

**District Information System for Education**  
**Instruction Manual: School Information Schedule**  
**General Instructions**

1. The information must be collected from government, recognised private aided, recognised private unaided schools, Kendriya Vidyalaya, Air Force schools, recognised schools which are running under ICSE, CBSE syllabus and all unrecognised school).
2. The information should be collected for all the classes running under school.
3. Correct and authentic data based on school registers and other official records should be entered in the DCF (Data capture format).
4. Data shall be provided as on 30<sup>th</sup> September of each year except in the case of those items for which it has been specifically stated that data for the previous academic year or the current academic year should be provided. Financial data pertains to 1<sup>st</sup> April – 31<sup>st</sup> March of each completed year.
5. The data should be recorded in arabic numerals and in block letters only.
6. Do not scribble on the DCF. It should be kept neat and clean. Do not over-write on a wrong entry; instead score out a wrong entry and re-write the correct entry above it.
7. Appropriate codes should be entered in the DCF at places where such provision exists. Care should be taken to fill in the correct code number.
8. All items should be filled in completely. No item/cell should be left blank.
9. All data must be filled in by the head teacher or teacher in-charge of the school after consulting the office records. Training to concerned teacher is provided for filling up of DCF.
10. If two schools are working in the same building with separate heads and administration for want of accommodation, or due to any other reason, these schools should be treated as separate entities and each of the two schools should fill separate DCF. In case a school has two shifts under the same head and administration, it should be treated as one school and only one DCF giving consolidated statistics for both shifts will be filled in by the head of the school.
11. The head teacher or teacher in-charge of the school should verify the data, and affix his/her signature at the appropriate place on the last page of the DCF before returning it.
12. Similarly, before submitting the completed DCF to the EMIS cell at the district level the CHT/BRP/BPC/BPEO should verify the data in the DCF, and sign at the appropriate place in the DCF.
13. It is the responsibility of CHT/BRP/BPC/BPEO for check the DCF thoroughly and get is corrected (if required) from the concerned school before submitting the same to district EMIS cell.
14. **District Code:** A four-digit district code is allotted to your district. This code is available with the state office and will be shared with all districts. Each district will carry a unique identification code. This code shall remain constant for all future purposes. Separate codes may become necessary after the reorganization of district boundaries or the creation of new districts. District codes once assigned should not be changed subsequently for the duration of the project. This is necessary to ensure compatibility of data.
15. **School Code:** A seven digit school code uniquely defines each school in a district. A standard list of school codes will be prepared for each district and the same should be used in all future references. The seven digit school code comprise of the following:

Block ID 2 digits

Village ID 3 digits

School ID 2 digits

A school code once generated will remain constant for all data references and future use.

**Academic Year:** The year of the academic session should be entered. For example, academic year for data pertaining to 30<sup>th</sup> Sept, 2011 would be 2011-12.

### A. School Particulars

1. **School Name:** The full name of the school as in official records should be mentioned.
2. **School located in:** Enter '1', if the school is located in a rural area. Enter '2', if the school is located in an urban area.
3. **Habitation (for rural area) :** Mention name of habitation only for rural area.
4. **Village Name/Ward Number:** Record the name of the revenue village in the case of rural areas. In the case of urban area, mention the ward number of the town/city/municipality.
5. **Pin Code:** Enter the Postal Index Number (PIN) of the village/ward where the school is located.
6. **Village Panchayat/Municipality/Town panchayat/Corporation:** For rural area mention the name of the village panchayat where the school is located. For urban areas, mention the name of the municipality/town panchayat/corporation as the case may be.
7. **Name of the CRC:** Write the name of the Cluster Resource Centre to which the school is attached.
8. **CD Block Name:** Mention name of the community development block.
9. **Educational Block Name:** Mention name of the educational block.
10. **Assembly Constituency :** Mention name of Assembly Constituency.
11. **Municipality :** Mention name of Municipality (if applicable).
12. **City :** Mention name of City (if applicable).
13. **Geographical information of the school may be provided (Latitude & Longitude).**
14. **Phone / Mobile No.**
  - Office / Head of School : Mention phone number with STD Code and Mobile number of Head of the school.
  - Respondent : Mention phone number with STD code and Mobile number of the teacher who has filled-up the DCF.
15. **Distance in Kms.**
  - a. **From PE Block H.Q.:** Write the shortest distance by road/rail in kilometers from the school to the block head-quarter. If the school is located in the block headquarter itself, enter '0'. Do not use decimals. Only integer values should be mentioned. For example, 10, 15, 20, 21, 24, .....
  - b. **From CRC:** Write the shortest distance by road/rail in kilometers from the school to the CRC.
16. Whether school is approachable by road during all weathers.
17. **Year of establishment:** Enter the year when the school was first started / established. Verify actual year of establishment from the official documents available in your school.
18. Year of recognition of school may be provided, to be filled only by recognised schools.
- 18A. Year of up-gradation of School. Applicable only for those schools which are upgraded from primary to upper primary.
19. **Type of School:** Select appropriate option as applicable like Boys/Girls/Co-educational. Even though name of the school may indicate that it is a school exclusively for boys or girls, in practice the school may be co-educational. Indicate these schools as falling under Category (3). Type of school is coded as given below:
  1. **Boys only:** Schools admitting boys alone. Girls are not admitted to boys schools.
  2. **Girls only:** Meant only for girl students and boys are not admitted in these schools.
  3. **Co-educational:** Both boys and girls can get admission in these schools.

