



1st Quarterly Progress Report

July – September 2025



SINDH SCHOOL SYSTEM WELFARE FOUNDATION

1st QUARTERLY PROGRESS REPORT

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EXECUTIVE SUMMARY

The first quarter of Academic Year 2025-26 marked a period of substantial institutional advancement for the **Sindh School System Welfare Foundation (SSWF)**. This comprehensive report encompasses operational achievements across **Public School Korangi (PSK)** and **People's School Program Thatta (PSP-T)**, highlighting academic excellence, infrastructure development, and organizational effectiveness.

Quarter Highlights

- **Academic Excellence:** PSK achieved 100% pass rate with 73.1% students securing A+ grade in BSEK SSC-II examinations
- **Capacity Building:** Successful completion of 15-day EdTech training program for teaching staff
- **Enrollment Growth:** Successful integration of 3rd batch hostel students (45 students)
- **Infrastructure Enhancement:** Significant improvements at PSP Thatta including laboratory functionalization, solar installation, and facility upgrades
- **Student Engagement:** Successfully conducted 8+ major events including Independence Day, Defence Day, and educational visits

1. ACADEMICS OVERVIEW

1.1. PUBLIC SCHOOL KORANGI – PSK

➤ EdTech Capacity-Building Training Program

Duration: July 14, 2025 – July 31, 2025

Conducted by: Ms. Faiza Saqib, Academic Head

Introduction

The EdTech Capacity-Building Training Program was designed to enhance teachers' digital proficiency, instructional design skills, and understanding of modern educational technologies.

The purpose of this training series was to equip educators with essential digital tools, AI-based teaching practices, and innovative classroom strategies to meet the evolving demands of 21st-century learning. All sessions throughout the two-week training were conducted by Academic Head, Ms. Faiza Saqib, ensuring high-quality delivery and impactful learning.

Training Summary:

Day	Session Theme	Topics Covered
Jul 14	Day 1 – Kick-Off	Digital Literacy Fundamentals, AI in Education, Basic EdTech Tools
Jul 15	Day 2 – Purpose & AI	Role of EdTech, AI Chatbots, Resume Crafting with AI
Jul 16	Day 3 – Google Tools	Google Workspace, Drive, Secure Data Storage
Jul 17	Day 4 – Curriculum	Google Sheets, AI Chatbots in Teaching, Curriculum Planning
Jul 18	Day 5 – AI in Education	Pros & Cons of AI, Digital Content for Teaching
Jul 19	Day 6 – Gamification	Traditional vs Generative AI, StreamYard, Gamification Tools
Jul 21	Day 7 – Generative AI	Canva for Learning, Generative AI Rise, Chatbot Analysis
Jul 22	Day 8 – Assessment	Assessment Strategies, Rote vs Conceptual, Student-Centred Learning
Jul 23	Day 9 – Kahoot	Impact of Gamification, Gamified Tools, Kahoot Hands-On
Jul 24	Day 10 – Teaching Framework	Effective Teaching, Holistic Child Development
Jul 28	Day 11 – High-Impact	Scaffolding, The 4Cs, The 7Cs of Communication
Jul 29	Day 12 – Email & Assessment	7Cs of Email Writing, Kahoot Assessments
Jul 30	Day 13 – Metacognition	Metacognition in Learning, Learning Strategies
Jul 31	Day 14 – Blended Learning	Blended & Flipped Learning, Benefits of Flipped Classrooms

BSEK Annual II Examination Results:

Class	Total Students	A+	A	B	C	D	E	F
X	52	38	6	7	1	0	0	0
Percentage	100%	73%	12%	13%	2%	0%	0%	0%

Analysis

- A remarkable 73% of students secured A+, demonstrating strong academic performance.
- The remaining students performed satisfactorily, with the lowest grade being C, and no student falling in the D, E, or F categories.
- The result indicates consistent improvement in teaching methodology, student support, and exam preparation strategies.

➤ Back to School:

Public School Korangi reopened after summer break with vibrant Back to School Activities held on 1st August 2025. The purpose of these activities was to welcome students warmly, create a positive school environment, and re-engage learners with enthusiasm for the new academic term.



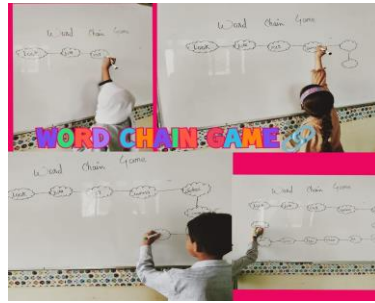
➤ Banyan ul Marsous:

In accordance with the Government's announcement, Public School Korangi conducted Banyan and Marsous Activities from 1st August to 12th August 2025. Throughout the 12-day activity period, students from all classes participated actively in a variety of academic and thematic tasks. All activities were linked to ongoing lessons to ensure academic continuity alongside patriotic learning.

Highlights of the Activities

All classes conducted integrated academic tasks based on the Banyan Ul Marsous theme.

- Creative writing
- Drawing and poster-making
- Thematic worksheets
- Storytelling and reading
- Presentations and short role-plays
- Class discussions linked with curriculum topics



➤ 3rd Hostel Batch joining:

The joining of the 3rd batch of hostel students on 3rd August 2025 was successfully conducted with full support from school staff and SEF. The event created a positive start to the Academic Session 2025-2026, helping students feel welcomed, motivated, and ready to embark on their learning journey at PSK.



➤ Science Exhibition Visit:

Public School Korangi (PSK) organized an educational visit for **Grade 9 Hostel students** to the TDF MagnifiScience Center on **9 August 2025**. The visit was part of the school's ongoing effort to promote experiential learning and encourage critical thinking among students. The TDF MagnifiScience Center provided an interactive environment where students could observe, experiment, and explore scientific concepts across multiple domains.



➤ Distribution of Books & Copies to New Joiners:

On 12th August 2025, Public School Korangi organized the distribution of books and copies to all newly joined students, including the 3rd batch of hostel students supported by SEF.



➤ BSEK SSSC-II Result – 2025

The Board of Secondary Education Karachi (BSEK) announced the SSC-II (Matric – Science Group) results for Grade 10, Batch 2 on 13 August 2025. The school achieved an outstanding 100% passing ratio, reflecting the academic dedication of students, effective teaching practices, and consistent efforts of the faculty. No student was marked in the failing category.

