District Information System for Education

Instruction mannual : School Information Schedule

General Instructions

All data to be provided for primary/upper primary schools/sections only. Do not include classrooms, equipments and other facilities exclusively used for secondary & higher secondary classes.

1. The information is to be furnished in respect of all recognised/approved schools only. (The information must be collected from government, recognised private aided, recognised private unaided schools, Kendriya Vidyalaya, Air Force schools, and recognised schools which are running under ICSE, CBSE syllabus).

2. The information should be collected for classes I-IV/V in the case of primary schools. In the case of upper middle/primary or higher secondary schools or in the case of schools which are upgraded to upper primary, information should be collected upto class VII or VIII, whichever may be the highest class.

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 30th 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 1st April – 31st 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. In case of no response '9' should be entered.

9. All data must be filled in by the head teacher or teacher in-charge of the school after consulting the office records. Generally, the concerned teacher should also have received training 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 AEO/BEO/BRC coordinator should verify the data in the DCF, and sign at the appropriate place in the DCF.

13. The AEO/BEO should also scrutinise the DCF for obvious errors and blank enteries. A random 5-10% sample validation of the data should also be conducted. A report based on the sample check findings should be submitted to District Program Officer/EMIS cell at district level.

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. For more details on the procedure for generation of school codes, please consult the DISE software user's manual.

16. **Academic Year**: The year of the academic session should be entered. For example, academic year for data pertaining to 30th Sept, 2006 would be 2006-07.

A. School Particulars

1. **School Name**: The full name of the school as in official records should be mentioned.

2. **Rural/Urban**: Against this item options '1' and '2' are given. Enter '1', if the school is located in a rural area. Enter '2', if the school is located in an urban area. The classification should be based on latest census information. Consult District Census Handbook for further details of rural/urban classification.

3. **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.

4. **Pin Code**: Enter the Postal Index Number (PIN) of the village/ward where the school is located.

5. **Name of the CRC**: Write the name of the Cluster Resource Centre to which the school is attached. In case, CRCs have not been defined '-' should be entered.

6. **Village Panchayat/City/Town Name**: 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. **Block/Mandal/Taluk Name**: For rural areas mention name of the block. For urban area mention the name of the municipality/town panchayat/corporation as the case may be. Urban areas are classified as separate Block/Mandal/Taluk.

    7A   Educational Block/Mandal/Taluk Name: Mention name of the educational block.

8. **Distance in Kms.**

    a. **From 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.

9. **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.

10. **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-IV/V as the case may be) in the same premises and management. A school having classes more that IV/V should not be shown as primary school.

2. **Primary with upper primary school**: A school having classes from I to VII/VIII in the same premises and under the same management. Schools with highest classes beyond VII/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 highest and lowest classes in such schools would be 1 and 10/12.

4. **Upper primary school**: Schools starting from Classes V/VI and teaching upto classes VII/VIII. No other school would fall under this category.

5. **Upper primary school and secondary/higher secondary school**: Schools having Class V/VI as the lowest class and Class X/XII as the highest class. These schools offer teaching for upper primary, high and/or higher secondary classes.

9. **No Response**: Please mention 'No Response' if no appropriate option from the given list is matching.

Note: User can initialize School Categories if required, but the categories should be sub-category of the above given School Categories only. The codes should be assigned higher than 9 and less than 100.

11. **Type of School**: Select appropriate option as applicable like Boys/Girls/Co-educational / No response. 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.

9. **No Response**: Please mention No Response if no appropriate option from the given list is matching.

12. **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**: Schools fully managed and financed by the central government or autonomous organisations under the central government and other categories of recognised schools not included

above. These include KVS, Navodaya Vidyalays, Army Schools, etc.

8. **Un-Recognized**:

9. **No Response**: Please mention No Response if no appropriate option from the given list is matching or if school management not specified in the DCF.

Note: User can initialize School Managements if required, but the managements should be sub-category of the above given School Managements only. The codes should be assigned higher than 9 and less than 100.

13. **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. The lowest class in a school could be 1, 4,5,7,8 and 10.

14. **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: 4, 5,7,8,10,12. In some new schools, admissions to the highest may not have been made in the first few years of its opening. In such cases, mention highest class where teaching takes place. For example, a primary school may have only Classes I and II. It would however be admitting the students to classes III and IV in the subsequent years. In such cases, the highest class should be II and not IV or V.

