

**EDUCATION MONITORING AUTHORITY (EMA)
ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA**

ANNUAL SCHOOL CENSUS QUESTIONNAIRE (2022-23)

1. School Emis Code:

2. School Name: _____
(CAPITAL LETTERS)

3. Gender:

Male	Female
<input type="text"/>	<input type="text"/>

4. Level:

Mosque	Primary	Middle	High	H/Sec
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. School Type:

Regular	JICA	Community Model	FCS / BCS	Governor Model
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. (a). Double Shift Running (DSS) : (1 – Yes , 2 – No) (b). DSS Level:

7. DDO Code (Alpha Numeric):

8. (a). District: _____ (b). Tehsil / Town: _____

(c). UC Name: _____

(d). Village/Neighborhood Council Name: _____

(e). Village/City Name: _____

(f). Locality/Mohalla Name: _____ (g). Street Name/No: _____

9. Terrain: (Hilly , Plain)

10. Location: Urban , Rural

11. Zone: Summer , Winter

12. Seasonal School (1-Yes , 2-No)

(The option may be selected on the basis of whether the longer vacations of the school is allowed in the summer or winter)

13. (a). National Constituency (NA) No. _____ (b). Provincial Constituency (PK) No: _____

14. Circle (ASDEO) Office Name: _____ 15. SDEO Office Name: _____

16. Cluster School Emis Code: (Fill only for Feeder schools)

17. Type of Upgradation: Developmental Non-Developmental

22. Provision of Free Textbooks (Record shown to Monitor: (Yes / No) *for additional textbooks, space is provided on the last page)

Class (Prep to 12 th)	Subject	Books Demanded	Books Received	Students without Books	Surplus Books	Books Returned From school	Outdated Books (Old Syllabus)

23. Total land allocated/donated for school _____ (in Marlas as per record)

24. Total covered area of the building _____ (in Marlas)

25. Availability of uncovered area (1-Yes , 2-No)

- a) Total uncovered area _____ (in Marlas)
 - ii. Within Premises _____ (in Marlas)
 - iii. Adjacent _____ (in Marlas)
 - iv. Away from school _____ (in Marlas) → Distance _____ (in Meters)

26. Number of Rooms on different stories

- i. Basement
- ii. Ground Floor
- iii. First Floor
- iv. Second Floor
- v. Third Floor

27. (a). Nature of Construction

Nature of Construction	No. of Class Rooms	No. of Other Rooms	Total
Pakka (where both walls & roofs are Pakka/concrete)			
Kacha (where both walls & roof or any one of them is Kacha/non-concrete)			
Fabricated			
Under Construction Classrooms & Other rooms (Incomplete due to funds)			
Total			

(b). Black/green/white board visible in classroom (Number):

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

If 'No' then mention:-

- 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 cannot be made from the school fund and where engineering work is involved.)

29. (a). Year of Establishment (b). Year of Construction

v. Is school building re-constructed: Yes , No

I. If Yes, Please write year of re-construction

II. Re-construction at the same site: Yes , No

(c). Year of Upgradation: High Higher Secondary

(d). Most Recent Additional Construction: Yes , No

Classrooms → No. of CRs Toilets → No. of Toilets Lab

Library Examination Hall Boundary Wall Other rooms → No.

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

i) Year of establishment of IT / Computer Lab

ii) Whether the lab is functional (1-Yes , 2-No)

iii) If the lab exists then whether established by (1.Government , 2. Private Firm)

iv) If established by a private firm then write name of the firm _____

v) Total no. of computers in the lab vi) Total no. of functional computers

vii) Internet facility available: (1-Yes , 2-No)

viii) Printer available: (1-Yes , 2-No) ix) Scanner available (1-Yes , 2-No)

x) Multimedia projector: (1-Yes , 2-No) xi) LCD / LED TV: (1-Yes , 2-No)

xii) Interactive Screen (1-Yes , 2-No)

31. Commodities for students (Write Numbers)

S#	Name of Commodities	Available (Write Number)		Newly Provided (Current Year)	Number of New Required
		Useable	Unusable		
1	Student Desks (Two Seaters)				
2	Student Desks (Three Seaters)				
3	Student Benches (Two Seaters)				
4	Student Benches (Three Seaters)				
5	Student Chairs				
6	Tablet Chair				
7	Jute Tats				
8	Carpet/Mat				
9	Fans				
10	TLM(Teacher Learning Material) Kit				
11	Bulb / Tube light				

32. 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. PTC's Chairperson Contact No: _____ vi. Bank Name _____

vii. Branch Name: _____ viii. Branch Code _____

ix. Bank Account No: _____

x. PTC last election held date:

xi. Balance amount up to 30th June 2022 Rs.

