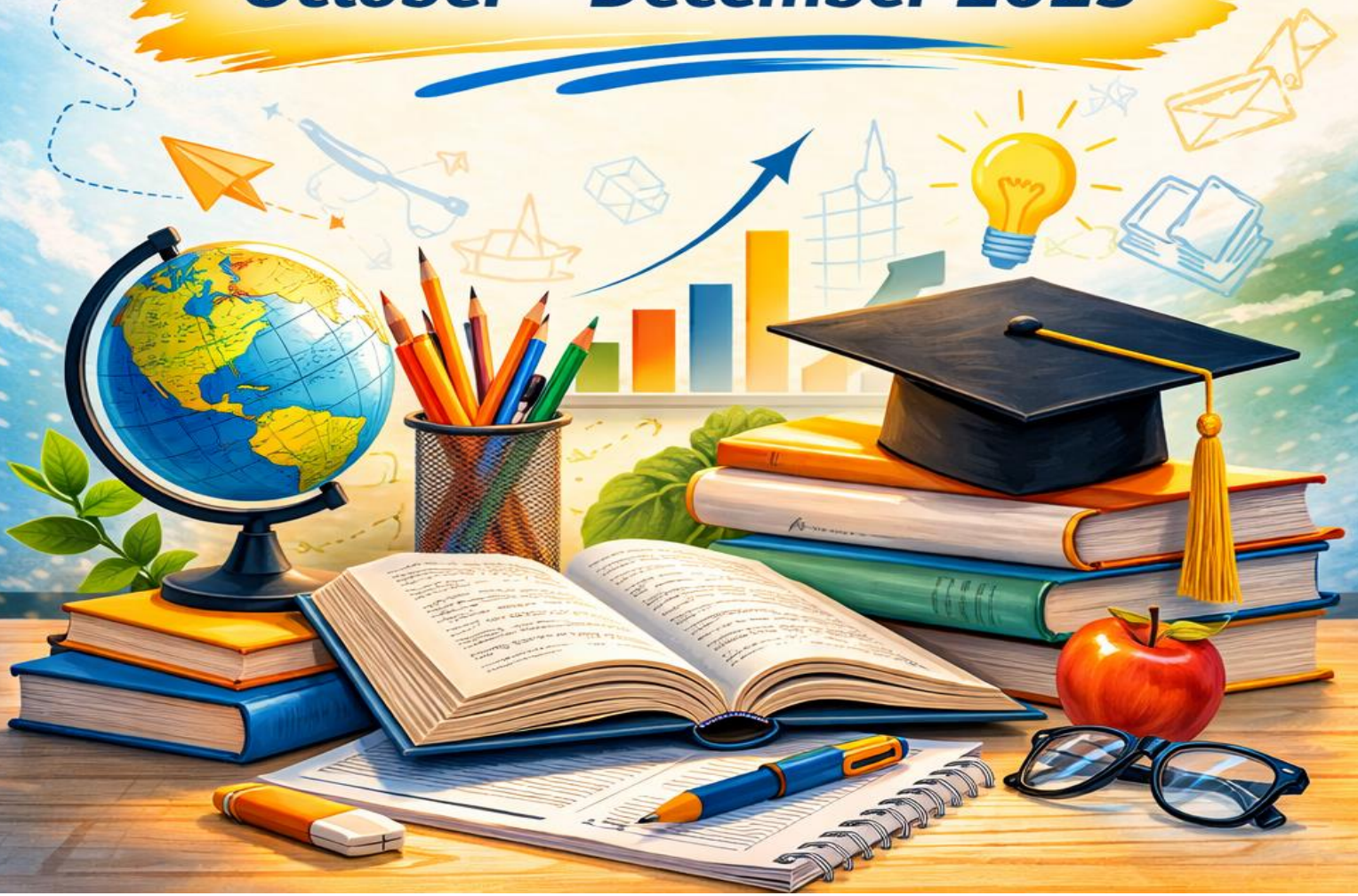




2nd Quarterly Progress Report

October – December 2025



SINDH SCHOOL SYSTEM WELFARE FOUNDATION

2nd QUARTERLY PROGRESS REPORT

October – December 2025



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EXECUTIVE SUMMARY

The 2nd quarter of Academic Year 2025-26 marked a period of substantial institutional advancement for the **Sindh School System Welfare Foundation (SSSWF)**. 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:** Midterm results summary (512 students, 57% pass rate, girls outperforming boys)
- **Capacity Building:** Teachers' Development Training Workshop and Prefects Selection at PSP Thatta
- **Enrollment Growth:** Full operational enrolment at both campuses + BISEH affiliation milestone for Class IX
- **Infrastructure Enhancement:** Procurement of 929 winter uniforms across PSK, PSP Thatta, and Hostel
- **Student Engagement:** Co-curricular events calendar + Colgate oral health session + Spelling Bee participation

1. ACADEMICS OVERVIEW

1.1. PUBLIC SCHOOL KORANGI – PSK

➤ Iqbal Day (7th November):

The celebration of Iqbal Day was organised to honor Allama Iqbal's legacy, featuring Quranic recitation, naats, speeches in English and Urdu, poetry performances, and tableau presentations by students from Grades I through IX. The Vice Principal addressed the students on the contemporary relevance of Iqbal's teachings.

The Allama Iqbal Day celebration served as a sincere homage to a visionary thinker whose philosophy contributed significantly to the ideological foundation of Pakistan. Students participated with remarkable enthusiasm and respect, embodying the spirit of Iqbal's message. The event successfully encouraged everyone to uphold the values of faith, self-confidence, discipline, and dedication to the nation.



➤ Children's Day (21st November):

Celebrated in line with UNICEF's World Children's Day directives, the event featured performances by students from ECCE through Grade X. The event highlighted the idea that each child is a source of hope, a promise for a brighter tomorrow, and an essential contributor to our shared progress. The celebration featured a variety of engaging activities, offering students an opportunity to showcase their talents, boost their self-assurance, and enjoy learning in a supportive and encouraging setting.