Grade-wise Bifurcation

Class	Result Year	Total Students		Grade						
				A+	A	B	C	D	E	F
X	2025	Number	52	38	6	6	2	0	0	0
		%		73.1	11.5	11.5	3.8	0	0	0

Percentage Breakdown

- **A+ Grade:** 73.1%
- **A Grade:** 11.5%
- **B Grade:** 11.5%
- **C Grade:** 3.8%
- **D / E / F:** 0%

Analysis

- A remarkable **73% of students secured A+**, demonstrating strong academic performance.

- The remaining students performed satisfactorily, with the lowest grade being **C**, and **no student** falling in the D, E, or F categories.
- The result indicates consistent improvement in teaching methodology, student support, and exam preparation strategies.

➤ Independence Day Celebration 2025

Public School Korangi Khokhrapar No. 04 commemorated the 78th Anniversary of Pakistan's Independence with great zeal and patriotic spirit.

Throughout the event, students from various grades presented:

- Patriotic national songs
- Tableaux and creative performances
- Short acts and stories (Urdu, English & Sindhi)
- Speeches on Pakistan's journey, sacrifices, and national motto
- Poetry and dramatic presentation "Main Pakistan Bol Raha Hoon"

The program concluded with inspiring closing remarks, reminding students of the sacrifices of our forefathers and the responsibilities we carry as future citizens. The celebration strengthened students' patriotic values and created a meaningful learning experience.



➤ Azadi Cup 2025 – Cricket Tournament

The Cricket Tournament Cup was organized by MR. Maqsood Hafeez – Hostel Warden PSK. The Azadi Cup 2025 cricket tournament was organized by Mr. Maqsood Hafeez to celebrate Pakistan's Independence Day and to promote sportsmanship, teamwork, and healthy competition among students. Three teams participated in the event, and each team played two rounds (four matches each).

Participating Teams:

1. PSK Legends
2. PSK Janbaaz
3. PSK Qalandar

Tournament Format

- Each team played 4 matches in the league stage.
- Points were awarded as follows: Win = 2 points, Loss = 0 points
- Top team from the points table qualified directly for the Final.
- The 2nd and 3rd ranked teams competed in the Semi-Final.
- Winner of the semi-final met the top team in the Final Match.

League Stage Results

Team	Matches Played	Won	Lost	Points
PSK Legends	4	3	1	6
PSK Janbaaz	4	2	2	4
PSK Qalandar	4	1	3	2

Semi-Final Match

The semi-final was played between PSK Janbaaz (2nd position) and PSK Qalandar (3rd position). PSK Janbaaz won the semi-final and qualified for the final.

Final Match:

PSK Legends vs PSK Janbaaz. , PSK Legends defeated PSK Janbaaz and became the champions of the Azadi Cup 2025.



➤ Defence Day

Public School Korangi commemorated **Defence Day 2025** with patriotism and gratitude to honour the sacrifices of Pakistan's Armed Forces. A heartfelt Salute to Martyrs was presented with patriotic background visuals on LED screens, paying tribute to the brave soldiers who laid down their lives for the nation.

Throughout the event, students from various grades presented:

- Speeches on Significance of Defence Day, Patriotism, national heroes and their sacrifices.

- Tableaus & Performances
- Quiz competition
- **Guest Addresses**

Chief Guest addressed the audience:

Chief Guest: UC-1 Chairman Mr. Ali Nawaz – shared motivating words about national unity and resilience.

- **Dua** was offered for *Shuhada*, Pakistan's prosperity, peace, and unity.



➤ Puberty Awareness

Title: Happy & Healthy: Girls' Growing Guide

A two-day Puberty Awareness Session was conducted at Public School Korangi by Vice Principal PSK – Mrs. Sidra Sajid with the theme "Happy & Healthy: Girls' Growing Guide". The sessions included interactive discussions, practical tips, and student-centered activities such as the KWL Chart (Know–Want to Know–Learned), which encouraged active participation and reflective learning.

The main objective of the Puberty Awareness Session was to:

- Educate adolescent girls about the physical, emotional, and social changes during puberty.
- Provide practical guidance on menstrual hygiene and self-care.
- Build self-confidence, self-respect, and a supportive environment for students.
- Correct misconceptions and promote healthy practices for long-term well-being.

Key Topics Covered

- Understanding Puberty

- Physical & emotional changes during puberty
- Signs before the first menstrual period
- First-time period guidance (what to do, how to manage)
- Menstrual hygiene practices
- Things to remember



➤ HPV Vaccination Campaign

The campaign was to protect adolescent girls (ages 9–14 years) against Human Papillomavirus (HPV), a leading cause of cervical cancer. The vaccination drive aimed to ensure timely protection, create awareness among parents and students, and contribute to long-term public health.

Campaign Details

- Total enrolled students (Age 9–14 years): 171
- Students vaccinated: 20
- Vaccination was administered only to students whose parents/guardians submitted duly signed consent forms.
- All vaccinated students were provided with vaccination cards.
- Photocopies of vaccination cards along with consent forms have been placed in the respective student files for future reference.

List of Vaccinated Students:

S.No	Name	Father Name	Class
1	Umme Hani	Hanif	III
2	Abiha	Imran	IV
3	Shifa Zehra	Sheraz	V
4	Muniza	Allah Bux	V
5	Noor Ul Huda	M.Ali	V
6	Muskan	Aslam	V
7	Sakina	Kamran	V
8	Atiqa	Habif	V
9	Saeeda	Ayaz Ali	V
10	Alishba	Imran	V
11	Dua	Mehmood	VI

12	Ashna	Feroz	VI
13	Zehra	Faisal	VII
14	Maliha	Noshad	VII
15	Komal	Akbar	VII
16	Sania	Siddiqui	VII
17	Kashaf	Akbar Ali	VII
18	Hadia	Owais	VIII
19	Maria	Owais	VIII
20	Misbah	Mubarak	IX



Certificate:

Government of Pakistan
Ministry of National Health Services Regulations and Coordination
Federal Directorate of Immunization
HPV Vaccine Introduction - National Campaign, Pakistan 2025
Class Vaccination Completion Certificate

Name of the School/Madrassa: 1208amf 1208amf Public School

Union Council: 04 Tehsil/Town/Taluka: Malir District: Korangi

Total Enrolled/Registered girl students (9 to 14 Years): 171

Total girls students vaccinated (9 to 14 Years): 20

Total girls students Not Vaccinated (9 to 14 Years): 151

Vaccination Coverage (%): 11%

Signature of Skilled Person: Shabana Signature of Class Teacher: _____

Date: 18 / 09 / 2025

➤ Certification Issuance

Following the announcement of the BSEK Grade 10 Batch-2 results, the school initiated the process of preparing and issuing Provisional Certificates and Character Certificates along with the Marksheet to the concerned students.