15. **Pre-primary section attached to school**: Pre-primary education is provided through anganwadi centres run by the Department of Women and Child Development, Balwadis run by the Department of Social Welfare. Pre-primary education centres (PPC) may also 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 premised 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. 30th September) in pre-primary sections (15-a & 15-b).

16. **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 or '9' for No response. In case of residential schools, for column 16. a) 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, '9' No response.

Note: User can initialize Type of Residential Schools if required, but the Type of Residential Schools should be sub-category of the above given Type of Residential Schools only. The codes should be assigned higher than 9 and less than 100.

17. **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 or '9' for No response.

18. **Last academic year details**

   a. **Number of days school functioned**: Record the number of days during which the school was open for academic activity during the last academic year. While calculating the number of working days, include the days spent on the conduct of examinations. Deduct the number of days spent on vacations, closure of schools due to public holidays, closure of school due to absence of all teachers, closure of schools due to elections or census of any kind, etc. Valid value is 0 to 260.

   b. **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.

   c. **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.

   d. **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.

19. **School funds (last completed financial year)**

   a. School Development Grant (under SSA/DPEP): Rs. 2000 VEC Grant provided under DPEP during the last financial year should be entered here. Do not enter Teacher grant of Rs. 500/- under this category.

   b. School Maintenance Grant (under SSA/DPEP):

   c. TLM (Teaching Learning Material) Grant (under SSA/DPEP): Enter the total amount of TLM grant received by all teachers of the school. (Previous financial year). For example, if two teachers in the school received a grant of Rs.500/- each, the total amount of Rs.1000/- (2 * 500) should be entered.

   d. TLE (Teaching Learning Equipment) Grant (under SSA/DPEP):

   e. Funds Collected from students: Funds collected from students, if any, for school improvement/betterment during last financial year should be indicated here. This item does not include tuition fee paid by the students, if any. Include sport fee, medical fee, library fee, if collected from students.

   f. 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 seperatly for receipt and expenditure in during the previous financial year.

20. **Staff category (primary and upper primary only):**

   Number of teaching and non-teaching staff is to be provided for teachers who teach primary and upper primary classes only. 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 (excluding Para 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 with or without remuneration for teaching. The number of posts sanctioned for the school should be given wherever this type of data is available. Number in position refers to teaching staff who is working on the record date. Teachers on short leave or on official duty should be treated as `in position'. Head Teachers, even if not teaching should be included in the teaching staff. Physical instructor music teachers, sports teacher etc. should also be treated as part of the teaching staff.

   b) **Para teachers/Shiksha karmi/Guruji/Community teacher:** Para teachers appointed under DPEP or any other scheme and teaching primary classes regularly should be counted as teachers. Para teachers are normally apppointed at fixed salary/honorarium.

   c) **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.

21. **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 in a / b / c / d options. The following are the codes given to the languages: Assamese (01) / Bengali (02) / Gujarati (03) / Hindi (04) / Kannada (05) / Kashmiri (06) / Konkani (07) / Malayalam (08) / Manipuri (09) / Marathi (10) / Nepali (11) / Oriya (12) / Punjabi (13) / Sanskrit (14) / Sindhi (15) / Tamil (16) / Telugu (17) / Urdu (18) / English (19) / Bodo (20) / Mising (21) / Dogri (22) / Khasi (23) / Garo (24) / Mizo (25)/ Bhutia (26) / Lepcha (27) / Limboo (28) / French (29) / None (98) / **Others (99)**

   Note: User can initialize Medium of Instruction if required, but the Medium of Instruction should be sub-category of the above given Medium of Instruction only. The codes should be assigned higher than 29 and less than 98.

22. **– 26 are state defined supplementart variables.**

B. School building/Equipment/Facilities/Furniture

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. **Private Rented**: Individual, private organisation, the local body or the govenment running the school in a building for which rent is paid.

3. **Government**: The school building belonging to govenment department, local body or any such agency (for example education, tribal welfare, social welfare to other department) for education pur-pose 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.

9. **No Response**: Please mention No Response if no appropriate option from the given list is matching.

Note: User can initialize Status of School Building if required, but the Status of School Building should be sub-category of the above given Status of School Building only. The codes should be assigned higher than 9 and less than 100.

2. **Type of school building: (not to be filled for schools without building).** Available type 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 (govement, 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.