The Children's Day Celebration 2025 at Public School Korangi was successfully executed according to the planned schedule, accomplishing all its intended objectives. The event reinforced the school's dedication to fostering a nurturing, inclusive, and inspiring learning environment, where every child feels valued, respected, and empowered.



➤ Upper/Sweater Distribution (11th December):

This year according to weather expectations, the winter season 2025-26 is likely to be drier and colder than usual, with increased cold waves. By keeping in view, the dire need of the suitors/cardigans for students (Girls & Boys) of PSK, PSP-Thatta & Hostel for the up-coming winter season.

A purchase order for 929 sweaters was released
 PSK - 323
 PSP-Thatta - 561 and
 Hostel – 45

The upper distribution process is completed, and procurement of sweaters is in progress. The school management is ensuring that execution of the procurement process shall be completed promptly and efficiently and well with-in the time-line.





➤ Black Day (16th December):

The observance of Black Day on 16 December 2025, held in memory of the martyrs of the Army Public School, Peshawar with great respect, discipline, and sincerity, successfully achieving its purpose of honoring the martyrs of APS.

The Black Day observance was conducted with dignity and respect in the school assembly area, where students from Grades IX to X actively participated. The program began with the recitation of the Holy Quran, followed by special prayers for the martyrs of the Army Public School, Peshawar. The solemn atmosphere reflected the collective grief and solidarity of the school community. The event provided students with an opportunity to reflect on the sacrifices of innocent lives and to understand the importance of peace, unity, and the right to education in a safe environment.



➤ Bright Smiles, Bright Futures Oral Health Session (12th December 2025):

An oral health session conducted in collaboration with Colgate Pakistan Ltd, led by Dr. Shazia Munshi. A total of 423 students and 14 teachers participated. Toothpaste, toothbrushes, and hygiene leaflets were distributed to all participants and staff.

The program successfully enhanced students' awareness regarding oral hygiene and reinforced the importance of adopting healthy dental practices from an early age. The active engagement of both students and teachers reflected the effectiveness of the session and the relevance of the topic.



➤ Culture Day (17th December):

Culture day is celebrated to promote Sindhi and Pakistani cultural heritage. It is to promote awareness about the rich cultural heritage, traditions, and values of Pakistan, especially the vibrant culture of Sindh. It provides an opportunity to educate students about their history, customs, languages, and traditional practices, helping them develop a strong sense of identity and pride in their cultural roots.

Grades VI through IX performed songs, tableaux, speeches, and cultural acts including a Sindhi Wedding performance. Certificates for Best Event Participation and Decoration were distributed by the Event Coordinator and Vice Principal.

The program concluded with a vote of thanks by the anchors, followed by a patriotic background song. The Culture Day celebration was successfully conducted and achieved all its objectives. The event left a positive and lasting impact on students by enhancing their cultural awareness and confidence.



➤ Midterm Examination 2025 (20th December 2025):

The Midterm Examination 2025 was successfully conducted on 20 December 2025 to assess students' academic progress and conceptual clarity across all grade levels. The examination provided a valuable opportunity to evaluate learning outcomes and observe performance trends at different academic stages.

Overall Performance Overview

- Total Students : 512
- Total Girls : 266
- Total Boys : 246
- Students Passed : 290
- Students Failed : 222 (Including 28 Absent Students)
- Overall Pass Percentage : 57%
- Overall Failure Percentage : 43%
- Girls' Pass Percentage : 58%
- Boys' Pass Percentage : 55%

Grade-wise Result Summary

Class-Wise Result	Total Stds.	Girls	Boys	Girls Pass	Boys Pass	Pass %	Fail %
Class-IA	29	12	17	8	14	76%	24%
Class-IB	28	14	14	10	8	64%	36%
Class-IIA	27	17	10	10	9	70%	30%
Class-IIB	26	12	14	7	9	62%	38%
Class-IIIA	24	12	12	10	9	79%	21%
Class-IIIB	24	14	10	11	6	71%	29%
Class-IVA	29	18	11	11	5	55%	45%
Class-IVB	29	17	12	13	9	76%	24%
Class-VA	26	15	11	4	3	27%	73%
Class-VB	27	15	12	7	5	44%	56%
Class-VIA	22	15	7	9	5	64%	36%
Class-VIB	21	13	8	10	6	76%	24%
Class-VIIA	22	15	7	12	4	73%	27%
Class-VII-B	22	13	9	12	6	82%	18%
Class-VIII	37	21	16	13	3	43%	57%
Class-IXA	32	9	23	1	13	44%	56%
Class-IXB	32	10	22	2	11	41%	59%
Class-IXC	30	7	23	2	11	43%	57%
Class-X	25	17	8	2	0	8%	92%
Total	512	266	246	154	136	57%	43%

The Midterm Examination 2025 results present a comprehensive picture of students' academic engagement and achievement across all levels. Primary and middle sections demonstrate particularly strong and stable outcomes, while secondary classes reflect the increasing academic carefulness associated with higher grades.

Overall, the result provides a clear and structured understanding of performance trends, enabling informed academic review and reflection.

Academic Activities Overview PSK 2025-26:

Date	Event / Activity
Nov 7	Iqbal Day
Nov 21	Children's Day Celebration
Dec 11	Upper Distributions
Dec 12	Oral Health Session
Dec 16	Black Day
Dec 17	Sindhi Culture Day Celebration
Dec 20	Mid Term Exams

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

People's School Program Thatta (PST) serves students from ECCE through Grade IX and is committed to providing quality education in Thatta district.

