

**Committee on the Improvement
and Development of Education
in Kebbi State**



Volume VII

Instruments

**This Volume contains the
Instruments used for Data
Collection by the Committee on
the Improvement and
Development of Education in
Kebbi State.**

February 2009

TABLE OF CONTENTS

1.	Instrument for Primary Education.....	1
2.	Instrument for Secondary Education.....	22
3.	Instrument for Tertiary Education.....	49
4.	Instrument for Zonal Education Offices.....	82
5.	Instrument for Local Government Education Authorities (LGEA)	91
6.	Instrument for Parastatals under the Ministry of Education	99

February, 2009

COMMITTEE ON IMPROVEMENT OF EDUCATION IN KEBBI STATE
(INSTRUMENT FOR PRIMARY EDUCATION)

SECTION A: SCHOOL INFORMATION

1 LGA

2 Name of School

3 Name of Head Teacher

4 Year of Establishment

5 Type of School

Conventional

Nomadic

Islamiyya

6 Proprietorship

Public

Private

7 Ward:

8 Town/Village

9 Does the school have certificate of occupancy?

Yes

No

10 What is the total land area of the school?sq km

11 Is the school fenced?

Yes

No

12 If yes, please describe the type of fence

13 Hours of schooling

Morning

Shift

14 School Level

- Pre-Prim
- Prim
- Both

15 Status code

Govt Registered

Not registered

--

16 Mode of operation

- Day only
- Boarding only
- Both

SECTION B: PUPILS' INFORMATION

17 Fill up the table below, giving total enrolment for each class, classified by sex

Class	Enrolment	
	M	F
NS 1		
NS 2		
NS 3		
PRI 1		
PRI 2		
PRI 3		
PRI 4		
PRI 5		
PRI 6		

18 Fill up the table below, giving total number of streams for each level:

Level	NS1	NS2	NS3	PRI 1	PRI 2
No. of streams					

Level	PRI 3	PRI 4	PRI 5	PRI 6
No. of streams				

19 For Nursery school level, fill up the following table, giving total number for each category, classified by level and sex

Class	NS1		NS2		NS3	
Repeaters						
Withdrawals						
Transfers (in)						
Transfers (out)						
Completers						
Deaths						

20 For primary school level, fill up the following table, giving total number for each category, classified by level and sex

Class	PRI 1		PRI 2		PRI 3	
Repeaters						
Withdrawals						
Transfers (in)						
Transfers (out)						
Completers						
Deaths						

Class	PRI 4		PRI 5		PRI 6	
Repeaters						
Withdrawals						
Transfers (in)						
Transfers (out)						
Completers						
Deaths						

SECTION C: RESOURCE INPUT

Head Teacher's Information

21 Qualifications

22 Number of years of teaching experience

23 Number of years as Head Teacher

24 Has the Head Teacher had any training in school administration? Yes No

25 How many Assistant Head Teachers are there in the school?

26 Has the Head Teacher had any in-service training in the last three years? Yes No

27 In the table given in Appendix 1, provide a list of all teaching staff, by name, state of origin, age, sex, nature of appointment, teaching subject, teaching experience and length of stay in school.

28 Indicate the number of teachers that left the school in the last three years

Year	Male	Female
2005		
2006		
2007		

29 In the table given in Appendix 2, provide a list of non-teaching staff, classified by sex, job function and qualification.

30 Indicate the number of non-teaching staff that left the school in the last three years

Year	Male	Female
2005		
2006		
2007		

SECTION D: DEVELOPMENT PLANNING

31 Does your school have a school development plan? Yes No

32 If yes, how far has the development plan been implemented?

100%		75%	
50%		<50%	
Not all			

33 If the answer to ~~28~~³¹ above is no, what are the constraints?

.....

SECTION E: PHYSICAL STRUCTURES

34 Provide information on the quantity and condition of the indicated facilities in the table below:

Structure	Total Number	Number in good condition	Number in use	Balance required
Classrooms				
Classroom furniture				
Head Teacher's office				
Head Teacher's office furniture				
Staffroom (male)				
Staffroom (female)				
Staffroom furniture				
Staff housing				
Computer room				
Student hostels				
Hostel furniture				
Laboratories				
Laboratories furniture				
Workshops				
Workshop furniture				
Library				
Library furniture				
Assembly hall				
Stores				

Structure	Total Number	Number in good condition	Number in use	Balance required
Store furniture				
Male toilets – students				
Female toilets – students				
Male toilets – teachers				
Female toilets – teachers				
General toilet				
School farm/garden				
Waste disposal – incinerators				
Others (specify)				

SECTION F: LIBRARY INFORMATION

- 35 Does your institution have a functional library? Yes No
- 36 If yes, is it temporary or permanent building? Temporary Permanent
- 37 What is the seating capacity of the library.....
- 38 How many books are there in the library?
- 39 Who runs the library Trained Librarian Teacher librarian
- 40 Does the school have a book corner or book boxes in the classrooms? Yes No

SECTION G: UTILITIES AND TRANSPORT

- 41 Is there electricity in the school? Yes No
- 42 If yes, indicate its source (please tick)
PHCN (National Grid)

Rural electrification Board (REB)

Solar

Generator

Others (specify)

43 How often is electricity supplied?

A few hours in the day

A few hours at night

Only during practical session

44 Is there water supply in the school?

Yes No

45 If yes, from what source? (please tick)

Pipe-borne source

Tanker

Well

Borehole

Stream/river

Hand pump

Others

46 Is the supply of water adequate?

Adequate

Fairly adequate

Inadequate

47 What types of communication facilities are available in the school?

Telephone

Email

Notice board

Others

48 Does your school have a vehicle? Yes No

49 What does the school use the vehicle for?

50 What is the average distance from pupils' home to school?km

51 By what means transport do most teachers and pupils come to school?

Bus	<input type="checkbox"/>
Animals	<input type="checkbox"/>
Trekking	<input type="checkbox"/>

Motorcycle	<input type="checkbox"/>
Boats/canoes	<input type="checkbox"/>
Car	<input type="checkbox"/>

SECTION H: INSTRUCTIONAL FACILITIES

52 Does the school have adequate textbooks for teachers? Yes No

53 Does the school have adequate lesson textbooks for teachers? Yes No

54 Does the school have adequate exercise books for students? Yes No

55 Who provides textbooks to pupils?

Parents	<input type="checkbox"/>
Local Government Council	<input type="checkbox"/>
State Government	<input type="checkbox"/>
Others	<input type="checkbox"/>

56 Who provides exercise books to pupils?

Parents	<input type="checkbox"/>
Local Government Council	<input type="checkbox"/>
State Government	<input type="checkbox"/>
Others	<input type="checkbox"/>

57 Do pupils have adequate textbooks for all subjects? Yes No

58 Do pupils have adequate notebooks for all subjects? Yes No

59 Do teachers have adequate textbooks for all subjects? Yes No

60 Please indicate which of these facilities are available and their condition.

Type of equipment/material	Number available	Number in good condition	Number in bad condition	Balance required
Blackboard				
Charts				
Maps				
Diagrams				
Pictures				
World Globes/atlases				
Projector				
Radio				
TV				
Tape recorder				
Computer accessories				
Toys				
Audio visuals				
Display Boards				
Others (specify)				

