QUESTIONNAIRE FOR HEAD TEACHER

1. Enumerator Name: [_____]   Code: [____]

2. District Name: [_____]   Code: [____]

3. Taluka Name: [_____]   Code: [____]

4. Village Name: [_____]   Code: [____]

5. School Name: [_____]   Code: [____]

6. Old SEMIS Code: [_____]   7. New SEMIS Code: [_____]

Introduction (to be read by the enumerator before the interview):

I am _____. We are conducting a study to develop a better understanding of the local education system. We would like to interview you to learn about the way your school operates. The interview will last for 60-75 minutes and we will be grateful for your time and cooperation. Your answers will only be known by researchers on this project; they will not be shared with others. May we proceed with the interview?

[ ] Yes [PROCEED]   [ ] No [END INTERVIEW] and intimate your supervisor for the reasons of refusal

[If Head Teacher is not available, ask for the most knowledgeable teacher in the school]

PART 1

Section 1: BACKGROUND INFORMATION ABOUT HEAD MASTER

1. Respondent's Role?   ❶ Head Teacher ❷ Deputy / Acting Head Teacher [ ]
   ❸ Other, specify _____

2. Designation Code? [ ]
   ❶ PST ❷ JST ❸ HST ❹ SS ❺ SLT ❻ OT ❼ PTI ❽ WIT
   ❾ HM ❿ Other, specify _____

3. Name of the Respondent: _____

4. Start Time of Interview?   [ ][ ] [ ][ ]
   [*24 hour Clock*]   *Hours*   *Minutes*

5. Teacher ID [*Record the ID from Teacher Roster*]: [_____]

6. CNIC Number of Teacher   [ ][ ][ ][ ][ ] − [ ][ ][ ][ ][ ][ ][ ] − [ ]

7. Which year were you born in?   [1][9][ ][ ]

8. What is your place of Birth?

District Name	
District Code	
Taluka Name	
Taluka Code	
Village Name	
Village Code:	

9. Caste / Main Zaat Code? (*See code from given List*)

10. Are you a resident of this UC? ❶Yes ❷ No

11. Are you a resident of this village/town? ❶Yes ❷ No

12. What transport do you usually use to come to school?
❶On Foot ❷Bicycle ❸Motor Cycle ❹Rickshaw
❺Tonga ❻Van/Bus ❼Other (Specify) _____

13. How much time does it take for you to come directly from your house to the school?
❶ 5 minutes or less ❷6 – 15 Minutes ❸16 – 30 Minutes
❹31 – 60 Minutes ❺More than an Hour

14. What level of education do you have?
❶No Education ❷Less than Primary ❸Primary ❹Middle
❺Matric ❻Intermediate ❼Graduation ❽Masters or Higher

15. When and Where did you get your highest degree from? NOTE: WRITE IN CAPS (ENGLISH ONLY)

Institute:	
Year	

16. What level of education does your father have?
❶No Education ❷Less than Primary ❸Primary ❹Middle
❺Matric ❻Intermediate ❼Graduation ❽Masters or Higher

17. What level of education does your mother have?
❶No Education ❷Less than Primary ❸Primary ❹Middle
❺Matric ❻Intermediate ❼Graduation ❽Masters or Higher

18. Is there any member of your household that holds political or hereditary office? ❶Yes ❷ No

19. Please specify the political/hereditary office held? [*Multiple Options Allowed*]
❶Panchayat/Jirga Member ❷Numberdar ❸Councilor ❹Nazim / Naib Nazim
❺Religious Leader (Pir, Imam etc) ❻Other (specify) _____

20. What groups, committees or associations are you or a member of your household a member of? [*Multiple Options Allowed*] [*Prompted*]
❶ None ❷ SMC member ❸ Savings or Credit Group (ROSCA) ❹ Community Organization ❺ Political Party group ❻ Caste based Committee ❼ Teacher's Union ❽ Women's Group ❾ Other (specify) _____

21. What is your marital status? ❶ Single ❷ Married ❸ Divorced ❹ Widow(er) ☐
    [*If Single❶, Skip to next section*]

22. Do you have children? ❶Yes ❷ No ☐

23. Name of Child	24 Gender of Child	25. Age of Child	26. [Name] enrolled in School 1=Yes 2= No→ next row	27. Grade in which [Name] is enrolled?	28. Type of School [Name] is enrolled in? 1= this Government School 2= Other Government School 3= Private School	29. Where is [Name's] school located? 1=Within the same settlement 2= Outside settlement but within village 3=Outside village but within same UC 4=Outside UC