xii. Balance amount up to 31st Oct 2022 Rs.

xiii. Amount Received from government (1st July 2022 – 31 Oct 2022) Rs.

xiv. Amount Received from other sources (1st July 2022 – 31 Oct 2022) Rs.

xv. Expenditure in this year (1st July 2022 – 31 Oct 2022) Rs.

xvi. No. of Meeting held in last month xvii. Bank Statement shown (1-Yes , 2.No)

Stipend (Jul-Dec 2021 & Apr-May 2022)

33. Record shown to Monitor (1-Yes , 2.No)

Battagram – 1st Jul – Sep, 2nd Oct – Dec, 3rd Mar – Apr || Lakki – 1st Jul – Sep, 2nd Oct – Dec, 3rd Jan – Mar

Class	Prep	1	6	7	8	9	10	Total
No. of Eligible Students for First Installment								
No. of Students who Received First Installment								
No. of Eligible Students for Second Installment								
No. of Students who Received Second Installment								
No. Of Eligible Students for Third Installment (Battagram & Lakki only)								
No. of Student who Received Third Installment (Battagram & Lakki only)								
No. of Common Students who Received Both the Installments								
Remarks (if any):								

34. (a). Infrastructure (By Nature of Use)

H/T Office	Science Lab	Staff Room	Library	Clerk Room	Home Economics Lab	Play Area	ECE Room	interactive white board
1- Yes <input type="checkbox"/> 2- No <input type="checkbox"/>	1. Available <input type="checkbox"/> 2. Not Available <input type="checkbox"/>	1- Yes <input type="checkbox"/> 2- No <input type="checkbox"/>	1. Available <input type="checkbox"/> 2. Not Available <input type="checkbox"/>	1- Yes <input type="checkbox"/> 2- No <input type="checkbox"/>	1- Yes <input type="checkbox"/> 2- No <input type="checkbox"/>	1. Available <input type="checkbox"/> 2. Not Available <input type="checkbox"/>	1. Available <input type="checkbox"/> 2. Not Available <input type="checkbox"/>	1. Available <input type="checkbox"/> 2. Not Available <input type="checkbox"/>
	1. Equipped/ <input type="checkbox"/> 2. Not equipped <input type="checkbox"/>		1. Equipped/ <input type="checkbox"/> 2. Not equipped <input type="checkbox"/>			1. Functional/ <input type="checkbox"/> 2. Non-Functional <input type="checkbox"/>	1. Functional/ <input type="checkbox"/> 2. Non-Functional <input type="checkbox"/>	1. Functional/ <input type="checkbox"/> 2. Non-Functional <input type="checkbox"/>
	1. Functional/ <input type="checkbox"/> 2. Non-Functional <input type="checkbox"/>		1. Functional/ <input type="checkbox"/> 2. Non-Functional <input type="checkbox"/>					Alternative Source available Solar <input type="checkbox"/> UPS <input type="checkbox"/> Generator <input type="checkbox"/>

(b). Playground available (1-Yes , 2.No) , if yes then Area: _____ (In Marla)

(c). Please select Playing facilities in school:

- i. Cricket - Equipment available: (1-Yes , 2.No)
- ii. Football – Equipment available: (1-Yes , 2.No)
- iii. Hockey – Equipment available: (1-Yes , 2.No)
- iv. Badminton - Equipment available: (1-Yes , 2.No)
- v. Volleyball - Equipment available: (1-Yes , 2.No)
- vi. Table Tennis - Equipment available: (1-Yes , 2.No)
- vii. Basketball - Equipment available: (1-Yes , 2.No)

