

# National Questionnaires for Annual Education Census

Dr. Pervez A. Shami

Izaz-e-Fazeelat

Dawood Shah

Muhammad Nasir Amin

Mirza Tauhiduddin Ahmad

Irfan Majeed Butt

Sarwart Hameed Butt

Akhtisar Ali Mahsud

Imam-ud-Din Sheikh

Muhammad Farhad

ACADEMY OF EDUCATIONAL PLANNING AND MANAGEMENT  
MINISTRY OF EDUCATION  
ISLAMABAD



## PREFACE

Reliable, accurate and comprehensive data is a prerequisite for any type of planning. Planning and Management of the education system require collection and analysis of information from all categories of educational institutions, as well as other sources. The data requirements for planning and institutional management demand information more than the enrolment, number of institutions and teaching strength etc. The need of educational management system is, therefore, extensive one, which obviously require alongwith other things standardized tool for data collection.

It is obvious that the enhanced accurate and quality data would lead to more informed and visionary policy formulation and decision-making increase in efficiency, effective and cost effective reforms and improved quality of education services. The data is required at national level for policy formulation and planning and provinces need it strategic decision-making. This will also help planners and managers at district level under the new set up of devolution of power in policy and project implementation, target setting and prompt decision-making. The ultimate beneficiaries remain the stakeholders whose educational and socio-economic development depends upon timely, precise and reliable information for the development of educational programmes.

The increasing use of indicators and statistical support systems have made quality and timely supply of data on education even more imperative today. At the international level as well, this demand has been driven by the needs to monitor progress towards Education for All, goals and education targets of the Millennium Development Goals (MDGs) and Poverty Reduction Strategy Paper.

In this endeavour it was, therefore, imperative to design a National tool/Questionnaire in NEMIS to collect comprehensive data from all categories of educational institution. Academy of Educational Planning and Management keeping in view the standards and uniformity developed the national tool/questionnaire which also enjoys the approval and support of provincial and regional EMISs.

Efforts made by NEMIS faculty members in developing the Standardized National Questionnaire, which contains all aspects of data needs, are highly appreciated.

**Dr. Pervez Aslam Shami**  
Izaz-e-Fazelat  
Director General



## TABLE OF CONTENTS

<u>S#</u>	<u>Topic</u>	<u>Page#</u>
1.	Preface	i
2.	Introduction	1
3.	National Questionnaires	5
	<b>Section 1 Public School Forms</b>	7
	<b>Section 2 Private School Forms</b>	15
	<b>Section 3 College Education Forms</b>	23
	<b>Section 4 Technical &amp; Vocational Forms</b>	29
	<b>Section 5 Higher Ed. &amp; Professional Ed. Form</b>	37
	<b>Section 6 Deeni Madaris Form</b>	45
4.	Manual of Instruction and Operational Plan On National Questionnaire for Education Census	51
	1 Public Institution Form	51
	2 Private Institution Form	59
	3 College Education Form	67
	4 Higher and Professional Education Form	73
	5 Technical and Vocational Form	79
	6 Deeni Madaris Form	85



## INTRODUCTION

Since its inception Academy of Educational Planning and Management (AEPAM) is functioning as a professional organ of the Ministry of Education. One of the entrusted responsibilities of it is to maintain and strengthen Education Management Information System (EMIS) is functioning to consolidate data, develop education indicators and provide technical assistance at provincial as well as federal levels.

It is a fact that educational activities have expanded in the country and now touching new dimensions. The management and controlling organizations, like AEPAM, have been set up to implement and coordinate these educational activities. The AEPAM is correspondingly striving to attain a vast proportion of its goals and also to overcome the complexities in the field of education. It has also addressed the need for effective management of acquisition and supply of relevant information for prompt decision-making. This has led to the advancement of system approach to education management information.

To cater for the needs and overcome the paucity of data on education the Ministry of Education initiated a National Education Management Information System (NEMIS) in 1991-92. The NEMIS was transferred to the AEPAM in 1993. Since then annual school education census is being conducted as a regular feature.

The quantitative statistical approach is of utmost importance in educational planning. Various dimensions of data for the future educational plans have significant implications. Hence all the programmes for improvement and expansion of the educational system are facilitated to be properly designed and casted before putting it before the decision-makers for financing. Thus, the reliability of such plans depends on the adequacy and accuracy of the data collected and on the statistical skill and competency displayed in analyzing the data and making future projections.

It is, therefore, extremely necessary that all possible efforts should be made to broaden the databases, improve the basic statistical information, and to develop and refine the methodology. A pre-requisite for improving administrative and planning capacities in education depends on the improvement of statistical information capacities of collecting and analyzing data. The lack of information on key aspects of education and often the poor quality of available information leaves both producers and users of education data nowhere.

Education statistics are no end in themselves. They are the tools, which help monitor current development in education, as well as, to understand how this complex sector works in order to be able to plan for the future. Therefore, the importance of educational planning, evaluation and research is, however, well recognized and the urgency of establishing the database is becoming more and more important. To establish such a base requires both new sets of data for different programmes e.g. Education for All (EFA), Early Childhood Education (ECE), Education Sector Reforms (ESR), Poverty Reduction Strategy Paper (PRSP) and by other International Agencies etc. Thus data is mainly collected for the need of decision-making to serve the purpose. The planners are confronted with problems during the preparation of plans if essential data with regard to desired aspects, needed for planning

is not available, e.g. repeaters by grade, enrolment by single age, functional schools, physical facilities and trained and untrained teachers etc.

The main tool of obtaining education data is the designing and administration of proper questionnaires whether through census type of enquiry or sampling. The questionnaire is the backbone of any enquiry. It should be well knitted. The questionnaire should be clear, free from ambiguities, easy to understand with unnecessary details.

### **Development of Tools**

AEPAM believes that the construction of a good tool for education census obviously essential for the collection of primary data because the value of results depends largely on its adequacy. The construction of a questionnaire requires an insight and experience. Its drafting is the most difficult task and cannot be developed in an isolation. Thus it has been taken up collectively with provincial and regional EMISs because they have enough knowledge of statistics and field experience in framing and use of the questions.

### **Methodology:**

A number of meetings have been convened to discuss the draft National Education Census Questionnaire. An attempt was made to synthesize the questionnaires being administered in all the provincial EMIS Units. The draft synthesized questionnaire was presented in a National Workshop entitled "Workshop on Standardized National Core Questionnaire". The workshop was held at Quetta in 2004. During the deliberations of the workshop it was identified that what different parameters are being used in each Provincial EMIS Unit and what particular parameters are being collected in all EMISs. Further, on the basis of this attempt a variety of possible indicators with their purposes were also indicated in this presentation for ready reference. This questionnaire was also discussed with international experts such as UNESCO Consultant and necessary observations were incorporated. Based on National Education Census experiences possible modifications were also made to make this questionnaire more comprehensive and effective. The present version of national Standardized Questionnaire is in the refined form after reflecting all necessary changes and modifications.

While developing the questionnaire mind while modifying the questionnaire:

- The questionnaire for education census should be concise in accordance with the objectives of the census.
- The questions should be simple and easy to understand by teachers and enumerators so that proper response can be sought.
- Questions should be based on regional and provincial experience, analysis of provisional draft, experience of NEC, UNESCO workshop, etc.
- Questions should be capable of having a precise response.
- Care be taken to frame questions in such a way that the answer is in closed structure.
- Questions should be based on the information available in the institutions.
- Questions should be such that their responses be unbiased and based on facts.



- Questionnaire should be divided into sections. Arrangement and sequence of the questions must be logical.
- Instructions and definitions should be concise. A copy of guidelines and definitions of various terms employed should be prepared and supplied to the enumerators so that he or she could explain and feel no difficulty in administering the questionnaire.
- The questionnaire should cover the exact object of the census.
- The questionnaire must be **pre-tested** before administering in the institutions.
- The questionnaires, which are filled in must be verified and edited before any analysis is done.

This relates to one of the above-mentioned basic and important aspects, namely **Standardization of NEMIS National Education Census Questionnaire**, which has been designed on the basis of the interactions made during the deliberation of meetings. It was identified that the following categories of educational institutions be prepared for enumeration to obtain a comprehensive education data.

#### **Pre-Testing of the questionnaire**

The designed, would be tested in the field to test its validity on a small scale. The pre-testing of the questionnaire enables the administrators to make improvements in the questionnaire on the basis of suggestions and criticisms made during the pilot survey. The redrafted and modified questionnaire results in accurate and prompt responses from respondents. Thus, the pre-testing of the questionnaire is beneficial because it results in better data. The job of testing the questionnaire should be entrusted to highly specialized persons who possess complete knowledge of the study.

The National Education Census questionnaire is comprised of following six parts.

- Part-1: General information of each category of educational institution
- Part-2: School Education
- Part-3: College Education
- Part-4: Technical & Vocational institutions
- Part-5: Higher Education and Professional Education
- Part-6: Deeni Madaris

Each part consists of six sections pertaining to the following information.

In Section I, the questionnaire contains identification particulars of each institution. Section II relates to the information in respect of building, equipment, physical facilities and instructional material etc. Section III pertains to the enrolment by grade, stage, gender, and single age enrolment and location situation in each institution. In Section IV teaching staff situation is asked in respect of their academic and professional qualification. Section V relates to expenditure for the public sector only. In Section VI, the field operational staff will confirm the data collected is correct to the best of their knowledge and finally sign the questionnaire.



# **National Questionnaires for Annual Education Census**

**National Education Management Information System (NEMIS)  
Academy of Educational Planning and Management  
Ministry of Education  
Islamabad**





Form No. \_\_\_\_\_

(Please write the appropriate number)

# Section 1

# Public School Form

1. Institution No.			
2. Name of Institution			
3. Complete address			
3.1. Block No. for locality	Block No.	3.2. Village	
3.3. Union Council No.			
3.4. District			
3.5. District			
3.6. District			
3.7. District			
3.8. District			
3.9. District			
3.10. District			
3.11. District			
3.12. District			
3.13. District			
3.14. District			
3.15. District			
3.16. District			
3.17. District			
3.18. District			
3.19. District			
3.20. District			
3.21. District			
3.22. District			
3.23. District			
3.24. District			
3.25. District			
3.26. District			
3.27. District			
3.28. District			
3.29. District			
3.30. District			
3.31. District			
3.32. District			
3.33. District			
3.34. District			
3.35. District			
3.36. District			
3.37. District			
3.38. District			
3.39. District			
3.40. District			
3.41. District			
3.42. District			
3.43. District			
3.44. District			
3.45. District			
3.46. District			
3.47. District			
3.48. District			
3.49. District			
3.50. District			
3.51. District			
3.52. District			
3.53. District			
3.54. District			
3.55. District			
3.56. District			
3.57. District			
3.58. District			
3.59. District			
3.60. District			
3.61. District			
3.62. District			
3.63. District			
3.64. District			
3.65. District			
3.66. District			
3.67. District			
3.68. District			
3.69. District			
3.70. District			
3.71. District			
3.72. District			
3.73. District			
3.74. District			
3.75. District			
3.76. District			
3.77. District			
3.78. District			
3.79. District			
3.80. District			
3.81. District			
3.82. District			
3.83. District			
3.84. District			
3.85. District			
3.86. District			
3.87. District			
3.88. District			
3.89. District			
3.90. District			
3.91. District			
3.92. District			
3.93. District			
3.94. District			
3.95. District			
3.96. District			
3.97. District			
3.98. District			
3.99. District			
3.100. District			



GOVERNMENT OF PAKISTAN  
ACADEMY OF EDUCATIONAL PLANNING AND MANGEMENT  
MINISTRY OF EDUCATION

Province/ Region  
\_\_\_\_\_

NATIONAL QUESTIONNAIRE  
(Public School – form)

**Section-1: Identification Particulars**

(Please write the appropriate codes)

1. Institution id																				
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Name of Institution																				

3. Complete Address

3.1. H.No./St. No. /Mohalla/ Sector/Village	H.No.					St. No.						Mohalla								
	Sector					Village														
3.2. Union Council Name																				
3.3. Union Council No																				
3.4. Circle Name																				
3.5. Town/City																				
3.6. Tehsil/Taluka																				
3.7. District/Agency																				
3.8. Provincial Constituency #																				
3.9. National Constituency #																				
3.10. Phone Number (begin with Area Code)																				
3.11. Fax #																				
3.12. Email																				
3.13. Website																				
3.14. Location	1	Urban	2	Rural																

4. Year of Establishment of Institution																				
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Institutions by type

1	Mosque School	2	Primary School	3	Middle School	4	Elementary School.
5	Secondary/High School	6	Higher Secondary School	7	Special Education	8	Non Formal Basic Education Center
9	Others (Please specify):						

6. Class Ranges

1	1 – 5	2	1 – 8	3	1 – 10	4	1 – 12	5	6 – 10
6	6 - 12	7	Any other (Specify)						

7. Official Status

1	SNE not Approved	2	Approved																
---	------------------	---	----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8. Status of Institution

1	Functional	2	Non Functional	3	Closed	4	Merged	5	Shifted	6	Denationalized								
---	------------	---	----------------	---	--------	---	--------	---	---------	---	----------------	--	--	--	--	--	--	--	--

8.1. If the school is closed, please specify YEAR of closure																								
8.2. If the school is merged within current year please Indicate Institution id with whom school is merged:																								
Name of School																								

9. Upgraded to	1	Middle	2	High	3	High Secondary	
----------------	---	--------	---	------	---	----------------	--

10. Institution by Management	
-------------------------------	--

1	Federal Ministry of Education	2	Provincial Education. Department	3	Provincial Semi Govt./ Autonomous Body
4	Federal Semi Govt./ Autonomous Body				

(If institutions by management mentioned in question 10 is Semi Govt/Autonomous Body select appropriate code otherwise skip this)

10.1. Name of Semi Government/Autonomous body in case code is 3 & 4 in Q-10	
---	--

1	OPF	2	KRL Laboratories	3	Social Welfare dept.	4	National Commission for Human Develop.
5	Railway	6	National Shipping Corporation	7	PTCL	8	Social Security
9	PIA	10	OGDC	11	Pakistan Ordinance Factories	12	Shaheen School System
13	WAPDA	14	Pakistan Steel Mills	15	Labour Dept.	16	Fauji Foundation
17	Atomic Energy Commission	18	Local bodies/district Govt./City Govt.	19	Anqaf Dept.		
20	Other Dept. (Specify)						

11. Shifts	
------------	--

1	Morning	2	Evening	3	Double Shift
---	---------	---	---------	---	--------------

If Double shift then specify information of (Enrolment and Teachers) for Evening shift on separate sheet.