**20. School category:** Select appropriate option as applicable. The lowest and highest class in the school determines school category and is coded as follows:

1. **Primary school:** A school with primary classes (I-V as the case may be) in the same premises and management. A school having classes more than V should not be shown as primary school.
2. **Primary with upper primary school:** A school having classes from I to VIII in the same premises and under the same management. Schools with highest classes beyond VIII should not be classified here.
3. **Primary with upper primary school and secondary/higher secondary school:** A school having provision for teaching of Classes I to X/XII. The lowest class in such schools would be 1 and highest would be 10/12.
4. **Upper primary school:** Schools starting from Classes VI and teaching upto classes VIII. No other school would fall under this category.
5. **Upper primary school and secondary/higher secondary school:** Schools having Class VI as the lowest class and Class X/XII as the highest class. These schools offer teaching for upper primary, secondary and/or higher secondary classes.

**21. School Management:** Select appropriate option as applicable. School management is coded as given below:

1. **Department of Education:** School fully managed and financed by state government, autonomous organisations under the state government, DPEP and the schools run by the Education Department.
2. **Tribal/Social Welfare Department:** Schools fully managed and financed by the Tribal Welfare or Social Welfare Department of the state govt. These schools normally follow the same curriculum as in government schools.
3. **Local body school:** A school which is run and financed by Municipal Corporation, municipal committee is classified as local body school. Follow the state norms for this purpose.
4. **Private Aided:** A recognised school, which is run by an individual, trust, or a private organisation and is receiving regular maintenance grants either from a local body or the state or a central government.
5. **Private Unaided School:** A recognized school, which is run by an individual or a private organisation and does not receive regular maintenance grants either from a local body or government. An institution which is in receipt of an ad-hoc grant for a specific purpose like building grant, grant for strengthening of library or laboratory facilities, one time subsidy towards teacher salary etc. but does not receive regular maintenance grant should be treated as an unaided institution.
6. **Other schools:** Recognised schools which are running under ICSE, CBSE syllabus.
7. **Central Govt. Schools:** Schools fully managed and financed by the central government. These include KVS, Navodaya Vidyalays, Army Schools, etc.
8. **Un-Recognized:** A School which is not recognized.
10. **Panchayati Raj Institution:** A School which is run by Panchayati Raj Institution. Follow the state norms for this purpose.
11. **Adarsh Schools :** All Adarsh/Model Schools controlled by the State or Central Govt. shall come under this section.
97. **Madarsa recognized (by Wakf Board/ Madarsa Board).**
98. **Madarsa which is unrecognized.**

**22. Lowest class in the school:** Indicate the lowest class to which students are admitted. For the purpose of indicating the lowest class, do not include Anganwadi, Balwadi or Pre-primary education center even if they are parts of the same school management.

**23. Highest class in the school:** Indicate the highest class for which the school imparts instruction. The highest class in a complete school would generally be any of these values: 5, 8, 10, 12.

