



Punjab Education Foundation Education Voucher Scheme Guidelines for Schools

The school is provisionally recommended for a period of 6 months with condition to improve its infrastructure, faculty and basic facilities for the students enrolled. PEF will periodically monitor, assess and evaluate school performance as per guidelines provided. The school with no improvement in six months of signing of agreement may be imposed with financial penalties or may be lead towards termination of contract.

1. **Registration:** school must be registered with School Education Department within one year of partnership
2. **School Name:** school name shall be written as of registration certificate. In case, school is not registered yet or applied for registration, the school name shall be as of Application submitted to PEF.
3. **Ownership:**
 - a. sale/ purchase deed must be registered.
 - b. In case if building is family owned or in possession of more than one person, registered partnership deed and power of attorney is required.
4. **Shifting of School:** the school may not be shifted to new place without prior approval of Director EVS.
5. **Functionality:** If school is found to be non-functional during any monitoring visit, disciplinary action will be taken against the school.
6. **Campuses:** In case of more than one building, prior approval of Director EVS is required.
7. **Sub-Campuses:** In case of more than one campus, the sub-campus proposal shall be forwarded by school owner alongwith area authenticity certificate as the sub-campus shall also be located in EVS Approved area or its surroundings.
8. **Residence in School:** residence in school premises may not be allowed, the school owner shall make necessary arrangements for residence outside school premises.
9. **Infrastructure:** the school shall develop/improve infrastructure as per number of children enrolled, number of classes and number of teachers.
10. **Student Teacher Ratio:** Student Teacher ratio shall not be more than 35 students and 1 teacher. The school management shall ensure that classrooms shall not be over-crowded, in case of violation, schools may be imposed with penalties.
11. **Syllabus:** the schools must provide Punjab Text Book Board's books to EVS students, if provided by PEF. In case, other than PTBB, the school shall provide books to EVS students free of cost.

12. **School Hours:** the school management shall ensure display of School Timings & Holidays at School Gate and display of Time Table in every Class. The same shall be followed in true spirit.
13. **Class Period Duration:** The duration of a teaching period in an educational institution shall be of 30-45 minutes.
14. **Non-academic Activities:** Children shall not be engaged in any kind of activities other than academic and co-curricular activities.
15. **Fees:** The school shall not charge any kind of fee from EVS students under any head.
16. **Admissions:** The EVS Partner shall enroll voucher holder children in school.
17. **Admission Record:**
 - a. School administration is responsible for maintaining record of all students i.e. admission forms, school leaving certificates, etc. in addition to school record. School shall follow Academic Year Calendar.
 - b. Record for Admission: School administration shall ensure record maintenance for admissions as given below;
 - i. One photograph of the student
 - ii. Photocopy of birth certificate
 - iii. CNIC copy of parents/ guardian
 - iv. Voucher
18. **Age:** School management is required to ensure that the age of a student is recorded with accuracy on his first admission to a school, and to make it clear to the parents or guardian that the date of birth when once recorded will not subsequently be changed. Principals are personally responsible for the accuracy of all subsequent age entries made regarding students in their schools whether in registers/ certifications or applications to appear in a public examination.
19. **School Leaving Certificate:** The EVS partner shall keep record of Admission/ withdrawal alongwith relevant documents
20. **Corporal Punishment:** EVS partners are not allowed to practice corporal punishment in their schools.
21. **Voucher Registration:** Vouchers are registered by PEF as per timelines approved by competent authority, therefore, schools shall coordinate for creating awareness among community regarding EVS and its processes of voucher registration and distribution.
22. **Voucher Redemption:** Voucher will be distributed in area camps by PEF Teams to the parents, schools are not allowed to interfere the voucher distribution process.
23. **Monthly Attendance:** School management shall ensure attendance of EVS schools, however, in case of absenteeism, leave record shall be maintained. In case of absenteeism for more than 4 days consecutively, the school shall inform PEF-EVS in written.
24. **Monthly Attendance Submission:** School is required to send Monthly attendance of the EVS students to EVS office Lahore on or before 1st of every month as per format available on website.

25. **Monitoring:** PEF will be monitoring schools periodically through unannounced school visits. The school owner/principal shall provide the information and record required at the time of visit.
26. **Record:** The school shall maintain record as listed below;
- a. Cash register
 - b. Stock register
 - c. Admission and withdrawal register
 - d. Property related documents
 - e. Visitor's book
 - f. Income and expenditure register
 - g. Correspondence register
 - h. Examination register and Accumulative form
 - i. Teachers attendance register
 - j. Teachers salary register
 - k. Library books issuance register (where applicable)
 - l. Casual leave account register
27. Schools shall not be involved in any kind of activity that includes financial transaction from parents/guardians.
28. **PEC:** The school shall ensure appearance of its students in Punjab Examination Commission exams. After result announcement each school principal shall ensure sharing of PEC results with EVS within one week of result announcement.
29. **Summer Camps:** School can hold summer camp free of any charge for EVS students and should be in the school premises. The summer camp must be with the aim to cover the gap in student learning and must only be for registered students of the school. However, it should be an optional service to the students and students are at large to utilize their vacations in the manner they like.
30. **Co-Curricular Activities:** All staff members shall take part in such activities which relate to the physical, intellectual, social, religious and moral development of the students
31. **Promotion:** Class promotion shall be made by the principal at the close of academic year
32. **Uniform:** Students in all the classes from primary to secondary level shall wear the school prescribed uniform and keep themselves neat and clean. However, expensive uniform may not be prescribed and if complaints are received then PEF can provide recommendations for student uniform. A lenient and relaxed approach must be used in the matter relating to uniform. Badges, tie, cap or any other extra thing must not be part of uniform and shall not be prescribed.