Section 2: HEAD TEACHER PROFESSIONAL BACKGROUND

1. How many years have you been in the teaching profession with the Education and Literacy Department of Government of Sindh? [*Years*] ☐☐

2. How long have you been a teacher at this school? ☐☐ ☐☐
   Year   *Month*

3. Were you teaching elsewhere before coming to this school? ❶Yes ❷ No ☐

4. What type of school were you teaching before? [*Multiple Options Allowed*] ☐
   ❶ Other Government School ❷ Private School ❸ Coaching Centre ☐
   ❹ Private Tuition Centre ❺ Other (specify)_____

5. What is the highest level of education related professional training have you received? ☐
   ❶ None ❷ PTC ❸ CT ❹ B.Ed. ❺ M.Ed. ❻ Other (specify)_____

6. Have you received any in-service training during the school year April 2011- March 2012? ❶Yes ❷ No ☐

7. How many days of in-service training did you receive in the school year (April 2011- March 2012)? ☐☐☐

8. What type of training(s) did you receive in the last school year (April 2011- March 2012)?[*Multiple Options Allowed*] ☐
   ❶ Teaching Techniques/Lesson Plan/Course Preparation ❷ Student Assessments

❸ School Administration ❹ Class Management ❺ Specific subject training (specify) _____ ❻ Other (specify)_____

9. What is your monthly salary with any allowances?   Rupees

Section 3: GENERAL SCHOOL INFORMATION

1. Record the time when the first period at school starts everyday? [*24 hour Clock*]

	Summer Season		Winter Season	
	Hours	*Minutes*	*Hours*	*Minutes*

2. Record the time when the last period at school ends everyday? [*24 hour Clock*]

	Summer Season		Winter Season	
	Hours	*Minutes*	*Hours*	*Minutes*

3. In what year was the school established? [*Write "888" if Can't Tell*]

4. What is the official / registered Level of this School?
   ❶ Primary ❷ Elementary ❸ Secondary ❹ Other (specify) _____

5. Has the school been upgraded to next level?   ❶ Yes ❷ No

6. What year was the school upgraded in? [*Write "888", if Can't Tell*]

7. What classes are offered in this School? [*For nursery/prep/katchi, write "22"*]

8. Which classes are offered in multi-grade classrooms? [*Skip to Q. 10, if no multi grade classrooms*]

| Classroom 1 | Classroom 2 | Classroom 3 |

9. What is the main reason of having multi-grade classrooms?
   ❶ Lack of classrooms
   ❷ Lack of teaching staff
   ❸ Low student enrollment in each grade
   ❹ Lack of teaching equipment (blackboard, charts, table/chairs etc.)
   ❺ Other (specify) _____

10. What is the official / registered Gender type of this school?
    ❶ Boys only, ❷ Girls only, ❸ Mixed

11. What is the observed Gender type of this school?
    ❶ Boys only, ❷ Girls only, ❸ Mixed

12. What type of shift does the school have? [*Multiple Options Allowed*]
    ❶ Morning, ❷ Afternoon, ❸ Evening ❹ All shifts

13. How many students were admitted in the lowest class (Katchi) in   Boys
    the current school year (April 2011)?   Girls

14. Did the school offer an annual exam for the highest grade   ❶ Yes ❷ No
    at the end of last school year (March 2012)?

15. How many students left the school (dropped out) since April 2011?   Boys

    Girls

16. Which classes do you teach? [*Multiple Options Allowed*]
    ㉒ Katchi ❶ Class 1 ❷ Class 2 ❸ Class 3 ❹ Class 4 ❺ Class 5
    ❻ Other (specify)_____

17. How many students do you have in your classes? (*on average*)

18. Which subjects do you teach? [*Multiple Options Allowed*]
    ❶ English ❷ Urdu ❸ Sindhi ❹ Math ❺ Science ❻ Islamiat / Civics ❼ All
    ❽ Other (specify)_____

