



Guidelines for Annual School Census *of* Government Schools

2017

Conducted by:

EMIS

Education Management Information System

IMU

Independent Monitoring Unit

**Elementary & Secondary Education Department
Government of Khyber Pakhtunkhwa**



Elementary & Secondary Education
Khyber Pakhtunkhwa



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Introduction

Statistical analysis has acquired an increasingly important role in the field of education. Over the last few decades. Educationists, administrators and education researchers use statistical techniques to evaluate effectiveness of education programs, measuring student enrollments and intakes, and gauge the internal efficiency of education system. It is also beneficial to assess whether schools satisfy national and international educational standards.

The statistical analysis of education data can be performed by calculating a variety of indicators, ratios, and indices to measure access to education, coverage or participation, internal efficiency of education system, quality of education etc.

The Education Management Information System (EMIS) Cell of Elementary & Secondary Education Department, Government of Khyber Pakhtunkhwa was established in 1990-91 in the Directorate of Primary Education. Since then, it has been collecting data on different indicators from all schools of KP and publishing that data in form of Annual Statistical Reports. In 2002 after the merger of Directorates of Primary and Secondary Educations, the EMIS was expanded to cover Middle, High and Higher Secondary Schools placed under the control of Directorate of Schools & Literacy (Now Directorate of Elementary & Secondary Education). Till date the EMIS is collecting data from Primary level to Higher Secondary School.

The government of KP used technical and financial support from the UK government's Department for International Development (DFID) to initiate various reform initiatives to improve quality, access and governance in the sector. One of these was the establishment of the Independent Monitoring Unit (IMU), a system that provides accurate, reliable and timely information on a monthly basis to track progress on key education indicators. Independent Monitoring System (IMU) was established in 2014 to address identified obstacles in school-level data and bring greater accountability to KP's education sector and provide managers with regular, independently sourced data on issues such as teacher and student attendance ..This will improve planning and make decision making more effective.

The Elementary and Secondary Education Department (E&SED), Khyber Pakhtunkhwa has outsourced the activity of data collection for Annual School Census to the IMU for the year 2017. This year, the Annual School Census data will be collected through DCMA's in consultation with the head teachers of schools. The aims of involving the DCMA's into this activity is to improve the quality of data collected and strengthen the capacity of the Department in collecting integrated, accurate data.

Objective:

The main objective of conducting Annual School Census is to provide timely, reliable, relevant and economical information regarding Schools i.e. Primary to Secondary level to Planners, Researchers and all the concerned institutions of education department for good governance and evidence based decision making.

This year, in the light of the ESP 2015-2020, Annual School Census information will be collected through combined indicators of the EMIS and IMU to provide up-to-date information to managers, planners and policy makers for better-informed decision-making. This will help to create synergies and also operationalize the distinction between data gathering and verification of data, as well as data use and management.

After series of workshops and joint discussions, EMIS and IMU have revised the ASC questionnaire and developed the guidelines for the Data Collection & Monitoring Assistants (DCMAs) to understand the indicators before filling the ASC. Moreover the terms & definitions also provide a detailed overview of the Annual School Census.

Guidelines for Annual School Census Questionnaire

These guidelines have been jointly developed by the IMU and EMIS for the Data Collection & Monitoring Assistants (DCMAs) to understand the indicators before filling the ASC. Moreover the terms & definitions also provide a detailed overview of the Annual School Census.

Indicators	Definitions
1. EMIS Code (Auto populated)	EMIS code is the 5 digits identification code of the school. This field will be auto populated once the DCMA select the school from the roaster.
2. School Name (Auto populated)	The official name of the school will be auto populated.
3. School Gender (Auto populated):	Identify the gender of the institution. 1. Boys 2. Girls
4. School level (Auto populated)	Identify the level of institution. 1. Primary 2. Middle 3. High 4. H/Sec.
5. School Coordinates (Auto populated)	GPS XY (Latitude & Longitude) Coordinates
6. DDO Code:	Write the Finance Department's code for the authorized Drawing and Disbursement Officer of the institution. You may consult head of the school for this information.
7. District (Auto populated):	The name of district where the school exists.
8. Tehsil/Town (Auto populated):	Revenue Tehsil/Town where schools/Institute is situated
9. UC Name (Auto populated)	Name of the Union Council where the school is located.
10. Village/Neighbourhood Council Name	Write the Village/Neighbourhood Council Name as per KPK Local Government Act. (A drop down box which will be auto populated)
11. Village/City Name	Village or City Name
12. Locality Name	Area/locality where the school exists
13. Street Name	Name or No. of the street where school exists.

