

Non Formal Education Management Information System (NFEMIS)

USER'S MANUAL

The Non Formal Education Management Information System-NFEMIS (Web-Version) is a replacement of legacy NFEMIS (Desktop System), which was designed for record keeping of non-formal schools, centers, teachers, learners and their assessments, monitoring and tracking. Desktop version was developed with the legacy technologies and has few limitation in it where as NFEMIS (Web-version) has been developed by using the cutting edge technologies and tools to provide ability to centralized every single record at National level.

NFEMIS.net is a centralized software hosted on a dedicated server for round the clock online managed access across the globe. For this purpose organization, provincial and district level users groups along with their roles are defined/created to access the application. This online versions has additional features of both class and package system. The assessment, tracking and monitoring systems are revised and improved in this systems

NFEMIS.net is a large database system which can be used for managing Non Formal educational projects. Four Fundamentals modules of any NFE project like planning, implementation, monitoring/ tracking and evaluation are core components of this NFEMIS system. Raw data is collected from the field on a system generated pro-forma. Planners/ Managers can do the statistical analysis based on the reports generated from that raw data. Its implementation module covers the detailed information about Non Formal Basic Education (NFBE) schools and Adult Literacy Centers (ALCs), teachers and their qualification, Learner enrollment history, complete tracking

information on open and closed schools, teacher replacement history as well as information on school supervisory staff and affiliated NGOs. Its monitoring module which is divided into two parts; in first part, physical conditions of schools/ centers and provided facilities are monitored on monthly bases, while in the second part learners are tracked individually on quarterly basis. The Evaluation module assesses the learners who are appeared in the exam and are evaluated by taking mid and final exam.

PREFACE

TBD has to be provided by JICA to be pasted here for project overview.

ABBREVIATION AND ACRONYMS

ALC	Adult Literacy Centre
JICA	Japan International Cooperation Agency
KPI	Key Performance Indicator
MIS	Management Information System
NFBE	Non Formal Basic Education
NFEMIS	Non Formal Education Management Information System
NGO	Non-Government Organization
SA	System Administrator
UC	Union Council

DEFINITIONS AND CONCEPTS

MIS:

Management information system (MIS) is usually based on periodic reporting system and collect data on routine Activities computerized and processed to information to support human decision-making process.

NFBE:

Non Formal Basic Education refers to the newly introduced system which has been designed to support the formal system for the promotion of primary education.

ALC:

Adult Literacy Center is a structure, designed and recommended in the present project and is the learning place for target adults of age group (15-35) years as per PLPP defined criteria.

UNION COUNCIL:

UC is the third and lowest tier of the local government system. Typically, a UC has a population between 10,000 to 40,000 in a group of contiguous villages. Its area cannot exceed that of Tehsil.

MOUZA / VILLAGE:

Refer to the smallest official rural unit. The term originated from the revenue department. Usually call revenue or the census village. A Mouza is typically composed of a main settlement, with a certain name. It is further composed of smaller settlement (called Mohallaha, Basti, and Dera as per the local terminology).

MOHALLAH / BASTI:

A settlement or a small community within the Mouza/village. These settlements are not recorded in any official document such as the census, revenue rolls and electoral lists. Their names are not standardized and each Basti could go by more than one similar sounding name. Mohallaha's are in the main village and are closed to each other but Basties are usually scattered clusters, away from the main settlement of a village.

DATABASE:

A database is a collection of information that is organized so that it can easily be accessed, managed, and updated. In one view, databases can be classified according to types of content: bibliographic, full -text, numeric, and images. This can be managed to meet the needs of a community of users.

REPORTS:

A database report presents information retrieved from a table or query in a preformatted, attractive manner. The purpose of reports is usually to inform and enable the management for future planning.

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CHAPTER-1

INTRODUCTION

Background

Basic education is a fundamental human right and it is the base for both human and nation development. The government of Pakistan is constitutionally committed to spread the education nationwide but due to the lack of resources the pace to achieve this target is very sluggish. To accelerate the pace, Non-formal schools have begun to play a dramatic role in educating those who have long been ignored in Pakistan especially in rural areas. Universal primary education goal in Pakistan cannot be successful without the help of non-formal education system. Non-formal schools are not an alternative education system, but rather, it is an opportunity for children and illiterate adults to gain basic education and learn literacy skills. The program aims to meet the education needs of the local community by flexible approaches.

NFEMIS is in place to make things systematical and faster. NFEMIS is developed under the Govt. of Pakistan, by the technical support of JICA. This system is basically updated version of old Non formal education system NFEMIS. This system deals with the quantitative aspects of the data in non-formal education programs to provide effective information in the form of different KPIs.

Following are some objectives of NFEMIS.

Objectives

To provide the accurate data and information at all levels of managements of non-formal education for planning, decision making and policy formulation, To identify total number and %age of literate, illiterates and out of school children in different localities, Extensive information for micro planning to achieve the target of 100% Literacy in Pakistan, To introduce a proper monitoring mechanism to evaluate the performance of all participants based on international KPIs, Other administrative work including teacher training, teacher replacement is also facilitated by providing administrators with appropriate procedures.

NFEMIS

NFEMIS – Non Formal Education Management Information System is a large database system which can be used for managing Non Formal educational projects. Four Fundamentals modules of any literacy project like planning, implementation, monitoring/ tracking and evaluation are core components of this NFEMIS system.

Raw data is collected from the field on a system generated pro-forma. Planners do the statistical analysis based on the reports generated from that raw data. Implementation module covers the detailed information about Non-Formal Schools/Centers, teachers and their qualification, Learner enrollment history, complete track of open and closed schools, teacher replacement as well as school supervisory staff and affiliated NGO's. The Monitoring module which is divided into two parts, in first part, physical conditions of schools/ centers and provided facilities are monitored on monthly bases, while in the second part learners are tracked individually on quarterly basis. The Evaluation module assesses the learners who are appeared in the exam and are evaluated by taking mid and final exam.

All kind of data and information regarding the above mentioned modules can be easily accessed and shared with authorities by generating different types of reports from the system.

Audience

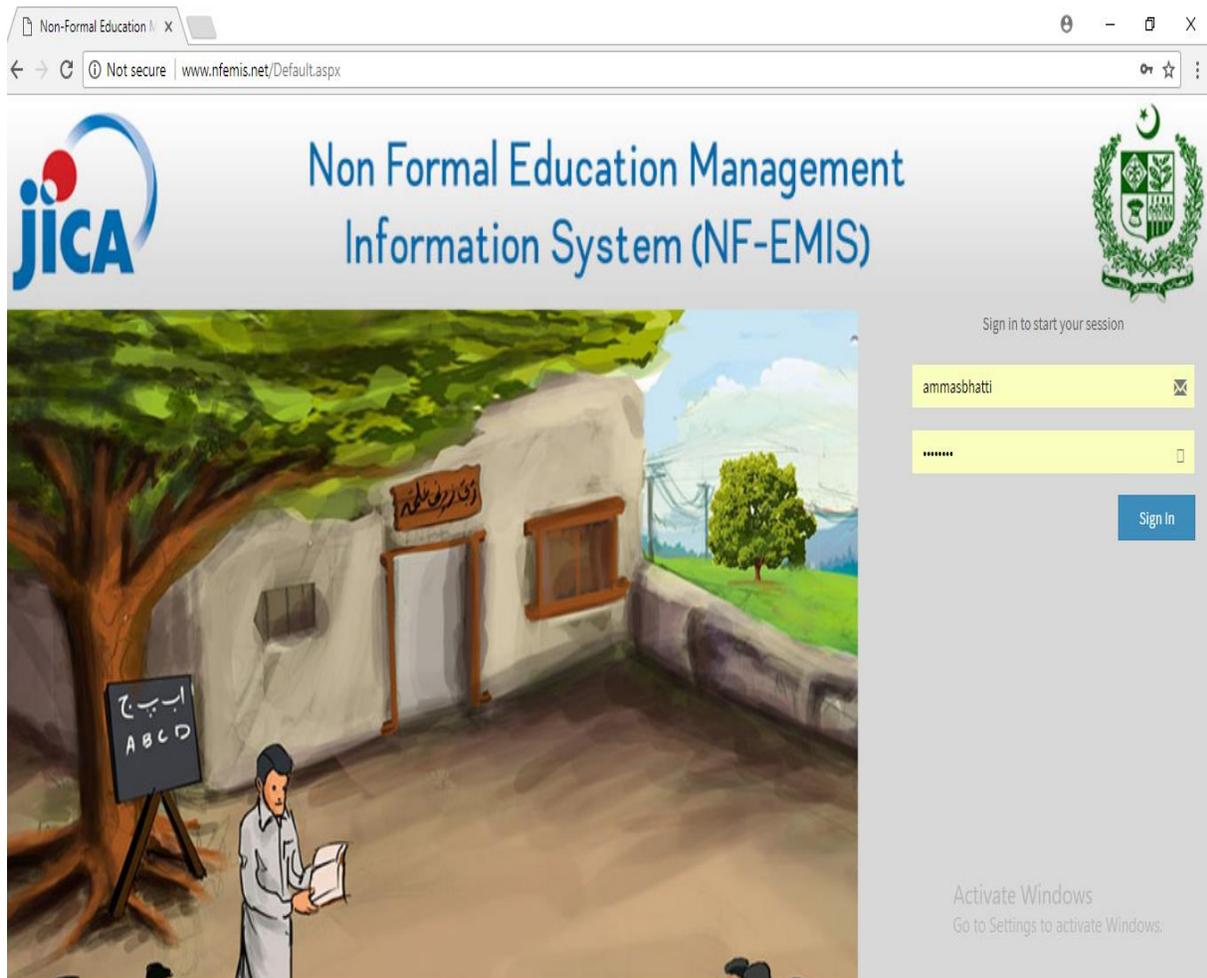
The primary audiences for this user guide are admin and data entry operators. The admin is responsible of controlling this system at higher level and responsible to provide access to system users.

CHAPTER-2

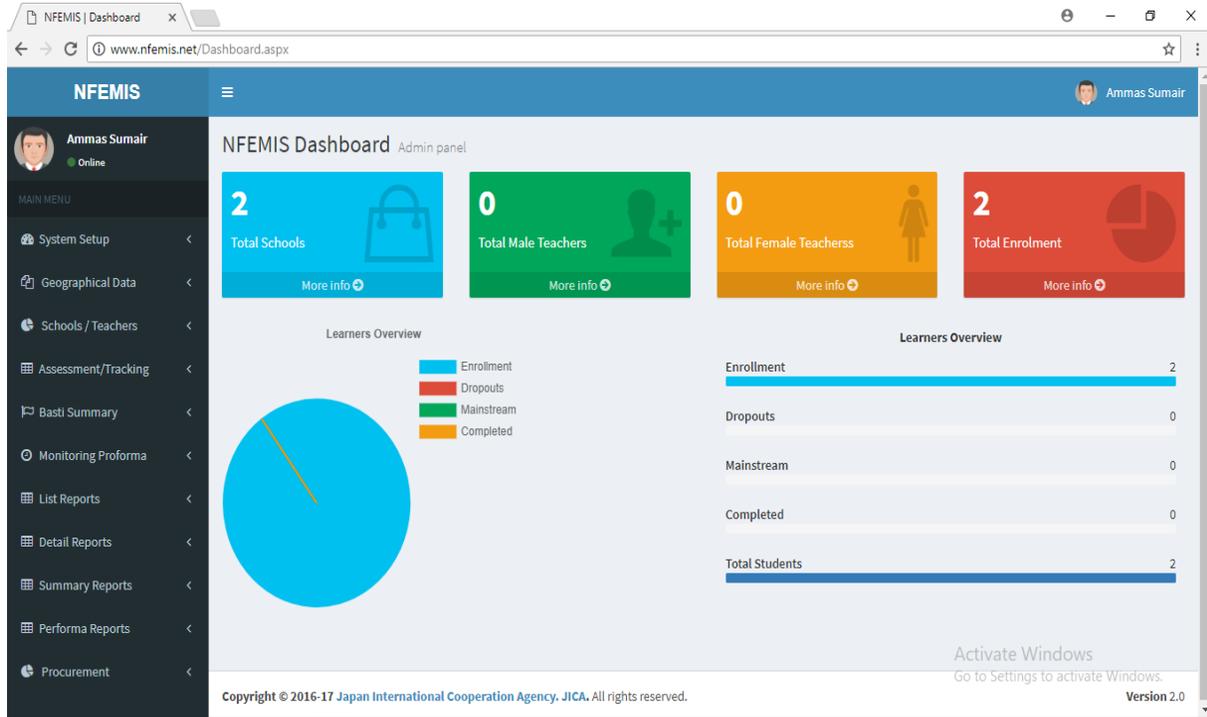
Home Page & Menu bar.

Open your system Web Browser and type NFEMIS web URL: www.nfemis.net and press enter this will open a new web page for NFEMIS users this called User Login Page. On this page you will provide user name and password for the registered user and then press Sign in button. After pressing Sign in button system will check the given user name and password is valid or not, if given user detail is valid and user already registered then system will allow you to Sign and open new page otherwise system will generate error to register user first.

In order to get user name and password only administrator has rights to create new user for any organization, Please contact with system administrator for any user related query.



Dashboard



Button and Their Function:



New:

This button is being use for clear textbox for new data entry.

Save:

This button is being use for save user input data to database.

Save & New:

This button is being use for save user input data and refresh textbox for new entry.

Refresh:

This button is being use for refresh current page data.

Main Menu Toolbar

The main menu bar has contained several sub menus which are as follow.

System Setup

1. Qualification Level
2. Disciplines
3. Guardian Relations
4. Implementing Agencies
5. Banks
6. Training Types
7. School Levels
8. School Mediums

9. School Gender
10. School Age Groups
11. Occupation
12. Religions
13. Classes
14. Class Subject
15. Projects
16. Trainer
17. NGO's
18. Field Staff
19. Manage User
20. Lady Health Worker

Geographical Data

1. Provinces
2. Districts
3. Tehsils
4. Union Councils
5. Villages/Towns
6. Basties

Schools/Teacher

1. Schools
2. Closed School
3. Teachers
4. Teacher Schools Association
5. Teacher Training

Assessment/Tracking

1. Learner Assessment
2. Learner Tracking

Basti Summary

1. Basti Summary

Monitoring Performa

2. Monitoring Pro-forma

List Reports

3. Field Staff List
4. Closed School List
5. Learner List
6. School List
7. Teacher Bank Account List
8. Teacher List
9. Untrained Teacher List
10. Teacher Left Transfer

Detail Reports

1. Field Staff Detail
2. Learner Detail
3. School Detail
4. Teacher Detail
5. Learner Mark sheet

Summary Reports

1. Field Staff Summary
2. School Statistics
3. Learner Mark sheet
4. Assessment Summary
5. UC Assessment Summary
6. Dropout Summary
7. Enrolment Summary
8. Fresh Intake Summary
9. Tracking Summary
10. Basti Summary
11. UC Summary

Performa Reports

1. Learner Assessment Performa
2. Learner Tracking Performa

Procurements

1. Request Procurement
2. Confirm Procurement
3. Purchase
4. Distribution
5. Report Request Procurement
6. Report Distribution Procurement
7. Report Purchase Procurement
8. Report Distribution Procurement
9. Report Distribution Summary
10. Report Item wise Summary

CHAPTER 3

SYSTEM SETUP

Qualification Level

Accessing Tips:

Left Navigation bar>System Setup > Qualification Level

Purpose:

This form will be used to add, modify and delete record of Qualification Level.

Qualification Level:

Write the qualification level e.g. Metric, Intermediate, Graduation etc..

Basic Pay:

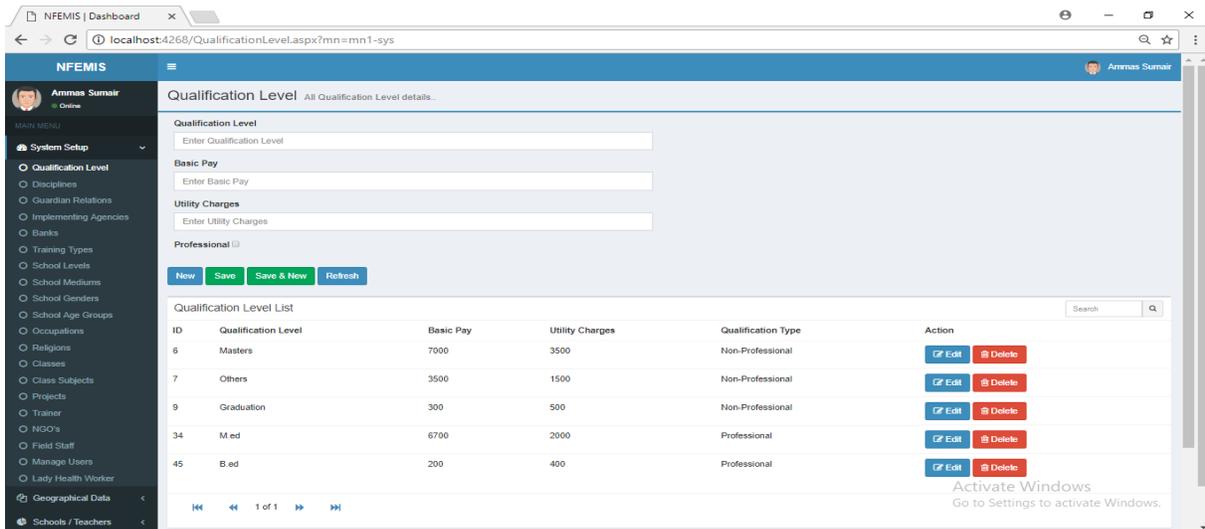
Write the salary amount of the teacher according to her qualification level.

Utility Charges:

Write the amount of utility charges which given to the teacher.

Professional:

If the qualification level falls in the category of professional qualification e.g. PT, CT, PTC, Bed, Med etc. Then check / tick the box otherwise it will remain unchecked.



Disciplines

Accessing Tips:

Left Navigation bar > System Setup > Discipline

Purpose:

This form will be used to add, modify and delete record of Discipline.

Qualification Level:

Select the qualification level from dropdown list.

Discipline:

Write the discipline or specialization of the teacher e.g. Science, Arts, General Science etc...

The screenshot displays the NFEMIS web application interface for managing disciplines. The left sidebar shows the user 'Ammas Sumair' and a navigation menu with 'System Setup' expanded to show 'Disciplines'. The main content area has a title 'Discipline' and a subtitle 'All Discipline details...'. It features a form with a 'Qualification Level' dropdown menu set to 'Masters' and a 'Discipline' text input field with the placeholder 'Enter Discipline'. Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. A 'Discipline List' table is shown below, with a search bar on the right. The table has columns for ID, Qualification Level, Discipline, and Action. The data rows are as follows:

ID	Qualification Level	Discipline	Action
30	Graduation	science	Edit Delete
32	Masters	political science	Edit Delete
33	Others	Arts	Edit Delete
34	Graduation	Science	Edit Delete
36	Graduation	science	Edit Delete
37	M.ed	Science	Edit Delete
38	Masters	Arts	Edit Delete

Guardian Relation

Accessing Tips:

Left Navigation bar > System Setup > Guardian Relation

Purpose:

This form will be used to add, modify and delete record of Guardian Relation.

Relation:

Write the relation with guardian.

Relation Abbreviation:

Write the abbreviation e.g S/O in case of Son of.

The screenshot shows a web browser window displaying the NFEMIS application. The browser address bar shows the URL: localhost:4268/GuardianRelation.aspx?mn=mn3-sys. The application header includes the user name 'Ammas Sumair' and the title 'Guardian Relation'. A left-hand navigation menu is visible, with 'Guardian Relations' selected. The main content area contains a form for adding or editing a guardian relation, with fields for 'Relation' and 'Relation Abbreviation'. Below the form is a table titled 'Guardian Relation List' with columns for ID, Relation, Relation Abbreviation, and Action. The table contains four records: ID 2 (Son, S/O), ID 3 (Wife, W/O), ID 4 (Uncle, U/O), and ID 7 (Father, F/O). Each record has 'Edit' and 'Delete' buttons. The page also features a search bar and pagination controls at the bottom of the table.

ID	Relation	Relation Abbreviation	Action
2	Son	S/O	Edit Delete
3	Wife	W/O	Edit Delete
4	Uncle	U/O	Edit Delete
7	Father	F/O	Edit Delete

Implementing Agency

Accessing Tips:

Left Navigation bar > System Setup > Implementing Agency

Purpose:

This form will be used to add, modify and delete record of Implementing Agency.

Agency Short Name:

Write the short name of implementing agency in this text box e.g. JICA, NEF etc..)

Agency Full Name:

Write the complete name of implementing agency

The screenshot displays the NFEMIS web application interface. The top navigation bar shows 'NFEMIS | Dashboard' and the user 'Animes Sumair'. The left sidebar contains a 'MAIN MENU' with 'System Setup' expanded to show 'Implementing Agencies' selected. The main content area is titled 'Implementing Agency' and contains a form with two input fields: 'Agency/Organization Short Name' and 'Agency/Organization Full Name'. Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. A table below the form lists existing agencies with columns for ID, Agency Short Name, Agency Full Name, and Action (Edit/Delete).

ID	Agency Short Name	Agency Full Name	Action
4	JICA	Japan International Cooperation Agency	Edit Delete
5	NEF	National Education Foundation	Edit Delete
10	PEF	Punjab Education Foundation	Edit Delete
11	DLNFE	Directorate of Literacy & NFE Baluchistan	Edit Delete
12	AEPAM	Academy of Educational Planning & Management	Edit Delete
13	SEF	Sindh Education Foundation	Edit Delete
14	IRC	Indus Resource Center	Edit Delete
15	SE&LD	Sindh Education and Literacy Department	Edit Delete

Bank

Accessing Tips:

Left Navigation bar > System Setup > Bank

Purpose:

This form will be used to add, modify and delete record of Bank.

Bank Name:

Write the complete Bank name

Bank Short Name:

Write the Short name of the Bank e.g. HBL, UBL, etc...