SECTION H: RECREATIONAL FACILITIES

61 Please indicate which of these facilities are available and their condition

Facility	Available	Not available	In good condition	In bad condition	Regularly used	Not used
Open playground/ Area						
Football pitch						
Footballs						
Athletics field						
Volleyball court						
Volleyballs						

20

Facility	Available	Not available	In good condition	In bad condition	Regularly used	Not used
Handball court						
Handballs						
Table tennis						
Swimming pool						
Ladder						
Slides						
Sea-saw						
Merry-go-round						
Indoor games						
Swing						
Others (specify)						

SECTION I: RECORD KEEPING

62 Please indicate the availability and utilization of the following record keeping materials

Type of record	Available	Not available	Well kept	Not well kept
Log book				
Admission register				
Attendance register				
Visitors' book				
Diaries				
Punishment books				
Reward/prize giving				
Continuous assessment book				
Staff movement book				
Inventory book (plant & equipment)				
Accounts book				
Staff minutes book				
PTA Minutes book				

Type of record	Available	Not available	Well kept	Not well kept
SBMC Minutes book				
National curriculum				
School timetable				
Teachers' lesson notes				
Hospital books				
Staff duty book				
Scheme of work				
Weekly record				
Others (specify)				

SECTION J: GUIDANCE AND COUNSELLING

63 Does the school provide counselling services? Yes No

64 Is yes, does the unit keep student records Yes No

65 Is there provision for counselling in the school timetable? Yes No

66 Does the school have a trained Guidance Counsellor Yes No

67 Has the school mounted any special counselling programmes? Yes No

68 If yes, which type(s) (please tick)

HIV/AIDS

Drug Abuse

Exams Ethics

Career Guidance

How to study

Others (specify)

SECTION K: SPECIAL EDUCATION

69 Fill up the table below, giving total enrolment for each class and for each category of special education

Class	BVI		MR		HIS		PH		GIFTED	
	M	F	M	F	M	F	M	F	M	F
NS 1										
NS 2										
NS 3										
PRI 1										
PRI 2										
PRI 3										
PRI 4										
PRI 5										
PRI 6										

70 Does the school cater for all disabilities? Yes No

71 If no, what is/are the constraints(s).....

72 Are there trained special education teachers? Yes No

73 If yes, indicate how many. Female Male

74 What teaching facilities are available?

Hearing

Brail machine

Ramps

75 Are records of pupils kept? Yes No

76 Does the school have the following facilities to monitor the physical growth of the pupils? Please tick.

Scale for weight

Ruler for height

Growth chart

SECTION X: FUNDING

77 Indicate the sources of funding for running the school.

Sources	Tick appropriately	Amount received per annum		
School fees				
Development levies				

13

Sources	Tick appropriately	Amount received per annum		
Village education committee				
PTA				
Emirate Development Association				
Loans/credits				
Grants/donations				
Philanthropists				
Organized private sector				
Old pupils associations				
Others (specify)				

78 List other sources of other support, if any.

14

Appendix 1: This table should be filled up in response to Question 24 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								



Appendix 1: This table should be filled up in response to Question 24 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

16

Appendix 1: This table should be filled up in response to Question 24 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								
46								
47								

Appendix 1: This table should be filled up in response to Question 24 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
48								
49								
50								
51								
52								
53								
54								
55								
56								
57								
58								
59								
60								
61								
62								
63								

Appendix 1: This table should be filled up in response to Question 24 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
64								
65								
66								
67								
68								
69								
70								
71								
72								
73								
74								
75								
76								
77								
78								
79								

51

Appendix 1: This table should be filled up in response to Question 24 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
80								
81								
82								
83								
84								
85								
86								
87								
88								
89								
90								
91								
92								
93								
94								
95								

Appendix 1: This table should be filled up in response to Question 24 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
96								
97								
98								
99								
100								

20

Appendix 2: Fill in this table, as required in Question ~~26~~ above.
Use additional sheets, if necessary.

SNO	Full Name	Qualification	Sex	Designation	Type of appointment
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

COMMITTEE ON IMPROVEMENT OF EDUCATION IN KEBBI STATE
(INSTRUMENT FOR SECONDARY EDUCATION)

SECTION A: SCHOOL DATA

1 LGA

2 Name of School

3 Name of Principal

4 Year of Establishment

5 Type of School

Conventional	<input type="checkbox"/>
Nomadic	<input type="checkbox"/>
Islamiyya	<input type="checkbox"/>

6 Type of School Public Private

7 Proprietorship

Federal Govt.	<input type="checkbox"/>
State Govt.	<input type="checkbox"/>
LGC	<input type="checkbox"/>
Community	<input type="checkbox"/>
Religious body	<input type="checkbox"/>
Institutions	<input type="checkbox"/>
Corporate organisation	<input type="checkbox"/>
Individuals	<input type="checkbox"/>

8 Ward:

9 Town/Village

10 School Level JSS SS Both

11 Does the school have certificate of occupancy? Yes No

12 If yes, provide the certificate number

13 What is the total land area of the school?sq km

14 Is the school fenced? Yes No

15 If yes, please describe the type of fence

16 Hours of schooling

Morning only	
Afternoon only	
Shift by level	
Shift by stream	

17 Gender composition Boys Girls Mixed

18 Status code Govt. registered Not registered

19 Mode of operation Day only Boarding only Both

SECTION B: PUPILS' INFORMATION

20 Fill up the table below, giving total enrolment for each class, classified by sex

Class	Enrolment	
	M	F
JSS 1		
JSS 2		
JSS 3		
SS 1		

24

SS 2

SS 3

- 21 Fill up the table below, giving total number of **streams** for each level:

Level	JS1	JS2	JS3	SS1	SS2	SS3
No. of streams						

- 22 For Junior secondary level, fill up the following table, giving total number for each category, classified by level and sex

Class	JS1		JS2		JS3	
Repeaters						
Withdrawals						
Transfers (in)						
Transfers (out)						
Completers						
Deaths						

- 23 For Senior secondary level, fill up the following table, giving total number for each category, classified by level and sex

Class	SS1		SS2		SS3	
	M	F	M	F	M	F
Repeaters						
Withdrawals						
Transfers (in)						
Transfers (out)						
Completers						
Deaths						

- 24 What is the average distance covered by students to school

.....km

SECTION C: STAFF INFORMATION

Principal

25 Qualifications

26 Number of years of teaching experience

27 Number of years as Principal

28 Has the Principal had any training in school administration? Yes No

29 Has the Principal had any in-service training in the last three years? Yes No

30 How many Vice-Principals are there in the school?

Staff

31 In the table given in Appendix 1, provide a list of all teaching staff, by name, state of origin, age, sex, nature of appointment, teaching subject, teaching experience and length of stay in school.

32 Indicate the number of teachers that left the school in the last three years

Year	Male	Female
2005		
2006		
2007		

33 In the table given in Appendix 2, provide a list of non-teaching staff, classified by sex, job function and qualification.

34 Indicate the number of non-teaching staff that left the school in the last three years

Year	Male	Female
2005		
2006		
2007		

Training

35 In the box provided, indicate the number of staff that have attended conferences/seminars and workshops in the last two years?

