complainant may prefer appeal to the concerned Director who shall within three days of receipt thereof, decide the appeal.

(3) An appeal against decision of the concerned Director under sub-rule (2), may be made to the Director General of Federal Directorate of Education who shall within three days of receipt thereof, decide the appeal.

(4) Feeling aggrieved by decision of the Director General under sub-rule (3), an appeal shall be liable to Secretary of the Division concerned who

- ii. No child, admitted in the public Educational Institutions, is expelled there from till he/she completes the required minimum compulsory education;
- iii. No child is denied admission in the neighborhood school;
- iv. Due support is extended to the schools/colleges in organizing different co-curricular activities and various events on national festivals days;
- (m) School and College Management Committees shall make arrangements for the supervision, repair and maintenance of furniture, fixtures, infrastructure and security of the educational institutions;
- (n) School and College Management Committees shall facilitate and support in improving the overall learning environment of the schools and ensure teachers' friendliness and gender sensitivity;
- (o) School and College Management Committees shall ensure interfaith harmony among the minorities and a thorough understanding of teachers and school/college management of inclusivity and the needs of special children, if any;
- (p) School and College Management Committees shall monitor the daily routine activities and general working of the school/college;
- (q) School and College Management Committees shall form Bus Management Committee (BMC) as described in Institution based transport policy and procedures 2020.

12. Composition of School and College Management Committees (SMCs).—The composition of the committee shall be;

- (a) Every school/college shall constitute a School/College Management Committee (SMCs/CMCs) for a period not less than two academic years.
- (b) The composition of an SMC/CMC would consist of Eight members including.
 - i. A Chairperson (Head of Institute)
 - ii. A President, (to be elected by the parents/guardians)

- iii. A General Secretary (to be nominated by the chairperson from amongst the teaching faculty of the school)
 - iv. A Finance Secretary (to be elected by the parents/guardians)
 - v. Four Executive Members; (two to be elected by the parents/guardians from amongst themselves and two to be nominated from amongst the teaching staff by the Head concerned)
- (c) Out of four elected members of the SMC one shall be a woman, at least.
 - (d) One executive member of the SMC shall be from the minority communities in case 33% (*i.e.* 1/3rd) of the total school's strengths consists of students representing the minority groups where applicable.
 - (e) School and College Management Committees (SMCs) may constitute a subcommittee for specific task extended over a specific period of time, if so required.
 - (f) One individual from local body representatives /community may be inducted as honorary members on the recommendation of School/College Management Committee.

13. Selection Criteria.— (a) all elected members of an SMC shall be from amongst the parents of the same education institution;

- (b) each elected member of an SMC/CMC shall be:—
 - (a) Sensitive to the educational processes;
 - (b) Willing to put her/his efforts for the improvement of education in the area;
 - (c) Credible & well reputed;
 - (d) Conveniently available for the meetings and;
 - (e) Capable of understanding the dynamics of local community and matters related to educational institution/child.

14. **Procedure to Elect Members.**— (a) The Area Education Officers (AEOs) shall monitor the overall electoral process of SMCs in all educational institutions with the support of three senior teachers;

- (b) The Heads of educational Institutions/chairpersons shall preside over the entire electoral process, as Presiding Officers, to ensure free, fair and transparent elections;
- (c) Elections of SMCs shall be held within a period of 30 days of the expiry of tenure of the existing SMCs as specified in the constitution;
- (d) The School/College Managements shall hold at least one meeting with parents/guardians before elections are held for new SMCs. The purpose of the meeting would be sharing information on the election processes, selection criteria for the members, functions, roles and responsibilities of School and College Management Committees (SMC) as laid down in the constitution;
- (e) Interested candidates shall submit nomination paper to the concerned head of the institute/chairperson as per prescribed format (annex-II) at least five (5) days prior to holding the election. Nomination papers of each contestant shall clearly indicate, *inter alia*, his/her profession, academic qualification, the name and class of his/her child/children admitted in the school/College along-with the remaining period of their expected in the school/College, previous affiliation with SMC/PTAs or any other body formed at the school/College level, any specific achievements to his/her credit with special reference to community mobilization for the cause of literacy, education and improvements of the educational institutions both private and public;
- (f) List of all potential voters in the election (all parents/guardians of school) shall be generated by the school management;
- (g) The school management shall, at least two days in advance, disseminate all relevant information to each parent/guardian inviting them to participate in the election process of office-bearer and members of the SMCs;
- (h) Only parent/guardian of a child enrolled in the school/College shall be eligible to cast his/her vote/ contest election, hold any office and be a member of the SMC;
- (i) Voting in the election of SMCs shall be through secret balloting;