The screenshot displays the NFEMIS web application interface for managing banks. The top navigation bar includes the user profile 'Amnas Sumair' and the title 'NFEMIS'. The left sidebar shows the 'System Setup' menu with 'Banks' selected. The main content area is titled 'Bank: All banks details...' and contains a form with two input fields: 'Bank Name' and 'Bank Short Name'. Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. A table below the form lists the following data:

ID	Bank Short Name	Bank Name	Action
7	NBP	NATIONAL BANK OF PAKISTAN	Edit Delete
8	UBL	UNITED BANK LIMITED	Edit Delete
17	BAH	BANK AL HABIB	Edit Delete
18	SCB	STANDARD CHARTERED BANK	Edit Delete
19	ABL	ALLIED BANK LIMITED	Edit Delete

Training Type

Accessing Tips:

Left Navigation bar > System Setup > Training Type

Purpose:

This form will be used to add, modify and delete record of Training Type. e.g Pre-service or after service trainings.

Training Type:

Write the type of training.

Description:

Write something or little explanation about training type.

The screenshot shows the NFEMIS web application interface. The browser address bar displays 'localhost:4268/TrainingType.aspx?mn=mn6-sys'. The user is logged in as 'Ammas Sumair'. The left navigation menu includes 'System Setup' and 'Training Types'. The main content area is titled 'Training Type' and contains a form for adding or editing a record. The form has two input fields: 'Enter Training Type' and 'Enter Description'. Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. A table below the form lists existing training types with columns for ID, Training Type, Description, and Action. The table contains three rows of data.

ID	Training Type	Description	Action
1	Pre-Service Training	No Description	Edit Delete
2	In-Service Training	Refresher Courses for teacher...	Edit Delete
6	Need Based Training	No.....	Edit Delete

School Level

Accessing Tips:

Left Navigation bar > System Setup > School Level

Purpose:

This form will be used to add, modify and delete record of School Level.

School Level:

Write the level of school e.g. Primary, middle, high etc...

The screenshot shows a web browser window with the URL `localhost:4268/SchoolLevel.aspx?mn=mn7-sys`. The page title is "NFEMIS" and the user is logged in as "Ammas Sumair". The main menu on the left includes "System Setup" with sub-items like "Qualification Level", "Disciplines", "Guardian Relations", "Implementing Agencies", "Banks", "Training Types", "School Levels", "School Mediums", "School Genders", "School Age Groups", "Occupations", "Religions", "Classes", "Class Subjects", "Projects", "Trainer", "NGO's", "Field Staff", "Manage Users", and "Lady Health Worker". The "School Levels" section is active. The main content area shows a "School Level" form with a search box and buttons for "New", "Save", "Save & New", and "Refresh". Below the form is a "School Level List" table with columns for ID, School Level, and Action. The table contains three rows: ID 4 (Primary School), ID 7 (Middle), and ID 8 (High). Each row has "Edit" and "Delete" buttons. The page also shows "1 of 1" records and a search box.

ID	School Level	Action
4	Primary School	Edit Delete
7	Middle	Edit Delete
8	High	Edit Delete

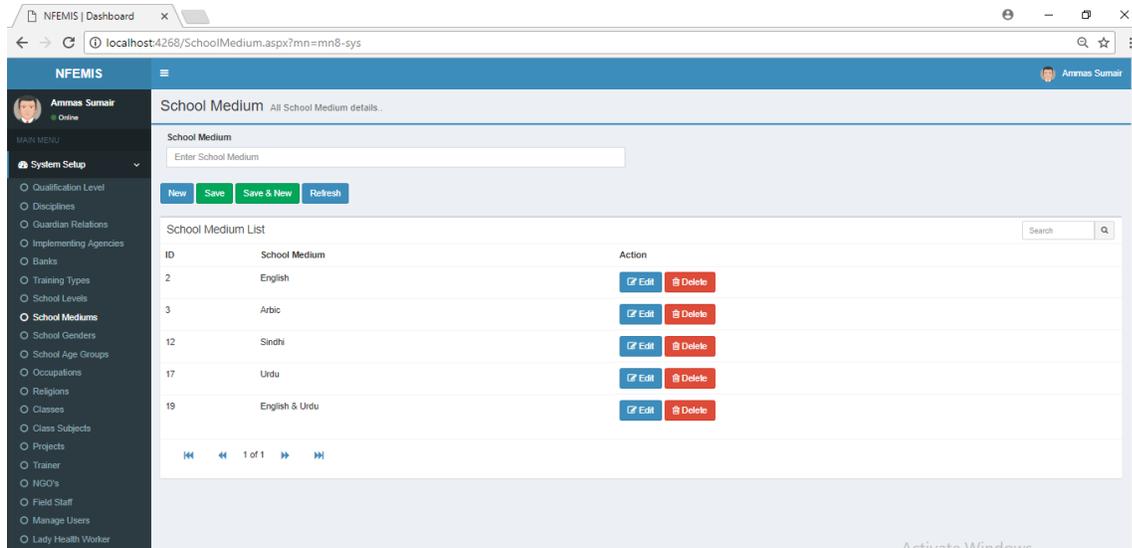
School Medium

Accessing Tips:

Left Navigation bar > System Setup > School Medium

Purpose:

This form will be used to add, modify and delete record of School Medium.



School Gender

Accessing Tips:

Left Navigation bar > System Setup > School Gender

Purpose:

This form will be used to add, modify and delete record of School Gender.

School Gender:

Write the gender of school e.g. Male, female, co-education etc...

The screenshot shows the NFEMIS web application interface. The browser address bar displays 'localhost:4268/SchoolGender.aspx?mn=mn9-sys'. The user is logged in as 'Ammas Sumair' (Online). The left navigation menu is expanded to 'System Setup', with 'School Genders' selected. The main content area is titled 'School Gender' and contains a form with a text input field labeled 'Enter School Gender'. Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. A table titled 'School Gender List' displays the following data:

ID	School Gender	Action
3	CO-EDUCATION	Edit Delete
4	FEMALES	Edit Delete
1	MALES	Edit Delete

At the bottom of the table, there are navigation controls showing '1 of 1' records.

School Age Group

Accessing Tips:

Left Navigation bar > System Setup > School Age Group

School Age Group:

Write the age group of the population who study in school e.g. 4 to 9 years of age, 10 to 14 years of age etc.

The screenshot shows the NFEMIS web application interface for managing School Age Groups. The browser address bar shows the URL: localhost:4268/SchoolAgeGroup.aspx?mn=mn10-sys. The user is logged in as Ammas Sumair.

School Age Group All school age group details.

Enter School Age Group

Actions: New, Save, Save & New, Refresh

SchoolAgeGroup List

ID	SchoolAgeGroup	Action
1	5 TO 10 - YEARS	Edit Delete
2	11 TO 15 - YEARS	Edit Delete
3	16 TO 30 YEARS	Edit Delete
5	Over 35 Year	Edit Delete

1 of 1

Occupation

Accessing Tips:

Left Navigation bar > System Setup > Occupation

Purpose:

This form will be used to add, modify and delete record of Occupation.

Occupation Type:

Select occupation type (Agriculture or Non Agriculture) from dropdown box, which entered already in the database.

Occupation:

Write the actual name of occupation e.g. teacher, doctor etc...

The screenshot shows the NFEMIS web application interface for managing occupations. The browser address bar indicates the URL is localhost:4268/Occupation.aspx?mn=mn11-sys. The user is logged in as Ammas Sumair. The left navigation menu includes System Setup, Occupations, and Geographical Data. The main content area shows the Occupation form with a dropdown for Occupation Type (set to Agriculture) and a text input for Occupation. Below the form are buttons for New, Save, Save & New, and Refresh. The Occupation List table contains the following data:

ID	Occupation Type	Occupation	Action
1	1	Owner Cultivator	Edit Delete
2	1	Share Cropper	Edit Delete
3	1	Contract Cultivator	Edit Delete
4	1	Live Stock	Edit Delete
5	1	Land Lord	Edit Delete
6	1	Others	Edit Delete
7	2	Labour	Edit Delete
8	2	Public Servant	Edit Delete

Religion

Accessing Tips:

Left Navigation bar > System Setup > Religion

Purpose:

This form will be used to add, modify and delete record of Religion.

Religion:

Write the religion name e.g. Islam, Hinduism, Christen etc...

The screenshot displays the NFEMIS web application interface. The browser address bar shows the URL `localhost:4268/Religion.aspx?mn=mn12-sys`. The user is logged in as Ammas Sumair. The left navigation menu includes 'System Setup' and 'Religions'. The main content area is titled 'Religion' and contains a form to 'Enter Religion' with buttons for 'New', 'Save', 'Save & New', and 'Refresh'. Below the form is a 'Religion List' table with columns for ID, Religion, and Action. The table contains four records: ID 1 (Islam), ID 2 (Christian), ID 3 (Hindu), and ID 7 (Islam). Each record has 'Edit' and 'Delete' buttons. A search bar is located to the right of the table. The page footer includes 'Activate Windows'.

ID	Religion	Action
1	Islam	Edit Delete
2	Christian	Edit Delete
3	Hindu	Edit Delete
7	Islam	Edit Delete

Classes

Accessing Tips:

Left Navigation bar > System Setup > Class

Purpose:

This form will be used to add, modify and delete record of Class.

Class Short Name:

Write the short name of the class e.g. C1, C2, etc..

Class Name:

Write the complete name of the class e.g. Class I, Class II Or Packag-A, Packag-B, Lit program etc..

Is ALC class

Type yes under this field if the class name belongs to Adult Literacy Center class

Is Package

Type yes under this field if class name belongs to package system of classes

The screenshot displays the NFEMIS 'Classes' management page. The interface includes a sidebar with a 'System Setup' menu where 'Classes' is selected. The main content area features a form with the following fields:

- Class Name:** Enter Class Name
- Class Short Name:** Enter Class Short Name
- Class Level:** Enter Class Level
- Is ALC Class:**
- Is Package:**

Buttons for 'New', 'Save', 'Save & New', and 'Refresh' are located below the form. A 'Class List' table is shown below the form, containing the following data:

ID	Class Name	Class Short Name	Class Level	Is ALC Class	Is Package	Action
1	Katchi	KT	1	No	No	Edit Delete
2	Class I	G1	2	No	No	Edit Delete
3	Class II	G2	3	No	No	Edit Delete
4	Class III	G3	4	No	No	Edit Delete
5	Class IV	G4	5	No	No	Edit Delete

Classes Subject

Accessing Tips:

Left Navigation bar > System Setup > Class Subject

Purpose:

This form will be used to add, modify and delete record of Class.

Class Name:

Write the complete name of the class e.g. Class I, Class II, Package-A, etc.

Class Code:

Class code is the short form of subject like in case of English, class code may be ENG etc.

Class Subject:

Write the name of the subject taught in particular class e.g. Urdu, English, and Mathematic.

The screenshot displays the NFEMIS dashboard for 'Ammas Sumair'. The main content area is titled 'Class Subject' and contains a form with the following fields:

- Class:** A dropdown menu with 'Katchi' selected.
- Class Code:** A text input field with the placeholder 'Enter Class Code'.
- Class Subject:** A text input field with the placeholder 'Enter Class Subject'.

Below the form are four buttons: 'New', 'Save', 'Save & New', and 'Refresh'. Underneath is a table titled 'Class Subject' with a search bar. The table has columns for ID, Class, Code, Subject, and Action. The data rows are as follows:

ID	Class	Code	Subject	Action
27	Lit-Program	URD	Urdu	Edit Delete
28	Lit-Program	ENG	English	Edit Delete
29	Lit-Program	MATH	Mathematics	Edit Delete
30	Lit-Program	ISL	Islamiyat	Edit Delete
31	Lit-Program	SS	Social Studies	Edit Delete
32	Katchi	URD	Urdu	Edit Delete

Project

Accessing Tips:

Left Navigation bar > System Setup > Project

Purpose:

This form will be used to add, modify and delete record of Project.

Project Short Name:

Write the short name of the project e.g. PLPP, LP etc...

Project Full Name:

Write the complete name of the project e.g. Punjab Literacy Promotion Project etc.

Is Package

Check / tick the is package option if the Project is for Package system of classes

The screenshot displays the NFEMIS Project management interface. The top navigation bar includes the user profile 'Ammas Sumair' and the title 'Project All project details...'. The left sidebar contains a 'MAIN MENU' with 'System Setup' expanded, showing various configuration options. The main content area features a form for adding a new project with the following fields:

- Project Full Name:** Enter Project Full Name
- Project Short Name:** Enter Project Short Name
- Is Package:** A checkbox field.

Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. A 'Project List' table is shown below, with a search bar and the following data:

ID	Project Name	Short Name	Class/Package	Action
1	National Education Foundation	NEF	Class	Edit Delete
2	Japan International Cooperation Agency	JICA	Class	Edit Delete
3	Punjab Education Foundation	PEF	Package	Edit Delete
8	TEST	TEST 1	Package	Edit Delete
9	Adolescent and Adult Learning and Training Program	AALTP	Class	Edit Delete
10	Advancing Quality Alternative Learning Project	AQAL	Package	Edit Delete

Trainer

Accessing Tips:

Left Navigation bar > System Setup > Trainer

Purpose:

This form will be used to show all trainers, modify and delete record.

The screenshot shows the 'Trainer List' page in the NFEMIS system. The page header includes the user name 'Ammas Sumair' and the role 'Online'. The left navigation menu is expanded to 'Trainer'. The main content area displays a table with the following data:

ID	District Name	Trainer Name	CNIC	Phone No	Cell No	Email	Action
4	Khaneval	Hammad Bhatti	23423-3453444.4	(+86) 345-4353453	(+33) 333-3333333	ammas@yahoo.com	[Edit] [Delete]
5	Khaneval	Fahim Saim	36333-3333333-3	(+33) 333-3333333	(+33) 333-3333333	fahim@hotmail.com	[Edit] [Delete]
7	Khaneval	Nadeem	11111-1111111-1	(+22) 222-2222222	(+33) 333-3333333	nadeem@gmail.com	[Edit] [Delete]
10	Okara	Hammad	11111-1111111-1	(+33) 333-3333333	(+33) 333-3333333	fahim@hotmail.com	[Edit] [Delete]
15	Sahiwal	Jawad Bhatti	11111-1111111-1	(+33) 333-3333333	(+33) 333-3333333	fahim@hotmail.com	[Edit] [Delete]
17	Multan	Ammas Sumair	11111-1111111-1	(+33) 333-3333333	(+33) 333-3333333	ammas@yahoo.com	[Edit] [Delete]
18	Sahiwal	Usaid Ali	11111-1111111-1	(+33) 333-3333333	(+33) 333-3333333	ammas@yahoo.com	[Edit] [Delete]
19	Sahiwal	Asif Bhutta	11111-1111111-1	(+33) 333-3333333	(+33) 333-3333333	fahim@hotmail.com	[Edit] [Delete]
20	Sahiwal	Asif Bhatti	11111-1111111-1	(+33) 333-3333333	(+33) 333-3333333	fahim@hotmail.com	[Edit] [Delete]
21	Multan	Wasim Abbas	11111-1111111-1	(+33) 333-3333333	(+33) 333-3333333	ammas@yahoo.com	[Edit] [Delete]

New Entry:

For enter new trainer's record.

The screenshot shows the 'Trainer' form in the NFEMIS system. The form includes the following fields:

- Province: (Select)
- District/Agency: (Select)
- Trainer Name: Enter Trainer Name
- CNIC #: Enter CNIC Number
- Residence Ph#: Enter Residence Phone
- Cell #: Enter Cell Number
- Office Ph#: Enter Office Phone
- Email: Enter Email Address

Buttons: New, Save, Save & New, Close

Below the form is a 'Qualification List' table with the following columns: ID, Qualification Level, Discipline, Passing Year, Obtain Marks, Total Marks, Grade, Action. The table is currently empty, showing 'No data available in table'.

Province:

Enter the province name.

District/Agency:

Enter the name of District/Agency.

Trainer Name:

Write the full name of the trainer.

CNIC #:

Write the CNIC number of Trainer.

Residence Phone #:

Write the residence phone number of trainer.

Cell #:

Write the cell number of trainer.

Office Phone#:

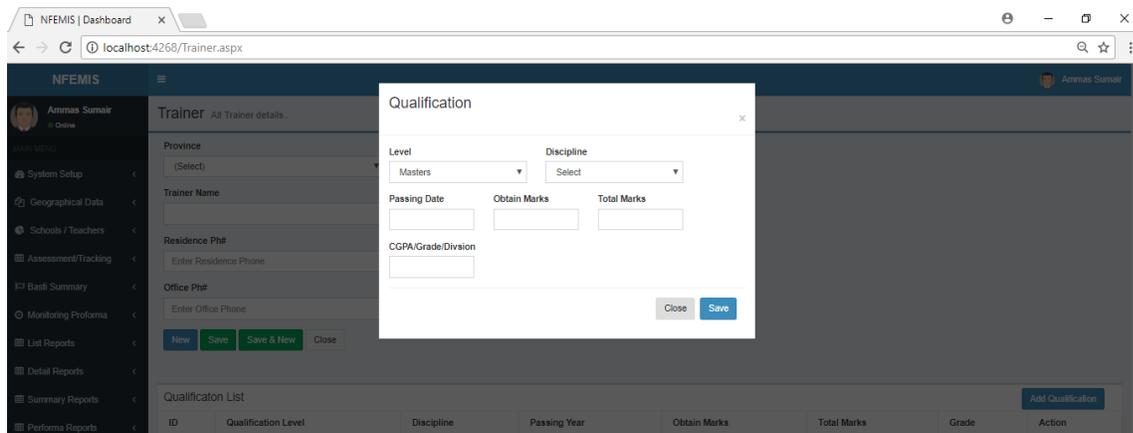
Write the Office phone number of Trainer.

Email:

Write the Email address of trainer.

Add Qualification:

For Trainer Qualification data.



Level:

Write the Qualification degree name.

Disciplines:

Write the Disciplines of trainer degree.

Passing Date:

Write the degree passing date.

Obtain Marks:

Write the obtain marks.

Total Marks:

Write the total marks.

CGPA/Grade/Div.:

Write the CGPA/Grade/Division of trainer degree.

Save:

Save Trainer Qualification data.

Close:

Close the Qualification window.

Add Experience:
For Trainer Experience record.

The screenshot displays the NFEMIS interface. On the left is a navigation menu with options like 'System Setup', 'Geographical Data', 'Schools / Teachers', 'Assessment/Tracking', 'Basic Summary', 'Monitoring Proforma', 'List Reports', and 'Detail Reports'. The main area shows 'Trainer' details for 'Ammas Sumair'. An 'Experience' modal window is open, featuring the following fields: 'Organization' and 'Designation' (text input fields), 'Date From' and 'Date To' (date pickers), and 'Is Current Job' (checkbox). At the bottom of the modal are 'Close' and 'Save' buttons. The background shows the 'Trainer' form with fields for Province, Trainer Name, Residence Ph#, Office Ph#, and Enter Email Address, along with 'New', 'Save', 'Save & New', and 'Close' buttons.

Organization:

Write the name of Organization.

Designation:

Write the designation of previous job.

Date From:

Enter the job starting date.

Date To:

Enter the job leaving date.

Is Current Job:

If trainer has no previous job experience.

Save:

Save Trainer Experience data.

Close:

Close the Experience window.

NGO

Accessing Tips:

Left Navigation bar >System Setup > NGO

Purpose:

This form will be used to add, modify and delete record of NGO.

NGO Short Name:

Write the NGOs' abbreviated name.

NGO Name:

Write the complete NGO name.

Register With:

Write the autonomous registration authority.

Registration No:

Write the assigned registration number.

Agreement Start Date:

Write/Select the Start Date of Agreement from dropdown list.

Agreement End Date:

Write/Select the agreement expire date from dropdown list (which must be greater than agreement start date).

With Draw Date:

Write/select with draw date from dropdown list. (Discontinue date with autonomous body due to the weak performance of NGO or etc...).

Status:

Select the current NGO status from the drop down list.

Remarks:

Write the particular remarks about NGO.

Contact Person:

Write the name of Contact person.

Designation:

Write the designation of NGO Contact person.

Phone:

Write the Phone number.

Fax:

Write the Fax number.

Contact Cell:

Write the Contact cell of contact person.

Email:

Write the Email.

Address:

Write the complete address.

 Ammas Sumair
Online

MAIN MENU

- System Setup
- Qualification Level
- Disciplines
- Guardian Relations
- Implementing Agencies
- Banks
- Training Types
- School Levels
- School Mediums
- School Genders
- School Age Groups
- Occupations
- Religions
- Classes
- Class Subjects
- Projects
- Trainer
- NGO's
- Field Staff
- Manage Users
- Lady Health Worker
- Geographical Data
- Schools / Teachers

NGO All NGO details..

Geographical information

NGO Short Name

NGO Name

Registration & Agreement Information

Registered With:

Registration No:

Agreement Start Date:

Agreement End Date:

With Draw Date:

Status:

(Active/Deactive)

Remarks:

Contact Information

Contact Person

Designstion:

Phone

Fax:

Contact Person Cell:

Email:

Activate Windows
Go to Settings to activate Windows.

Field Staff

Accessing Tips:

Left navigation bar >System Setup > Field Staff

Purpose:

This form will be used to View, modify and delete record of Field Staff.

The screenshot shows the 'Field Staff' management interface in the NFEMIS system. The top navigation bar includes the user profile 'Ammas Sumair' and the system name 'NFEMIS'. A left sidebar contains a 'MAIN MENU' with 'System Setup' expanded to show 'Field Staff' as the selected option. The main content area displays a 'Field Staff List' table with columns for ID, Reference Type, Staff Name, Guardian Name, Guardian Relation, CNIC, Designation, Contact No, and Action. A 'New Entry' button is located at the top right of the table. The table contains four records:

ID	Reference Type	Staff Name	Guardian Name	Guardian Relation	CNIC	Designation	Contact No	Action
3	1	Hammad Bhatti	Muhammad Navaz	Son	1316546464646	Developer	33333333333333	Edit Delete
5	2	Fahim	Saleem	Son	1316546464646	QA	31313131	Edit Delete
13	2	Ammas Sumair	Dildar Ahmad	Uncle	1316546464646	QA	31313131	Edit Delete
14	1	Usaid Ali	Ammas Sumair	Uncle	1316546464646	QA	31313131	Edit Delete

New Entry:

For enter the new field staff record.

The screenshot shows the 'Field Staff' 'New Entry' form in the NFEMIS system. The form is divided into several sections for data entry:

- Geographical Area:** Province (Punjab) and District/Agency (Select).
- Basic Profile:** Staff Name, CNIC #, Cell #, and a profile picture placeholder.
- Guardian Information:** Guardian Name, Guardian Relation (Son), and Staff Type (NGO Staff).
- Designation:** Enter Designation and NGO/Project (select).
- Addresses:** Present Address and Office Address.