24. **Medium of Instruction:** Mention the medium of instruction code (two digits) as per the state regulations. If a school provides instruction in more than one medium of instruction, please mention all options as applicable. The following are the codes given to the languages:

Hindi (04)      Punjabi (13)      Sanskrit (14)      Urdu (18)      English (19)      Others (99)

### **A (I) School Particulars**

1. **Pre-primary section(other than Anganwadi) attached to school:** Pre-primary education centres (PPC) may be run by the Department of Education and DPEP or voluntary organizations. PPCs may also exist in private aided and unaided institutions. Indicate '1' if any of these facilities exist within the school premises. If the facilities do not exist within school premises enter '2'. If pre-primary facilities exist within the school premises, provide the total students attending and the number of teachers as on the record date (i.e. 30<sup>th</sup> September) in pre-primary sections (1-a & 1-b).
2. **Anganwadi Centre in or adjacent of school:** Indicate '1' if any of these facilities exist within the school premises or adjacent of school. If the facilities do not exist within school premises or adjacent of school enter '2'. If Anganwadi Centre exists, provide the total students attending and the number of teachers as on the record date (i.e. 30<sup>th</sup> September) in Anganwadi Centre (2-a & 2-b).
3. **Residential school:** Residential schools are defined as those schools which have an attached hostel and where the lodging and boarding facilities for students are provided by the school. Mention '1' for Yes or '2' for No. In case of residential schools, if "yes" then mention the type of residential school. The type of residential schools are coded as:-  
(1) Ashram (Govt.)      (2) Non-ashram (Govt.)      (3) Private      (4) Others      (5) Not Applicable  
(6) Kasturba Gandhi Balika Vidyalaya (KGBV)
4. Whether the school is meant specially for CWSN (Children With Special Need). Mention '1' for Yes or '2' for No.
5. **Is the school building used as a part of shift school (Yes = 1/No =2):** This data is applicable only to the shift schools, where the same premises is used by two schools. Mention '1' for Yes or '2' for No.
6. **Last academic year details**
  - a. **Number of academic inspections:** For this purpose, the number of inspections undertaken in the last academic session by an officer of state government authorised for inspection of schools where a detailed report is written should be counted. Normal visits by officials when an inspection report is not written should not be counted as inspection. Valid value is 0 to 12.
  - b. **Number of visits by CRC coordinators:** Mention the number of times, the CRC coordinators visited school for academic support and other purposes during the last academic session. Valid value is 0 to 25.
  - c. **Number of visits by BRC coordinators:** Mention the number of times, the BRC coordinators visited school for academic support and other purposes during the last academic session. Valid value is 0 to 25.
  - d. **Number of visits by Resource Teacher for CWSN:** Mention the number of times, the Resource Teacher for CWSN visited school for academic and other purposes related to Children With Special Need during the last academic session. Valid value is 0 to 25.
7. **School funds (last completed financial year)**
  - a. School Development Grant (under SSA): School Development Grant received under SSA may be mentioned here.
  - b. School Maintenance Grant (under SSA): School Maintenance Grant received under SSA may be mentioned here
  - c. TLM (Teaching Learning Material)/ Teacher Grant (under SSA): Enter the total amount of TLM grant received by all teachers of the school. (Previous financial year).
  - d. Funds from other sources: Funds from other sources will normally be in the form of government grants, donations, endowments and community contribution etc.

**Note:** The above data is to be given separately for receipt and expenditure for the previous financial year.

## 8. Teaching Staff

Number of teaching and non-teaching staff is to be provided for primary, upper primary, Secondary and Higher Secondary Schools. The data for teaching staff sanctioned and in position in the school should be indicated as per the following classification. If the teaching positions are not sanctioned schoolwise, leave the corresponding columns in DCF blank.

- a) **Teaching Staff (regular teachers etc.):** Teachers with regular time scale will fall in this category. Teaching staff includes Principal/Head Teacher, Teachers and other categories of teachers working on full time basis. The number of posts sanctioned for the school should be given. Number in position refers to teaching staff who is working on the record date.
- b) **Contract teachers:** Contract teachers appointed under any scheme and teaching elementary, secondary, higher secondary classes regularly should be counted as teachers. Contract teachers are normally appointed at fixed salary/honorarium.
- c) **Part-time Instructor :** Number of part-time teachers teaching upper primary classes may be mentioned.
- d) **Non Teaching Staff:** The staff other than teaching staff will be treated as non-teaching staff and will include office clerks, typists, accounts, watchman, sweepers, cleaners, etc.

No. of Sanctioned posts and Number In-position for Teaching Staff (Regular Teachers), Contract Teachers and Non-teaching staff should be mentioned separately for primary, upper primary, Secondary and Higher Secondary (as applicable).

