



**Annual School Census 2020-21**  
Sindh Education Management Information System – SEMIS  
Reform Support Unit - RSU  
School Education & Literacy Department, Government of Sindh  
*Proforma For Primary to Higher Secondary Schools*



Reference Date	<b>31<sup>st</sup> Oct 2020</b>
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GPS Coordinates

Form Filling / Visit Date & Time		Lat (N)	
SEMIS Code / Tracking ID		Lon (E)	

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**1. School Basic Information**

a. Region	b. District	c. Taluka
d. UC/MC/TC	e. NA Constituency – NA _____	f. PS Constituency – PS _____
g. School Name with Prefix as per SEMIS Record		
h. Present Address:		
i. Location 1. Urban 2. Rural		j. Level 1. Primary, 2. Middle, 3. Elementary 4. Secondary, 5. Higher Secondary
k. School Gender 1. Boys School 2. Girls School 3. Mixed School		
l. Shift 1. Morning 2. Afternoon 3. Both Shifts		m. School Phone #
n. School Administration 1. Taluka Education Officer (Male) 2. Taluka Education Officer (Female) 3. DO Local Bodies 4. Bureau of Curriculum 5. Other _____		

**2. School Status**

a. Status Detail 1. Functional, 2. Closed	b. Write the day, month and Year of closure	DD-MM-YYYY
c. Source of information of closure of School 1. DEO / TEO 2. Community 3. No-Info		
d. Write major reason for closure. 1. Non-availability of Teacher, 2. No Enrolment 3. School does not exist, 4. Due to litigation 5. Due to Law-and-order situation of area, 6. No population in the area, 7. Any Other Reason(s) _____		

**3. School Building Detail**

a. Availability of Building 1. Yes 2. No	b. If No, write the relevant code 1. Under Tree, 2. Chhapra, 3. Other _____
c. If Yes, write the relevant code 1. Government Building, 2. SHARED with Other Gov't School Building, SEMIS ID: _____ 3. RENTED 4. OTHER Building, Specify _____	
d. Type of building 1. Pakka / RCC / Tier guarder 2. Katcha 3. Partially Pakka & Katcha	
e. Condition of Building 1. Satisfactory 2. Needs Repair 3. Dangerous	f. Total Area of School in (Sqft)
g. Total number of rooms in School	h. Total number of rooms used as classrooms
	ECCE Primary Post Primary Total

**4. Basic Facilities**

a. Please mention the source of Drinking Water : <input type="checkbox"/> Hand Pump <input type="checkbox"/> Bore/Machine <input type="checkbox"/> Piped Water Supply <input type="checkbox"/> Water Tanker <input type="checkbox"/> No Water (Note: more than one above options can be selected, if School has multiple sources of water.)			
b. Mode of provision of Drinking Water 1. Electric water cooler 2. Simple water cooler 3. Overhead water tank 4. Pot/Matka			
c. Please mention the source of Electricity connection 1. WAPDA/KE 2. Solar System 3. No Electricity Connection			
d. If No connection, mention the reason 1. Connection disconnected, 2. No Electricity in the area	e. Status of Electrification within School 1. Functional, 2. Partially Functional, 3. Non-functional		
f. Condition of Boundary-wall 1. Satisfactory, 2. Needs Repair, 3. Dangerous, 4. No Boundary Wall			
g. Toilet facility <input type="checkbox"/> Yes (No. of functional Toilets _____, No. of Non-functional Toilet _____), <input type="checkbox"/> No			
h. If non-functional Toilet, select the reasons: <input type="checkbox"/> No Water <input type="checkbox"/> No drainage <input type="checkbox"/> Damaged condition Note: more than one above options can be selected, if School toilets are non-functional due to multiple reasons.			
i. Are the toilets accessible to differently abled (disabled) students? 1. Yes, 2. No	j. Is ramp available in the School for student using wheel-chair? 1. Yes, 2. No		
k. Main type of disabilities of students	No. of Student	Polio affected	Any other physical disabilities
l. Hand Wash Facility 1. Yes, 2. No	m. MHM facility (in case of post primary girls School) 1. Yes, 2. No		
n. Disposal for sanitary pad/ napkin 1. Disposed to open area, 2. Thrown into dustbin	o. Tree / Plantation within School 1. Yes, 2. No		

