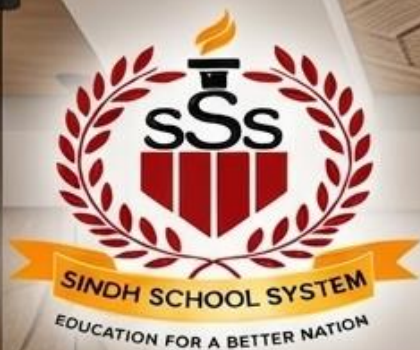




4th Quarterly Progress Report

April, May, June 2026



EXECUTIVE SUMMARY

The 4th 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:** New Academic session 2026 – 27 started for PSK & PSP Thatta.
- **Capacity Building:** Teacher Meetings & Workshops conducted at PSP-T
- **Enrollment Growth:** PSK & PSP-T finalized structured admission tests and interviews for the incoming session 2026 – 27. Practicals for Grade IX & X Conducted in a proper way.
- **Student Engagement:** Events & co-curricular activities in both PSK & PSP Thatta.
- **Budgeting 2026 – 27:** Budgeting for the year 2026 – 27 being completed.

1. ACADEMICS OVERVIEW

1.1.PUBLIC SCHOOL KORANGI – PSK

The fourth quarter of the academic year 2025–2026 demonstrated consistent and commendable progress at Public School Korangi (PSK) under the Sindh School System Welfare Foundation (SSSWF). The following section presents all activities in chronological monthly sequence across April – May 2026

➤ Back to School — Academic Session 2026–27:

PSK welcomed students on 1st April 2026 for the start of the new academic session 2026–27. The day began with a morning assembly and welcome briefing, followed by completion of attendance and enrollment records. Orientation on school rules, discipline, and academic expectations was delivered in every classroom, alongside ice-breaking activities such as self-introductions and interactive tasks to help students settle in. School leadership monitored classroom functioning throughout to ensure discipline and smooth execution, resulting in a well-organized start with active student participation.



➤ Parent Orientation & Grade IX Group Selection:

Parent orientation sessions for newly selected students were held on 7th–8th April 2026 in the AV Room, with separate sessions arranged for ECCE and Grades I–IX to provide grade-specific information. Parents were briefed on the school's vision, academic structure, teaching methodology, assessment system, discipline policy, and co-curricular activities, supported by a detailed presentation and introductory video, plus interactive Q&A to address concerns.



➤ Grade IX Group Selection:

On 17th April, a Grade IX Group Selection & Consent PTM informed parents of their children's academic group allocation via Parents Connect and student diaries, addressed queries, and collected signed consent forms — both sessions reinforcing school-parent collaboration.



➤ Polio Vaccination:

A Polio Vaccination and Vitamin A Administration drive was conducted for ECCE students on 15th April in collaboration with healthcare professionals, with around 100 students receiving polio drops and supplementation in a safe, hygienic setting; teachers also ran awareness sessions on immunization and preventive healthcare.



➤ Storytelling Activity:

On 17th April, a storytelling session based on 'The Rainbow Fish' engaged Nursery, Junior, and Senior ECCE classes through interactive techniques and visual aids, building listening skills, creativity, and values such as sharing, kindness, and friendship.



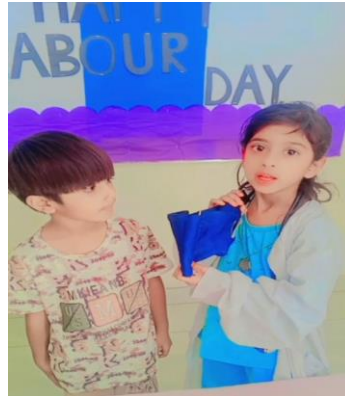
➤ Vision Screening Camp:

A two-day Vision Screening Camp was organized on 21st – 22nd April in collaboration with the Human Development Foundation (HDF) and SSSWF, covering students from ECCE to Grade X along with teaching and non-teaching staff. A professional medical team conducted eye examinations, identifying and guiding those with vision issues, while free eye check-ups and spectacles were provided to those in need. Parents and walk-in visitors were also facilitated, and the camp was described as a significant collaborative milestone supporting early detection of vision problems and health-promoting school initiatives.



➤ International Labor Day Celebration:

On 30th April, PSK held a school-wide Labour Day awareness program to promote respect for all professions. Students from ECCE to Grade IX took part through speeches, songs, role-plays, and presentations, with Grade IX students staging a drama on workers' challenges and contributions while primary students showcased various professions through creative performances. English and Urdu speeches highlighted labour's role in national development, appreciation cards were presented to support staff, and art competition winners from Grades VII and VIII were recognized at the closing ceremony.



➤ Mother's Day Celebration:

A Mother's Day celebration on 11th – 12th May involved students from ECCE to Grade X in speeches, poetry, songs, role-plays, and tableau performances honoring mothers, alongside handprint art for ECCE and games such as Musical Chair and Balancing the Ball.



➤ Hajj Event:

On 15th May, a Hajj Awareness Event was held across two sessions in the Auditorium and AV Room for students from Nursery to Grade VIII, featuring Quran recitation, Hamd, Naat, and Talbiyah, multimedia presentations and documentaries on Hajj rituals, interactive Q&A, and role plays and speeches by senior grades.