Sanctioned Posts for Master Cadre teaching classes 6<sup>th</sup> to 10<sup>th</sup> may be provided subjectwise i.e. Math, Science, English, Social Science and Languages. Sanctioned posts of Master Cadre for Punjabi and Hindi language may be mentioned under Languages.

### A (ii) School Particulars

#### 1. Detail of instructional days and school hours

- No. of days school functioned during previous year are to be provided separately for primary and upper primary classes.
- No. of hours for which students remain in the school are to be provided.
- No. of hours for which teachers remain in the school are to be provided.

2. Provide detail about CCE (**Comprehensive Continuous Evaluation**) if implemented in school. Under CCE students' performance is evaluated on continuous basis and the same is share with parents thereafter.

- Whether the records of evaluation of children are maintained or not?
- Whether the evaluations are shared with parents or not?

3.1 Following information is to be provided only by Private Unaided Schools for current year.

- Provide the no. of children who applied for admission in grade-1 in current year under 25% quota as per RTE.
- How many children out of above are enrolled in current year in grade-1.

3.2 The information is to be provided only by Aided Schools.

- Percentage of aid being provided by govt. for elementary education. This percentage is of total expenditure of the school on elementary education.
- Provide no. of children who got admission in grade-1 during current year for free education under RTE.

3.3 The information is to be provided by Aided and Govt. Schools only.

- Whether School Management Committee (VEDC/UEDC) has been constituted in the school or not?

**If the committee has been constituted, provide following detail :-**

- How many member are there in the committee ?

- How many of them are parents/guardians of the students ?
  - How many of them are from local community ?
  - Provide detail on number of meetings held during previous year ?
  - Whether the School Development Plan is prepared by the school or not ?
  - Whether the proper record of children are maintained in registers or not ?
  - If separate bank account is maintained by VEDC/UEDC, provide Bank Name, Branch, Account No. and IFSC Code of that particular bank.
- 4. Provide detail of training being provided to the children who need special attention.**
- a) Provide number of children who admitted in their age appropriate class and need special training for the classes/grades he/she have never attended before during current year.
  - b) How many children have been benefited or being benefited from special training during current year.
  - c) Provide number of children who admitted in their age appropriate class and need special training for the classes/grades he/she have never attended during previous year.
  - d) How many children have been benefited from special training during previous year.
  - e) If special training is being conducted in the school, provide detail on by whom this special training is conduct.
  - f) Provide detail about the location where such special trainings are being conducted.
  - g) Information on what type of training is being provided to the students may be provided.
  - h) How many teachers are involved in providing such special trainings to the students of a particular school.
  - i) How many teachers have received training for conducting such Special Training.
  - j) Whether study material for Special Training is available for students or not ?
- 5.** Write down the Month in which the academic session starts in the school.
- 6.** Whether the school have received any text book in current academic year or not ?
- If Yes, provide Month and Year in which text book/books is/are received.
- 7.** Provide class-wise availability of Text Books, TLE (Teaching Learning Equipment), Play material.

## **B. School building/Equipment/Facilities/Furniture and other data**

### **1) Status of School Building:** Status of school is coded as follows:

1. **Private (Rent-free):** A school building is private, if it is owned by an individual, organisation and does not belong to the local body or the government. No rent is paid for such building (rent free) as the ownership lies with the users. For example, private aided school having its own building.
2. **Rented:** Individual, private organisation, the local body or the government running the school in a building for which rent is paid.
3. **Government:** The school building belonging to government department, local body or any such agency (for example education, tribal welfare, social welfare or other department) for education purpose should be considered under this category.
4. **Government school in a rent free building:** Some government school donot have their own building but work from a building/rooms provided by community and no rent is paid for the same.
5. **No building:** Schools without building are to be mentioned under this category.

6. **Dilapidated** : If the school building is in dilapidated condition, it should be mentioned under this category.
7. **Under Construction**: If the school building is under construction, it should be mentioned here.

2. **Detail of classrooms and other rooms for elementary sections only ( to be filled by schools having building)**

**Number of classrooms used for instructional purposes:** Number of classrooms used during the current year for running classes in the school premises. In case a big hall has been partitioned with wooden/ brick partitions, each partition should be treated as a separate classroom. If two or more classes are held in a room without wooden/brick partition, the room should be treated as a single classroom. Exclude the office rooms, stores abandoned classrooms, sport rooms etc. when counting the number of classrooms.