12. Institutions by gender (Official Status)	
--	--

1	Boys	2	Girls
---	------	---	-------

13. Official Medium of Instructions	
-------------------------------------	--

1	Urdu	2	English	3	Any other (Specify)
---	------	---	---------	---	---------------------

## Section II: Building Information, Equipment & Instructional Material

14. Does School Building exist?	
---------------------------------	--

1	Yes	2.	No.
---	-----	----	-----

If "No" then go to Question No.24 (Section III)

15. School Area	Total Area	(Sq ft)	Covered Area	(Sq ft)
-----------------	------------	---------	--------------	---------

16. Ownership of the Building	
-------------------------------	--

1	Government	2	Rented	3	Rent Free	4	Donated
---	------------	---	--------	---	-----------	---	---------

17. Type of Construction	
--------------------------	--

1.	No. of Pakka Rooms	2.	No. of Kacha Rooms	3.	No. of Mixed Rooms
----	--------------------	----	--------------------	----	--------------------

18. Number of rooms need repairing

Kind of Rooms	Major repairing	Minor repairing	No repair	Total
1. # of Class Rooms				
2. # of Halls				
3. # of Auditorium				
4. # of Labs				
5. # of Library				
6. # of Staff rooms				
7. # of Head Teacher Rooms				
8. # of Toilets				
<b>Total</b>				

19. Instructional Material	<b>1=Yes 2=No 3= Inadequate</b>			
	Maps	Black/White Boards	Teaching Guide	
	Charts	Audio Visual Equip	Science Kits	
	Teaching Kits	Text Books		
20. Furniture	<b>1=According to Requirement 2=Inadequate 3=Not available</b>			
	Tables for Teachers	Chairs for Students	Benches for Students	
	Chairs for Teachers	Almirahs	Tats / Dari for Students	
	Desk for Students			
21. Equipment/ Material	<b>1=Yes 2=No 3=Inadequate 4=Not Applicable</b>			
	Computers	Chemicals		
	Printers	Books in Library		
	Physics Apparatus	Home Economics Material		
	Biology Material	Sports Material		
	Chemistry Apparatus	Primary School Kit		
	Math Kit	Middle School Science Kit		
22. Building Facilities	<b>1=Yes 2=No 3 = Not applicable 4=inadequate</b>			
	Hall	Library	Combined Lab	Math Resource Room
	Play Ground	Home Econ. Lab	Physics Lab	
	Canteen	Zoology Lab	Botany Lab	
	Student Hostel	Computer Lab.	Internet Access	
	Store	Chemistry Lab.	Other (Specify)	
23. Basic Physical Facilities	<b>1=Yes 2=No 3= non-functional 4 = insufficient 5 = broken</b>			
	Electricity	Drinking Water	Latrine for students	
	Boundary Wall	Telephone	Latrines for Teacher	
	Gas			

**Section III: Enrolment on 31st October**

24. Enrolment by gender

General Education							
Stage	Class	Enrolment		Repeaters (Last Academic Year)		Scholarship holder	
		M	F	M	F	M	F
Pre-Primary	Un-Admit						
	Kachi						
Primary	Class 1						
	Class 2						
	Class 3						
	Class 4						
	Class 5						
Middle	Class 6						
	Class 7						



	Class 8														
<b>High</b>	Class 9 Science Group														
	Class 9 Computer Science Group														
	Class 9 Technical Stream Group														
	Class 9 Arts Group														
	Class 10 Science Group														
	Class 10 Computer Science Group														
	Class 10 Technical Stream Group														
	Class 10 Arts Group														
<b>Higher Secondary</b>	Class 11 Science Group														
	Class 11 Computer Science Group														
	Class 11 Arts Group														
	Class 11 General Science														
	Class 11 Commerce Group														
	Class 12 Science Group														
	Class 12 Computer Science Group														
	Class 12 Arts Group														
Class 12 General Science															
Class 12 Commerce Group															

#### 24.1 Enrolment by single year of age, Gender and Class

Age (Years)	Gender	Un-admit	Kachi	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
3 <sup>rd</sup> Year	Male														
	Female														
4 <sup>th</sup> Year	Male														
	Female														
5 <sup>th</sup> Year	Male														
	Female														
6 <sup>th</sup> Year	Male														
	Female														
7 <sup>th</sup> Year	Male														
	Female														
8 <sup>th</sup> Year	Male														
	Female														
9 <sup>th</sup> Year	Male														
	Female														
10 <sup>th</sup> Year	Male														
	Female														
11 <sup>th</sup> Year	Male														
	Female														
12 <sup>th</sup> Year	Male														
	Female														
13 <sup>th</sup> Year	Male														
	Female														



Bachelors	Male					
	Female					
Masters	Male					
	Female					
M.Phil	Male					
	Female					
PhD	Male					
	Female					
Others	Male					
	Female					

**28. Teaching Staff by nature of posts**

Gender	No of Sanctioned/ approved Posts		No of Filled in Posts	
	Permanent	Contract	Permanent	Contract
Male				
Female				

28.1. Number of Teaching Staff by Stage	Male	Female
i. Primary		
ii. Middle		
iii. High		
iv. Higher Secondary		

28.2. Number of Teaching Staff by BPS	Male	Female
i. 7-10		
ii. 11-14		
iii. 15-16		
iv. 17 & above		

28.3 Teachers by Subject	Male	Female
i. Computer		
ii. Mathematics		
iii. Physics		
iv. Chemistry		
v. Biology		
vi. English		
vii. Urdu		
viii. Arabic		
ix. Others		

29. In service trained teachers (Last year)

**30. Strength of Non Teaching Staff**

Gender	No of Sanctioned/ approved Posts		No of Filled in Posts	
	Permanent	Contract	Permanent	Contract
Male				
Female				

**30.1 Number of Non-Teaching Staff by BPS**

	Male	Female
i. 1-10		
ii. 11-14		
iii. 15-16		
iv. 17 & above		

**31. School Committee**

1=Yes 2=No

PTA/SMC/PTSMC

Functional Status

Note: PTA = Parent Teacher Association, SMC = School Management Committee, PTSMC = Parent Teachers School Management Committee

**Section V: Expenditure**

3 Expenditure Incurred during the Last Financial Year		
No.	Head of Expenditure	Amount Rs
1	Repair and Maintenance of Machinery & Equipment	
2	Purchases of Equipment, Store & Stationery	
3	Traveling/POL/Transport	
4	Utilities (Electricity, Gas Water, Telephone, Postage)	
5	Rent of Building	
6	Repair and Maintenance of Building	
7	Pay & Allowances of Teaching and Non Teaching Staff	
8	Financial Aid to Students	
9	All other expenditures (Not elsewhere classified)	
	Total	

**Section VI: Field Operation**

Particular	Date	Name	Designation	Signature
Collected by:				
Checked by:				
Supervise by:				



Private School

## Section 2

# Private School Form

1. Institution Name									
2. Name of Institution									
3. Complete Address									
4. Details of the Institution									
5. Details of the Institution									
6. Details of the Institution									
7. Details of the Institution									
8. Details of the Institution									
9. Details of the Institution									
10. Details of the Institution									
11. Details of the Institution									
12. Details of the Institution									
13. Details of the Institution									
14. Details of the Institution									
15. Details of the Institution									
16. Details of the Institution									
17. Details of the Institution									
18. Details of the Institution									
19. Details of the Institution									
20. Details of the Institution									
21. Details of the Institution									
22. Details of the Institution									
23. Details of the Institution									
24. Details of the Institution									
25. Details of the Institution									
26. Details of the Institution									
27. Details of the Institution									
28. Details of the Institution									
29. Details of the Institution									
30. Details of the Institution									
31. Details of the Institution									
32. Details of the Institution									
33. Details of the Institution									
34. Details of the Institution									
35. Details of the Institution									
36. Details of the Institution									
37. Details of the Institution									
38. Details of the Institution									
39. Details of the Institution									
40. Details of the Institution									
41. Details of the Institution									
42. Details of the Institution									
43. Details of the Institution									
44. Details of the Institution									
45. Details of the Institution									
46. Details of the Institution									
47. Details of the Institution									
48. Details of the Institution									
49. Details of the Institution									
50. Details of the Institution									



**GOVERNMENT OF PAKISTAN**  
**ACADEMY OF EDUCATIONAL PLANNING AND MANGEMENT**  
**MINISTRY OF EDUCATION**  
**NATIONAL QUESTIONNAIRE**  
 (Private School – form)

Province/ Region
------------------

**Section-1: Identification Particulars**

(Please write the appropriate codes)

1. Institution id												
2. Name of Institution												
3. Complete Address												
3.1 H.No./St. No. /Mohalla/ Sector/Village	H.No.			St. No.			Mohalla					
	Sector			Village								
3.2 Union Council Name												
3.3 Union Council No												
3.4 Circle Name												
3.5 Town/City												
3.6 Tehsil/Taluka												
3.7 District/Agency												
3.8 Provincial Constituency #												
3.9 National Constituency #												
3.10 Phone Number (begin with Area Code)												
3.11 Fax #												
3.12 Email												
3.13 Website												
3.14 Location	1	Urban	2	Rural							<input type="checkbox"/>	
4. Year of Establishment of Institution												
5. Institutions by type												
1 Pre-Primary Schools	2 Primary School	3 Middle/Elementary School.	4 Secondary/High School									
5 Higher Secondary School.	6 Special Education	7 Others (Please specify)										
6. Class Ranges												
1 1 – 5	2 1 – 8	3 1 – 10	4 1 – 12	5 6 – 10								
6 6 – 12	7 Any other please specify											
7. Status of Institution												
1 Functional	2 Closed									<input type="checkbox"/>		

**8. Schooling System**

1	Pakistan System	2	Cambridge System	3	Both systems
---	-----------------	---	------------------	---	--------------

**9. Institution by Management**

1	Trust	2	Community	3	Foundation	4	NGO's
5	Others (Please Specify)						

**10. Name of Chain if part of it**

1	Froebel's Education System	2	Marjan Schools	3	The Educators
4	Beacon House Education System	5	Tameer-e- Millat Foundation	6	Missionary Schools
7	City School Education System	8	READ Foundation	9	Ghazali Foundation
10	Others (Please Specify)				

**11. Registration status**

1	Yes	2	No
---	-----	---	----

11.1 If yes, please indicate registration number

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

**12. Shifts**

1	Morning	2	Evening	3	Double Shift
---	---------	---	---------	---	--------------

If Double shift then specify information of (Enrolment and Teacher) for Evening shift on separate sheet.

**13. Institution by gender**

1	Boys	2	Girls
---	------	---	-------

**14. Official Medium of Instructions**

1	Urdu	2	English	Any other (Specify)
---	------	---	---------	---------------------

**Section II: Building Information, Equipment & Instructional Material**

15.	School Area	Total Area	(Sq ft)	Covered Area	(Sq ft)
-----	-------------	------------	---------	--------------	---------

**16. Ownership of the Building**

1	Rented	2	Owned	3	Donated	4	Rent Free
---	--------	---	-------	---	---------	---	-----------

**17. Type of Construction**

1	No. of Pakka Rooms	2	No. of Kacha Rooms	3	No. of Mix Rooms
---	--------------------	---	--------------------	---	------------------

**18. Number of rooms need repairing**

Kind of Rooms	Major repairing	Minor repairing	No repair	Total
1. # of Class Rooms				
2. # of Halls				
3. # of Auditorium				
4. # of Labs				
5. # of Library				
6. # of Staff Rooms				
7. # of Head Teacher Rooms				
8. # of Toilets				
<b>Total</b>				

19. Instructional Material	<b>1=Yes 2=No 3= Inadequate</b>			
	Maps		Black/White Boards	Teaching Guide
	Charts		Audio Visual Equip	Science Kits
20. Furniture	<b>1=According to Requirement 2=Inadequate 3=Not available</b>			
	Tables for Teachers		Chairs for Students	Benches for Students
	Chairs for Teachers		Almirahs	Tats / Dari for Students
	Desk for Students			
21. Equipment/ Material	<b>1=Yes 2=No 3=Inadequate 4=Not Applicable</b>			
	Computers		Chemicals	
	Printers		Books in Library	
	Physics Apparatus		Home Economics Material	
	Biology Material		Sports Material	
	Chemistry Apparatus		Primary School Kit	
	Math Kit		Middle School Science Kit	
22. Building Facilities	<b>1=Yes 2=No 3 = Not applicable 4=inadequate</b>			
	Hall		Library	Combined Lab
	Play Ground		Home Econ. Lab	Physics Lab
	Canteen		Zoology Lab	Botany Lab
	Student Hostel		Computer Lab.	Internet Access
	Store		Chemistry Lab.	Other (Specify)
23. Basic Physical Facilities	<b>1=Yes 2=No 3= non-functional 4 = insufficient 5 = broken</b>			
	Electricity		Drinking Water	Latrine for students
	Boundary Wall		Telephone	Latrines for Teacher
	Gas			

### Section III: Enrolment on 31st October

#### 24. Enrolment by gender

General Education							
Stage	Class	Enrolment		Repeaters (Last Academic Year)		Scholarship Holders	
		M	F	M	F	M	F
Pre-Primary	Play group						
	Nursery						
	KG						
Primary	Class 1						
	Class 2						
	Class 3						
	Class 4						
	Class 5						
Middle	Class 6						
	Class 7						
	Class 8						
High	Class 9 Science Group						
	Class 9 Computer Science Group						
	Class 9 Technical Stream Group						
	Class 9 Arts Group						
	O Level 1						
	Class 10 Science Group						
	Class 10 Computer Science Group						
Class 10 Technical Stream Group							