➤ Parent-Teacher Meeting (Nursery):

A Parent-Teacher Meeting held on 19th May briefed Nursery parents on their children's academic progress, classroom participation, and behavior. Teachers emphasized neat and complete uniforms, proper care of books and notebooks, nutritious homemade lunches, and consistent homework routines at home. Individual parent-teacher interactions allowed concerns to be addressed directly, and parents responded with enthusiastic participation and positive feedback, reinforcing shared responsibility for students' growth and well-being.



➤ BSEK Practical Examinations:

PSK conducted BSEK Practical Examinations for Grades IX and X between 12th - 20th May, covering Chemistry, Biology/Computer Science, and Physics across two shifts (Boys and Girls) on scheduled dates and times. Laboratories were prepared in advance, and senior teachers supervised the sessions, guiding students on examination procedures while strictly following protocols and safety measures. Attendance was verified per BSEK requirements, and the IT Department managed technical support and

documentation, with the examinations concluding successfully in a disciplined, transparent environment that let students apply theoretical knowledge practically.

Practical Schedule Grade IX

Day/ Date	Practical No.	Subject	Shift	Timing	Group
12-May-2026 Tuesday	1st Practical	Chemistry	Shift 1	8:30 AM – 11:00 AM	Boys
			Shift 2	11:00 AM – 1:30 PM	Girls
13-May-2026 Wednesday	2nd Practical	Biology / Computer	Shift 1	8:30 AM – 11:00 AM	Boys
			Shift 2	11:00 AM – 1:30 PM	Girls
14-May-2026 Thursday	3rd Practical	Physics	Shift 1	8:30 AM – 11:00 AM	Boys
			Shift 2	11:00 AM – 1:30 PM	Girls

Practical Schedule Grade X

Day/ Date	Practical No.	Subject	Shift	Timing	Group
18-May-2026 Monday	1st Practical	Chemistry	Shift 1	8:30 AM – 11:00 AM	Boys
			Shift 2	11:00 AM – 1:30 PM	Girls
19-May-2026 Tuesday	2nd Practical	Biology / Computer	Shift 1	8:30 AM – 11:00 AM	Boys
			Shift 2	11:00 AM – 1:30 PM	Girls
20-May-2026 Wednesday	3rd Practical	Physics	Shift 1	8:30 AM – 11:00 AM	Boys
			Shift 2	11:00 AM – 1:30 PM	Girls



➤ Farewell Party for Grade X (2025 – 26):

A farewell event for the outgoing Grade X batch was held on 22nd May in the AV Room to celebrate their achievements and journey and strengthen student-teacher relationships. The program included Quran Recitation and Naat, student speeches, poetry, and experience-sharing, a singing performance, interactive games, Teacher & Student Tag activities, a student memory video, the Principal's motivational address, and a cake-cutting ceremony followed by dinner creating a joyful, memorable send-off with high student engagement throughout.



Academic Activities Overview PSK 2025-26:

Date	Event / Activity
April 1, 2026	First Day of Academic Session
April 7 – 8, 2026	Parent Orientation Sessions
April 17, 2026	Grade IX Group Selection & Consent PTM
April 15, 2026	Polio Day Activity
April 17, 2026	Storytelling — The Rainbow Fish
April 21 - 22, 2026	Vision Screening Camp
April 30, 2026	International Labor Day Celebration
May 11 – 12, 2026	Mother's Day Celebration
May 12 – 20, 2026	BSEK Practical Examinations
May 15, 2026	Hajj Event 2026
May 19, 2026	Parent-Teacher Meeting (Nursery)

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

People's School Program Thatta (PST) fourth quarter was marked by significant academic improvement, professional development of teaching staff, enriching co-curricular activities, key administrative transitions, and productive institutional visits.

PSP Thatta enters 2026-27 with 508 students promoted, 147 new admissions, and 64 dropouts. The admission drive (85 registered, 46 tested, 42 enrolled) is ongoing, overseen by Principal Sarfaraz Ahmed. The school began its first monthly test cycle in May, alongside cumulative final-term results, and celebrated a key achievement: Khushi D/O Wahid Bux Shoro (Class VII) winning the SESP Full Scholarship 2026 to Public School Hyderabad (grades VIII-X).

➤ **Current Enrolment for the Academic Session 2026 – 27:**

Promoted	508
New Admission	147
Dropout	64

Peoples School Thatta - PSP THATTA								
Sindh School System Welfare Foundation								
2026-27								
Class	Section		Number of Students		Sub-total	Class Total	Total	%
Pre-Primary								
			Girls	Boys	Sub-total	Total		
Kachi	1	A	10	21	31	31	61	9%
	2	B	10	20	30	30		
Sub-Total			20	41	61	61		
Primary (I-V)								
I	3	A	14	21	35	35	395	60%
	4	B	13	22	35	35		
II	5	A	8	24	32	32		
	6	B	8	24	32	32		
III	7	A	15	24	39	39		
	8	B	14	24	38	38		
IV	9	A	17	28	45	45		
	10	B	17	27	44	44		
V	11	A	14	18	32	32		
	12	B	14	17	31	31		
	13	C	15	17	32	32		
Sub-Total			149	246	395	395		
Lower Secondary (VI-VIII)								
VI	14	A	8	28	36	36	141	22%
VI	15	B	7	28	35	35		
VII	16	A	11	22	33	33		
VIII	17	A	8	29	37	37		
Sub-Total			34	107	141	141		
Upper Secondary (IX-X)								
IX	18	A	11	29	40	40	58	9%
X	19	A	4	14	18	18		
Sub-Total			15	43	58	58		
TOTAL			218	437	655	655	655	100%
			33.28	66.72				

➤ Key Achievements from last of December 2025 to February 2026:

Proud moment for PSP Thatta!