**Other rooms:** All rooms other than classrooms should be included in this item. It would include Head Teacher's room, library, reading room, sports room, store, recreation room and other rooms which are not used for instructional purposes.

Available types of school building are:

1. **Pucca:** School building (government, rented, or provided rent-free by the community) with baked brick walls / stone walls and roof top with slab or wooden / iron girders or tiles is classified as Pucca.
2. **Partially Pucca:** School building (government, rented or provided rent-free by the community) with baked brick walls or stone walls with corrugated sheet or asbestos sheet or thatched roof top is classified as Partially Pucca.
3. **Kuccha:** School building (government, rented or provided rent-free by the community) with unbaked brick or mud walls with corrugated asbestos sheet or thatched roof top is classified as kuccha.
4. **Tent:** School is running in a structure covered by canvas cloth and supported by pegs and ropes is considered as tent school.

**Classification of classrooms** (used for instructional purposes) **by condition:** The classrooms are classified as (a) in good condition (b) need minor repair (c) need major repair as per following conditions.

- a. **Good:** Building which does not require any repairs.
- b. **Need minor repairs:** Mainly patch work or plastering of the floor or roof or in walls or replacement of broken door or window.
- c. **Need major repairs:** Major repairs including re-construction or structural change of a wall or a roof.

**Note:** Classrooms which requires only painting, white washing, replacement of bolts, nuts, hinges should not be included in the categories of minor or major repairs. Such classrooms should be shown as in good condition.

**Classification of other rooms by condition:** The Other rooms are classified as (a) in good condition (b) need minor repair (c) need major repair as per following conditions.

- a. **Good:** Building which does not require any repairs.
- b. **Need minor repairs:** Mainly patch work or plastering of the floor or roof or in walls or replacement of broken door or window.
- c. **Need major repairs:** Major repairs including re-construction or structural change of a wall or a roof.

**Note:** Rooms which requires only painting, white washing, replacement of bolts, nuts, hinges should not be included in the categories of minor or major repairs. Such rooms should be shown as in good condition.

3. **Number of classrooms under construction:** The number of classrooms for which the construction work is going on should be mentioned here.
4. **Land available for Additional Classrooms:** Is there any provision of extra land for constructing additional classroom (if required) in future. If land is available mention "Yes" else "No".
5. **Separate room for Head Master available:** Whether the separate room for Head Master is available or not. If room is available mention "Yes" else "No".
6. **Number of Blackboards:** All kinds of blackboards in the school, whether wooden blackboards on stands, or blackboards built into the walls should be considered here, but children's blackboards on the base of the wall should not be considered here.

7. **Number of classrooms having blackboard for students at ground level & activity corner:** The number of classrooms having blackboard for students at ground level & activity corner should be mentioned here. These classrooms are also known as Anandai classrooms. Blackboards already mentioned at item no.6 will not be included here again.
8. **Toilet:** Detail about the no. of toilet seats in boys toilet, girls toilet and common toilet should be mentioned here.
- No. of Toilet Seats Constructed / Available: Total number of toilet seats irrespective of the condition (in boys, girls and common toilet) constructed or available as on 30<sup>th</sup> September is to be mentioned here.
  - No. of Toilet Seats Functional: Total number of toilet seats in useable condition (in boys, girls and common toilet) as on 30<sup>th</sup> September is to be mentioned here.
- (Urinal pots will not be included while provided number of toilet seats)**
9. **Source of drinking water facility:** The major source of drinking water facility used frequently used by the school should be mentioned. Only one source of drinking supply should be indicated even if there is more than one source available for drinking water supply. The possible options are Handpump(1), Well(2), Tap water(3), Others(4), None(5) and (10) Submersible Pump.
- (a) Drinking water facility functional:** Whether the drinking water facility as mentioned at item no. 9 is functional or not. If it is functional mention "Yes" else "No."
10. **Electricity connection in School:** A school will be considered having electricity if the connection has been given to the school and electrical equipments can be run in the school premises. Enter '1', if the school is having electricity, Enter '2' if electricity connection is not there in school, Enter '3' if connection is there but it is not functional.
11. **Boundary Wall:** The possible options are Pucca and in good condition(1), Pucca but broken(2), Barbed wire fencing(3), Hedges(4), No boundary wall(5), Others(6), Partial(7), Under Construction(8).
12. **Book Bank/Library/Reading Corner:** Against this item options '1' (Yes), '2' (No) are given. A book bank is a collection of text books for children to borrow for the duration of the year, and return at the end of the year. Enter '1' if this system exists in the school. If not then please enter '2'.
13. Provide information whether school subscribe for any magazine or news paper or not ?
14. **Playground:** Whether a proper playground is maintained in school premises or not. Enter '1 = Yes', if a proper playground is maintained in school premises. If not then please enter '2 = No'.
- 14a. Provide information whether land is available in the school for development of playground or not ?
15. **Total Number of computers available:** Record the total number of computers available in the school.
- (a) Total Computers Functional :** Number of computers functional should be mentioned here.
16. **Computer Aided Learning (CAL) Lab:** Enter '1', if the school has CAL lab, Enter '2' if school there is not CAL lab in the school, Enter '3' if CAL lab is there but it is not functional.
17. **Medical check-up of students conducted last year:** Filling up of Health cards by ANMs or trained teachers should be considered. Against this item options '1' (Yes), '2' (No) are given. Enter '1', if the medical check-up of students was conducted in the last academic year otherwise enter '2'.
18. **Ramps (for the disabled children):** Enter '1' if ramps are constructed in the school to facilitate the movement of disabled children, otherwise enter '2'.
- If ramp is available in the school, whether Hand-rails is fitted alongwith or not?**
19. **Furniture for Teachers:** Enter '1' if furniture for 'All' teachers is available. Enter '2' if furniture for 'Some' teachers is available. Enter '3' if furniture for 'None' teachers is available.
20. **Furniture for Students:** Enter '1' if furniture for 'All' students is available. Enter '2' if furniture for 'Some' students is available. Enter '3' if furniture for 'None' students is available.
21. **Measured Campus Plan :** Under this, school have to keep record of school area, classroom dimension, land availability etc.