	Class 10 Arts Group														
	O Level 2														
	Class 11 Science Group														
	Class 11 Computer Science Group														
	Class 11 Arts Group														
	Class 11 General Science														
	Class 11 Commerce Group														
	A Level 1														
	Class 12 Science Group														
	Class 12 Arts Group														
	Class 12 General Science														
	Class 12 Commerce Group														
	A Level 2														
<b>Higher Secondary</b>															

### 24.1. Enrolment by single year of age, Gender and Class

Age (Years)	Gender	Play Group	Nursery	I	II	III	IV	V	VI	VII	VIII	* IX	* X	* XI	* XII
3 <sup>rd</sup> Year	Male														
	Female														
4 <sup>th</sup> Year	Male														
	Female														
5 <sup>th</sup> Year	Male														
	Female														
6 <sup>th</sup> Year	Male														
	Female														
7 <sup>th</sup> Year	Male														
	Female														
8 <sup>th</sup> Year	Male														
	Female														
9 <sup>th</sup> Year	Male														
	Female														
10 <sup>th</sup> Year	Male														
	Female														
11 <sup>th</sup> Year	Male														
	Female														
12 <sup>th</sup> Year	Male														
	Female														
13 <sup>th</sup> Year	Male														
	Female														
14 <sup>th</sup> Year	Male														
	Female														
15 <sup>th</sup> Year	Male														
	Female														
16 <sup>th</sup> Year	Male														
	Female														
17 <sup>th</sup> Year	Male														
	Female														
18 <sup>th</sup> Year	Male														
	Female														

19* Year	Male																				
	Female																				
20* Year	Male																				
	Female																				
21* Year	Male																				
	Female																				

Note: O level 1 = IX, O level 2 = X, A level 1 = XI, A level 2 = XII

### 25. Students appeared in Examination (Last Year)

Class	Total Students Appeared		Total Students Passed	
	Boys	Girls	Boys	Girls
Class 5				
Class 8				
Class 10 Science Group				
Class 10 Computer Science Group				
Class 10 Technical Stream				
Class 10 Arts Group				
O-Level 2				
Class 12 Science Group				
Class 12 Computer Science Group				
Class 12 Arts Group				
Class 12 General Science				
A-Level 2				
Class 12 Commerce Group				
<b>Total</b>				

### Section IV: Teaching Staff

#### 26. Number of Teaching Staff by qualification including Principal/Head Teacher

Academic Qualification	Gender	Professional Qualifications						Untrained
		Certificate	P.T.C.	C.T	B.ED/ BS.ED	M.ED/ MS.ED	Any Other	
Matric	Male							
	Female							
Intermediate	Male							
	Female							
Bachelors	Male							
	Female							
Masters	Male							
	Female							
M.Phil	Male							
	Female							
PhD	Male							
	Female							
Others	Male							
	Female							

## 27. Teaching Strength

Gender	Full Time	Part Time
Male		
Female		

27.1 Number of Teaching Staff by Stage	Male	Female
v. Pre-Primary		
vi. Primary		
vii. Middle		
viii. High/ O-level		
ix. Higher Secondary/ A-level		

27.2 Teachers by Subject	Male	Female
x. Computer		
xi. Mathematics		
xii. Physics		
xiii. Chemistry		
xiv. Biology		
xv. English		
xvi. Urdu		
xvii. Arabic		

28. In service trained teachers (Last year)

29. Strength of Non Teaching Staff

Gender	Full Time	Part Time
Male		
Female		

30. Parent Teacher Committee	1=Yes 2=No		Functional Status
	PTA		

Note: PTA = Parent Teacher Association

**Section V: Expenditure**

31. Expenditure Incurred during the Last Financial Year		
No.	Head of Expenditure	Amount Rs.
1	Repair and Maintenance of Machinery & Equipment	
2	Purchases of Equipment, Store & Stationery	
3	Traveling/POL/Transport	
4	Utilities (Electricity, Gas Water, Telephone, Postage)	
5	Rent of Building	
6	Repair and Maintenance of Building	
7	Pay & Allowances of Teaching and Non Teaching Staff	
8	Financial Aid to Students	
9	All other expenditures (Not elsewhere classified)	
	Total	

**Section VI: Field Operation**

Particular	Date	Name	Designation	Signature
Collected by:				
Checked by:				
Supervise by:				



Particular	Date	Signature

1-10	1-10	1-10
------	------	------



# Section 3

# College Education Form

1. Name of the Institution		2. Address of the Institution	
3. Name of the Head of Institution		4. Name of the Officer in Charge	
5. Name of the Institution		6. Name of the Institution	
7. Name of the Institution		8. Name of the Institution	
9. Name of the Institution		10. Name of the Institution	
11. Name of the Institution		12. Name of the Institution	
13. Name of the Institution		14. Name of the Institution	
15. Name of the Institution		16. Name of the Institution	
17. Name of the Institution		18. Name of the Institution	
19. Name of the Institution		20. Name of the Institution	
21. Name of the Institution		22. Name of the Institution	
23. Name of the Institution		24. Name of the Institution	
25. Name of the Institution		26. Name of the Institution	
27. Name of the Institution		28. Name of the Institution	
29. Name of the Institution		30. Name of the Institution	
31. Name of the Institution		32. Name of the Institution	
33. Name of the Institution		34. Name of the Institution	
35. Name of the Institution		36. Name of the Institution	
37. Name of the Institution		38. Name of the Institution	
39. Name of the Institution		40. Name of the Institution	
41. Name of the Institution		42. Name of the Institution	
43. Name of the Institution		44. Name of the Institution	
45. Name of the Institution		46. Name of the Institution	
47. Name of the Institution		48. Name of the Institution	
49. Name of the Institution		50. Name of the Institution	
51. Name of the Institution		52. Name of the Institution	
53. Name of the Institution		54. Name of the Institution	
55. Name of the Institution		56. Name of the Institution	
57. Name of the Institution		58. Name of the Institution	
59. Name of the Institution		60. Name of the Institution	
61. Name of the Institution		62. Name of the Institution	
63. Name of the Institution		64. Name of the Institution	
65. Name of the Institution		66. Name of the Institution	
67. Name of the Institution		68. Name of the Institution	
69. Name of the Institution		70. Name of the Institution	
71. Name of the Institution		72. Name of the Institution	
73. Name of the Institution		74. Name of the Institution	
75. Name of the Institution		76. Name of the Institution	
77. Name of the Institution		78. Name of the Institution	
79. Name of the Institution		80. Name of the Institution	
81. Name of the Institution		82. Name of the Institution	
83. Name of the Institution		84. Name of the Institution	
85. Name of the Institution		86. Name of the Institution	
87. Name of the Institution		88. Name of the Institution	
89. Name of the Institution		90. Name of the Institution	
91. Name of the Institution		92. Name of the Institution	
93. Name of the Institution		94. Name of the Institution	
95. Name of the Institution		96. Name of the Institution	
97. Name of the Institution		98. Name of the Institution	
99. Name of the Institution		100. Name of the Institution	



**GOVERNMENT OF PAKISTAN  
ACADEMY OF EDUCATIONAL PLANNING AND MANGEMENT  
MINISTRY OF EDUCATION  
NATIONAL QUESTIONNAIRE  
(College Ed.-Form)**

Province/ Region  
\_\_\_\_\_

**Section-1: Identification Particulars**

(Please write the appropriate code)

1. Institution id											
2. Name of Institution											
3. Complete Address											
3.1 H.No./St. No. /Mohalla/ Sector/Village		H.No.		St. No.		Mohalla					
		Sector		Village							
3.2 Union Council Name											
3.3 Union Council No											
3.4 Circle Name											
3.5 Town/City											
3.6 Tehsil/Taluka											
3.7 District/Agency											
3.8 Provincial Constituency #											
3.9 National Constituency #											
3.10 Phone Number (begin with Area Code)											
3.11 Fax #											
3.12 Email											
3.13 Website											
3.14. Location		1 Urban		2 Rural							
4. Year of Establishment of Institution											
5. Institutions by type											
Intermediate College		2 Degree College		3 Post Graduate Colleges							
6. Class Ranges											
1 11 - 12		2 11 - 14		3 Any other (Specify)							
7. Status of Institution											
1 Functional		2 Closed									
8. Institution by Management											
1 Federal Ministry of Education		2 Provincial Education Department		3 Semi Govt./ Autonomous Body				4 Private			
8.1 Please specify the name of department/chain											
(If Institutions by management mentioned in question 7 is Semi Govt./Autonomous Body select appropriate code otherwise skip this)											
Name of Semi Government/Autonomous body in case code is 3 in Q-8											
1 OPF		2 KRL Laboratories		3 Social Welfare Dept.		4 Pakistan Atomic Energy Commission					
5 Railway		6 National Shipping Corporation		7 PTCL		8 Social Security					
9 PLA		10 OGDC		11 Pakistan Ordinance Factories		12 Auqaf Dept.					
13 WAPDA		14 Pakistan Steel Mills		15 Labour Dept.		16 Fauji Foundation					
17 Atomic Energy Commission		18 Local bodies/district Govt./City Govt.		19 Other Dept. (Specify)							

9. Affiliation Status

1	Affiliated	2	Non Affiliated
---	------------	---	----------------

10. Affiliate With

Specify Name (Board/University)	
---------------------------------	--

11. Institution by gender

1	Male	2	Female
---	------	---	--------

12. Official Medium of Instructions

1	Urdu	2	English	3	Any other (Specify)
---	------	---	---------	---	---------------------

**Section II: Building Information, Equipment & Instructional Material**

13. College Area	Total Area	(Sq ft)	Covered Area	(Sq ft)
------------------	------------	---------	--------------	---------

14. Ownership of the Building

1	Government	2	Owned	3	Rented	4	Rent Free	5	Donated
---	------------	---	-------	---	--------	---	-----------	---	---------

15. Number of rooms need repairing

Kind of Rooms	Major repairing	Minor repairing	No repair	Total
1. # of Class Rooms				
2. # of Halls				
3. # of Auditorium				
4. # of Labs				
5. # of Library				
6. # of Staff Rooms				
7. # of Head Teacher Rooms				
8. # of Toilets				
<b>Total</b>				

16. Instructional Material	<b>1=Yes 2=No 3=Inadequate</b>						
	Maps		Black/White Boards		Teaching Guide		
	Charts		Audio Visual Equip		Science Kits		
17. Furniture	<b>1=According to Requirement 2=Inadequate 3=Not available</b>						
	Tables for Teachers		Chairs for Students		Benches for Students		
	Chairs for Teachers		Almirahs		Tats / Dari for Students		
	Desk for Students		Other (Specify)				
18. Equipment/ Material	<b>1=Yes 2=No 3=Inadequate 4=Not Applicable</b>						
	Computers		Chemicals				
	Printers		Books in Library				
	Physics Apparatus		Home Economics Material				
	Biology Material		Sports Material				
	Chemistry Apparatus		Primary School Kit				
19. Building	<b>1=Yes 2=No 3 = Not applicable 4=inadequate</b>						
	Hall		Library		Combined Lab		Math Resource Room
	Play Ground		Home Econ. Lab		Physics Lab		
	Canteen		Zoology Lab		Botany Lab		

	Student Hostel		Computer Lab.		Internet Access	
	Store		Chemistry Lab.		Other (Specify)	
20. Basic Physical Facilities	1=Yes 2=No 3= non-functional 4 = insufficient 5 = broken					
	Electricity		Drinking Water		Latrine for students	
	Boundary Wall		Telephone		Latrines for Teacher	
	Gas					

### Section III: Enrolment on 31<sup>st</sup> October (General Education)

#### 21. Enrolment by gender

Stage	Class	Enrollment		Scholarship	
		Boys	Girls	Boys	Girls
Intermediate	Class 11 Science Group				
	Class 11 Computer Science Group				
	Class 11 Arts Group				
	Class11 General Science				
	Class 11 Commerce Group				
	Class 12 Science Group				
	Class 12 Computer Science Group				
	Class 12 Arts Group				
	Class12 General Science				
	Class 12 Commerce Group				
Degree	Class 13 Science Group				
	Class 13 Arts Group				
	Class 14 Science Group				
	Class 14 Arts Group				
	B.A.Hon.1/BBA				
	B.A. Hon.2				
	B.A. Hon.3				
	B.A. Hon 4				
	BSc. Hon.1/BCS				
	BSc. Hon.2				
BSc. Hon 3					
BSc. Hon.4					
Post graduation	M.A. 1				
	M.A. 2				
	M.Sc 1				
	MSc 2				
	MCS 1				
	MCS 2				



### 21.1 Students appeared in Examination (Last Year)

Class	Total Students Appeared		Total Students Passed	
	Boys	Girls	Boys	Girls
Class 12 Science Group				
Class 12 Computer Science Group				
Class 12 Arts Group				
Class 12 General Science				
Class 12 Commerce Group				
Class 14 Science Group				
Class 14 Arts Group				
B.A. Hon 4				
BSc Hon 4				
M.A. 2				
M.Sc 2				
MCS 2				
<b>Total</b>				

### Section IV: Teaching Staff

#### 22. Number of Teaching Staff by qualification including Principal

Academic Qualification	Gender		No of Teachers
	Male	Female	
Bachelors	Male		
	Female		
Masters	Male		
	Female		
MS/M.Phil	Male		
	Female		
PhD	Male		
	Female		
Others	Male		
	Female		

#### 23. Number of Teaching Staff by Designation

Gender	Demonstrator	Lecturer	Assistant Professor	Associate Professor	Professor	Any Other
Male						
Female						

#### 24. Teaching Strength

Gender	No. of Sanctioned Posts		No. of Filled in Posts	
	Full Time	Part Time	Full Time	Part Time
Male				
Female				

#### 25. In service trained teachers (Last year)

**26. Strength of Non Teaching Staff**

Gender	No. of Sanctioned Posts		No of Filled in Posts	
	Full Time	Part Time	Full Time	Part Time
Male				
Female				

**Section V: Expenditure**

**27. Expenditure Incurred during the Last Financial Year**

Sr. No.	Head of Expenditure	Amount Rs.
1	Repair and Maintenance of Machinery & Equipment	
2	Purchases of Equipment, Store & Stationery	
3	Traveling/POL/Transport	
4	Utilities (Electricity, Gas Water, Telephone, Postage)	
5	Rent of Building	
6	Repair and Maintenance of Building	
7	Pay & Allowances of Teaching and Non Teaching Staff	
8	Financial Aid to Students	
9	All other expenditures (Not elsewhere classified)	
	Total	