After the declaration of the Grade 10 Batch-2 result, the CEO Mr Mansoor Ali Durbari provided the official certificate format to be used for issuing students' documents. The Vice Principal Mrs Sidra Sajid and IT Manager Mr Zubair Hameed prepared the certificates on the official school letterhead and ensured that all details were accurate and properly formatted. Once finalized, soft copies of the certificates were also shared with the respective students, ensuring they received their documents digitally in addition to the printed versions.

From 18th September 2025, the distribution of hard copies was started at the school. The process remained smooth and well-coordinated. Mr. Maqsood actively assisted in managing and facilitating the distribution, ensuring that students received their certificates without any difficulty.



➤ Eild Milad un Nabi

Public School Korangi organized a grand celebration of **Eid Milad-un-Nabi ﷺ** on 26th September 2025 at the school auditorium. Students from **Grades 5 to 10** actively participated and demonstrated their enthusiasm and devotion throughout the program.

The program followed a structured flow which included:

- **Tilawat-e-Quran** by students.
- **Naat recitations** by different grade levels.
- **Hamd presentations** and **Islamic poetry**.
- **Urdu and English speeches** focusing on the life and character of Prophet Muhammad ﷺ.
- **Tableaus and Islamic skits** performed by students, depicting lessons from the Prophet's ﷺ life.

The **Eid Milad-un-Nabi ﷺ** program was conducted successfully. It created an atmosphere of spirituality, encouraged students to reflect upon the teachings of the Prophet ﷺ, and enhanced their confidence in stage presentations. Overall, the event was a memorable and impactful celebration.

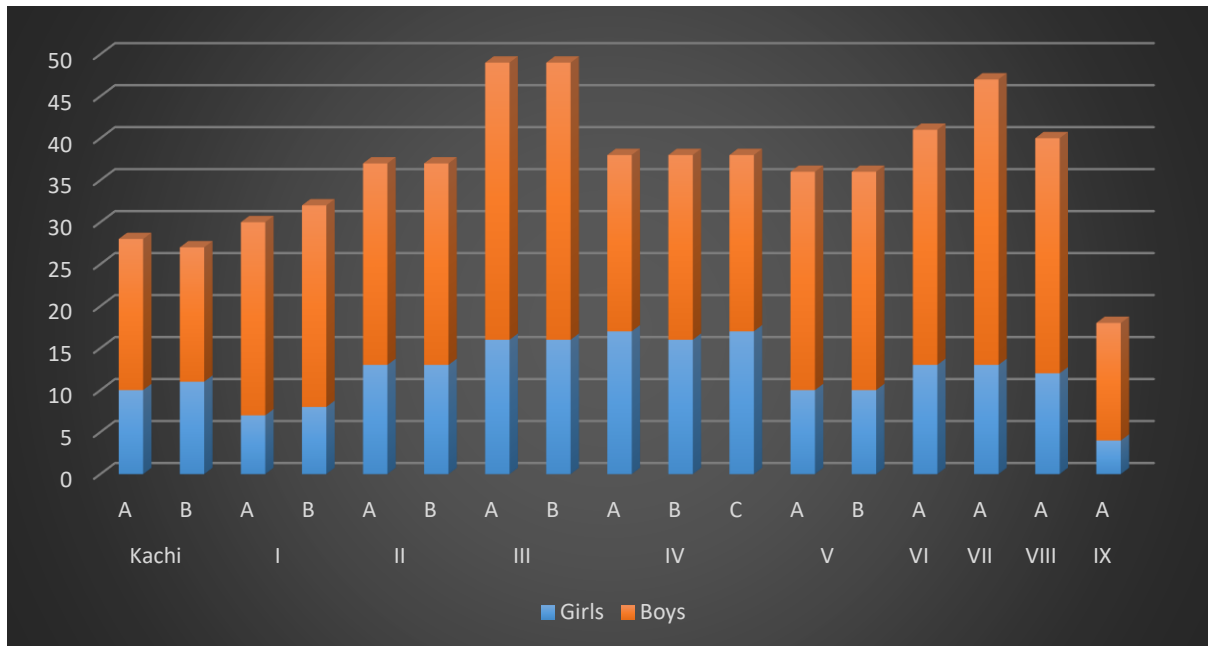


Academic Activities Overview PSK:

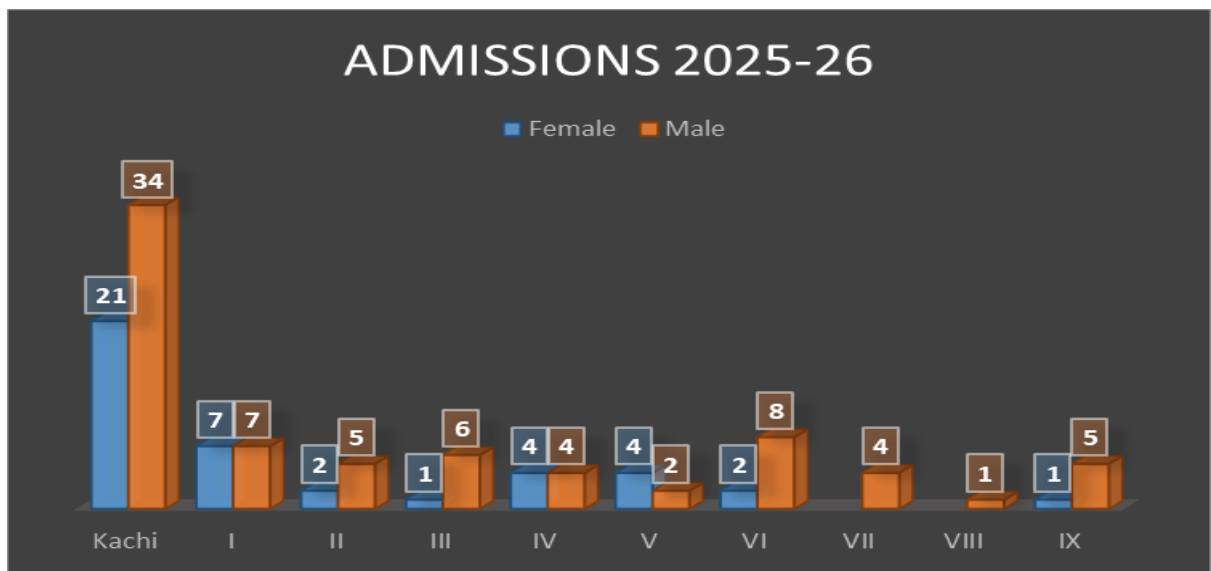
Date / Duration	Activity Title	Coordinated by	Brief Description
July 14 – 31	EdTech Training	Academic Head	Digital literacy and AI training for faculty.
July 18	Data Sorting	VP	Systematic organization of student records from the last 6 years.
August 1	Back to School	VP	Welcoming activities for students after summer break.
August 1 – 12	Banyan UI Marsous	Academic Head & VP	Patriotic and cultural awareness activities per government notice.
August 3	Hostel Joining	Hostel Warden	3rd batch of SEF-supported hostel students joined for the new session.
August 9	Science Visit	Academic Head	Grade 9 visit to TDF MagnifiScience Center for practical learning.
August 12	Resource Distribution	Store Incahrge	Free books and copies provided to all new joiners.
August 13	SSC-II Results	VP	100% passing ratio achieved by Grade 10 Batch 2.
August 14	Independence Day	Academic Head & Ms. Amna Bano	78 th anniversary celebration with patriotic performances.
August (Late)	Azadi Cup 2025	Hostel Warden	Cricket tournament promoting sportsmanship; won by PSK Legends.
September 4	Defence Day	Event Coordinator	Program honoring martyrs with speeches and tableaux.
Sept 17 & 19	Puberty Awareness	VP	Health and hygiene sessions for girls from Grades V to X.
September 18	HPV Vaccination	VP	Vaccination drive for eligible students against cervical cancer.
September 20	Certificate Issuance	VP	Preparation and distribution of Grade 10 Batch-2 certificates.
September 26	Eid Milad-un-Nabi	Event Coordinator	Spiritual celebration with Naats, speeches, and Islamic skits