**22. Length of boundary (Required) :** Mention the length of boundary wall actually required in running feet .

**B(i). Mid Day Meal Information**

1. **Status of Mid Day Meal:** Possible options are (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) **Status of kitchen shed :** possible options are (0) Not Applicable, Available (1), Not Available (2), Under Construction (3), classroom used as kitchen (4).
    - (b) **No. of Cook-cum helper :** Number of Male & Female Cook-cum-helpers is to be provided.
  - (ii) **If provided but not prepared in school premises;**
    - (a) **Source of MDM:** Source from where the MDM is provided to the school. Possible options are From nearby school (1), NGO (2), Self Help Group (3), PTA/MTA (4), Others (5).
2. **One-time Kitchen Device Grant :** Mention whether the school have received one-time kitchen device grant or not. Possible options are "1-Yes" and "2-No".
3. **Number of Beneficiaries:** Number of students to whom the Mid day meal has been served during the current year should be mentioned here. Number for Boys and Girls are to be mentioned separately.
4. **Number of meals served :** Provide attendance of children for the last academic year.
5. **Number of Days MDM served (last year):** Mention the number of days for which the Mid day meal is served to the children.
6. **Number of Inspections :** Provide detail about number of inspections made during previous academic year for Mid-Day-Meal by Supervisory officials.
7. Provide detail about number of inspections made by the local community members during previous academic year.

**C: Teachers**

- 1) **Name of the teacher:** Enter the full name of the teacher as given in official records.
- 2) **Sex:** Mention '1' for Male and '2' for Female. Do not leave this column blank.
- 3) **Date of Birth:** Enter the date of birth as per official records. In DD/MM/YYYY format.
- 4) **Category:** Possible options are General (1), SC (2), ST (3), OBC (4), ORC (5), others (6).
- 5) **Type of Teacher:** The total number of teaching staff should be classified into various categories as given below. Against this item option 1-7 are given. Possible options are Head teacher (1), Acting head teacher (2), Teacher (3), Para teacher (4), Part time teacher (5), Community teacher (6), Language teacher (7), others (8).
  1. **Head teacher:** In government schools the post of a Principal /Headmaster, is sanctioned only in the case of upper primary schools and above. In lower primary government schools such a post does not exist; but the senior most teacher in the lower primary government school discharges administrative functions. In some private schools however, the situation may be different, and there may be a post of a Headmaster even in lower primary schools. Enter '1' only if a headmaster/principal is working against a regular post.
  2. **Acting head teacher:** Same as (1) above except that the teacher is appointed as acting head teacher by an order of the appropriate authority.
  3. **Regular Teacher:** Total number of regular teachers excluding head teacher in the school.