**Section VI: Field Operation**

Particular	Date	Name	Designation	Signature
Collected by:				
Checked by:				
Supervise by:				

# Section 4



GOVERNMENT OF KARNATAKA  
DEPARTMENT OF EDUCATION  
TECHNICAL EDUCATION  
BANGALORE

(Please fill in the appropriate order)

# Tech & Voc Form

1. Institution Name									
2. Type of Institution									
3. Location & Address									
4. Details of Institution									
5. Details of Institution									
6. Details of Institution									
7. Details of Institution									
8. Details of Institution									
9. Details of Institution									
10. Details of Institution									
11. Details of Institution									
12. Details of Institution									
13. Details of Institution									
14. Details of Institution									
15. Details of Institution									
16. Details of Institution									
17. Details of Institution									
18. Details of Institution									
19. Details of Institution									
20. Details of Institution									



**GOVERNMENT OF PAKISTAN  
ACADEMY OF EDUCATIONAL PLANNING AND MANGEMENT  
MINISTRY OF EDUCATION  
NATIONAL QUESTIONNAIRE  
(Tech & Voc – form)**

Province/ Region  
\_\_\_\_\_

**Section-1: Identification Particulars**

(Please write the appropriate codes)

1. Institution Id																			
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Name of Institution																			
------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Complete Address																				
3.1	H.No./St. No. /Mohalla/ Sector/Village	H.No.		St. No.		Mohalla														
		Sector			Village															
3.2	Union Council Name																			
3.3	Union Council No																			
3.4	Circle Name																			
3.5	Town/City																			
3.6	Tehsil/Taluka																			
3.7	District/Agency																			
3.8	Provincial Constituency #																			
3.9	National Constituency #																			
3.10	Phone Number (begin with Area Code)																			
3.11	Fax #																			
3.12	Email																			
3.13	Website																			
3.14	Location	1	Urban	2	Rural															

4. Year of Establishment of Institution							
---	--	--	--	--	--	--	--

5. Institutions by type						
1	Mono Technical Institute	2	Poly Technical Institute	3	Vocational Institute	

6. Status of Institution						
1	Functional	2	Non Functional	3	Closed	

7. Institution by Management										
1	Federal Govt.	2	Provincial Govt.	3	Private	4	Trust	5	NGO	
6	Other (Specify)									

8. Shifts						
1	Morning	2	Evening	3	Double Shift	

If Double shift then specify information of (Enrolment and Teacher) for Evening shift on separate sheet.

9. Institution by gender

1	Male	2	Female
---	------	---	--------

10. Official Medium of Instructions

1	Urdu	2	English	3	Any other (Specify)
---	------	---	---------	---	---------------------

**Section II: Building Information, Equipment & Instructional Material**

11. Institute Area	Total Area	(Sq ft)	Covered Area	(Sq ft)
--------------------	------------	---------	--------------	---------

12. Ownership of the Building

1	Government	2	Rented	3	Owned	4	Donated	5	Rent Free
---	------------	---	--------	---	-------	---	---------	---	-----------

13. Number of rooms need repairing

Kind of Rooms	Major repairing	Minor repairing	No repair	Total
1. # of Class Rooms				
2. # of Halls				
3. # of Auditorium				
4. # of Labs				
5. # of Library				
6. # of Staff Rooms				
7. # of Head Teacher Rooms				
8. # of Toilets				
Total				

14. Building Facilities	1=Yes 2=No 3 = Not applicable 4=inadequate							
	Hall		Library		Electronics workshop		Automobile workshop	
	Play Ground		Computer Lab.		Mechanical workshop		Electrical workshop	
	Canteen		Student Hostel		Store		Internet Access	

15. Equipment/ Material	1=Yes 2=No 3=Inadequate 4=Not Applicable			
	Computers		Electrical Apparatus	
	Printers		Books in Library	
	Mechanical Apparatus		Electronics Apparatus	
Automobile Apparatus				

**Section III: Enrolment on 31<sup>st</sup> October**
**16. Enrolment by gender**

Course	4 or 6 Months		Year1		Year 2		Year 3	
	M	F	M	F	M	F	M	F
<b>Associate Engineers</b>								
Auto and Diesel								
Auto and Farm								
Chemical								
Civil								
Civil Draftsman								
Electrical								
Electronics								
Food								
Instrument								
Mechanical								
Refrigeration and Air-conditioning								
Textile								
Chemical Processing Technology								
Metallurgy & Sheet Metal								
Leather								
Construction Machinery								
Computer								
Petroleum								
Petro-Chemical								
Foundry & Pattern Making								
<b>Industrial Arts Education</b>								
Certificate Course								
Diploma								
<b>Computer Courses</b>								
Diploma in Computer Hardware Engineering								
Diploma in Information Technology								
Web Development (6 months)								
Oracle Certification (6 months)								
<b>Commercial Courses</b>								
Diploma in Commerce								
Diploma in Business Administration								
<b>Vocational Courses</b>								
Auto Diesel Mechanic								
Civil Draftsman								
Mechanical Draftsman								
Radio and T.V. Servicing								
Refrigeration and Air-conditioning Mechanic								

Course	4 or 6 Months		Year 1		Year 2		Year 3	
	M	F	M	F	M	F	M	F
General Fitter								
Die Making								
Electrical Winding								
Surveyor								
Tracer								
Welding and Sheet Metal								
Auto Electrician								
Machinist								
Furniture and Cabinet Making								
Plumbing and Pipe Fitting								
Certificate Course								
Diploma Course								
Vocational Teacher Training Diploma								
<b>Crash Program Course (Six months)</b>								
Electrician								
Refrigeration and Air-conditioning								
Surveyor								
Radio Mechanic								
TV. Mechanic								
Plumbing								
Tracer								
Welder								
Auto Electrician								
Turner								
Bench Fitter								
Quantity Surveyor								
Tailoring								
Mechanical Draftsman								
Mason								
Auto Servicing								
Auto Mechanic								
<b>Short Courses (Four months)</b>								
Hand Embroidery								
Machine Embroidery								
Knitting								
Shorthand								
Typewriting								

Course	4 or 6 Months		Year 1		Year 2		Year 3	
	M	F	M	F	M	F	M	F
Leather Work								
Wood Work (Fancy)								
<b>Miscellaneous Courses</b>								
Bio-Medical								
Orthopedic								
Camera Operating								
Shoe Modeling								
Diploma in Office Management								

**Section IV: Teaching Staff**

**17. Teaching Staff by qualification including Principal/Head Instructor**

Academic Qualification	Gender	Professional Qualification			Without Professional Qualification
		Certificate	Diploma	Degree	
Matric	Male				
	Female				
Intermediate	Male				
	Female				
Graduate	Male				
	Female				
Post Graduate	Male				
	Female				
Others	Male				
	Female				

18. No. of in service trained teachers (Last Year)

19. Teaching Strength

Gender	No of Sanctioned/ approved Posts		No of Filled in Posts	
	Full Time	Part Time	Full Time	Part Time
Male				
Female				

**20. Strength of Non Teaching Staff**

Gender	No of Sanctioned/ approved Posts		No of Filled in Posts	
	Full Time	Part Time	Full Time	Part Time
Male				
Female				



**Section V: Expenditure**

21. Expenditure Incurred during the Last Financial Year		
Sr.No	Head of Expenditure	Amount Rs.
1	Repair and Maintenance of Machinery & Equipment	
2	Purchases of Equipment, Store & Stationery	
3	Travelling/POL/Transport	
4	Utilities (Electricity, Gas Water, Telephone, Postage)	
5	Rent of Building	
6	Repair and Maintenance of Building	
7	Pay & Allowances of Teaching and Non Teaching Staff	
8	Financial Aid to Students	
9	All other expenditures (Not elsewhere classified)	
	Total	

**Section VI: Field Operation**

Particular	Date	Name	Designation	Signature
Collected by:				
Checked by:				
Supervise by:				





# Section 5

# Higher Ed. &

# Professional Ed.

# Form



**GOVERNMENT OF PAKISTAN  
ACADEMY OF EDUCATIONAL PLANNING AND MANGEMENT  
MINISTRY OF EDUCATION  
STANDARDIZED NATIONAL QUESTIONNAIRE  
(Higher Ed & Professional Ed-Form)**

Province/ Region  
\_\_\_\_\_

**Section-1: Identification Particulars**

(Please write the appropriate code)

1. Institution Id																			
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Name of Institution																			
------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Complete Address																			
3.1 H.No./St. No. /Mohalla/ Sector/Village	H.No.				St. No.				Mohalla										
	Sector				Village														
3.2 Union Council Name																			
3.3 Union Council No																			
3.4 Circle Name																			
3.5 Town/City																			
3.6 Tehsil/Taluka																			
3.7 District/Agency																			
3.8 Provincial Constituency #																			
3.9 National Constituency #																			
3.10 Phone Number (begin with Area Code)																			
3.11 Fax #																			
3.12 Email																			
3.13 Website																			
3.14 Location																			
	1	Urban	2	Rural															

4. Year of Establishment of Institution																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Institutions by type																			
1	School/College of Medical Technology	2	Ayurvedic	3	Business Management College/University														
4	Engineering College/University	5	Fine Arts College	6	Veterinary/Animal Sciences institute														
7	School/College of Nursing	8	Commerce College	9	Accountancy Institute														
10	Homeopathic College	11	IT College/University	12	Distance Education Centre														
13	Agriculture College/ University	14	Tibbia College	15	General University														
16	Law College	17	Education College	18	Medical College/University														
19	Dental College/University	20	Elementary college	21	Home Economics College														
22	Others (Specify)																		

6. Institution by Management					
1	Federal Ministry of Education.	2	Private	3	Community
4	Provincial Education Department.	5	Trust	6	Armed Forces
7	Semi Govt./ Autonomous Body	8	Foundation	9	NGO's

7. Accreditation Status					
1	Accredited	2	Affiliated	3	Non Affiliated

8 Institutions by gender

1	Male	2	Female	3	Mix
---	------	---	--------	---	-----

9 Official Medium of Instructions

1	Urdu	2	English	3	Any other (Specify)
---	------	---	---------	---	---------------------

**Section II: Building Information & Instructional Material**

10 Ownership of the Building

1	Government	2	Owned	3	Rented	4	Rent Free	5	Donated
---	------------	---	-------	---	--------	---	-----------	---	---------

11 Number of Rooms (Please write down the numbers in the Boxes)

i) Total Rooms	ii) Total Class Rooms	iii) Vice Chancellor/ Principal Room
iv) No of Staff Room		

**Section III: Enrolment on 31<sup>st</sup> October**

12 Enrolment by gender

	Year1		Year 2		Year 3		Year4		Year 5	
	M	F	M	F	M	F	M	F	M	F
<b>General University</b>										
BA Hons/B.Sc Hons										
MA/M.Sc										
M. Phil/MS										
PhD										
<b>Medical</b>										
MBBS										
BDS										
FRCS/FRCP/M.Phil/MD/MS										
<b>Nursing</b>										
Basic Nursing										
Specialization of Nursing										
<b>Pharmacy</b>										
D. Pharmacy										
B. Pharmacy										
M. Pharmacy										
<b>Medical Technology</b>										
Med. Technology										
<b>Veterinary/Animal Husbandry</b>										
Vet/Animal Hub.										

	Year 1		Year 2		Year 3		Year 4		Year 5	
	M	F	M	F	M	F	M	F	M	F
<b>M.Sc</b>										
<b>Engineering</b>										
B.Sc/BE										
M.Sc Engineering										
M. Phil Eng.										
Ph.D Engineering										
<b>Information Technology</b>										
PGD										
IT. (BCS/BSc/BSc Hon) in CS										
MCS/MSc Computer										
M. Phil										
Ph.D										
<b>Fine Arts</b>										
BSc/BA (Textile /Fashion/ Arts)										
MSc (Textile /Fashion/Arts etc).										
M. Phil										
Ph.D										
<b>Agriculture</b>										
BSc/BSc Hon.										
MSc Agriculture										
M. Phil										
Ph.D										
<b>Commerce</b>										
D. Com/I. Com										
B. Com										
M. Com										
M. Phil										
Ph.D										
<b>Business Administration</b>										
BBA/BBA Hon										
MBA										
M. Phil										
Ph.D										
<b>Law</b>										
LLB										
LLM										
Bar at Law										

	Year 1		Year 2		Year 3		Year 4		Year 5	
	M	F	M	F	M	F	M	F	M	F
<b>Education</b>										
PTC										
CT										
B.Ed/BS.Ed										
M.Ed/MS.Ed										
BA/BSc Education										
M.A. /MSc Educ.										
M. Phil										
PhD										
<b>Home Econ</b>										
BSc Hon.										
MSc										
Ph.D										
<b>Accountancy</b>										
CMA (Cost & Manag Account)										
CAT (Certified Account Tech.)										
ACCA (Association of Chartered Certified Accountants)										
CIMA (Chartered Institute of Management Accountants)										
PIPFA (Pakistan Institute of Public Financial Accounts)										
CA (Chartered Accountants)										
<b>Tibbia</b>										
Hikmat/Tibb-e-jerahi										
Ayurvedic System of Medicine										
Ayurvedic Dgree										
<b>Homeopathic</b>										
B.DH										
Post Graduate Diploma										

## Section IV: Teaching Staff

### 13 Teaching Strength

Gender	No. of Sanctioned Posts		No of Filled in Posts	
	Full Time	Part Time	Full Time	Part Time
Male				
Female				

-Please fill appropriate Box/Boxes from (i) to (v) according to type of institution and type of teaching staff available

13.1 Teaching Staff in Professional College & University				
Gender	Academic Qualification			
	Graduate	Post Graduate	M.Phil	Ph.D
Male				
Female				

13.2 Teaching Staff by Designation					
Gender	Demonstrator	Lecturer	Assistant Professor	Associate Professor	Professor
Male					
Female					

13.3 Medical/Dental Colleges & University						
Gender	Academic Qualification					
	MBBS	BDS	FRCS/FRCP/ MRCP/MCPS	M.D.	Ph.D	Others
Male						
Female						

13.4 Teaching Staff in Institute of Accountancy & Management							
Gender	Academic Qualification						
	B.Com/ BBA	M.Com/ MBA	CA/CMA/ CAT/ACCA	ACA/ACMA	FCA/FCMA	M.Phil	Ph.D
Male							
Female							

13.5 Teachers in Tibbia/ Homeopathic/ Ayurvedic Colleges		
Qualification (Please Specify)	Male	Female
Hikmat / Tibb-e-Ierahi		
Ayurvedic Degree		
B.DH		



14 Number of Teachers who got In service training

15 Strength of Non Teaching Staff

Gender	No. of Sanctioned Posts		No of Filled in Posts	
	Full Time	Part Time	Full Time	Part Time
Male				
Female				

### Section V: Expenditure

16. Expenditure Incurred during the Last Financial Year		
No	Head of Expenditure	Amount Rs.
1	Repair and Maintenance of Machinery & Equipment	
2	Purchases of Equipment, Store & Stationery	
3	Traveling/POL/Transport	
4	Utilities (Electricity, Gas Water, Telephone, Postage)	
5	Rent of Building	
6	Repair and Maintenance of Building	
7	Pay & Allowances of Teaching and Non Teaching Staff	
8	Financial Aid to Students	
9	All other expenditures (Not elsewhere classified)	
	Total	

### Section VI: Field Operation

Particular	Date	Name	Code	Designation	Signature
Collected by:					
Checked by:					
Supervise by:					





# Section 6

# Deeni Madaris Form



7 Shifts			
1	Morning	2	Evening
3	Double Shift		

If Double shift then specify information of (Enrolment and Teacher) for Evening shift on separate sheet.