At the bottom of the form are buttons for 'New', 'Save', 'Save & New', and 'Close'. Below the form is a 'Qualification List' table with columns for ID, Qualification Level, Discipline, Passing Year, Obtain Marks, Total Marks, and Action. The table is currently empty, displaying 'No data available in table'.

Province:

Select the required Province from dropdown list.

District:

User will select the required district from dropdown list.

Staff Name:

Write the staff Name.

CNIC#:

Write the Computerized National Identity Card number.

Guardian Name:

Write the Guardian Names.

Cell #:

Write cell number of Guardian.

Guardian Relation:

Select the Guardian relation from dropdown list.

Staff Type:

Select the particular Staff type from the dropdown list.

Designation:

Write the Designation.

NGO/Project:

Select the NGO Staff from the staff type dropdown list then all the registered NGO will populate in NGO/Project dropdown list and he/she will select particular NGO. If he/she select Project Staff from dropdown list of staff type then implementing agency will be populate in NGO/Project dropdown.

Present Address:

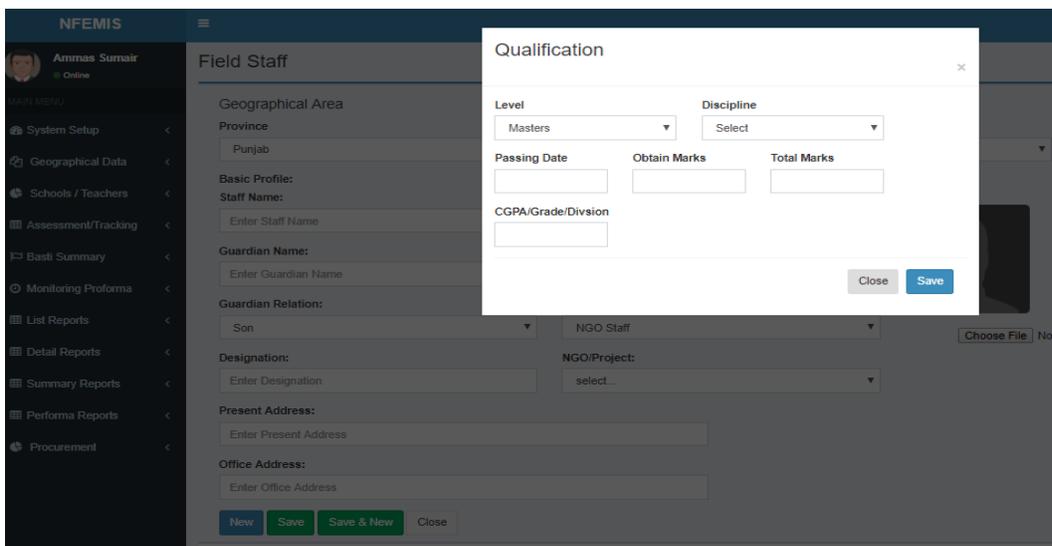
Write the present address.

Office Address:

Write the office address.

Add Qualification:

For Staff Qualification Data.



Level:

Write the latest degree level.

Disciplines:

Write the degree Disciplines.

Passing Date:

Write the degree passing date.

Obtain Marks:

Write the obtain marks.

Total Marks:

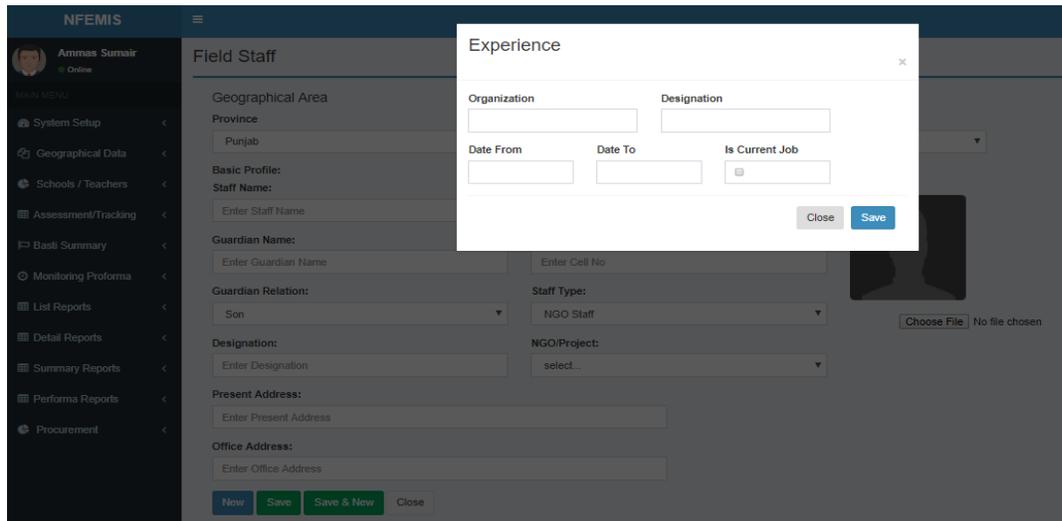
Write the Total Marks of the Degree.

CGPA/Grade/Div.:

Write the CGPA/Grade or Division of degree.

Add Experience:

For staff Experience record.



Organization:

Write the name of last working Organization.

Designation:

Write the Designation of Last job.

Date From:

Write the Job Joining date.

Date To:

Write the Job leaving Date.

Is Current Job:

If trainer has no previous job experience.

Manage Users

Accessing Tips: Left Navigation bar > System Setup > Manage Users

Purpose: This form will be used to add, modify and delete record of users.

Role	User Group	First Name	Last Name	User Name	Is Active		
Super Admin	Federal	Ammas	Sumair	ammashhatti	True	Edit	Delete
Data Entry Operator	Federal	Fahim	Waseem	Fahim	True	Edit	Delete
Data Entry Operator	Federal	Abrar	Bhatti	abrar	False	Edit	Delete
Admin	Federal	Mehboob	Elahi	Mehboob	True	Edit	Delete

User Group:

Write the user group e.g. (Province, District, and Federal)

Role:

Select the user role e.g. (Admin, Data Entry Operator)

Province:

Write the complete province name.

District/Agency:

Write the District name.

Project:

Write the project name e.g. (NFE, JICA etc.).

Agency:

Write the complete Agency name e.g. (JICA, NEF, PEF etc.)

First Name:

Write the first name of user.

Last Name:

Write the last name of the user.

User Name:

Write the username of the creating user.

Password:

Write the password for the creating user.

Lady Health Worker

Accessing Tips:

Left Navigation bar > System Setup > Lady Health Worker

Purpose:

This form will be used to add, modify and delete record of lady health workers.

The screenshot shows the NFEMIS interface for adding a Lady Health Worker. The form is divided into several sections:

- Province:** A dropdown menu with 'Punjab' selected.
- District/Agency:** A dropdown menu with 'Select' selected.
- Tehsil/Taluka:** A dropdown menu.
- Union Council/Tribe:** A dropdown menu.
- Worker Name:** A text input field with the placeholder 'Enter LadyHealthWorker Name'.
- Guardian Name:** A text input field with the placeholder 'Enter Guardian Name'.
- Guardian Relation:** A dropdown menu with 'Son' selected.
- Contact No #:** A text input field with the placeholder 'Enter Contact No'.
- CNIC #:** A text input field with the placeholder 'Enter CNIC No'.
- Address:** A text input field with the placeholder 'Enter Address'.

Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. At the bottom, there is a table with one row for 'Lady Health Workers' and a search bar.

Province:

Write the complete province name.

District/Agency:

Write the Complete District name.

Tehsil/Taluka:

Write the complete Tehsil name.

UC/Tribe:

Write the Complete Union Council Name.

Worker Name:

Write the complete name of the worker.

Guardian Relation:

Write the guardian relation.

Guardian Name:

Write the complete name of the Guardian.

Contact No:

Write the contact number of the Guardian

CNIC #:

Write the Computerized National Identity Card Number.

Address:

Write the complete address of the worker.

CHAPTER 4

GEOGRAPHICAL DATA

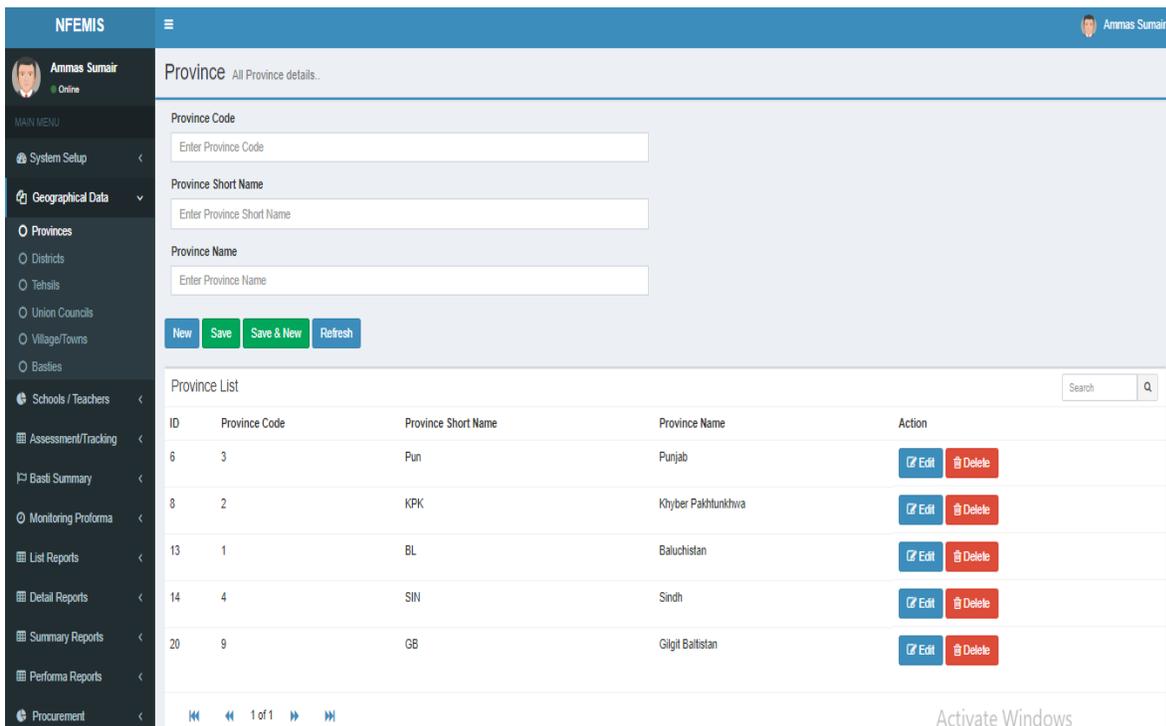
Province

Accessing Tips:

Geographical Data > Province

Purpose:

This screen will be used to enter the Province information.



Province Code:

Write the province code.

Province Short Name:

Write the short name of province e.g. PB, NWFP etc...

Province Name:

Write the full province name e.g.. Punjab etc...

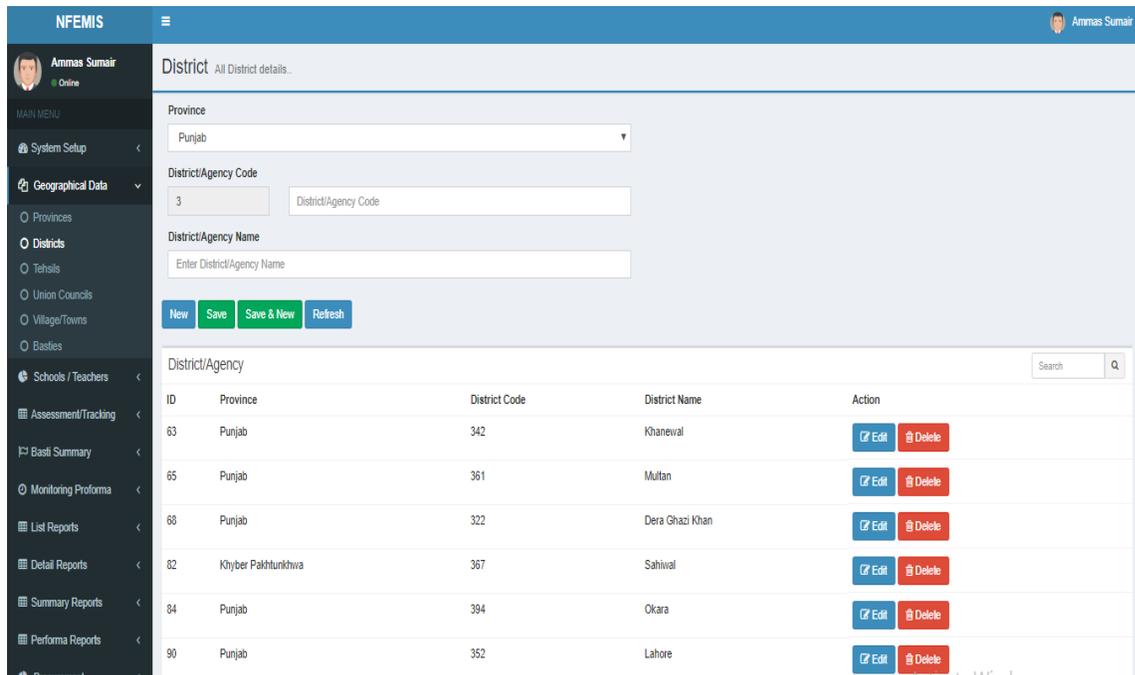
District/Agency

Accessing Tips:

Geographical Data > District/Agency

Purpose:

This screen will be used to enter the District information.



The screenshot displays the NFEMIS District/Agency management interface. The sidebar menu on the left includes 'System Setup', 'Geographical Data', 'Provinces', 'Districts', 'Tehsils', 'Union Councils', 'Village/Towns', 'Basities', 'Schools / Teachers', 'Assessment/Tracking', 'Basic Summary', 'Monitoring Proforma', 'List Reports', 'Detail Reports', 'Summary Reports', and 'Performa Reports'. The main content area shows the 'District' management screen with the following form fields:

- Province: Punjab (selected in a dropdown)
- District/Agency Code: 3 (input field) and District/Agency Code (label)
- District/Agency Name: Enter District/Agency Name (input field)

Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. A table below the form lists existing districts:

ID	Province	District Code	District Name	Action
63	Punjab	342	Khaneval	Edit Delete
65	Punjab	361	Multan	Edit Delete
68	Punjab	322	Dera Ghazi Khan	Edit Delete
82	Khyber Pakhtunkhwa	367	Sahiwal	Edit Delete
84	Punjab	394	Okara	Edit Delete
90	Punjab	352	Lahore	Edit Delete

Province:

Select the particular province from the drop down list.

District Code:

District code has two parts. In first part, code will be automatically appear according to selected Province, In second part write the two digits code of district.

District Name:

Write the full district name i.e. Khushab etc.

Tehsil /Taluka

Accessing Tips:

Geographical Data >Tehsil/Taluka

Purpose:

This screen will be used to enter the Tehsil information.

The screenshot shows the NFEMIS interface for managing Tehsil/Taluka information. The top navigation bar displays the user's name 'Ammas Sumair' and the system name 'NFEMIS'. The sidebar menu includes options like 'System Setup', 'Geographical Data', 'Provinces', 'Districts', 'Tehsils', 'Union Councils', 'Village/Towns', 'Basties', 'Schools / Teachers', 'Assessment/Tracking', 'Basti Summary', 'Monitoring Proforma', 'List Reports', 'Detail Reports', 'Summary Reports', 'Performa Reports', and 'Procurement'. The main content area is titled 'Tehsil All Tehsil details..'. It features a form with the following fields: 'Province' (a dropdown menu set to 'Punjab'), 'District/Agency' (a dropdown menu set to 'Select'), 'Tehsil/Taluka Code' (two input fields for the code), and 'Tehsil/Taluka Name' (an input field with the placeholder 'Enter Tehsil/Taluka Name'). Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. A table below the form lists existing Tehsil/Taluka records with columns for ID, District Name, Tehsil Code, Tehsil Name, and Action. The table contains five rows of data, each with 'Edit' and 'Delete' buttons. A search bar is located at the top right of the table.

ID	District Name	Tehsil Code	Tehsil Name	Action
8	Khanewal	00301	Jahanian	Edit Delete
15	Khanewal	00332	Kabir Wala	Edit Delete
17	Khanewal	00367	Khaneval	Edit Delete
18	Multan	42212	Multan City	Edit Delete
19	Multan	42221	Multan Cantt	Edit Delete

Province:

Select the province from the drop down list.

District:

Select the district from the drop down list.

Tehsil Code:

Tehsil code has two parts when. In first part code will be appeared based on selected province and district, in second part write the two digits code of tehsil.

Tehsil Name:

Write the complete tehsil name e.g. Quaid Abad, Noor pur etc..

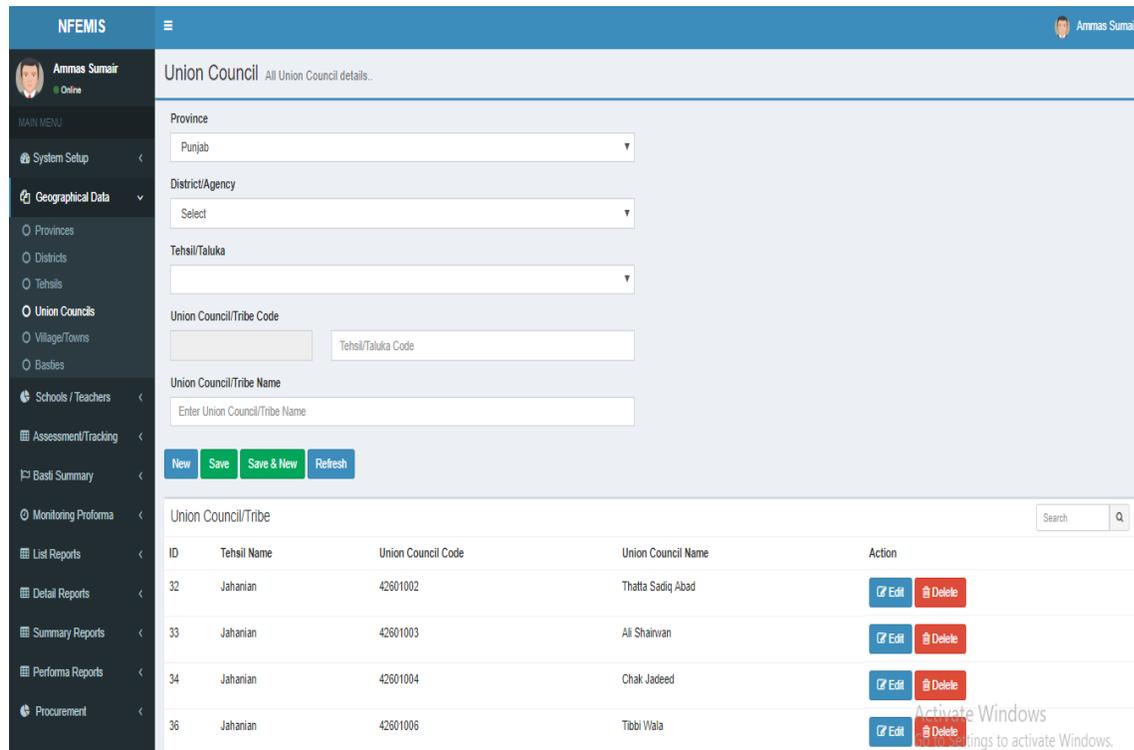
Union Council/Tribe

Accessing Tips:

Geographical Data > Union Council/Tribe

Purpose:

This screen will be used to enter the Union Council information.



The screenshot displays the NFEMIS application interface for managing Union Councils. The top navigation bar shows the user 'Ammas Sumair' and the system name 'NFEMIS'. The left sidebar contains a 'MAIN MENU' with categories like 'System Setup', 'Geographical Data', 'Schools / Teachers', 'Assessment/Tracking', 'Basic Summary', 'Monitoring Proforma', 'List Reports', 'Detail Reports', 'Summary Reports', 'Performa Reports', and 'Procurement'. The 'Geographical Data' menu is expanded, showing sub-items: Provinces, Districts, Tehsils, Union Councils, Village/Towns, and Bashties. The 'Union Councils' sub-item is selected, leading to the 'Union Council' management page. The page title is 'Union Council' with a subtitle 'All Union Council details...'. The form area includes the following fields: Province (dropdown menu with 'Punjab' selected), District/Agency (dropdown menu with 'Select' selected), Tehsil/Taluka (dropdown menu), Union Council/Tribe Code (text input field with a 'Tehsil/Taluka Code' label), and Union Council/Tribe Name (text input field with a placeholder 'Enter Union Council/Tribe Name'). Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. A table below the form lists existing Union Councils with columns: ID, Tehsil Name, Union Council Code, Union Council Name, and Action. The table contains five rows of data. The Action column for each row contains 'Edit' and 'Delete' buttons.

ID	Tehsil Name	Union Council Code	Union Council Name	Action
32	Jaharian	42601002	Thatta Sadiq Abad	Edit Delete
33	Jaharian	42601003	Ali Shainvan	Edit Delete
34	Jaharian	42601004	Chak Jadeed	Edit Delete
36	Jaharian	42601006	Tibbi Wala	Edit Delete

Province:

Select the province from the drop down list.

District:

Select the district from the drop down list.

Tehsil:

Select the tehsil from the drop down list.

UC Code:

UC code has two parts. In first part code will be appeared based on selected province, district and tehsil. In second part write the two digits code of union council.

UC Name:

Admin will write the full UC name i.e. Kund, Uchali etc.

Village / Town

Accessing Tips:

Geographical Data >Village/Towns

Purpose:

This screen will be used to enter the Village / Town information.