During the 2nd Quarter of Academic Session 2025–26 (October to December 2025), the school maintained its full operational capacity. Current enrolment and staffing data for the academic session are on record, covering all sections from Early Childhood Care & Education (ECCE) through Grade IX. The teaching and support staff roster reflects the staffing requirements for this session, with subject specialists deployed across the primary and secondary sections.

The school continued to focus on academic improvement, co-curricular development, community engagement through Parent-Teacher Meetings, and institutional compliance through regulatory visits from SEF and BISEH during this quarter.

➤ Teachers Day Celebration

Teachers' Day was celebrated with great respect and enthusiasm at People's School Thatta on 4th October 2025. The event was organized to honor the dedication, hard work, and commitment of the teaching staff in shaping the future of students.

Students from various classes prepared and presented meaningful tableaux that highlighted the importance of education and the vital role teachers play in society. The performances were well-received and demonstrated the students' appreciation for their teachers. On this occasion, the Principal, Ms. Samreen Pathan, and the Academic Lead, Mr. Ghulam Ali Zour, distributed certificates of appreciation

among all teachers as a formal token of recognition. The celebration concluded in a warm, respectful, and motivating atmosphere that uplifted staff morale.



➤ Spelling Bee Participation

Selected students of People's School Thatta participated in the All Sindh Youth Spelling Bee Competition — Season 3, held at Hayat Girls Higher Secondary School, Cantt Hyderabad on 9th October 2025. This competition provided students with a platform for provincial-level academic exposure, helping them develop confidence, vocabulary skills, and competitive spirit. The participation reflects the school's commitment to nurturing students beyond the classroom and encouraging them to engage in educational competitions at a broader level.



➤ SEF District Head Visit

The SEF District Head, Mr. Muhammad Younis Rustamani, conducted an official visit to People's School Thatta on 14th October 2025. The visit was organized in a smooth and structured manner, covering all academic, administrative, and infrastructural areas of the school.

Mr. Rustamani reviewed classrooms, science laboratories, administrative offices, and ongoing development work. He also interacted directly with teachers and students to assess the quality of teaching practices and evaluate the overall learning environment. He appreciated the efforts of the school management and staff in maintaining high standards of discipline and academic quality. Constructive suggestions were offered, particularly regarding the upgradation of cleaning equipment and the proper maintenance of classroom ceilings to ensure a safe and hygienic learning environment. The visit was productive and provided the school with clear directions for further institutional improvement.



➤ BISEH Affiliation Committee Official Visit – Matric Affiliation

The Board of Intermediate and Secondary Education Hyderabad (BISEH) Affiliation Committee conducted an official visit to People's School Thatta on 27th November 2025. The visit was led by Mr. Atta Muhammad Kaka (Deputy Secretary, BISE Hyderabad), accompanied by Mr. Majid Hussain Khokhar (Convener, BISEH Affiliation Committee) and Mr. Muhammad Ramzan Soomro (Member, Affiliation Committee).

The committee conducted a thorough review of the school's classrooms, science laboratories, infrastructure, and all affiliation-related documentation. All areas were found to be complete and satisfactory. The officials particularly appreciated the preparedness, transparency, and cooperative attitude of Principal Ms. Samreen Pathan and her team throughout the inspection process.

The committee assured that access to the BISEH online portal would be provided to the school in the near future to initiate Class IX student enrolment for the upcoming board examinations. Overall, the visit reflected positively on the academic and administrative readiness of PSP Thatta and is an important milestone toward formal board affiliation.



➤ Mid Term Examination

The mid-term examinations were conducted in December 2025 by the Sindh Education Foundation (SEF). The results of these examinations were not only unsatisfactory but reflect a serious academic concern that warrants immediate corrective measures. A thorough analysis of the results has identified both major systemic issues and minor contributing factors, as detailed below.

Major Contributing Factors

Remedial Classes without Planning: Remedial classes were conducted for the entire months of April and May 2025 without proper planning, structured curriculum alignment, or prior discussion with the teaching staff. This disrupted the regular academic schedule significantly and did not yield the intended improvement in student performance.

Syllabus Disruption: As a direct consequence of the remedial period, the regular syllabus was put on hold during April and May and could only be resumed in late August — after the conclusion of the relevant event period. This two-month gap resulted in a significant lag in curriculum coverage across all grades.

Lack of Monitoring & Teacher Feedback: Teachers were not adequately informed about their respective class outcomes, and there was a notable absence of systematic checking and monitoring mechanisms. Without this feedback loop, instructional gaps went unaddressed and cumulative performance declined.

Minor Contributing Factor

The SEF mid-term examination papers were designed to cover 50% of the total annual syllabus. However, at the time of examination, the school's actual syllabus completion stood at only 35–40%. This mismatch between the examination scope and the school's curriculum progress directly contributed to lower-than-expected student scores across subjects.

To address these issues, the school management plans to:

- Ensure structured planning before any remedial or intervention programs.
- Implement a robust syllabus tracking system with regular monitoring checkpoints.
- Establish a formal teacher feedback mechanism tied to class-wise result analysis after each examination cycle.



➤ Sindhi Culture Day Celebration

Sindhi Culture Day was celebrated with great enthusiasm and cultural pride at People's School Thatta in the school's Auditorium Hall on Thursday, 18th December 2025. The event was thoughtfully organized to promote cultural awareness among students, strengthen their connection with Sindh's rich history and heritage, and encourage active engagement in preserving Sindhi traditions.

The program was graced by distinguished guests, including Mr. Mansoor Ali Durbari, CEO of SSSWF, and Mr. Adnan Rajput, District Program Officer, SEF Thatta, both of whom appreciated the school's efforts in promoting cultural identity and student participation. The celebration featured student performances, cultural displays, and activities reflecting the diversity and richness of Sindhi culture.