1.2. PEOPLE'S SCHOOL PROGRAM THATTA – PSP-T

Current Enrolment for The Academic Session 2025-26



New Admission for academic Session 2025-26



➤ 1st Formative Assessments -Cumulative Results

The results have been generated carefully after repeated commands and verification. While the data was processed using AI and may require minor edits in formatting, it has been reviewed and matched with manual records to ensure accuracy.

Category	Count	% of Total	% of Appeared
Passed	278	50.2%	62%
Failed	171	30.9%	38%
Absent	105	19.0%	19%
Total Students	554	100%	-
Appeared	449	81.0%	81.0%

- **Top performer:** Muhammad Umair Ali (II-A) with 96%. Best class: II-A with 77% average and 94% pass rate.
- Results are quite poor, the main reason behind is the absenteeism ratio of students during assessments.

➤ 15-Day Ed -Tech Training

As part of teachers' professional development, the Sindh School System Welfare Foundation organized a 15-day EdTech training program. The initiative was led and conducted by the Academic Head, Mrs. Faiza Saqib, with the objective of integrating modern technology into classroom practices, improving teaching efficiency, and enhancing student learning experiences with AI. The training was completed successfully and proved to be highly beneficial for participating teachers.



➤ Visit of SEF District Head

During the Ed - Tech training in July, Mr. Murtaza Kaimkhani, District Head SEF Thatta and Sujawal, visited People's School Thatta. He was accompanied by CEO Mr. Mansoor Ali Durbari, Academic Head Mrs. Faiza Saqib and Ms. Samreen Pathan – Principal PSP Thatta. During the visit, he discussed plans for the upcoming academic session, visited the school library, and appreciated the Ed -Tech training initiative by SSSWF for the professional development of teachers.



➤ Recruitment and Hiring

At People's School Thatta, the recruitment and hiring process for subject specialist teachers was carried out. As part of the process, interviews and classroom demonstrations were conducted to ensure the selection of qualified and competent teachers.



➤ School Reopen after Summer Break. Welcome Back to Students

In August, after the summer vacation, students were warmly welcomed back to People's School Thatta. Regular academic activities resumed with renewed energy and enthusiasm.



➤ Distribution of Notebooks (Copies)

For the academic session 2025–26, the Sindh School System Welfare Foundation (SSSWF) organized the free distribution of copies among students at People's School Thatta to support their learning needs and reduce the financial burden on families.



➤ Independence Day Celebration at PSP Thatta (14th August 2025)

Pakistan's Independence Day on 14 August was celebrated at People's School Thatta with enthusiasm and a strong sense of commitment. Students participated in different activities that highlighted patriotism and national values.

This section covers the national day celebration, student participation, and the overall spirit of the event.



➤ Science Class Activities

Science classes continued with hands-on activities designed to build curiosity and practical understanding among students. Experiments and demonstrations helped students engage with scientific concepts in an interactive way.



➤ Meeting with Member Governance Managing Committee SSSWF

A meeting was held with Madam Naheed Durrani and Madam Shazmeneh Durrani, Members of the Managing Committee SSSWF convened, Sindh Rural Support Organization (SRSO), Coordination/Liaison Office, Karachi. The meeting took place on Tuesday, 2nd September 2025, and focused on academic improvement, infrastructure needs, and other key school matters. The meeting aimed to provide a comprehensive overview of the school's current academic and administrative landscape while seeking guidance and strategic direction from the esteemed Members of the Governor Board. The primary purpose of the discussion was to highlight ongoing challenges, propose targeted improvement strategies, and ensure alignment with the broader vision of Sindh School System Welfare Foundation.



➤ Routine Staff Meetings

Regular staff meetings were conducted to review academic progress, discuss classroom challenges, and plan upcoming activities. These meetings ensured smooth coordination among teachers and administrative staff.

This section outlines the routine internal meetings held for school management and planning.



➤ Awareness Session on HPV Vaccination (Prevention from Cervical Cancer)

An informative awareness session on **Human Papillomavirus (HPV)** and **prevention from cervical cancer** was organized on August 25, 2025 to educate young girls about this critical health issue and to motivate them to adopt preventive measures for their well-being. The session was led by **Ms. Liza Munier**, who recently attended the official government workshop on HPV vaccination. She shared valuable insights on early prevention, the importance of vaccination, and maintaining personal health.

All female staff members, along with the Principal, actively coordinated and participated in the session, ensuring a supportive and engaging environment for the students.



➤ Preventive Cancer Virus Vaccination at People's School Thatta

A preventive vaccination campaign was organized at the school to protect students from cancer-related viral infections. Parents and students were guided about the importance of early vaccination and overall health awareness.