- (j) It shall be ensured by management of the school/College that a maximum possible number of parents are present during the election.

15. Roles & Responsibilities of the Chairperson.—(1) The chairperson shall;

- (a) Convene all meetings of the SMC;
- (b) Attend and chair all the meetings of the SMC;
- (c) Ensure smooth functioning of the SMC;
- (d) Ensure fair, transparent and efficient financial management and procurements of physical assets for the school strictly in accordance with the guidance issued by the appropriate Government for such management and the corresponding powers delegated there under;
- (e) Be responsible for the preparation, execution and monitoring of school development plans in consultation with SMC;
- (f) Create awareness and sensitize the local community about their respective role(s) in the improvements of school and educational processes;
- (g) Operate the SMC's bank account jointly with the Finance Secretary.

16. Roles & Responsibilities of the President.—(1) The President shall;

- (a) Assign necessary tasks to members of the SMC;
- (b) Maintain liaison with the head of institutions and Area Education Office;
- (c) Ensure that all functions laid down in the constitution are appropriately performed;
- (d) Motivate parents/community in support of the educational institution;
- (e) Under authority of the Executive Committee, be responsible for receipt, disbursement, utilization and actual expenditure of all

money, financial assets and/or physical assets received in person, and/or, on behalf of the SMC, whatsoever.

17. Roles & Responsibilities of the General Secretary.—(1) The Secretary shall;

- (a) In consultation with the President, fix date(s) for meetings of the SMC;
- (b) Prepare agenda of the meetings in consultation with the President/Chairperson;
- (c) Maintain all records and minutes of each meeting;
- (d) Keep regular monitoring of implementation of the school's/College's developmental plans and the decision taken by the SMC in its meetings as reflected in the minutes;
- (e) Maintain accounts of the financial and non-financial (*i.e.* physical assets) resources of the SMC in collaboration with Finance Secretary and submit quarterly reports to the Executive Committee for scrutiny.

18. Roles & Responsibilities of the Finance Secretary.—(1) The Finance Secretary shall;

- (a) Operate bank account of the SMC jointly with the Chairperson;
- (b) Maintain all financial records being the signatory of the joint account of SMC in collaboration with General Secretary.

19. Roles & Responsibilities of the Executive Committee.—(1) The Executive Committee shall exercise its powers;

- (a) to discuss all matters pertaining to welfare of the educational institution and the teachers and students in it.
- (b) to perform all function as laid down in the constitution for the welfare of students and educational institutions.
- (c) to mobilize resources for the institution & ensure their proper utilization.
- (d) to advice on the future plans of the institution.

- (e) to initiate any action furthering the aims, goals and objectives of the SMC or has indirect bearings on these.
- (f) to help deserving students through providing sponsorships, financial assistance, books, and free uniforms etc.