Number of building blocks: Many school premises consist of a number of independent blocks/structures normally constructed as different points of time. Count the number of such blocks of buildings in the school premises. Extension of an old building by adding new classroom should not be counted as separate 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.

3. **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.

4. **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.

5. **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**.

6. **Common toilet:** Against this item options '1' (Yes), '2' (No) and No Response(9) are given. Enter '1', if the common toilet in usable condition exists within the school premises, if not enter enter '2'. If not specified enter '9' for no response.

7. **Girls Toilet:** Enter '1', if the common toilet is in usable condition exclusively meant for girls within the school premises, if not, then enter '2'. If not specified enter '9' for no response.

8. **Electricity 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 otherwise enter '2'.

9. **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), No Response(9).

    Note: User can initialize Type of Boundary Wall if required, but the Type of Boundary Wall should be sub-category of the above given Type of Boundary Wall only. The codes should be assigned higher than 9 and less than 100.

10. **Book Bank:** Against this item options '1' (Yes), '2' (No) and No Response(9) 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'.

11. **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' or enter '9 = No reposnse' if information is not available.

12. **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.

13. **Number of almirahs:** Indicate the number of wooden and steel almirahs with doors.

14. **Number of Trunks/Boxes for Storage:** Indicate the number of wooden or steel boxes with locking facility.

15. **Number of books in school library:** Record the total number of books available in the school library.

16. **Frequently used drinking water facility:** The major source of drinking water facility used frequently 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 No response(9). Enter the appropriate option.

Note: User can initialize Source of Drinking Water if required, but the Source of Drinking Water should be sub-category of the above given Source of Drinking Water only. The codes should be assigned higher than 9 and less than 100.

17. **Total Number of computers available:** Record the total number of computers available in the school. Data on printers, modems and other accessories is not included in DCF.

18. **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) and No Response(9) are given. Enter '1', if the medical check-up of students was conducted in the last academic year otherwise enter '2'.

19. **Ramps (for the disabled children):** Enter '1' if ramps are constructed in the school to facilitate the movement of disabled children, otherwise enter '2'. Use '9' for 'No response' cases.

20. **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. Use '9' for 'No response' cases.

21. **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. Use '9' for 'No response' cases.

22. **Kitchen Shed:** Enter '1' if Kitchen Shed is available in the school permises for preparing Mid-Day Meal. Enter '2' if Kitchen Shed is not available in the school permises for preparing Mid-Day Meal. Use '9' for 'No response' cases.

C: Teachers

(only for those teachers teaching primary & upper primary classes)

Note: In Teachers section of the DCF user can initialize the following items if required, but the items should be sub-category of the given entities in the respective list only. The codes should be assigned higher than 9 and less than 100. The items which can be initialized in teachers section are: Teachers Caste, Category, Highest Academic Qualification, Highest Professional Qualification, Classes Taught, Main Subjects Taught, Maths Studied Upto and English Studied Upto

1) **Teacher code**: Mention the teacher code (if any exist) as per the state/district norms.

2) **Name of the teacher**: Enter the full name of the teacher as given in official records.

3) **Sex**: Mention '1' for Male and '2' for Female. Do not leave this column blank.

4) **Date of Birth**: Enter the date of birth as per official records.

5) **Caste**: Possible options are General (1), SC (2), ST (3), OBC (4), ORC (5), others (6), No response (9).

6) **Category**: 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), No response (9).

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. **Teacher**: Total number of 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. **Para teacher**: Para teachers are appointed under DPEP. The number of such teachers should be indicated separately.

5. **Part time teacher (Shiksha karmi type)**: If a teacher works on part time basis in the school, their number should be recorded.

6. **Community teacher**: In some places, teachers paid by contribution of the village community are working. These teachers are not employees of the state government.

7. **Language teacher:** A teacher appointed in the school for teaching regional language only.

8. **Other teachers (**Music, Arts, Crafts, Physical education, Assistant teachers etc.**)**: The number of teachers for teaching of subjects like music, arts, crafts, Physical education, Assistant teachers etc. are classified as other teachers.

9. **No response:** Mention '9' if type of teacher is not specified or is not known.

7) **Year of Joining in present service**: Enter the year of joining in the present service as per office records.

