

ਸਕੂਲ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਦੀ ਜ਼ਿਲ੍ਹਾ ਪ੍ਰਣਾਲੀ

ਆਂਕੜੇ ਇਕੱਤਰ ਕਰਨ ਲਈ ਮੈਨੂਅਲ

(ਇਹ ਜਾਣਕਾਰੀ 30.09.2011 ਦੇ ਆਂਕੜਿਆਂ ਦੇ ਆਧਾਰ 'ਤੇ ਭਰਨੀ ਹੈ)

District Code : \_\_\_\_\_ District Name : \_\_\_\_\_

CD Block Code : \_\_\_\_\_ CD Block Name : \_\_\_\_\_

Cluster Code : \_\_\_\_\_ Cluster Name : \_\_\_\_\_

Village Code : \_\_\_\_\_ Village Name : \_\_\_\_\_

School Code : \_\_\_\_\_ School Name : \_\_\_\_\_

ਜ਼ਰੂਰੀ ਨੋਟ:- ਮੈਨੂਅਲ ਵਿਚ ਦਰਜ ਮੱਦਾਂ ਨੂੰ ਭਰਨ ਤੋਂ ਪਹਿਲਾਂ ਪਿੱਛੇ ਦਰਜ ਹਦਾਇਤਾਂ ਨੂੰ ਧਿਆਨ ਨਾਲ ਪੜ੍ਹ ਲਿਆ ਜਾਵੇ, ਕੋਈ ਵੀ ਕਾਲਮ ਖਾਲੀ ਨਾ ਛੱਡੋ। ਕਾਲਮ ਭਰਨ ਤੋਂ ਉਪਰੰਤ ਇਸ ਨੂੰ ਚੈਕ ਕਰੋ। ਲਿਖਾਈ ਸੁੰਦਰ ਅਤੇ ਸਪਸ਼ਟ ਹੋਵੇ।

ਸਰਵ ਵਿਆਪੀ ਮੁੱਢਲੀ ਸਿੱਖਿਆ

ਸਰਵ ਸਿੱਖਿਆ ਅਭਿਆਨ ਅਥਾਰਟੀ, ਪੰਜਾਬ

**District Information System for Education**  
**(School Information Schedule)**

School Code: \_\_\_\_\_

Academic Year: **2011-12**

**School Particulars**

1. School name: \_\_\_\_\_
2. School located in : (1) Rural area (2) Urban area
3. Habitation name (for rural area) / Mohalla or equivalent unit (for urban area) : \_\_\_\_\_
4. Village name (**Rural Area**) /Ward No. (**Urban Area**) : \_\_\_\_\_
5. Pin code : \_\_\_\_\_
6. Village Panchayat Name : \_\_\_\_\_
7. Name of Cluster Resource Centre (CRC): \_\_\_\_\_
8. Revenue/ CD Block : \_\_\_\_\_ 9. Educational Block : \_\_\_\_\_
10. Assembly Constituency : \_\_\_\_\_
11. Municipality (if applicable) : \_\_\_\_\_ 12. City (if applicable) : \_\_\_\_\_
13. Geographical information of the school (if available)  
(a) Latitude : \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ N (b) Longitude : \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ E
14. Phone / Mobile No. Landline No. (With STD Code) Mobile No.  
(i) Office/Head of School \_\_\_\_\_ : \_\_\_\_\_  
(ii) Respondent \_\_\_\_\_ : \_\_\_\_\_
15. Distance of school in Kms.  
a) From Block Head Quarter : \_\_\_\_\_ b) From Cluster Resource Center : \_\_\_\_\_
16. Whether school is approachable by all weather roads ? (1) Yes (2) No
17. Year of establishment of school : \_\_\_\_\_ 18. Year of recognition of school (if recognized): \_\_\_\_\_
- 18a. Year of upgradation from Primary to Upper Primary (if applicable): \_\_\_\_\_
19. Type of school: (1) Boys (2) Girls (3) Co-educational
20. **School category** (1) Primary (2) Primary with Upper Primary  
(3) Primary with upper primary and secondary/higher secondary (4) Upper Primary only  
(5) Upper Primary with secondary/higher secondary
21. **Managed by** (1) Department of Education (2) Tribal/Social Welfare Department (3) Local body  
(4) Pvt. Aided (5) Pvt. Unaided Recognized (6) Others Recognized  
(7) Central Govt. Schools like (K.V.S., N.Vs and other schools managed by Central Govt.)  
(8) Un-recognized (10) Panchayati Raj Institution (PRI) (11) Adarsh School  
(97) Madarsa recognized (by Wakf board/Madarsa Board) (98) Madarsa Unrecognized
22. Lowest class in school : \_\_\_\_\_ 23. Highest Class in school : \_\_\_\_\_
24. Medium of Instruction : (13) Punjabi (04) Hindi (14) Sanskrit (18) Urdu (19) English (99) Other  
(If medium of instruction is more than one in the school, select above options accordingly)