36 Has the school organized any in-house training for its staff? Yes No

37 If yes, how many such trainings, and in what areas?.....
.....
.....
.....

38 How many staff have attended conferences/seminars and workshops in the last two years?

39 How many staff have attended conferences and seminars?

Welfare, Promotion and Discipline

40 Do staff get their salaries and allowances regularly? Yes No

41 If no, what are the constraints?.....

42 Do teachers enjoy 30% special teaching allowance Yes No

43 Are staff promoted promptly? Yes No

44 If no, what is/are the constraint(s)?.....
.....

45 Has the school had any disciplinary case involving staff in the last two years? Yes No

46 If yes, describe the nature of the case and measures take.....

47 How many staff members are accommodated within the school quarters?

SECTION D: PHYSICAL STRUCTURES

48 Provide information on the quantity and condition of the indicated facilities in the table below:

Structure	Total Number	Number in good condition	Number in use	Balance required
Classrooms				
Classroom furniture				
Dining hall				
Dining hall furniture				
Principal's office				
Principal's office furniture				
Staffroom (male)				
Staffroom (female)				
Staffroom furniture				
Staff housing				
Computer room				
Student hostels				
Hostel furniture				
Laboratories				
Laboratories furniture				
Workshops				
Workshop furniture				
Library				
Library furniture				
Assembly hall				

Structure	Total Number	Number in good condition	Number in use	Balance required
Stores				
Store furniture				
Male toilets – students				
Female toilets – students				
Male toilets – teachers				
Female toilets -- teachers				
General toilet				
School farm/garden				
Waste disposal – incinerators				
Others (specify)				

SECTION E: LIBRARY INFORMATION

49 Does your institution have a functional library? Yes No

50 If yes, is it temporary or permanent building? Temporary Permanent

51 What is the seating capacity of the library.....

52 Who runs the library Librarian A staff

53 If a staff is running it, has he/she received any training? Yes No

54 How many books are there in the library? (specify)

55 How adequate are the books?

Adequate	<input type="checkbox"/>
Fairly adequate	<input type="checkbox"/>
Inadequate	<input type="checkbox"/>

56 How current are the books?

1970-90

1991-2000

2001 to date

SECTION F: INSTITUTIONAL EQUIPMENT AND MATERIALS

Books

57 Does the school have adequate textbooks for teachers? Yes No

58 If no, what are the constraints?.....
.....

59 Does the school have adequate lesson textbooks for teachers? Yes No

60 If no, what are the constraints?.....
.....

61 Does the school have adequate textbooks? Yes No

62 If no, what are the constraints?.....
.....

63 Does the school have adequate exercise books for students? Yes No

64 If no, what are the constraints?.....
.....

65 Do students have adequate notebooks for practical in all subjects? Yes No

66 If no, what are the constraints?.....

67 Who provides books to students?

Parents

Local Government

State Government

Others (specify)

Equipment and teaching aids

68

Type of equipment/material	Number available	Number in good condition	Number in bad condition	Balance required
Blackboard				
Charts				
Maps				
Diagrams				
World Globes/atlasses				
Project				
Radio				
TV				
Tape recorder				
Computer accessories				
Human skeleton (plastics)				
Workshop tools				
Electronic weighing balance				
Chemic weighing balance				
Microscopes				
Burettes				
Pipettes				
Conical flasks				

Type of equipment/material	Number available	Number in good condition	Number in bad condition	Balance required
Simple pendulum apparatus				
Triangular/ rectangular prisms				
Lenses				
Distillers				
Magnets				
Type of equipment/material	Number available	Number in good condition	Number in bad condition	Balance required
Micrometer SG				
Vanier Calliper				
Others (specify)				

69 Which of these laboratories /workshops does your school have?

Biology	<input type="checkbox"/>
Chemistry	<input type="checkbox"/>
Physics	<input type="checkbox"/>
Integrated science	<input type="checkbox"/>
Home management	<input type="checkbox"/>
Agric	<input type="checkbox"/>
Woodwork	<input type="checkbox"/>
Electrical / electronics	<input type="checkbox"/>
Metalwork	<input type="checkbox"/>
Others, specify	<input type="checkbox"/>

70 How often are practicals conducted in your school?

Daily	<input type="checkbox"/>
Weekly	<input type="checkbox"/>
Fortnightly	<input type="checkbox"/>
Monthly	<input type="checkbox"/>
During Examination	<input type="checkbox"/>
Not at all	<input type="checkbox"/>

71 How often are laboratory consumables supplied to your schools?

- Daily
- Weekly
- Fortnightly
- Monthly
- During Examination
- Not at all

72 How adequate are the consumables?

- Adequate
- Fairly adequate
- Inadequate

SECTION G: UTILITIES AND TRANSPORT

73 Is there electricity in the school?

Yes No

74 If yes, indicate its source (please tick)

- PHCN (National Grid)
- Rural electrification Board (REB)
- Solar
- Generator
- Others (specify)

75 How often is electricity supplied?

- A few hours in the day
- A few hours at night
- Only during practical session

76 Is there water supply in the school?

Yes No

77 If yes, from what source? (please tick)

- Pipe-borne source
- Tanker
- Well
- Borehole
- Stream/river
- Hand pump
- Others

78 Is the supply of water adequate?

- Adequate
- Fairly adequate
- Inadequate

79 What types of communication facilities are available in the school?

- Telephone
- Email
- Notice board
- Others

80 Does your school have a vehicle?

Yes No

SECTION H: RECREATIONAL FACILITIES

81 Please indicate which of these facilities are available and their condition

Facility	Available	Not available	In good condition	In bad condition	Regularly used	Not used
Open playground/ Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Football pitch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Footballs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Athletics field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volleyball court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volleyballs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handball court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handballs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

34

Facility	Available	Not available	In good condition	In bad condition	Regularly used	Not used
Basketball court						
Basketballs						
Table tennis						
Table tennis balls						
Table tennis bats						
Lawn tennis court						
Lawn tennis rackets						
Lawn tennis balls						
Hockey field						
Hockey sticks						
Jerseys						
Others (specify)						

SECTION I: RECORD KEEPING

82 Please indicate the availability and utilization of the following record keeping materials

Type of record	Available	Not available	Well kept	Not well kept
Log book				
Admission register				
Attendance register				
Visitors' book				
Diaries				
Punishment books				
Reward/prize giving				
Continuous assessment book				
Staff movement book				
Inventory book (plant & equipment)				
Accounts book				
Staff minutes book				

Type of record	Available	Not available	Well kept	Not well kept
PTA Minutes book				
SBMC Minutes book				
National curriculum				
School timetable				
Teachers' lesson notes				
Hospital books				
Staff duty book				
Scheme of work				
Weekly record				
Others (specify)				

SECTION J: GUIDANCE AND COUNSELLING

83 Does the school have a counselling unit? Yes No

84 If no, how does the school provide counselling services?
.....

85 Is yes, does the unit keep student records Yes No

86 Is there provision for counselling in the school timetable? Yes No

87 Has the school mounted any special counselling programme(s) on any of the following?

HIV/AIDS	<input type="checkbox"/>	Study skills	<input type="checkbox"/>
School Attendance	<input type="checkbox"/>	Drug Abuse	<input type="checkbox"/>
Personal hygiene	<input type="checkbox"/>	Career Guidance	<input type="checkbox"/>
Exam Ethics	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>

SECTION K: FUNDING

88 What are the sources of funds for your school? Indicate the amount received.

Sources	Tick appropriately	Amount received per annum		
Federal Government				
State Government				
Local Government				
International Development Partners				
School fees				
Development levies				
Village education committee				
PTA				
Emirate Development Association				
Education trust fund				
Loans/credits				
Grants/donations				
Philanthropists				
Organized private sector				
Oil pupils associations				
Others (specify)				

89 List other sources of other support, if any.

SECTION L: CO-CURRICULAR ACTIVITIES

90 Please indicate which of these clubs / societies are functional in your school

JETS	<input type="checkbox"/>	Photographic club	<input type="checkbox"/>
Young Farmers' Club	<input type="checkbox"/>	Drama club	<input type="checkbox"/>
Debating Society	<input type="checkbox"/>	Red Crescent	<input type="checkbox"/>
Red Cross	<input type="checkbox"/>	Girls' Guide	<input type="checkbox"/>

Boys Scout		Subject based Clubs	
Press Club		Quiz Club	
Anti HIV/AIDS club		Anti Drugs Club	
Others (specify)			
.....			