Khushi D/O Wahid Bux Shoro student of class VII from People's School Thatta has qualified for the SSEP Full Scholarship 2026 and secured admission to Public School Hyderabad from grade VIII till X.



➤ International Labour Day:

The event was organized to recognize the tireless efforts of our supporting staff and to educate students on the vital role that labor plays in the material of our daily lives and the broader society. The celebration aimed to foster a culture of dignity, gratitude, and mutual respect within the school community.



➤ Academic Test & Interviews for Academic Session 2026–27 :

The admission test and interviews for the Academic Session 2026–27 were successfully conducted at People's School Program Thatta on the 28th March 2026. A total of **85 students registered, out of which 46 appeared for the test, and 42 students have been enrolled so far**, while admissions are still ongoing. The process was efficiently managed by the teaching staff, and the Principal PSP Thatta, personally observed the tests and conducted interviews. Overall, the admission process was conducted smoothly and professionally.



PEOPLE'S SCHOOL THATTA
Managed by Sindh School System Welfare Foundation
Assisted By Sindh Education Foundation

ADMISSIONS OPEN!
Academic Session 2026–2027

100% FREE EDUCATION & FACILITIES

- Free School Uniform
- Free Books & Copies
- Modern Computer Lab
- Science Labs (Physics, Chemistry, Biology)
- Well-Equipped Library
- Solar Powered Campus

28 MARCH 2026
ADMISSION TEST
From Classes ECCE to IX

ADMISSION PROCEDURE

1. Submit Admission Form
2. Admission Test
3. Admission Confirmation

REQUIRED DOCUMENTS

- B-Form
- Parent's CNIC
- 2 Photos
- School Certificate

IMPORTANT DATES

- Form Submission Last Date: 26 March 2026
- Admission Test: 28 March 2026
- New Session Begins: April 2026

QUALITY EDUCATION COMPLETELY FREE OF COST!!
Village Noor Muhammad Brohi
Behind Government Boys High School Thatta

0313-8155522



➤ Parent Connect: Orientation & Parenting Session :

The Parent Connect: Orientation & Parenting Session was successfully conducted at People's School Program Thatta with encouraging participation from parents. During the session, Principal Mr. Sarfaraz Ahmed delivered an insightful talk on effective parenting and the role of parents in children's development. While, Mr. Ghulam Ali Zour (Academic Lead) presented the school's academic structure and policies. Parents also visited the campus, interacted with teachers, and shared valuable feedback. The session strengthened the partnership between parents and the school for the holistic development of students.





➤ Hygiene Day for Girls:

The “Hygiene Day for Girls” was successfully organized at People’s School Program Thatta on 8th May 2026 to raise awareness among female students about personal hygiene, self-care, and healthy habits. The session was conducted in two segments for Classes 1–5 and 6–10 to ensure age-appropriate learning. Medical facilitators guided students through interactive discussions on hygiene practices, health awareness, and confidence building. The event was further honored by the presence of Mr. Safdar Hussain Shah, DHO Thatta, who appreciated the school’s initiative. Overall, the activity proved highly informative and beneficial for students’ health awareness and well-being.



➤ Monthly Test 2026:

The 1st Monthly Test of 2026, conducted in the month of May, starts from the 2nd week.



➤ Staff Monthly Review Meetings:

The school continued routine academic oversight through regular monthly review meetings with teaching staff to track progress and coordinate operations across the quarter.



Academic Activities Overview PSP - Thatta:

Date / Period	Activity / Event
March 28, 2026	Admission Test & Interviews
April 2026	New Academic Session 2026 - 27 Started
May 2026	International Labor Day
May 2026	Parent Connect Session
May 8, 2026	Hygiene Day for Girls
May 2026	1 st Monthly Test 2026

Date / Period	Activity / Event
April & May 2026	Monthly Review Meetings
February 2026	Appreciation Certificates for Result-Oriented Teachers
February 2026	CEO Monitoring Visit – Mr. Mansoor Ali Durbari
February 2026	SEF District Head Visit – Infrastructure & Furniture Review
March 2026	Final / Annual Term Examinations (All Grades)
March 2026	Annual Awards Ceremony
March 2026	New Admission Tests & Interviews – Session 2026–27

2. HOSTEL OPERATIONS - PSK

This quarterly report presents a comprehensive summary of hostel operations for April through June 2026, covering disciplinary management, medical care, maintenance, and student engagement. The administration remained committed to sustaining a safe, clean, and disciplined living environment for all students during the active term, while June was observed as the summer holiday period with the hostel closed for vacation.

➤ Administration & Discipline:

- **SOP Compliance:** School SOPs were strictly maintained, with overall hostel cleanliness, including rooms and washrooms, well-managed throughout April and May.
- **Routine Management:** The Daily Routine Order (DRO) was consistently followed during April and May; the hostel remained closed in June for the summer vacation.
- **Leaves & Inspections:** Student leave records were accurately maintained, including leave for 5 students in May, and weekly room checklists along with monthly hostel inspections were performed regularly to ensure standard living conditions.
- **Behavioral Resolution:** Behavioral issues were identified and resolved promptly, conducted targeted disciplinary meetings in April and May to specifically address matters related to the 3rd batch.
- **Laundry Management:** Flat-wise weekly laundry schedules were followed without interruption in April and May.
- **Infrastructure Maintenance:** Maintenance work was completed in May on room doors and search light brackets, along with general infrastructure upkeep.