8) **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), No response (9).

   b. **Professional**: Possible options are J.V., J.B.T. or equivalent (1) / S.V., C.T. S.B.T. or equivalent (2) / L.T., B.T., B.Ed. or equivalent (3) / M. Ed. or equivalent (4), Others (5) / None (6), No response (9).

9) **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, No response (9).

10) **Main Subjects taught**: Possible options are All subjects (1) / Languages (2) / Math's (3) / Environment Studies (4) / Sports (5), Music (6), Science (7), Arts/Crafts (8), No response (9).

11) **Total days of in-service training received in last academic year**: As a part of DPEP regulations in-service training is organized. Please indicate the number of days of in-service training received in last academic year for each category (BRC, CRC, DIET, other).

12) **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.

13) **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), No response (9).

14) **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), No response (9).

15) **State defined variables:** Five variables have been left unspecified. The same could be defined for state specific data. The data entry can be done only in numeric form. The classificatory variable can be codified as given in example. Yes = 1 and No = 2.

D. New admissions and transfer cases

1. **New admission after 30th september (previous year)**: Number of children admitted (direct or TC) in each class after 30th September of the last academic year should be mentioned in this item.

2. **Transfer certificates issued after 30th september (previous year)**: Mention the number of TCs issued after the 30th September of the last academic year.

3. **New admission upto 30th september (current year)**: Number of new children from other schools on transfer basis or direct admission should be mentioned. Children promoted from lower to a higher class and belonging to the same school should not be counted as new admission.

4. **Transfer certificates issued upto 30th september (current year)**: Number of TC issued to children during current year should be mentioned.

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) **Minority student:**

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 30th September should be entered.

2. **Age in completed years**: The age of the students should be calculated as on 30th 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 30th September. (Do not include fractions. For example, if the child is seven years and eleven months as on 30.9.99, the age should be reported as seven only and not eight years).

G. Repeaters and re-admission (current year)

1) **Repeater**: A repeater is one who has been enrolled in the same class for more than one year.

    a. **Failure:** A student who appeared in the annual examination and was declared as 'fail'.

    b. **Long absentees:** A child who got admitted once but discontinued schooling for more than 3 months without any prior intimation and the same child again starts attending school.

    c. **Re-admission:** A child whose name was deleted due to some reason from the school register (including transfer certificate cases) but is again readmitted into the same class after a gap of more than one academic session.

H. 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 **(A 21).**

I. Incentives (Last academic year for primary classes)

This information is to be entered for the students for SC, ST, OBC and general 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 attendance scholarship, (if applicable) should be mentioned in this item.

5) **Mid-Day Meal:**

6) **Other 1 – Other 5:** Five other categories can be specified for the incentives given to the students of primary classes.

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

This information is to be entered for the students for SC, ST, OBC and general 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 attendance scholarship, (if applicable) should be mentioned in this item.

5) **Mid-Day Meal:**

6) **Other 1 – Other 5:** Five other categories can be specified for the incentives given to the students of upper primary classes.

K. Examination results (Previous year academic session)

1) **Enrolment at the end of the previous academic session**: The data is for the previous academic session. Children on roll on the last working day of the academic session should be mentioned.

2) **Number appeared**: Number of children who appeared in the end term examination.

3) **Number passed**: Number of children who were declared successful and were promoted to the next class.

4) **Passed with more than 60%**: Number of children whose average percentage score was above 60% in the end term examination.

Note: The same information is to be provided for SC students and ST students in the same form.

L. Children with disabilities

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

Note: A new type 'Multiple Type' of disability is added in the form. Specify the number of boys and girls in each class having more than one type of disability.

Population data

Population data is to be entered at one level out of given four levels (District / Block / Village / Habitation). The data has to be entered for general, sc, st, obc, total and **Minority** population for boys and girls in the age group 6 to 10 and 11 to 13. In this format total is the addition of general, sc, st and obc.

Number of Never enrolled children

Number of never enrolled children data is to be entered at one level out of given four levels (District / Block / Village / Habitation). The data has to be entered for general, sc, st, obc, total and **Minority** children for boys and girls in the age group 6 to 10 and 11 to 13. In this format total is the addition of general, sc, st and obc.

Number of Dropouts

Number of dropouts data is to be entered at one level out of given four levels (District / Block / Village / Habitation). The data has to be entered for general, sc, st, obc, total and **Minority** students for boys and girls in the age group 6 to 10 and 11 to 13. In this format total is the addition of general, sc, st and obc.