The screenshot displays the NFEMIS 'Village' management interface. The top navigation bar shows the user 'Ammas Sumair' and the system name 'NFEMIS'. The sidebar menu includes 'System Setup', 'Geographical Data', 'Schools / Teachers', 'Assessment/Tracking', 'Basti Summary', 'Monitoring Proforma', 'List Reports', 'Detail Reports', 'Summary Reports', 'Performa Reports', and 'Procurement'. The 'Geographical Data' menu is expanded, showing 'Provinces', 'Districts', 'Tehsils', 'Union Councils', 'Village/Towns', and 'Basities'. The 'Village/Towns' option is selected, leading to the 'Village' form page. The form includes the following fields:

- Province: Punjab
- District/Agency: Select
- Tehsil/Taluka: [Empty]
- Union Council/Tribe: [Empty]
- Village Code: [Empty] (with a 'Village Code' label)
- Village Name: Enter Village Name

Below the form are buttons for 'New', 'Save', 'Save & New', and 'Refresh'. A table below the form lists existing villages:

ID	Union Council Name	Village Code	Village Name	Action
97	Thatta Sadiq Abad	00332451	Thatta Sadiq Abad	[Edit] [Delete]
101	Thatta Sadiq Abad	00332451	Chak 136/10-R	[Edit] [Delete]
103	Thatta Sadiq Abad	003324516876	Chak 137/10-R	[Edit] [Delete]

Province:

Select the province from the drop down list.

District:

Select the district from the drop down list.

Tehsil:

Select the tehsil from the drop down list.

Union Council:

Select the UC from the drop down list.

Village Code:

Village code has into two parts. In first part code will be appeared based on selected province, district, tehsil and union council. In second part write the three digits code of Village.

Village Name:

Write the complete village name e.g. Kund Shumali, Kund Janubi etc.

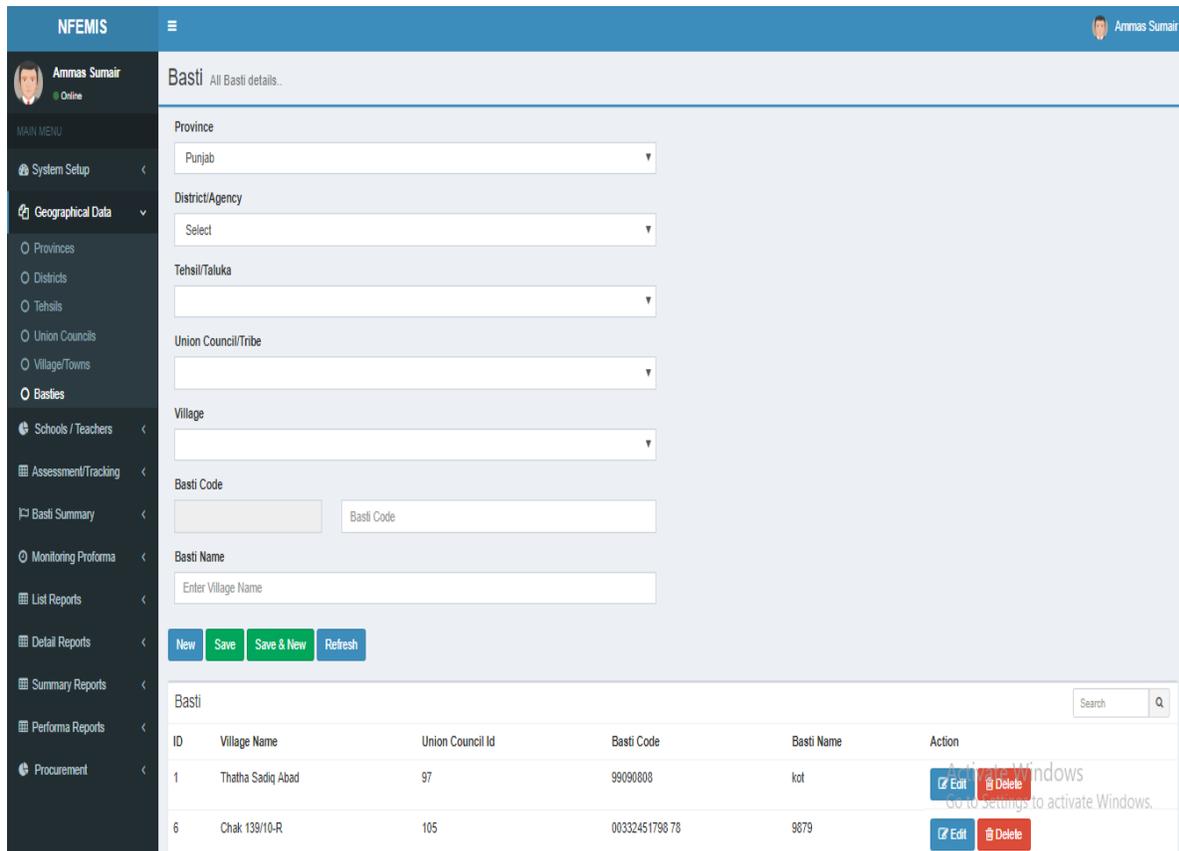
Bastis

Accessing Tips:

Geographical Data > Bastis

Purpose:

This screen will be used to enter the Basti information.



The screenshot shows the NFEMIS interface for managing Bastis. The sidebar menu includes options like System Setup, Geographical Data, and Bastis. The main area displays a form for entering Basti details, including fields for Province, District/Agency, Tehsil/Taluka, Union Council/Tribe, Village, Basti Code, and Basti Name. Below the form is a table listing existing Bastis.

ID	Village Name	Union Council Id	Basti Code	Basti Name	Action
1	Thatha Sadiq Abad	97	99090808	kot	Edit Delete
6	Chak 139/10-R	105	00332451798 78	9879	Edit Delete

Province:

Select the province from the drop down list.

District:

Select the district from the drop down list.

Tehsil:

Select the tehsil from the drop down list.

Union Council:

Select the UC from the drop down list.

Village:

Select the village from the drop down list.

Basti Code:

Basti code has two parts. In first part code will be appeared based on selected province, district, tehsil, union council and village. In second part write the three digits code of Basti.

Basti Name:

Write the complete Basti name e.g. basti Sardaran Wali, basti khokhranwali etc.

CHAPTER 5

SCHOOLS/TEACHERS

Schools

Accessing Tips:

Schools/Teachers > Schools

Purpose:

This form will be used to Search, add, modify and delete school and it's supervise record.

ID	School Code	School Name	Opening Date	Village Name	Age Group	Medium	Gender	Action
118	3324514	Allied Public school 1	9/1/2017 12:00:00 AM	Chak 136/10-R	5 TO 10 - YEARS	English	MALES	Edit Delete
119	0	Allied Public school 2	5/30/2017 12:00:00 AM	Chak 136/10-R	5 TO 10 - YEARS	English	MALES	Edit Delete
120	0	Allied Public school 3	8/15/2017 12:00:00 AM	Chak 136/10-R	16 TO 30 YEARS	English	MALES	Edit Delete
121	0	Allied Public school 4	9/4/2017 12:00:00 AM	Chak 136/10-R	11 TO 15 - YEARS	English & Urdu	FEMALES	Edit Delete
122	0	Allied Public school 5	8/16/2017 12:00:00 AM	Chak 136/10-R	16 TO 30 YEARS	English & Urdu	FEMALES	Edit Delete
124	332451785	Message Grammar School 2	8/25/2017 12:00:00 AM	Chak 136/10-R	11 TO 15 - YEARS	English & Urdu	FEMALES	Edit Delete
125	332451784	Message Grammar School 3	8/25/2017 12:00:00 AM	Chak 136/10-R	5 TO 10 - YEARS	English	MALES	Edit Delete
126	332451784	Message Grammar School 4	8/25/2017 12:00:00 AM	Chak 136/10-R	16 TO 30 YEARS	Urdu	MALES	Edit Delete
127	332451685	Message Grammar School 5	8/25/2017 12:00:00 AM	Chak 136/10-R	16 TO 30 YEARS	Urdu	MALES	Edit Delete
128	3324514	Allied Public school 7	9/1/2017 12:00:00 AM	Chak 141/10-R	5 TO 10 - YEARS	English	MALES	Edit Delete

New Entry: For enter the new field staff record.

Area Information:

District/Agency:

Select the desired district from the drop down list.

Tehsil/Taluka:

Select the desired tehsil from the drop down list.

Union Council/Tribe:

Select the desired union council from the drop down list.

Village/Towns:

Select the desired village/town from the drop down list.

School Profile:

Constituency Name (National):

Write the desired Constituency Name.

Constituency No (National):

Write the desired Constituency number.

Implantation Agency/Organization:

Select the implementation agency from the drop down list. After selection a code will appear in the code field which will generate with the combination of village code and implementation agency.

Old School code:

Write the old school code up to the 20 characters length.

School Name:

Write the school name in the following format.

Location/Locality:

Write the nearest place of interest i.e. Famous place, Mosque, Canal, Road or a Petrol pump etc.

Project Name:

Select the particular project name from the drop down list under which the school is running.

School Center Type:

Select the school type from the predefined school drops down list e.g. (ALC, NFBE).

Age Group:

Select the particular age group from the drop down list.

School Level:

Select the school level from the drop down list.

School Gender:

Select the school gender from the drop down list.

Building Type:

Select the type of the school building from the drop down list.

Medium:

Select the school medium from the drop down list.

Opening Date:

Write the school opening date in the DD-MM-YYYY e.g. 14-02-2011.

Start Time:

Write the school start timing e.g. 11:00 AM.

End Time:

Write the school end/ close timing e.g. 03:00 P.M.

Alternate School Code:

Write the School Alternate Code.

Address:

Write the school complete address along with village and union council name.

Longitude:

Write the Longitude.

Latitude:

Write the Latitude.

Register Learner:

Purpose:

This form will be used to add, modify and delete the learner's records.

Accessing Tips:

School (Record Editable Mode > Click button > Register Learner.

The screenshot shows the 'Register Learner' form in the NFEMIS system. The form is divided into several sections:

- Search School:** Fields for School Code (3324314) and School Name (Allied Public School 7).
- Learner Information:** Fields for Admission Date, Admission Silsala No., Admission Status (New), Current Status (Abandoning Regularly), Class/Package (L1 - Program), Learner Name, Gender (Female), Date of Birth, Religion (Islam), Disability (Nothing), CNIC/Form-B of Learner, Guardian Name, Occupation (Owner Cultivator), Citizen Ship (Pakistan), and Address.
- Remarks:** A text area for entering remarks.
- Buttons:** 'New', 'Save', 'Save & New', and 'Refresh' buttons.
- Students Table:** A table listing existing students with columns for ID, Student Name, Guardian Name, Admission No., Address, and Action (Edit, Delete).

ID	Student Name	Guardian Name	Admission No.	Address	Action
331	Nadeem Sahlan	Haidar Ali	3434	Pattok	Edit Delete
332	Iqbal	Isuf	123	Wahat	Edit Delete
333	Feroze Abdulrahman Khan	Abdullah	8989	Kid addy	Edit Delete

Search School:

School Code:

Show the selected school code.

School Name:

Show the selected school name (Read only).

Learner Information:

Admission Date:

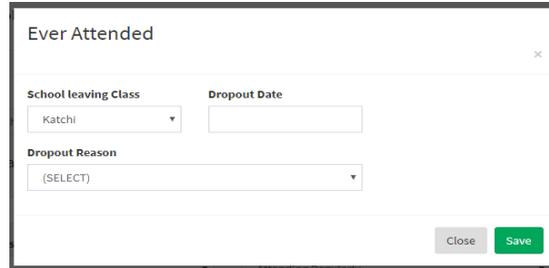
Select/Write the Admission Date from dropdown list.

Admission/Silsala No:

By default Value will start from "1" against the particular school. If the admission no. already exists then user can also enter it manually. In case of duplication a message window will appear.

Admission Status:

If Ever Attended option selected from Admission status dropdown then new window will open and we have to provide its previous education status which includes school leaving class, dropout date and reason.



The screenshot shows a window titled "Ever Attended" with a close button (X) in the top right corner. It contains three input fields: "School leaving Class" with a dropdown menu showing "Katchi", "Dropout Date" with an empty text box, and "Dropout Reason" with a dropdown menu showing "(SELECT)". At the bottom right, there are "Close" and "Save" buttons.

School Leaving Class:

Select school leaving class from this dropdown if ever attended option selected.

Dropout Date:

Select class dropout date if ever attended option selected.

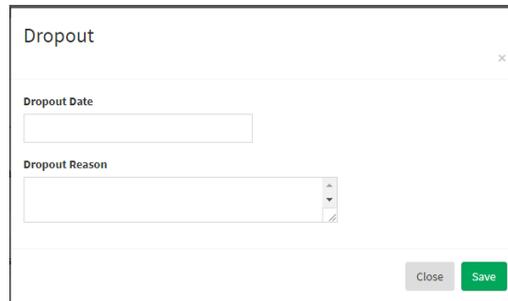
Dropout Reason:

Select dropout reason from dropdown if ever attended.

Current Status:

Select the learner current status from drop down list. In case of new enrollment the default value for current status is "attending regularly".

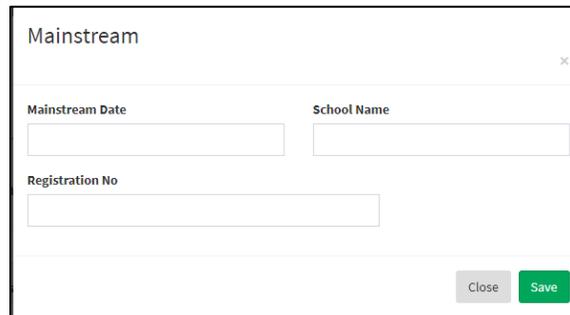
If we are editing the existing learner and change its status to "Dropout" then a "Student Status" form will appear.



The screenshot shows a window titled "Dropout" with a close button (X) in the top right corner. It contains two input fields: "Dropout Date" with an empty text box and "Dropout Reason" with a dropdown menu. At the bottom right, there are "Close" and "Save" buttons.

Select the Status date and also select the "Dropout" reasons from the "Reasons" Dropdown list and click on Save button.

If selected status is "Mainstream" then we have to provide the mainstreamed date, school name and registration number of the mainstreamed school.



The screenshot shows a window titled "Mainstream" with a close button (X) in the top right corner. It contains three input fields: "Mainstream Date" with an empty text box, "School Name" with an empty text box, and "Registration No" with an empty text box. At the bottom right, there are "Close" and "Save" buttons.

If selected status is “Completed” then we have to provide the Course completion date with remarks



Completed

Completion Date
01/04/2018

Remarks

Close Save

Note: After change in status of learner from attending regularly to dropout / mainstreamed / completed; the record will move from the main panel grid to Learner having left school” list.

Class/Package:

Select class from or package from the drop down list e.g. (Lit-Program, Short Program)

Learner Name:

Write the Learner Name.

Gender:

Select the gender of learner from the dropdown list.

Date of Birth:

Enter the date of the birth for the learner.

Religion:

Select religion from the drop down list.

Disability:

Select the disability from the dropdown list.

CNIC/B-Form of Learner:

Write the CNIC number or B-Form number of the learner.

Guardian Relation:

Select the Guardian Relation from the dropdown list.

Guardian Name:

Write the Guardian Name.

.Occupation:

Select occupation from the drop down list.

Citizenship:

Write the Citizenship of the guardian.

Address:

Write the complete address.

Remarks:

Write the remarks.

School Supervision

The school supervisor section deals with two types of staff either it is implementing agency own staff or supervision is given to some NGO staff.

The screenshot shows a web application interface for 'School Supervision'. The main page is titled 'School' and has a sidebar with sections: 'Area Information', 'District/Agency' (Khaneval), 'Union Council/Tribe' (Ali Shairwan), 'School Profile', 'Constituency Name(National)' (Constituency 1), 'Implementation Agency/Organization' (Japan International Cooperation Agency), 'School Name', and 'Location/Locality'. The 'School Supervision' modal form is open, featuring a 'NGO Staff' checkbox (checked), 'Implementation Agency' (Japan International C), 'Supervisor' (Fahim), 'Allocation Date', 'Deallocation Date', and a text area for 'Constituency Name(National)'. 'Close' and 'Save' buttons are at the bottom right of the modal.

NGO Staff:

We tick / check this button If supervision of the school/center is through some NGO.

Implementing Agency:

By default implementing agency name is selected and this text box is locked. But if we checked / ticked the NGO staff check box then we have to select the NGO name.

Supervisor:

Select the supervisor name from the drop down list.

Allocation Date:

You need to select the date from which supervisor actually take charge of school supervision.

De allocation Date:

If we need to change the supervisor then first we de allocate the existing supervisor from this school by providing the deallocation date..

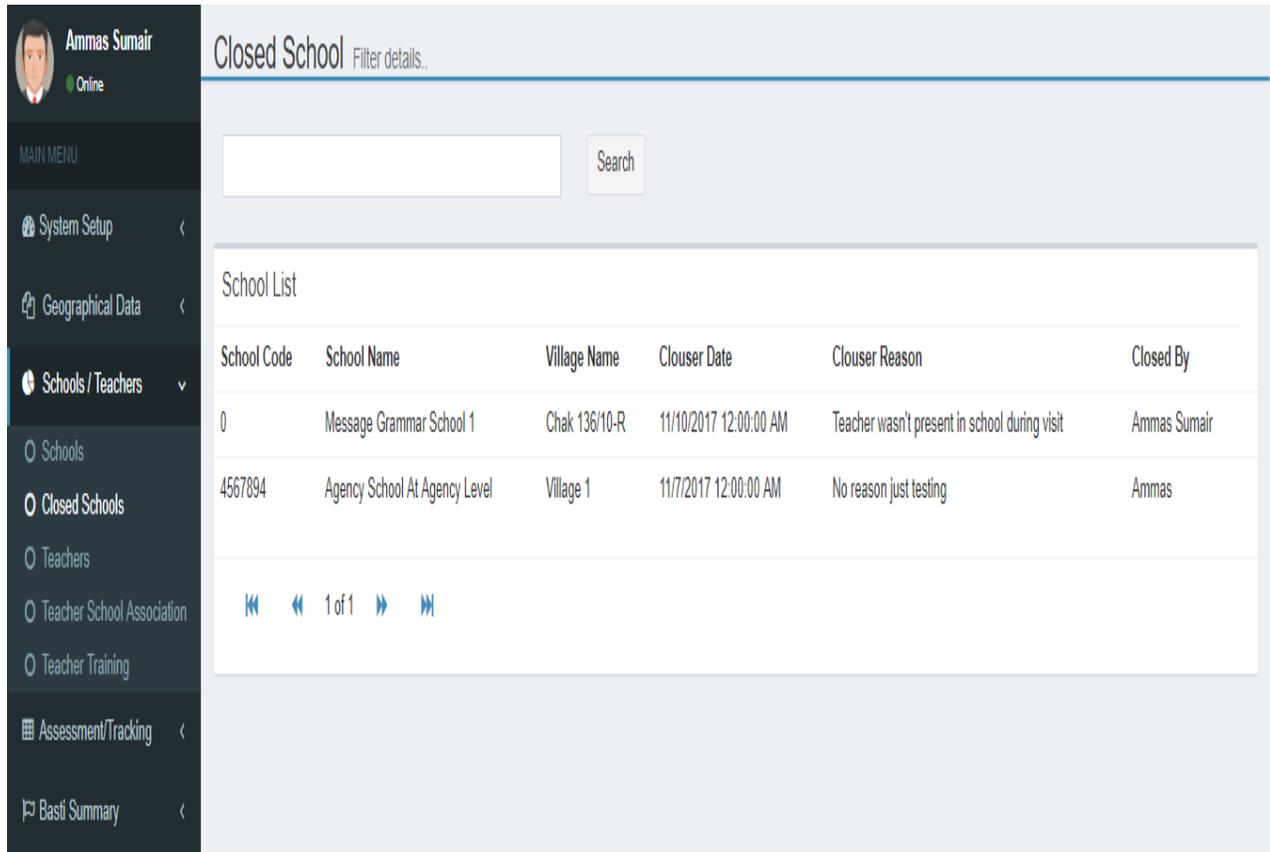
De allocation Reason:

Write the specific deallocation reason and press the Save button to update the record.

Close School

Purpose:

This form will be used to closed the functional school due to some reason.



The screenshot displays the 'Closed School' interface. On the left is a dark sidebar menu with the user profile 'Ammas Sumair' (Online) at the top. The menu items include: MAIN MENU, System Setup, Geographical Data, Schools / Teachers (expanded), Schools, Closed Schools, Teachers, Teacher School Association, Teacher Training, Assessment/Tracking, and Basti Summary. The main content area is titled 'Closed School' with a 'Filter details..' link. Below the title is a search bar with a 'Search' button. The 'School List' table contains the following data:

School Code	School Name	Village Name	Clouser Date	Clouser Reason	Closed By
0	Message Grammar School 1	Chak 136/10-R	11/10/2017 12:00:00 AM	Teacher wasn't present in school during visit	Ammas Sumair
4567894	Agency School At Agency Level	Village 1	11/7/2017 12:00:00 AM	No reason just testing	Ammas

Below the table is a pagination control showing '1 of 1' with navigation arrows.

Closure Date:

Write the date on which school was closed.

Closure by:

The authority name on which direction school is going to closed.

Closure Reason:

Write the specific reason to close a school.

Teachers

Accessing Tips:

Schools/Teachers > Teacher

Purpose:

This form will be used to search, add, modify and delete teacher record.

Teacher Filter details...

Search

Teachers List New Entry

ID	Teacher Name	Village Name	Guardian Name	CNIC	Gender	Joining Date	Contact No	Action
143	Ahmad Niaz	Chak 136/10-R	Abdullah	1123-3445566-7	Male	10/4/2017 12:00:00 AM	(+12) 345-67890	Edit Delete
144	Ahmad Minhaj	Chak 136/10-R	Abdullah bin Hamdan	12121-2121212-3	Male	9/26/2017 12:00:00 AM	1234567890	Edit Delete
145	Ahmad Ali	Chak 136/10-R	Abdullah bin Rehan	22334-4556677-7	Male	10/25/2017 12:00:00 AM	1234567890	Edit Delete
146	Ahsan khan	Chak 136/10-R	Naeem	12121-2334455-6	Male	10/30/2017 12:00:00 AM	4564789	Edit Delete
147	Tahir Iqbal	Chak 136/10-R	M Iqbal	33333-3333344-4	Male	8/7/2017 12:00:00 AM	1234567890	Edit Delete
148	Anjum Nawaz	Chak 136/10-R	Tahir Anjum	01010-2223366-4	Male	10/31/2017 12:00:00 AM	03000014555	Edit Delete
149	Dilshad Amir	Chak 136/10-R	M Aamir	11200-332354-8	Male	10/17/2017 12:00:00 AM	03004578789	Edit Delete
150	Amjad Ali	Chak 136/10-R	M Ali Jibrin	32030-3034546-6	Female	9/13/2017 12:00:00 AM	030001245579	Edit Delete
151	Kamran Khan	Chak 136/10-R	Imran Khan	30320-5648956-6	Female	10/19/2017 12:00:00 AM	300012121212	Edit Delete
152	Billal kamran	Chak 136/10-R	Kamran khan	32303-2323235-6	Female	9/4/2017 12:00:00 AM	030000456565	Edit Delete

New Entry:

This button is used to add new teacher information and save record.