SECTION M: STUDENTS' WELFARE

91 Are the students provided with meals at school? Yes No

92 If yes, which of the following is/are provided?

Breakfast only	
Lunch only	
Dinner	

93 How adequate is the food?

Adequate	
Fairly adequate	
Inadequate	

94 How qualitative is the food?

Good	
Fairly good	
Bad	

95 Indicate which of the following health facilities is/are available in your school?

Facility	Number available	Number in good condition	Number in bad condition
Clinic			
First aid kits			
Other (Specify)			

96 Was/were there inspection visit(s) to your school in the last two years? Yes No

97 If yes, how many visits were made?

98 Was/were there inspection report(s) made available Yes No
to your school?

99 If yes, in what specific aspect(s) was/were the inspection report(s) useful?

Aspects	Useful	Fairly useful	Not useful
Students' academic performance			
Student conduct			
Teachers' academic performance			
Staff discipline			
Record keeping			
Physical environment			
School accommodation			
Others (specify)			

100 What is the school's performance in WAEC Examinations for the last three years?

Subject	2004/05			2005/06			2006/07		
	Credit	Pass	Fail	Credit	Pass	Fail	Cred	Pass	Fail
Maths									
English									
Chemistry									
Physics									
Biology									
Agric Science									
Geography									
IRS/CRS									
Hausa									

Subject	2004/05			2005/06			2006/07		
	Credit	Pass	Fail	Credit	Pass	Fail	Cred	Pass	Fail
Arabic									
Igbo									
Yoruba									
French									
History									
Government									
Economics									
Commerce									
Literature in English									
Hausa Literature									

101 For each of the following three sessions, indicate the number of students that got credit passes at WAEC in 5 or more subjects, including Maths and English

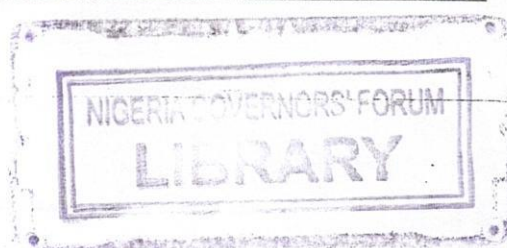
2004/05

2005/06

2006/07

102 What is the school's performance in NECO Examinations for the last three years?

Subject	2004/05			2005/06			2006/07		
	Credit	Pass	Fail	Credit	Pass	Fail	Cred	Pass	Fail
Maths									
English									
Chemistry									
Physics									
Biology									
Agric Science									
Geography									
IRS									



40

Subject	2004/05			2005/06			2006/07		
	Credit	Pass	Fail	Credit	Pass	Fail	Cred	Pass	Fail
Hausa									
Arabic									
Igbo									
Yoruba									
French									
History									
Government									
Economics									
Commerce									
Literature in English									
Hausa Literature									

103 For each of the following three sessions, indicate the number of students that got credit passes at NECO in 5 or more subjects, including Maths and English

2004/05
2005/06
2006/07

Appendix 1: This table should be filled up in response to Question 31 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Appendix 1 : This table should be filled up in response to Question 31 in Section C above. Additional sheets of paper may be used if necessary.
 If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

42

Appendix 1: This table should be filled up in response to Question 31 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								
46								
47								

44

Appendix 1: This table should be filled up in response to Question 31 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
48								
49								
50								
51								
52								
53								
54								
55								
56								
57								
58								
59								
60								
61								
62								
63								

Appendix 1: This table should be filled up in response to Question 31 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
64								
65								
66								
67								
68								
69								
70								
71								
72								
73								
74								
75								
76								
77								
78								
79								

Appendix 1: This table should be filled up in response to Question 31 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
80								
81								
82								
83								
84								
85								
86								
87								
88								
89								
90								
91								
92								
93								
94								
95								

47

Appendix 1: This table should be filled up in response to Question 31 in Section C above. Additional sheets of paper may be used if necessary. If the teacher has a teaching qualification, indicate under the TQ column, Yes, otherwise, indicate No.

SNO	Full Name	Sex	Age	Teaching subject	Teaching experience	Qualification	TQ	Type of appointment
96								
97								
98								
99								
100								

Appendix 2: Fill in this table, as required in Question 33 above.
 Use additional sheets, if necessary.

SNO	Full Name	Qualification	Sex	Designation	Type of appointment
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

HS

SECTION A: INSTITUTIONAL DATA

1 Name of Institution

2 Year of Establishment

3 Website Address (if any)

4 a. Phone Number

b. Fax Number

5 Full Address

6 Does your institution have an enabling law? Yes No

7 If yes, how far are the operations of your institutions in consonance with the law?

Always

Most of the time

Sometimes

Never

SECTION B: FUNDING

8 What are the sources of funding for your institution? You can tick one or more options as appropriate:

(a) Federal Government

(b) State Government

(c) Internally generated revenue

Total Number

Staff category
Academic Staff
Non-academic staff

15 Indicate the current total number of academic and non-academic staff:

SECTION C: STAFFING AND STAFF WELFARE

Internally generated revenue

Borrowing

Others (specify)

14 If no, how was the shortfall made up?

Yes No

13 Were the allocations in (12) above adequate?

Year	Capital Expenditure (₦)	Recurrent Expenditure (₦)
2006		
2007		

12 What was your budgetary allocation for each of the following years?

Year	Capital Expenditure (₦)	Recurrent Expenditure (₦)
2006		
2007		

11 If yes, what was your budgetary requirement for each of the following years?

10 Does your institution operate on annual budget system? Yes No

Source	2006	2007
Student fees%%
Consistency%%
Donations%%
Others (please specify)		

9 What is the contribution in percentage terms of the following internal sources of revenue towards the running of your institution?

Total

Year
2005
2006
2007

24 Indicate the number of staff sponsored for further studies in each year.

23 Does your institution have staff development policy?
 Yes No

SECTION D: STAFF DEVELOPMENT AND TRAINING

22 If the answer to (20) above is no, explain the constraints.

Total

Year
2005
2006
2007

21 Indicate the number of staff were promoted in each of the following years.

20 Are staff promoted promptly?
 Yes No

19 Are staff salaries and allowances paid regularly?
 Yes No

HATTIS
CONUAS
UASS
UASSCON
GL

18 What kind of salary structure do you operate? (Tick appropriate box)

17 In the table given in Appendix 2, provide a list of non-teaching staff, classified by name, state of origin, qualifications, sex, and designation.

16 In the table given in Appendix 1, provide a list of all academic staff, by name, state of origin, qualifications, sex, area of specialisation, and type of appointment.