19. How much time did you spend doing each of the following activities on a typical school day?
    ❶ More than 3 hours ❷ 2-3 hours ❸ 1-2 hours ❹ Less than 1 hour ❺ No time

    a) Preparing lesson plans   d) Making and Evaluating Homework / Classwork

    b) Teaching Students   e) Helping other teachers with teaching duties

    c) School Administrative tasks   f) Other (specify) _____

Section 4: GENERAL DETAILS ABOUT STUDENTS ENROLLED IN THIS SCHOOL

1. Approximately how many different Zaat groups do students between
   classes 1 and 5 in this school come from? [*Write in numbers*]

2. Write the codes of all these main zaat groups? (upto five)

3. Which one is the majority caste amongst these?

4. How many boys and girls are from the cast mentioned in Q. No. 3?   Boys

Girls [   ][   ]

5. How far do the majority of the students live from this school?   [   ][   ]

    ❶ Less than 0.5 Km ❷ 0.5 to 1 Km ❸ 1 to 3 Km ❹ 3 to 5 Km ❺ More than 5 Km

6. How many children live this far?   Boys [   ][   ]

    Girls [   ][   ]

Section 5: BASIC SMC INFORMATION

1. Does the School have a PTA/SMC/SC? [*If No, Skip to Section 6*]   ❶ Yes ❷ No [   ]

2. Are you a member of this SMC?   ❶ Yes ❷ No [   ]

3. What is your position in PTA/SMC?   [   ]
    ❶ Chairperson ❷ General Secretary ❸ Executive Body Member
    ❹ General Body Member ❺ Other (specify)_____

4. When did you become a PTA/SMC/SC member?   [   ][   ]   [   ][   ][   ][   ]
    Month   *Year*

5. What do you think is the main purpose of an SMC? [*Multiple Options Allowed*]   [   ]
    ❶ Work for school improvement (infrastructure, missing school facilities) ❷ Work for
    improving quality of teaching (monitoring teacher) ❸ Work for improving quality of learning
    (student performance) ❹ Do Paper Work (Make income/expenditure statements, SIPs etc)
    ❺ Other (specify) _____

6. When will the next election / nomination be held?   [   ][   ]   [   ][   ][   ][   ]
    Month   *Year*

7. Are females allowed to become member of the executive body of an SMC?   ❶Yes ❷ No [   ]

8. How many members in the executive committee are required to be females in a girl   [   ][   ]
    primary school?

9. How many times are the executive body members required to meet?   [   ]
    ❶ Once a month ❷ Once every three months ❸ Once every six months
    ❹ Once a year ❺ Other (specify)_____

10. Who is allowed to be part of executive body? [*Multiple Options Allowed*]   [   ]
    ❶ Teachers ❷ Parents ❸ Non Parent Community Members   [   ]
    ❹ Students ❺ Other (specify) _____

11. Who is allowed to be part of General Body? [*Multiple Options Allowed*]   [   ]
    ❶ Teachers ❷ Parents ❸ Non-Parent Community Members ❹ Students   [   ]
    ❺ Other (specify)_____

12. Does the SMC in this school have an Executive Body? ❶ Yes ❷ No ☐

13. How many members are there in the executive committee of the SMC? Males ☐☐

    Females ☐☐

14. List names and phone numbers of all members of the executive committee?

    a) Name _____ Phone _____

    b) Name _____ Phone _____

    c) Name _____ Phone _____

    d) Name _____ Phone _____

    e) Name _____ Phone _____

15. How were members of the SMC executive committee chosen at this school? ☐
    ❶ Nominated ❷ Elected (*Skip to 17*) ❸ Other (specify)_____ (*Skip to 19*)

16. Who was responsible for nominating the executive body members? (*Skip to 19*) ☐
    ❶ Head Master ❷ Village Influentials/Notables ❸ Higher Authorities (ADO/DOE/EDO)
    ❹ Existing Executive Body Member (other than HM) ❺ Other (specify)_____

17. Who was responsible for holding the election? ☐
    ❶ General Secretary ❷ Both Chairman & General Secretary
    ❸ Higher Authorities (ADO/DOE/EDO) ❹ Existing Executive Body Member (other than
    General Secretary ❺ Other (specify) _____

18. How did the community cast votes? ☐
    ❶ Show of hands ❷ Ballot ❸ Other (specify)_____

19. Who amongst these participated in the nomination / election of SMC executive ☐
    members? [*Multiple Options Allowed*] ☐
    ❶ ADO/EDO district education officials ❷ Headmaster ❸ Existing Executive Body ☐
    Member (other than HM) ❹ Parents (General Body Members) ❺ Teachers (General Body
    Members) ❻ Non-Parent Community Members ❼ Other (specify)_____