Register Teacher All Register Teacher details...

Area Information

District/Agency: Tehsil/Taluka:

Union Council/Tribe: Village:

Personal Information

Teacher Name: Guardian Relation:

Guardian Name: Teacher Old Code:

CNIC #: Date Of Birth:

Gender: Joining Date:

Contact No #: Document Verified:

Address:

Bank Account Information

Bank: Branch Code: Account #:

Branch: Salary:

No file chosen

Area Information

District:

Select the required district from dropdown list.

Tehsil:

Select the required Tehsil from the dropdown list.

Union Council:

Select the required Union Council from the dropdown list.

Village:

Select the required Village from the dropdown list.

Personal Information

Teacher Name:

Write the teacher name.

Guardian Relation:

Select the guardian relation of dropdown list.

Guardian Name:

Write the guardian name of the teacher.

Teacher Old Code:

Write the old/ previous code of the teacher if there is available.

CNIC #:

Write the teacher Computerized National Identification Card (CNIC) number.

Date of Birth:

Select/Write the date of birth from dropdown list.

Gender:

Select the gender from dropdown list.

Joining Date:

Select the joining date from dropdown list.

Contact No:

Write the contact number of the teacher if there is available.

Document Verified:

If the document of the teacher will be verified then check the box otherwise it will remain uncheck.

Address:

Write the address of teacher.

Bank Account Information

Bank:

Select the bank name from the dropdown list.

Branch Code:

Write the branch code of selected bank.

Account #:

Write the account number of the teacher.

Branch:

Write the branch name of selected bank.

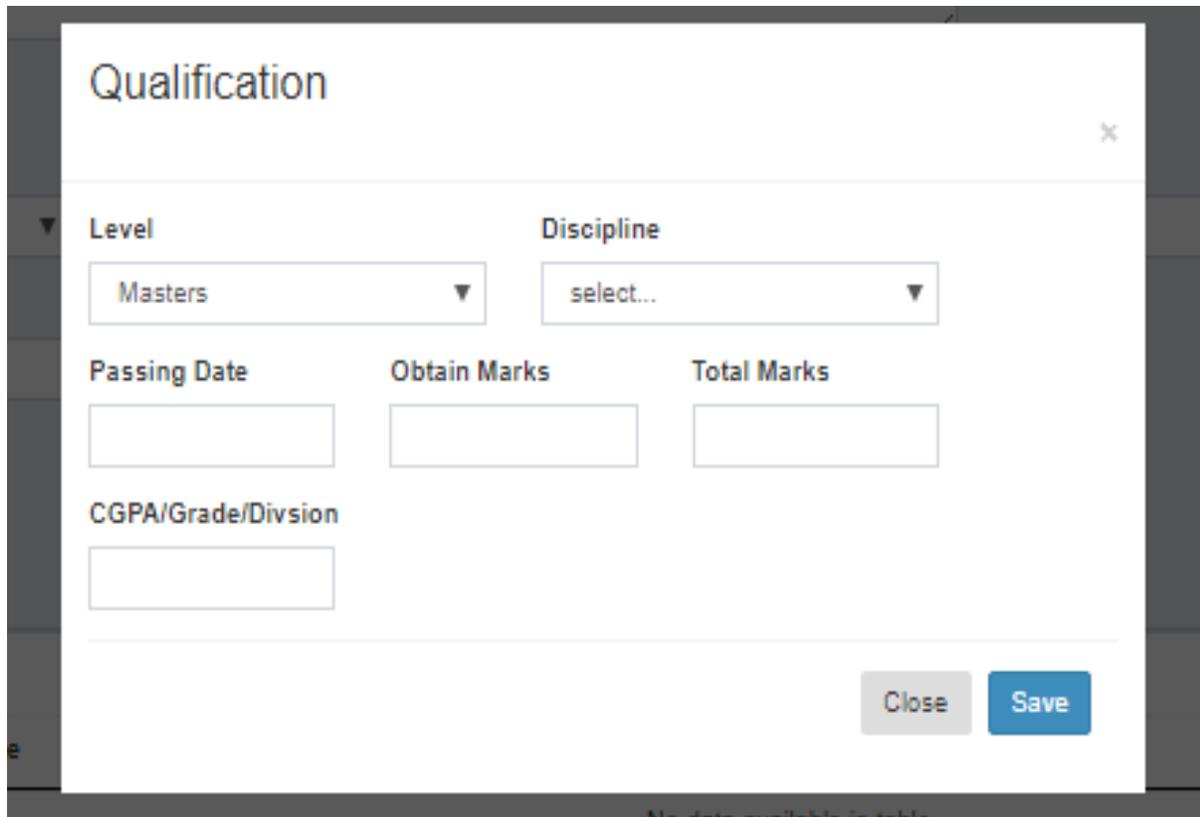
Salary:

Write the salary of teacher.

Qualification & Experience

Qualification and experience of the teacher will be entered through following two separate forms:

Add Qualification



The screenshot shows a web form titled "Qualification" with a close button (X) in the top right corner. The form contains the following fields:

- Level:** A dropdown menu with "Masters" selected.
- Discipline:** A dropdown menu with "select..." selected.
- Passing Date:** An empty text input field.
- Obtain Marks:** An empty text input field.
- Total Marks:** An empty text input field.
- CGPA/Grade/Division:** An empty text input field.

At the bottom right of the form, there are two buttons: "Close" (grey) and "Save" (blue). Below the form, the text "No data available in table" is partially visible.

Level:

Select the qualification level from the dropdown list e.g Masters, Graduate, Doctorate .

Discipline:

Select the discipline from the dropdown list e.g Master in Arts, Masters in Science, Master in Computer Science.

Passing Date:

Enter passing date (Degree Completion date).

Obtain Marks:

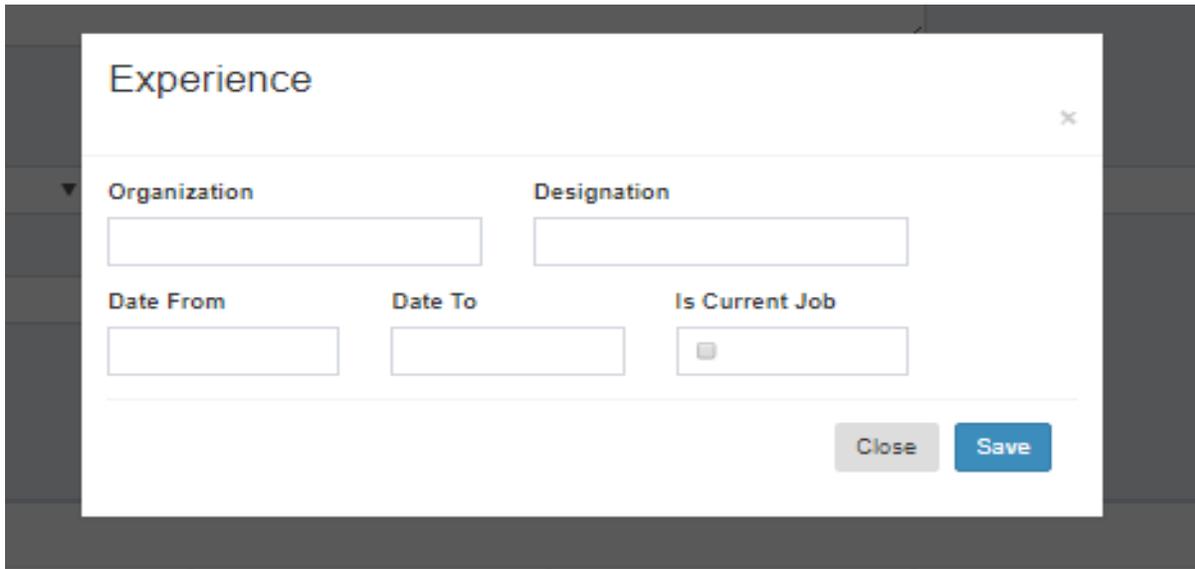
Obtain marks in respective degree.

Total Marks:

Total marks in respective degree.

After filling the qualification information of the teacher click on Save button to it. The saved record will appear in the teacher main form with Edit and delete button for further future modifications in the qualification.

Add Experience



The screenshot shows a modal window titled "Experience" with a close button (X) in the top right corner. The form contains the following fields:

- Organization:** A text input field.
- Designation:** A text input field.
- Date From:** A date input field.
- Date To:** A date input field.
- Is Current Job:** A checkbox input field.

At the bottom right of the form, there are two buttons: "Close" (grey) and "Save" (blue).

Organization:

Write the organization name where he/she has been working.

Designation:

Type the designation while he/she was working in organization.

Date From:

Select the date from where he/she joined job.

Date To:

Select the date when he/she leave job.

Is Current Job:

If he/she is currently doing job then check the box otherwise it will remain uncheck.

After filling the experience information of the teacher click on Save button to add it in the main teacher form. Where it is appear with Edit / Save button for further future modification in experience data of the teacher

Teacher School Association

Accessing Tips:

Schools/Teachers > Teacher School Association

Purpose:

This form will be used for the association between teacher and school.

The screenshot shows a web application interface for 'Teacher School Association'. On the left is a sidebar menu with options like System Setup, Geographical Data, Schools / Teachers, Assessment/Tracking, and Procurement. The main area contains a form with the following fields:

- District/Agency: Khanewal
- Tehsil/Taluka: Select
- Union Council/Tribe: [Empty]
- Village: [Empty]
- Select Teacher: [Empty]
- Select School: [Empty]
- Joining Date: [Empty]
- Leaving Date: [Empty]

Buttons: New, Save, Save & New, Refresh

Table: Teacher School Association

ID	Village Name	School Name	Teacher Name	Joining Date	Action
42	Chak 136/10-R	Allied Public school 1	Ahmad Niaz	7/12/2017 12:00:00 AM	[Edit] [Delete]
43	Chak 136/10-R	Allied Public school 1	Ahmad Minhaj	7/12/2017 12:00:00 AM	[Edit] [Delete]

Area Information

District:

Select the desired district from the drop down list.

Tehsil:

Select the desired tehsil from the drop down list.

UC:

Select the desired union council from the drop down.

Village:

Select the desired union council from the drop down list.

Teacher Name:

Select the particular teacher name from dropdown list.

School:

Select the school from the drop down list for the purpose of association with teacher.

Joining Date:

Select the teacher joining date.

Leaving Date:

Select the teacher leaving date if already associated teacher left the school.

Note: If the selected teacher from dropdown list is already assign to school then a message window will appear.

Teachers Training

Accessing Tips:

Schools/Teacher > Trainer

Purpose:

This form will be used to search, add, modify and delete the trainer's record.

The screenshot shows a user interface for managing training records. On the left is a dark sidebar with a user profile for 'Ammas Sumair' (Online) and a 'MAIN MENU' containing items like System Setup, Geographical Data, Schools / Teachers, Assessment/Tracking, and Basic Summary. The main area is titled 'Training Training details..' and features a search bar. Below is a 'Training List' table with columns for ID, Venue, Start Date, End Date, Duration, Batch, Topic, Sponsors, and Action. Two entries are visible: ID 1 for 'Dera Nadeem Jutt' and ID 2 for 'ICT'. Each entry has 'Edit' and 'Delete' buttons. A 'New Entry' button is in the top right of the table area. A pagination indicator shows '1 of 1'.

ID	Venue	Start Date	End Date	Duration	Batch	Topic	Sponsors	Action
1	Dera Nadeem Jutt	1/1/1900 12:00:00 AM	1/1/1900 12:00:00 AM	12	123-45	Software Development	Pepsi Cola	Edit Delete
2	ICT	1/1/1900 12:00:00 AM	1/1/1900 12:00:00 AM	1	1	NFEMIS	JICA	Edit Delete

New Entry

The screenshot shows the 'Training Information' form. The sidebar is the same as in the previous screenshot. The main area is titled 'Training Information All Training details..' and has 'Add Trainer' and 'Add Teacher' buttons. The form is divided into 'Training Level' and 'Training Detail' sections. 'Training Level' includes dropdowns for Province, District/Agency, Tehsil/Taluka, and UC/Tribe. 'Training Detail' includes input fields for Topic, Sponsors, Type (with a dropdown), Venue, Batch, Duration, Start Date, and End Date. At the bottom are buttons for 'New', 'Save', 'Save & New', and 'Close'.

Training Information

Province:

Select the desired province from the drop down list.

District:

Select the desired district from the drop down list.

Tehsil:

Select the desired tehsil from the drop down list.

UC:

Select the desired union council from the drop down.

Training Detail

Topic:

Write the topic of the training.

Sponsors:

Write the sponsor's name.

Type:

Select the training type from the dropdown list.

Venue:

Write the venue of the training place.

Batch:

Enter the batch number for the training.

Duration:

Enter the period of training.

Start Date:

Enter the training start date.

End Date:

Enter the training end date.

Add Trainer

The screenshot shows a web application interface for adding a trainer. On the left is a dark sidebar menu with the user's name 'Ammas Sumair' and 'Online' status. The main content area is titled 'Trainer Training' and contains a form with the following fields:

- Province: A dropdown menu with '(Select)' as the current value.
- Name: A text input field.
- District/Agency: A dropdown menu.
- CNIC: A text input field.

Below the form, there is a blue 'Search' button. Underneath, there is a 'Search Result' field and an 'Add' button. To the right of the 'Add' button is a 'Selected Trainer' field.

Purpose:

This form will be used to search and save the trainer training record.

Province:

Select the desired province from the drop down list.

District:

Select the desired district from the drop down list

Name:

Enter the name of trainer for training

CNIC #:

Enter the CNIC number of the trainer for training

Add Teacher

Purpose:

This form will be used to search and save the trainer training record

Province:

Select the desired province from the drop down list.

District:

Select the desired district from the drop down list.

Tehsil:

Select the desired tehsil from the drop down list.

UC:

Select the desired union council from the drop down.

Village:

Select the desired village from the drop down.

Name:

Enter the name of teacher for training

CNIC #:

Enter the CNIC number of the teacher for training.

Select Teacher:

Select the teacher name from the list.

The screenshot shows a web application interface for 'Teacher Training'. At the top left, there is a user profile for 'Ammas Sumair' with a status of 'Online'. Below this is a 'MAIN MENU' sidebar with options: System Setup, Geographical Data, Schools / Teachers, Assessment/Tracking, Basti Summary, Monitoring Proforma, List Reports, and Detail Reports. The main content area is titled 'Teacher Training' with a subtitle 'All Teacher Training details..'. It contains several dropdown menus for 'Province', 'District/Agency', 'Tehsil/Taluka', and 'Union Council/Tribe'. Below these are dropdowns for 'Village', 'Name', and 'CNIC'. A 'Search' button is present. At the bottom, there is a 'Search Result' field, an 'Add' button, and a 'Selected Teacher' field.

CHAPTER 6

LEARNER ASSESSMENT & TRACKING

NFBE Learner Assessment

Accessing Tips:

Assessment & Tracking > Learner Assessment

Purpose:

This form will be used to search, add, and modify the NFBE learner’s assessment for a particular school.

NFBE Learner Assessment NFBE Learner Assessment details.

Search

NFBE Learner Assessment List New Entry

School Name	Supervisor	Venue	DateFrom	DateTo	Assessment Type	Village Name	Action
Allied Public school 1	Thatta Sadiq abad	Thatta Sadiq abad	11/5/2017 12:00:00 AM	11/5/2017 12:00:00 AM	Primary completion exam (G5)	Chak 136/10-R	Edit
Allied Public school 2			11/5/2017 12:00:00 AM	11/12/2017 12:00:00 AM	Primary completion exam (G5)	Chak 136/10-R	Edit
Message Grammar School 1			11/7/2017 12:00:00 AM	11/8/2017 12:00:00 AM	Primary completion exam (G5)	Chak 136/10-R	Edit
Allied Public school 2			11/15/2017 12:00:00 AM	11/28/2017 12:00:00 AM	Primary completion exam (G5)	Chak 136/10-R	Edit
Non Formal school Rawal	GGES	GGES	11/4/2017 12:00:00 AM	11/3/2017 12:00:00 AM	Mid-term exam	Village Rawal	Edit
Non Formal school Rawal	GGES	GGES	11/1/2017 12:00:00 AM	11/3/2017 12:00:00 AM	Mid-term exam	Village Rawal	Edit
Allied Public school 1	33	33	11/23/2017 12:00:00 AM	11/13/2017 12:00:00 AM	Mid-term exam	Chak 136/10-R	Edit
Allied Public school 5	location dio	location dio	10/10/2017 12:00:00 AM	11/30/2017 12:00:00 AM	Mid-term exam	Chak 136/10-R	Edit
Allied Public school 4	33	33	11/23/2017 12:00:00 AM	11/13/2017 12:00:00 AM	Mid-term exam	Chak 136/10-R	Edit
Allied Public school 1	324	324	11/10/2017 12:00:00 AM	11/21/2017 12:00:00 AM	Primary completion exam (G5)	Chak 136/10-R	Edit

New Entry

Area Information

District:

Select the required district from dropdown list.

Tehsil:

Select the required Tehsil from the dropdown list.

Union Council:

Select the required Union Council from the dropdown list.

Village:

Select the required Village from the dropdown list.

School:

Select the required school from dropdown list.

Venue:

Write the exam venue/place.

Supervision:

Write the exam supervisor name.

Date From:

Write or select the exam starting date.

Date To:

Write or select the exam ending date.

Assessment Type:

Select the assessment type from the dropdown list.

Learner Tracking

Accessing Tips:

Assessment & Tracking > Learning Tracking

Purpose:

This form will be used to search, add, and modify the tracking information for a particular school.

The screenshot shows the 'Learner Tracking' interface. At the top, there is a search bar and a 'Search' button. Below this is a 'Learner Tracking List' table with a 'New Entry' button. The table has the following columns: School Name, Tracking Date, Entry Date, Operator Name, and Action. The data rows are as follows:

School Name	Tracking Date	Entry Date	Operator Name	Action
Allied Public school 2	11/5/2017 12:00:00 AM	11/5/2017 9:15:15 PM	Operator Name	Edit
Allied Public school 3	11/9/2017 12:00:00 AM	11/9/2017 12:55:07 AM	Operator Name	Edit
Allied Public school 5	11/21/2017 12:00:00 AM	11/20/2017 11:06:36 AM	Operator Name	Edit
Allied Public school 2	11/22/2017 12:00:00 AM	11/28/2017 8:42:19 PM	Operator Name	Edit
Non Formal school Rawal	11/1/2017 12:00:00 AM	11/29/2017 12:01:47 PM	Operator Name	Edit

At the bottom of the table, there is a pagination control showing '1 of 1' records.

New Entry:

The screenshot shows the 'Tracking Proforma' form. It is divided into several sections for data entry:

- District/Agency:** A dropdown menu with 'Khaneval' selected.
- Tehsil/Taluka:** A dropdown menu with 'Select' selected.
- Union Council/Tribe:** A dropdown menu.
- Village:** A dropdown menu.
- School:** A dropdown menu.
- School Code:** A text input field with the placeholder 'Enter School Code'.
- Tracking Date:** A date input field.
- Monitor:** A dropdown menu.
- Data Entry Operator Name & Signature:** A text input field with the placeholder 'Enter School Code'.

A 'Save & Next' button is located at the bottom right of the form.

Tracking Performa

District:

Select the required district from dropdown list.

Tehsil:

Select the required Tehsil from the dropdown list.

Union Council:

Select the required Union Council from the dropdown list.

Village:

Select the required Village from the dropdown list.

School:

Select the particular school from the drop down list.

School Code:

Write the specific school code and click on search button to find it.

Tracking Date:

Write/select tracking date from the drop down list

Monitor:

Select the monitoring authority from the drop down list.

Data Entry Operator Name & Signature:

Write the data entry operator name.

Save & Next:

Click on button to save the above record and clear all fields for new record.

CHAPTER 7

BASTI SUMMARY

Basti Summary

Accessing Tips:

Basti Summary>Basti Summary

Purpose:

Basti summary pro-forma has been designed to enter the records of school going or not going, literate and illiterate NFBEs and ALCs' population at basti level.

The screenshot shows the NFEMIS web application interface. The top navigation bar includes the NFEMIS logo and the user's name, Ammas Sumair. A sidebar menu on the left lists various system functions, with 'Basti Summary' selected. The main content area displays the 'Basti Summary List' with a search bar and a 'New Entry' button. The table below contains the following data:

ID	Village Name	Form Number	Action
2	Thatha Sadiq Abad	45646	Edit Delete
3	Thatha Sadiq Abad	456456	Edit Delete

New Entry.

Area Information

District:

Select the required district from dropdown list.

Tehsil:

Select the required tehsil from the dropdown list.

Union Council:

Select the required union council from the dropdown list.

Village:

Select the required village from the dropdown list.

Basti:

Select the required basti from the dropdown list.

Form No. :

Write the form number in a numeric value. Record will not be saved without enter the form no.

Total No of Households:

Write the "Total no. of Households" for a particular selected basti.

School Attendance and Attainment

This part has future four sub population section by different age groups and gender wise which are:

0-4 years

5-7 years

8-9 years

10-16years

Write the school going, not going and drop out males and females population in their relevant fields against the each above mentioned age group. All the entered values are automatically sum up into the male total column (M), female total column (F) and overall total field (T) in their relevant fields. Each age group also has its own sum up value in its particular field.

Literacy Status

This part has future three sub population section by different age groups and gender wise which are:

17-24 years

25-+ years

Write the literate and illiterate males and females population in their relevant columns against the each above mentioned age group. All the entered values are automatically sum up into the male total column (M), female total column (F) and overall total column (T) in their relevant fields. Each age group also has its own sum up value in its particular field.

CHAPTER- 8

MONITORING PROFORMA

Monitoring Performa

Accessing Tips:

Monitoring Pro-forma > Monitoring Pro-forma

Monitoring Pro-forma (Page-1)

Monitoring Pro-forma (Page-2)

Monitoring Pro-forma (Page-3)

Purpose: This form will be used to add, modify and delete the monitoring information of particular schools/Centres. Monitoring Pro-forma has also been designed to properly monitor the schools or centers' condition and administration, teachers, learners, VECs or NGO's performance. It has two pages having different variables under the different sections. All the sections are given below in detail.