Structure	No. available	No. in bad condition	Balance required
Staff offices			
Staff office furniture			
Staff common rooms			
Common room furniture			
Staff toilets			
Classrooms			
Classroom furniture			

31 Provide below the number of physical structures indicated in the table below:

SECTION G: PHYSICAL STRUCTURES AND FURNITURE

30 In Appendix 4, provide in the table, the names of all non-academic (administrative) departments and units in your institution.

29 In Appendix 3, provide in the table the names of all academic Departments and Faculties. For each department, indicate the total number of students, categorised by sex. (Attach detailed list of students, if available, classified by state of origin, sex, the department).

28 Does your institution have a Strategic Plan? Yes No

27 Does your institution have an Academic Brief? Yes No

SECTION E: ACADEMIC PROGRAMMES

Year	Total
2007/08	<input type="text"/>
2006/07	<input type="text"/>
2005/06	<input type="text"/>

26 If yes, indicate the number of staff sponsored in the last three sessions.

25 Does your institution sponsor staff to conference/seminars? Yes No

37 What is the total collection of the library in terms: Periodicals Textbooks

36 If the answer to 34 above is yes, what is the target period for the execution of the plan?
 In 5 years
 In 10 years
 In 20 years

35 If temporary, is there a plan for a permanent building? Yes No

34 Provide a number indicating the seating capacity of the library.....

33 If yes, is it temporary or permanent building? Temporary Permanent

32 Does your institution have a library? Yes No

SECTION H: LIBRARY FACILITIES

Structure	No. available	No. in bad condition	Balance required
Lecture theatres			
Lecture theatre furniture			
Laboratories			
Laboratory furniture			
Workshops			
Workshop furniture			
Student hostels - Male			
Student hostels - Female			
Student toilets			
Libraries			
Clinics/health centre			
Student common rooms			
Student common room furniture			

Local sources

Foreign sources

43 Indicate the number of periodicals currently being subscribed to by your library from the following sources:

- General
- Education
- Arts
- Sciences
- Technology
- Social sciences

42 Indicate (by number) the distribution of your library collection by the following subject areas:

- 1970-90
- 1991-2000
- 2001 to date

41 How current are the textbooks?

- 1970-90
- 1991-2000
- 2001 to date

40 How current are the periodicals?

- Adequate
- Fairly Adequate
- Inadequate

39 How adequate are the textbooks?

- Adequate
- Fairly Adequate
- Inadequate

38 How adequate are the periodicals?

54

How often are funds released?
 Monthly
 Quarterly
 Annually
 Per semester
 Others, specify.....

54 How often are funds released?

--

53 What is the annual budgetary allocation to the library?

52 If yes, please list the faculties/schools/colleges

51 Do Faculties/Schools/Colleges have separate libraries?
 Yes No

50 If no, explain the constraint(s).....

49 Is the policy being implemented?
 Yes No

48 If yes, describe briefly.....

47 Is there a library development policy?
 Yes No

46 What is the procedure for acquiring library materials?

45 If yes, describe briefly.....

44 Is there any acquisition policy?
 Yes No

55

Laboratory/Workshop			
Agric Science			
Biochemistry			
Biology			
Carpentry			
Chemistry			
Computer/ICT			
Electrical/electronics			
Farm			
Geography			
Hydrology			
Integrated Science			
Language			
Metal			
PHE (Gymnasium)			
Physics			
Resource Centre			
Woodwork			
Others			

58 Please indicate the adequacy or otherwise of the facilities in the indicated laboratories and workshops:

SECTION I: LABORATORY/WORKSHOP FACILITIES

57 If yes, please indicate the number of computers available for access

56 Is the library linked to the internet facility? Yes No

55 How adequate are the funds? Adequate Fairly Adequate Inadequate

56

64 If yes, from what sources? (You may tick more than one option)
 PHCN
 Rural Electrification Board
 Solar
 Generator
 Others

63 Is there any electricity supply in your institution?
 Yes No

SECTION K: UTILITIES AND TRANSPORT

Facility	Number available	Number in good condition	Balance required
Athletics tracks			
Badminton courts			
Basketball courts			
Football fields			
Gymnasium			
Hockey fields			
Lawn tennis courts			
Squash courts			
Tennis tables			
Volleyball courts			

62 Please indicate the number of following recreational

SECTION J: RECREATIONAL FACILITIES

61 If yes, indicate the type(s).....

60 Does your institution have ICT facilities?
 Yes No

59 How often are practicals conducted?
 Daily Weekly Monthly Quarterly

57

58

65 How regular is the supply of electricity?
 24 hours Nights only Once in a while

66 From what source does your institution get water?
 Pipe-borne water
 Tanker
 Well
 Borehole
 Other

67 Is the water safe for drinking?
 Yes No

68 Is the supply of water adequate?
 Yes No

69 What types of communication facilities are available in your institution?
 Telephone
 Television
 Email
 Microphones
 Radio
 Notice board
 Internet
 Others (specify)

70 How many vehicles has your institution?

71 Give a breakdown of the vehicles by the following categories
 Assigned cars
 Trucks
 Tankers
 Buses
 Tractors
 Utility

Appendix 1 : This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

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Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

61.

Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							
46							
47							

G2 30

Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
48							
49							
50							
51							
52							
53							
54							
55							
56							
57							
58							
59							
60							
61							
62							
63							

Appendix 1 : This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
64							
65							
66							
67							
68							
69							
70							
71							
72							
73							
74							
75							
76							
77							
78							
79							

Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
80							
81							
82							
83							
84							
85							
86							
87							
88							
89							
90							
91							
92							
93							
94							
95							

64

8-65

Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
96							
97							
98							
99							
100							
101							
102							
103							
104							
105							
106							
107							
108							
109							
110							
111							

Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
112							
113							
114							
115							
116							
117							
118							
119							
120							
121							
122							
123							
124							
125							
126							
127							

70 67

Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
128							
129							
130							
131							
132							
133							
134							
135							
136							
137							
138							
139							
140							
141							
142							
143							

Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
144							
145							
146							
147							
148							
149							
150							
151							
152							
153							
154							
155							
156							
157							
158							
159							

Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
160							
161							
162							
163							
164							
165							
166							
167							
168							
169							
170							
171							
172							
173							
174							
175							

Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
176							
177							
178							
179							
180							
181							
182							
183							
184							
185							
186							
187							
188							
189							
190							
191							

74 71

Appendix 1: This table should be filled up in response to Question 16 in Section C above. Additional sheets of paper may be used if necessary

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Appointment status
192							
193							
194							
195							
196							
197							
198							
199							
200							

75 72

Appendix 2: This table should be filled up in response to Question 17 on non-academic staff in Section C above. Use additional sheets if needed

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Designation
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							



Appendix 2: This table should be filled up in response to Question 17 on non-academic staff in Section C above. Use additional sheets if needed

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Designation
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

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47 74

Appendix 2: This table should be filled up in response to Question 17 on non-academic staff in Section C above. Use additional sheets if needed

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Designation
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							
46							
47							

Appendix 2: This table should be filled up in response to Question 17 on non-academic staff in Section C above. Use additional sheets if needed

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Designation
48							
49							
50							
51							
52							
53							
54							
55							
56							
57							
58							
59							
60							
61							
62							
63							

48/75

76

Appendix 2: This table should be filled up in response to Question 17 on non-academic staff in Section C above. Use additional sheets if needed

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Designation
64							
65							
66							
67							
68							
69							
70							
71							
72							
73							
74							
75							
76							
77							
78							
79							