Indicators	Definitions
14. Phone No. of school	Write only the landline / PTCL No. of the school.
15. Location (Auto populated):	Identify whether the school is situated in Urban or Rural area.
16. School Zone (Auto populated)	Whether the school is running in Summer Zone or Winter Zone area. The option may be selected on the basis of whether the long vacations of the school are allowed in the summer or winter.
17. National Constituency (NA) No. (Auto populated)	National Assembly Constituency No. needs to be entered.
18. Provincial Constituency (PK) No (Auto populated)	Provincial Assembly Constituency No. needs to be entered.
19. Circle Office Name (Auto populated)	In case auto populated value is not correct, Enter the correct Circle Name.
20. Name of SDEO	Name of Sub Division Education Officer (SDEO)
21. Ownership of the building:	<p>Identify ownership of the school building. In this questionnaire the ownership of building is divided into four categories.</p> <ul style="list-style-type: none"> a. Government: means building is the sole property of the government b. Donated: means the land/building is donated but ownership not mutated/transferred to the Government c. Rented: means that land and building is not the sole property of the government d. Shelterless: means that no building exists
22. Type of Upgradation:	<p>Whether up-gradation of the school is done through Developmental or Non Developmental Budget.</p> <ul style="list-style-type: none"> i) Developmental means new construction is carried out for upgradation of the school. ii) Non Developmental Budget means that the school is upgraded within the available building structure of the school.
23. Year of Upgradation/New Construction:	Write the year when institute was established or upgraded. (Upgradation means development in the level of institute).
24. Total Land allocated/donated for school (figures in Marlas)	Write the total area of building in Marlas.

Indicators	Definitions
25. Sanctioned Posts	<p>Posts that have been approved from Finance Department.</p> <p>In case of primary schools if sanctioned posts of teachers are not known then No. of sanctioned posts may be taken as number of working posts. However, the sanctioned should not be less than two (2).</p>
26. a) Other Facilities	Identify whether hostel facility is available for the school or not? In case of Yes, then write the number of rooms available in the hostel.
26. b) Whether the following exist	<p>i. Office: Rooms available for the school administration</p> <p>ii. Store: Is there is any room available where school additional/spare/damaged items can be placed.</p> <p>iii. Home Economics Lab</p>
27. Enrolment by Age Group	Write the number of students (on the basis of admission register) by class with their specific age. (Note: 3+ means 3 years or greater than 3 years but less than 4 years and so on). Also mention the number of repeaters and number of Non-Muslim students.
28. Enrolment by Group & Section	Write the number of students from class 6 th to 10 th by group (e.g. Science, Arts and Computer Science) and how many sections are formed. In case of confusion, consult the headmaster/headmistress for the exact No. of sections of a class.
29. Total Enrolment in Class 11th and 12th (in Higher Secondary Schools)	Write the number of students in 11 th & 12 th grade in Pre-medical, Pre-engineering, Inter Science and Arts
30. Number of Disabled Students	<p>Write number of student who are studying in different classes and has any physically disability. The disability is divided into nine (9) different categories:</p> <ul style="list-style-type: none"> i. Full Visual (If the child is unable to see completely out of both eyes and can reasonably be classified as <i>blind</i>) ii. Partial visual (If the child has some ability to see but has trouble reading and writing to the extent that it <u>cannot be corrected by using glasses</u>) iii. Full Hearing (If the child is unable to hear completely out of both ears and can reasonably be classified as <i>deaf</i>) iv. Partial hearing (If the child has some hearing ability but has trouble hearing) v. Full Speech (If the child is unable to speak and can reasonably be classified as <i>mute</i>) vi. Partial speech (If the child has some ability to speak but faces difficulty in communicating effectively due to impediments in their speech)