Area Information

This section will facilitate the user to sort the existing schools or centers name up to the village level. This section will also offer the advance level searching criteria through different parameters by clicking on button. After clicking the following window will appear with different searching methods which are: Area wise searching. By the CNIC unique key (User can search any teacher by writing the particular CNIC card no.) By writing the particular teacher name. By placing the visiting date.

Section (A) Basic Information

This section tells us about the visits of literacy mobilizes in a particular schools or centers and also support in to identify the teacher duplication (with the support of school and teacher association).

The screenshot displays the 'Field Monitoring Performa' web application interface. At the top, it shows 'Monitoring Performa Details...' with navigation tabs for 'Page 1', 'Page 2', and 'Page 3'. The main content area is titled 'Page 1' and contains a form for 'Section(B) School Administration Information'. The form includes several input fields and dropdown menus: 'District/Agency' (with 'Khanewal' selected), 'Tehsil/Taluka' (with 'Select' selected), 'Union Council/Tribe & Number', 'Village', 'Visit DateTime', 'Arrival Time', 'Departure Time', 'School/Center Name', 'School/Center Type' (with radio buttons for 'NFBEs/BECS', 'Adult Literacy Center', 'Community School', and 'Community Learning Center'), 'School Code', 'Address', 'Teacher Name', 'D/O ,S/O ,W/O', and 'School Hours' (with 'From' and 'To' time pickers). A 'Search' button is located to the right of the 'Village' dropdown. At the bottom of the form, there is a field for 'Last Visit Date of AFO' and a legend for 'Physical Condition of the premises: 1:Satisfactory , 2:Unsatisfactory , 3:Totally Absent'.

District:

Select the required district from dropdown list.

Tehsil:

Select the required tehsil from the dropdown list.

Union Council:

Select the required union council from the dropdown list.

Village:

Select the required village from the dropdown list.

Visit Date & Time:

Write or select the currently visit date of the literacy mobilize in the school.

Arrival Time:

Write or select the arrival time of the literacy mobilize in a school.

Departure Time:

Write or select the departure time of the literacy mobilize in a school.

School / Center Name:

Select the particular schools which will be monitored by the literacy mobilize. When user will select any school / center from the drop down list then the school code.

School/Center Type:

Select the school /center type e.g. (NFBES, ALC, and Community School).

School Code:

Enter the school code for visit.

Address:

Write the school complete address.

Teacher Name:

Write the teacher name.

D/O, S/O, W/O:

Write the teacher guardian name.

School Hours:

Write the school starts (From) and close (To) timing.

Last Visit of LM:

Write the last visit date of the literacy mobilize in a school.

8.1.3 Section (B) School Administration Information

This section will tell the overall physical condition of the school and provided facilities i.e. Availability of learning and teaching material, educational equipment and record keep material s. Select any single option against the different indicators by clicking on the radio button keeping in view the predefined scale (1: Satisfactory, 2: Unsatisfactory, 3: Totally absent).

Section(B) School Administration Information

Physical Condition of the premises(1:Satisfactory , 2:Unsatisfactory , 3:Totally Absent)

Light(Either Electric or Natural)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Drinking Water	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Space(Large Enough for Learners?)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Ventilation(temperature & Hygiene)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
WashRoom	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Electricity	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Safety Condition Of Class Room	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Cleanliness	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3

Availability of Learning and Teaching Materials(1:Fully Available , 2:Partially Available , 3:Not Available)

Teacher's Guide/Manual	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Textbook	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Slate or Notebook	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Teaching-LearningAid(ex.Alphabet Chart)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3

Availability/Functionality of Educational Equipment(1:Functional , 2:Available but not Functional , 3:Not Available)

Signboard	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Blackboard	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Chalk	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Chair (for Teacher)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Mat,Desk or Chair (for learners)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3		

Record Keeping(1:Registers Available and Record Kept , 2:Registers available but records not kept , 3:Registers Not Available)

VEC (Community Meetings) Register	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Attendance Register	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Lesson Planner / Teacher Diary	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Visitors Book	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3

Physical condition of the premises

This section have the several indicators i.e. Light, Washroom, Drinking water etc. Regarding the school physical premises. Select any single option against the different indicators by clicking on the radio button keeping in view the predefined scale (1: Fully Available, 2: Partially available, 3: Not available).

Availability of Learning and Teaching Material

This section has the several indicators regarding learning and teaching material i.e. Teacher Guides, Textbooks, Slates and Notebooks etc. Select any single option against the different indicators by clicking on the radio button keeping in view the predefined scale (1: Functional, 2: Available but not functional, 3: Not available).

Availability / Functionality of Educational Equipments

This section has the several indicators regarding the availability and functionality of educational equipments i.e. Signboards, Blackboards, Chalks etc. Select any single option against the different indicators by clicking on the radio button keeping in view the predefined scale (1: Functional, 2: Available but not functional, 3: Not available).

Record Keeping

Select any single option against the different records by clicking on the radio button keeping in view the predefined scale (1: Functional, 2: Available but not functional, 3: Not available).

Section (C) Teacher Information

This section has some structured queries about teachers. Select any single option against the different records by clicking on the radio button keeping in view the predefined scale (1: Very Good, 2: Good, 3: Average 4: Poor).

Section(C) Learner Information

Number of Learners

Description	Katchi		Class-I		Class-II		Class-III		Class-IV		Class-V	
	M	F	M	F	M	F	M	F	M	F	M	F
23) Enrolled (As of the previous month's end)	<input type="text"/>											
24) Recorded as Present (On register at visit time)	<input type="text"/>											
25) Present (Actually at visit time)	<input type="text"/>											
26) Dropout (As for the previous month)	<input type="text"/>											
27) Mainstreamed (As for the previous month)	<input type="text"/>											
28) Completed (As for previous month)	<input type="text"/>											
29) Newly Enrolled (As for previous month)	<input type="text"/>											
30) Re-Admitted (As for previous month)	<input type="text"/>											

Section (D) Teacher Information

This section has been designed to store the different statistical information of the learners with their status, class and gender. Write the total number of learners against the each description in a male (M) and female (F) columns under the different class sections. All the values are automatically sum up into the Male (M), Female (F) and Total (T) columns under the Total section.

Reason of Change: Enter the reason of last teacher change.

Date of Change: Enter the Date of Last teacher change.

Section(D) Teacher Information

Is the teacher Present at the time of monitoring? Present Someone Else Absent

What is the regularity of teacher attendance? A. Over 80% B. 60-80% C. Under 60%

Has the Teacher Changed last month? Yes No

Reason of Change Date of change

Section(E) VEC/EC & Visitors/NGO Information

VEC/EC Yes No

Regular Meeting (If Yes) Date Of Last Meeting

Follow Up to the latest visit Yes No

Contribution to school/center management Yes No

District Trainer / Academic Coordinator / NGO Supervisor

Visit Status Yes No

Visit-1 Date Name of visitor

Visit-2 Date Name of visitor

Visit-3 Date Name of visitor

Section (E) VEC/ EC and NGO Information

This section has been designed to evaluate the performance of VEC / EC and NGO. Select any single option against the different variables by clicking on the radio button.

Date of Last Meeting: Enter the date of last meeting for NGO.

Visit Date: Enter the date of last Ngo visit.

Name of Visitor: Enter the name of the visitor.

Section(E) VEC/EC & Visitors/NGO Information

VEC/EC		District Trainer / Academic Coordinator / NGO Supervisor		
Regular Meeting	<input type="radio"/> Yes <input type="radio"/> No	Visit Status	<input type="radio"/> Yes <input type="radio"/> No	
(If Yes)Date Of Last Meeting	<input type="text"/>	Visit-1 Date	<input type="text"/>	Name of visitor <input type="text"/>
Follow Up to the latest visit	<input type="radio"/> Yes <input type="radio"/> No	Visit-2 Date	<input type="text"/>	Name of visitor <input type="text"/>
Contribution to school/center management	<input type="radio"/> Yes <input type="radio"/> No	Visit-3 Date	<input type="text"/>	Name of visitor <input type="text"/>

Section (F) Class Room Observation

Write the overall observation and remarks about the class room's observation that which subjects being taught and theirs topics option against the different indicators by clicking on the radio button keeping.

Class Room Interaction

Write the overall interaction of the teacher his teaching behavior and remarks about the class room's interaction option against the different indicators by clicking on the radio button keeping

Section(F) Classroom Observation

Teaching Learning Process

Subject being taught	Topic
Is, the topic being taught, aligned to scheme of studies?	<input type="radio"/> Yes <input type="radio"/> No
Is the Lesson plan available with teacher?	<input type="radio"/> Yes <input type="radio"/> No
Did teacher tell the topic and its objectives (SLOs) to the learners?	<input type="radio"/> Yes <input type="radio"/> No
Did teacher integrate the topic with prior knowledge of the learners?	<input type="radio"/> Yes <input type="radio"/> No
Which teaching method(s) and activities were used by the teacher? (can select more than one)	<input type="radio"/> Yes <input type="radio"/> No
Did teacher give clear instructions to learners for related activities?	<input type="radio"/> Yes <input type="radio"/> No
Did teacher use teaching learning materials (Teacher Guide & Textbooks)?	<input type="radio"/> Yes <input type="radio"/> No
Which teaching learning aids were used by teacher?	<input type="radio"/> Yes <input type="radio"/> No
Did teacher assess learners during lesson?	<input type="radio"/> Yes <input type="radio"/> No
Which assessment method(s) were used? (Can select more than one)	<input type="radio"/> Yes <input type="radio"/> No
Did teacher conclude the lesson?	<input type="radio"/> Yes <input type="radio"/> No

Classroom Interaction

Did teacher encourage learners to write on the blackboard?	<input type="radio"/> Yes <input type="radio"/> No
Did teacher ask learners to write on workbook/notebook/Slate?	<input type="radio"/> Yes <input type="radio"/> No
To how many learners, Teacher asked questions on the topic?	<input type="radio"/> Yes <input type="radio"/> No
How many learners gave answers?	<input type="radio"/> Yes <input type="radio"/> No
How many learners asked questions to the teacher?	<input type="radio"/> Yes <input type="radio"/> No

Section (G) Others

Write the overall observation and remarks about the school, name of the visiting officer.

Signature of Teacher: Enter the signature of the school teacher.

Signature of Visiting Officer: Enter the signature of visiting officer.

Date of Entry to MIS: Enter the date of entry to MIS.

Name and Signature of Data Entry Operator: Enter the name of data entry operator.

Field Monitoring Performance Monitoring Performs Details...

Page 1 Page 2 Page 3

Page 3

Section(G) Others

Describe your Observations and remarks in addition to the above recorded information, if any

Signature of Teacher	<input type="text"/>	Signature of Visiting Officer	<input type="text"/>
Date of entry into MIS	<input type="text"/>	Name and Signature of data entry operator	<input type="text"/>

CHAPTER 9

LIST REPORTS

List Reports

Types of Reports

NFEMIS system also provides the different kinds of reporting service features. These reports have been classified into three major categories which are: list Reports, detail reports and summary reports. All three categories help the public and private sectors' planners and policy makers for both micro and macro level planning at various levels to know the on ground educational status. The hierarchy and the sub classes of these reports are given below.

List Reports

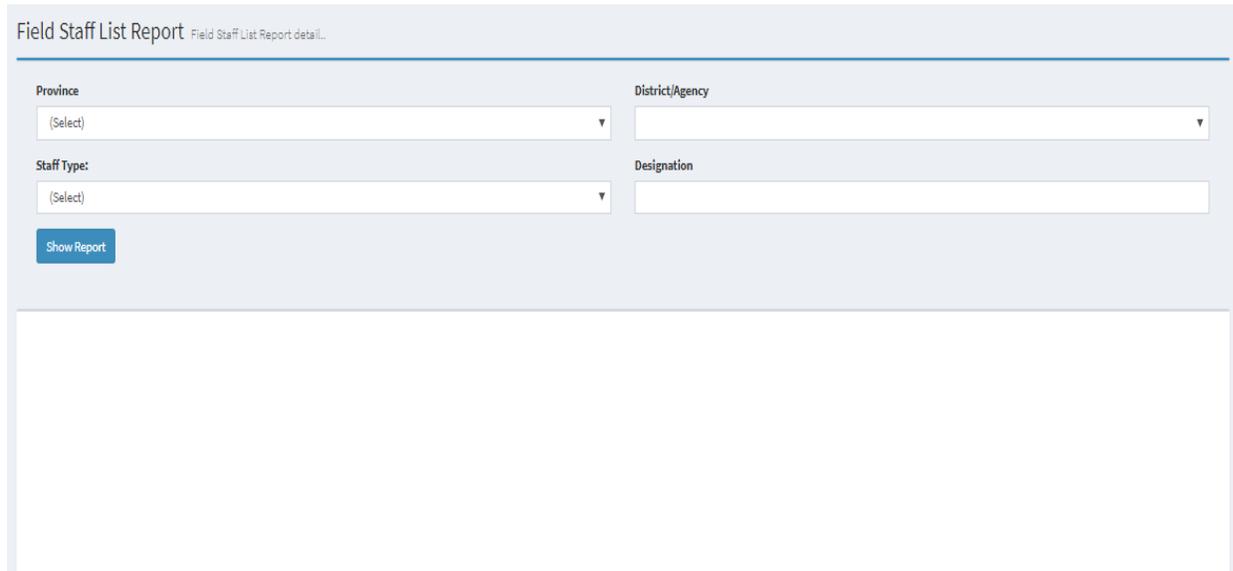
- 1 Field Staff List
- 2 Closed school List
- 3 Learner List
- 4 School List
- 5 Teacher Bank Account List
- 6 Teacher List
- 7 Untrained Teacher List
- 8 Teacher Left/ Transfer List

Field Staff List:

Accessing Tips:

List Reports > Field Staff List

All the parameters have been divided into sections which are:



The screenshot shows a web interface for the 'Field Staff List Report'. At the top, the title 'Field Staff List Report' is followed by a smaller link 'Field Staff List Report detail...'. Below this, there are four input fields arranged in a 2x2 grid. The top-left field is labeled 'Province' and contains '(Select)'. The top-right field is labeled 'District/Agency' and is empty. The bottom-left field is labeled 'Staff Type:' and contains '(Select)'. The bottom-right field is labeled 'Designation' and is empty. A blue button labeled 'Show Report' is positioned below the 'Staff Type:' field. The entire form is enclosed in a light blue border.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Staff Type:

Enter the staff type e.g. (Ngo staff, Implementing Agency).

Designation:

Enter the designation.

Closed School List:

Accessing Tips:

List Reports > Closed School List

All the parameters have been divided into sections which are:

The screenshot shows a web form titled "Closed School List Report" with a subtitle "Closed Schools List Report detail...". The form is organized into several sections of filters:

- Province:** A dropdown menu with "(Select)" as the current value.
- District/Agency:** A dropdown menu with "Select" as the current value.
- Tehsil/Taluka:** An empty text input field.
- Union Council/Tribe:** An empty text input field.
- Village:** An empty text input field.
- Implementation Agency/Organization:** A dropdown menu with "(Select)" as the current value.
- Building Type:** A dropdown menu with "(Select)" as the current value.
- School Level:** A dropdown menu with "(Select)" as the current value.
- School/Center Type:** A dropdown menu with "(Select)" as the current value.
- School Gender:** A dropdown menu with "(Select)" as the current value.
- Opening Date (From):** An empty text input field.
- To:** An empty text input field.
- Age Group:** A dropdown menu with "(Select)" as the current value.
- Medium:** A dropdown menu with "(Select)" as the current value.
- Project:** A dropdown menu with "(Select)" as the current value.
- Start Time:** A date input field with "--:--" as the current value.
- End Time:** A date input field with "--:--" as the current value.
- Closing Date (From):** An empty text input field.
- To:** An empty text input field.

At the bottom left of the form, there is a blue button labeled "Show Report". Below the form is a large, empty white rectangular area.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

Building Type:

Enter the building type of the school (own building, rent).

School Level:

Enter the school level (Middle, Primary).

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

School Gender:

Enter the school gender e.g. (male, female).

Opening Date (From):

Enter the school opening from date.

Opening Date (To):

Enter the school opening to date.

Age Group:

Enter the school age group e.g. (5-10 years, 10-15 years).

Medium:

Enter the school Medium e.g. (English, Urdu).

Project:

Enter the project name e.g. (Jica, NEF, and PEF).

Start Time:

Enter the school start time.

End Time:

Enter the school end time.

Closing Date (From):

Enter the school closing from date.

Closing Date (To):

Enter the school closing to date.

Learner List:

Accessing Tips:

List Reports > Learner List

All the parameters have been divided into sections which are:

The screenshot shows a web interface for generating a Learner List Report. The form is titled "Learner List Report" with a subtitle "Learner List Report detail.". It contains several sections of filters:

- Province:** A dropdown menu with "(Select)" as the current value.
- District/Agency:** A dropdown menu.
- Tehsil/Taluka:** A dropdown menu.
- Union Council/Tribe:** A dropdown menu.
- Village:** A dropdown menu.
- Implementation Agency/Organization:** A dropdown menu with "(Select)" as the current value.
- School/Center Type:** A dropdown menu with "(Select)" as the current value.
- Gender:** A dropdown menu with "(Select)" as the current value.
- Status:** A dropdown menu with "(Select)" as the current value.
- Project:** A dropdown menu with "(Select)" as the current value.
- Student Age (From):** A text input field.
- To:** A text input field.
- Class:** A dropdown menu with "(Select)" as the current value.
- Admission Date (From):** A text input field.
- To:** A text input field.

At the bottom left of the form, there is a blue button labeled "Show Report". Below the form is a large empty rectangular area, likely intended for the report's output.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

School Gender:

Enter the school gender e.g. (male, female).

School Status:

Enter the school status e.g. (active, in active).

Project:

Enter the project name e.g. (Jica, NEF, and PEF).

Student Age (From):

Enter the student age from date.

Student Age (To):

Enter the student age to date.

Class:

Enter the student class e.g. (Katchi, Class I, Class II).

Medium:

Enter the school Medium e.g. (English, Urdu).

Admission Date (From):

Enter the student admission from date.

Admission Date (To):

Enter the student admission to date.

School List:

Accessing Tips:

List Reports > School List

All the parameters have been divided into sections which are:

School List Report Schools List Report detail..

Province (Select) ▼	District/Agency Select ▼	Tehsil/Taluka ▼			
Union Council/Tribe ▼	Village ▼	Implementation Agency/Organization (Select) ▼			
Building Type (Select) ▼	School Level (Select) ▼	School/Center Type (Select) ▼	School Gender (Select) ▼	Opening Date (From) ▼	To ▼
Age Group (Select) ▼	Status (Select) ▼	Medium (Select) ▼	Project (Select) ▼	Start Time --:--	End Time --:--

Show Report

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

Building Type:

Enter the building type of the school (own building, rent).

School Level:

Enter the school level (Middle, Primary).

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

School Gender:

Enter the school gender e.g. (male, female).

Opening Date (From):

Enter the school opening from date.

Opening Date (To):

Enter the school opening to date.

Age Group:

Enter the school age group e.g. (5-10 years, 10-15 years).

School Status:

Enter the school status e.g. (active, in active).

Medium:

Enter the school Medium e.g. (English, Urdu).

Project:

Enter the project name e.g. (Jica, NEF, and PEF).

Start Time:

Enter the school start time.

End Time:

Enter the school end time.

Teacher Bank Account List Report:

Accessing Tips:

List Reports > Teacher Bank Account List Report

All the parameters have been divided into sections which are:

The screenshot shows a web interface for generating a report. At the top, it says "Teacher Bank Account List Report" with a link to "Teacher Bank Account List Report detail..". Below this is a form with several sections of dropdown menus and text input fields. The sections are: Province, District/Agency, Tehsil/Taluka, Union Council/Tribe, Village, Implementation Agency/Organization, School/Center Type, Gender, Status, Joining Date, and Project. Each dropdown menu has "(Select)" as the current value. There is a blue "Show Report" button at the bottom left of the form. Below the form, there is a message: "A data source instance has not been supplied for the data source 'DataSetZ'."

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

School Gender:

Enter the school gender e.g. (male, female).

School Status:

Enter the school status e.g. (active, in active).

Joining Date:

Enter the teacher joining school date.

Project:

Enter the project name e.g. (JICA, NEF, and PEF).

Teacher List:

Accessing Tips:

List Reports > Teacher List Report

All the parameters have been divided into sections which are:

The screenshot shows a web interface for generating a Teacher List Report. The title is "Teacher List Report" with a subtitle "Teacher List Report detail...". The form is organized into a grid of dropdown menus and text input fields. The fields are: Province (dropdown), District/Agency (dropdown), Tehsil/Taluka (dropdown), Union Council/Tribe (dropdown), Village (dropdown), Implementation Agency/Organization (dropdown), School/Center Type (dropdown), Gender (dropdown), Status (dropdown), Joining Date From (text input), Joining Date To (text input), and Project (dropdown). A blue "Show Report" button is located below the form fields. The main content area below the form is currently empty.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

School Gender:

Enter the school gender e.g. (male, female).

School Status: Enter the school status e.g. (active, in active).

Joining Date:

Enter the teacher joining school date.

