



**Education Management Information System (EMIS)
Elementary & Secondary Education Department
Government of Khyber Pakhtunkhwa**

Annual School Census Questionnaire

1. School EMIS Code (Generated by the software)

2. School Name _____
(CAPITAL LETTERS)

3. Gender Male Female 4. School Level Primary Middle High H/Sec

5. School Coordinates X Y

6 DDO Code

7. District _____ 8. Tehsil / Town _____

9. UC Name _____

10. Village/Neighbourhood Council Name _____

11. Village/City Name _____

12. Locality Name _____ 13. Street Name _____ 14. Phone No. of school _____

15 Location: Urban Rural

16 The school is running in: Summer Zone Winter Zone
(The option may be selected on the basis of whether the long vacations of the school is allowed in the summer or winter)

17. National Constituency (NA) No. _____ 18. Provincial Constituency (PK) No _____

19. Circle Office Name _____ 20. SDEO Office Name _____

21 Ownership of the building: Govt: Donated Rented Shelterless
 1. Government means land & building is the sole property of the government.
 2. Donated means the land/building is donated but ownership not mutated/transferred to the Government.
 3. Rented means that land and building is not the sole property of the government.
 4. Shelterless means that no building exists.

22 Type of Upgradation Developmental Non Developmental

23 Year of Upgradation/
New Construction Primary Middle High H/Sec

In case of Primary & Middle the year of newly constructed school is required and in case of High & H/Sec. only the year of upgradation is required.

24. Total Land allocated/donated for school _____ (in Marlas)

25. Sanctioned Posts

Teaching Staff				
S#	Position Code of Post	Designation of Post	BPS	No. of Sanctioned Posts
1		Principal (B-20)		
2		Principal (B-19)		
3		Principal (B-18)		
4		Vice Principal (B-18)		
5		English		
6		Urdu		
7		Islamiyat		
8		Pak Study		
9		History/Civics		
10		Economics		
11		Statistics		
12		Pashto		
13		Home Economics		
14		Maths		
15		Physics		
16		Chemistry		
17		Biology		
18		General		
19		English		
20		Urdu		
21		Islamiyat		
22		Pak Study		
23		History/Civics		
24		Economics		
25		Statistics		
26		Pashto		
27		Home Economics		
28		Maths		
29		Physics		
30		Chemistry		
31		Biology		
32		General		
33		Librarian		
34		D.P.E		
35		Senior IT Teachers / SS (IT)		
36		Head Master/Mistress		
37		S.S.T. (General)		
38		S.S.T. (Bio-Chemistry)		
39		S.S.T. (Maths-Physics)		
40		IT Teacher / SST (IT)		

Teaching Staff				
S#	Position Code of Post	Designation of Post	BPS	No. of Sanctioned Posts
41		Sr. C.T.		
42		C.T		
43		Sr. P.E.T.		
44		P.E.T.		
45		Sr. D.M.		
46		D.M.		
47		Sr. A.T.		
48		A.T.		
49		Sr. T.T.		
50		T.T.		
51		Sr. Qari/Qaria		
52		Qari / Qaria		
53		Comp Lab Incharge / CT(IT)		
54		PSHT		
55		Sr. PST		
56		PST		
57		Others		
Non Teaching Staff				
S#	Position Code of Post	Designation of Post	BPS	No. of Sanctioned Posts
1		Hostel Supdt:		
2		Assistant		
3		S/Clerk		
4		J/Clerk		
5		Store Keeper		
6		Asstt: Store Keeper		
7		Lab: Assistant		
8		Lab: Attendant		
9		Driver		
10		Naib Qasid		
11		Cook		
12		Baheshti		
13		Bearer		
14		Mali		
15		Mai/Caller		
16		Chowkidar		
17		Sweeper		
18		Others		

Annual Indicators:

26. a. Other Facilities (1-Yes, 2- No)

i. Hostel ii. If Hostel exists, then write total capacity?

b. Whether the following exist? (1. Yes, 2. No)

i. Office ii. Store iii. Home Economics Lab

c. Does the school have ramp access for the following:- (1-Yes, 2- No)

1. School Entrance
2. School Building
3. Toilets

Enrolment

(Total enrolment of section wise, age wise must be same.)