20. When was the last Executive Body meeting held? ☐☐ ☐☐☐☐
    Month *Year*

21. Did you attend the last Executive Body Meeting? (*If No, skip to Q. 23*) ❶ Yes ❷ No ☐

22. How many people from the different categories attended the last Executive Body meeting?

    i) Teachers other than Headmaster ☐☐☐

    ii) Parents of school children ☐☐☐

iii)	Students	☐ ☐ ☐
iv)	Non-Parent Community Members	☐ ☐ ☐
v)	Other (specify) _____	☐ ☐ ☐

23.	Does the SMC have a General Body?	❶ Yes ❷ No ☐

24.	Have you ever attended a General Body meeting? (*If No, skip to Q. 29*)	❶ Yes ❷ No ☐

25. When was the last General Body meeting held?
☐ ☐ *Month*   ☐ ☐ ☐ ☐ *Year*

26. How many people from the different categories attended the last General Body meeting?

i)	Executive Body Members	☐ ☐ ☐
ii)	Teachers other than Executive Body	☐ ☐ ☐
ii)	Parents of children enrolled in school	☐ ☐ ☐
iv)	Students	☐ ☐ ☐
v)	Non-Parent Community members	☐ ☐ ☐
vi)	Other (specify) _____	☐ ☐ ☐

27. How many members generally speak in General Body meetings? ☐
❶ Most of them ❷ Some of them ❸ Few of them

28. Is it common to see that females (or males) speak more often in meetings than the other gender? ☐
❶ Yes, it is more common to see females speak ❷ Yes, it is more common to see males speak ❸ No, both genders speak in meetings with the same frequency

29.	Does the SMC in this school receive any funds from the Government of Sindh?	❶ Yes ❷ No ☐

30.	Does the amount of funds received differ from year to year?	❶ Yes ❷ No ☐

31. What is the main activity that the school spend SMC funds on? ☐
❶ Repairs to Classrooms ❷ Buy Computers ❸ Build/Repair Toilets ❹ Buy Desks/Mats ❺ Buy Education material for students (Blackboard/Chalks/Stationery) ❻ Hiring a local teacher ❼ Training Existing Teachers ❽ Transportation for students attending schools ❾ Other, specify _____

32.	Has the school ever received SMC guidelines?	❶ Yes ❷ No ☐

33. When were the guidelines received?
☐ ☐ *Month*   ☐ ☐ ☐ ☐ *Year*

34.	Do you have a copy of SMC guidelines	❶ Yes ❷ No ☐

35.	Have the guidelines been shared with all the executive members?	❶ Yes ❷ No ☐

| 36. | Have the guidelines been shared with any of the general body (Parent) members of the SMC? | ❶ Yes ❷ No | |

| 37. | Do you know what a School Improvement Plan (SIP) is? | ❶ Yes ❷ No | |

Section 6: SMC PERCEPTION

1. What is your level of involvement in school improvement activities?
   ❶ Very much involved ❷ Somewhat involved ❸ Not at all involved

2. Who do you find most supportive if you wanted to improve anything in your school (for example: boundary wall, more classrooms, maintenance, new toilets, better textbooks, new teachers etc.)?
   ❶ Existing SMC members ❷ Village Numberdar ❸ ADO/DOE
   ❹ MPA/MNA (Elected officials) ❺ RSU/ED & Literacy (Representative) ❻ Other(specify)

Section 7: INVOLVEMENT OF GOVERNMENT OFFICIALS

[*Write "**000**" if None/Never and "**888**" if Can't tell*]

		1. How many times has this official visited your school in the school year (April 2011-March 2012)?	2. How supportive do you consider this official to be for school activities? ❶ Very supportive, ❷A bit supportive, ❸Indifferent, ❹Not at all supportive
a)	EDO (Education)		
b)	DOE / ADO (Education)		
c)	School Supervisor / Monitoring Officer		
d)	RSU / Literacy Department Representative		
e)	Village Numberdar		
f)	MPA/MNA (Elected Officials)		

Section 8: ACCESS TO FACILITIES

1. Does the school have electricity? ❶Yes❷No

2. How many hours per day did the school have electricity on average during school time in a typical school week?

3. What is the main type of toilet facility?
   ❶ No Toilet ❷ Pit Latrine (khuddi) ❸ Flush ❹ Septic Tank
   ❺ Other (specify) _____