➤ Laundry & Maintenance:

Flat-wise weekly laundry schedules were followed without interruption in April and May.

➤ Medical Care

Students received treatment for fever, headache, flu, and allergies. Sahib Ali (Grade IX-B) sustained a shoulder fracture during routine sports activities; he was treated promptly and, upon recovery, was safely sent home with full support from the management. Routine wellness of students was maintained, with no major medical incidents reported. Furthermore, the hostel remained closed for the summer break, and no medical cases were reported during this period.

➤ Sports & Physical Activities

- Daily routine sports activities were held for students as per the DRO schedule.
- In-house volleyball and cricket tournaments were organized, with the cricket tournament's semi-final and final matches played at outside grounds.
- No sports activities were conducted, as students were away for the summer vacation.

➤ Academic & Educational Activities

- Conducted a guidance session on “Board Exam Preparation” for hostel students.
- Academic record registers were distributed to hostlers by Mr. Maqsood and Mr. Haseeb, and Mr. Maqsood Hafeez conducted a session on “Positive Engagement.”
- No academic sessions were held during the summer holiday period.

➤ Events & Student Engagement

- Student birthdays were celebrated with cake and group gatherings. 5 students in April and 6 students in May.
- Students returned to the hostel following the Eid holidays.
- June was observed as the summer holiday month; the hostel remained closed and students went home for vacation, with routine operations expected to resume upon reopening in the next term..

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.

Parent & Community Liaison:

- The front desk served as a pivotal conduit for parental coordination, where concerns and grievances of varying urgency were addressed with empathy, diplomatic tact, and timely resolution, strengthening the bond between parents and the institution.
- Parents were coordinated with via phone and WhatsApp throughout the uniform distribution process.
- Parent requests related to student transport were received and processed on an ongoing basis.
- The visiting Polio vaccination team and school leadership were liaised with to finalize visit dates and procedures.

Student Administration:

- Applications for student absences, short leaves, and half-day permissions were meticulously administered and accurately logged, with records duly channeled to the Vice Principal for authorization.
- The school bell system was operated precisely as per timetable to ensure timely commencement of classes, breaks, and transitions, maintaining structured order throughout the academic day.

Staff Attendance & HR Support:

- CEO-signed recruitment attendance sheets were ensured and submitted to HR.
- Daily manual attendance records were maintained for academic, administrative, and support staff.
- Biometric machine data was collated with manual attendance entries.
- Comprehensive reports were generated on staff absenteeism, late arrivals, half-day leaves, and short leaves.
- Monthly attendance records were compiled together with biometric data.
- Daily checks and rectifications were performed to maintain and preserve manual attendance sheets.

Documentation & Record Management:

- Hard-copy documentation for SEF Scholarship students was compiled and organized.
- Comprehensive registers were maintained for all received and dispatched documents, letters, and documentation.
- Admission documents for the 2026–2027 batch were verified accurately and completed on time, including checklist-based document checks, coordination with management on document-related queries, and communication with parents and students to obtain missing, required, or corrected documents ensuring every admission file was complete and compliant.

4. HUMAN RESOURCE DEPARTMENT OPERATIONS - SSSWF

The fourth quarter of the 2025-2026 fiscal year demonstrated robust operational performance across all Human Resources functions. The department successfully executed strategic recruitment initiatives, managed workforce transitions effectively, and made significant improvements in documentation completion.

New Employee Onboarding: The HR Department conducted recruitment initiatives for PSK & PSP - Thatta during the fourth quarter 2025-2026, employing rigorous evaluation to ensure high-quality candidate selection and optimal organizational fit.

- **SSSWF:** 1 new professional on boarded.
- **PSK Project:** 2 new professional on boarded.
- **PSP-Thatta:** 2 professionals on boarded.

Employee Separations:

The department managed 2 employee separations during Q4 2026, handled professionally.

PSK: 5 resignation.

PSP-Thatta: 1 resignation

Job Descriptions: Successfully collected and processed signed job description from all academic staff at PSK and PSP Thatta.

Employee Personnel Files Updated: The department achieved significant progress in personnel file completion, reaching 80% and systematically addressing documentation gaps to ensure compliance with organizational record-keeping standards.

SEF Contracts completion of PSP – Thatta Staff: Completed and collected signatures for SEF contracts from all PSP-Thatta newly hired academic staff.

Performance Appraisals: Performance appraisals were conducted for all staff across SSSWF, PSK, and PSP-Thatta, covering all operational domains.

Budget 2026 - 27: HR data, including all existing hires and newly introduced positions, was submitted to support finalization of the 2026–27 budget.

Handing Over of Principal PSK: The handover process for the Principal, PSK, was completed to ensure a smooth leadership transition.

Others:

- Job openings for Principal (PSK), Finance Associate, and Teacher (PSK & PSP-Thatta) were posted across social media platforms and Indeed.
- The probationary evaluation of the Principal PSP Thatta was completed.
- Daily biometric and manual attendance records were reconciled on an ongoing basis.
- Monthly leave balance records for the 2025–2026 session were updated and closed out.
- Accuracy in payroll processing was enhanced through improved data controls.