20. **Procedure for Conducting Business.**—The following procedure shall be for conducting business of the SMCs, namely;

- (a) School and College Management Committees shall meet at least once in three months.
- (b) The Chairperson shall ensure his presence in each meeting.
- (c) Accepted quorum for the meeting would require two members from the Executive Committee, at least, along with Chairperson, President and the General Secretary.
- (d) Decisions in the meeting shall be made through mutual consensus and all minutes of the meetings shall be properly recorded and duly signed in by all members of the SMC.
- (e) Progress made on the decisions taken in the preceding meetings shall be reviewed in each subsequent meeting.
- (f) Agenda of the meeting should include business related to the functions laid down in the constitution, covering aspects of planning, implementation, monitoring, and output/outcome of these functions. The agenda shall also include the current status of funds/financial resources including income and expenditure statement of the account(s) of SMC on the prescribed format (Annex-III).
- (g) Emergency/need based meeting of the SMC can be convened on the simultaneous request of at least two members.
- (h) SMC shall submit its quarterly progress reports to the respective Area Education Office on the prescribed format (Annex- IV).
- (i) Failure on the part of any member of the SMC to attend three consecutive meetings without any cogent reason(s), would lead to the dissolution of her/his membership and a new member shall be nominated or elected through a majority vote of the existing members of the SMC.

21. **Mobilization of Financial Resource and Audit.**—(1) The following procedure shall be for mobilization of financial resources and audit;

- (a) a joint account shall be operated by the Chairperson and Finance Secretary of the SMC as co-signatories;
- (b) the Executive Members may mobilize their financial resources for improvement of the school through developing linkages with other institutions, individuals, philanthropists and/or through organizing social, cultural or any other events in the school;
- (c) any donation received in cash or kind from parents, community members, philanthropists and or any institutions shall be deposited into the joint bank account of the SMC within two working days of its receipt and recorded duly in the relevant ledger;
- (d) an expenditure shall be authorized with approval of at least half of the members of the Executive Committee. Each expenditure shall be recorded in the relevant ledger, along with its receipts;
- (e) statements of the financial audit shall be submitted to the Area Education Office on the closure of each financial year.

22. **Role of Area Education Officer (AEO).**—(1) The role of Area Education Officer shall be that;

- (a) he shall extend due support and guidance to all SMCs;
- (b) he shall designate three election officers from amongst the senior teachers to monitor the electoral process of SMCs;
- (c) The shall provide training to members of the SMCs on their respective roles, responsibilities and functions stated in the constitution as well as the skills related to school development planning and community mobilization;
- (d) The shall be responsible for the external evaluation and assessment of the performance of SMCs;
- (e) The shall design a formula for rewarding outstanding SMCs.

23. Amendments in the Constitution of School and College Management Committees (SMCs).— (a) None of the SMCs shall ever participate in activities repugnant to the existing policies, rules, regulations of Federal Directorate of Education, Islamabad, M/O Federal Education & Professional Training, Islamabad and the government of the Islamic Republic of Pakistan and the corresponding laws and procedures there under.

- (b) No alternation, amendment, addition, omission and/or substitution, whatsoever, can be made to the constitution of SMCs unless initiated by the 2/3rd members of the Executive Committee, approved by two third- majority of the Parents/guardians and subsequently confirmed by the Director General, Federal Directorate of Education or the Secretary Federal Education & Professional Training, Islamabad.

24. Revsional Powers of Director General (FDE).—(1) Powers of Director General, FDE shall be;

- (a) the Director General, Federal Directorate of Education (FDE), may, of his/her own motion or otherwise, call for and examine the record of any proceedings SMC for the purpose of satisfying himself/herself as to the correction, legality or propriety of any decision or order and may passed such orders as he /she may deemed fit.
- (b) the Director General may cause an inspection or inquiry to be made in respect of any matter connected with functioning of SMC from time to time, appoint such person as he may deemed fit for the purpose of carrying out the inspection.

25. School Development Plan.—(1) A two year's school development plan shall be prepared by the school in consultation with the SMC.

(2) The school development plan under sub-rule (1) shall comprise separate plan for each year.