4. What is the main source of drinking water in this school? ☐
    ❶No drinking water source,❷Piped Water,❸Bore Hole,
    ❹Tank/Pond/River/Stream/Open Well,❺Hand Pump, ❻Other (specify) _____

	Facility	5. How far is the closest _____ ? **1=** in/by school **2=** less than 1 KM **3=** Between 1 and 3 KM **4=** Between 3 and 5 KM **5=** Between 5 and 10 KM **6=** More than 10 KM
a)	Drinking Water Source	
b)	Bank Branch	
c)	Health Center (BHU/RHC)	
d)	Main Road (where there is public transport)	
e)	ADO Office	
f)	Central School (from where textbooks are collected)	

Section 9: SCHOOL LOCATION AND PERCEPTION ANALYSIS

1. Are there other nearby schools (inside the village) that students who come here could attend instead?   ❶ Yes❷No ☐
    [*Instructions: If "No", skip this section*]

NUMBER OF VARIOUS TYPES OF SCHOOLS IN THE VILLAGE (DISTANCE WISE)

[*Write "**000**" if None and "**888**" if Can't tell*]

Distance (on foot)	2. Government Schools	3. Masjid Maktab Schools	4. Private/NGO/Foundation Schools
a) Less than 15 minutes			
b) Between 15 and 30 minutes			
c) More than 30 minutes			

5. What is the percentage of children in the village that go to school? ☐
    ❶ 100% ❷ 75-99% ❸ 50-74% ❹ 25-49% ❺ Less than 25%

6. The main reason that parents have out of school children in the village is _____. ☐
    ❶ Schooling is not common in the village ❷ Parents mainly support schooling for boys
    ❸ Parents mainly support schooling for the most capable children
    ❹ Parents require children to support them in household chores and in productive activities
    ❺ Parents leave the children to decide, and they often choose to stay out of school
    ❻ Parents perceive lower benefits from schooling
    ❼ No school nearby
    ❽ Schools often remain closed
    ❾ No teachers in the school (unattended children)

7.	What percent of students from your school do you expect to finish high school? ❶ 100% ❷ 75%-99% ❸ 50%-74% ❹ 25%-49% ❺ Less than 25%	

Section 10: PERCEPTIONS ABOUT LEARNING

English
1. How many of the students of grades 3/4 can easily _____
[Use codes: ❶ All of them (100%), ❷ Most of them (75%), ❸ Some of them (25%), ❹ None of them

Competency	Competency Level	Answer
Oral practice	a) engage in a dialogue with class fellows?	
Reading	b) read a passage/story (reading alone)?	
Comprehension	c) read a passage/story and answer short questions related to it (reading with comprehension)?	
Language	d) use nouns, pronouns, adverbs and adjectives?	
Writing	e) write short sentences for description purposes?	
	f) write a story using pictures?	

Mathematics
2. How many of the students of grades 3/4 _____.
[Use codes: ❶ All of them (100%), ❷ Most of them (75%), ❸ Some of them (25%), ❹ None of them

Competency	Competency Level	Answer
Numbers	a) are familiar with numbers up to 100?	
Algebraic Operations	b) can perform basic algebraic operations (+, -, x, /)	
Measurement	c) are familiar with units of measurement of length, mass and capacity?	
Geometry	d) can recognize basic geometrical shapes (e.g: circle, square, triangle.)?	
Information Handling	e) can interpret a picture graph	

Sindhi
3. How many of the students of grades 3/4 _____
[Use codes: ❶ All of them (100%), ❷ Most of them (75%), ❸ Some of them (25%), ❹ None of them

Competency	Competency Level	Answer
Oral practice	a) engage in a dialogue with class fellows?	
Reading	b) read a passage/story (reading alone)?	
Comprehension	c) read a passage/story and answer short questions related to it (reading with comprehension)?	
Language	d) use nouns, pronouns, adverbs and adjectives?	

Writing	e) write short sentences for description purposes?		
	f) write a story using pictures?		