**5. Consolidation, Clustering, Surrounding, Branch School and Adoption of School Information**

a. Is this an adopted School? 1. Yes 2. No	b. Adopter Name: _____			
c. Is this Branch School? 1. Yes, then Main School Name _____ & SEMIS _____ 2. No				
d. Is this a Campus or Hub School? 1. Yes, then No. of Merger School(s) _____ 2. No				
e. List of surrounding Government Schools [School(s) within same premises OR Adjacent School(s) OR where distance within 500 meters (Half Kilometer)]				
S.#	SEMIS code	School Name (Prefix + Name)	Type of School* (See codes)	Distance in meters
1				
2				
3				
4				
* Codes for "Type of School": 1. Same premises 2. Adjacent 3. within 500 meters				
f. Total No. of surrounding Sindh Education Foundation (SEF) & Private School(s) within distance of 1.5 K.M				
No. of SEF School(s)	No. of private School(s)	Total surrounding School(s)		

**6. Major / Minor Repair and Construction Work Detail**

a. Please mention the details of repair work taken place in School during the year (2019-20): _____	
b. Please mention what was constructed in School	1. New building, 2. Additional Room(s), 3. Washrooms(s), 4. Boundary wall 5. Other (Specify) _____, 6. No work done
c. If any construction work planned, then has the work completed?	1. Yes 2. No 3. Under Progress

**7. Status of facilities available in the School?**

Facility	Fully Functional	Partially Functional	Non-functional	Not Available	Items	Total	Working	Repairable
Computer Lab					Blackboards			
Science Lab					White boards			
Chemistry Lab					Student Chairs / Single desk			
Physics Lab					Student Dual Desks			
Biology Lab					Student Benches			
Home Economics Lab					Teacher Chairs			
Library					Teacher Tables			
Play Ground					Electric Fans			
Sports Equipment					Electric (Bulbs/Tubelights)			
Medical / First Aid Box					Solar Fans			
Internet Connection					Solar (Bulbs/Tubelights)			
Land-line Phone connection					Almirahs			
					LED/TV for Student			
					Multi Media / Projector			
					Computers			

**8. Register maintained by School [Multi tick allowed]**

General Register   
  Attendance Register   
  Birth Register   
  Dead Stock Register   
  Visitors Book  
 Movement Register   
  SMC Meeting Register   
  General Cash Book   
  Daak Registers   
  No formal record

**9. School Enrolment Information**

**a. Medium wise enrolment [Multi Ticks are allowed]**

<input type="checkbox"/> Sindhi Medium	<input type="checkbox"/> Urdu Medium	<input type="checkbox"/> English Medium
Enrolment	Enrolment	Enrolment

**b. Enrolment (Class / Gender wise)**

Class	Katchi / ECE	I	II	III	IV	V	VI	VII	VIII	Total
Boys										
Girls										
Total										

Class	IX				Total	X				Total
	Group	Arts / General	Science			Group	Arts / General	Science		
			Computer	Biology				Computer	Biology	
Boys										
Girls										
Total										

Class	XI					Commerce	Total	XII					Commerce	Total
	Group	Arts / General	Science					Group	Arts / General	Science				
			Computer	Pre-Med	Pre-Eng.					Computer	Pre-Med:	Pre-Eng.		
Boys														
Girls														
Total														

**c. Repeaters**

Class	IV	V	VI	VII	VIII	Total
Boys						
Girls						
Total						

**10. Total No. of working Teaching and Non-Teaching Staff**

Government Teacher(s)		Non-Government Teacher(s)		Total Teachers	Non-teaching Staff		
Male	Female	Male	Female		Male	Female	Total

Note: For Details of Working Teaching Staff Please Fill Section T

**11. Particulars Information Provider from School (or from community in case of closed School)**

a. Name:	b. CNIC:	c. Contact No. (Tele/Mob):
d. Email-Address:	e. Gender	1. Male 2. Female
f. Designation 1. Principal /HM, 2. In-charge, 3. Teacher, 4. Other _____	g. Date:	
h. Signature with Stamp of information provider:		