8 Madrassa by gender			
1	Boys	2	Girls

9 Official Medium of Instructions			
1	Urdu	2	Arabic
Any other (Specify)			

### Section II: Building Information & Instructional Material

10. Does Madrassa building exist?	1	Yes	2	No	
-----------------------------------	---	-----	---	----	--

11 Madrassa Area	Total Area	(Sq ft)	Covered Area	(Sq ft)
------------------	------------	---------	--------------	---------

12 Ownership of the Building					
1	Owned	2	Rented	3	Donated
4	Rcnt Free				

13 Type of Construction			
1	No. of Pakka Rooms	2	No. of Kacha Rooms
3	No. of Mix Rooms		

#### 14. Number of rooms need repairing

Kind of Rooms	Major repairing	Minor repairing	No repair	Total
1. # of Class Rooms				
2. # of Halls				
3. # of Auditorium				
4. # of Labs				
5. # of Library				
6. # of Staff Rooms				
7. # of Mohtamim/ Nazim-e-Aala Rooms				
8. # of Toilets				
<b>Total</b>				

15. Building Facilities	1=Yes 2=No 3 = Not applicable 4=inadequate		
	Hall	Library	
	Play Ground	Internet Access	
	Canteen	Other (Specify)	
	Student Hostel		
	Store		

16. Basic Physical Facilities	1=Yes 2=No 3= non-functional 4 = insufficient 5 = broken			
	Electricity	Drinking Water	Latrine for students	
	Boundary Wall	Telephone	Latrines for Teacher	
	Gas			

### Section III: Enrolment on 31st October

#### 17. Enrolment by gender

Class	Enrolment		Repeaters (Last Academic Year)		Hostel Facility	
	M	F	M	F	Male	Female
Nazra						
Hifz						
Ibtadaya						
Mutawassita						
Sanavia Aama						
Sanavia Khasa						
Aaliya						
Aalamiya						
Takhasas						

#### 18. Enrolment by single year of age – by Gender by Class

Age (Years)	Gender	Nazra	Hifz	Ibtadaya	Mutawas- sita	Sanavia Aama	Sanavia Khasa	Aaliya	Aalamiya	Takhasas	Other
3* Year	Male										
	Female										
4* Year	Male										
	Female										
5* Year	Male										
	Female										
6* Year	Male										
	Female										
7* Year	Male										
	Female										
8* Year	Male										
	Female										
9* Year	Male										
	Female										
10* Year	Male										
	Female										
11* Year	Male										
	Female										
12* Year	Male										
	Female										
13* Year	Male										
	Female										
14* Year	Male										
	Female										
15* Year	Male										
	Female										

16 <sup>th</sup> Year	Male									
	Female									
17 <sup>th</sup> Year	Male									
	Female									
18 <sup>th</sup> Year	Male									
	Female									
19 <sup>th</sup> Year	Male									
	Female									
20 <sup>th</sup> Year	Male									
	Female									
21 <sup>st</sup> Year	Male									
	Female									

### 19. Students appeared in Examination (Last Year)

Class	Total Students Appeared		Total Students Passed	
	Boys	Girls	Boys	Girls
Hifz				
Ibtadaya				
Mutawassita				
Sanaviaya Aama				
Sanaviaya Khasa				
Aaliya				
Aalamiya				
Takhasas				
<b>Total</b>				

### Section IV: Teaching Staff

#### 20. Teaching Staff by qualification including Mohtamim / Nazam-e-Ala

Academic Qualification	Gender	Professional Qualifications				Untrained
		Hifz	Dars Nizami	Takhasas	Any Other	
Below Metric	Male					
	Female					
Metric	Male					
	Female					
Intermediate	Male					
	Female					
Bachelors	Male					
	Female					
Masters	Male					
	Female					
M.Phil	Male					
	Female					
PhD	Male					
	Female					
Others	Male					
	Female					

## 21 Teaching Strength

Gender	Full Time	Part Time
Male		
Female		

22. Teachers by Subject	Male	Female
i. Computer		
ii. Mathematics		
iii. General Science		
iv. English		
v. Urdu		
vi. Arabic		
vii. Economics		
viii. Other		

## 23. Strength of Non Teaching Staff

Gender	Full Time	Part Time
Male		
Female		

## Section V: Expenditure

### 24. Expenditure Incurred during the Last Financial Year

No.	Head of Expenditure	Amount Rs.
1	Repair and Maintenance of Machinery & Equipment	
2	Purchases of Equipment, Store & Stationery	
3	Traveling/POL/Transport	
4	Utilities (Electricity, Gas Water, Telephone, Postage)	
5	Rent of Building	
6	Repair and Maintenance of Building	
7	Pay & Allowances of Teaching and Non Teaching Staff	
8	Financial Aid to Students	
9	All other expenditures (Not elsewhere classified)	
	Total	

## Section VI: Field Operation

Particular	Date	Name	Designation	Signature
Collected by:				
Checked by:				
Supervise by:				



**Manual of Instructions  
and Operational Plan  
On  
National Questionnaires  
For  
Annual Education Census  
(Public Institutions  
Form)**

**Section-1 IDENTIFICATION PARTICULARS**

1 **Institution id** Thirteen-digit code will be assigned by AEPAM, Islamabad.

2 **Name of Institution** The designated name of the institutions should be written in the given space for which thirty boxes have been provided. One letter should be written in each box and a box should be left blank after each word. For example if the name of an institution is "Govt. Degree College for Women" than it should be written as

G	O	V	T		D	E	G	R	E	E		C	O	L
L	E	G	E		F	O	R		W	O	M	E	N	

The same method should be followed for the entries of Q.No 3.2 to 3.10.

3 **Complete Address** Complete address of institution including House No., Street No., Mohallah, sector, village etc, for both urban and rural areas may be mentioned in given space. The name of the village in case of rural areas should be indicated clearly.

3.01 **H.No/St.No /Mohallah./Sector / Village.** House No., Street No., name of Mohallah, Sector No. and name of Village should be written in the space provided for it.

3.02 **Union Council Name** The name of union council should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.03 **Union Council No.** The union council No.should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.04 **Circle Name** The circle name .should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.05 **Town/ City** The name of the town /city .should be written in boxes provided for it as per instructions given in Q.No. 2 above.

- 3.06 **Tehsil/Taluka** The name of Tehsil/Taluka should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.07 **District/Agency** The name of District/Agency should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.08 **Provincial Constituency #** The Provincial Constituency No. should be written in boxes provided for it as per instructions given in Q.No. above.
- 3.09 **National Constituency #** The National Constituency No. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.10 **Phone No. (begin with Area code)** The Phone No. of the institution should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the phone No. for which 11 boxes have been provided.
- 3.11 **Fax #** The Fax No. of the institution should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the Fax No. for which 11 boxes have been provided.
- 3.12 **e-mail** E-mail address should be written in the space provided for it.
- 3.13 **Website** Website address should be written in the space provided for it.
- 3.14 **Location** Single box is provided for inserting the locality code. Insert 1 for urban and 2 for rural in this box.
- 4 **Year of Establishment of the Institutions** Write the number of months in 2-digits and the year of the establishment of institution in 2-digits irrespective of the present ownership or status of the institution. Four boxes have been provided for it, 2 boxes for months and 2 for year. For example if an institution was established in May 2000, than it should be written in the boxes as
- |   |   |   |   |
|---|---|---|---|
| 2 | 0 | 0 | 0 |
|---|---|---|---|
- 5 **Institution By Type** Single box is provided to enter 1 code out of 9 codes. All those Institutions, which are not covered in the given categories of the Institutions, should be given code 9 with full specification. Then a list of Institutions will be prepared with the help of the specification Institutions and if a particular category(ies) is (are) found in sufficient numbers then the new category(ies) will be included

- 6 **Class Ranges** Tick a single code out of 7 in this question. If the Institution is providing education from class 1-5 then tick code 1, if class 1-8, put code 2, if class 1-10, put code 3, if class 1-12, put code 4, if class 6-10, put code 5, if class 6-12, put code 6. Whereas put code 7 if the Institution is providing education other than the above ranges of the classes with the full specification of the classes. It should be noted here these ranges should match the section-III of the questionnaire.
- 7 **Official Status** The official status of the Institution could be of two kinds i.e. either it is approved according to "Statement of New Expenditure (SNE)" Budget or not approved SNE. Therefore code-1 stands for "SNE not approved" and code-2 stands for "approved" Institutions and hence single box is provided to enter any one of these two codes.
- 8 **Status of Institution** Single box is provided to enter one code out of six codes. If code 3 is provided then mention the year of closure in question 8.1. If code 4 is provided then enter "id" of the Institution in which this Institution has been merged in question 8.2. For entering of "id" 12 boxes and for "name" of Institution 24 boxes have been provided. The method of entering should be followed according to the description given in Q.2 above.
- 9 **Upgraded To** Single box is provided to enter one code out of three codes. If a Institution lower than middle level is upgraded to middle level Institution, then enter code-1 in the given box. If a Institution lower than high level is upgraded to high level Institution, then enter code-2 in the given box. If a Institution lower than higher-secondary level is upgraded to higher-secondary level Institution, then enter code-3 in the given box.
- 10 **Institution by Management** Single box is provided to enter one code out of four. Put the appropriate code in the given box. If code 3 or 4 is entered in the given box then go to question 10.1.
- 10.1 **Name of Semi-Govt./Auto. Body** Single box is provided to enter one code out of 20. All those Institutions which are not classified from code 1-19 above categories be covered in code-20 with full specification. Put code 20 in the relevant box for such Institutions. Then a list of Institutions will be prepared with the help of the specification of Institutions and if a particular category (ies) is (are) found in sufficient numbers

then the new category (ies) will be included.

- 11 **Shift** Single box is provided for shift of the Institution. Put appropriate code in the relevant box. If the Institution is running in double shift than specify the information regarding enrolment and teacher for evening shift on a separate sheet which will be attached with the filled-in questionnaire.
- 12 **Institution by Gender** Single box is provided to enter one code out of two. If the Institution is designated officially as "Boys Institution" than put code-1 other-wise put code-2 in the relevant box if the Institution is designated officially as "Girls Institution".
- 13 **Official Medium of instruction** Single box is provided to enter one code out of 3. For Urdu Medium Institutions put code-1 and for English Medium Institutions put code-2 in the relevant box otherwise put code-3 for any Other Medium Institutions. In case of Other Medium please give the name of that medium so that after looking the frequency of a new medium a new code could be supplied for it.

#### **Section-II BUILDING INFORMATION, EQUIPMENT & INSTRUCTIONAL MATERIAL**

- 14 **Does Institution Building Exist?** The answer to this question surely be one of the two i.e. either "Exists" or "Does not exist".  
Single box is provided for it. Put code-1 if building "Exists" and put code-2 if building "Does not exist" in the relevant box.
- 15 **Institution Area** Write down the Total Area and Covered Area in Sq.m separately in the space provided for it.

- 16 **Ownership of the Building:** Single box is provided for entering any one code out of four. Code-1 is for Govt. building, code-2 for Institutions which are running in rented buildings, code-3 for which neither Govt. building nor rented building i.e. rent free building and code-4 is for such Institutions which are running in the buildings donated by some donors.
- 17 **Type of construction** Write down the number of Pakka, Kacha and Mixed rooms separately in the space provided for it.
- 18 **Number of Rooms need Repairing** 8 categories of rooms are listed in the question with three possibilities regarding the repairing i.e. either the room needs major repair or needs minor repair otherwise there is no need of repairing. The number of rooms should be incorporated in the respective categories of rooms under the nature of repairing needed. Be careful that the grand total of all these rooms should be equal to the total number of rooms of 3 categories indicated in Q.17 above
- 19 **Instructional Material** A list of 8 items of instructional material is given and a box is provided against each item, which should be filled in, by one of the 3 codes that is 1 for "Yes", 2 for "No" and 3 for "Inadequate".
- 20 **Furniture** A list of 7 kinds of furniture is given and a box is provided against each kind, which should be filled in, by one of the 3 codes that is 1 for "According to requirement", 2 for "Inadequate" and 3 for "Not available".
- 21 **Equipment/ Material** A list of 12 kinds of equipment/material is given and a box is provided against each kind, which should be filled in, by one of the 3 codes that is 1 for "Yes", 2 for "No" and 3 for "Not applicable".
- 22 **Building Facilities** A list of 15 different kinds of facilities is given and a box is provided against each kind, which should be filled in, by one of the 4 codes that is 1 for "Yes", 2 for "No", 3 for "Not applicable" and 4 for "Inadequate".
- 23 **Basic Physical Facilities** A list of 7 different kinds of basic facilities is given and a box is provided against each kind, which should be filled in, by one of the 5 codes that is 1 for "Yes", 2 for "No", 3 for "Non functional", 4 for "Insufficient", and 5 for "broken".