50 77

Appendix 2: This table should be filled up in response to Question 17 on non-academic staff in Section C above. Use additional sheets if needed

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Designation
80							
81							
82							
83							
84							
85							
86							
87							
88							
89							
90							
91							
92							
93							
94							
95							

Appendix 2: This table should be filled up in response to Question 17 on non-academic staff in Section C above. Use additional sheets if needed

SNO	Full Name	Sex	State of origin	Qualifications	Rank	Area of specialisation	Designation
96							
97							
98							
99							
100							

Appendix 3: This table should be filled as required in Question 28 in section E above

List of Academic Departments, Units and Faculties

SNO	Name of Department/unit	Faculty	Current number of students	
			Male	Female
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				

79

Appendix 3: This table should be filled as required in Question 28 in section E above			
SNO	Name of Department/unit	Faculty	Current number
			of students
			Male
			Female
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

80

Appendix 4: Names of non-academic departments	
SNO	Name of Department/unit
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

This table should be filled up in response to Question 30 in Section F above

**COMMITTEE ON IMPROVEMENT AND DEVELOPMENT OF EDUCATION IN
KERBI STATE**

(Instrument for Zonal Education Offices)

SECTION A: Data on Education Zone

1. Name of the Education Zone:

2. Name of Zonal Director of Education:

3. Salary Grade Level of Zonal Director of Education:

4. Qualifications of Zonal Education Officer (List):

- (i)
- (ii)
- (iii)
- (iv)
- (v)

5. Location of the Zonal Education Office:

6. List of all staff directly under the Zonal Education Office.

S/No	Name	Qualifications	Designation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11	Others—attach list		

7. List the office Furniture and Equipment in the Zonal Education Office:

- (i)
- (ii)
- (iii)
- (iv)

SECTION B: DATA ON SCHOOLS

8. List the Local Government Areas within the Zone
9. How many vehicles are available in the Zonal Education Office?
- (i)
- (ii)
- (iii)
- (iv)
- (v)

10. Give the total number of Junior Secondary Schools (JSSs) within the Zone.....
11. Provide the total number of classrooms in the Junior Secondary Schools?

In-use Out of use Total

12. Provide the total student enrolment in the JSSs for the last five years?

Year	Male Enrolment	Female Enrolment	Total
2003			
2004			
2005			
2006			
2007			

13. Provide the average number of streams per level per JSS?.....

14. Provide the total number of Teachers for all the JSS?

Year	Male	Female	Total
2003			
2004			
2005			
2006			
2007			

15. Provide the total number of qualified teachers for the Junior Secondary Schools.

Male Female Total

16. How many Private Junior Secondary Schools are there in the Zone?.....

17. How many faith based Junior Secondary Schools are there in the Zone?

Islamiya
 Christian
 Total

18. Provide the total number of Senior Secondary Schools (SSS) within the Zone.....

19. Provide the total number of classrooms in the SSSs?

In-use
 Out of use
 Total

20. Provide the total students enrolment in the SSSs within the Zone.

Year	Male Enrolment	Female Enrolment	Total
2003			
2004			
2005			
2006			
2007			

21. Provide the average number of streams per level per Senior Secondary Schools:.....

22. Provide the total number of Teachers for all the SSSs within the Zone.

Year	Male	Female	Total
2003			
2004			
2005			
2006			
2007			

23. Provide the total number of qualified teachers for the SSSs.

Male
 Female
 Total

24. How many Private Senior Secondary Schools are there in the Zone?.....

25. How many faith based Senior Secondary Schools are there in the Zone?

Islamiya
 Christian
 Total

SECTION C: FUNDING

26. Is there an Annual Budgetary appropriation for the Zone? Yes No

27. If Yes, is all the appropriated amount released? Yes No

28. If Yes, how adequate is the amount? Adequate Fairly Adequate Inadequate

29. If No to Q26, how does the Zone finance its activities?

30. If No to Q26, what percentage was released in the last three years?

31. List all sources of fund available to the Zone:
 (a) 2005 (b) 2006 (c) 2007

32. Are Principals given regular subvention(s) for school maintenance?
 (i)
 (ii)
 (iii)
 (iv)
 (v)

33. If Yes, how regularly are they given? Yes No

(a) Monthly
 (b) Quarterly
 (c) Termly
 (d) Others (specify)

34. How much was the Subvention per school for the last three years?

(a) 2005 ₦
 (b) 2006 ₦
 (c) 2007 ₦

SECTION D. Condition of Service for Teachers

35. Are teachers salaries paid regularly? Yes No

36. If No, explain the constraint(s):

37. Are teachers' salaries commensurate with their qualifications? Yes No

38. If No, explain the variation with appropriate example(s):

39. Are Annual Salary increments paid regularly to teachers? Yes No

40. If No, explain the constraint(s):

41. Do Secondary School teachers still enjoy the 30% teaching allowance given by the State Government? Yes No

42. If No, explain the constraint(s) and make suggestions:

43. Are teachers promoted as at when due? Yes No

44. If No, explain the constraint(s):

SECTION E: Teachers' Development

45. Does the state have a teachers development policy? Yes No

46. If Yes, provide a copy.

47. If No, explain the constraint(s) and make suggestions.

48. Are teachers sponsored for further training regularly? Yes No

49. If Yes, how many had been sponsored in the last three years within the Zone?

- (a) 2005
- (b) 2006
- (c) 2007

50. If No, explain the constraint(s) and make suggestions:.....

51. Are teachers sponsored for workshops and conferences regularly? Yes No

52. If Yes, how many had been sponsored in the last three years within the Zone?

- (a) 2005
- (b) 2006
- (c) 2007

53. If No, explain the constraint(s) and make suggestions:.....

54. List the in-house trainings organised by the Zone in the last two years:

- (a) 2006
 - (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)
- (b) 2007
 - (i)
 - (ii)
 - (vi)
 - (vii)
 - (viii)

SECTION F: Teachers Recruitment and Discipline

55. Is there a role for the Zonal Office in the recruitment of teachers? Yes No

56. If Yes, specify the role:.....

57. If No, make suggestions:.....

 58. Are teachers recruited regularly? Yes No

 59. If No, explain the constraint(s):.....

 60. Who is responsible for teachers' discipline?

 61. Is there a Teachers Disciplinary Committee at the LGFA level? Yes No

 62. If No, explain the constraint(s):.....

SECTION G: Instructional Materials

63. Who provides instructional materials to teachers (Tick all applicable)?

- (a) Parents
- (b) Local Government Council
- (d) State Government
- (e) Federal Government
- (f) Others (specify):.....

64. Who provides instructional materials to pupils (Tick all applicable)?

- (a) Parents
- (b) Local Government Council
- (d) State Government
- (e) Federal Government
- (f) Others (specify):.....

65. Do teachers have adequate instructional materials in all subjects? Yes No

66. If No, explain the constraint(s) and make suggestions:.....
.....
.....

67. Do pupils have adequate learning materials in all subjects? Yes No

68. If No, explain the constraint(s) and make suggestions:.....
.....
.....

SECTION H: Quality Control / Assurance

69. List the key mandates of the Zonal Office:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

70. How equipped is the Zonal Office in terms of personnel, equipment and vehicles for effective inspection of schools?

Well Equipped Fairly Equipped Poorly Equipped
Not Equipped at all

71. If Poorly Equipped, list the shortcomings:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

72. List the qualifications and criteria for appointment of a School Inspector?

- (i)
- (ii)
- (iii)
- (iv)
- (v)

73. Indicate which of these documents is/are available in the Zonal Office:

- (i) National Policy on Education;
- (ii) National Junior Secondary School Syllabus
- (iii) National Senior Secondary School Syllabus
- (iv) JAMB Brochure (s)
- (v) NABTEB Brochure (s)
- (vi) NBTE Brochure (s)
- (vii) NTI Brochure(s)
- (viii) Inspection Check List for Zonal Office

74. How often is inspection conducted per school?

- (a) Once per year
- (b) Twice per year
- (c) Once every two years
- (d) Others (specify):.....