5. INFORMATION TECHNOLOGY OPERATIONS - SSSWF

During the fourth quarter (April–June 2026), the IT Department prepared over 30 reports and official documents, delivered end-to-end technical support for school events and Board activities, expanded CCTV coverage, upgraded key infrastructure including the AV Room, Computer Lab, and Peachtree accounting software, and maintained the organization's digital presence through website updates and online recruitment postings. The department also carried out extensive equipment maintenance, asset handovers, and administrative support across the PSK and Thatta campuses.

Reports & Documentation:

- Prepared the Welcome Back to School 2026 report.
- Prepared the Session Start 2026 class-wise pictorial report and break-time photo gallery.
- Updated the Leave Application Form (PSK & PSP).
- Prepared Students Attendance Register labels and Teachers Daily Diary labels.

- Designed the Code of Conduct form and updated the Store Requisition form.
- Prepared the Digicop visit report, Vision Screening report, and Board Meeting report.
- Prepared Yearly Employee Evaluation documents and Van Late Arrival notification.
- Created the Labor Day poster and the notification for new Matric classes.
- Prepared the Labor Day report and the Mother's Day report with pictorial gallery.
- Prepared the Hajj event report.
- Prepared practical examination reports (6 days) and the practical marks summary report.
- Prepared the infrastructure budget report and store utilization sheet.
- Prepared attendance reports and the promotion STRN sheets update.

IT Support, Infrastructure & System Administration:

- Configured CEO mobile CCTV access for PSK and PSP (Thatta).
- Added 11 students' parent contact numbers to Parents Connect.
- Installed and configured the AV Room (internet, projector, sound system, and microphone) for the Orientation Session.
- Configured the 1st floor Access Point (AP) router and installed a microphone extension board.
- Prepared the PSK student ID card format.
- Issued a laptop to Mr. Shakir Ali (Administrator-PSK).
- Installed and handed over a desktop computer to Mr. Fareed (Admin-SSSWF).
- Assisted Mr. Waqas in preparing the PC-I for the new building.
- Prepared the IT Department budget forecast for 2026–27.
- Updated the Sidat Hyder software database on the server.
- Tested and configured CCTV cameras in the NVR.
- Installed CCTV cameras in the football ground and parking area.
- Conducted photocopier maintenance.
- Arranged IT requisition items for the Thatta campus.
- Created three new WhatsApp groups.
- Prepared Summer Vacation and Eid Holiday posters.
- Prepared uniform notifications.
- Changed administrator system login passwords.
- Finalized the Principal hiring advertisement.

Board Meeting & Events:

- Organized the complete Orientation Session 2026 setup.
- Captured photographs and finalized the Orientation report.
- Attended the Section Head meeting and a conference meeting on Principal PSK performance.
- Attended the condolence meeting for Faizan's mother.
- Conducted multimedia testing for PTM and ECCE activities.
- Cleaned and organized the Computer Lab, STEAM Lab, and AV Room.
- Prepared a soft board for the pictorial gallery.
- Prepared the conference room for the Board Meeting and finalized the Board Meeting report.
- Prepared the conference room for the Sidat Hyder online meeting.
- Attended staff & board meetings.

Printing & Academic Administrative Support:

- Printed teacher evaluation forms, classroom observation forms, and appraisal documents (60 pages).
- Printed new admission student data sheets, reception checklists, and ECCE documents.
- Verified new admission files and highlighted missing documents.
- Completed the handing/taking-over process with Miss Sidra.
- Covered ECCE activities, Mother's Day events, and practical examinations (X & XII).
- Covered the Class X farewell event.
- Prepared complete pictorial reports for all activities.

Software & Systems:

- Analyzed Peachtree software.
- Installed the registered Peachtree accounting software for the Store.
- Conducted an online meeting with Sidat Hyder regarding accounts software.

IT Maintenance:

- Repaired the AV Room amplifier and the reception laptop keyboard.
- Delivered the reception laptop to the supplier.
- Tested the DSLR camera battery.
- Received CCTV cameras and a DSLR battery from the supplier.
- Diagnosed and maintained Computer Lab systems, and installed new systems in the lab.
- Changed the CEO laptop LCD panel.
- Generated a requisition for the reception keyboard.

IT Asset Management & System Access:

- Handed over the repaired CEO laptop.
- Received the Thatta Administrator's laptop (declared non-repairable).
- Completed the laptop handing/taking-over process for the Administrator PSK and Principal PSK.

6. INFORMATION TECHNOLOGY OPERATIONS – PSP THATTA

The fourth quarter of 2026 centered on consolidating year-end administrative workflows, preparing the IT department's budget demands for the upcoming academic session, and carrying out critical hardware repairs across the school's information technology infrastructure. Serving in the dual capacity of Front Desk and IT Officer, the quarter's responsibilities balanced active visitor management and data alignment for the new academic session with specialized technical support aimed at minimizing operational downtime.

Administrative & Front Desk Operations:

- **New Session Admission Data Entry:** Processed and compiled high-volume student enrollment and document verification records for the 2026–2027 academic session.
- **Ongoing Admission Testing:** Facilitated the continuation of the admission process by managing and conducting entry tests for incoming students.