➤ Teacher's Development Training Workshop

A 2-day Teachers' Development Training Workshop was organized and conducted at People's School Thatta as part of the school's ongoing commitment to building teacher capacity and improving instructional quality.

The workshop was led by the Academic Lead, Mr. Ghulam Ali Zour, in collaboration with Mathematics Teacher Mr. Abid Hussain Khatri and English Teacher Ms. Maria Memon. The sessions were designed to be practical, interactive, and directly relevant to classroom realities. Key topics covered included: effective classroom management and student behavior strategies; student-centered lesson planning within a 40-minute class period; English language teaching methodologies to strengthen communication skills; and Mathematics teaching strategies aimed at improving conceptual understanding and student performance.

Practical activities and real-life classroom scenarios were incorporated throughout to keep participants actively engaged and enable direct application of learning. The workshop proved to be a valuable professional development experience, built on participation, reflection, and practical application.



➤ Prefects Selection and Announcement

A formal Prefects Selection process was conducted at People's School Thatta during the quarter. Students from senior grades were evaluated based on academic performance, leadership qualities, discipline, and peer standing. The selected prefects were officially announced and assigned their roles and responsibilities.

The Prefect system is aimed at fostering student leadership, promoting a culture of responsibility and discipline, and creating positive role models within the school community. The announcement was received with enthusiasm by students and staff alike.



➤ **Parent-Teacher Meetings (ECCE – III & Grades IV – IX)**

Parent-Teacher Meetings (PTMs) were held in two separate sessions in the PSP Thatta Auditorium Hall during the quarter, covering all grades from ECCE through Grade IX.

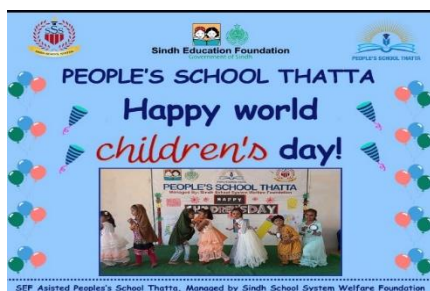
The first session was held for parents of students in grades ECCE through Grade III. The second session was held for parents of students in Grades IV through IX. Both sessions provided an opportunity for teachers and parents to discuss individual student progress reports, mid-term examination results, academic performance trends, behavioral observations, and attendance and punctuality records.

The meetings were productive and well-attended. Parents were receptive to feedback from teachers and expressed their commitment to supporting their children's learning at home. Grade 9 parents were additionally briefed on upcoming board enrolment requirements and the importance of consistent attendance. All parents confirmed their cooperation with the school's academic and disciplinary expectations.



➤ **Children's Day Celebration**

Children's Day was celebrated at People's School Thatta during the quarter, providing students with an enjoyable and engaging school experience. The event was organized to recognize the importance of children's rights, happiness, and holistic development. Students participated in activities that fostered creativity, teamwork, and a sense of belonging within the school community.



➤ HR Manager Meeting with Academic Staff & Section Heads

Ms. Mehwish Altaf, Manager HR and Communication at SSSWF, held a structured and comprehensive meeting with the academic staff and Section Heads at People's School Thatta during the quarter. The meeting was convened to review the status of academic activities, address any operational challenges faced by teachers, and discuss matters relating to academic planning, staff coordination, and communication protocols between the school and the central management. Section Heads presented updates on their respective grade clusters, and key decisions were made regarding upcoming academic priorities.



Academic Activities Overview PSP - Thatta:

Date	Event / Activity
Oct 4	Teachers' Day Celebration — PSP Thatta
Oct 9	Spelling Bee Competition — All Sindh Youth Season 3, Hyderabad
Oct 14	SEF District Head Visit — Mr. Muhammad Younis Rustamani
Nov 21	Children's Day Celebration
Nov 27	BISEH Affiliation Committee Official Visit — Matric Affiliation
Dec	Midterm Examinations Conducted
Dec 18	Sindhi Culture Day Celebration — Auditorium Hall
Dec 22 & 23	Teachers' Development Training Workshop (2 Days)
Dec	Prefects Selection and Announcement
Dec	Parent-Teacher Meetings (ECCE–III & Grades IV–IX)
Dec	Grade 9 Parent Meeting — Board Enrolment & Punctuality
Dec	HR Manager Meeting with Academic Staff & Section Heads

2. HOSTEL OPERATIONS - PSK

This report covers administration and discipline, laundry and maintenance, medical care, sports and physical activities, academic engagements, and student events. Throughout the quarter, the hostel administration remained committed to maintaining discipline, cleanliness, and the overall well-being of all resident students.

➤ Administration & Discipline

- School SOPs were strictly maintained across all hostel students throughout the quarter. The
- Daily Routine Order (DRO) was consistently followed, and student leaves were properly recorded and managed.
- Room cleanliness and washroom hygiene were regularly monitored.
- Behavioral issues were identified and resolved promptly through disciplinary meetings conducted by Mr. Maqsood Hafeez, with particular focus on matters relating to the 3rd batch.
- Weekly room checklists and monthly inspections were carried out to ensure sustained standards across the hostel.

➤ Laundry & Maintenance

Laundry schedules were maintained in accordance with flat-wise weekly timings. Maintenance work carried out during the quarter included repair of room doors, searchlight brackets, and water tank upkeep, along with general infrastructure maintenance. Overall hostel facilities were regularly monitored to ensure smooth and uninterrupted functioning.

➤ Medical Care

Medical care was provided to students across all three months. In October, 8 students received treatment for fever, headache, flu, and allergy.

In November, 12 students were treated for similar conditions.

In December, students again received treatment primarily for fever, headache, and flu. Timely medical checkups and treatments were arranged throughout the quarter to safeguard student health and safety.