27 Enrolment by Age Group (on the basis of admission register)

Age	Boys														
	Un-admitted	Prep (Kachi)	1 st (Pakki)	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	Total
3+															
4+															
5+															
6+															
7+															
8+															
9+															
10+															
11+															
12+															
13+															
14+															
15+															
16+															
17+															
18+															
19+															
20+															
>=21															
Total															
Repeaters															
No. of Non-Muslims															

Age	Girls														
	Un-admitted	Prep (Kachi)	1 st (Pakki)	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	Total
3+															
4+															
5+															
6+															
7+															
8+															
9+															
10+															
11+															
12+															
13+															
14+															
15+															
16+															
17+															
18+															
19+															
20+															
>=21															
Total															
Repeaters															
No. of Non-Muslims															

(Note: For example age 10+ means "equal to or greater than 10 but less than 11 years", similarly for 11+, 12+, and so on.)

28. Enrolment by Group & Section

Group	Classes	Total Enrolment	No. of Sections	Total Enrolment	No. of Sections	Total Enrolment	No. of Sections	G. Total
	6 th							
	7 th							
	8 th							
Science	9 th							
	10 th							
Arts	9 th							
	10 th							
Computer Science	9 th							
	10 th							

29. Total Enrolment in Class 11th and 12th (in Higher Secondary Schools)

Classes	Pre Medical		Pre Engineering		Arts		Inter Science		G. Total
	Total Enrolment	No. of Sections	Total Enrolment	No. of Sections	Total Enrolment	No. of Sections	Total Enrolment	No. of Sections	
11 th									
12 th									

30. Number of Disabled Students:

Impairment	Number of Special (Disabled) Boys													
	Kachi	Pakki	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Full Visual														
Partial visual														
Full Hearing														
Partial hearing														
Full Speech														
Partial speech														
Hand/arm														
Leg/foot														
Mental/psychological														

Impairment	Number of Special (Disabled) Girls													
	Kachi	Pakki	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Full Visual														
Partial visual														
Full Hearing														
Partial hearing														
Full Speech														
Partial speech														
Hand/arm														
Leg/foot														
Mental/psychological														

31. Security Measures

Boundary Wall Height	No. of Security Guards	No. of Chowkidar	No. of Weapons	No. of Metal Detectors	Barbed Wire (Y/N)	Glass Spikes (Y/N)	Entrance Blocks (Y/N)	SOS (Y/N)

32. Provision of Free Textbooks

Record shown to Monitor: (Yes / No)

Class (1 st to 12 th)	Subject	Books Demanded	Books Received	Students without FTB	Surplus Books	Books return to Office

33. School Furniture

Black/ Green Board	Office Tables	Office Chairs	Almirah

Bi-Annual Indicators:

34. Total Covered Area of the Building (In Marlas)

--	--	--	--	--

35. Total Un-covered area (in Marlas)

--	--	--	--	--

36. If un-covered area is available, it is (1-Within Premises, 2-Adjacent, 3-Away from the School)

If away from the School, then write distance in meters _____

37. No. of Rooms on

(i) Basement

--	--

ii) Ground Floor

--	--

(ii) First Floor

--	--

(iii) Second Floor

--	--

iv) Third Floor

--	--

38. Nature of Construction:

Nature of Construction	No. of Class Rooms	No. of Other Rooms	Total
Pakka (Pakka where walls & roofs both are pakka/concrete)			
Kacha (Kacha where walls, roof or both are kacha/non concrete)			
Total			

39. Condition of Building: Whether the whole Building needs re-construction? (1-Yes, 2- No)

If 'No' then mention that:-

i. No. of Classrooms requiring re-construction

--	--

ii. No. of Other Rooms requiring re-construction

--	--

iii No. of Classrooms requiring Major repair

--	--

iv. No. of Other Rooms requiring Major repair

--	--

(Note:- A repair which can be made from school's own petty cash/account is minor. While major repair can't be made from school's funds and where engineering work is involved.)

