

# Private Educational Institutions Regulatory Authority

Educational Management Information System (EMIS)

## Annual School Census 2015-16

**Note:** Detach the instruction and codes section and read instructions prior to completing the questionnaire. All information should be provided unless otherwise indicated in the instructions.

### Part A: INSTITUTE INFORMATION

<b>EMIS Number:</b> (Code will be provided by PEIRA)		<b>1. Name of Institution:</b>			1.1 NTN No.	
<b>2. Institution Status:</b> (Put relevant code in the box) 1= Functional 2=Non Functional		<b>2.1. If institute is non functional, identify reason:</b> (Put relevant code(s) in the box, separated by comma) 1=Non availability of teacher 2=Zero enrollment 3=Other				
<b>3. Institution classification:</b> (Put relevant code in the box) 1= FG School 2=FG Model School 3=FG College 4=Islamabad Model College 5=FG Postgraduate College		<b>4. Postal address:</b>				
		<b>4.1 GPS Coordinate:</b>		<b>Latitude:</b>	<b>Longitude:</b>	
<b>5. Management/Owner Information:</b>		<b>6. Name of Head:</b> (Complete Name)			6.1 Date of Joining	
5.1 Phone #		6.2 Phone #				
5.2 Cell #		6.3 Cell #				
5.3 Fax #		6.4 Fax #				
5.4 Email:		6.5 Email:				
<b>7. Gender of Head:</b> (Put relevant code in the box) 1 = Male, 2 = Female		<b>8. Date of Establishment</b>				
<b>9. Educational Sector:</b> (Put relevant code in the box) 1= City (Urban), 2= Sihala, 3= Bhara Kau, 4= Nilore, 5= Tarnaul		<b>10. U.C. Number:</b>				
<b>11. Institute level:</b> (Put relevant code in the box) 1=Pre-Primary, 2=Primary, 3=Middle, 4=High/Secondary, 5= Higher Sec, 6= Inter College, 7=Degree College, 8= Postgraduate College		<b>12. Rural/Urban:</b> (Put relevant code in the box) 1 = Urban, 2 = Rural				
<b>13. Institute gender status:</b> (Put relevant code in the box) 1 = boys, 2 = girls, 3 = Co-educational		<b>14. E-mail address:</b>				
<b>15. Medium of instruction:</b> (Put relevant code in the box) 1= Urdu, 2= English 3=Both		<b>16. Shifts offered:</b> (Put relevant code in the box) 1= Morning, 2= Evening 3=Both				
<b>17. Does Functional PTA Exist?</b> (Put relevant code in the box) 1= Yes 2= No		<b>18. Teaching sanctioned posts :</b> (Indicate total in box)				
<b>19. Non- Teaching sanctioned posts :</b> (Indicate total in box)						
<b>20. Level &amp; year of upgradation</b>		<b>Middle</b>	<b>High</b>	<b>Higher Sec</b>	<b>Inter College</b>	<b>Degree College</b>

### PART B: INFRASTRUCTURE INFORMATION

**21. Ownership status of school building**

(Tick all that apply)

1= Government	
2= Rented	
3= Rent free	
4= Donated	
5= Other building	
6= No buildings	

**22. Boundary wall?** (Put the relevant code in box)

1= Yes, 2= No	
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**23. Sui Gas facility?** (Put relevant code in the box)

1= Yes, 2= No	
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**24. Source of electricity**

	Tick all that apply
1= Main power grid	
2= No power at all	
3= Generator	
4= Solar	

**25. Pit latrines and flushing toilets** (Specify number)

		Pit Latrines		Flushing Toilets	
		Functional	Non Functional	Functional	Non Functional
<b>Student</b>	B				
	G				
<b>Staff</b>	M				
	F				

**26. Source of drinking water**

	Tick all that apply
1= Bore hole (piped)	
2= None	
3= Bore hole (hand pump)	
4= Piped water (from water company)	
5= Well (protected)	
6= Well (unprotected)	
7= Brought & Store in Tank	

27. **Number of rooms:** Enter total number of rooms according to condition. The definition for each condition is given in the instruction guideline.