➤ Community Engagement: Regular Parent – Teacher Meetings

Regular Parent–Teacher Meetings (PTMs) are essential for strengthening communication between the school and parents and supporting students' progress. To ensure focused interaction, **class-wise PTMs are held on Saturdays**.



➤ Eid Milad-un-Nabi Celebration at PSP Thatta

The school celebrated Eid Milad-un-Nabi with respect and devotion. Students participated in naats, speeches, and activities that highlighted the teachings and life of the Holy Prophet (PBUH). This section covers the religious event held to promote learning, respect, and cultural values among students.



➤ An Awareness Session on Oral Health & Hygiene

On **September 18, 2025**, Peoples School of Pakistan (PSP) Thatta successfully organized an *Awareness Session on Oral Health & Hygiene Management* in collaboration with **Colgate Pakistan** and **Dental Surgeon Dr. Ameer Ali**. The session aimed to educate students about the importance of maintaining good oral hygiene and developing lifelong healthy habits.



Academic Activities Overview PSP-T:

Date / Duration	Activity Title	Brief Description
July (15 Days)	EdTech Training	Professional development for teachers focused on integrating modern technology and AI.
July	SEF Visit	Visit by District Head SEF to review school facilities and training initiatives.
July / August	Teacher Recruitment	Interviews and demonstrations to hire subject specialist teachers.
August 1	School Reopening	Students welcomed back with resumed academic activities after summer break.
August	Notebook Distribution	Free distribution of copies to support student learning needs.
August 14	Independence Day	Patriotic celebrations including student performances and national songs.
August 25	HPV Awareness	Session on cervical cancer prevention led by Ms. Liza Muneer.
September 2	Board Meeting	Strategic discussion with Governor Board members on school infrastructure and improvements.
September 18	Oral Health Session	Hygiene awareness program in collaboration with Colgate Pakistan.
September	Vaccination Drive	On-campus preventive vaccination campaign for eligible students. +1
September	Eid Milad-un-Nabi	Religious observance featuring Naats, speeches, and spiritual activities.
Ongoing (Saturdays)	PTMs	Class-wise Parent-Teacher Meetings to discuss student progress.
Ongoing	Science Labs	Hands-on experiments and interactive scientific demonstrations.
Routine	Staff Meetings	Coordination meetings to review progress and plan school activities.

2. HOSTEL OPERATIONS - PSK

The focus remained on academics, co-curricular development, discipline, and personal growth. While July was spent in summer vacations, August and September witnessed numerous educational, recreational, and sporting activities that contributed to the holistic development of hostel students. The department also focused on student wellness, infrastructure maintenance, and continued character development through organized activities and support systems.

June – July 2025 – Summer Break

August 2025 - Reopening & Celebrations

Student Reopening (August 3): After summer vacation, hostel students rejoined with fresh energy and enthusiasm. A comprehensive distribution drive was conducted to ensure all students were fully equipped for the new academic session.

Items Distributed:

- PT shoes and school shoes
- School uniforms and track suits
- School bags

Independence Day Celebrations (August 14): Students celebrated Independence Day celebrations with zeal and zest. Activities included flag hoisting, speeches, and cultural performances that fostered a sense of national pride.

Sports Development Initiatives: The hostel launched a robust sports program to promote teamwork, physical fitness, and healthy competition among students.

- **Azadi Cup Cricket Tournament** organized among hostel teams, creating spirit of competition.
- **Football and volleyball teams** formed with regular practice sessions initiated, focusing on building athletic skills and team coordination.

IT Skills Development: Hostel students were given dedicated access to the computer lab to enhance their IT knowledge.

Sports & Recreation:

- Volleyball tournament successfully organized among hostel students, promoting teamwork and physical fitness
- Track suits distributed to all hostel students for sports activities

Health & Medical Care:

- Medical checkups and treatment provided to 5 students suffering from fever, headache, flu, and allergies
- Ensured timely healthcare intervention and student wellbeing

Infrastructure Maintenance:

- Water tank cleaning completed
- Necessary infrastructure repairs conducted
- Safe and hygienic living environment maintained

Character Building:

- Behavioral session conducted by Mr. Maqsood Hafeez focusing on respectful interaction with peers and teachers
- Emphasis on developing positive conduct and interpersonal skills

3. FRONT DESK OPERATIONS - PSK

The Front Desk Department served as the institution's primary contact point, managing seamless communication between parents, staff, and management. The department handled parental concerns with professionalism, coordinated attendance management, student leave requests, vaccination programs, and maintained critical documentation.

Key achievements included 100% follow-up on parent inquiries, zero discrepancies in attendance records, and smooth institutional operations through meticulous stakeholder coordination.

Core Functions Completed:

- Managed parent-institution liaison and grievance resolution
- Administered student leave protocols and channeled approvals to Vice Principal
- Coordinated Polio vaccination team visits and school leadership meetings
- Operated daily bell timings for structured academic transitions
- Maintained daily manual and biometric attendance records for all staff
- Generated monthly reports on staff absenteeism, late arrivals, and leaves
- Submitted CEO-signed recruitment attendance sheets to HR Department
- Compiled SEF scholarship student documentation
- Maintained comprehensive document receiving and dispatch registers

4. HUMAN RESOURCE DEPARTMENT OPERATIONS - SSSWF

The department successfully executed strategic recruitment, managed workforce transitions, and advanced documentation compliance.

Recruitment Campaigns: Three structured walk-in initiatives conducted with rigorous evaluation processes ensuring high-quality candidate selection.

- **PSK Project (Aug 11-12):** 12 candidates appeared, 2 finalized and 14 professionals onboarded
- **PSP-Thatta (July 30 & Aug 7):** 21 candidates appeared, 5 shortlisted and 6 professionals onboarded

Employee Separations (21 total):

SSSWF: 1 resignation without notice

PSK: 16 resignations (8 with full notice, 1 immediate, 7 during probation)

PSP-Thatta: 5 resignations (2 with full notice, 1 immediate, 2 during probation)

Other Achievements:

- Collected signed job descriptions from all academic staff at PSK and PSP-Thatta
- Achieved 50% completion of employee personnel files, addressing documentation gaps
- Completed SEF contracts for all PSP-Thatta academic staff
- Maintained daily attendance reconciliation and updated leave balance records for 2025-2026
- Enhanced payroll processing accuracy through improved attendance management
- Completed assessments for 3rd batch hostel students to ensure wellbeing and appropriate support.