➤ Sports & Physical Activities

Regular evening sports sessions — including cricket, volleyball, and physical training — were conducted throughout the quarter to promote students' physical fitness and mental well-being. In November, an inter-hostel Cricket Tournament was organised among hostellers, with awards distributed to outstanding performers. In December, a cricket match was played outside the campus against a visiting cricket club team, providing students with a competitive and enriching sporting experience.

➤ Academic & Educational Activities

The Mid-Term Examination was conducted during December 2025. In addition to regular academic preparation, motivational and behavioral sessions were delivered by Mr. Maqsood Hafeez, including sessions focused on self-belief and positive conduct. In November, the SEF (Sindh Education Foundation) team visited the hostel and conducted interactive sessions, group discussions, one-to-one meetings, and student feedback collection, contributing positively to student engagement and development.

➤ Events & Student Engagement

Student birthdays were celebrated during the quarter, with 4 celebrations held in October and 3 in December, fostering a sense of community and belonging. Culture Day was marked in December, and a motivational movie session was arranged for hostellers. Additional school uniforms were distributed to students, and a pick-and-drop facility was provided for the winter vacation break in December.

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. Core responsibilities encompassed parent liaison and grievance handling, attendance record management, student affairs coordination, documentation control, and examination support. The front desk maintained consistent standards of professionalism, responsiveness, and operational accuracy to support smooth institutional administration.

Core Functions Completed:

- Coordination was also maintained with parents via phone and WhatsApp for the uniform process, and transport-related requests from parents were received and processed in an organised manner.
 - Liaised with the visiting Polio vaccination team and school leadership to finalize visit dates and on-ground procedures.
 - Daily manual attendance records were maintained for all staff categories — academic, administrative, and support. Biometric machine data was regularly extracted and reconciled with manual entries to ensure accuracy. Comprehensive reports covering staff absenteeism, late arrivals, half-day leaves, and short leaves were generated and submitted to management.
 - Daily checks and timely rectification of any attendance sheet discrepancies or damages were also carried out consistently.
 - All student leave requests — including short leaves, half-day permissions, and absence applications — were received, accurately logged, and channeled to the Vice Principal for authorization.
 - The school bell system was operated precisely in accordance with the timetable, ensuring timely commencement of classes, breaks, and transitions to maintain structured daily order throughout the academic schedule.
 - Comprehensive registers were maintained for all documents, letters, and correspondence received and dispatched by the school.
 - Invigilation duties were fulfilled at Zia uddin Board examinations during the quarter.
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4. HUMAN RESOURCE DEPARTMENT OPERATIONS - SSSWF

The second quarter of the 2025–26 fiscal year demonstrated robust operational performance across all Human Resources functions. The department successfully executed strategic recruitment initiatives, managed workforce transitions professionally, and made significant progress in documentation compliance.

New Employee Onboarding: The HR Department conducted structured recruitment initiatives for PSK and PSP Thatta during Q2, employing rigorous evaluation processes to ensure high-quality candidate selection and optimal organizational fit.

- **PSK Project:** 5 new professional's on boarded.
- **PSP-Thatta:** 8 professionals on boarded.

Employee Separations (21 total):

The department managed 5 employee separations during Q2 2025, handled professionally through comprehensive exit interviews, final settlement processing, clearance procedures, and proper knowledge transfer to minimize operational disruption:

PSK: 1 resignation.

PSP-Thatta: 4 resignations.

Other Achievements:

- Collected signed job descriptions from all newly hired academic staff at PSK and PSP-Thatta.
- Achieved 50% completion of employee personnel files, addressing documentation gaps.
- Completed SEF contracts for all newly hired PSP-Thatta academic staff.
- Maintained daily attendance reconciliation and updated leave balance records for 2025-2026.
- Enhanced payroll processing accuracy through improved attendance management.
- Principal PSK interviews been conducted and finalization process being carried out in second quarter.

External Engagements and Coordination:

SEF Survey Visit — Hostel Students:

Successfully coordinated the SEF team's survey visit to assess hostel student well-being. Full collaboration was maintained with SEF representatives, with all necessary arrangements in place for a thorough and smooth evaluation.

Zia Uddin Board Matters:

Provided comprehensive coordination support for Zia Uddin Board annual examination matters, including timely submission of PSK academic staff documentation, invigilation credentials, and all required administrative materials to ensure seamless examination processing.

SELD Inspection Visit:

Coordinated documentation preparation and information updates for the SELD inspection visit related to grant-in-aid increase applications, ensuring all required data was accurate, current, and properly formatted for regulatory review.

5. INFORMATION TECHNOLOGY OPERATIONS - SSSWF

The IT Department successfully managed technical operations, infrastructure maintenance, academic support, event media coverage, examination processing, and system upgrades across PSK and Thatta campuses. The department ensured the smooth functioning of servers, printers, CCTV systems, biometric attendance, and multimedia support for both academic and administrative activities throughout the quarter.

- Server rack maintenance and data center data transfer were completed, alongside CEO laptop installation, Outlook configuration, and system setup.
- The Academic Head's data was transferred and system configured accordingly.
- An NVR hard disk was replaced and a CCTV camera connector repaired.
- Computer Lab PC #14 issue and Mr. Shakir's display issue were resolved.
- Printer network sharing was established across the IT, HR, Procurement, and Finance departments.
- The Finance printer cartridge (HP 3015 & HP 1530 ADF) was repaired,
- VP - PSK printer cartridge refilled.
- A Thatta visit was conducted for photocopier and fuser repair.
- Server rack cleaning and maintenance were carried out. Photocopier machine errors were resolved in coordination with vendor Tahoor.
- Staff room system issues were resolved, and the VP printer cartridge was refilled.
- CCTV cameras were checked and repaired.
- Ms. Samra's laptop screen was repaired.
- Finance printer scanning software was installed.
- A biometric attendance error at the Thatta campus was also resolved.