- **Visitor Registry & Front Desk Management:** Maintained a log of all external visitors, parents, and administrative staff arriving at the main reception desk throughout the quarter.
- **Faculty Circular Distribution:** Authored, formatted, and distributed formal school circulars to faculty members regarding summer schedule updates and data backup procedures.
- **IT Budget Submission:** Drafted and submitted the comprehensive IT Department demand lists for the 2026–2027 academic session.

Academic Records & Examination Support:

- **Annual Examination Report Generation:** Finalized, formatted, and printed the Annual Examination Report Cards across various class levels under the guidance of Principal Sir Sarfaraz Ahmed Memon.
- **Monthly & Grade-Wide Assessment Processing:** Formatted, printed, and handled photography for the monthly assessment papers across all class levels, and generated and printed academic assessment report cards for students spanning Grades 1 through 10.
- **Academic Record Corrections:** Partnered with Academic Lead Sir Ghulam Ali to process internal student profile updates and data corrections within the central directory.
- **Biometric Attendance Maintenance & Enrollment:** Updated and audit-verified biometric system records for active faculty members, and configured and registered newly appointed employees, Sir Muhammad Hussain and Sir Muhammad Amin, into the school's biometric attendance machine.
- **Student Media Collection:** Collected, organized, and archived entry photographs for newly admitted students.

IT Infrastructure & Technical Support:

- **Printer Infrastructure Maintenance:** Performed routine deep cleaning, drum optimization, and refilled printer toners for the Admin Office (HP LaserJet 107w), and cleaned and refilled the Principal's office printer, replacing the worn C-blade and D-blade with new components alongside drum servicing.
- **Photocopier Infrastructure Maintenance:** Performed essential maintenance and toner refilling for the Taskalfa 4501i photocopy machine; successfully diagnosed and resolved error Code C6610 to restore complete functionality.
- **Network Connectivity & Expansion:** Installed and configured a new Ethernet wire connection to expand and secure network access within the Admin Office, and successfully troubleshooted and resolved localized internet connection failures that were preventing desktop PCs from accessing the network.
- **IT Lab OS & Software Reinstallation:** Managed the full system reinstallation of Operating Systems (Windows) and required academic applications across 21 IT Lab PCs, followed by comprehensive hardware maintenance to ensure lab readiness.
- **Network Monitoring Deployment:** Installed and configured Net Monitor software on all 21 IT Lab workstations to track, manage, and audit student PC usage effectively.

Instructional & Event Facilitation:

- **AV Class Coordination:** Provided continuous technical support and projector setup configuration for audio-visual interactive learning classes.
- **Interactive Learning Facilitation:** Coordinated the deployment of multimedia assets in the IT Lab to aid faculty members in professional development workshop modules.
- **STEM Software Training:** Attended an advanced orientation session focused on implementing STEM education in schools via the Digicop software.
- **Academic AI & Robotics Support:** Provided full technical facilitation and instructional assistance during the Principal's specialized AI and Robotics classes, guiding students through practical coursework.
- **Ceremony & Event Support:** Delivered full technical support and comprehensive event photography for the Parents Orientation Day, and handled full technical execution and event photography for both the Assessment Result Ceremony and the school Magic Show.
- **Internal Meeting Coverage:** Provided professional photography and media documentation for various internal school meetings.

Stakeholder & Health Coordination:

- **Administrative Welcome Meeting:** Attended an all-staff PSP management meeting to welcome the new Admin PSK, Mr. Fareed Hussain.
- **Board Meeting & PSK Visit:** Visited PSK and actively attended the strategic Board Meeting alongside Principal Sir Sarfaraz Ahmed.
- **Health & Welfare Coordination:** Facilitated the onsite visit of the local Polio Team, ensuring the seamless administration of polio immunization drops to the students.
- **Executive Infrastructure Briefing:** Updated Chief Executive Officer (CEO) Mansoor Ali Darbari regarding the status of the repaired machines and logged the commitment to receive new replacement units for the IT lab.

Infrastructure Resilience & Lifecycle Management: Coordinated critical technical repairs on faulty PC motherboards, completed a full operating system and monitoring software overhaul for 21 IT Lab units, and serviced core printing assets to minimize operational downtime while securing an executive commitment for new hardware.

Operational Continuity & Academic Facilitation: Sustained flawless front-desk logistics and systematic visitor tracking, while expanding technical support directly into the classroom to facilitate advanced AI, Robotics, and interactive learning modules.





7. FINANCE OPERATIONS - SSSWF

During the fourth quarter (April–June 2026), the Finance Department maintained uninterrupted vendor and payroll disbursements, met all statutory tax and regulatory deadlines, strengthened the organization's investment position, and completed grant utilization reporting and fund releases across all school sites. Key highlights include a Rs. 41 million increase in term deposit investments, approval of the 2026–27 budgets by the Managing Committee, and progress on the new Sidat Hyder accounting system and a new bank account for PST.

Task Completion Summary:

S. No.	Task / Activity	Description of Work Completed
1	Vendor Payment (PSK, PSP-T & Hostel)	Vendor payments have been processed, ensuring timely payment to suppliers and vendors.
2	Salaries — (PSK, PSP-T & Hostel)	Salaries have been processed and disbursed, ensuring that employees receive their compensation in a timely manner.
3	Utilities	Utility bills have been processed, ensuring timely payment.
4	Petty Cash Management (PSK & PSP-T)	Petty expenses were properly managed, and payments were made on time.
5	Pocket Money	The pocket money for hostel students has been processed and disbursed promptly.
6	Medical	Medical expenses for hostel students are reimbursed / payment is made on time.