35. Teacher guides available (1-Yes , 2.No)

38. Sanctioned Posts

Teaching Staff				Teaching Staff				
S#	Designation of Post	BPS	No. of Sanctioned Posts	S#	Designation of Post	BPS	No. of Sanctioned Posts	
1	Principal (B-20)			44	Senior CT.			
2	Principal (B-19)			45	CT			
3	Principal (B-18)			46	Senior PET			
4	Vice Principal (B-18)			47	PET			
5	Senior Subject Specialist	English		48	Senior DM			
6		Urdu		49	DM			
7		Islamiyat		50	Senior AT			
8		Pak Study		51	AT			
9		History/Civics		52	Senior TT			
10		Economics		53	TT			
11		Statistics		54	Senior Qari / Qaria			
12		Pashto		55	Qari / Qaria			
13		Home Economics		56	CT (IT)			
14		Maths		57	PSHT			
15		Physics		58	Senior PST			
16		Chemistry		59	PST			
17		Biology		61	Elementary Teacher			
18		General		62	Pesh Imam			
19		Subject Specialist	English		63	Others		
20			Urdu		Non-Teaching Staff			
21			Islamiyat		S#	Designation of Post	BPS	No. of Sanctioned Posts
22			Pak Study		1	Hostel Superintendent		
23	History/Civics			2	Assistant			
24	Economics			3	S/Clerk			
25	Statistics			4	J/Clerk			
26	Pashto			5	Store Keeper			
27	Home Economics			6	Assistant Store Keeper			
28	Maths			7	Senior Lab Assistant			
29	Physics			8	Lab: Assistant			
30	Chemistry			9	Lab: Attendant			
31	Biology			10	Driver			
32	General			11	Naib Qasid			
33	Librarian		12	Cook				
34	IPE		13	Baheshti				
35	SIPE		14	WI				
36	CIPE		15	AWI				
37	SS (IT)		16	Work Shop Attendant				
38	Head Master/Mistress		17	Bearer				
39	SST (General)		18	Mali				
40	SST (Bio-Chemistry)		19	Mai/Caller				
41	SST (Math-Physics)		20	Chowkidar				
42	SST (IT)		21	Sweeper				
43	Senior CT		22	Others				

Enrollment

(Total enrollment of section wise, age wise must be same)

39. (a). Enrolment by Age Group (on the basis of admission register)

Age	Boys														
	Nursery	Prep	1 st	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 & above															
Total															
Repeaters															
No. of Non-Muslims															
No. of Non-Pakistanis															
Hafiz-Quran															
Orphan															
Age	Girls														
	Nursery	Prep	1 st	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 & above															
Total															
Repeaters															
No. of Non-Muslims															
No. of Non-Pakistanis															
Hafiz-Quran															
Orphans															

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

42. Human Resource Detail (Take copies of this page as per number of teaching & non-teaching staff in school)

1. Teaching Staff Non-Teaching Staff

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

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

vii) Teacher's Email Address: _____

viii) AG/Accounts Office Personal No.

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

x) Date of Birth	___/___/___	xi) District of Domicile		xii) Union Council	
xiii) Highest Academic Qualification	(Level)	xiv) Highest Professional Qualification			
	(Subject)				
xv) Date of 1 st Appointment	___/___/___	xvi) Designation As 1 st Appointment		xvii) Present Designation	
xviii) Foreign Qualification	Yes / No	xxi) Foreign Degree Level		xx) Country of Foreign Qualification	

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

S.No	Name/Title of Training Attended	Training Received in Year	Duration of Training	Training conducted By	Training Attended as (Trainer/Trainee)

xix) Service History (Please furnish details of last three (3) postings, starting from the most recent (Including the current service))

S.No	Post Held	School/Place of Posting	From	To

xx) Any Disability? (1-Yes, 2-No)

If Disability Yes,

- a) In case of Yes, type of disability:
- | | | | |
|-------------------|--------------------------|-------------------------|--------------------------|
| 1. Partial Visual | <input type="checkbox"/> | 2. Partial Hearing | <input type="checkbox"/> |
| 3. Partial Speech | <input type="checkbox"/> | 4. Hand/Arm | <input type="checkbox"/> |
| 5. Leg/Foot | <input type="checkbox"/> | 6. Psychological Issues | <input type="checkbox"/> |
| 7. Dwarfism | <input type="checkbox"/> | 8. Hunchback | <input type="checkbox"/> |

b). Employed on Disability Quota? (1-Yes, 2-No)

Note: If the number of working teachers exceed from the above table, then use photocopy of this page

2) Teaching Staff Non-Teaching Staff

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

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

vii) Teacher's Email Address: _____

viii) AG/Accounts Office Personal No.

ix) CNIC No.

x) Date of Birth	___/___/___	xi) District of Domicile		xii) Union Council	
xiii) Highest Academic Qualification	(Level)	xiv) Highest Professional Qualification			
	(Subject)				
xv) Date of 1 st Appointment	___/___/___	xvi) Designation As 1 st Appointment		xvii) Present Designation	
xviii) Foreign Qualification	Yes / No	xxi) Foreign Degree Level		xx) Country of Foreign Qualification	

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

S.No	Name/Title of Training Attended	Training Received in Year	Duration of Training	Training conducted By	Training Attended as (Trainer/Trainee)

xix) Service History (Please furnish details of last three (3) postings, starting from the most recent (Including the current service))

S.No	Post Held	School/Place of Posting	From	To

xx) Any Disability? (1-Yes, 2-No)

If Disability Yes,

- a) In case of Yes, type of disability: 1. Partial Visual 2. Partial Hearing
 3. Partial Speech 4. Hand/Arm
 5. Leg/Foot 6. Psychological Issues
 7. Dwarfism 8. Hunchback

b). Employed on Disability Quota? (1-Yes, 2-No)