In the case of a composite lower and upper primary school, there may be some teachers who are handling lower and upper primary classes. In the case of such teachers count the total number of hours spent in teaching lower and upper primary classes separately. If the number of hours spent on lower primary exceeds 50% of the total time indicate that teacher as a lower primary school teacher. Conversely, if the total time spent on upper primary exceeds 50% of the total time, indicate that teacher is an upper primary teacher.

4. **Contract teacher:** Contract teachers appointed under any scheme and teaching elementary, secondary, higher secondary classes regularly should be counted as teachers. Contract teachers are normally appointed at fixed salary/honorarium.
5. **Part time Instructors :** If a teacher works on part time basis in the school, their number should be recorded.
- 6) **Year of Joining in present service:** Enter the year of joining in the present service as per office records.
- 7) **Highest Qualification:**
  - a. **Academic:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. or Ph. D. (6), Other (7).
  - b. **Professional:** Possible options are JBT/ETT or equivalent (1) / Bachelor of Elementary Education or equivalent (2) / B.Ed. or equivalent (3) / M. Ed. or equivalent (4), Others (5) / None (6) / Diploma/degree in special education(7).
- 8) **Classes taught:** Possible options are Primary only (1) / upper primary only (2) / mostly primary (3) / mostly upper primary (4) Not sure (5), Secondary Only (6) / Mostly Secondary (7) / Mostly Higher Secondary (8).
- 9) **Main Subjects taught:** Possible options are All subjects (1) / Math's (3) / Environment Studies (4) / Sports (5), Music (6), Science (7), Social Studies (8) / English (9), / Punjabi (10), / Hindi(11),/ Economics(12),/ Agriculture(13),/ Geography(14),/ Sociology(15),/ Political Science(16),/ Accountancy(17),/ Biology(18),/ Chemistry(19),/ Physics(20),/ Art Education(91),/ Health & Physical Education(92),/ Work Education(93),/ Other(0),/ Languages (2)
- 10) **Total days of in-service training received in last academic year:** Please indicate the number of days of in-service training received in last academic year for each category (BRC, CRC, DIET, other).
- 11) **Number of working days spent on non-teaching assignments:** Teachers work on non-teaching duties for conducting official work (non-teaching) of education and other departments. Some of these tasks are undertaken on working days when the school is open. Mention the number of working days spent on non-teaching official work during the last academic session. Please do not include the number of days when in-service training was attended. Holidays should be excluded from the working days spent on non-teaching assignments.
- 12) **Maths studied upto:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. or Ph. D. (6), Other (7).
- 13) **English studied upto:** Against this item option 1-7 are given. Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. or Ph. D. (6), Other (7).
- 14) **Social Studies studied upto:** Against this item option 1-7 are given. Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. or Ph. D. (6), Other (7).
- 15) **Working in the present school:** Mention the year since when teacher has been working in the present school.
- 16) **Type of Disability:** Mention the type of disability of teacher (if any). Possible options are Not applicable (1), Ortho (2), Visual(3), Others(4).
- 17) **Trained for teaching CWSN:** Whether the teacher is trained for teaching Children with Special Need (CWSN) or not. If he/she is trained then mention "1" for yes otherwise mention "2" for no.
- 18) **Post Status:** It may clearly be mentioned whether the teacher is working as Regular/On Contract/Ad-hoc basis.
- 19) **Telephone Number:** Telephone or Mobile number of each teacher listed in the table is to be mentioned.

#### **D. New admissions**

1. **New admission (with TC) after 30<sup>th</sup> september (previous year):** Number of children admitted (admission with school- Transfer Certificate) in each class after 30<sup>th</sup> September,2010 to 31<sup>st</sup> March,2011 should be mentioned here.
2. **New admission (Direct Entrants) after 30<sup>th</sup> september (previous year):** Number of children admitted directly (direct admission) in each class after 30<sup>th</sup> September,2010 to 31<sup>st</sup> March,2011 should be mentioned here. These are the students who get admission directly into the school and are generally dropout or never enrolled.
3. **New admission (with TC) before 30<sup>th</sup> september (this year):** Number of children admitted (admission with school- Transfer Certificate) in each class before 1<sup>st</sup> April, 2011 to 30<sup>th</sup> September,2011 should be mentioned here.
4. **New admission (Direct Entrants) before 30<sup>th</sup> september (this year):** Number of children admitted directly (direct admission) in each class before 1<sup>st</sup> April, 2011 to 30<sup>th</sup> September,2011 should be mentioned here. These are the students who get admission directly into the school and are generally dropout or never enrolled.