Indicators	Definitions
	<p>vii. Hand/arm (If the child has difficulty in using their hands/arms to the extent that it reduces their ability to learn and participate in class)</p> <p>viii. Leg/foot (If the child has difficulty in movement due to limited or no ability of their foot (or feet) and/or leg (or legs) to the extent that it reduces their ability to reach school and participate in class)</p> <p>ix. Mental/psychological (If the child has a reduced cognitive/mental/psychological ability to the extent that it interferes with their ability to learn and participate in class)</p>
31. Security Measures	<p>Whether there is any security measures are taken in the school.</p> <p>A personal who is hired from school local funds for security purpose is security guard while the Chowkidar is regular sanctioned non teaching post.</p>
32. Provision of Free Textbooks	Inquire about the availability and completeness of textbooks and enter relevant information for corresponding classes.
33. School Furniture	Write the number of furniture items available in the school.
34. Total Covered Area of the Building (In Marlas)	It is the actual area of a house/building that is under the roof.
35. Total Un-covered area (in Marlas)	It is the area in the school premises where no roof/building exists. Veranda is a part of covered area.
36. If un-covered area is available, it is (1-Within Premises, 2-Adjacent, 3-Away from the School)	Write appropriate option for additional availability of space whether in school premises or adjacent to the school. If space is not adjacent to institute building then write distance in meters.
37. No. of Rooms on (Different floors)	Enter the number of rooms on different floors including basement (if it exists)
38. Nature of Construction:	<p>Write total no of Kacha and Pakka rooms.</p> <p><u>Pakka</u>: Where walls & roofs both are pakka/concrete</p> <p><u>Kacha</u>: Where walls and roof or any of them are kacha/non concrete</p> <p><u>Other Room</u>: These are the rooms which are not <u>built</u> as class rooms.</p>
39. Condition of Building	<p>Condition of Building: Whether the whole Building needs re-construction? (1-Yes, 2- No)</p> <p>If ‘Yes’ then mention:-</p> <p>This may be read as ‘No’ then mention:-</p>

Indicators	Definitions
	<p>Write in number for all items asked in this question that requires major or minor repair and which are satisfactory and under construction. e.g. Electrification, repairing of window, window's glass, whitewash etc. will be treated as minor repair whereas construction of floor, cracks in walls as well as roof etc. are treated as major repairs.</p> <p>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</p>
40. Whether IT Lab exist	<ul style="list-style-type: none"> i) The Lab is functional ii) Established by (1. Government 2. Private Firm) iii) If established by a private firm then write name of the firm iv) No. of computers v) No. of functional computers vi) Internet facility available? vii) Availability of IT teachers
41. Commodities for students	Write down the commodities available for the school students and whether they are usable or not usable and how many new items are required.
42. Parents Teachers Council (PTC)	<p>The following information regarding Parent Teacher Council is required:-</p> <ul style="list-style-type: none"> i) Is PTC established ii) Date of establishment iii) PTC members are trained 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. xi) Amount Received this year
43. Stipend	<p>Record information about this indicator by asking the girls (grades 6–10) if they have received their stipends.</p> <p>Name of Scheme: The scheme through which school has received stipends.</p> <p>Total Eligible Students: No. of students that fulfill the criteria for receiving the stipends.</p> <p>Total No. of eligible students who receive full or partial stipend: Record the number of students who received full or partial amount of stipend.</p>

Indicators	Definitions
44. Infrastructure	Record the infrastructure details on the given indicators in the proforma, of the school as per use except, Examination Hall as per nature of construction. Playground and Play area are considered to be same.
45. Teacher guides are provided to the school	Fill the corresponding value for the teacher guides whether they are provided to the school or not?
46. Cleanliness	Write the level of cleanliness as Good, Satisfactory or Poor depending on the school situation.
47. Visit Type (Regular/Revisit)	Auto populated
48. Name of ASDEO	Name of Assistant Sub District Education Officer of the area.
49. Contact No	ASDEO's contact No.
50. Monitoring Date	<ol style="list-style-type: none"> 1. For hard proforma enter the correct date in DD-MM-YYYY format 2. It will be auto-populated in the case of mobile app.
51. Name of Monitor	DCMA Name should be entered here.
52. Time of Arrival at School	Auto populated
53. Departure time:	Auto populated
54. School Status	Record Schools as either open or closed. In case of closure of school, write the particular reason and remarks for closure.
55. Building under illegal occupation	Record if school is occupied or not. In case school is occupied mark the relevant details of occupation.
56. Head of Institution / School Name	Enter the full and correct name of the head of the institution
57. Designation	Enter the designation of the head of institution
58. Head of institution Ph./Cell Number	Enter the contact details of the head of institution.
59. Proxy Teachers	Unauthorized persons teaching or taking classes in place of regular teachers are considered proxy teachers. Collect and report information about the proxy teachers present in the school.