(3) The school development plan under sub-rule (1) shall include the following details, namely:—

- (a) estimates of class-wise admission for each year;
- (b) requirement of the number of additional teachers, including head teachers and subject-teachers, calculated separately for classes of prep to the level of class V and classes VI and above, with reference to the prescribed norms;

- (c) physical requirement of additional infrastructure, physical facilities and equipment calculated with reference to the prescribed norms and standards;
- (d) additional financial requirement over the two years' period, year-wise, in respect of clauses (a) to (c), including additional requirement for providing special training facility, entitlements of children including free text books and expenditure on stationery, school bags and transport and any other additional financial requirements for fulfilling the responsibilities of the school under the Act and rules made thereunder; and
- (e) to facilitate the school administration for identifying the children both disadvantaged and out of school children;

(4) The school development plan under this rule shall be signed by head of the school and submitted to the Federal Government before the end of the financial year in which it is to be prepared.

26. Terms and Conditions for Service of Teachers.—(1) Without prejudice to any other terms and conditions prescribed for appointment to the post of teacher, by whatever name or designation called for, no person shall be appointed to that post unless he acquires minimum professional qualification duly recognized by Higher Education Commission, of bachelor degree in education and minimum academic qualification of —

- (a) bachelor degree for teaching in an elementary school of classes I to V (both inclusive); and
- (b) master degree for teaching in a secondary school of classes VI to X (both inclusive).

(2) the minimum qualifications laid down under sub-rule (1) shall be applicable to every public school including unaided private schools.

(3) existing teachers in schools, who do not possess the minimum qualifications prescribed under sub-rule (1), shall be under obligation to acquire such minimum qualifications within a period of two years from the commencement of these rules.

(4) Pre-service and in-service training of teachers and administrators shall be arranged and participation therein of the trainees ensured.

27. **Duties to be Performed by Teachers.**—(1) In performance of the functions, the teacher shall maintain a file containing the pupil cumulative record for every child which shall be the basis for awarding completion certificate specified.

(2) In addition to any other functions specified or prescribed in any other law for the time being in force, a teacher shall perform the following duties assigned to him, without interfering with regular teaching, namely:—

- (a) mandatory participation in training programs;
- (b) participation in curriculum formulation and development of syllabi, training modules and text book development, etc;
- (c) to prepare daily lesson plan;
- (d) to cover courses in accordance with scheme of studies;
- (e) to produce good academic results;
- (f) to conduct co-curricular activities;
- (g) to be well dressed with cleanliness;
- (h) to maintain students' and school record;
- (i) to maintain campus discipline;
- (j) to abide by rules, regulations, policy and instructions made, formulated and issued for educational institutions;
- (k) to demonstrate good moral values and reflect sound personality and character as a role model for students; and
- (l) to inculcate values of character building among the students.

(3) Performance evaluation reports of the teachers shall have reflection of performance as teacher in context to the duties specified in the Act and rules made thereunder and evaluated fairly without any prejudice by head of the institution concerned.

(4) Where performance of a teacher is unsatisfactory or below average, appropriate disciplinary action shall be initiated against him under the relevant rules.

28. **Redressal of Complaint by Teachers, etc.**—(1) The following mechanism shall be evolved to address complaints by the teachers, etc namely:—

- (a) Area Education Officer and Director concerned shall be the first level for redressal of grievances of teachers.
- (b) The Federal Directorate of Education shall be the second level for redressal of grievances of teachers.
- (c) The Secretary of the concerned Ministry or Division, as the case may be, shall be the final level for redressal of grievances of teachers.

29. **Award of Certificate.**—(1) A certificate on completion of education in respect of every child shall be issued within one month of completion of the relevant education.

- (2) The certificate under sub-rule (1) shall—
 - (a) specify all courses of study prescribed that have been completed by the child;
 - (b) contain the pupil cumulative record; and
 - (c) specify achievements of the child in areas of activities beyond the prescribed course of study and may include debates, speeches, Qirat, sports, etc. that have been completed by the child.