### Section-III ENROLMENT

- 24 **Enrolment by Gender** Public Institutions offering general education include pre-primary, primary, middle, high and higher secondary Institutions. The enrolment and scholarship holders by gender for the above categories of general education should be recorded on 31<sup>st</sup> of October of the "Census year" and repeaters by gender in the "last academic year" prior to the "Census year". Please write the enrolment/number of student, repeaters and scholarship holders by gender in primary, middle, high and higher secondary classes.
- 24.1 **Enrolment by Single year of Age, Gender and Class** Please write the number of students by single year of age (3+ to 21+ year), gender and class from un-admitted to class XII.
- 25 **Students appeared in examination (Last year)** Total students by gender appeared in examination 5<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> classes prior to census year and the students by gender passed that examinations should be mentioned here.
- 26 **Enrolment in non-formal basic education center** The students enrolled by gender at NFBE center or in any other literacy program should be mentioned.

### Section-IV: TEACHING STAFF

- 27 **Number of teaching staff by qualification including principal/head teacher** Two way classification is done in this table i.e. teachers by gender with academic qualification vs. professional qualification. The academic qualification includes Matriculation, Inter, Bachelor, Masters, M Phil and PhD's or any other qualification, which are not covered above whereas Professional qualification includes PTC, CT, B.Ed/Bs.Ed, M.Ed/ MS.Ed, or any other qualification, which are not covered above along with the number of untrained (or not possessing any professional qualification) teachers. Be careful that a matriculate could only possess PTC professional qualification whereas an Intermediate may have PTC or CT as a professional qualification.
- 28 **Teaching Staff by nature of post** Write the number of sanctioned/ approved post by gender in respect of teachers and the number of filled post by gender of the teachers along with the information whether the post is permanent or contract.

- 28.1 **Teaching staff by stage** Write the number of teachers by gender who are teaching in Primary, Middle, High and Higher secondary classes.
- 28.2 **Teaching staff by BPS** Write the number of teachers by gender working in BPS 7-10, 11-14, 15-16, 17 & above. It should be noted here that the total number of teachers by gender in this question reported should be equal to the total number of teachers by gender asked in question 27 above
- 28.3 **Teachers by subject** Write the number of teachers by genders who are qualified teachers in teaching Computers, Mathematics, Physics, Chemistry, Biology, English, Urdu, and Arabic.
- 29 **Number of teachers who got in service training (last year)** Mention the number of teachers who got in-service training during last year in which the census is conducted.
- 30 **Strength of non teaching staff** Write the number of sanctioned/ approved and filled post of non-teaching staff by gender along with the nature of post whether it is permanent or on contract basis.
- 30.1 **Number of non teaching staff by BPS** Write the number of non teaching staff by gender working in BPS 1-10, 11-14, 15-16, 17 & above. It should be noted here that the total number of post by gender should be equal to the total number of non teaching staff by gender reported in Q.30. above for filled in post
- 31 **Institution Committee** First of all check whether the Institution committee exists or not. If exist put code 1 otherwise put code 2 in the relevant box. If Institution committee exists than ask about it functional status. If it is functional put code 1 otherwise put code2 in the relevant box.

### **Section-V EXPENDITURE (For other Public sector only)**

- 32 **Expenditure incurred during the last financial year** 9 heads of expenditure are given in this question. Please write the expenditure against each head and sum it.



**Manual of Instructions  
and Operational Plan  
On  
National Questionnaires  
For  
Annual Education Census  
(Private Institutions  
Form)**

**Section-1 IDENTIFICATION PARTICULARS**

1 **Institution id** Thirteen-digit code will be assigned by AEPAM, Islamabad.

2 **Name of Institution** The designated name of the institutions should be written in the given space for which thirty boxes have been provided. One letter should be written in each box and a box should be left blank after each word. For example if the name of an institution is "Govt. Degree College for Women" than it should be written as

G	O	V	T	D	E	G	R	E	E		C	O	L
L	E	G	E	F	O	R		W	O	M	E	N	

The same method should be followed for the entries of Q.No 3.2 to 3.10.

3 **Complete Address** Complete address of institution including House No., Street No., Mohallah, sector, village etc, for both urban and rural areas may be mentioned in given space. The name of the village in case of rural areas should be indicated clearly.

3.1 **H.No/St.No /Mohallah./Sector / Village.** House No., Street No., name of Mohallah, Sector No. and name of Village should be written in the space provided for it.

3.2 **Union Council Name** The name of union council should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.3 **Union Council No.** The union council No.should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.4 **Circle Name** The circle name .should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.5 **Town/ City** The name of the town /city .should be written in boxes provided for it as per instructions given in Q.No. 2 above.

- 3.6 **Tehsil/Taluka** The name of Tehsil/Taluka. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.7 **District/Agency** The name of District/Agency. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.8 **Provincial Constituency #** The Provincial Constituency No. should be written in boxes provided for it as per instructions given in Q.No. above.
- 3.9 **National Constituency #** The National Constituency No. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.10 **Phone No. (begin with Area code)** The Phone No. of the institution should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the phone No. for which 11 boxes have been provided.
- 3.11 **Fax #** The Fax No. of the institution should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the Fax No. for which 11 boxes have been provided.
- 3.12 **e-mail** E-mail address should be written in the space provided for it.
- 3.13 **Website** Website address should be written in the space provided for it
- 3.14 **Location** Single box is provided for inserting the locality code. Insert 1 for urban and 2 for rural in this box.
- 4 **Year of Establishment of the Institutions** Write the number of months in 2-digits and the year of the establishment of institution in 2-digits irrespective of the present ownership or status of the institution. Four boxes have been provided for it, 2 boxes for months and 2 for year. For example if an institution was established in May 2000, than it should be written in the boxes as
- |   |   |   |   |
|---|---|---|---|
| 2 | 0 | 0 | 0 |
|---|---|---|---|
- 5 **Institution By Type** Single box is provided to enter 1 code out of 7. All those Institutions, which are not covered in the given categories of the Institutions, should be given code 7 with full specification. Then a list of Institutions will be prepared with the help of the specification Institutions and if a particular category (ies) is (are) found in sufficient numbers then the new category (ies) will be included

- 6 **Class Ranges** Tick a single code out of 7 in this question. If the Institution is providing education from class 1-5 then tick code 1, if class 1-8 . put code 2, if class 1-10, put code 3, if class 1-12, put code 4, if class 6-10, put code 5, if class 6-12, put code 6 . Whereas put code 7 if the Institution is providing education other than the above ranges of the classes with the full specification of the classes.  
It should be noted here these ranges should match the section-III of the questionnaire.
- 7 **Status of Institution** Single box is provided to enter one code out of 2. If the institution is "Functional" put code 1 and if "Closed" put code 2 in the relevant box.
- 8 **Schooling System** Single box is provided to enter one code out of 3. If the institution is providing education according to "Pakistani System" than put code 1. If the institution is providing education according to "Cambridge System" than put code 2, but if education is provided in "Both Systems" than put code 3 in the relevant box.
- 9 **Institution by Management** Single box is provided to enter one code out of 5. Put the appropriate code in the given box. All those Institutions, which are not covered in the given management of the Institutions, should be given code 5 with full specification. Then a list of Institutions will be prepared with the help of the specification Institutions and if a particular category(ies) is (are) found in sufficient numbers then the new category(ies) will be included
- 10 **Name of Chain** Single box is provided to enter one code out of 10. Put the appropriate code in the given box. All those Institutions, which are not covered in the above 9 chain of the Institutions, should be given code 10 with full specification. Then a list of chain will be prepared with the help of the specification and if a particular category (ies) is (are) found in sufficient numbers then the new category (ies) will be included
- 11 **Registration Status** Single box is provided for Registration Status of the Institution. Put appropriate code in the relevant box. Put code 1 if the Institution is registered and put code 2 if not registered. If registered go to Q.11.1 and mention the registration Number of the Institution for which 6 boxes have been provided.

- 12 **Shift** Single box is provided for shift of the Institution. Put appropriate code in the relevant box. If the Institution is running in double shift than specify the information regarding enrolment and teacher for evening shift on a separate sheet which will be attached with the filled-in questionnaire.
- 13 **Institution by Gender** Single box is provided to enter one code out of two. If the Institution is entitled as "Boys Institution" than put code-1 otherwise put code-2 in the relevant box.
- 14 **Official medium of instruction** Single box is provided to enter one code out of 3. For Urdu Medium Institutions put code-1 and for English Medium Institutions put code-2 in the relevant box otherwise put code-3 for any Other Medium Institutions. In case of Other Medium please give the name of that medium so that after looking the frequency of a new medium a new code could be supplied for it.

#### **Section-II BUILDING INFORMATION, EQUIPMENT & INSTRUCTIONAL MATERIAL**

- 15 **Institution Area** Write down the Total Area and Covered Area in Sq.m separately in the space provided for it.
- 16 **Ownership of the Building** Single box is provided for entering one code out of 4. Put appropriate code in the relevant box.
- 17 **Type of construction** Write down the number of Pakka, Kacha and Mixed rooms separately in the space provided for it.
- 18 **Number of Rooms need Repairing** 8 categories of rooms are listed in the question with three possibilities regarding the repairing i.e. either the room needs major repair or needs minor repair otherwise there is no need of repairing. The number of rooms should be incorporated in the respective categories of rooms under the nature of repairing needed. Be careful that the grand total of all these rooms should be equal to the total number of rooms of 3 categories indicated in Q.17 above
- 19 **Instructional Material** A list of 8 items of instructional material is given and a box is provided against each item, which should be filled in, by one of the 3 codes that is 1 for "Yes", 2 for "No" and 3 for "Inadequate".

- 20 **Furniture** A list of 7 kinds of furniture is given and a box is provided against each kind, which should be filled in, by one of the 3 codes that is 1 for "According to requirement", 2 for "Inadequate" and 3 for "Not available".
- 21 **Equipment/  
Material** A list of 12 kinds of equipment/material is given and a box is provided against each kind, which should be filled in, by one of the 3 codes that is 1 for "Yes", 2 for "No" and 3 for "Not applicable".
- 22 **Building Facilities** A list of 15 different kinds of facilities is given and a box is provided against each kind, which should be filled in, by one of the 4 codes that is 1 for "Yes", 2 for "No", 3 for "Not applicable" and 4 for "Inadequate".
- 23 **Basic Physical  
Facilities** A list of 7 different kinds of basic facilities is given and a box is provided against each kind, which should be filled in, by one of the 5 codes that is 1 for "Yes", 2 for "No", 3 for "Non functional", 4 for "Insufficient", and 5 for "broken".

### Section-III ENROLMENT

- 24 **Enrolment by  
Gender** The enrolment in Private Institutions include education of pre-primary, primary, middle, high/O-level and higher secondary/A-level classes. The enrolment and scholarship holders by gender for the above categories of general education should be recorded on 31<sup>st</sup> October of the "Census year" and repeaters by gender in the "last academic year" prior to the "Census year". Please write the enrolment/ number of student, repeaters and scholarship holders by gender against each class.
- 24.1 **Enrolment by Single  
year of Age, Gender  
and Class** Please write the number of students by single year of age (3+ to 21+ year), gender and class from un-admitted to class XII. It is to be noted here that O-level 1I, O-level 2, A-level 1 and A-level 2 enrolments will be included in class IX, X, XI and XII respectively.
- 25 **Students appeared in  
examination (Last  
year)** Total students by gender appeared in examination 5<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, O-level 2, 12<sup>th</sup> and A-level 2 classes prior to census year and the students by gender passed that examinations should be mentioned here.

## Section-IV: TEACHING STAFF

- 26 **Number of teaching staff by qualification including principal/head teacher** Two way classification is done in this table i.e. teachers by gender with academic qualification vs. professional qualification. The academic qualification includes Matriculation, Inter, Bachelor, Masters, M Phil and PhD's or any other qualification, which are not covered above whereas Professional qualification includes Certificate, PTC, CT, B.Ed/Bs.Ed, M.Ed/ MS.Ed, or any other qualification, which are not covered above along with the number of untrained (or not possessing any professional qualification) teachers. Be careful that a matriculate could possess Certificate and PTC professional qualification whereas an Intermediate may have Certificate or PTC or CT as a professional qualification.
- 27 **Teaching Strength** Write the number of Full Time and Part Time teachers by gender in the space provided for it.
- 27.1 **Number of teaching staff by stage** Write the number of teachers by gender who are teaching in Pre-Primary, Primary, Middle, High /O-level and Higher secondary/A-level classes.
- 27.2 **Teachers by subject** Write the number of teachers by genders who are qualified teachers in teaching Computers, Mathematics, Physics, Chemistry, Biology, English, Urdu, and Arabic.
- 28 **In service trained teachers** Mention the number of teachers who got in-service training during the academic year in which the census is conducted.
- 29 **Strength of non teaching staff** Write the number of Full Time and Part Time non-teaching staff by gender in the space provided for it.
- 30 **Parent Teacher Committee** First of all check whether the Institution committee exists or not. If exist put code 1 otherwise put code 2 in the relevant box. If Institution committee exists than ask about it functional status. If it is functional put code 1 otherwise put code2 in the relevant box.

## Section-V EXPENDITURE (For other Public sector only)

- 31 **Expenditure incurred during the last academic year 2004-05** 9 heads of expenditure are given in this question. Please write the expenditure against each head and sum it.





Section 1 IDENTIFICATION PARTIALS

**Manual of Instructions  
and Operational Plan  
On  
National Questionnaires  
For  
Annual Education Census  
(College Education Form)**

**Section-1 IDENTIFICATION PARTICULARS**

1 **Institution id** Thirteen digit code will be assigned by AEPAM, Islamabad.

2 **Name of Institution** The designated name of the institutions should be written in the given space for which thirty boxes have been provided. One letter should be written in each box and a box should be left blank after each word. For example if the name of an institution is "Govt. Degree College for Women" than it should be written as

G	O	V	T		D	E	G	R	E	E		C	O	L
L	E	G	E		F	O	R		W	O	M	E	N	

The same method should be followed for the entries of Q.No 3.2 to 3.10.