75. To whom do the Inspectors send their report?.....

76. Who is responsible for the implementation of the report?.....

77. Is the report discussed at any forum or meeting? Yes No

78. If, Yes, which forum or meeting?.....

79. List the official recipients of copies of the Inspectors' report:

- (i)
- (ii)
- (iii)

80. Provide a copy of the most recent inspection report for any three schools in the Zone:

COMMITTEE ON IMPROVEMENT AND DEVELOPMENT OF EDUCATION IN
 KEBBI STATE

(Instrument for Local Government Education Authorities)
 (To be filled by Local Government Education Secretaries)

SECTION A: Data on Local Government Education Authority (LGEA)

1. Name of Local Government Area:
2. Name of Education Secretary:
3. Salary Grade Level of Education Secretary:
4. Qualifications of Education Secretary (List):
 (i)
 (ii)
 (iii)
 (iv)
 (v)
5. Location of the LGEA Office:

6. List of all staff directly under the Education Secretary's Supervision.

S/No	Name	Qualifications	Designation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

7. List the office furniture and Equipment in the Education Secretary's office:

- (i)
- (ii)
- (iii)
- (iv)

SECTION B: DATA ON SCHOOLS

8. Provide the total number of Nursery Schools in the LGA:.....

9. Provide the total enrolment in the Nursery schools.

Male Female Total

10. How many Nursery Schools are run separately?.....

11. How many Nursery Schools are ran within Primary schools?.....

12. How many Nursery Schools have Kindergarten?.....

13. Provide the total number of Primary Schools in the LGA:.....

14. How many religious based primary schools are there in the LGA?

Islamiya Christian Total

15. Provide the total enrolment in the Primary schools?

Year	Male Enrolment	Female Enrolment	Total
2003			
2004			
2005			
2006			
2007			

16. Provide the total number of classrooms in the Primary Schools?

In-use Out of use Total

18. Provide the average number of streams per level per school?.....

19. Provide the total number of Teachers for all Primary Schools?

Year	Male	Female	Total
2003			
2004			
2005			
2006			
2007			

SECTION C: Funding

20. Provide the total number of qualified teachers?

Male Female Total

21. Is there an Annual Budgetary appropriation for the LGFA? Yes No

22. If Yes, is all the appropriated amount released? Yes No

23. If Yes, how adequate is the amount? Adequate Fairly Adequate Inadequate

24. If No to Q22, how does the LGFA finance its activities?

25. If No to Q23, what percentage was released in the last three years?

26. List all sources of fund available to the LGFA:

(a) 2005 (b) 2006 (c) 2007

27. What was the total teachers' emolument for the last three years?

(i)
 (ii)
 (iii)
 (iv)
 (v)

(a) 2005 ₦
 (b) 2006 ₦
 (c) 2007 ₦

28. Are Head Teachers given regular subvention for school maintenance? Yes No

29. If Yes, how regular is the subvention?

(a) Monthly

(b) Quarterly

(c) Termly

(d) Others (specify).....

30. How much was the subvention per school for the last three years?

(a) 2005 ₦

(b) 2006 ₦

(c) 2007 ₦

SECTION D. Condition of Service for Teachers

31. Are teachers salaries paid regularly? Yes No

32. If No, explain the constraint(s):.....

33. Are teachers' salaries commensurate with their qualifications? Yes No

34. If No, explain the variation with appropriate example(s) :.....

35. Are Annual Salary increments paid regularly? Yes No

36. If No, explain the constraint(s):.....

37. Do Primary School teachers enjoy the 30% teaching allowance given to Secondary School teachers by the State Government? Yes No

38. If No, explain the constraint(s) and make suggestions:.....

39. Are teachers promoted as at when due? Yes No

53. Are teachers sponsored for workshops and conferences regularly? Yes No

.....
.....

52. If No, explain the constraint(s):.....

- (a) 2005
- (b) 2006
- (c) 2007

51. If Yes, how many were sponsored by the LGFA in the last three years?

50. Are teachers sponsored for further training regularly? Yes No

.....
.....

49. If No, explain the constraint(s):.....

48. If Yes, provide a copy.

47. Does the LGFA have a Teachers Development Policy? Yes No

SECTION E: Teachers' Development

.....
.....

46. If No, explain the constraint(s):.....

45. Do communities provide houses for teachers in remote locations? Yes No

.....
.....

44. If No, explain the constraint(s):.....

43. Are teachers provided with houses by the LGFA? Yes No

.....
.....

42. If No, explain the constraint(s):.....

41. Are motorcycle and car loans available to teachers? Yes No

.....
.....

40. If No, explain the constraint(s):.....

54. If Yes, how many were sponsored by the LGEA in the last three years?

- (a) 2005
- (b) 2006
- (c) 2007

55. If No, explain the constraint(s):.....

.....

56. List the in-house trainings organised by the LGEA in the two years:

(a) 2006

(i)

(ii)

(iii)

(iv)

(v)

(b) 2007

(i)

(ii)

(vi)

(vii)

(viii)

57. How many teachers registered annually with the NTI Kaduna for its NCE distance learning programme, in the last three years?

(a) 2005

(b) 2006

(c) 2007

58. What was the success rate (in %) for the NTI programme over the same period?

- (a) 2005
- (b) 2006
- (c) 2007

SECTION F: Teachers Recruitment and Discipline

59. Who is responsible for the recruitment of teachers?.....

60. Are teachers recruited regularly? Yes No

SECTION G: Instructional Materials

61. If No, explain the constraint(s):.....

 62. Who is responsible for teachers' discipline?

 63. Is there a Teachers Disciplinary Committee at the LGFA level? Yes No

65. Who provides instructional materials to teachers (Tick all applicable)?
 (a) Parents
 (b) Local Government Council
 (d) State Government
 (e) Federal Government
 (f) Others (specify):.....

66. Who provides instructional materials to pupils (Tick all applicable)?
 (a) Parents
 (b) Local Government Council
 (d) State Government
 (e) Federal Government
 (f) Others (specify):.....

67. Do teachers have adequate instructional materials in all subjects? Yes No

68. If No, explain the constraint(s):.....

 69. Do pupils have adequate learning materials in all subjects? Yes No

70. If No, explain the constraint(s):.....

**COMMITTEE ON IMPROVEMENT AND DEVELOPMENT OF EDUCATION IN
KEBBI STATE**

(Instrument for Parastatals under Ministry of Education)

SECTION A: Data on Parastatal

1. Name of Parastatal:.....
2. Name of Executive Secretary:.....
3. Address of the Parastatal's Office:.....
4. List the main administrative departments in the Parastatal:
 - (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)
 - (vi)
 - (vii)
 - (viii)
5. Provide the total number of senior staff in the Parastatal:.....
6. Provide the total number of junior staff in the Parastatal:.....
7. Is there a Law establishing the Parastatal? Yes No
8. If Yes, provide a copy of the Law.
9. If No, explain the constraint(s):.....
10. Does the Parastatal have a Governing Board? Yes No
11. If Yes, how many times does the Board meet in a year?.....