30. **Award and Prize for Academically Distinguished Students.**—(1) To encourage students for showing extraordinary academic performance and holding positions in co-curricular activities and competitions they shall be entitled to the following awards and prizes including cash prizes, subject to allocation of budget. namely:—

- (a) award and prize for students holding top position in final examination at school level;
- (b) award and prize for students holding top positions in final examination at sector level.
- (c) award and prize for students holding top positions in final examination at city and district level; and
- (d) award and prize for students winning titles or positions in extra-curricular activities and competitions, etc.

31. **Duties of the Federal Government.**—(1) Subject to the Act, the Federal Government shall, through Federal Directorate of Education, bear education related costs including free text books, stationery and school bags, of a child attending a school established by Federal Government. A child with special educational needs shall also be provided with free special learning, teaching and support material.

(2) For the purpose of determining and for establishing neighborhood schools, a household survey and school mapping shall within a period of one year from commencement of these rules and within each three years thereafter be undertaken and identified all children, including children with special educational need and disadvantaged children.

(3) No child shall be subjected to caste, class, religious or gender abuse in the school.

(4) A disadvantaged child shall not be segregated or discriminated against in the school on any grounds whatsoever.

(5) Every school of the Federal Government shall ensure and comply with the norms and standards as set out in the Schedule.

Schedule

(See rules 10 _____ and 17 (5))

NORMS AND STANDARDS FOR A SCHOOL

S. No.	Item	Norms and Standards	
		Admitted children	Number of teachers
(1)	(2)	(3)	(4)
1.	(a) Prep to fifth class (both inclusive)	Up to 80	Two
		81 to 120 (both inclusive)	Three
		121 to 160 (both inclusive)	Four
		161 to 200 (both inclusive)	Five
		Above 200	Five plus one head teacher. Pupil-teacher ratio (excluding head teacher) shall not exceed forty.
	(b) Sixth to Tenth class (both inclusive)	(1) At least one teacher per class so that there shall be at least one teacher each for— (a) Mathematics; (b) Science; and (c) Languages. (2) At least one teacher for every thirty children. (3) Where admission of children is above Two hundred a full time head teacher will be appointed; (A) Health and Physical Education; (B) Computer Education.	

S. No.	Item	Norms and Standards	
		Admitted children	Number of teachers
(1)	(2)	(3)	(4)
2.	Building	All-weather building consisting of— (a) at least one class-room for every class or Section and an office and head teacher's room for each school. (b) classroom size should conform to PWD scheduled size i.e. 18 x 22 feet. (c) Access to building, fire alarm and emergency Exit (d) separate toilets for boys and girls; (e) safe and adequate clean drinking water facility to all children; (f) playground; (g) science and computer laboratory, library, staff room and hall/ auditorium and canteen or cafeteria; (h) arrangements for securing the school building by boundary wall. Other physical facilities such as transport, electricity, telephone, furniture etc.; (i) Inclusive education facilities like ramps, wheelchairs etc for special children.	
3.	Minimum number of working days/instructional hours in an academic year	(a) two hundred working days education for prep class to fifth class (both inclusive); <div style="text-align: center;">OR</div> Eight hundred instructional hours per academic year for prep class to fifth class (both inclusive); (b) One thousand instructional hours per academic year for sixth class to tenth Class (both inclusive). <div style="text-align: center;">OR</div> two hundred and twenty working days education for sixth class to tenth class; (both inclusive)	
4.	Minimum workload for the teacher	Thirty to thirty-five teaching hours per week plus preparation hours. Instructional material, audio aids.	
5.	Teaching learning equipment	Shall be provided to each class as required.	
6.	Library	There shall be a library in each school providing newspapers, magazines and books on all subjects, including story-books etc.	
7.	Play material, games and sports equipment	Opportunity for indoor and outdoor games and curricular and extracurricular activities shall be provided to each class as required.	

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WAHEED AKBAR,
Section Officer.