	Need Minor Repair	Need Major Repair	Satisfactory
Administrative offices			
Classrooms			
Computer laboratories			
Physics laboratories			
Biology laboratories			
Chemistry laboratories			
Science lab			
Multipurpose lab			
Library			
Workshops			
Home economics lab			
Hostel (Boys)			
Hostel (Girls)			
Boarding places offered - Boys			
Boarding places offered - Girls			
Storeroom			
School hall			
Staff accommodation			
Special education classrooms			
Cafeteria			
Auditorium			
Prayer room			
Resource center			
Day Care center			
Gymnasium			
Lawn			
Kitchen			
Staff room			
Boundary wall			
AV AID Room			
Dispensary			
Play ground			

28. **Communication**

	tick all that apply
1= Telephone	
2= Tele fax	
3= E-Mail	
4= Telex	
5= Postal	
6= Courier service	

29. **Furniture** (Specify number)

	A	B
	Need Repair	Functional
Blackboards		
Whiteboards		
Chairs for teacher in classroom		
Chairs for students		
Chairs for offices		
Chairs for teachers		
Tables for offices		
Tables for classrooms		
Tables for teachers		
Three & more seater desks		
Two seater desks		
Single seater desks		
Shelves		
Cupboards		
Laboratory stools		
Benches		
Jute Tats		

30. **Equipment** (Specify number)

	Teaching and Learning		Administration		Surplus
	A	B	C	D	
	Total available	Need repair	Total available	Need repair	
Typewriters					
Overhead projectors					
Computers					
Printers					
Musical instruments					
VCR					
TV					
Sewing machines					
Photocopiers					
Science kits					
Refrigerator					
Buses					
Coaster					
Mini Bus					
Cars					
Audiometers					
Other					

## Part C: STUDENTS INFORMATION

### 31. Enrolment by age, class and gender

	Gender	K.G	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Class 15	Class 16
4 & Below	B																	
	G																	
5 years	B																	
	G																	
6 years	B																	
	G																	
7 years	B																	
	G																	
8 years	B																	
	G																	
9 years	B																	
	G																	
10 years	B																	
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11 years	B																	
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15 years	B																	
	G																	
16 years	B																	
	G																	
17 years	B																	
	G																	
18 years	B																	
	G																	
19 years	B																	
	G																	
20 years	B																	
	G																	
21 years	B																	
	G																	
22 & Above	B																	
	G																	

**32. Number of sections by class and gender**

	Gender	K.G	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Class 15	Class 16	
Sections	B																		
	G																		

**33. Number of students orphaned by class and gender**

	Gender	K.G	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Class 15	Class 16
Lost mother	B																	
	G																	
Lost Father	B																	
	G																	
Lost Both	B																	
	G																	

**34. Number of students with special education needs by impairment, class and gender**

	Gender	K.G	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Class 15	Class 16
Physical	B																	
	G																	
Visual	B																	
	G																	
Hearing	B																	
	G																	
Specific learning difficulties	B																	
	G																	
Other	B																	
	G																	

**35. Number of students receiving scholarship support & financial assistance by class and gender**

	Gender	K.G	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Class 15	Class 16
Merit Scholarship	B																	
	G																	
Fee concession	B																	
	G																	
MORA/ZA KAT Scholarship	B																	
	G																	
Other	B																	
	G																	

36. Subject wise enrollment of students by class and gender

	Gender	Class 11	Class 12	Class 13	Class 14	Class 15	Class 16
Pre-Engineering	B						
	G						
Pre-Medical	B						
	G						
Computer Science	B						
	G						
Statistics	B						
	G						
Commence	B						
	G						
General Science	B						
	G						
Arts	B						
	G						
Science	B						
	G						
Math	B						
	G						
English	B						
	G						
Physiology	B						
	G						
Applied Physiology	B						
	G						
Mass Communication	B						
	G						
Home Economics	B						
	G						
Geography	B						
	G						
Islamic Education	B						
	G						
Urdu	B						
	G						
Technical Stream	B						
	G						
Clothing & Textile	B						
	G						
Other	B						
	G						