Section 11: TEACHER'S NETWORK

1. In the past month, how many times have you met with the following people?
   ❶ None ❷ 1-2 Times ❸ 3-4 Times ❹ 5 or more Times

   a) Community groups (NGOs, foundations, religious groups, private enterprises, donors)

   b) SMC Executive Body

   c) SMC General Body members

   d) Teachers Union representatives

   e) Teachers

   f) Parents

2. With how many of the following people living in your same village, did you meet with last week?

   Last Week

   a) Relatives

   b) Friends / Work Colleagues

   c) Community Groups / Community Leaders

   d) Other, Specify _____

PART 2

Section 1: SCHOOL RECORD

Please ask the respondent to bring the following school records for the interview and mark all those that are available in the table below: [*Note: If No Records are maintained or shown please fill this section based on HM's recall*].

1. General Record (GR register)   ❶ Yes ❷ Not Maintained ❸ Maintained but not Shown ☐

2. Attendance / Enrollment Register   ❶ Yes ❷ Not Maintained ❸ Maintained but not Shown ☐

3. Master Roll   ❶ Yes ❷ Not Maintained ❸ Maintained but not Shown ☐

4. Results Sheet for last examination   ❶ Yes ❷ Not Maintained ❸ Maintained but not Shown ☐

5. Income/Expenditure Statement for the School   ❶ Yes ❷ Not Maintained ❸ Maintained but not Shown ☐

6. School Improvement Plan (SIP)   ❶ Yes ❷ Not Maintained ❸ Maintained but not Shown ☐

7. Income/Expenditure Statement for SMC/Cash Book   ❶ Yes ❷ Not Maintained ❸ Maintained but not Shown ☐

8. Records of Inputs received from Government/Donors (Textbooks, grants, scholarships etc.)   ❶ Yes ❷ Not Maintained ❸ Maintained but not Shown ☐

9. SMC Guidelines   ❶ Yes ❷ Not Maintained ❸ Maintained but not Shown ☐

10. SMC Minutes Register   ❶ Yes ❷ Not Maintained ❸ Maintained but not Shown ☐

Section 2: PARTICIPATION IN DONOR/GOVERNMENT PROGRAMS

Sr. No.	Program	1 Does the school participate in any one of these programs? **1**= Yes **2**= No [*If No, skip to next row*]	2 How many times did the school receive the benefit during the last school year (April 2010- March 2011)	3 Date benefits received				4 Number of student beneficiaries?
				dd/mm/yy	*dd/mm/yy*	*dd/mm/yy*	*dd/mm/yy*	
a)	Free Textbooks							
b)	Grants for School Committees							777
c)	Other (specify) _____							

Section 3: TEXTBOOKS

1. What kind of textbooks are used in classes?
   ❶Government Textbooks❷Private Textbooks❸Both

2. How many sets of textbooks did the school receive in total from the Government for the academic year (April 2011-March 2012)? **[Instructions: If 000 skip this section]**

3. When were the textbooks received for the academic year (April 2011-March 2012)?

   Month   *Year*

4. How much did the school pay for all the textbooks received for the academic year (April 2011-March 2012)
   a) Payment for Text Books   Rs.
   b) Payment for Transportation   Rs.

5. Where did the school receive textbooks from the government?
   ❶ Taluka Warehouse (specify Taluka name _____),
   ❷ Central Warehouse in Karachi/Jamshoro, ❸ EDO's Office,
   ❹ Central School ❺ Other (specify) _____

6. Were there any problems with the quality of textbooks received from the government for the academic year (April 2011-March 2012)?
   ❶ No Problems ❷ Bad Paper Quality ❸ Missing Pages ❹ Illegible text
   ❺ Unclear pictures ❻ Printing Problem ❼ Other (specify)_____

Section 4: SCHOOL FEES

Codes for Frequency:

❶ Annual, ❷ Monthly, ❸ Quarterly, ❹ One time (lump sum), ❺ Other (specify) _____

	Type of Fees charged	Class 1 – 3		Class 4 – 5	
		Amount (Rupees)	Frequency (Code)	Amount (Rupees)	Frequency (Code)
a)	Admission/Registration Fees				
b)	Tuition/ School Funds Fee				
c)	Fee for textbooks				
d)	Transportation Fee				
e)	SMC Fee/ Donation				
f)	Other (specify) _____				

Section 5: ENROLLMENT & ATTENDANCE IN THIS SCHOOL

INSTRUCTIONS: FILL IN "000" IF THE CLASS IS NOT TAUGHT AND "777" IF INFORMATION IS NOT AVAILABLE [NO BLANKS]