Academic Administrative & Events Support

- New hire biometric enrolment and handover documentation were completed.
- The 1st Assessment timetable was prepared in letterhead PDF format, and the Chemistry Lab Index was prepared and handed over to Mr. Aqib.
- Student gate passes were prepared for both PSK and PSP Thatta. ECCE result sheets and parent feedback forms were printed.
- A van pick-and-drop student report was prepared, and Grade IX result sheets were formatted in PDF.
- Documentation was completed for the new building video coverage and evaluation report, including a final report with a picture gallery.
- The conference room LCD was set up and AC filter gets cleaned. Warranty cards and purchasing documentation were filed.
- Exam papers were printed and all related documents handled.
- Leaving certificates were printed and prepared in PDF format.
- Invigilation duties were performed, and 45 student B-Forms were attached with examination forms.
- A nominal roll was printed for Karimabad, and the Zakat exemption certificate was updated on the website
- Exam papers were printed and handed over to the VP, and class notes for Grades I through X were printed.
- Invigilation duty was performed during the examination period.
- Panaflex was prepared for the Thatta Computer Lab, and the admission process was updated on the school website.
- Student file lists and a science lab apparatus list were prepared. Multimedia arrangements were made for Iqbal Day, and photography and multimedia support were provided for Children's Day.
- Event photographs were uploaded to the school's website, Facebook, Instagram, and LinkedIn.
- A new building pictorial report was prepared, and the Principal vacancy post was uploaded to the website.
- ZUEB Invigilation team documents (CNIC and CV) were scanned and emailed to the CEO and HR.

Meetings & Coordination:

- Core team meetings were attended with the CEO including the condolence meeting was
- Being the part of the interview for the vacant Principal position at PSK.
- A visit to Thatta was arranged for farewell arrangements and photograph documentation for Ms. Samreen.
- The online Board Meeting was set up, including conference room preparation, internet connectivity, and laptop configuration.

6. INFORMATION TECHNOLOGY OPERATIONS – PSP THATTA

IT Infrastructure & Lab Maintenance

Routine cleaning and software updates were performed on all IT Lab PCs to ensure optimal performance for student use. Printer toners were refilled for both the Admin Office (HP LaserJet 107w) and the Principal Office (HP LaserJet P1102). New staff members were registered into the biometric attendance system, and teachers were supported in conducting Audio-Visual learning sessions for various classes.

Technical Support & System Maintenance

Internet connectivity and hardware issues in the computer lab, Principal Office, and Admin Office were resolved. New staff members were enrolled in the biometric attendance system. Educational posters were fixed in the IT Lab to enhance the student learning environment. Finance printer scanning software was also configured and installed during this period.

High-Profile Visits & Institutional Support

Full media coverage and logistical assistance were provided during the SEF District Head's comprehensive visit to all areas of the school. For the BISE Hyderabad Board Team's inspection of 9th-class students and laboratories regarding the enrolment process, photography and dedicated technical support were provided. The Polio vaccination team was also assisted in coordinating the administration of polio drops to students.

Academic & Event Support

Technical support and media coverage were provided for all the events being celebrated and arranged. During the Teachers' Workshop held in the IT Lab, full technical facilitation and media documentation were managed. Exam papers were assisted in preparation and photocopying for teachers.

Social media posts for school achievements and holiday notices were designed and published throughout the month. School achievement advertisements and holiday notices were designed and posted across official social media channels to maintain the school's online presence. Supported Admin officer in the sweater measurements.

Asset Management & Administrative Support

Used IT equipment was formally received and documented from outgoing Principal Madam Samreen Pathan as part of the handover process, ensuring all assets were properly accounted for



7. FINANCE OPERATIONS - SSSWF

the financial activities and performance of the Finance Department of SSSWF for the second quarter, spanning October 1 to December 30, 2025. During this period, the department successfully managed payroll, vendor payments, tax compliance, grant administration, investment growth, and external audit processes across all operational units.

Payroll & Vendor Payments:

Salary Disbursements:

Salaries were processed and disbursed on time for staff across all three units — Public School Korangi (PSK), People's School Program (PSP), and People's School Thatta (PST) — ensuring employees received their compensation without delay.

Vendor Payments

Vendor payments were successfully processed for PSK, PST, and the Hostel program, ensuring timely settlement with all suppliers and service providers. Utility bills were also processed and paid on schedule across all programmes.

Hostel Student Welfare

Pocket money for hostel students was processed and disbursed promptly. Medical expense reimbursements for hostel students were also handled on time, and petty cash management was maintained effectively for both PSK and PST units.

Tax Compliance & Exemptions:

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

Additionally, SSSWF obtained significant tax exemptions from the Federal Board of Revenue (FBR), including approval under Section 2(36)(C) recognizing the organisation as a Non-Profit Organisation, and a reduced withholding rate on profit on debt under Section 159(1)/151.

Banking Coordination:

Bank Coordination & Reconciliation

Regular coordination was maintained with banking partners to ensure smooth operations and transactions. Bank reconciliation was completed in full, with all balances verified and confirmed.

New Bank Account (PST)

In compliance with the directives of Sindh Education Foundation (SEF) Thatta, the process of opening a new savings account in Sindh Bank Limited is underway. The account will be titled in the school's name along with its code and is currently in progress.

Investment Growth

As of June 30, 2025, the organisation held Rs. 109 million in Term Deposits. By the end of this quarter, total investments have grown to Rs. 118 million — an increase of Rs. 9 million — now invested in NRSP, reflecting strong financial management and prudent capital deployment.

Grant Management & Utilization:

Utilization Reports

Utilization reports for Public School Korangi (PSK) covering October 1 to December 30, 2025 were submitted to SELD and AG Sindh. Utilization reports for People's School Program Thatta were submitted with full hard copy and supporting documentation to Sindh Education Foundation Thatta, including separate quarter-wise utilization submissions.