**37. Number of repeater by age class and gender** (Repeater number cannot be greater than actual enrolled students in specified class & age)

	Gender	K.G	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 11	Class 13	Class 15
6 & below	B													
	G													
7 years	B													
	G													
8 years	B													
	G													
9 years	B													
	G													
10 years	B													
	G													
11 years	B													
	G													
12 years	B													
	G													
13 years	B													
	G													
14 years	B													
	G													
15 years	B													
	G													
16 years	B													
	G													
17 years	B													
	G													
18 years	B													
	G													
19 years	B													
	G													
20 years	B													
	G													
21 years	B													
	G													
22 & Above	B													
	G													

**38. Examination status for class 5 by gender & sector** (previous school year)

Sector	Gender	# appeared	# passed
	B		
	G		

**39. Examination status for class 10 by gender & sector** (previous school year)

Sector	Gender	#appeared	# passed
	B		
	G		

**40. Examination status for class 12 by gender & sector** (previous school year)

Sector	Gender	# appeared	# passed
	B		
	G		

**41. Examination status for class 14 by gender & Sector** (previous school year)

Sector	Gender	# appeared	# passed
	B		
	G		

**42. Examination status for class 16 by gender & sector** (previous school year)

Sector	Gender	#appeared	# passed
	B		
	G		

**43. Number of students dropouts in the previous school year by reason, class and gender**

	Gender	K.G	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Class 15	Class 16
Illness	B																	
	G																	
Financial	B																	
	G																	
Marriage	B																	
	G																	
Expelled	B																	
	G																	
Orphan	B																	
	G																	
Death	B																	
	G																	
Fail	B																	
	G																	
Other	B																	
	G																	

**PART D: TEACHING MATERIALS AND TEXTBOOKS**

44. Number of books in the library.		<b>Notes:</b> For textbooks that are in parts, the different parts of the course book should be considered as one course book. For example English class 1 student books parts 1 and 2 should be counted as one. In cases where only one part is available, this should be considered as textbook in that subject not available.
45. Number of reference books available for pupils.		
46. Number of teacher resource books.		
47. Total number of teacher guides.		

**48. Students' Textbooks distributed to institute by Federal Directorate of Education by selected subjects**

Subjects	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10
English										
Math										
Science										
Urdu										

**49. Students' Textbooks distributed to students by Institute by selected subjects**

Subjects	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10
English										
Math										
Science										
Urdu										

**PART E: STAFF INFORMATION**

**50. Number of teachers by class group:**

(Should not be less than number of teaching sanctioned posts)

Class 1-5		Class 6-8		Class 9-10		Class 11-12		Class 13-14		Class 15-16	
M	F	M	F	M	F	M	F	M	F	M	F

**51. Number of untrained teachers:**

(read instructions)

Class 1-5		Class 6-8		Class 9-10		Class 11-12		Class 13-14		Class 14-15	
M	F	M	F	M	F	M	F	M	F	M	F

**52. Number of non-teaching staff:**

(Should not less than number of non-teaching sanctioned posts)

M	F











Certificate:

This is certified that

1. I have thoroughly gone through the instructions and guidelines before filling this form.
2. Information provided here is correct to the best of my knowledge and as per the office record available.
3. I have designated the under mentioned person for verification of the individual profiles of the teaching and non teaching faculty
4. Please specify name, seal & signature of Head of institution, even verified by same person.