SECTION B: Data on Schools under the Parastatal

12. If No, explain the constraint(s) and make suggestions:.....

13. Provide the total number of schools under the Parastatal by Type, Enrolment and Gender:

S/No	Type of School	No of Schools	Male Enrolment	Female Enrolment
1.	Junior Secondary School Conventional			
2.	Junior Secondary School Islamiya			
3.	Junior Secondary School Science			
4.	Junior Secondary School Technical			
5.	Junior Secondary School Commercial			
6.	Junior Secondary School Vocational			
7.	Senior Secondary School Conventional			
8.	Senior Secondary School Islamiya			
9.	Senior Secondary School Science			
10.	Senior Secondary School Technical			
11.	Senior Secondary School Commercial			
12.	Senior Secondary School Vocational			
	Others (specify)			
	Total			

14. Provide the total number of classrooms in the Schools.

In-use Out of use Total

15. Provide the total student enrolment in the schools for the last five years.

Year	Junior Secondary Schools		Senior Secondary Schools	
	Male	Female	Male	Female
2003				
2004				
2005				
2006				
2007				

16. Provide the total number of teachers for all the schools.

Year	Junior Secondary Schools			Senior Secondary Schools		
	Male	Female	Total	Male	Female	Total
2003						
2004						
2005						
2006						
2007						

17. Provide the total number of qualified teachers for the Junior Secondary Schools in the current session

Male Female Total

18. Provide the total number of qualified teachers for the Senior Secondary Schools in the current session

Male Female Total

19. Is/are there private school(s) under the purview of the Parastatal? Yes No

20. If Yes, how many are there?

SECTION C: Funding

21. Is there an Annual Budgetary appropriation for the Parastatal? Yes No

22. If Yes, provide the appropriated amounts for the last three years in the table given as Appendix I.

23. Were all the appropriated amounts released? Yes No

24. If Yes, how adequate were the amounts?

Adequate Fairly Adequate Inadequate

25. If Inadequate, how did the Parastatal finance its activities?

26. If No to Q23, what percentage was released in the last three years?

.....
.....
.....

(a) 2005 (b) 2006 (c) 2007

27. List all sources of fund available to the Parastatal:

(i)
(ii)
(iii)
(iv)
(v)

28. What was the total teachers' emolument for the last three years?

(a) 2005 ₹
(b) 2006 ₹
(c) 2007 ₹

29. Are Principals given regular subvention for school maintenance?

Yes No

30. If Yes, how regular is the subvention?

(a) Monthly
(b) Quarterly
(c) Termly

(d) Others (specify).....

31. How much was the subvention per school for the last three years?

(a) 2005 ₹
(b) 2006 ₹
(c) 2007 ₹

SECTION D. Condition of Service for Teachers

32. Are teachers salaries paid regularly? Yes No

33. If No, explain the constraint(s):.....

 34. Are teachers' salaries commensurate with their qualifications? Yes No
35. If No, explain the variation with appropriate example(s) :.....

 36. Are Annual Salary increments paid regularly? Yes No
37. If No, explain the constraint(s):.....

 38. Do teachers still enjoy the 30% teaching allowance given to secondary school teachers by the State Government? Yes No
39. If No, explain the constraint(s) and make suggestions:.....

 40. Are teachers promoted as at when due? Yes No
41. If No, explain the constraint(s):.....

 42. Are car loans available to teachers? Yes No
43. If No, explain the constraint(s):.....

 44. Are teachers provided with houses by the schools? Yes No
45. If No, explain the constraint(s):.....

46. List all other incentives given to teachers under the Parastatal:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

SECTION E: Teachers' Development

47. Does the Parastatal have a Teachers Development Policy? Yes No

48. If Yes, provide a copy.

49. If No, explain the constraint(s) and make suggestions:

.....

50. Are teachers sponsored for further training regularly? Yes No

51. If Yes, how many were sponsored in the last three years?

- (a) 2005
- (b) 2006
- (c) 2007

52. If No, explain the constraint(s) and make suggestions:

.....

53. Are teachers sponsored for workshops and conferences regularly? Yes No

54. If Yes, how many were sponsored in the last three years?

- (a) 2005
- (b) 2006
- (c) 2007

55. If No, explain the constraint(s):

.....

56. List the in-house trainings organised for teachers by the Parastatal in the two years: (a) 2006

- (I)
- (II)
- (III)
- (IV)
- (V)

(b) 2007

- (I)
- (II)
- (VI)
- (VII)
- (VIII)

SECTION F: Teachers Recruitment and Discipline

59. Who is responsible for the recruitment of teachers?.....

60. Are teachers recruited regularly? Yes No

61. IF No, explain the constraint(s) and make suggestions:.....

62. Who is responsible for teachers' discipline?.....

63. Is there a Teachers Disciplinary Committee at the Parastatal level? Yes No

64. IF No, explain how disciplinary matters are handled:.....

SECTION G: Instructional Materials

65. Who provides instructional materials to teachers (Tick all applicable)?

(a) Parents

(b) Local Government Council

(d) State Government

(e) Federal Government

(f) Others (specify):.....

66. Who provides instructional materials to pupils (Tick all applicable)?

(a) Parents

- (b) Parastatal
- (b) Local Government Council
- (d) State Government
- (e) Federal Government
- (f) Others (specify):

67. Do teachers have adequate instructional materials in all subjects? Yes No

68. If No, explain the constraint(s):

69. Do pupils have adequate learning materials in all subjects? Yes No

70. If No, explain the constraint(s):

SECTION H: Quality Control

71. Is there a Unit in the Parastatal which is responsible for inspection of schools? Yes No

72. If Yes, how many staff are there in the Unit?

73. How many vehicles are attached to the Unit?

74. If No, explain how quality assurance is achieved in the schools under the Parastatal:

75. List the qualifications and criteria for appointment as an Inspector?

- (i)
- (ii)
- (iii)
- (iv)
- (v)

76. Indicate which of these documents is/are available in the Zonal Office:

- (i) National Policy on Education;
- (ii) National Junior Secondary School Syllabus
- (iii) National Senior Secondary School Syllabus

- (iv) JAMB Brochure (s)
- (v) NABTEB Brochure (s)
- (vi) NBTE Brochure (s)
- (vii) NTI Brochure(s)

77. How often is inspection conducted per schools?

- (a) Once per year
- (b) Twice per year
- (c) Once every two years
- (d) Others (specify):.....

78. To whom do the Inspectors send their report?

79. Who is responsible for the implementation of the report?

80. Is the report discussed at any forum or meeting? Yes No

81. If, Yes, which forum or meeting?

82. List the official recipients of copies of the Inspectors' report:

- (i)
- (ii)
- (iii)

84. Provide a copy of the most recent inspection report for any three schools under the Parastatal.

85. How many Science based students obtained at least five credits including English and Mathematics at O-level in the last five years.

- (a) 2003
- (b) 2004
- (c) 2005
- (d) 2006
- (e) 2007

86. How many Arts based students obtained at least five credits including English and Mathematics at O-level in the last five years.

- (a) 2003
- (b) 2004
- (c) 2005
- (d) 2006
- (e) 2007