



**PESRP**

PUNJAB EDUCATION SECTOR REFORM PROGRAMME  
DEPARTMENT OF SCHOOL EDUCATION, GOVT. OF PUNJAB, PAKISTAN

# SOPs for MEA's School Inspection

## School Information

- Fill in this information first when you enter the school, with the Head Teacher.
- If the head teacher is absent, get this information from the clerk and/or a senior teacher.

## School open/closed

- EDOs need to notify DMOs of each school's opening times at the beginning of the academic year. If they fail to do so, school hours will be assumed as 7:30 am to 1:30 pm in summer for all schools and 8:30 am to 2:30 pm in winter for all schools.
- MEA should not visit the school in the first or last 30 minutes of the official school timings.
- For any school that is found closed, the time it was found closed should be recorded and sent to the EDO **as well as the DMO** as soon as possible. Please also take pictures of the schools that are found closed.

## Curtailing Illegal Collection

- Gather this information from three sources:
  1. Check the FTF register
  2. Ask the Head Teacher
  3. During your visit to the classes for the head count, ask the children about the FTF and any other extra fines they pay. MEA should try to ask the questions without the teacher noticing so that the children can be honest without feeling any pressure from the teacher.

## Teacher presence

- Gather this information from two sources:
  1. Check the staff attendance register
  2. **Physically verify the attendance on register during the visits to classes for head count to mark student attendance**
- Any teacher coming within 40 minutes of starting time of school should be marked late. Any teacher coming after 40 minutes of starting time of school should be marked absent.

- If a staff member is noted as on casual leave but that casual leave has not been sanctioned by **all relevant authorities**, the staff member will be considered as an unauthorized absence.
- If a staff member is absent for a different reason, for example duty, this needs to be recorded in the register and signed by the head teacher and then can be recorded as such. Otherwise it will be recorded as unauthorized absence.
- **If a teacher has been transferred to a different school, MEAs should mark it as transferred and note details (e.g. name of new school) in the tablet.**

#### **Details of Absent Teaching Staff**

- Gather this information from the Head Teacher / Clerk.

#### **Non-Teaching Staff Presence**

- Gather this information from the attendance register.
- Try to physically verify the attendance of non-teaching staff during your visit around the school.
- Any staff coming within 30 minutes of starting time of school should be marked late. Any staff coming after half hour of starting time of school should be marked absent.
- If a staff member is absent for a different reason, for example duty, this needs to be recorded in the register and signed by the head teacher and then can be recorded as such. Otherwise it will be recorded as unauthorized absence.

#### **Details of Absent Non-Teaching Staff**

- Gather this information from the Head Teacher / Clerk.
- While writing the names, ensure that the spellings in English as correct as possible.

#### **Enrollment**

- Gather this information from the **daily register (roznamcha)**.

#### **Student attendance**

- **MEAs should conduct a head count of all children present in the school and record this as actual attendance. The headcount should be conducted in all months irrespective of school exams or any other activities. Do not copy the figures from the attendance register.**
- For Kachi class:
  - **The official school timing for Kachi class is 9 to 12 pm. MEAs should conduct a head count of Kachi class if they visit a school between 9 to 12 pm.**

- If the MEA visits a school before 9am, he should mark the attendance of Kachi class as per the previous day's attendance.
- If the MEA visits a school after 12 pm, he should copy attendance figures from the school register for that day.
- Even if the teachers claim students were present earlier in the day, attendance should only be marked on the basis of head count at that time.
- In case of a single class room where different grades are being taught, separate out students from different classes to do the head count. You could also use a show-of-hands.

### **Students in Uniform**

- **Physically verify** this during their visits to the classes for the head count for student attendance.
- One useful practice is to count the number of students without uniform in each class and subtract that number from the students present in that class.

### **Administrator visits**

- AEO office meetings will not be considered as Administrator visits in schools.
- **Only visits of AEOs, DDEOs, DEOs and EDO to schools will be counted as official administrator visits.**

### **Text Books**

- *Text Books Received in the School:* Ask from the Head Teacher and check from the D3 form.
- *Students without FTB in the class:* During your visit to each class for attendance head count, ask and check all students if they have received all the textbooks. Count the number of students who say they have any textbook missing.
- *Surplus sets in the School:* Check from the record, ask the head teacher and check if there are any surplus books lying in the storage, especially in the High and Higher Secondary schools.
- *Details of Missing Jackets:* Ask the Head Teacher.
- If the D3 form is not available, instruct the Head Teacher to ensure that it is made available the next time. If the D3 form is not present, MEA should physically verify presence of textbooks more closely.

### **Schools Council**

- Check from the register.