5. INFORMATION TECHNOLOGY OPERATIONS - SSSWF

The IT Department efficiently managed technical, operational, and maintenance tasks across PSK and PSP campuses, ensuring smooth functionality of IT systems, servers, and network infrastructure. Key focus areas included network maintenance, system installations, website updates, data backups, and support for EdTech training and institutional events.

Network & Server Infrastructure

Critical network and server infrastructure maintained to ensure uninterrupted connectivity across all campuses.

- Server rack maintenance with Cat6 cabling cleaned and organized, Windows reinstalled with applications
- Broken fiber-optic line reconnected, additional TP-Link routers installed at alternate locations
- Thatta campus network maintenance completed including NVR cabling to Principal's Office
- CCTV operations restored (PT Area, Gymnasium) with online connectivity established for Thatta cameras

System Maintenance & Equipment

- Computer lab: 20 systems and server rack maintained, 4 PCs configured with LAN connectivity
- Department equipment: Battery replacements for Account and HR laptops, Finance laptop Windows reinstalled
- VP room system issue resolved, 4 damaged laptop LCDs inspected and reported to CEO

Printer & Photocopier Services

- Multiple printer cartridge refills completed across departments (VP, Admin, Accounts, IT)
- Finance printer scanning issue resolved, official documentation and certificates handled
- Photocopier repaired with pressure roller and hot roller installed in Thatta machine

Email, Backup & Data Security

- Outlook backups completed for all departments (Academic Head, HR, Admin, CEO)
- CEO Outlook configured in new laptop, missing email issue resolved with Hosterocean
- Email and social media passwords updated (Facebook, LinkedIn, Gmail)

Website Management & Content

Regular website updates maintained institutional online presence and transparency.

Content Published: EdTech training galleries, teacher hiring advertisements, HPV vaccine and Oral Health Awareness content, campus visit pictures, Board of Governance structure, NPO updates

Event Support & Media Coverage

Comprehensive technical and media support provided for institutional events: Independence Day (Aug 13), Defence Day (Sept 6), 12 Rabi-ul-Awwal, Teachers' Training Sessions, Hostel Students' meetings, and campus visits. Multimedia, laptop, and sound system setup organized for all major programs.

Meetings & Training Coordination

- 14 EdTech online training sessions organized.
- Conference and meeting rooms prepared for PSK-PSP online meetings, teacher training sessions.
- Vendor coordination completed (Sidat Haider proposal submitted to CEO).
- Participated in Solar Tender, Thatta router, and generator maintenance meetings.

Thatta Campus Initiatives

- New internet router installed for improved connectivity.
- NVR cabling completed for CCTV online access,
- new Google LCD-TV delivered to Admin.
- Academic Lead printer repaired,
- 18 computer lab systems connected to network.



Thatta New Internet Router Install For Strong Internet Connectivity



New Google LED-TV handover to Admin



Thatta Computer Lab Network Switch Operational

Thatta Photocopier Machine Pressure Roller and Sensor Repaired



Internet Fiber cable issue Resolved



Hostel Warden System Install



Computer Lab Network Maintenance



Solar Inverter Fault Diagnose and Cooling Fan changed



PSK Server Rack Maintenance & Tagging



1st Floor Staff Room System all operational



**Camera Maintenance & Cleaning
CCTV camera underground wire
repairing.**

6. INFORMATION TECHNOLOGY OPERATIONS – PSP THATTA

EdTech & Training Support: Provided complete support for online EdTech training sessions including webcam installation for online meetings, teacher assistance with lesson planning using new Excel format, and continuous AV class support throughout the quarter

IT Lab & Network Management: Fixed internet connectivity issues across all IT Lab PCs, cleaned PC #13 motherboard improving performance, and ensured uninterrupted access for students and teachers.



Equipment Maintenance: Refilled toner for Admin Office HP LaserJet 107w and Principal Office HP LaserJet P1102w multiple times, resolved Admin printer jam issue with pin removal and cleaning, and fixed reception-side CCTV camera display issue caused by rusted RJ45 jack.



CCTV & Security Systems: Ensured all CCTV cameras were online and functioning properly throughout the quarter.



Administrative Support: Collected certificates from new admission students' parents and organized filing, added new teachers' data into biometric attendance system (August and September), and assisted candidates during interviews with form filling and CV collection.



Event Coverage & Technical Support: Captured photos and provided technical assistance for Independence Day celebrations (August 14), Colgate company event, and Eid Milad-un-Nabi event, ensuring smooth execution of all organizational events.

Other Achievements:

- **Seamless EdTech Support:** Successfully enabled digital teaching tools transition for teachers.
- **IT Lab Improvements:** Resolved connectivity issues ensuring uninterrupted access for students and teachers.
- **Event Success:** Provided comprehensive technical support for 3 major organizational events.
- **Equipment Reliability:** Maintained continuous printing operations through timely toner refills and repairs.
- **Attendance Tracking:** Streamlined biometric system with timely updates for new hires.
- **Efficient Operations:** Supported interview processes and administrative functions effectively.

7. FINANCE OPERATIONS - SSSWF

The Finance Department successfully managed all financial operations, ensuring timely payments, regulatory compliance, and strategic financial planning.

Key achievements include processing all payroll and vendor payments on schedule, securing grant releases, increasing investments by Rs. 9 million, and obtaining critical FBR tax exemptions.

Payroll & Operations:

The department ensured seamless financial operations across all campuses with zero delays in payments and disbursements.

- Salaries processed and disbursed on time for PSK, PSP, and PST
- Vendor payments completed for PSK, PSP - T and hostel
- Utilities bills paid promptly
- Petty cash managed efficiently at PSK and PST
- Hostel students' pocket money and medical expenses reimbursed on schedule

Tax Compliance & Exemptions:

Full compliance maintained with all tax and regulatory requirements throughout the quarter.

Tax Obligations Completed:

- Income tax deducted under Sections 149 and 153 with challans paid
- Sales tax deducted and submitted
- Quarterly advance tax under Section 165 prepared and sent to Aleem & Co.
- EOBI contributions deposited on time
- Zakat exemption applied for 2025-26

FBR Tax Exemptions Secured:

- Section 2(36)(C): Approval as Non-Profit Organization
- Section 159(1)/151: Reduced withholding rate on Profit on Debt

Budget Planning & Reporting

Strategic budget planning and comprehensive reporting ensured transparency and accountability to stakeholders.