5-A: ENROLLMENT IN THIS SCHOOL

1. Mark the source of enrollment figure from one of the following in order of preference given in the option list

    ❶ Attendance Register ❷ Enrollment Register ❸ Other record available at School (specify) _____ ❹ No formal records *[Skip rows (a and b) and ask for current enrollment from HM and record it in (c)]*

	Date \\ Grade	20-Apr-11			21-Nov-11			15-Feb-12		
		2 Total	3 Boys	4 Girls	5 Total	6 Boys	7 Girls	8 Total	9 Boys	10 Girls
a)	Katchi / Prep / Nursery									
b)	Class 1									
c)	Class 2									
d)	Class 3									
e)	Class 4									
f)	Class 5									
g)	Class 6 and above									

5-B: ATTENDANCE IN THIS SCHOOL

1. Mark the source of students' attendance from one of the following in order of the preference given in the option list:

    ❶ Attendance Register ❷ Other formal record maintained by HM (specify) _____
    ❸ No formal records *[Skip columns (2 -5) and ask for today's attendance from the HM and record it in (6)]*

	Date \\ Grade	April 20, 2011 (Wednesday)	September 13, 2011 (Tuesday)	November 21, 2011 (Monday)	February 15, 2011 (Wednesday)	Today _____
		2.	3.	4.	5.	6.
a)	Katchi/Prep/ Nursery					
b)	Class 1					
c)	Class 2					
d)	Class 3					
e)	Class 4					
f)	Class 5					

5-C: TEACHER ATTENDANCE IN THIS SCHOOL

1. Mark the source of teachers' attendance from one of the following in order of the preference given in the option list:

    ❶ Master Roll ❷ Other formal record maintained by HM (specify) _____

    ❸ No formal records *[Skip rows (a -d) and ask for today's attendance from the HM and record it in (e)]*

	Date	1. Male Govt. Teachers	2. Male Non Govt. Teachers	3. Female Govt. Teachers	4. Female Non Govt. Teachers	5. All Teachers
a)	April 20, 2011 (Wednesday)					
b)	September 13, 2011 (Tuesday)					
c)	November 21, 2011 (Monday)					
d)	February 15, 2011 (Wednesday)					
e)	Today _____					

Section 6: INCOME & EXPENDITURE

[*Write "***888***" if Respondent doesn't know, "***000***"No Fees for this Class, "***777***" Not Applicable*

6-A: SCHOOL IN FLOWS

		1	2	3	4		5
	Type of Funds	Have you received any grants of money (cash/cheque) directly from _____ during the school year (April 2011- March 2012)? **1**= Yes, **2**= No (Skip to next row)	Amount in Rupees	Frequency **1**= Annual **2**= Monthly **3**= Quarterly **4**= One time (lumpsum) **5**= Other (specify) _____	Funds Receipt Date [Last Payments received] mm	yyyy	Balance remaining under each head: (Rs.)
a)	Government (SMC Grant)						
b)	Government Non-salary Funds (other than SMC)						
c)	Donor Programs (UNICEF, World Bank, Edlinks, EU, GTZ, USAID, AUSAID, etc.)						
d)	Religious Charities/Zakat Funds / NGOs						
e)	Community (Parents, Influential)						
f)	Other (specify) _____						
g)	Total	777		777	777		

6-B: SCHOOL EXPENDITURES (Monthly Disbursements)

		1	2	3
	Type of Monthly Expense	How much money did the school spend on _____ in the last month?	What was the primary source of money? ❶Tuition/Registration/School funds fee, ❷Government Funds (Non SMC) ❸ SMC Funds, ❹ Non Salary School specific budget ❺ Donor Programs, ❻Religious Charities, ❼community ❽Other (specify) _____	What was the secondary source of this money?
a)	Salary of Teaching Staff		777	777
b)	Salary of Non-teaching Staff		777	777
c)	Rent of building			
d)	Utilities (Electricity)			
e)	Utilities (Water and Gas)			
f)	Utilities (Telephone and Postage)			
g)	Other (specify) _____			

6-C: SCHOOL EXPENDITURES (Annual Disbursements)