S. No.	Task / Activity	Description of Work Completed
7	Income Tax u/s 149	Salaries tax has been deducted under Section 149 and challan paid off.
8	Income Tax u/s 153	Salaries tax has been deducted under Section 153 and challan paid off..
9	Sales Tax	Sales tax has been deducted and challan paid off.
10	Advance Tax u/s 165	Quarterly income tax return prepared under Section 165 and sent to Aleem & Co.
11	EOBI Contributions	Employee deductions and contributions were deducted and deposited on time.
12	Tax Exemptions	SSSWF applied for: (1) Section 2(36)(C) – approval as a Non-Profit Organization; (2) Section 159(1)/151 – reduced rate of withholding on profit on debt.
13	Zakat Exemptions	Applied for zakat exemption for one year (July 2026 to June 2027).
14	Bank Coordination	Coordination with banks has been maintained, ensuring smooth banking operations and transactions.
15	Bank Reconciliation	Bank reconciliation has been completed and balances verified.
16	Bank Account (PST)	As per SEF Thatta's directive, a new savings account is being opened at Sindh Bank Limited, titled with the school's name and code. Currently in progress.
17	Investment	Term deposits increased from Rs. 109 million (as of Jun 30, 2025) to Rs. 150 million, including a Rs. 41 million placement with NRSP.
18	Utilization Reports (PSK)	1st April–30th June 2026 utilization report for Public School Korangi submitted to SELD & AG Sindh.
19	Utilization Reports PSP Thatta	1st April–30th June 2026 utilization report submitted with hard copy and supporting documents to Sindh Education Foundation, Thatta.

S. No.	Task / Activity	Description of Work Completed
20	Utilization OTC Reports (Hostel)	One-Time-Cost utilization report for PSK Hostel (SSESP) submitted with hard copy and supporting documents to Sindh Education Foundation.
21	Grant Request & Release PSK	Grant documentation completed; request submitted to Sindh Secretariat, resulting in release cheque deposited to Sindh Bank.
22	Grant Request & Release PSP-T	Grant documentation completed; request submitted to SEF, resulting in release of 4th quarter amount into bank account.
23	Grant Request & Release Hostel	Grant documentation completed; request submitted to SEF, resulting in release of amount into bank account.
24	Sidat Hyder Accounting Software	Software finalized; the posting phase has been entered.
25	Budget – PSK, PSP & PSK Hostel	Budgets for PSK, PSK Hostel, and PST for 2026–27 prepared and approved by the Managing Committee.

8. PROCUREMENT OPERATIONS - SSSWF

This section presents a comprehensive account of the procurement activities carried out by the Procurement Department during the period April 1 – June 20, 2026. The report covers procurement operations across the projects

- Public School Korangi (PSK) — Karachi
- People’s School Programme Thatta (PST) — Thatta

Throughout the quarter, the Procurement Department remained firmly focused on its core mandate of ensuring the timely availability of goods and services, enforcing cost-effectiveness through competitive procurement practices, upholding organizational transparency and compliance standards, and supporting the uninterrupted delivery of quality education at both institutions

PSK Procurement Activities:

S.No.	Item / Activity
1	Examination stationery

S.No.	Item / Activity
2	Office stationery
3	Cleaning items
4	Vehicle repair
5	Electrical items
6	Carpentry items
7	Plumbing items
8	Matric board office correspondence, registration, and student affairs documentation
9	First-floor colour material and labor
10	Copies (printing/photocopying)

PSP Thatta Procurement:

S.No.	Item / Activity
1	Boundary wall repair and footpath works
2	Office stationery
3	Cleaning items
4	Front building scraping
5	1st floor corridor material and labor
6	Solar wiring
7	Copies (printing/photocopying)
8	Books
9	Oil paint for grills

9. STORE OPERATIONS - PSK

This section presents a structured account of the Store Department's activities in 4th quarter. The report covers store operations in support of two institutional sites:

- Public School Korangi (PSK)
- People's School Program Thatta (PSP-T)

The Store Department is responsible for the systematic receipt, inspection, recording, safe custody, and issuance of all goods and materials procured for institutional use. Throughout this quarter, the department remained committed to maintaining accurate inventory records, ensuring timely issuance of materials to requisitioning departments, and upholding compliance with the Foundation's standard operating procedures for store management and documentation.

PSK Activities:

The following store activities covering the receipt, recording, safe storage, and controlled issuance of goods were completed at Public School Korangi during the quarter. All transactions were supported by GRN's, store issue vouchers, and verified requisition documentation.

S.No	Item Name
1	Stationary
2	Office Stationary
3	Cleaning Item
4	Vehicles Repair
5	Electric Item
6	Carpenter Item
7	Plumber Item
8	First Floor Color Material And Labor
9	Copies
10	Books

Store activities at the People's School Program Thatta site were carried out with particular attention to documentation and coordination with the PSP Thatta Team.

