

## Activity Calendar for DISE Survey - 2011-12

S.No	Activity	Period of Activity	Remarks
1	Training to District MIS & Planning Coordinators on DISE DCF	<b>2<sup>nd</sup> Week, September (12<sup>th</sup> Sept.)</b>	Training on DISE DCF will be imparted by State MIS Team. Action plan will also be discussed during the meeting.
2	Training to Block MIS Coordinators/ABCs / BRPs  (District MIS and Planning coordinators will ensure the complete participation of Block MIS Coordinators/BRPs /ABCs and he/she will also supervise the same)	<b>2<sup>nd</sup> and 3<sup>rd</sup> Week, September (14<sup>th</sup> – 25<sup>th</sup> Sept.)</b>	<ul style="list-style-type: none"> <li>- Each column will clearly be explained.</li> <li>- Explain "How to check inconsistencies in the DCF"</li> <li>- Training Schedule will be submitted to state MIS wing by the district in advance so that inspections can be planned accordingly.</li> </ul>
3	<ul style="list-style-type: none"> <li>- Distribution of printed DISE DCFs to districts (DCF will positively be given to districts by 25<sup>th</sup> Sept., 2011)</li> <li>- Training and distribution of DCFs to schools by Block MIS Coordinators/BRPs/ABCs</li> </ul>	<b>3<sup>rd</sup> – 4<sup>th</sup> Week, September</b>	<ul style="list-style-type: none"> <li>- All schools in a particular block will equally be distributed among all Block MIS Coord./ABCs/BRPs.</li> <li>- Block MIS Coord./BRP/ABC will explain DCF to School Head in detail.</li> <li>- Timely collection of DCFs will also be insured by the concerned Block MIS Coord./BRPs/ABCs.</li> </ul>
4	Submission of Filled DISE DCFs by schools to Concerned Block Officer	<b>2<sup>nd</sup> Week, October (10-15 Oct.)</b>	<p>Concerned Block Officer will ensure that all schools of his/her area are covered under DISE Survey.</p> <p>They will thoroughly check the DCFs and get them corrected from schools (if any inconsistency found) within given period.</p>

5	Verification and submission of DISE DCFs by Block to District	<b>3<sup>th</sup> Week, October (16<sup>th</sup> – 20<sup>th</sup> October)</b>	<ul style="list-style-type: none"> <li>• Block Officer will thoroughly check the DCFs and get them corrected from schools within given period.</li> <li>• After verifications and corrections of DCFs, Block Officer will submit DCFs (allotted to him/her) to District MIS Coordinator on or before 20-10-11.</li> </ul>
6	Checking and verification of DISE DCFs by District team as constituted by District Project Coordinator	<b>4<sup>th</sup> Week, October</b>	<p>Distribution of filled DCFs among district staff will be done block-wise. DCFs of a particular block may be given to one or two district officers for verification.</p>
7	Data Entry of filled DISE DCFs	<b>1<sup>st</sup> Week, November (01<sup>st</sup> Nov. TO 30<sup>th</sup> Nov.)</b>	<ul style="list-style-type: none"> <li>• Data entry of filled DISE DCFs will start from 01-11-2011 and will go on till 30-11-2011.</li> <li>• Targets per day for the data entry of filled DISE DCFs should be fixed in the beginning so that data entry can be completed in time.</li> <li>• District MIS coordinator will keep record of all the DCFs entered into the software on daily basis (State MIS wing may ask any time about the no. of records entered into the software).</li> <li>• Block MIS coordinator will ensure the correctness of data being entered into the software.</li> <li>• It will also be ensured by the District/Block MIS coordinators that all the schools of his/her district/Block are covered under DISE respectively.</li> </ul>

8	Checking for inconsistency at district level (District Project Coordinator and Planning Coordinator are required to go through all the reports and variables required for formulation of AWP&B 2012-13)	<b>1<sup>st</sup> Week, December</b>	<ul style="list-style-type: none"> <li>Data for all inconsistencies will be checked during 01 to 10 December, 2011</li> <li>Data like No. of schools (by management, category, type), no. of teachers (sanctioned posts, working), enrolment and other information like infrastructure and schools particulars should thoroughly be checked by district MIS coordinator.</li> </ul>
9	Submission of consistent District DISE data to State	<b>2<sup>nd</sup> Week, December (by 10<sup>th</sup> December)</b>	<ul style="list-style-type: none"> <li>Meeting with all district MIS coordinators will be called at State Head Office and data will also be submitted by the districts to state on the same day.</li> <li>District MIS coordinators will come with <b>DISE data on CD</b> and <b>certificate regarding the correctness of data signed by DEO(EE)</b>.</li> </ul>
10	Report generation and formulation of tables for AWP&B 2012-13	<b>2<sup>nd</sup> – 3<sup>rd</sup> Week (December)</b>	<ul style="list-style-type: none"> <li>Reports on all parameters will be generated at district level by District/Block MIS Coordinators.</li> <li>These reports must be shared with concerned components of District/Block level so that they may have idea of educational statistics of their District/Block.</li> </ul>

**Note :** 1) All activities of DISE Survey 2011-12 will be supervised by District Project Coordinators.

2) District MIS Coordinator is required to submit DISE Survey Progress Report to State MIS Wing and concerned DEO(EE) on every Monday (**Through Notice Board Software**) w.e.f 01.10.2011. **Format for the same will be provided by the State.**

3) District planning coordinator is required to check all the reports/variables of DISE data and will ensure the correctness and consistency of DISE data. Planning and MIS coordinators shall be equally responsible for mismatch of DISE Data.