- Annual budgets for PSK, PSK Hostel, and PST 2025-26 prepared and presented to Board Members
- PSK utilization report submitted to SELD & AG Sindh
- PST utilization report submitted to Sindh Education Foundation with hard copy and supporting documents

Grant Management

Grant documentation completed and funds successfully released for all campuses through effective coordination with government entities.

- **PSK:** Cheque released from AG Sindh
- **PST:** Fund release from Sindh Education Foundation (SEF)
- **PSK Hostel:** Fund release from SEF

Banking & Investments

Efficient banking operations and strategic investment decisions strengthened the organization's financial position.

Banking Operations:

- Bank coordination maintained with reconciliation completed
- New PST savings account opening in progress at Sindh Bank Limited per SEF directive

Investment Growth:

- Portfolio increased from Rs. 109 million to Rs. 118 million
- Rs. 9 million additional investment in NRSP term deposits

External Audit

External audit currently in progress, conducted by Tariq Abdul Ghani & Co., Chartered Accountants, ensuring independent verification of financial statements.

The Finance Department demonstrated excellence in financial stewardship, regulatory compliance, and strategic resource management across all SSSWF operations.

8. PROCUREMENT OPERATIONS - SSSWF

PSK Procurement Activities:

- General and academic stationery
- IT equipment and supplies
- Cleaning materials
- Hostel supplies (stationery, uniforms, footwear, bags)
- Vehicle maintenance and parts (batteries, tires)
- Educational materials (STB books)
- Dispenser supplies
- Matric board renewal coordination

PSP Thatta Procurement:

- Uniforms and educational materials
- ECCE and academic stationery
- Art, craft, and sports materials
- IT equipment
- Laboratory practical items (Biology, Chemistry, Physics)
- Infrastructure materials (electrical, solar, cleaning items)
- Facility improvement supplies (white boards, signboards, cabinets)

Vendor Management:

New suppliers inducted to enhance procurement efficiency and cost-effectiveness:

- A&M General Order Supplier
- AM Enterprises
- Al Quahera Trading Co.
- Sufiyan Trading Co.
- M.I. Enterprise
- Taha Trading
- Dewan Construction and Services

9. STORE OPERATIONS - PSK

SSSWF – PSK Activities:

- Receipt and issuance of all purchases during the period
- Management, academic, exam, hostel, and general stationery handled
- Distribution of uniforms, bags, shoes, track suits, joggers, and sports items
- IT equipment, electrical, solar items, batteries, tyres, and dispensers issued
- Cleaning items and hostel supplies distributed
- Store inventory regularly updated

People's School Thatta – Activities:

- Uniforms, copies, ECCE & academic stationery received and issued
- Art & craft, sports material, IT equipment managed
- Lab items (Biology, Chemistry, Physics) distributed
- Solar panels, batteries, LED, boards, books, and paints issued

Outdoor Activities:

- Salary submission to bank
- Cheque signing
- Official letter submission (SELD, SEF, AG Sindh, other departments)
- Approx. 4 days/week outdoor duties

Challenges & Risks:

- Delays in GRN and inventory updates due to outdoor work
- Parking and unexpected expenses incurred (claimable)
- Difficulty in monitoring inventory due to unplanned outdoor tasks

10. ADMINISTRATION OPERATIONS - SSSWF

During this quarter, the Administration Department ensured smooth academic, hostel, and operational activities at Public School Korangi through close coordination with store, procurement, academics, and accounts sections. Continuous supervision and monitoring supported timely distribution, maintenance, and event management across the campus.

Key Administrative Activities – PSK:

- Oversight of academic, exam, and general stationery distribution
- Supervision of hostel supplies including uniforms, bags, shoes, track suits, joggers, copies, and registers
- Monitoring of IT equipment issuance and functionality
- Coordination of vehicle repair, battery and tyre procurement
- Supervision of cleaning items distribution and campus hygiene
- Monitoring of STB books receiving and campus-wide distribution
- Coordination for Matric Board office renewal and related matters
- Organization of events: Independence Day, Defence Day, and Eid Milad-un-Nabi

Key Administrative Activities – PSP-T:

At Peoples School Thatta, the Administration Department focused on infrastructure support, maintenance, and distribution of academic and non-academic resources. Regular monitoring and follow-up ensured timely completion of repair, installation, and procurement activities.

- Distribution of uniforms, copies, ECCE, academic, art & craft stationery
- Allocation of sports material and IT equipment
- Supervision of electrical, solar items, LED, and dispenser maintenance

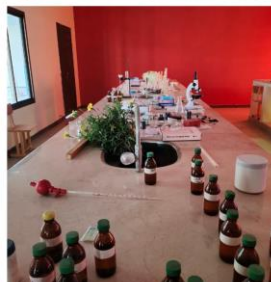
- Installation of white boards, soft boards, cabinets, signboards, and canopies
- Coordination of motor repairs and window installations
- Monitoring of painting work, seepage control, and structural repairs
- Distribution of books and lab practical items (Biology, Chemistry, Physics)
- Ongoing coordination with campus management for quality control