3 **Complete Address** Complete address of institution including House No., Street No., Mohallah, sector, village etc, for both urban and rural areas may be mentioned in given space. The name of the village in case of rural areas should be indicated clearly.

3.1 **HL.No/St.No /Mohallah./Sector / Village.** House No., Street No., name of Mohallah, Sector No. and name of Village should be written in the space provided for it.

3.2 **Union Council Name** The name of union council should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.3 **Union Council No.** The union council No.should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.4 **Circle Name** The circle name .should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.5 **Town/ City** The name of the town /city .should be written in boxes provided for it as per instructions given in Q.No. 2 above.

- 3.6 **Tehsil/Taluka** The name of Tehsil/Taluka. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.7 **District/Agency** The name of District/Agency. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.8 **Provincial Constituency #** The Provincial Constituency No. should be written in boxes provided for it as per instructions given in Q.No. above.
- 3.9 **National Constituency #** The National Constituency No. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.10 **Phone No. (begin with Area code)** The Phone No. of the institution should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the phone No. for which 11 boxes have been provided.
- 3.11 **Fax #** The Fax No. of the institution should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the Fax No. for which 11 boxes have been provided.
- 3.12 **e-mail** E-mail address should be written in the space provided for it.
- 3.13 **Website** Website address should be written in the space provided for it
- 3.14 **Location** Single box is provided for inserting the locality code. Insert 1 for urban and 2 for rural in this box.
- 4 **Year of Establishment of the Institutions** Write the number of months in 2-digits and the year of the establishment of institution in 2-digits irrespective of the present ownership or status of the institution. Four boxes have been provided for it, 2 boxes for months and 2 for year. For example if an institution was established in May 2000, than it should be written in the boxes as
- |   |   |   |   |
|---|---|---|---|
| 2 | 0 | 0 | 0 |
|---|---|---|---|
- 5 **Institution By Type** Single box is provided to enter 1 code out of 3. Put the appropriate code in the given box.
- 6 **Class Ranges** Tick a single code out of 3 in this question. If the Institution is providing education from class 11-12 then tick code 1, if class 11-14 put code 2. Whereas put code 7 if the Institution is providing education other than the above ranges of the classes with the full specification of the classes. It should be noted here these ranges should match the

section-III of the questionnaire.

- 7 **Status of Institution** Single box is provided to enter one code out of 2. If the institution is "Functional" put code 1 and if "Closed" put code 2 in the relevant box.
- 8 **Institution by Management** Single box is provided to enter one code out of 4. Put the appropriate code in the given box. If the institution by management is Semi Govt./Autonomous Body than go to Q.8.1.
- 8.1 **Name of Semi Govt./Autonomous Body** Single box is provided to enter one code out of 17. Put the appropriate code in the given box. All those Institutions, which are not covered in the above 17 categories should be given code 18 with full specification. Then a list of chain will be prepared with the help of the specification and if a particular category (ies) is (are) found in sufficient numbers then the new category (ies) will be included
- 9 **Affiliation Status** Single box is provided to enter one code out of 2. Put code-1 for "affiliated" colleges and code-2 for "not affiliated" colleges
- 10 **Affiliated With** Single box is provided to write the name of board/ university with which college is affiliated.
- 11 **Institution by Gender** Single box is provided to enter one code out of two. If the Institution is entitled as "Male Institution" than put code-1 otherwise put code-2 in the relevant box.
- 12 **Official medium of instruction** Single box is provided to enter one code out of 3. For Urdu Medium Institutions put code-1 and for English Medium Institutions put code-2 in the relevant box otherwise put code-3 for any Other Medium of Instruction. In case of Other Medium please give the name of that medium so that after looking the frequency of a new medium a new code could be supplied for it.

## **Section-II BUILDING INFORMATION, EQUIPMENT & INSTRUCTIONAL MATERIAL**

- 13 **Institution Area** Write down the Total Area and Covered Area in Sq.m separately in the space provided for it.

- |    |                                       |   |
|----|---------------------------------------|---|
| 14 | <b>Ownership of the Building</b>      | Single box is provided for entering one code out of 5. Put appropriate code in the relevant box.  |
| 15 | <b>Number of Rooms need Repairing</b> | 8 categories of rooms are listed in the question with three possibilities regarding the repairing i.e. either the room needs major repair or needs minor repair otherwise there is no need of repairing.  |
| 16 | <b>Instructional Material</b>         | A list of 8 items of instructional material is given and a box is provided against each item, which should be filled in, by one of the 3 codes that is 1 for "Yes", 2 for "No" and 3 for "Inadequate".  |
| 17 | <b>Furniture</b>                      | A list of 7 kinds of furniture is given and a box is provided against each kind, which should be filled in, by one of the 3 codes that is 1 for "According to requirement", 2 for "Inadequate" and 3 for "Not available".                             |
| 18 | <b>Equipment/ Material</b>            | A list of 12 kinds of equipment/material is given and a box is provided against each kind, which should be filled in, by one of the 3 codes that is 1 for "Yes", 2 for "No" and 3 for "Not applicable".   |
| 19 | <b>Building Facilities</b>            | A list of 15 different kinds of facilities is given and a box is provided against each kind, which should be filled in, by one of the 4 codes that is 1 for "Yes", 2 for "No", 3 for "Not applicable" and 4 for "Inadequate".                         |
| 20 | <b>Basic Physical Facilities</b>      | A list of 7 different kinds of basic facilities is given and a box is provided against each kind, which should be filled in, by one of the 5 codes that is 1 for "Yes", 2 for "No", 3 for "Non functional", 4 for "Insufficient", and 5 for "broken". |

### **Section-III ENROLMENT**

- |      |   |   |
|------|---|---|
| 21   | <b>Enrolment by Gender</b>                          | The enrolment in Colleges include education of Intermediate, Degree and Post Graduation classes. The enrolment and scholarship holders by gender for the above categories of general education should be recorded on 31 <sup>st</sup> October of the "Census year". Please write the enrolment/ and scholarship holders by gender against each class. |
| 21.1 | <b>Students appeared in examination (Last year)</b> | Total students by gender "Appeared" and "Passed" last year in examination of 12 <sup>th</sup> & 14 <sup>th</sup> classes in Science, Computer Science, General Science & Arts groups and  |

B.A/B.Sc.Hons, M.A/M.Sc/MCS prior to census year should be mentioned against each class.

#### **Section-IV: TEACHING STAFF**

- 22 **Teaching staff by qualification including principal** Number of teachers by Gender and Academic qualification may be mentioned against each qualification and Gender.
- 23 **Teaching staff by Designation** The number of demonstrator, lecturers, Assistant Professors, Associate Professors and Professors by Gender may be mentioned in the spaces provided for it. The designation other than the above may be mentioned under "Any Other" designation.
- 24 **Teaching Strength** Write the number of Full Time and Part Time teachers by gender along with the "Sanctioned" and "Filled in" posts in the space provided for it.
- 25 **In service trained teachers** Mention the number of teachers who got in-service training during the academic year in which the census is conducted.
- 26 **Strength of non teaching staff** Write the number of Full Time and Part Time non-teaching staff by gender along with the "Sanctioned" and "Filled in" posts in the space provided for it.

#### **Section-V EXPENDITURE (For other Public sector only)**

- 27 **Expenditure incurred during the last Financial year** 9 heads of expenditure are given in this question. Please write the expenditure against each head and sum it.

**Manual of Instructions  
and Operational Plan  
On  
National Questionnaires  
For  
Annual Education Census  
(Higher And  
Professional Education  
Form)**

**Section-1 IDENTIFICATION PARTICULARS**

1 **Institution id** Thirteen digit code will be assigned by AEPAM, Islamabad.

2 **Name of Institution** The designated name of the institutions should be written in the given space for which thirty boxes have been provided. One letter should be written in each box and a box should be left blank after each word. For example if the name of an institution is "Govt. Degree College for Women" than it should be written as

G	O	V	T	D	E	G	R	F	E		C	O	L
L	E	G	E	F	O	R		W	O	M	E	N	

The same method should be followed for the entries of Q.No 3.2 to 3.10.

3 **Complete Address** Complete address of institution including House No., Street No., Mohallah, sector, village etc. for both urban and rural areas may be mentioned in given space. The name of the village in case of rural areas should be indicated clearly.

3.1 **H.No/St.No /Mohallah./Sector / Village.** House No., Street No., name of Mohallah, Sector No. and name of Village should be written in the space provided for it.

3.2 **Union Council Name** The name of union council should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.3 **Union Council No.** The union council No.should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.4 **Circle Name** The circle name .should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.5 **Town/ City** The name of the town /city .should be written in boxes provided for it as per instructions given in Q.No. 2 above.



- 3.6 **Tehsil/Taluka** The name of Tehsil/Taluka. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.7 **District/Agency** The name of District/Agency. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.8 **Provincial Constituency #** The Provincial Constituency No. should be written in boxes provided for it as per instructions given in Q.No. above.
- 3.9 **National Constituency #** The National Constituency No. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.10 **Phone No. (begin with Area code)** The Phone No. of the institution should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the phone No. for which 11 boxes have been provided.
- 3.11 **Fax #** The Fax No. of the institution should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the Fax No. for which 11 boxes have been provided.
- 3.12 **e-mail** E-mail address should be written in the space provided for it.
- 3.13 **Website** Website address should be written in the space provided for it
- 3.14 **Location** Single box is provided for inserting the locality code. Insert 1 for urban and 2 for rural in this box.
- 4 **Year of Establishment of the Institutions** Write the number of months in 2-digits and the year of the establishment of institution in 2-digits irrespective of the present ownership or status of the institution. Four boxes have been provided for it, 2 boxes for months and 2 for year. For example if an institution was established in May 2000, than it should be written in the boxes as
- |   |   |   |   |
|---|---|---|---|
| 2 | 0 | 0 | 0 |
|---|---|---|---|
- 5 **Institution By Type** Single box is provided to enter 1 code out of 22. Put the appropriate code in the given box. All those Institutions, which are not covered in the given categories of the Institutions, should be given code 22 with full specification. Then a list of Institutions will be prepared with the help of the specification Institutions and if a particular category (ies) is (are) found in sufficient numbers then the new category (ies) will be included

- 6 **Institution by Management** Single box is provided to enter one code out of 9. Put the appropriate code in the given box.
- 7 **Accreditation Status** Single box is provided to enter one code out of 3. Put code-1 for "accredited" , code-2 for " affiliated" and code 3 for "non-affiliated".
- 8 **Institution by Gender** Single box is provided to enter one code out of 3. If the Institution is entitled as "Male Institution" than put code-1, put code-2 if Institution is entitled as "Female Institution" and put code 3 if it is "Mixed Institution".
- 9 **Official Medium of instruction** Single box is provided to enter one code out of 3. For Urdu Medium Institutions put code-1 and for English Medium Institutions put code-2 in the relevant box otherwise put code-3 for any Other Medium of Instruction. In case of Other Medium please give the name of that medium so that after looking the frequency of a new medium a new code could be supplied for it.

#### Section-II BUILDING Information, EQUIPMENT & Instructional Material

- 10 **Ownership of the Building** Single box is provided for entering one code out of 5. Put appropriate code in the relevant box.
- 11 **Number of Rooms** Please mention the total number of rooms, total number of class rooms, number of staff rooms and Vice Chancellor/Principal room in the spaces provided for it.

#### Section-III ENROLMENT

- 12 **Enrolment by Gender** The enrolment in Higher and Professional Institutions include the following education:-
- General University
  - Medical
  - Nursing
  - Pharmacy
  - Veterinary/Animal Husbandry
  - Engineering
  - Information Technology
  - Fine-Arts
  - Agriculture
  - Commerce
  - Business Administration

- Law
- Education
- Home Economics
- Accountancy
- Tibia
- Homeopathic

The enrolments by gender in the above subjects should be mentioned against each degree .

#### **Section-IV: TEACHING STAFF**

- |      |  |  |
|------|--|--|
| 13   | <b>Teaching Strength</b>   | Write the number of Full Time and Part Time teachers by gender along with the "Sanctioned" and "Filled in" posts in the space provided for it.           |
| 13.1 | <b>Teaching staff in Professional College and University</b>     | Please mention the number of teaching staff by gender w.r.t. the academic qualification in the spaces provided for it.                                   |
| 13.2 | <b>Teaching Staff by Designation</b>                             | Please mention the number of teaching staff by gender w.r.t. the designation in the spaces provided for it.  |
| 13.3 | <b>Teaching staff in Medical/Dental College and University</b>   | Please mention the number of teaching staff by gender w.r.t. the academic qualification in the spaces provided for it.                                   |
| 13.4 | <b>Teaching staff in Institute of Accountancy and Management</b> | Please mention the number of teaching staff by gender w.r.t. the academic qualification in the spaces provided for it.                                   |
| 13.5 | <b>Teaching staff in Tibia/Homeopathic/ Ayurvedic Colleges</b>   | Please mention the number of teaching staff by gender w.r.t. the academic qualification in the spaces provided for it.                                   |
| 14   | <b>In service Training</b>                                       | Mention the number of teachers who got in-service training during the academic year in which the census is conducted.                                    |
| 15   | <b>Strength of non teaching staff</b>                            | Write the number of Full Time and Part Time non-teaching staff by gender along with the "Sanctioned" and "Filled in" posts in the space provided for it. |

#### **Section-V EXPENDITURE (For other Public sector only)**

- |    |  |   |
|----|--|---|
| 16 | <b>Expenditure incurred during the last Financial year</b> | 9 heads of expenditure are given in this question. Please write the expenditure against each head and sum it. |
|----|--|---|



**Manual of Instructions  
and Operational Plan  
On  
National Questionnaires  
For  
Annual Education Census  
(Technical and  
Vocational Form)**

**Section-1 IDENTIFICATION PARTICULARS**

1 **Institution id** Thirteen-digit code will be assigned by AEPAM, Islamabad.

2 **Name of Institution** The designated name of the institutions should be written in the given space for which thirty boxes have been provided. One letter should be written in each box and a box should be left blank after each word. For example if the name of an institution is "Govt. Degree College for Women" than it should be written as

G	O	V	T		D	E	G	R	E	E		C	O	L
L	E	G	E		F	O	R		W	O	M	E	N	

The same method should be followed for the entries of Q.No 3.2 to 3.10.