**A (i) School Particulars**

1. Pre-primary section (other than Anganwadi) attached to school : (1) Yes (2) No  
**If yes,** a) Total students : \_\_\_\_\_ b) Total teachers : \_\_\_\_\_
2. Anganwadi Centre in or adjacent of school : (1) Yes (2) No  
**If yes,** a) Total students : \_\_\_\_\_ b) Total teachers / Anganwadi workers : \_\_\_\_\_
3. Is the school residential (1) Yes (2) No  
**If yes,** (1) Ashram (Govt.) (2) Non-Ashram type (Govt.) (3) Private (4) others  
(5) Not Applicable (6) Kasturba Gandhi Balika Vidyalaya
4. Whether this is a Special school for CWSN? (1) Yes (2) No
5. Is the school building used as a part of shift school (1) Yes (2) No
6. Last academic year details
- a) No. of academic inspections \_\_\_\_\_
- b) No. of visits by CRC coordinators \_\_\_\_\_
- c) No. of visits by BRC coordinators \_\_\_\_\_
- d) No. of visits by Resource Teacher for CWSN \_\_\_\_\_

7. School funds (**last completed financial year**) excluding MDM (not to be filled by unaided schools)

	Receipt (Rs.)	Expenditure (Rs.)
a. School Development Grant (under SSA)	_____	_____
b. School Maintenance Grant (Under SSA)	_____	_____
c. TLM/Teachers Grant (Under SSA)	_____	_____
d. Funds from other sources	_____	_____

8. Staff Category

		Sanctioned Posts				Number In-Position			
		Primary	Upper Primary	Secondary	Hr. Secondary	Primary	Upper Primary	Secondary	Hr. Secondary
a.	Teaching Staff (Regular Teachers)								
b.	Contract Teachers								
c.	Part-time instructor (for upper primary only)								
d.	Non-teaching Staff								

Master Cadre Sanctioned Posts (Class 6 <sup>th</sup> – 10 <sup>th</sup> )	No. of Sanctioned Posts
Math	
Science	
English	
Social Science	
Languages	

**A (ii) School Particulars**

<b>1. Details of instructional days and school hours</b>	Primary	Upper primary
Number of instructional days (previous academic year)		
School hours for children (per day) – Current academic year		
Teacher working hours (per day) – Current academic year		

**2. Is CCE (Comprehensive Continuous Evaluation) being implemented in school ?** (1) Yes (2) No

**If Yes** a. Are pupil cumulative records being maintained? (1) Not Applicable (2) Yes (3) No

b. Are pupil cumulative records shared with parents? (1) Not Applicable (2) Yes (3) No

**3.1 Only for Private Unaided Schools (provide information for current academic year)**

a. Number of children belonging to weaker section or disadvantaged group applied for admission in grade-I in current academic year (under 25% quota as per RTE) : \_\_\_\_\_

b. Number of children enrolled in grade-I from weaker section or disadvantaged group in current academic year (under 25% quota as per RTE) : \_\_\_\_\_

**3.2 Only for Aided Schools**

a. Percentage of Aid being received from Govt. for elementary education : \_\_\_\_\_ %

b. Number of children admitted in grade-I (for Free education) : \_\_\_\_\_

**3.3 Only for Govt. / Aided Schools**

Whether School Management Committee (SMC) has been constituted?

(0) Not Applicable

(1) Yes

(2) No

**If YES :-**

a. Total number of Members in SMC : \_\_\_\_\_ Male \_\_\_\_\_ Female

b. Number of Parents/Guardians members : \_\_\_\_\_ Male \_\_\_\_\_ Female

c. Number of representatives/nominee from local authority : \_\_\_\_\_ Male \_\_\_\_\_ Female

d. Number of meetings held by SMC during the previous academic year : \_\_\_\_\_

e. Whether SMC Prepare the School Development Plan? (0) Not Applicable (1) Yes (2) No

f. Whether record of children being maintained as per RTE? (0) Not Applicable (1) Yes (2) No

g. Whether separate bank account for SMC is being maintained?(0) Not Applicable (1) Yes (2) No

**If yes,** Bank Name : \_\_\_\_\_ Branch : \_\_\_\_\_

Account No: \_\_\_\_\_ IFSC Code: \_\_\_\_\_

**A (ii) School Particulars**

<b>4. Details of Special Training</b>	Boys	Girls
a. Number of children enrolled with need of 'Special Training' in current year		
b. Number of children provided/being provided Special Training in current year (upto 30 <sup>th</sup> Sept.)		
c. Number of children enrolled for special training during previous completed academic year		
d. Number of children completed special training during previous completed academic year		
e. Who conducts the special training? (1) School Teacher                      (2) Specially Engaged Teachers                      (3) Both – 1 & 2 (4) NGO                                      (5) Others    (6) None		
f. Where is the Special Training being conducted? (1) School Premises                      (2) Other than school premises                      (3) Both – 1 & 2		
g. Type of training being conducted? (1) Residential                              (2) Non-residential    (3) Both		
h. Number of teachers / EVs available for conducting special training?		
i. Number of teachers received training for conducting special training?		
j. Whether special training material to children is made available      (1) Yes      (2) No		