Project:

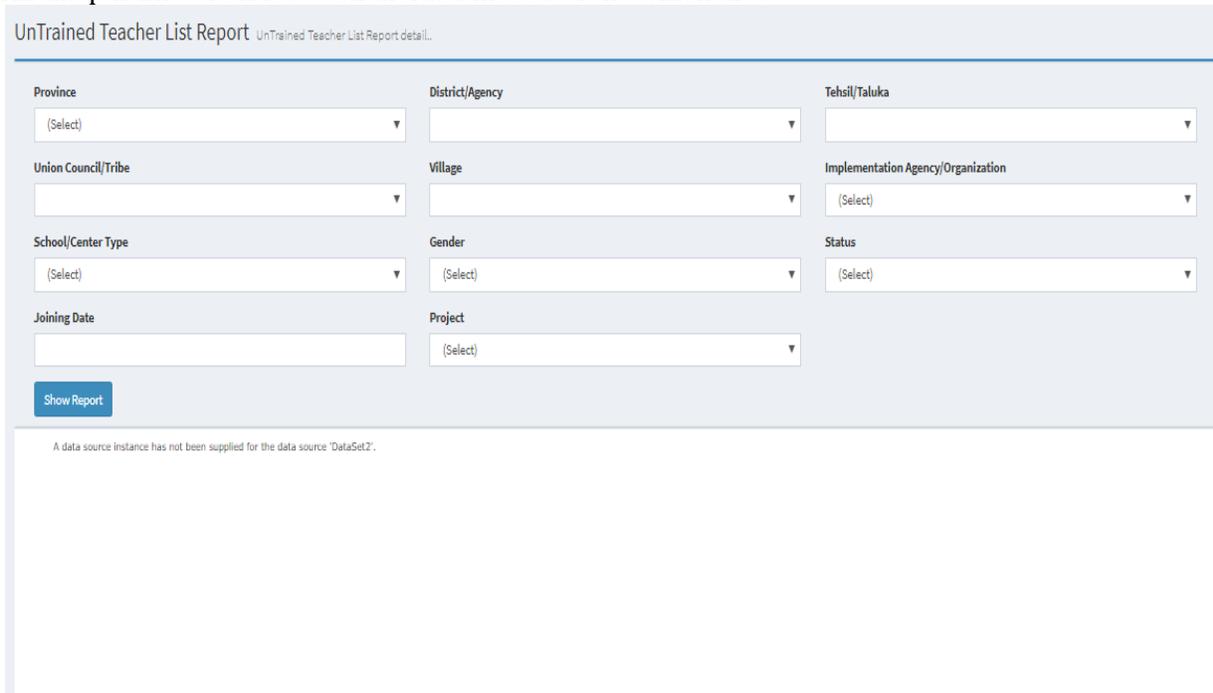
Enter the project name e.g. (Jica, NEF, and PEF).

Untrained Teacher List:

Accessing Tips:

List Reports > Untrained Teacher List

All the parameters have been divided into sections which are:



UnTrained Teacher List Report UnTrained Teacher List Report detail...

Province: (Select) ▼

District/Agency: ▼

Tehsil/Taluka: ▼

Union Council/Tribe: ▼

Village: ▼

Implementation Agency/Organization: (Select) ▼

School/Center Type: (Select) ▼

Gender: (Select) ▼

Status: (Select) ▼

Joining Date: ▼

Project: (Select) ▼

Show Report

A data source instance has not been supplied for the data source 'DataSet2'.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

School Gender:

Enter the school gender e.g. (male, female).

School Status:

Enter the school status e.g. (active, in active).

Joining Date:

Enter the teacher joining school date.

Project:

Enter the project name e.g. (Jica, NEF, and PEF).

Teacher Left Transfer List:

Accessing Tips:

List Reports > Teacher Left Transfer List

All the parameters have been divided into sections which are:

Teach left transfer Report Teach left transfer detail...

Province (Select) District/Agency Tehsil/Taluka

Union Council/Tribe Village

School Level Gender Joining Date (From) To Leaving Date (From) To

Status Implementation Agency/Organization Project

Show Report

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

School Level:

Enter the school level (Middle, Primary).

School Gender:

Enter the school gender e.g. (male, female).

Joining Date (From):

Enter the teacher joining the school from date.

Joining Date (To):

Enter the teacher joining date to.

Leaving Date (From):

Enter the teacher leaving date from.

Leaving Date (To):

Enter the teacher leaving date to

School Status:

Enter the school status e.g. (active, in active).

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

Project:

Enter the project name e.g. (Jica, NEF, and PEF).

CHAPTER 10

DETAIL REPORTS

Detail Reports

Types of Reports

NFEMIS system also provides the different kinds of reporting service features. These reports have been classified into three major categories which are: list Reports, detail reports and summary reports. All three categories help the public and private sectors' planners and policy makers for both micro and macro level planning at various levels to know the on ground educational status. The hierarchy and the sub classes of these reports are given below.

Details Reports

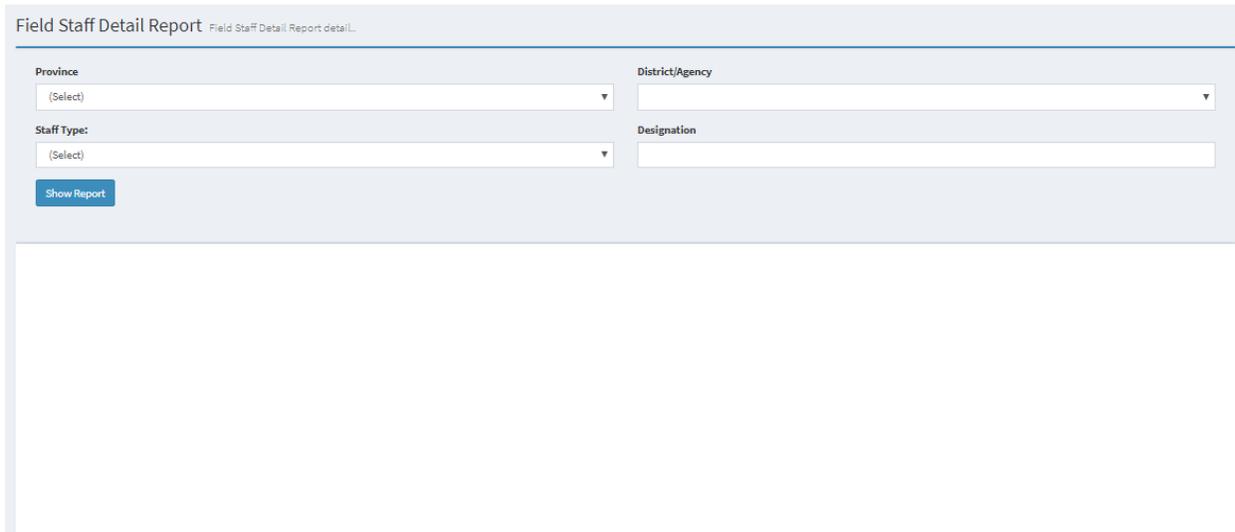
- 1 Field Staff Detail
- 2 Learner Detail
- 3 School Detail
- 4 Teacher Detail
- 5 Learner Mark sheet

Field Staff Detail

Accessing Tips:

Detail Reports > Field Staff Detail

All the parameters have been divided into sections which are:



The screenshot shows a web interface for a 'Field Staff Detail Report'. At the top, there is a header with the title 'Field Staff Detail Report' and a breadcrumb trail 'Field Staff Detail Report detail.'. Below the header, the form is organized into two columns. The left column contains a 'Province' dropdown menu with '(Select)' as the current selection, and a 'Staff Type:' dropdown menu also with '(Select)'. The right column contains a 'District/Agency' dropdown menu with '(Select)' and a 'Designation' text input field. A blue 'Show Report' button is positioned below the 'Staff Type:' dropdown. The main content area below the form is currently empty.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Staff Type:

Enter the staff type e.g. (Ngo staff, Implementing Agency).

Designation:

Enter the designation.

Learner Detail

Accessing Tips:

Detail Reports > Learner Detail

All the parameters have been divided into sections which are:

The screenshot shows a web form titled "Learner Detail Report" with a breadcrumb "Learner Detail Report detail..". The form is organized into several sections of filters:

- Province:** A dropdown menu with "(Select)" as the placeholder.
- District/Agency:** A dropdown menu.
- Tehsil/Taluka:** A dropdown menu.
- Union Council/Tribe:** A dropdown menu.
- Village:** A dropdown menu.
- Implementation Agency/Organization:** A dropdown menu with "(Select)" as the placeholder.
- School/Center Type:** A dropdown menu with "(Select)" as the placeholder.
- Gender:** A dropdown menu with "(Select)" as the placeholder.
- Status:** A dropdown menu with "(Select)" as the placeholder.
- Project:** A dropdown menu with "(Select)" as the placeholder.
- Student Age (From):** A text input field.
- To:** A text input field.
- Class:** A dropdown menu with "(Select)" as the placeholder.
- Admission Date (From):** A text input field.
- To:** A text input field.

At the bottom left of the filter section, there is a blue button labeled "Show Report". Below the filter section is a large, empty rectangular area, likely intended for the report's output.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

School Gender:

Enter the school gender e.g. (male, female).

School Status:

Enter the school status e.g. (active, in active).

Project:

Enter the project name e.g. (Jica, NEF, and PEF).

Student Age (From):

Enter the student age from.

Student Age (To):

Enter the student age to.

Class:

Enter the student class e.g. (Katchi, Class I, Class II).

Admission Date (From):

Enter the student admission date from.

Admission Date (To):

Enter the student admission date to.

School Detail

Accessing Tips:

Detail Reports > School Detail

All the parameters have been divided into sections which are:

School Detail Report Schools Detail Report detail.

Province	District/Agency	Tehsil/Taluka			
(Select) ▼	▼	▼			
Union Council/Tribe	Village	Implementation Agency/Organization			
▼	▼	(Select) ▼			
Building Type	School Level	School/Center Type	School Gender	Opening Date (From)	To
(Select) ▼	(Select) ▼	(Select) ▼	(Select) ▼	▼	▼
Age Group	Status	Medium	Project	Start Time	End Time
(Select) ▼	(Select) ▼	(Select) ▼	(Select) ▼	--:--	--:--

Show Report

A data source instance has not been supplied for the data source 'dsSchoolAssigned'.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

Building Type:

Enter the building type of the school (own building, rent).

School Level:

Enter the school level (Middle, Primary).

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

School Gender:

Enter the school gender e.g. (male, female).

Opening Date (From):

Enter the school opening from date.

Opening Date (To):

Enter the school opening to date.

Age Group:

Enter the school age group e.g. (5-10 years, 10-15 years).

School Status:

Enter the school status e.g. (active, in active).

Medium:

Enter the school Medium e.g. (English, Urdu).

Project:

Enter the project name e.g. (Jica, NEF, and PEF).

Start Time:

Enter the school start time.

End Time:

Enter the school end time.

Teacher Detail

Accessing Tips:

List Reports > Teacher Detail

All the parameters have been divided into sections which are:

Teacher Detail Report Teacher Detail List Report detail..

Province (Select) ▼	District/Agency Select ▼	Tehsil/Taluka ▼
Union Council/Tribe ▼	Village ▼	Implementation Agency/Organization (Select) ▼
School/Center Type (Select) ▼	Gender (Select) ▼	Status (Select) ▼
Project (Select) ▼	Opening Date (From) ▼	To ▼

Show Report

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

School Gender:

Enter the school gender e.g. (male, female).

School Status:

Enter the school status e.g. (active, in active).

Project:

Enter the project name e.g. (Jica, NEF, and PEF).

Opening Date (From):

Enter the school opening date from.

Opening Date (To):

Enter the school opening date to.

Learner Mark Sheet

Accessing Tips:

List Reports > Learner Mark Sheet

All the parameters have been divided into sections which are:

The screenshot shows a web form titled "Learners Marksheet" with a subtitle "Learners Marksheet details...". The form contains several input fields and a button:

- Province:** A dropdown menu with "(Select)" as the current selection.
- District/Agency:** A dropdown menu.
- Tehsil/Taluka:** A dropdown menu.
- Union Council/Tribe:** A dropdown menu.
- Village:** A dropdown menu.
- School:** A dropdown menu.
- Supervisor:** A text input field.
- Joining Date (From):** A date input field.
- To:** A date input field.
- Show Report:** A blue button.

Below the form is a large, empty rectangular area intended for displaying the report results.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

School Name:

Enter the learner school name.

Supervisor Name:

Enter the school supervisor name.

Joining Date (From):

Enter the learner school joining date from.

Joining Date (To):

Enter the learner school joining date to.

Show Report:

On click of this button desired report will display in the report area.

CHAPTER 11

SUMMARY REPORTS

Summary Reports

Types of Reports

NFEMIS system also provides the different kinds of reporting service features. These reports have been classified into three major categories which are: list Reports, detail reports and summary reports. All three categories help the public and private sectors' planners and policy makers for both micro and macro level planning at various levels to know the on ground educational status. The hierarchy and the sub classes of these reports are given below.

Summary Reports

- 1 Field Staff Summary
- 2 School Statistics
- 3 Learner Mark Sheet
- 4 Assessment Summary
- 5 UC Assessment Summary
- 6 Dropout Summary
- 7 Enrolment Summary
- 8 Fresh Intake summary
- 9 Tracking Summary
- 10 Basti Summary
- 11 UC Summary

Field Staff Summary

Accessing Tips:

Summary Reports > Field Staff Summary

All the parameters have been divided into sections which are:

Field Staff Summary Report Field Staff Summary Report detail.

Province	District/Agency
<input type="text" value="(Select)"/>	<input type="text"/>
Staff Type:	Designation
<input type="text" value="(Select)"/>	<input type="text"/>

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Staff Type:

Enter the staff type e.g. (Ngo staff, Implementing Agency).

Designation:

Enter the designation.

School Statistics

Accessing Tips:

Summary Reports > School Statistics

All the parameters have been divided into sections which are:

The screenshot shows a web interface for generating a School Statistics Report. The form is titled "School Statistics Report" and includes a breadcrumb "School Statistics Report detail...". The form is organized into several sections of filters:

- Province:** A dropdown menu with "(Select)" as the current value.
- District/Agency:** A dropdown menu.
- Tehsil/Taluka:** A dropdown menu.
- Union Council/Tribe:** A dropdown menu.
- Village:** A dropdown menu.
- Implementation Agency/Organization:** A dropdown menu with "(Select)" as the current value.
- Building Type:** A dropdown menu with "(Select)" as the current value.
- School Level:** A dropdown menu with "(Select)" as the current value.
- School/Center Type:** A dropdown menu with "(Select)" as the current value.
- School Gender:** A dropdown menu with "(Select)" as the current value.
- Opening Date (From):** A text input field.
- To:** A text input field.
- Age Group:** A dropdown menu with "(Select)" as the current value.
- Status:** A dropdown menu with "(Select)" as the current value.
- Medium:** A dropdown menu with "(Select)" as the current value.
- Project:** A dropdown menu with "(Select)" as the current value.
- Start Time:** A text input field with "--:--" as the current value.
- End Time:** A text input field with "--:--" as the current value.
- Closing Date (From):** A text input field.
- To:** A text input field.

At the bottom left of the form, there is a blue button labeled "Show Report". Below the form, there is a large empty white space, likely for the report output.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

Building Type:

Enter the building type of the school (own building, rent).

School Level:

Enter the school level (Middle, Primary).

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

School Gender:

Enter the school gender e.g. (male, female).

Opening Date (From):

Enter the school opening from date.

Opening Date (To):

Enter the school opening to date.

Age Group:

Enter the school age group e.g. (5-10 years, 10-15 years).

School Status:

Enter the school status e.g. (active, in active).

Medium:

Enter the school Medium e.g. (English, Urdu).

Project:

Enter the project name e.g. (Jica, NEF, and PEF).

Start Time:

Enter the school start time.

End Time:

Enter the school end time.

Closing Date (From):

Enter the school closing from date.

Closing Date (To):

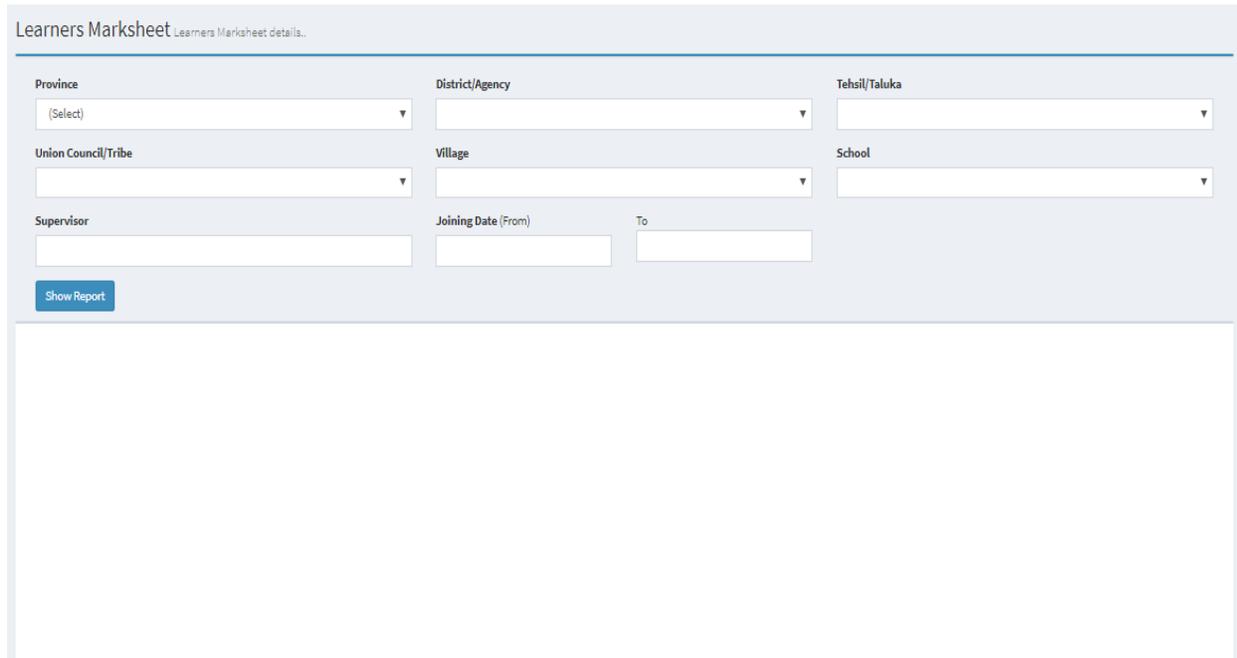
Enter the school closing to date.

Learner Mark Sheet

Accessing Tips:

Summary Reports > Learner Mark Sheet

All the parameters have been divided into sections which are:



The screenshot shows a web interface for generating a Learner Marksheet. The form is titled "Learners Marksheet" and includes a sub-link "Learners Marksheet details...". The form is organized into several sections:

- Province:** A dropdown menu with "(Select)" as the current selection.
- District/Agency:** A dropdown menu.
- Tehsil/Taluka:** A dropdown menu.
- Union Council/Tribe:** A dropdown menu.
- Village:** A dropdown menu.
- School:** A dropdown menu.
- Supervisor:** A text input field.
- Joining Date (From):** A text input field.
- To:** A text input field.

Below the input fields is a blue button labeled "Show Report". The main content area below the form is currently empty.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

School Name:

Enter the learner school name.

Supervisor Name:

Enter the school supervisor name.

Joining Date (From):

Enter the learner school joining date from.

Joining Date (To):

Enter the learner school joining date to.

Assessment Summary

Accessing Tips:

Summary Reports > Assessment Summary

All the parameters have been divided into sections which are:

The screenshot shows a web form titled "Assessment Summary UC Wise". The form is organized into several sections with dropdown menus and text input fields. The sections are: Province, District/Agency, Tehsil/Taluka, Union Council/Tribe, Village, Class, Assessment Type, Implementation Agency/Organization, Project, and Joining Date (From). There is also a "To" field and a "Show Report" button.

Province	District/Agency	Tehsil/Taluka	
(Select) ▼	▼	▼	
Union Council/Tribe	Village	Class	
▼	▼	(Select) ▼	
Assessment Type	Implementation Agency/Organization	Project	Joining Date (From)
(Select) ▼	(Select) ▼	(Select) ▼	
To			
Show Report			

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Class:

Enter the school class e.g. (Katchi, Class I, Class II).

Assessment Type:

Select the desired type of assessment from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

Project:

Enter the project name e.g. (Jica, NEF, and PEF)...

Joining Date (From):

Enter the learner school joining date from.

Joining Date (To):

Enter the learner school joining date to.

UC Assessment Summary

Accessing Tips:

Summary Reports > UC Assessment Summary

All the parameters have been divided into sections which are:

Assessment Summary UC Wise Assessment Summary UC Wise..

Province	District/Agency	Tehsil/Taluka	
<input type="text" value="(Select)"/>	<input type="text" value="(Select)"/>	<input type="text" value="(Select)"/>	
Union Council/Tribe	Village	Class	
<input type="text" value="(Select)"/>	<input type="text" value="(Select)"/>	<input type="text" value="(Select)"/>	
Assessment Type	Implementation Agency/Organization	Project	Joining Date (From)
<input type="text" value="(Select)"/>	<input type="text" value="(Select)"/>	<input type="text" value="(Select)"/>	<input type="text" value=""/>
To			
<input type="text" value=""/>			
<input type="button" value="Show Report"/>			

A data source instance has not been supplied for the data source 'DataSet1'.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Class:

Enter the school class e.g. (Katchi, Class I, Class II).

Assessment Type:

Select the desired type of assessment from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

Project:

Enter the project name e.g. (Jica, NEF, and PEF)...

Joining Date (From):

Enter the learner school joining date from.

Joining Date (To):

Enter the learner school joining date to.

Dropout Summary

Accessing Tips:

Summary Reports > Dropout Summary

All the parameters have been divided into sections which are:

Learner Dropout Summary Learner Dropout Summary Report..

Province (Select) ▼	District/Agency Select ▼	Tehsil/Taluka ▼
Union Council/Tribe ▼	Village ▼	Implementation Agency/Organization (Select) ▼
School/Center Type (Select) ▼	Project (Select) ▼	Date From ▼
Date To ▼		

Show Report

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

Assessment Type:

Select the desired type of assessment from the dropdown list.

Project:

Enter the project name e.g. (Jica, NEF, and PEF)...

Date (From):

Enter the dropout date from.

Date (To):

Enter the dropout date to.

Enrolment Summary

Accessing Tips:

Summary Reports > Enrollment Summary

All the parameters have been divided into sections which are:

Learner Enrolment Summary Learner Enrolment Summary Report...

Province (Select) District/Agency Tehsil/Taluka

Union Council/Tribe Village Implementation Agency/Organization (Select)

School/Center Type (Select) Project (Select) Date From

Date To

Show Report

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

Project:

Enter the project name e.g. (Jica, NEF, and PEF)...

Date (From):

Enter the learner enrollment date from.

Date (To):

Enter the learner enrollment date to.

Fresh Intake summary

Accessing Tips:

Summary Reports > Fresh Intake Summary

All the parameters have been divided into sections which are:

Learner Fresh Intake Summary Learner Enrolment Summary detail.