3 **Complete Address** Complete address of institution including House No., Street No., Mohallah, sector, village etc, for both urban and rural areas may be mentioned in given space. The name of the village in case of rural areas should be indicated clearly.

3.1 **H.No/St.No /Mohallah./Sector / Village.** House No., Street No., name of Mohallah, Sector No. and name of Village should be written in the space provided for it.

3.2 **Union Council Name** The name of union council should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.3 **Union Council No.** The union council No.should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.4 **Circle Name** The circle name .should be written in boxes provided for it as per instructions given in Q.No. 2 above.

3.5 **Town/ City** The name of the town /city .should be written in boxes provided for it as per instructions given in Q.No. 2 above.

- 3.6 **Tehsil/Taluka** The name of Tehsil/Taluka should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.7 **District/Agency** The name of District/Agency should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.8 **Provincial Constituency #** The Provincial Constituency No. should be written in boxes provided for it as per instructions given in Q.No. above.
- 3.9 **National Constituency #** The National Constituency No. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.10 **Phone No. (begin with Area code)** The Phone No. of the institution should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the phone No. for which 11 boxes have been provided.
- 3.11 **Fax #** The Fax No. of the institution should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the Fax No. for which 11 boxes have been provided.
- 3.12 **e-mail** E-mail address should be written in the space provided for it.
- 3.13 **Website** Website address should be written in the space provided for it.
- 3.14 **Location** Single box is provided for inserting the locality code. Insert 1 for urban and 2 for rural in this box.
- 4 **Year of Establishment of the Institutions** Write the number of months in 2-digits and the year of the establishment of institution in 2-digits irrespective of the present ownership or status of the institution. Four boxes have been provided for it, 2 boxes for months and 2 for year. For example if an institution was established in May 2000, than it should be written in the boxes as
- |   |   |   |   |
|---|---|---|---|
| 2 | 0 | 0 | 0 |
|---|---|---|---|
- 5 **Institution By Type** Single box is provided to enter 1 code out of 3. Put the appropriate code in relevant the given box
- 6 **Status of Institution** Single box is provided to enter one code out of 3. Put the appropriate code in relevant box
- 7 **Institution by Management** Single box is provided to enter one code out of 6. All those Institutions which are not covered in the above 1- 5 codes be

covered in "other" and put code 6 with full specification.. Then a list of the "other" Institutions will be prepared with the help of the specification of Institutions and if a particular category (ies) is (are) found in sufficient numbers then the new category (ies) will be included.

- 8 **Shift** Single box is provided for shift of the Institution. Put appropriate code in the relevant box. If the Institution is running in double shift than specify the information regarding enrolment and teacher for evening shift on a separate sheet which will be attached with the filled-in questionnaire.
- 9 **Institution by Gender** Single box is provided to enter one code out of two. If the Institution is designated officially as "Boys Institution" than put code-1 other-wise put code-2 in the relevant box if the Institution is designated officially as "Girls Institution".
- 10 **Official Medium of instruction** Single box is provided to enter one code out of 3. For Urdu Medium Institutions put code-1 and for English Medium Institutions put code-2 in the relevant box otherwise put code-3 for any Other Medium Institutions. In case of Other Medium please give the name of that medium so that after looking the frequency of a new medium a new code could be supplied for it.

## **Section-II BUILDING INFORMATION, EQUIPMENT & INSTRUCTIONAL MATERIAL**

- 11 **Institution Area** Write down the Total Area and Covered Area in Sq.m separately in the space provided for it.
- 12 **Ownership of the Building:** Single box is provided for entering any one code out of 4. Put Code-1 for "Govt." building, code-2 "rented" buildings, code-3 for "owned" and code 4 for "donated" buildings.
- 13 **Number of Rooms need Repairing** 8 categories of rooms are listed in the question with three possibilities regarding the repairing i.e. either the room needs major repair or needs minor repair otherwise there is no need of repairing. The number of rooms should be incorporated in the respective categories of rooms under



the nature of repairing needed.

- |    |                                |  |
|----|--------------------------------|--|
| 14 | <b>Building Facilities</b>     | A list of 12 different kinds of facilities is given and a box is provided against each kind, which should be filled in, by one of the 4 codes that is 1 for "Yes", 2 for "No ", 3 for "Not applicable" and 4 for "Inadequate". |
| 15 | <b>Equipment/<br/>Material</b> | A list of 7 kinds of equipment/material is given and a box is provided against each kind, which should be filled in, by one of the 4 codes that is 1 for "Yes", 2 for "No ", 3 for "Inadequate" and 4 for "Not applicable".    |

### **Section-III ENROLMENT**

- |    |                                |   |
|----|--------------------------------|---|
| 16 | <b>Enrolment by<br/>Gender</b> | <p>The enrolment in Technical and Vocational Institutions include the following courses:-</p> <ul style="list-style-type: none"><li>• Associate Engineer</li><li>• Industrial Arts Education</li><li>• Computer Courses</li><li>• Commercial Courses</li><li>• Vocational Courses</li><li>• Crash Program Courses (6-months)</li><li>• Short Courses (4-months)</li><li>• Miscellaneous Courses</li></ul> <p>The enrolments by gender in the above courses should be mentioned against each programme .</p> |
|----|--------------------------------|---|

### **Section-IV: TEACHING STAFF**

- |    |  |  |
|----|--|--|
| 17 | <b>Teaching staff by<br/>qualification including<br/>principal/ head teacher</b> | Two way classification is done in this table i.e. teachers by gender with academic qualification vs. professional qualification. The academic qualification includes Matriculation, Inter, Bachelor, Masters and "other" qualifications, which are not covered above, whereas Professional qualification includes "Certificate", "Diploma" and "Degree". A separate column is provided for teachers who had no professional qualification. |
| 18 | <b>In service trained<br/>teachers</b>   | Mention the number of teachers who got in-service training during the academic year in which the census is conducted.  |
| 19 | <b>Teaching Strength</b>   | Write the number of Full Time and Part Time teachers by gender along with the "Sanctioned" and "Filled in" posts in the space provided for it.   |
| 20 | <b>Strength of non<br/>teaching staff</b>  | Write the number of Full Time and Part Time non-teaching staff by gender along with the "Sanctioned" and "Filled in" posts in the space provided for it.   |

**Section-V EXPENDITURE (For other Public sector only)**

- 21 Expenditure incurred during the last academic year 2004-05 9 heads of expenditure are given in this question. Please write the expenditure against each head and sum it.

**Manual of Instruction  
and Operational Plan  
On  
National Questionnaire  
(Deeni Madaris Form)**

**Section-1 IDENTIFICATION PARTICULARS**

- 1 **Madrasa id** Thirteen-digit code will be assigned by AEPAM, Islamabad.
- 2 **Name of Madrasa** The designated name of the Madrasa should be written in the given space for which thirty boxes have been provided. One letter should be written in each box and a box should be left blank after each word. For example if the name of an Madrasa is "Madrasa-tul-Banat" than it should be written as
- |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| M | A | D | R | A | S | A | - | T | U | L | - | B | A | N | A |
| T |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
- The same method should be followed for the entries of Q.No 3.2 to 3.10.
- 3 **Complete Address** Complete address of Madrasa including House No., Street No., Mohallah, sector, village etc, for both urban and rural areas may be mentioned in given space. The name of the village in case of rural areas should be indicated clearly.
- 3.1 **H.No/St.No /Mohallah./Sector /Village.** House No., Street No., name of Mohallah, Sector No. and name of Village should be written in the space provided for it.
- 3.2 **Union Council Name** The name of union council should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.3 **Union Council No.** The union council No.should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.4 **Circle Name** The circle name should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.5 **Town/ City** The name of the town /city should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.6 **Tehsil/Taluka** The name of Tehsil/Taluka should be written in boxes provided for it as per instructions given in Q.No. 2 above.

- 3.7 **District/Agency** The name of District/Agency should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.8 **Provincial Constituency #** The Provincial Constituency No. should be written in boxes provided for it as per instructions given in Q.No. above.
- 3.9 **National Constituency #** The National Constituency No. should be written in boxes provided for it as per instructions given in Q.No. 2 above.
- 3.10 **Phone No. (begin with Area code)** The Phone No. of the Madrasa should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the phone No. for which 11 boxes have been provided.
- 3.11 **Fax #** The Fax No. of the Madrasa should be written in the boxes by putting single digit in each box. The area code No. should be given at the beginning of the Fax No. for which 11 boxes have been provided.
- 3.12 **e-mail** E-mail address should be written in the space provided for it.
- 3.13 **Website** Website address should be written in the space provided for it
- 3.14 **Location** Single box is provided for inserting the locality code. Insert 1 for urban and 2 for rural in this box.
- 4 **Year of Establishment of the Madrasas** Write the number of months in 2-digits and the year of the establishment of Madrasa in 2-digits irrespective of the present ownership or status of the Madrasa. Four boxes have been provided for it, 2 boxes for months and 2 for year. For example if an Madrasa was established in May 2000, than it should be written in the boxes as  

2	0	0	0
---	---	---	---
- 5 **Status of Madrasa** Single box is provided to enter one code out of two codes. If Madrasa is "Functional" put code 1 and put code 2 if Madrasa is "Closed".
- 6 **Affiliated With** Single box is provided to enter one code out of four. Put code 1 if the Madrasa is affiliated with "Wafaq" and go to Q 6.1 ,put code-2 if it is "Independent" and go to Q 6.2, put code 3 if it is not affiliated "None" and put code-4 in case of "Others" with full specification.

- 6.1 **In case option 1 is selected** Single box is provided to enter one code out of five.
- 6.2 **In case option 2 is selected** Single box is provided to enter one code out of five.
- 7 **Shift** Single box is provided for shift of the Madrasa. Put appropriate code in the relevant box. If the Madrasa is running in double shift than specify the information regarding enrolment and teacher for evening shift on a separate sheet which will be attached with the filled-in questionnaire.
- 8 **Madrasa by Gender** Single box is provided to enter one code out of three. If the Madrasa is designated officially for "Boys" than put code-1, put code-2 if the Madrasa is designated officially for "Girls" other-wise put code-3 in the relevant box.
- 9 **Official Medium of Madrasa** Single box is provided to enter one code out of 3. For Urdu Medium Madrasas put code-1 and for Arabic Medium Madrasas put code-2 otherwise put code-3 for any Other Medium Madrasas. In case of Other Medium please give the name of that medium so that after looking the frequency of a new medium a new code could be supplied for it.

## **Section-II BUILDING INFORMATION, EQUIPMENT & INSTRUCTIONAL MATERIAL**

- 10 **Does Madrasa Building Exist?** The answer to this question surely be one of the two i.e. either "Exists" or "Does not exist". Single box is provided for it. Put code-1 if building "Exists" and put code-2 if building "Does not exist" in the relevant box.
- 11 **Madrasa Area** Write down the Total Area and Covered Area in Sq.m separately in the space provided for it.
- 12 **Ownership of the Building:** Single box is provided for entering any one code out of four. Code-1 is for "Govt." building, code-2 for Madrasas which are running in "Rented" buildings, code-3 for which neither Govt. building nor rented building i.e. "Rent free" building and code-4 is for such Madrasas which are running in the buildings "Donated" by some donors.

- 13 **Type of construction** Write down the number of Pakka, Kacha and Mixed rooms separately in the space provided for it.
- 14 **Number of Rooms need Repairing** 8 categories of rooms are listed in the question with three possibilities regarding the repairing i.e. either the room needs major repair or needs minor repair otherwise there is no need of repairing. The number of rooms should be incorporated in the respective categories of rooms under the nature of repairing needed. Be careful that the grand total of all these rooms should be equal to the total number of rooms of 3 categories indicated in Q.12 above
- 15 **Building Facilities** A list of 8 different kinds of facilities is given and a box is provided against each kind, which should be filled in, by one of the 4 codes that is 1 for "Yes", 2 for "No ", 3 for "Not applicable" and 4 for "Inadequate".
- 16 **Basic Physical Facilities** A list of 7 different kinds of basic facilities is given and a box is provided against each kind, which should be filled in, by one of the 5 codes that is 1 for "Yes", 2 for "No ", 3 for "Non functional", 4 for "Insufficient", and 5 for "broken".

### **Section-III ENROLMENT**

- 17 **Enrolment by Gender** Madrasas offering education include Nazra, Hiz, Ibtadaya, Mutawassita, Sania Aama, Sania Khasa, Aaliya, Aalmia and Takhasas. The enrolment by gender for the above categories should be recorded on 31<sup>st</sup> of October of the "Census year" and repeaters by gender in the "last academic year" prior to the "Census year". Please write the enrolment/ number of student, repeaters by gender in the given classes with the information of boarder/day scholars.
- 18 **Enrolment by Single year of Age, Gender and Class** Please write the number of students by single year of age (3+ to 21+ year), gender and class .
- 19 **Students appeared in examination (Last year)** Total students by gender appeared in examination in the given classes prior to census year and the students by gender passed that examinations should be mentioned here.

#### **Section-IV: TEACHING STAFF**

20. **Number of teaching staff by qualification including principal/head teacher** Two way classification is done in this table i.e. teachers by gender with academic qualification vs. professional qualification. The academic qualification includes Below Matric, Matriculation, Inter, Bachelor, Masters, M Phil and PhD's or any other qualification, which are not covered above whereas Professional qualification includes Hifz, Dars-e-Nazami, Takhasas or any other qualification, which are not covered above along with the number of untrained (or not possessing any professional qualification) teachers. Be careful that the teaching staff will mention the highest professional qualification.
21. **Teaching Staff** Write the number of full time and part time teachers by gender.
22. **Teachers by Subjects** Write the number of teachers by genders who are qualified teachers in teaching Computers, Mathematics, G. Science, English, Urdu, and Other(specify).
23. **Strength of non teaching staff** Write the number of full time and part time teachers by gender.

#### **Section-V EXPENDITURE (For other Public sector only)**

24. **Expenditure incurred during the last academic year 2004-05** 9 heads of expenditure are given in this question. Please write the expenditure against each head and sum it.