5. When does the academic session starts \_\_\_\_\_ **Month**

6. Whether any text book received in current academic year (upto 30<sup>th</sup> September)      **(1) Yes      (2) No**

**If yes,** When was the text books received in the current academic year      **Month**\_\_\_\_ **Year**\_\_\_\_\_

7. Availability of Text Books, Teaching Learning Equipment (TLE) and play material grade-wise (in current academic year)

<b>Grade &gt;&gt;</b>	I	II	III	IV	V	VI	VII	VIII
Whether complete set of text books received ?								
Whether TLE available for each grade ?								
Whether play material, games and sports equipment available for each grade?								

**Enter                      : (0) for "Not Applicable"                      (1) for "Yes"                      (2) for "No"**

## B. Physical facilities and Equipment

1. Status of School Building (1) Private (2) Rented (3) Government  
(4) Government school in a rent free building (5) No Building (6) Dilapidated (7) Under Construction
2. Details of classrooms and other rooms for **elementary sections only** (not to be filled for schools without building)

**Total Classrooms** used for instructional purposes : \_\_\_\_\_ **Total other rooms:** \_\_\_\_\_

Type of building		No. of Classrooms in			No. of Other rooms in		
		Good Condition	Need Minor Repair	Need Major Repair	Good Condition	Need Minor Repair	Need Major Repair
a	Pucca						
b	Partially Pucca						
c	Kuccha						
d	Tent						

3. No. of classrooms under construction : \_\_\_\_\_ 4. Land available for Additional Classrooms: **(1) Yes (2) No**
5. Separate room for Head Master available : **(1) Yes (2) No** 6. Number of Blackboards (Green/White) : \_\_\_\_\_
7. Number of classrooms having blackboard for students at ground level & activity corner (excluding item 6) : \_\_\_\_\_

8. Toilets (Except Urinals)	Boys only	Girls only	Common	Total
No. of Toilet Seats Constructed/Available				
No. of Toilet Seats Functional				

9. Source of drinking water facility: (1) Hand pumps (2) Well (3) Tap water (4) Others (5) None (6) Submersible Pump  
(a) Drinking water facility functional : (1) Yes (2) No
10. Electricity connection in School (1) Yes (2) No (3) Yes but not functional
11. Boundary wall (1) Pucca (2) Pucca but broken (3) Barbed wire fencing (4) Hedges  
(5) No boundary wall (6) Others (7) Partial (8) Under Construction
12. Whether school has Library: (1) Yes (2) No **If Yes : 12a.** Total No. of Books in school library : \_\_\_\_\_
13. Does the school subscribe for magazine/news paper: (1) Yes (2) No
14. Playground : (1) Yes (2) No **If No : 14a.** Whether land is available for developing playground : (1) Yes (2) No
15. Total number of computers available: \_\_\_\_\_ **15a.** Total computers Functional : \_\_\_\_\_
16. Does the school have Computer Aided Learning (CAL) Lab: (1) Yes (2) No (3) Yes but not functional
17. Medical check-up of students conducted last year : (1) Yes (2) No
18. Ramps for disabled children: (1) Yes (2) No  
**18a.** If Yes, whether Hand-rails for ramp is available (0) Not Applicable (1) Yes (2) No
19. Furniture for Teachers (1) For All (2) For Some (3) None
20. Furniture for Students (1) For All (2) For Some (3) None
21. Whether measured campus plan prepared: (1) Yes (2) No
22. Length of boundary wall in running ft. (if required) : \_\_\_\_\_ ft.

**B (i). Mid Day Meal Information**  
**(Only for Govt. / Aided Schools)**

**1. Status of Mid-day Meal :**

- (0) Not Applicable
- (1) Not provided
- (2) Provided & prepared in school premises
- (3) Provided but not prepared in school premises

**(i) If 'Provided & prepared in school premises',**

- a. Give status of Kitchen Shed :** (0) Not Applicable (1) Available (2) Not Available  
(3) Under Construction (4) Classroom used as kitchen

**b. Number of Cook-cum-helpers available :** \_\_\_\_\_ Male \_\_\_\_\_ Female

**(ii) If 'Provided but not prepared in school premises',**

- Provide source of MDM: (1) From nearby school (2) NGO (3) Self Help Group  
(4) PTA/MTA (5) Others (6) Panchayat