Grant documentation for PSK was completed and a formal request submitted to Sindh Secretariat, resulting in the release of a cheque from AG Sindh. Grant documentation for People's School Program Thatta was submitted to SEF, resulting in a bank account release. Similarly, grant documentation for PSK Hostel was completed and submitted to SEF, with funds subsequently released into the designated bank account.

External Audit

The external audit for the organisation was conducted by Tariq Abdul Ghani & Co., Chartered Accountants. The audit has been completed successfully for the relevant period, ensuring accountability and financial transparency.

The Finance Department demonstrated strong operational performance across all key areas during Q2 FY2025–26. All payroll and vendor obligations were met on time, statutory tax and EOBI compliance was maintained, investments grew by Rs. 9 million, and grant documentation was successfully processed across all projects. The completion of the external audit further reinforces the department's commitment to transparency and sound financial governance.

8. PROCUREMENT OPERATIONS - SSSWF

This report outlines the procurement activities, achievements, challenges, and process improvements undertaken during Q2 (October–December 2025) for Public School Korangi (PSK) and Peoples School Thatta (PST). The department remained focused on transparency, cost control, timely material availability, and compliance with organizational policies throughout the quarter.

PSK Procurement Activities:

A total of 19 procurement activities were completed for PSK during the quarter, academic supplies, laboratory materials, infrastructure maintenance, and administrative compliance. The department ensured timely supply of examination materials ahead of board deadlines, negotiated competitive rates with local vendors, achieving measurable cost savings .

#	Category	Items Procured
1	Academic & Exam Materials	Exam stationery, office stationery, additional copies, Chemistry books
2	Laboratory Supplies	Biology, Chemistry, and Physics lab materials; lab panaflex
3	Vehicles & Transport	Vehicle repair and maintenance, tyre purchase, vehicle registration, tax payment, and No Objection Certificate matters
4	Infrastructure & Maintenance	Electrical items, carpenter items, plumber items, PSK outside wall painting, swing installation and colour

#	Category	Items Procured
5	Student Welfare	Sweaters purchase for students
6	Administrative & Compliance	Matric Board office correspondence, student registration and affairs management

PSP Thatta Procurement:

A total of 29 procurement activities were completed for PST during the quarter, with a significant focus on facility renovation, painting, laboratory supplies, and preparation for examinations and the BISEH affiliation visit.

#	Category	Items Procured
1	Painting & Renovation	Ground floor rooms (ECCE class, Chemistry lab, Physics lab, Computer lab, Art room, Library, Admin office, Staff room), Auditorium, 1st floor corridor, all doors (oil paint), corridor painting; front building scraping
2	Infrastructure & Construction	Auditorium stage construction, classroom cabinet material, soft boards, solar wiring
3	Kitchen & Facility Maintenance	Kitchen repair and maintenance, stove and sink replacement, stove repairing, loader repair and maintenance, chicks (window blinds)
4	Laboratory Supplies	Biology, Chemistry, and Physics lab materials; lab panaflex
5	Academic & Exam Materials	Exam stationery, office stationery, main board materials
6	Student Welfare	Sweaters purchase for students
7	Cleaning & Housekeeping	Cleaning items and supplies

Budget Monitoring:

- Approximately PKR 3.2 Million of budgeted procurement was completed during the quarter.
- Several unbudgeted emergency procurements were managed with prior management approval.
- Competitive quotation process maintained — minimum 3 quotations obtained where applicable.

- Market price fluctuations, particularly for construction and furniture materials, were closely monitored.

9. STORE OPERATIONS - PSK

SSSWF – PSK Activities:

A total of 17 store activities were completed for PSK during the quarter, covering the following categories:

#	Category	Items Received & Issued
1	Academic & Exam Materials	Exam stationery, office stationery, additional copies, Chemistry books
2	Laboratory Supplies	Biology, Chemistry & Physics lab materials; panaflex for lab
3	Facility & Maintenance Items	Electrical, carpenter & plumber items; outside wall paint materials; swing and colour materials
4	Vehicles	Tyre received and issued
5	Student Welfare	School uniforms received and distributed; sweaters received and issued

People's School Thatta – Activities:

A total of 24 store activities were completed for PST during the quarter, with a strong focus on facility renovation and academic readiness:

#	Category	Items Received & Issued
1	Painting & Renovation	Ground floor rooms (ECCE, Chemistry lab, Physics lab, Computer lab, Art room, Library, Admin office, Staff room); Auditorium; all doors (oil paint); corridors; 1st floor corridor
2	Infrastructure Materials	Auditorium stage construction; classroom cabinet materials; soft boards; solar wiring; main board materials

#	Category	Items Received & Issued
3	Laboratory Supplies	Biology, Chemistry & Physics lab materials; lab panaflex
4	Academic & Office Materials	Exam stationery, office stationery, cleaning items
5	Facility Accessories	Chicks (window blinds)
6	Student Welfare	Sweaters received and issued to all students

Compliance and Transparency:

- All store activities followed the organizational SOP approval process.
- Store records maintained and kept audit-ready throughout the quarter.
- All vendor payments processed through the official Finance channel.

10. ADMINISTRATION OPERATIONS - PSK

This report presents the administrative progress and operational support provided during Q2 (October–December 2025) for the Sindh School System Welfare Foundation and Public School Korangi (PSK). Administrative operations during the quarter were focused on institutional strengthening, compliance management, infrastructure improvement, documentation control, and operational efficiency — ensuring uninterrupted academic activities across both campuses.