S.No.	Item / Activity
1	Tea and sugar received and issued
2	office stationary received and issued
3	cleaning item received and issued
4	Electric item received and issued
5	Copies received & issued
6	Oil paint for grill received and issued
7	Slender riffling
8	Books received and issued
9	Oil paint for grill received and issued

10. ADMINISTRATION OPERATIONS - PSK

This report presents the administrative progress and operational support provided during Q4 (April – June 2026) for the Sindh School System Welfare Foundation, Public School Korangi (PSK) and People's School Program – Thatta, 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:

Key administrative actions undertaken:

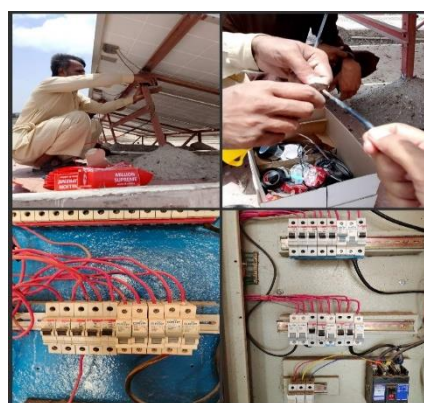
- Uniform measurements were conducted for all PSK students, coordinated by Mrs. Sakina and Ms. Samra.
- Copies and books were distributed to all PSK students.
- Furniture was arranged according to student strength across different grades and sections.
- Inventory was managed and maintained on an ongoing basis.
- Demand forecasting lists were prepared for stationery, plumbing, carpentry, electrical, and gardening equipment.
- Event arrangements were coordinated, including tables, chairs, cleanliness, and decoration across PSK.
- Copies and books were dispatched to PSP Thatta.
- Documentation management for vendor payments and record keeping.
- Supervise cleanliness of PSK building.

11. ADMINISTRATION OPERATIONS – PSP THATTA

A series of significant infrastructure enhancement and maintenance works were completed at People's School Thatta during fourth quarter. 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 Tasks Completed:

S.No.	Activity	Activity Description
1	Copies & Books Distribution for Academic Year 2026 – 27	All students received the required books and copies at the beginning of the academic session to ensure they had the necessary learning materials for their studies.
2	Completion of Student Uniform Measurements	Measurements were taken for every student to ensure that uniforms are prepared in the correct size, providing a comfortable and proper fit.
3	Provision of New Two Water Dispensers	The new water dispensers have been installed at convenient locations to ensure easy access to clean and safe drinking water throughout the school day.
4	Provision of New Loudspeaker System	The new loudspeaker has been provided to support school assemblies, academic activities, cultural events, announcements, and special programs.
5	Repair of Solar System and Electrical Maintenance	The solar system was thoroughly inspected and repaired to restore its efficient performance. In addition, electrical maintenance was carried out, including the replacement of damaged circuit breakers with new, high-quality breakers to improve the safety and reliability of the school's electrical network.



12. OFFICIAL VISITS

Vision Camp:

The regional program manager of HDF Mr. Saleem Rind along with Admin Head Mr. Ajmal Hassan visited SSSWF on 22nd April 2026.

The visit of Human Development Foundation, organized a Vision Screening Camp at Public School Korangi from 21st April – 22nd April 2026. The medical team, comprising Dr. Essa and Dr. Roshan, visited the school to conduct eye examinations for students, teachers, and support staff. Spectacles are provided free of cost to those in need.



Digi Corp Solution Visit:

A session regarding the **STEMP21 Program** was attended to understand the opportunities it offers for integrating modern technology-based education in schools. The program is facilitated by **DigiCop Solutions** and focuses on introducing students to **STEM/STEAM education**, Artificial Intelligence, Coding, and Robotics from an early age.

The program aims to prepare students with **21st-century digital and technological skills** through practical learning and structured curriculum support.

Key Features of the Program

- Chromebooks
- AI and Coding Curriculum
- Robotics Kits
- Phased Learning Structure
- Teacher Training
- SDGs Integration
- Robotics Lab Setup
- Online Learning Portal

EDAP Academic ERP Software Features

- Admission Module
- Student Information System



- Student Attendance System
- Employee Attendance System
- Academic Module
- Fixture Management
- Syllabus Management
- Homework Assignment
- Examination Module
- Parent-Teacher Meeting Module
- Complaint Module
- Finance Module
- Human Resource Module
- Staff Mobile App
- Parent Mobile App



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. During the Quarter following one meeting held:

- 2nd May 2026 at PSK Conference Room
- 18th June 2026 at SRSO
- 27th June 2026 online from PSK Conference Room

These meetings were convened to discuss repair and maintenance requirements across the campuses, present the budget 2026 – 27 for approval of SSSWF and its ongoing projects, and address key operational issues. The Committee also reviewed the school's strategic direction, academic performance, and infrastructure priorities, reaffirming its oversight role in guiding SSSWF's administrative and academic matters.

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:

- Father of Ms. Yusra Bint e Musharaf – English Teacher PSK
- Mother of Mr. Abdul Razzaq – Storekeeper PSK
- Mother-in-law of Mrs. Farheen Asif - ECCE Teacher PSK
- Daughter of Ms. Edaan - Janitorial staff PSK
- Grand-mother of Mr. Sarfaraz Ahmed - Principal PSP-THATTA
- Brother of Mr. Usman - Janitorial staff PSK
- Father of Mr. Jummah – Security Guard PSK (Mr. Ibrahim – Ex Security Guard PSK)
- Brother of Mrs. Ambreen – Urdu Teacher PSP Thatta



Concludes