## Section T - Working Teaching Staff Detail

School Name \_\_\_\_\_, SEMIS Code \_\_\_\_\_, Write Total No. of Teaching Staff \_\_\_\_\_, [Please note: Codes detail are overleaf]

S. No.	Full Name and CNIC Number	Gender	Personal Number from AG office	Date of Birth			Desig. Code	BPS	BPS	BS	Date of Entry in this Government Service			Code for type of post	Highest Academic Qualification Code	Subject Specialization Code	Professional Qualification / Training Code	On Detailment	Visit Day Attendance	Is Biometrically registered?	Contact no:	
		1=Male 2=Female		DD	MM	YY		(at the time of appointment)	(Current Actual Scale)	(As per Time Scale)	DD	MM	YY					1=Yes 2=NO	1=Present 2=Absent 3=Leave	1=Yes 2=No		
1	2	3	4	5			6	7a	7b	7c	8			9	10	11	12	13	14	15	16	

Note: This sheet to be filled in for TEACHING STAFF. For Details of Code please See Code List overleaf. Do not include staff who are working in other School/offices on detailment. Do not write BPS for Non-Govt Staff.

## Codes for "Working Teaching Staff"

Instructions sheet for coding scheme		Code for highest level of qualification (Column 10)				Designation Code (Column 6)		Subject Specialization (Column 11)	
Write School Name and SEMIS Code		Qualification	Codes	Qualification	Codes	Designation	Codes	Subject	Codes
Column #	Instructions	Doctorate		Matric		PST	1	Arabic	201
Column 2:	Write clearly Full Name of staff members with their CNIC Numbers, If CNIC is not available then write old NIC and indicate with a "X" in the S# Column. (Column 1).	Ph.D	101	Matric (Arts)	501	JST/JEST	2	Auditing	202
Column 3:	Write 1 for male, 2 for female	M.Phil	102	Matric (Science)	502	HST	3	Business Administration	203
Column 4:	Write Personnel Number from Accountant General (AG) office	Post Graduate		Matric(Commerce)	503	SST	4	Business Communication	204
Column 5:	Write date of birth in dd/mm/yy format.	MA	201	Matric (Technical)	504	PTI	5	Education	205
Column 6:	Write a designation code from the given list	M.Sc	202	Under Matric		WIT	6	Economics	206
Column 7a:	Write Basic Pay Scale (BPS) at the appointment e.g. 9, 12 etc	M.Com	203	Middle	601	HM	7	English	207
Column 7b:	Write Basic Pay Scale (BPS) Time Scale e.g. 14, 16 etc	MCS	204	Primary Level Certif.	602	DT	8	General History	208
Column 7c:	Write Basic Pay Scale (BPS) Current Scale e.g. 16, 17 etc	MS	205	Other	603	ECT	9	Geography	209
Column 8:	Write the Date on which first government job was joined	MBA	206	Codes for Professional Training (Column 11)		Other	10	Geology	210
Column 9:	Write the code of type of post from the table	Other	207	ECE	1	Non-Gov't	11	Civics	211
Column 10:	Write Highest level of qualification codes from the table given	Graduate		ADE	2	Subject Specialization (Column 11)		Finance	212
Column 11:	Write the code of from Subject Specialization Code the table	B.A	301	PTC	3	Science Group		Health & Physical Education	213
Column 12:	Write highest Professional Training Codes from the table given	B.Sc	302	CT	4	Subject	Code	Home Economics	214
Column 13:	Write 1=Yes if teacher is posted another School and working on Detailment in this School, otherwise write 2=No	B.Com	303	B.Ed	5	Biology	101	Islamic History	215
Column 14:	Headcount on the day of visit and mention the attendance	BCS	304	M.Ed	6	Bio Chemistry	102	International Relations	216
Column 15:	Write 1=Yes if biometric captured, otherwise mention 2=No	BBA	305	Other	7	Botany	103	Library Science	217
Column 16:	Write personal cellular/mobile phone contact number(s)	LLB	306	Untrained	8	Chemistry	104	Mass Communication	218
		B.E	307	Type of Post (Column 9)		Genetics	105	Philosophy	219
		B.Tech	308	Government Regular	1	Mathematics	106	Psychology	220
		Other	309	Government Contract	2	Micro Biology	107	Public Administration	221
		Under Graduate		SMC	3	Zoology	108	Sindhi	222
		Inter (Arts)	401	UNICEF	4	Physics	109	Sociology	223
		Inter (Science)	402	Other Donor	5	Computer Science	110	Social Work	224
		Inter (Commerce)	403	Volunteer	6			Statistics	225
		DAE	404	Govt. local Bodies	7			Special Education	226
		Other	405					Urdu	227
								Others	228