- Check if the record is well maintained. If not, instruct the Head Teacher to maintain the record properly:
  1. maintain cash book / register
  2. attach bank statements
  3. attach expense receipts
- MEA should guide the head teacher in maintaining proper record

#### **FTF and NSB**

- Check from the register.
- Check if the record is well maintained. If not, instruct the Head Teacher to maintain the record properly:
  4. maintain cash book / register
  5. attach bank statements
  6. attach expense receipts

MEA should guide the head teacher in maintaining proper record

#### **Class Rooms**

- Physically verify the classrooms used for teaching, class rooms locked, and class rooms beings used for furniture storage etc. during your visit around the school.
- If any class room is open/functional but not being used due to weather conditions it will be considered as class room used for teaching.
- Do not count head teacher office as classroom.

#### **Mentoring Visit Form**

- Ask the Head Teacher for all Mentoring Visit Forms from the previous month. The total number of distinct forms should be noted.
- If the head teacher produces at least 1 form, tick the check box 'Yes'.
- **Note the number of MVFs from the previous month available in school.**

#### **DTE Visits**

- Gather this information from the attendance register.

#### **Facilities – Drinking Water**

- MEA should physically verify this information during his visit around the school.
- If drinking water is in water coolers or bottles, then MEAs should check to ensure there is sufficient water for both staff and students

- Drinking water from hand pumps, taps (which should be separate from hand washing tap next to toilet), water coolers or bottles should be checked for basic cleanliness and color.

**For drinking water:**

- *MEAs should mark the facility as 'unavailable' when: there is no water available for drinking in the school at the time of MEAs' visit.*
- *MEAs should mark the facility as 'not functional' when: Drinking water is available in school, but it is not drinkable because it is polluted or smelly.*
- *MEAs should mark the facility as 'partially functional' when: Clean drinking water is available in one or more coolers/bottles, but not in all.*

**Facilities – Boundary Walls**

- MEA should physically verify this information during his visit around the school.
- Boundary walls need to be 5 or 6 feet high, for boys and girls both.

**For boundary walls:**

- *MEAs should mark the facility as 'unavailable' when: there is no boundary wall in school.*
- *MEAs should mark the facility as 'not functional' when: the wall has big gaps or does not surround the school completely, or is not high enough (5/6 ft).*
- *MEAs should mark the facility as 'partially functional' when: some portions of the wall are not high enough or there are minor gaps in some areas.*

**Facilities – Electricity**

- Electricity in the school should be tested by switching on fans or lights.
- If they do not function but it is claimed to be due to load-shedding then check if other buildings near the school also lack power

**For electricity:**

- *MEAs should mark the facility as 'unavailable' when: there is no electricity connection in the school.*

- *MEAs should mark the facility as 'not functional' when: electric equipment (e.g. fans or lights) are not functioning because of some fault.*
- *MEAs should mark the facility as 'partially functional' when: electricity is available and functional in one or more school blocks, but not in all blocks.*

### **Facilities – Toilets**

- MEA should physically verify this information during his visit around the school.
- Must be available (not locked) relatively clean, and not blocked
- Ask the head teacher to place soap for washing
- Water should be available for flushing
- Covered buckets or containers of water that can be used to flush are acceptable if there is no tap. These should be separate from drinking water.

#### **For toilets:**

- *MEAs should mark the facility as 'unavailable' when: there are no toilets in school.*
- *MEAs should mark the facility as 'not functional' when: the toilets are either locked, unclean, blocked or there is no water for flushing.*
- *MEAs should mark the facility as partially functional when: one or more toilets in the school is not functional*

### **Visit Proof Form**

- Finally, the MEA should take a picture of signed visit proof form, and press submit to upload observations.

### **Dangerous Buildings**

- Check if the roof, wall or foundation of the building has deteriorated enough to threaten the lives of those sitting there

- *A building should be marked as dangerous or partially dangerous if:* there is visible evidence that either the roof, wall or foundation has been damaged enough to collapse
- The roof is dangerous if:
  - The T-irons are significantly rusted
  - The wooden support beams are significantly rotten
  - There are significant cracks in the “linter” or the “linter” is visible
  - The roof is sagging
  - **Mark a building as dangerous if the roof is in danger of collapsing. Otherwise, select repairs as needed**
- The walls are dangerous if
  - There are significant cracks in the wall
  - A large number of bricks are missing
  - **Mark a building as dangerous if the wall is in danger of collapsing. Otherwise, select repairs needed**
- The foundation is dangerous if
  - The floors are sagging or water logged
  - There is a large amount of water consistently present next to the building foundations
  - **Mark a building as dangerous if the foundations are in danger of causing the building to collapse, otherwise selects repairs needed**
- *MEA should mark the building as fully dangerous when:* the entire building is dangerous
- *MEA should mark the building as partially dangerous when:* one or more rooms of a building are dangerous