Province (Select) ▼	District/Agency ▼	Tehsil/Taluka ▼
Union Council/Tribe ▼	Village ▼	Implementation Agency/Organization (Select) ▼
School/Center Type (Select) ▼	Project (Select) ▼	Date From ▼
Date To ▼		

Show Report

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

Project:

Enter the project name e.g. (Jica, NEF, and PEF)...

Date (From):

Enter the learner fresh intake date from.

Date (To):

Enter the learner fresh intake date to.

Tracking Summary

Accessing Tips:

Summary Reports > Tracking Summary

All the parameters have been divided into sections which are:

Learner Tracking Summary Report

Province: (Select) ▼

District/Agency: Select ▼

Tehsil/Taluka: ▼

Union Council/Tribe: ▼

Village: ▼

School: ▼

School Type: (Select) ▼

Implementation Agency/Organization: (Select) ▼

Project: (Select) ▼

Tracking Date (From):

To:

Show Report

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

School Name:

Select desired school name from the dropdown list.

School/Center Type:

Enter the school center type e.g. (ALC, NON Formal).

Implementing Agency/Organization:

Select the desired agency name from the dropdown list.

Project:

Enter the project name e.g. (Jica, NEF, and PEF)...

Tracking Date (From):

Enter the learner tracking date from.

Tracking Date (To):

Enter the learner tracking date to.

Basti Summary

Accessing Tips:

Summary Reports > Basti Summary

All the parameters have been divided into sections which are:

Population By Village and Basti Population By Village and Basti Report...

Province	District/Agency	Tehsil/Taluka
<input type="text" value="(Select)"/>	<input type="text"/>	<input type="text"/>
Union Council/Tribe		
<input type="text"/>		
<input type="button" value="Show Report"/>		

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

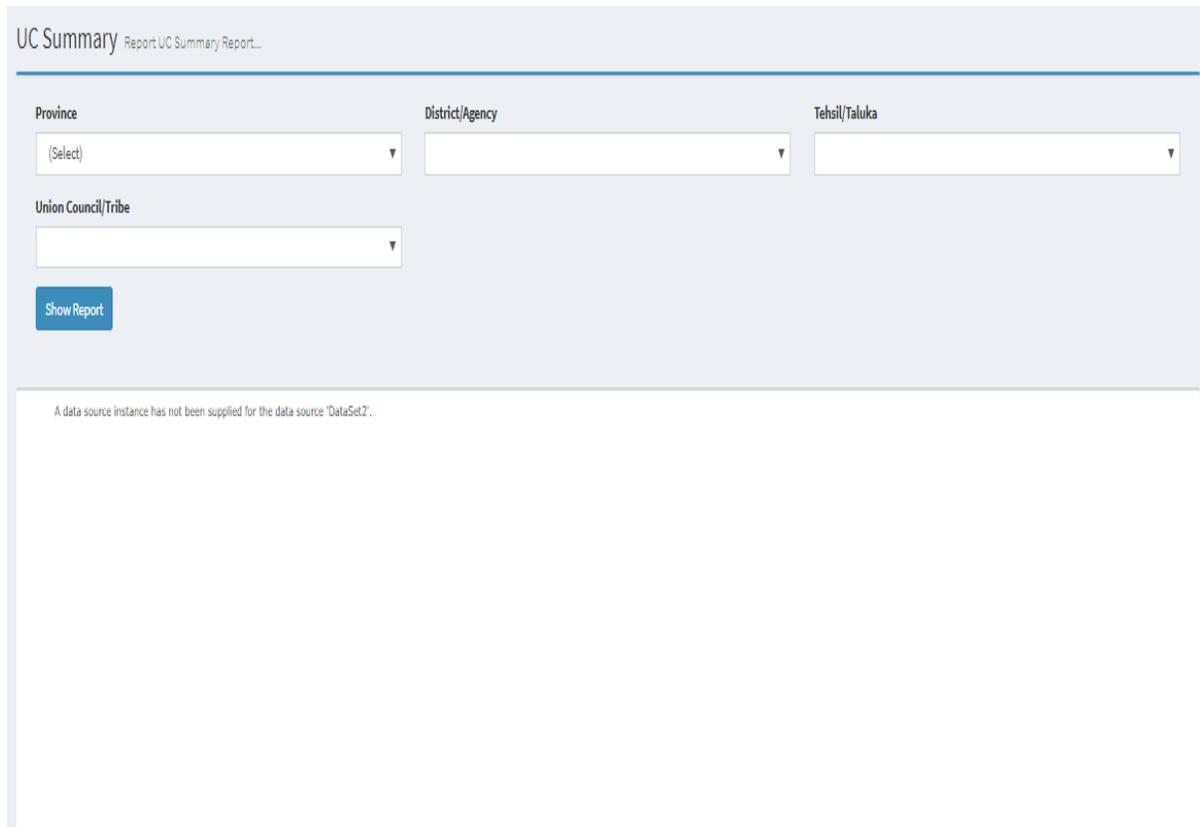
Select the desired union council from the dropdown list.

UC Summary

Accessing Tips:

Summary Reports > UC Summary

All the parameters have been divided into sections which are:



UC Summary Report UC Summary Report...

Province (Select) District/Agency Tehsil/Taluka

Union Council/Tribe

Show Report

A data source instance has not been supplied for the data source "DataSet2".

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Show Report:

On click of this button desired report will display in the report area.

CHAPTER 12

PERFORMA REPORTS

Performa Reports

Types of Reports

NFEMIS system also provides the different kinds of reporting service features. These reports have been classified into three major categories which are: list Reports, detail reports and summary reports. All three categories help the public and private sectors' planners and policy makers for both micro and macro level planning at various levels to know the on ground educational status. The hierarchy and the sub classes of these reports are given below.

Performa Reports

- 1 Learner Assessment Performa
- 2 Learner Tracking Performa

Learner Assessment Performa

Accessing Tips:

Performa Reports > Learner Assessment Performa

All the parameters have been divided into sections which are:

The screenshot shows a web interface for 'Learner Assessment Pro-forma'. At the top, there is a breadcrumb trail: 'Learner Assessment Pro-forma > Learner Assessment Pro-forma detail...'. Below this, there are six dropdown menus arranged in two rows of three. The first row contains 'Province' (with '(Select)' as the current value), 'District/Agency', and 'Tehsil/Taluka'. The second row contains 'Union Council/Tribe', 'Village', and 'School'. Below the dropdowns is a blue button labeled 'Show Report'. The main content area below the form is currently empty.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

School Name:

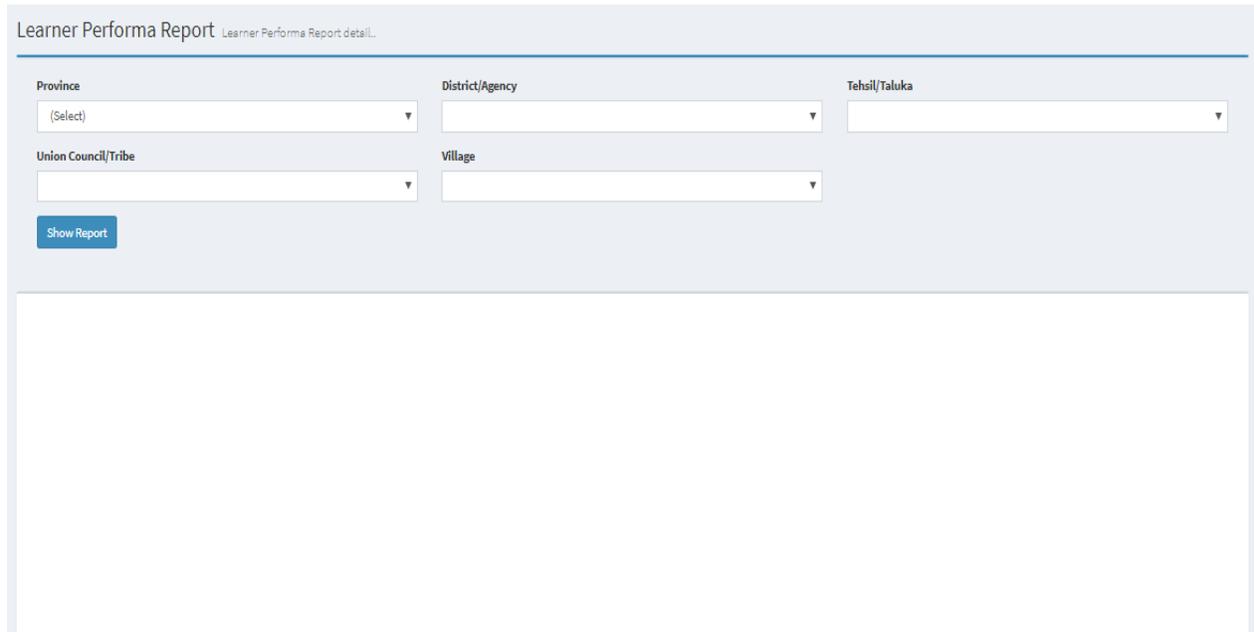
Select desired school name from the dropdown list.

Learner Tracking Performa

Accessing Tips:

Performa Reports > Learner Tracking Performa

All the parameters have been divided into sections which are:



The screenshot shows a web interface titled "Learner Performa Report" with a breadcrumb "Learner Performa Report detail..". Below the title is a filter section with five dropdown menus: "Province" (with "(Select)" as the current value), "District/Agency", "Tehsil/Taluka", "Union Council/Tribe", and "Village". A blue "Show Report" button is located below the "Union Council/Tribe" dropdown. The main content area below the filter section is currently empty.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

UC:

Select the desired union council from the dropdown list.

Village:

Select the desired village from the dropdown list.

Show Report:

On click of this button desired report will display in the report area.

CHAPTER 13

PROCUREMENT

Request Procurement

Accessing Tips:

Procurement > Request Procurement.

Purpose:

This form will be used to search, add, modify and delete records of Procurement Request.

Request Procurement Request Procurement details..

Request Procurement List

Request No	Request Date	Requested By	Destination	Action
pencil	8/30/2016 12:00:00 AM	director of literacy & Non formal Education	director	<input type="button" value="Edit"/>
123	10/25/2017 12:00:00 AM	Ammas	Lahore	<input type="button" value="Edit"/>
8876	10/19/2017 12:00:00 AM	hhh	ffj	<input type="button" value="Edit"/>
2222	10/26/2017 12:00:00 AM	Ammas	Lahore	<input type="button" value="Edit"/>
123123	10/27/2017 12:00:00 AM	Ammas Sumair	Multan	<input type="button" value="Edit"/>

« 1 of 1 »

New Entry

Procurement Request All Procurement Request details..

Federal Government

Province: (Select)

District/Agency:

Tehsil/Taluka:

Procurement No:

Date:

Requested By:

Destination:

Request Detail

Item: Black board

Institution Quantity:

No of Institution:

Procure Quantity:

General Concept:

According to user access, a user can request a list of items to be procured to higher management. If user has access to province level then he/she can provide request at province level to concerned person, who can review this request at his level and may confirm what to procure, similarly if user have access to district level then he can only submit this request to district level.

Province:

Based on user access if user is at Federal level then he can change/select province from this dropdown for which he/she wants to submit his/her request. If user don't have access to province then it will remain disabled and only user can submit request to district level only.

District:

Bases on user access if user have access at provincial level then he/she can submit request for any district he/she want to submit. If a user belongs to district only then he/she won't be able to select district and it will be auto selected once this page loaded in browser.

Tehsil:

Based on selection of Province, district user will have access to change and select tehsil.

Request Procurement #:

Provide a procurement # for this request it will be helpful in order to keep track in future that what actually was requested based on this procurement #.

Date:

Provide a date on which you're submitting this request. It is open ended because in some organizations we normally do paper work first so based on paper work (Hard copy of procurement request) you can provide date based on it, system will take care of posted date by itself, user only need to provide date as per his choice.

Requested By:

Again it is open ended control to type any name (A person who actually initiate it) for future reference.

Destination:

Need to provide a destination name where user want procurement office to deliver items belong to this request.

Request Detail:

In this section user and select as many item as he/she want to select and provide requested quantity.

Item:

Item names are already defined in system, so it can be selected from this dropdown which user wants to include in request.

Institution Quantity:

Provide quantity actually required by one institution/school/center.

No of Institution:

Provide total number of institution/school/center..

Procure Quantity:

It will be auto calculated based on following formula Institution Quantity * Number of Institution.

Confirm Procurement

Accessing Tips:

Procurement > Confirm Procurement.

Purpose:

This form will be used to search, add, modify and delete records of Confirm Procurement.

Confirm Procurement Confirm Procurement details..

Confirm Procurement List

Invoice No.	Confirm Date	Vendor Name	ContactNo	Purchased By	Action
768	10/19/2017 12:00:00 AM	89798	98787	7868	<input type="button" value="Edit"/>
snwenwne	10/26/2017 12:00:00 AM	4234234	wrwerwr	wenwerer	<input type="button" value="Edit"/>
456456	10/27/2017 12:00:00 AM	Mehboob	03334567891	Ammas	<input type="button" value="Edit"/>

1 of 1

New Entry

Confirm Procurement All Procurement confirmed details..

Federal Government

Province: District/Agency: Tehsil/Taluka:

Invoice No: Confirm Date: Purchase Request No: Vendor Name:

Vendor Contact No: Purchased By:

Confirm Procurement Detail

General Concept

According to user access, a user can view a list of procurement request submitted by any sub office. If user has access to province level then he/she can view submitted requests, open those review those requests and confirm what actually they want to be purchased.

Province:

Based on user access if user is at Federal level then he can change/select province from this dropdown for which he/she wants to review & confirm procurement requests. If user don't have access to province then it will remain disabled and only user view and confirm request to district level only.

District:

Bases on user access if user have access at provincial level then he/she can review/confirm request for any district he/she want to. If a user belongs to district only then he/she won't be able to select district and it will be auto selected once this page loaded in browser and user will only be able to confirm procurement request those belongs only to his/her districts.

Tehsil:

Based on selection of Province, district user will have access to change and select tehsil.

Invoice No:

Write the invoice number.

Confirm Date:

Write/select the date on which procurement request confirmed.

Purchase Requested No:

User can input purchase request number.

Vendor Name:

Write the name of the vendor for future reference.

Vendor Contact No:

Enter the contact number of the vendor.

Purchase By:

Enter the name of person who is purchasing the goods (Procurement officer in some organizations).

Purchase

Accessing Tips:

Procurement > Purchase

Purpose:

This form will be used to search, add, modify and delete records of Procurement Request.

Purchase Procurement Purchase Procurement details..

Purchase Procurement List

Invoice No	Purchase Date	Vendor Name	Vendor Contact No.	Purchased By	Action
234234	10/26/2017 12:00:00 AM	234234	234234	234234	<input type="button" value="Edit"/>
999	10/26/2017 12:00:00 AM	Ammas	789456123	789456	<input type="button" value="Edit"/>

1 of 1

New Entry

Purchase Procurement All Procurement purchase details..

Federal Government

Province: Punjab

District/Agency: Select

Tehsil/Taluka:

Invoice No:

Purchase Date:

Confirm Proc No: 768

Vendor Name:

Vendor Contact No.:

Purchased By:

Purchase Detail

General Concept

Based on what procurement request was initiated and after review what actually was confirm to move forward with actually purchase, this UI is required to update the stock information or quantity on hand information in database, which will be used in next module. So after confirmation of any procurement request actual purchase will happen and this user interface will provide you an ability to update your inventory.

Province:

Based on user access user can change it, if user don't have access at province level then he/she won't be able to change it and it will remain disable with the province name selected to which user belongs to.

District:

Based on user access user can change it, if user don't have access at district level then he/she won't be able to change it and it will remain disable with the district name selected to which user belongs.

Tehsil:

User can change tehsil for based on the selection of Province and district, and this system deal with district level access so any user with minimum access to district level can change it to keep track for which tehsil level this purchase is being inputted.

Invoice No:

Write the actual invoice number belongs to invoice you received based on what you purchase from vendor.

Purchase Date:

Write down the actual date on which you've purchase these items.

Confirm Procure No:

It will be auto selected, if not then you can select any to relate this purchase to actual confirm request which we made one step back at confirm procurement.

Vendor Name:

Write the name of the vendor.

Vendor Contact No:

Enter the contact number of the vendor.

Purchase By:

Enter the name of person who is purchasing the goods (Procurement officer in some organizations).

Distribution

Accessing Tips:

Procurement > Distribution

Purpose:

This form will be used to search, add, modify and delete records of Distribution of Procurement.

The screenshot shows a web application interface for 'Management Distribution'. At the top, there is a header 'Management Distribution' with a subtitle 'All Management Distribution details...'. Below this is a 'Distribution Plan Header' section containing several input fields: 'Federal Government' (a dropdown menu), 'Province' (a dropdown menu with 'Punjab' selected), 'District/Agency' (a dropdown menu with 'Select' selected), and 'Tehsil/Taluka' (a dropdown menu). Below these are four text input fields: 'Distribution Code' (placeholder: 'Enter Distribution Code'), 'Approved By' (placeholder: 'Enter Approved By'), 'Set Name' (placeholder: 'Enter Set Name'), and 'Received By' (placeholder: 'Enter Received By'). There are also two date input fields: 'Date of setting' and 'Date of Delivery'. At the bottom of this section are four buttons: 'New', 'Save', 'Save & New', and 'Close'. Below the header section is a 'Distribution Plan Detail' section with three input fields: 'Item' (a dropdown menu with 'Black board' selected), 'Quantity To Distribute' (placeholder: 'Enter Quantity To Distribute'), and 'Quantity Distributed' (placeholder: 'Enter Quantity Distributed'). An 'Add' button is located to the right of the 'Quantity Distributed' field.

New Entry

General Concept

This interface will provide you an ability to actually distribute items based on requested procurement to office which initiate that request. This interface will provide a facility to user to change the distributed quantity against the actual requested quantity and distribute purchased item to different Tehsil, District based on his/her access. It will help users to maintain inventory and keep it up to date.

Province:

If user have access to change the province user can change province to plan where actually he/she want to distribute purchased quantity or items they have in their stock.

District:

If user have access to change the district then user will be able to change it otherwise it will be auto selected and user can move forward it

Tehsil:

Select the desired tehsil from the dropdown list.

Distribution Code:

Provide a distribution code/reference which you want to keep as reference. .

Approved By:

Write the name of person / authority who gave the approved of distribution.

Set Name:

Write the set name.

Received By:

Write the name of received by.

Date of Setting:

Select the date of setting on which you're creating this distribution set.

Date of Delivery:

Select the date of delivery on which you actually want this to distribute to requested office.

Distribution Plan Detail:

In this section you can select what actually you want to distribute, you may select as many as item you want to select and provide quantities against it.

Item:

Select the item from the dropdown list.

Quantity to Distribute:

It will show you available quantity to distribute if this we've available selected item in inventory.

Quantity Distributed:

Enter the quantity to distribute.

Add:

On click of add button record will be saved.

Report Request Procurement

Accessing Tips:

Procurement > Report Request Procurement

Purpose:

This form will be used to show the report of requested procurement.

Request Procurement Report Request Procurement Report detail..

Federal <input type="checkbox"/>	Province <input type="text" value="(Select)"/>	District/Agency <input type="text"/>
Tehsil/Taluka <input type="text"/>	Date From <input type="text" value="mm/dd/yyyy"/>	Date To <input type="text" value="mm/dd/yyyy"/>

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

Date From:

Select the date from which you want to see the record of procurement requests (start date).

Date To:

Select the date to which you want to see the record of procurement requests (end date).

Report Distribution Procurement

Accessing Tips:

Procurement > Report Distribution Procurement

Purpose:

This form will be used to show the report of distribution procurement.

Request Procurement Report Request Procurement Report detail..

Federal

Province

District/Agency

Tehsil/Taluka

Delivery Date From

Delivery Date To

Show Report

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

Delivery Date From:

Select the delivery date from which you want to see the records of distribution list.

Delivery Date To:

Select the delivery date to which you want to see the records of distribution list.

Report Purchase Procurement

Accessing Tips:

Procurement > Report Purchase Procurement

Purpose:

This form will be used to show the report of purchase procurement.

Purchase Procurement Report Purchase Procurement Report detail..

<input checked="" type="checkbox"/> Federal	Province (Select)	District/Agency
Tehsil/Taluka	Date From 01 / 18 / 2018	Date To 01 / 18 / 2018

Show Report

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

Date From:

Select the purchase date from.

Date To:

Select the purchase date to.

Report Distribution Procurement

Accessing Tips:

Procurement > Report Distribution Procurement

Purpose:

This form will be used to show the report of distribution procurement.

The screenshot shows a web-based form for generating a report. At the top left, there is a radio button labeled "Federal". Below it is a dropdown menu for "Tehsil/Taluka". To the right of the "Federal" radio button is a dropdown menu for "Province" with "(Select)" as the current selection. Further right is another dropdown menu for "District/Agency". Below the "Province" dropdown are two date input fields: "Delivery Date From" and "Delivery Date To", both with a placeholder format of "mm / dd / yyyy". A blue "Show Report" button is located below the "Tehsil/Taluka" dropdown. The main body of the form is a large, empty white rectangular area.

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

Delivery Date From:

Select the delivery date from.

Delivery Date To:

Select the delivery date to.

Report Distribution Summary

Accessing Tips:

Procurement > Report Distribution Summary

Purpose:

This form will be used to show the report of distribution procurement.

Distribution Summary

Federal <input type="checkbox"/>	Province <input type="text" value="(Select)"/>	District/Agency <input type="text"/>
Tehsil/Taluka <input type="text"/>	Delivery Date From <input type="text" value="mm/dd/yyyy"/>	Date To <input type="text" value="mm/dd/yyyy"/>

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

Delivery Date From:

Select the delivery date from.

Delivery Date To:

Select the delivery date to.

Report Item wise Summary

Accessing Tips:

Procurement > Report Item Wise Summary

Purpose:

This form will be used to show the report of item wise summary.

Item Wise Summary Report

Federal <input type="checkbox"/>	Province (Select) ▼	District/Agency ▼
Tehsil/Taluka ▼	Distribution Date From mm/dd/yyyy	Date To mm/dd/yyyy

Show Report

Province:

Select the desired province from the dropdown list.

District:

Select the desired district from the dropdown list.

Tehsil:

Select the desired tehsil from the dropdown list.

Distribution Date From:

Provide distribution date from for filter.

Distribution Date To:

Select the delivery date to filter.

CONTRIBUTION

Review Committee
Will be Furnished later.