Data Collector / Enumerator		Taluka Education Officer (TEO) / District Education Officer (DEO)	
Signature with stamp		Signature with stamp	
Name		Name	
CNIC No.		CNIC No.	
Designation	1=NTS-Teacher; 2=MA; 3=Other	Contact No.	
Contact No.		Date (DD/MM/YYYY)	

**Office Address:** Reform, Support Unit, School Education & Literacy Department, Government of Sindh, 47-E/1 - 48th Street, Block-6, PECHS, Nursery, Shahrah-e-Faisal, Karachi

**Note:** In case you want to share more information or clarify given information then please contact to SEMIS Office, Reform Support Unit; Contacts: 0321-8721031 / 0336-2908608

School Name \_\_\_\_\_, SEMIS Code \_\_\_\_\_,

**Proforma for Campus School**

S. #	School Name & Prefix	SEMIS ID	Type of School	Type of Merging	Status of School	School Building	Shift	Level	Medium	Gender	DDO / Cost Center	Total No. of Teaching Staff		Total No. of Non-Teaching Staff		Student Enrollment				Total No. Rooms	Number of Classrooms	Basic Facilities				
												Male	Female	Male	Female	ECE / Kachi		1-12 Classes				Condition of Boundary Wall	Washrooms	Drinking Water	Electricity	
																Boys	Girls	Boys	Girls							
1	2	3	4	5	6	7	8	9	10	11	12	13		14		15				16	17	18	19	20	21	

**INSTRUCTIONS FOR THE CODING SCHEME**

<b>Write Main School Name and New SEMIS in the spaces Provided above</b>	<b>Column 8:</b> Write 1 for Morning, 2 for Afternoon, 3 for Both Shifts	<b>Column 13:</b> Write total number of Non-teaching staff gender wise (Male & Female)
<b>Column 1:</b> Write Sequential Serial number	<b>Column 9:</b> Write 1 for Primary, 2 for Middle, 3 for Elementary, 4 for Secondary, 5 for Higher Secondary and 6 for Primary with permission to run middle classes	<b>Column 15:</b> Write Enrollment of Girls and Boys
<b>Column 2:</b> Write the name and Prefixes of Merged / Campus or Cluster / Hub Schools		<b>Column 16:</b> Write total number of rooms
<b>Column 3:</b> Write the SEMIS Code for merged / Campus or Cluster / Hub School	<b>Column 10:</b> Write 1 for Urdu, 2 for Sindhi, 3 for English and 4 for Mixed Medium Schools	<b>Column 17:</b> Write number of classrooms
<b>Column 4:</b> Write 1 for CAMPUS, 2 for MERGED		<b>Column 11:</b> Write 1 for Boys School, 2 for Girls School and 3 for Mixed/Co-Education School
<b>Column 5:</b> Write 1 Same Premises, 2 for adjacent, 3 for within 500 meters, 4 for >500 meters	<b>Column 12:</b> Write DDO Code / Cost Center for School	<b>Column 18:</b> Write 1 for Satisfactory, 2 for Needs Repair, 3 for Dangerous and 4 for No Boundary Wall
<b>Column 6:</b> Write 1 for Functional, 2 for Temporary Dysfunctional, 3 for Viable Dysfunctional, 4 for Permanent Dysfunctional, 5 for Non-Viable	<b>Column 13:</b> Write total number of Teaching staff gender wise (Male & Female)	<b>Column 19:</b> Write 1 for Yes and 2 for No
<b>Column 7:</b> Write 1 for Government Building, 2 for SHARED with Other Government School Building, 3 for RENTED, 4=OTHER Building and 5=No Building		<b>Column 20:</b> Write 1 for Yes and 2 for No
		<b>Column 21:</b> Write 1 for Yes and 2 for No
Note: SEMIS codes of Merged Schools have been deleted as per School Consolidation policy.		