Key Administrative Activities – PSK:

- Board registration, correspondence & student affairs coordination
- Vehicle registration renewals, tax payments & compliance
- Facility works: boundary wall painting, swing installation, campus maintenance
- Electrical, plumbing & carpentry repairs
- Examination stationery coordination ahead of board deadlines
- Lab material coordination for Biology, Chemistry & Physics
- Vendor payment documentation & record management

Key Administrative Activities – PSP-T:

- Ground floor full renovation: classrooms, labs, art room, library, admin office & staff room
- Auditorium paintwork & stage construction supervision
- Corridor, door oil paint & 1st floor corridor painting
- Kitchen repair & maintenance, stove & sink replacement
- Solar wiring coordination
- Classroom cabinet & soft board installations
- Lab setup support for Biology, Chemistry & Physics
- Front building scraping & finishing supervision

Administrative Impact:

- Ensured full compliance with board and regulatory authorities for both campuses.
- Significant facility renovation and painting completed at PST ahead of academic sessions.
- Improved campus environment, safety standards, and learning conditions.
- Audit-ready documentation records maintained across all procurement and admin activities.
- Established and strengthened vendor network in the Thatta region.
- Improved coordination between school administration, procurement, and finance departments.

11. ADMINISTRATION OPERATIONS – PSP THATTA

A series of significant infrastructure enhancement and maintenance works were completed at People's School Thatta during the period October to December 2025. The work aimed to improve school facilities, ensure a safer learning environment, and create a more functional and welcoming campus for students, staff, and visitors.

Key Completed & Ongoing Works:

Completion of Colour Paint Work

Painting work was completed across the corridors of the ground floor and first floor, as well as all washrooms throughout the building. High-quality paint was used to improve cleanliness, brightness, and durability. This work has enhanced the overall appearance of the school and contributed to a more pleasant and hygienic environment for all occupants.



Oil Paint Work on Doors

Oil paint work was completed on all ground floor and first-floor doors, including those of offices, classrooms, and washrooms. High-quality oil paint was applied to ensure a smooth finish, long-lasting protection, and improved visual presentation of all door surfaces across the building.



Installation of Window Chick Mesh

Chick mesh was installed across key areas of the school, including the Library, Auditorium Hall, ECCE Section, Principal Office, and Academic Lead Office. The mesh prevents the entry of birds and insects while allowing natural ventilation and light, contributing to a cleaner, safer, and more comfortable indoor environment.



Auditorium Stage Construction

A new stage has been constructed in the Auditorium Hall to support school assemblies, academic functions, cultural programs, and co-curricular activities. The work was completed with proper structural finishing and safety measures to ensure durability and safe use. The auditorium is now fully equipped to host a wide range of school events.

Kitchen Construction & Fit-Out

The kitchen construction was completed as planned, along with interior colour painting and water supply installation. The facility is now fully operational, providing a clean, functional, and hygienic environment for food preparation to support school needs.

Installation of New Water Pipeline

A new water pipeline was installed throughout the school to improve water flow and ensure a reliable supply for daily needs including washroom use, cleaning, and other school activities. The installation was completed efficiently and has significantly improved the overall water distribution system across the campus.

Distribution of Winter Uniforms (Sweaters)

Sweaters were procured and distributed to all students to ensure comfort and protection during the cold weather season. The initiative supports student well-being, uniform consistency, and regular attendance during winter. Distribution was completed smoothly and all students received their required upper uniforms.



12. OFFICIAL VISITS

SEF survey visit for hostel students:

The SEF team's survey visit to assess hostel student well-being. The visit was conducted in full collaboration with SEF representatives, providing comprehensive support and ensuring all necessary arrangements were in place for a thorough evaluation.

The survey tapped the hostel facilities provided to Hostel Students of PSK. Following of the parameters were being assessed, i.e. physical environment, academic & learning opportunities, well-being and hygiene, safety rules and hostel environment and financial & academic support. Overall the result proved to be very satisfactory along with some of the recommendations to enhance more of students well-being.



Zia Uddin Annual Examination Board Arrangements at Public School Korangi:

Zia Uddin Board members visited PSK to check the building to conduct their annual examinations 2025 – 26. SSSWF provided them support by providing the faculty for invigilation, support staff for other arrangements like providing water and cleanliness to ensure seamless examination processing.



SELD inspection visit:

SSSWF has submitted a request to the Sindh Education & Literacy Department for an increase in the grant-in-aid for their adopted project, Public School Korangi. As a result, a school inspection by the department was conducted. All the departments prioritized their respective responsibilities to ensure institutional readiness for the upcoming departmental inspection. Coordinated information updates and documentation preparation for the SELD inspection visit related to increase in grant-in-aid applications, ensuring all required data was accurate, current, and properly formatted for regulatory review. The visit was very positive and successful.



13. GOVERNANCE MEETINGS

The SSSWF Managing Committee comprises a diverse group of Members. The Managing Committee Members work collectively to enable independent judgement, decision making and idea generation in a collaborative environment. Regular meetings are scheduled during the quarter to review and approve SSSWF strategy/annual budget, financial statements and monitor progress toward objectives.

Additional meetings are held as needed to address specific matters and updates that require focus. The Board follows a formal schedule for matters requiring its approval, including strategic, operational, and financial issues like proposed acquisitions, new program investments, CEO performance evaluations, and compensation reviews.

During the Quarter following three meetings were held:

1. MANAGING COMMITTEE MEETING 01st December 2025, Monday
2. FINANCE COMMITTEE MEETING 11th December 2025, Thursday
3. MANAGING COMMITTEE MEETING 23rd December 2025, Tuesday



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:

- Mother of Mr. Mansoor Ali Durbari - CEO SSSWF
- Father: Mr. Bachal [Mr. Bachu Kaka] of Mr. Ali Nawaz Parhyar Chairman UC Malir
- Mother of Mr. Syed Atif Feroz - Computer Teacher PSK



- Mother of Mr. Jummah, Security Personnel PSK
- Maternal Grandmother of Mr Hamza Ahmed PSK – Teacher PSK
- Grandmother of Mr. Muhammad Faizan - Store Incharge SSSWF PSK



Concludes