Indicators	Definitions
60. Teachers appointed by other organizations	Record information about teachers who are recruited by other / non-governmental sources.
61. Enrollment – Attendance Gap	<p>Following student data need to be collected:</p> <ol style="list-style-type: none"> 1. Enrollment per attendance register 2. Presence per head count 3. Attendance per attendance register. 4. No. of girls students enrolled in boys' school 5. No. of boys students enrolled in girls' school.
62. School visits by District Administrators (ADO, DEO, SDO, etc) during last calendar month	Record the information of visits made to school by District Education Managers or any other relevant person other than IMU officials. Please observe the record before reporting.
63. Functioning of School Facilities	Check the appropriate box for asked basic facility. Non-functional means that particular facility exists but it is not functioning properly
a) Electricity	Whether electricity facility is available in the school or not. If Electrification is installed in institute and permanent source of electricity (WAPDA, solar panel or both) then it is available.
b) Drinking Water	<p>Whether Water facility is available in the school or not. Water facility should be marked as yes, if a permanent source of water is available otherwise it will be marked as 'No'.</p> <p>Source of Drinking Water could be:</p> <p>(Tube Well, Pressure Pump, Hand Pump, External Source, Solar Submersible Pump etc)</p> <p>Also mention whether water is clean and drinkable or not.</p>
c) Toilet	Specify whether toilet facility is available or not? If exists, then whether they are functional or not. If latrine exists but these latrines cannot be used, marked it as available and not functional. Record details about teachers and students toilets separately, where needed.
d) Boundary Wall	Whether Boundary Wall exists or not, if exists then whether it fully surrounds/covers the school, if not then it is non-functional. If the wall length is less than the standard boundary-wall height then mark it as Partially else it will be marked as wholly.
64. Conditional Grants Board Exists	Enter the relevant information regarding conditional grant board, if it exists outside the school near the gate.

Indicators	Definitions
65. National Flag hoisted	Whether the Pakistani flag has been raised/hoisted on the pole?
66. Human Resource Details	For married female teachers, DCMAs should write their husband's name instead of Father's Name.
66(xvii) Training Record	Mention the training (minimum 3 days) received by the teachers.
66(xviii) Any Disability	If teacher have physical disability, kindly mention here (Please look at description for question # 30 for details).
66(xx) Teachers Presence	Enter the relevant presence/absence self-explanatory information about the teachers.

Guidelines for DCMAs:

- The hard copies of the Census forms will be distributed to the schools by the concerned ASDEOs before 31 October 2017 and head teachers will fill it starting 31 October 2017.
- Once filled by the head teacher, the DCMAs will visit each school and he/she **must physically verify all the information in the census form**. The DCMAs must take this exercise of verification seriously and any misreporting will not be tolerated.
- For mobile app the DCMAs should make sure that the mobile date and time is correct.
- The fields which are auto-populated are supposed to be re-verified so that no wrong information is uploaded in the proforma.

A code of conduct for the DCMAs has been devised in compliance with project objectives and integrity.

- Be a facilitator and remain unbiased.
- Be patient, firm and objective.
- Adopt appropriate manners during interaction with heads of institutes/teachers/non-teaching staff.
- Be soft spoken and a good listener.
- Avoid acting or sounding superior.
- Conduct monitoring during school hours.
- Introduce yourself to the head of the institute/school.
- Collect information only from the School Head or his/her nominated teacher.
- Adhere to the information requirements outlined in the proforma.
- Do not enter classrooms directly.
- Avoid interference or consultation in school affairs/management.
- Do not interfere in school record keeping unless in the presence of a responsible school head.
- Collect information from students in the presence of the concerned teacher.
- Keep collected information secret from unauthorized persons/offices until and unless permitted to do so.
- Perform assigned tasks in a peaceful manner, without disrupting classes.

- xvi. Do not highlight students' or teacher' personal issues.
- xvii. Avoid calling meetings with teachers.
- xviii. Do not retaliate against teachers who—in good faith—report actual or suspected school management violations.
- xix. Devote complete attention to the project's objectives.
- xx. Do not engage in outside activities or enterprises that interfere with teacher performance and responsibility.
- xxi. Do not accept gifts of value from institute heads or anyone who could interfere with independent information collection.
- xxii. Do not engage in personal transactions with institute heads and teachers, especially those that would interfere with independent information and data collection or create an appearance of impropriety.
- xxiii. Ensure fairness and good faith with teaching/non-teaching staff by not taking unfair advantage of anyone through manipulation, concealment or misrepresentation.
- xxiv. Protect the project assets assigned/provided to you. Ensure that they are used for project activities, only.
- xxv. Adhere to this Code of Conduct. Consult DMOs or other appropriate personnel about ideal courses of action when unsure how to proceed.
- xxvi. Do not submit false violation reports. Such behavior may result in disciplinary action.

DCMA's must be aware of these rules and must abide by them. DMOs may periodically require that employees have received and read this Code of Conduct, understood it and are complying with it.

Specific guidelines and defined roles and responsibilities have been issued for DMOs:

- i. Provide support as required to the District Education Office for the census activity.
- ii. Ensure 100% school coverage during the census activity.
- iii. Review data uploaded by the DCMA's with support from the Computer Operators.
- iv. Maintain copy of the census form from the schools (as collected by the DCMA) after completion at the DMO Office.