Name, Designation and Signature of the Verification Officer (Designated by the head of Institution)	
Counter Verification by the Head of Institution (Name, Seal and Signature)	
_____ Date when forwarded by Institution	_____ Date when received by PEIRA (Name and Signature)

## Instructions and Codes:

- A. Detach these instructions before completing the questionnaire.
- B. Unless otherwise noted in the questions, the data entered should reflect the status of the institute of 31 October in the current school year.
- C. Two copies of filled annual school census forms are to be produced. One copy is to be retained at the institution, one copy to be sent to the PEIRA.
- D. Guidelines on how to complete the questionnaire:
  - These instructions should be read carefully before completing the questionnaire. Always refer to these instructions when providing information for each question.
  - Every question in this questionnaire that applies to your institution should be answered. If an item does not pertain to your institution, put NA in it and does not leave it blank.
  - Unless otherwise noted in the questions, the data entered should reflect the status of the institution as of 31 October in the current school year.
  - Information of all teaching or non-teaching staff that are working on temporary duty in other institutions but are drawing pay from your institution must be included.

### PART A: INSTITUTE INFORMATION

**EMIS Number:** Institute identification number will be provided by PEIRA.

1. **Name:** Indicate the official name of your institution.
2. **Institute status:** Use number 1 for functional and number 2 for non-functional institute.
  - 2.1. **Identify reason:** Use number 1, if no teacher available and number 2 for zero enrollment and number 3 for any other reason.
3. **Institution classification:** Use number 1 for FG School, number 2 for FG Model School, number 3 for FG College, number 4 for Islamabad Model College, number 5 for FG postgraduate college.
4. **Postal address:** Indicate the postal address used to receive mail by the institute.
5. **Phone/Fax number:** Provide phone number with area code and Fax number if different.
6. **Name of Head:** Write the name of the officer who is considered to be Head Teacher of the institute.
7. **Gender of Head:** Use number 1 for male or 2 for female against this field.
8. **Establishment Year:** Write the year when the institute was established.
9. **Educational Sector:** Use number 1 for City, 2 for Sihala, 3 for Bhara Kau, 4 for Nilore and 5 for Tarnol against this field.
10. **U.C. number:** Select appropriate number from code table for Union Council.
11. **Institute level:** Use number 1 for Pre-Primary, 2 for Primary level institute, 3 for Middle level, 4 for High/Secondary level, 5 for Higher secondary level, 6 for Inter college, 7 for Degree college and 8 for postgraduate.
12. **Rural/Urban:** An institute which is found in an area where the population depends on subsistence farming should generally be considered as rural. For such an institute, write '2' in the box. An institute should generally be considered Urban if it is found in an area which has the following facilities within reach: a hospital, a post office, piped water, electricity, and a police station. For such an institute, write '1' in the box.
13. **Institute gender status:** Select number from choices available in the space provided to indicate if your institute is boys only, girls only or co-education.
14. **E-mail address:** Enter an e-mail address, if available, to receive information from the Federal Directorate of Education. This address can be account specific to the institute or a personal account.
15. **Medium of instruction:** Select from listed code for medium of teaching. Use code 1 for Urdu, 2 for English and 3 for both.
16. **Shifts offered:** Use code 1 for institute offering only morning shift, 2 for institute offering evening shift and 3 for institute offering both shifts.
17. **Does Functional PTA exist:** If functional Parent Teacher Association exists, use code 1, else use number 2, if functional PTA does not exist?

18. **Teaching sanctioned posts:** Write total number of sanctioned teaching posts in the institute.
19. **Non-Teaching sanctioned posts:** Write total number of sanctioned teaching posts in the institute.
20. **Level & year of upgradation:** Enter information related to your institution's upgradation history.

#### **PART B: INFRASTRUCTURE INFORMATION**

21. **Ownership status of school building:** Tick all that apply for ownership of building.
22. **Boundary Wall:** Indicate code 1 for Yes and 2 for No.
23. **Sui Gas facility:** Use code one for yes, and two for No.
24. **Source of electricity:** Tick the source of power for the school from the given choices. Tick all that apply.
25. **Pit latrines and flushing toilets:** Provide number of functional and non-functional pit latrines and flushing toilets for boys and girls students as well as male and female staff.
26. **Source of drinking water:** Tick the source of water from the given choices. Tick all that apply.
27. **Number of rooms:** Enter total number of rooms according to condition. The definition for each condition.  
 27.1. Need Minor Repair- If any maintenance is of high priority.  
 27.2. Need Major Repair- If any maintenance is essential in any room. E.g. room requiring maintenance to fix seepage issue or to fill cracks on wall etc.  
 27.3. Satisfactory- If no evident repair is required in any room.
28. **Communication:** You may mark in more than one box if there are more than one communication facilities available at the institute. Courier service refers to occasional communication medium.
29. **Furniture:** Enter total number of furniture in the institute in column "A" which requires maintenance and total number of functional furniture in column "B".
30. **Equipment:** *Note: This table is not intended to serve as a request form.* Supply information according to the columns provided. In column "A", and "C" enter the total number of items physically available and in use at the institute. In column "B", and "D" enter the total number of items that need repairs. Write number of surplus equipment in concerned column.