### **D(i) New Admission in Grade-1**

Provide detail of children admitted in grade-1 during current year. No. of children by age i.e. less than 5, 5, 6, 7 and more than 7 years of age are to be provided.

It may also be mentioned that how many of them are with pre-school experience whether in same school or another school or Anganwadi/ECCE Centres etc.

### **E. Enrolment**

- 1) **Sections in classes:** All students of a class in a school are divided into groups for convenience of teaching, specially when the enrolment figure is high. Each group is called a section and a separate attendance register is maintained for each section. A class may have one or more than one sections depending upon enrolment.
- 2) **General student:** Number of students belonging to the general category.
- 3) **SC student:** Number of students classified as belonging to Scheduled Caste as per government orders.
- 4) **ST student:** Number of students classified as belonging to Scheduled Tribes as per state government orders.
- 5) **OBC student:** Number of students classified as belonging to Other Backward Classes as per government orders.
- 6) **Muslim Minority student:** Number of students classified as belonging to Muslim caste as per government orders. It may be noted that muslim students are also a part of above 2,3,4,5 categories and insure that they have been included into the above four categories.

### **F. Enrolment in current academic session (By age grade)**

1. **Enrolment:** The number of students on roll including General, SC, ST, OBC in the school register as on 30<sup>th</sup> September should be entered.
2. **Age in completed years:** The age of the students should be calculated as on 30<sup>th</sup> September on the basis of the date of birth as recorded in the school admission register. Calculate the present age of each child on the basis of his/her completed years as on 30<sup>th</sup> September.

### **G. Enrolment in current academic session (By medium of instruction)**

In this table the number of students has to be mentioned according to the medium of instructions class and sex wise. The medium of instruction should match the given values in the item **24 of School Particulars**.

### **H. Repeaters and re-admission (current year)**

- 1) **Repeater by social category:** A repeater is one who has been enrolled in the same class for more than one year.  
Repeaters by caste and class are to be mentioned here. Possible options for caste are General, SC, ST and OBC. Repeater for Muslim Minority is to be mentioned out of General, SC, ST and OBC.
- 2) **Muslim Repeaters in current academic session (out of above 1).**  
Number of muslim repeaters who repeat in the same class due to one or other reason are to be provided.

### **I. Incentives (Last academic year for primary classes)**

This information is to be entered for the students for General, SC, ST, OBC and Muslim students.

- 1) **Free textbooks:** The number of students who were given free text books by government in the last academic year should be entered.
- 2) **Free stationary:** Number of students provided free stationary like pen, pencil, exercise copies etc. should be mentioned in this item.
- 3) **Free school uniforms:** The number of students who were given free uniforms by government in the last academic year should be entered.

- 4) **Attendance Scholarships:** Number of children who received scholarship, (if applicable) should be mentioned in this item.
- 5) **Transport Facility:** Number of children benefited from transport facility.
- 6) **Free residential facility :** Number of children benefited from free residential facility by the school.

#### **J. Incentives (Last academic year for upper primary classes)**

This information is to be entered for the students for General, SC, ST, OBC and Muslim students.

- 1) **Free textbooks:** The number of students who were given free text books by government in the last academic year should be entered.
- 2) **Free stationary:** Number of students provided free stationary like pen, pencil, exercise copies etc. should be mentioned in this item.
- 3) **Free school uniforms:** The number of students who were given free uniforms by government in the last academic year should be entered.
- 4) **Attendance Scholarships:** Number of children who received scholarship, (if applicable) should be mentioned in this item.
- 5) **Transport Facility:** Number of children benefited from transport facility.
- 6) **Free residential facility :** Number of children benefited from free residential facility by the school.

#### **K. Children with Special Needs**

The distribution of children with various types of disabilities and class should be provided in this table.

#### **L. Facilities provided to CWSN (Previous Academic Year)**

The type of facilities provided to the children during last academic year should be provided in this table.

#### **M. Attendance (Previous Academic Year)**

Total Enrolment and annual attendace by class for last academic year should be provided in this table.

Annual Attendance : for example if in a particular class there are four students and first student comes to school on 210 days, second student 222 days, third student 200 days and fourth student 205 days, then annual attendance for that particular class will be 837.