40. Whether IT Lab exist (1-Yes, 2-No)

i) Whether the Lab is Functional (1-Yes, 2-No)

ii) If Lab exists then whether Established by (1.Government 2. Private Firm)

iii) If established by a Private Firm then write Name of the Firm _____

iv) Total No. of Computers in the Lab

v) No. of functional computers

vi) Internet facility available? (1-Yes, 2-No)

41. Commodities for students (Write Numbers)

S#	Name of Commodities	Available (Write Number)		Number of New Required
		Useable	Un-Useable	
1	Students Desks/Two Seats			
2	Students Desks/Three Seats			
3	Students Benches			

S#	Name of Commodities	Available (Write Number)		Number of New Required
		Useable	Un-Useable	
4	Students Chairs			
5	Tablet Chair			
6	Jute Tats			
7	Fans			
8	Any Other (Specify)			

Parents Teachers Council (PTC)

42. Parents Teachers Council (PTC)

- i. Is PTC established: (1=Yes, 2=No)
- ii. Date of establishment: ____/____/____ iii. PTC members are trained (1=Yes, 2=No)
- iv. PTC's Chairperson Name: _____ v. Contact #: _____
- vi. Bank Name/Bank Branch: _____ vii. Bank Account No.
- viii. Bank Branch Code: ix. PTC last election held date: : ____/____/____
- x. Balance amount up to 31st Oct. 2017. Rs.
- xi. Amount Received this year Rs.

43. Stipend (May & November)

Record Shown to Monitor: (Yes / No)

Year _____

Scheme:							
Class	6	7	8	9	10	Total	
Name of Scheme							
Total Eligible Students							
Total No. of eligible students who received stipends	Full						
	Partial						
Remarks (if any):							

44. Infrastructure

H/T Office	Science Lab	Staff Room	Library	Clerk Room	Examination Hall	Play Ground	One screen/ interactive white board
Yes / No	Available/ Not Available	Yes/No	Available/ Not Available	Yes/No	Yes/No	Available/ Not Available	Available/ Not Available
	Equipped/ Not equipped		Equipped/ Not equipped			Functional/ Non-Functional	Functional/ Non-Functional
	Functional/ Non-Functional		Functional/ Non-Functional				Alternative Source available <input type="checkbox"/> Solar <input type="checkbox"/> UPS <input type="checkbox"/> Generator

45. Teacher guides are provided to the school? (1=Yes, 2=No)

46. Cleanliness

Schools Cleanliness			Students Cleanliness		
Good	Satisfactory	Poor	Good	Satisfactory	Poor

Monthly Indicators:

47. Visit Type (Regular/Revisit): _____

48. Name of ASDEO: _____ 49. Contact No.: _____ 50. Monitoring Date: ___/___/___

51. Name of Monitor: _____

52. Time of Arrival at School

Hr.	Min

am
pm

53. Departure time:

Hr.	Min

am
pm

54. School Status: (1- Open 2- Closed)

If closed then select reason:

1. Permanent	1. Non-Functional	1. <i>By individual</i> 2. <i>By Organization</i> 3. <i>Others</i>
	2. Illegally Occupied	
2. Temporary	1. Student & Staff Absent 2. Staff Absent 3. Others	

55. Building under illegal occupation:	Yes	1. Wholly 2. Partially	1. By School Staff 2. By Private Person 3. By any Organization 4. By Law Enforcement Agency 5. IDPs	Occupied Since: _____
	No			

56. Head of Institution / School Name _____

57. Designation _____ 58. Head of institution Ph./Cell Number: _____

59. Proxy Teachers

Proxy Teacher		Proxy For			Time Since
Name	CNIC	Name	CNIC	Personal No.	

60. Teachers appointed by other organizations

Name	CNIC	Appointed By	Appointment Date

61. Enrollment – Attendance Gap

Record Shown to Monitor: (Yes / No)

	CLASSES												Total		
	Un-admitted	K	1	2	3	4	5	6	7	8	9	10		11	12
i. No. of Students Enrolled (as per enrollment register)															
ii. No. of Students Present (as per head cont)															
iii. No. of Student Present (As per attendance Register)															
iv. No. of Girls Student Enrolled in Boys Schools															
v. No. of Boys Student Enrolled in Girls Schools															

62. School visits by District Administrators (ADO, DEO, SDO, etc) during last calendar month

Sr.No	Visit Date	Designation
1		
2		
3		
4		
5		
6		
7		

63. Functioning of School Facilities:

Facility	Availability	Functionality
Electricity	Yes	Yes
	No	No
Drinking Water	Yes	Yes
	No	No
Toilet	Yes	Yes
	No	No
Boundary Wall	Yes	Yes
	No	No

If Water Available:
 Source of Water: _____
 Drinkable (Yes/No): _____
 If Toilet Available:
 No. of Student's Toilet: _____
 No. of Teacher's Toilet: _____
 Wholly/Partially