#### **PART C: STUDENTS INFORMATION**

31. **Students by age, class and gender:** Enter total number of students in regular classes according to age, class and gender. If institute is offering both shifts then provide total no of enrollment for morning and evening shift in the table.
32. **Number of sections by class and gender:** Enter the total number of sections for each class.
33. **Students orphaned by class and gender:** For all classes and levels, enter the total number of students who have lost mother, father or both parents.
34. **Students with Special educational needs by impairment, class and gender:** Indicate the number of students who have physical, visual, hearing or intellectual impairments and require special attention because of these impairments. Student with multiple impairments should only be counted once based on their primary impairment.
35. **Number of students receiving scholarship support & financial assistance by class and gender:** Enter the number of students that are receiving any type of scholarship support or financial assistance.
36. **Subject-wise student enrollment by class and gender:** Enter the total number of enrollment in a particular class with respect to gender as well as class.
37. **Repeaters by age, class and gender:** For all grades and levels, enter the total number of repeaters by age and gender in the current school year.
38. **Examination status for Class 5 by gender & sector:** Indicate total number of student who appeared and passed in the class 5 examination w.r.t. its educational sector.
39. **Examination pass for Class 10 by gender & sector:** Indicate total number of student who appeared and passed in the class 10 examination w.r.t. its educational sector.

- 40. Examination pass for Class 12 by gender & sector:** Indicate total number of student who appeared and passed in the class 12 examination w.r.t. its educational sector.
- 41. Examination pass for Class 14 by gender & sector:** Indicate total number of student who appeared and passed in the class 14 examination w.r.t. its educational sector.
- 42. Examination pass for Class 16 by gender & sector:** Indicate total number of student who appeared and passed in the class 16 examination w.r.t. its educational sector.
- 43. Number of student dropouts in the previous school year by reason, class and gender:** For all grades and levels, enter the total number of students who have dropped out of the institute in the previous year by reason.

#### PART D: TEACHING MATERIALS and TEXTBOOKS

**Notes:** For textbooks that are in parts, the different parts of the course book should be considered as one course book. For example English Class 1 student books parts 1 and 2 should be counted as one. In cases where only one part is available, it should be considered as textbook in that subject not available.

- 44. Number of books in the library.**
- 45. Total number of reference books available for students.**
- 46. Number of Teacher resource books.**
- 47. Total number of teacher guides.**
- 48. Students' Textbooks distributed to institute by Federal Directorate of Education by selected subjects:** Write total number of specifically prescribed book which is provided to institute for particular class student.
- 49. Students' textbooks distributed to student by institute by selected subject:** Write total number of specifically prescribed book which is provided to students of a particular class by institute.

#### PART E: STAFF INFORMATION

- 50. Number of teachers by class group:** Write total number of male or female teachers who are teaching a specific class range. Teacher should be counted in her/his prime class group instead of double counting her/him if sharing responsibility of another group. Number of teacher by class group
- 51. Number of untrained teachers:** Write total number of male or female un-trained teachers for a specific class range.
- 52. Number of non-teaching staff:** Write total number of male or female non-teaching staff in institutions as per code list.
- 53. and 54. Assigned Staff - Teaching and Assigned Staff – Non teaching:** Use the code tables for teaching and non-teaching staff to use in the appropriate number code for each field in the table. Complete the table by indicating the number of teachers and mentors by their highest level of qualifications. Other Degree refers to non-captured education degree