		1	2	3
	Type of Expense	How much money did the school spend on _____ during the last school year?	What was the primary source of money? ❶Tuition/Registration/School funds fee, ❷Government Funds (Non SMC) ❸ SMC Funds, ❹ Non Salary School specific budget ❺ Donor Programs, ❻Religious Charities, ❼community ❽Other (specify) _____	What was the secondary source of this money?
a)	Construction / Repairs and Renovations of School building			
b)	Purchase of furniture (Desks, chairs, tables)			
c)	Purchase of electric coolers (drinking water supply)			
d)	Construction of Toilets			
e)	Purchase of appliances for classrooms (fans, air cooler etc.)			
f)	Construction of Library / computer / science labs.			
g)	Others (specify) _____			

Section 7: RECORDS BASED SMC INFORMATION

1. During the school year (April 2011 – March 2012), how many times were the executive body meetings held? [*Skip to 6 if number is zero*]

2. Were meetings recorded?
(Verify by looking at the recorded "Minutes of last meeting" held)
❶ Yes ❷ No

3. How were meetings recorded?
(Verify by looking at the recorded "Minutes of last meeting" held)
❶ On Pre-designated registers ❷ On plain paper sheet ❸ On diary / notebook
❹ On Computer ❺ Other (specify)_____

4. What were the main issues discussed in these meetings? [*Multiple Options Allowed*]
(Verify by looking at the recorded "Minutes of last three meetings" held)
❶ Student Attendance ❷ Teacher Attendance ❸ Student Dropouts ❹ Facilities for Students ❺ Quality of Learning ❻ Budgeting/Financial Issues ❼ Community/Parental Participation ❽ Other (specify)_____

5. Which Education Department Official participated in any of these meetings (April 2011-March 2012)? [*Multiple Options Allowed*]
❶ None ❷ EDO ❸ ADO/DOE ❹ ADO's representative (Govt. Official)
❺ Other (specify)_____

6. During the school year (April 2011-march 2012), how many times were general body meetings held?

7. Do you have a copy of SMC guidelines? [*Verify by observation*]
❶ Yes ❷ No

8. Does the SMC have a Bank account?
❶ Yes ❷ No

9. Please provide account details:

Account Title	
Account Number	
Bank Name	
Branch Name	

10. Who operates this account?
❶ Chairman ❷ General Secretary ❸ Both Chairman and General Secretary
❹ Executive Committee Members ❺ Other (specify)_____

11. What was the amount of fund that the SMC in this school received for the last payment?
Rs.

12. When did the school receive the SMC funds for the last payment?
Month *Year*

13. What is the current balance of the SMC Funds?

Rs. [   ]

14. How do you know when the funds are transferred? [*Multiple Options Allowed*]
    ❶ Through the Bank ❷ ADO/DOE ❸ EDO Office ❹ Dy. District Officer
    ❺ Through own follow up ❻ Other (specify)_____

[   ]

15. Whose clearance/authorization do you require to withdraw funds from the Bank? [*Multiple Options Allowed*]
    ❶ Chairman ❷ EDO ❸ ADO/DOE ❹ Government Official (specify) _____
    ❺ Village Influential (specify) _____ ❻ Other (specify)_____

[   ]
[   ]
[   ]

16. When do you withdraw the funds usually? [*Multiple Options Allowed*]
    ❶ At Once ❷ On Need Basis ❸ Monthly ❹ Never

[   ]
[   ]

17. Record the amount of funding received from government or any other private/non-Profit institution?

Year	Government	Private	Other (Specify)
a) April 2009 – March 2010			
b) April 2010 – March 2011			
c) April 2011 - March 2012			

18. Has the SMC prepared a School Improvement Plan for utilization of funds this year (April 2011- Mar 2012)?   ❶ Yes ❷ No [   ]

19. Is there a School Improvement Plan visibly displayed in the school?   ❶ Yes ❷ No [   ]

    [*Verify by Observation*]

20. Who prepared the School Improvement plan?   [   ]
    ❶ Chairman ❷ General Secretary ❸ Both Chairman and General Secretary
    ❹ Executive Committee ❺ General Body ❻ Other (specify)_____

Section 8: SMC EXPENDITURES STATEMENT FOR THE LAST SCHOOL YEAR
(April 2010 – March 2011)

	1	2	3	4	5	6	7
Sr. No.	Name of expense	Date of Expense	Amount of Expense (PKR)	Was this activity included in the SIP (Y/N)	Invoice available for all the expenses (Y/N)	Approved by Executive Committee (Y/N)	Check the progress of activity mentioned in expense? (observation) 1= Complete 2= Work in progress 3= Haven't started yet 4= Cannot be verified
a							
b							
c							
d							
e							
f							
g							
h							