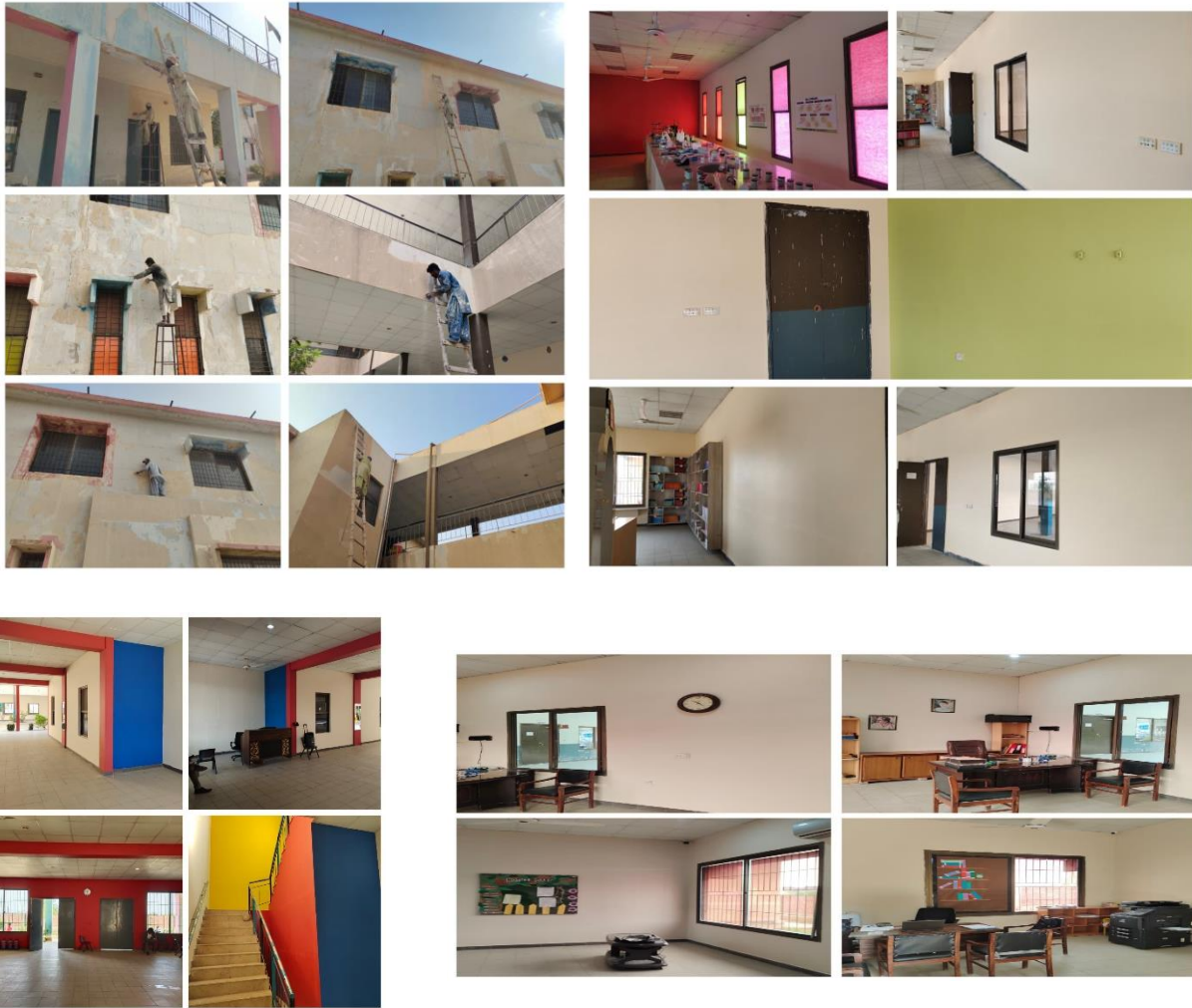
11. ADMINISTRATION OPERATIONS – PSP THATTA

During the reporting period, significant infrastructure enhancement and maintenance work was carried out at People's School Thatta to improve safety, functionality, and the overall learning environment. The completed and ongoing initiatives focused on academic support, technology integration, energy sustainability, campus security, and aesthetic improvement, ensuring a more efficient and student-friendly school facility.

Key Completed & Ongoing Works:

- Installation of canopies at play and parking areas for weather protection
- Full functionalization of Biology, Chemistry, and Physics laboratories
- Provision of learning materials and activity resources for the ECCE section
- Installation of direction boards and signboards for improved visibility
- Reconstruction and welding work of the main gate for enhanced security
- Installation of additional Wi-Fi routers to improve internet connectivity
- Provision of TCL Android Google QLED TVs for AV and smart classes
- Installation of solar plates and batteries to ensure reliable power backup
- Completion of painting work in labs, ECCE section, offices, corridors, auditorium, and washrooms
- Construction of auditorium stage for academic and cultural activities
- Kitchen construction, first-floor corridor painting, and front façade paint work currently in progress.





12. OFFICIAL VISITS

SUNDAR STEM:

The representatives of SUNDAR STEAM School visited SSSWF on 19th August 2025 to initiate skill development program in PSK. In the meeting they brief about the courses they are working on with the coordination of National Rural Development Program (NRDP) and Federal Development Government Program.

This strategic meeting convened to explore collaborative opportunities between SSSWF and Sundar STEM School, with particular focus on expanding quality STEM education access to underserved communities in Karachi. The discussion centered on shared organizational values, operational synergies, and the establishment of Sundar STEM's second chapter in Pakistan's commercial capital.



13. GOVERNANCE MEETINGS

Effective governance ensures that every decision and action taken aligns with organisation's purpose, providing a roadmap for achieving long-term goals. And by establishing roles and responsibilities, it ensures that decisions are made efficiently whilst considering all potential impacts.

During this Quarter, two Managing Committee meetings were held:

1. 16th August 2025, Saturday.
2. 2nd September 2025, Tuesday.

The Managing Committee meeting held on for overseeing the school's strategic direction, budget analysis, academic growth, and overall infrastructure. Regular meetings are convened to discuss various aspects of the school's operations, including academic performance, administrative matters, and future initiatives:

- Reviewing Academic Programs: Assessing the effectiveness of the curriculum and teaching methodologies to ensure quality education.
- Financial Oversight: Evaluating the school's budget, expenditures, and financial planning to maintain fiscal responsibility.
- Infrastructure Development: Planning for the maintenance and enhancement of school facilities to provide a conducive learning environment.



14. CONDOLENCE MEETINGS

The Sindh School System Welfare Foundation (SSSWF) deeply values its human capital and recognises that its employees are its greatest asset. Beyond academic and operational excellence, SSSWF is equally committed to the emotional well-being and dignity of its staff members. In line with this commitment, the organisation held a formal Condolence Meeting during the quarter to honour and pay respects to the deceased family members of its employees.

The condolence meeting was organised as a sincere expression of solidarity, compassion, and institutional respect for the bereaved staff members. It reflected SSSWF's deeply held belief that an organisation's true strength lies in how it supports its people — not only in professional matters, but also in their personal moments of grief and loss.

The gathering provided an opportunity for the leadership, management, and colleagues to stand together in empathy, offering heartfelt prayers and moral support to the affected employees during a difficult time.

Event Highlights

- The meeting was attended by all its employees regardless of designation bereaved staff members head by CEO SSSWF.
- Prayers (Dua) were offered collectively for the departed souls, reflecting the organisation's respect for its people beyond the workplace.
- Words of comfort and support were shared by all reaffirming SSSWF's commitment to its employees' well-being.

Following of the condolence were being arranged in this quarter:

- Grand-mother of Ms. Samra Dawood – Front Desk Coordinator PSK
- Sister of Mr. Fida Hussain ICT Teacher - PSP Thatta
- Uncle of Ms. Sakina Teacher – PSP Thatta



Concludes