2. Did the school receive the one-time Kitchen Devices Grant: (0) Not Applicable (1) Yes (2) No

3. Number of students opted for MDM during the last academic year: \_\_\_\_\_ Boys \_\_\_\_\_ Girls

4. Total number of meals served during the previous academic year: \_\_\_\_\_

5. Number of days on which MDM was served: \_\_\_\_\_

6. Number of inspections made by the supervisory officials during the previous academic year: \_\_\_\_\_

7. Number of inspections made by the community members during the previous academic year: \_\_\_\_\_

**C. Teachers (Detail only for Teaching Staff is to be provided)**

Sr. No.	Name of the Teacher	Sex : Male (1)/Female (2)	Date of Birth DD/MM/YY	Caste <sup>1</sup>	Category <sup>2</sup>	Year of joining in Present service	Highest Qualification		Classes Taught <sup>5</sup>	Main Subjects Taught <sup>6</sup>	Total Days of in-service training received in last academic year.				No. of working days spent on non-teaching assignments	Maths studied upto <sup>3</sup>	English studied upto <sup>3</sup>	Social Studies studied upto <sup>3</sup>	Working in the present School since	Type of Disability <sup>7</sup>	Trained for teaching CWSN (1-Yes, 2-No)	Post Status <sup>8</sup>	Telephone Number
							Academic <sup>3</sup>	Professional <sup>4</sup>			BRC	CRC	DIET	OTHER									
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							

<sup>1</sup> (1) General (2) SC (3) ST (4) OBC (5) ORC (6) Others

<sup>2</sup> (1) Head teacher (2) Acting Head Teacher (3) Regular Teacher (4) Contract Teacher (5) Part Time instructor positioned as per RTE

<sup>3</sup> (1) Below Secondary (2) Secondary (3) Higher Secondary (4) Graduate (5) Post Graduate (6) M. Phil. or Ph. D. (7) Other

<sup>4</sup> (1) JBT/ETT or equivalent (2) Bachelor of Ele. Edu. (B.El.Ed.) (3) B.Ed. or equivalent (4) M.Ed. or equivalent (5) Others (6) None (7) Diploma/degree in special education

<sup>5</sup> (1) Primary only (2) Upper Primary only (3) Mostly primary (4) Mostly upper primary (5) Not sure (6) Secondary Only (7) Mostly Secondary (8) Higher/Senior Secondary

<sup>6</sup> (1) All subject (2) Languages (3) Mathematics (4) Environment studies (5) Sports (6) Music (7) Science (8) Social Studies (9) English (10) Punjabi (11) Hindi (12) Economics (13) Agriculture (14) Geography (15) Sociology (16) Political Science (17) Accountancy (18) Biology (19) Chemistry (20) Physics (91) Art Education (92) Health & Physical Education (93) Work Education (0) Other

<sup>7</sup> (1) Not Applicable (2) Ortho (3) Visual (4) Others

<sup>8</sup> (1) Regular (2) Contract (3) Ad-hoc









**K. Children with Special Needs (Current Academic Year)**

Classes ->	I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII	
Type of impairment	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
Visual Impairment																								
Hearing Impairment																								
Speech Impairment																								
Physically Handicapped																								
Mental Retardation																								
Cerebral palsy																								
Autism																								
Multiple disability																								
Total																								

**L. Facilities provided to CWSN (Last academic year)**

Type of facility	Total Students	
	Boys	Girls
Brail books		
Brail Kit		
Low vision kit		
Hearing aid		
Braces		
Crutches		
Wheel chair		
Tri-cycle		
Caliper		

### M. Attendance (Previous Academic Year)

Classes ->	I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII		
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	
Annual attendance																									
Total Enrolment																									

Verification :

Respondent	Secretary of VEDC/UEDC (HT/Head Master/Principal )	Chairman of VEDC / UEDC
Signature _____ Name: _____ Date: _____	Name: _____ Date: _____	Name: _____ Date: _____
	ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਡਾਈਜ਼ ਮੈਨੂਅਲ ਵਿਚ ਭਰੇ ਗਏ ਆਂਕੜੇ ਸਹੀ ਵ ਦਰੁਸਤ ਹਨ ਅਤੇ ਸਕੂਲ ਦੀ ਲੋੜੀਂਦੀ ਸਥਿਤੀ ਇਸ ਵਿਚ ਸਪਸ਼ਟ ਕਰ ਦਿਤੀ ਗਈ ਹੈ।	
(Signature)	(Signature & Office Seal)	(Signature & Office Seal)

Concerned Block Coordinator	BPEO	Block MIS Coordinator	District MIS Coordinator
Signature _____	Signature _____	Signature _____	Signature _____
Name: _____	Name: _____	Name: _____	Name: _____
Date: _____	Date: _____	Date: _____	Date: _____
(Signature)	(Office Seal)	(Signature)	(Signature)