64. Conditional Grants Board Exists (1-Yes 2-No)

65. National Flag hoisted (1-Yes 2-No)

66. Human Resource Details

1) Teaching Staff Non Teaching Staff

i) Name _____ ii) Father's/Husband Name * _____
*(Married Female should write their husband name)

iii) Gender: _____ iv) Marital Status: _____ v) BPS _____ vi) Mobile No. _____

vi) AG/Accounts Office Personal No.

vii) New N.I.C No. - -

viii) Date of Birth	__/__/__	ix) District of Domicile		x) Union Council	
xi) Highest Academic Qualification	(Level)	xii) Highest Professional Qualification			
	(Subject)				
xiii) Date of 1 st Appointment	__/__/__	xiv) Desig. As 1 st Appointment		xv) Present Designation	

xvi) **Training Record** (Please mention only those training whose duration is at 3-days or more)

S#	Name/Title of Training Attended	Training Received in Year	Duration of Training	Training conducted By	Training Attended as (Trainer/Trainee)

xvii) Any Disability? 1. Yes 2. No

xviii) In case of Yes, type of disability: 1. Partial visual 2. Partial hearing 3. Partial speech
 4. Hand/arm 5. Leg/foot

xix. Attendance Record Shown to Monitor : (Yes / No)

Status	Details
Present	
Absent	1. Leave 2. Duty 3. Un-Authorize 4. Late Comer
Transferred In	Order shown (Yes/No)
New Appointment	Order shown (Yes/No)
Transfer Out	Retired / Died / Removal from Service / Resigned.

2) Teaching Staff Non Teaching Staff

i) Name _____ ii) Father's/Husband Name * _____

*(Married Female should write their husband name)

iii) Gender: _____ iv) Marital Status: _____ v) BPS _____ vi) Mobile No. _____

vii) AG/Accounts Office Personal No.

--	--	--	--	--	--	--	--	--

vii) New N.I.C No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

viii) Date of Birth	__/__/__	ix) District of Domicile		x) Union Council	
xi) Highest Academic Qualification	(Level)	xii) Highest Professional Qualification			
	(Subject)				
xiii) Date of 1 st Appointment	__/__/__	xiv) Desig. As 1 st Appointment		xv) Present Designation	

xvi) Training Record (Please mention only those training whose duration is at 3-days or more)

S#	Name/Title of Training Attended	Training Received in Year	Duration of Training	Training conducted By	Training Attended as (Trainer/Trainee)

xvii) Any Disability? 1. Yes 2. No

xviii) In case of Yes, type of disability: 1. Partial visual 2. Partial hearing 3. Partial speech
4. Hand/arm 5. Leg/foot

xix. Attendance Record Shown to Monitor : (Yes / No)

Status	Details
Present	
Absent	2. Leave 2. Duty 3. Un-Authorize 4. Late Comer
Transferred In	Order shown (Yes/No)
New Appointment	Order shown (Yes/No)
Transfer Out	Retired / Died / Removal from Service / Resigned.

3) Teaching Staff Non Teaching Staff

i) Name _____ ii) Father's/Husband Name * _____

*(Married Female should write their husband name)

iii) Gender: _____ iv) Marital Status: _____ v) BPS _____ vi) Mobile No. _____

vii) AG/Accounts Office Personal No.

--	--	--	--	--	--	--	--	--

vii) New N.I.C No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

viii) Date of Birth	__/__/__	ix) District of Domicile		x) Union Council	
xi) Highest Academic Qualification	(Level)	xii) Highest Professional Qualification			
	(Subject)				
xiii) Date of 1 st Appointment	__/__/__	xiv) Desig. As 1 st Appointment		xv) Present Designation	

xvi) Training Record (Please mention only those training whose duration is at 3-days or more)

S#	Name/Title of Training Attended	Training Received in Year	Duration of Training	Training conducted By	Training Attended as (Trainer/Trainee)

xvii) Any Disability? 1. Yes 2. No

xviii) In case of Yes, type of disability: 1. Partial visual 2. Partial hearing 3. Partial speech
4. Hand/arm 5. Leg/foot

xix. Attendance Record Shown to Monitor : (Yes / No)

Status	Details
Present	
Absent	3. Leave 2. Duty 3. Un-Authorize 4. Late Comer
Transferred In	Order shown (Yes/No)
New Appointment	Order shown (Yes/No)
Transfer Out	Retired / Died / Removal from Service / Resigned.

Note: If the number of working teachers exceed from the above Table, then use photo copy of this page