Subject Codes Table					
Subject Number	Subject Name	Subject Number	Subject Name	Subject Number	Subject Name
1	ENGLISH	15	SOCIAL/PAK STUDIES	29	GEOMETRICAL AND MECHANICAL DRAWING
2	ENGLISH LANGUAGE	16	ISLAMIYAT	30	COMPUTER STUDIES
3	LITURATURE IN ENGLISH	17	CIVICS	31	ART
4	MATHEMATICS	18	GEOGRAPHY	32	PHYSICAL EDUCATION
5	ADDITIONAL MATHMATICS	19	HISTORY	33	ARABIC
6	COMMERCE	20	HOME ECONOMICS	34	URDU
7	PRINCIPLES OF ACCOUNTS	21	AGRICULTURAL SCIENCE	35	GEOGRAPHY
8	SCIENCE	22	WOODWORK	36	MASS COMMUNICATION
9	ENVIRONMENTAL SCIENCE	23	METALWORK	37	APPLIED PSYCHOLOGY
10	COMBINED SCIENCE	24	MUSIC		
11	PHYSICS	25	FASHION AND FABRIC		
12	CHEMISTRY	26	FOOD AND NUTRITION		
13	BIOLOGY	27	HOME MANAGEMENT		
14	HUMAN AND SOCIAL BIOLOGY	28	TECHNICAL DRAWING		

### Code Table

<b>Gender:</b> 1 = Male 2 = Female	<b>Sanctioned:</b> 1= Yes 2= No
<b>Marital status:</b> 1 = Single 2 = Married 3 = Divorced 4 = Widowed	<b>Highest level of Education:</b> 1= Primary                      2= Middle                      3= Metric 4= Intermediate              5= Bachelor                  6= Master 7= M.Phil                        8= P.hD                        9= Post Doc. 10= Other                        11= Un educated
<b>Post / Position:</b> <i>(Teaching)</i> 1 = Principal 2 = VP / HM 3 = Professor 4 = Associate Professor 5 = Assistant Professor 6 = Lecturer 7 = Dy. HM/ TGT (SG) 8 = Computer Teacher 9 = Sr. Teacher 10 = Senior Lady Teacher 11= Jr. Lady Teacher	<b>Post / Position:</b> <i>(Non Teaching)</i> 1= Accountant 2= Admin Officer 3= Head Clerk 4= Stenographer 5= Librarian 6= Library Assistant 7= Lab Incharge 8= Lab Assistant 9= Lab Attendant 10=UDC 11= LDC
<b>Highest teachers professional qualification:</b> 1 = PTC 2 = CT 3 = B.Ed. 4 = M.Ed. 5 = Other 6 = None	<b>Additional responsibilities:</b> 1 = Sports teacher 2 = Timetable Incharge 3 = Class Incharge 4 = Head of department/institution 5= Examination Incharge 6= Admission Incharge 7= Transport Incharge 8= Science lab Incharge 9= Student Fund Incharge 10= Purchase committee Incharge 11= Purchase committee member 12= DDO 13= Audit Incharge
<b>Employment status:</b> 1 = Permanent & Pensionable 2 = Contract (MoE) 3 = Temporary/Ad-Hoc 4 = Probation 5= Deputation 6= Temporarily Engaged Faculty (TEF)	<b>Primary Stage Taught:</b> 1= Pre-Primary    2= Primary    3= Middle 4= High              5= Higher Secondary 6= Tertiary
<b>Staff Presence:</b> 1 = Currently teaching/working 2 = Study leave 3 = Suspension 4 = Extended sick leave 5 = Maternity leave 6 = Vacation leave 7 = Compassionate leave 8= On temporary duty at another institution	<b>Subjects Taught and Subject Qualified to Teach:</b> Refer to the <b>Subject Number</b> column in the <b>Subject Codes Table</b> found in the instructions. Enter the number indicated for the subject in the teacher table for subject taught and subject qualified to teach.