

District Information System for Education

Instruction manual : 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 the schools. (The information must be collected from government, recognised private aided, recognised private unaided schools, unrecognised schools, Kendriya Vidyalaya, Air Force schools, and recognised schools which are running under ICSE, CBSE syllabus etc).
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
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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, 2010 would be 2010-11.

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. **Habitation name (for rural area) / Mohalla or equivalent urban unit for planning (urban area) :** Mention the name of the Habitation, which comes under concerned Revenue village.
4. **Village name (Rural Area) /Ward No. (Urban Area):** 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/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. **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.

8. **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.
9. **Educational Block/Mandal/Taluk Name:** Mention name of the educational block.
10. **Assemply Constituency :** Mention the name of the Assembly Constituency in which the school is located.
11. **Municipality:** Mention the Municipality in which the school is located if this is applicable.
12. **City:** Mention the Name of the city in which the school is located if this is applicable.
13. **Geographical Information of the school:** If the school has the available information on (a) Latitude & (b) Longitude, then the same is to be provided in DISE DCF.
14. **Phone/ Mobile no. :** (i) Mention the Land line Phone number or Mobile Phone number of the Concerned School H.M. (ii) If the Phone number is not available with the school/H.M any Asst.Teacher's Land line number or Mobile number may be provided for immediate response.
15. **Distance in Kms.**
 - a. **From Block Resourse Center (BRC):** Write the shortest distance by road/rail in kilometers from the school to the Block **Resourse Center**. If the school is located in the BRC 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 all weather roads? :** If the road to the school is approachable to the Children/Teacher in all weather please mention. If road is approachable in all weather then mention 1, if the road is not approachable in all weather then mention 2.
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 :** Enter the year when the school was first recognized by the Government. Verify actual year of recognition from the official documents available in your school.
- 18.a. **Year of Upgradation from Primary to Upper Primary :** Enter the year of Upgradation when the school was first upgraded from Primary to Upper Primary. Verify actual year of Upgradation from the official documents available in your school. **(Generally the Schools upgraded under SSA will be mentioned for Govt Managed Schools only).**

19. 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.

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-IV/V as the case may be) in the same premises and management. A school having classes more than 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.

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:** All other schools which are not covered here.
- 7. Central Govt. Schools:** Schools fully managed and financed by the central government or autonomous organizations under the central government i.e., KVS, Navodaya Vidyalays, Army Schools, etc.
- 8. Un-Recognized:** A school, which is run by an individual or a private organisation and does not have any kind of recognition from the state government or from the government approved boards.
- 97. Madarasa recognized:** Madarasa recognized by Wakf board/Madarsa Board and which gives formal education has to be included.
- 98. Madarsa unrecognized:** Madarasa which is not recognized by Wakf board/Madarsa Board and which gives formal education has to be included.
- 99. 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 96.

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

A (I) School Particulars

- 9) Pre-primary section attached to school :** If pre-primary section other than Anganwadi is attached to the school, write 1 else write 2.

If the Pre-primary section is attached provide the total students attending and the number of teachers as on the record date (i.e. 30th September) in 1-a & 1-b.

- 2. Anganwadi Centre in or adjacent of school:** Indicate '1' if any Anganwadi centre exists within the school premises or adjacent to the school else indicate '2'.

If the Anganwadi centre exists within the school premises or adjacent to the school provide the total students attending and the number of teachers/Anganwadi workers as on the record date (i.e. 30th September) in 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 or '9' for No response. In case of residential schools, 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 Vidhyalaya(KGBV), '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.

4. **Whether this is a Special school for CWSN?:** If the school is only meant for those Children with Special Needs then mention 1, if not then mention 2.
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 or '9' for No response.
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 Block Resource Persons:** Mention the number of times, the Block Resource Person visited school during the last academic session.
 - d. **Number of visits by Resource Teacher for CWSN:** Mention the number of times, the Resource Teacher for CWSN visited school during the last academic session.

7. School funds

- a. **School Development Grant (under SSA):** The School Development Grant provided under SSA during the last financial year and its expenditure incurred should be entered here.
- b. **School Maintenance Grant (under SSA):** The school maintenance grant provided under SSA during the last financial year and its expenditure incurred should be entered here.
- c. **TLM/Teachers Grant (under SSA):** Enter the total amount of TLM grant received by all teachers of the school during the previous academic 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. **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 in during the previous financial year.

8. 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 (Regular Teachers):** 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 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) **Contract teachers:** Contract teachers are normally appointed at fixed salary/honorarium.
- c) **Part-time instructor (for upper primary classes) :** Part Time teacher appointed through comminuty participation under contract basis for teaching in Upper Primary Classes only should 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.

9. – 13 are state defined supplementart variables.

A (II) School Particulars

1. Details of instructional days and school hours

- a. **No of Instructional Days (Previous academic years) Primary:** Information on Total no. of Instructional Days in Primary level during the previous academic year is to be mentioned. Only those days will be counted, which have been spared for Instructional purposes only.
- b. **No of Instructional Days (Previous academic years) Upper Primary:** Information on Total no. of Instructional Days in Upper Primary level during the previous academic year is to be mentioned. Only those days will be counted, which have been spared for Instructional purposes only .
- c. **School hours for children (per day) -Primary:** Information on Number of Hours children stay in the school at Primary Level in current academic year is to be mentioned.
- d. **School hours for children (per day):** Information on Number of Hours children stay in the school at Upper Primary Level in current academic year is to be mentioned.
- e. **Teacher Working Hours (per day)-Primary:** Information on Number of hours spend by the teacher per day in the school at Primary level in current academic year is to be mentioned.

- f. **Teacher Working Hours(per day)- Upper Primary:** Information on Number of hours spend by the teacher per day in the school at Upper Primary levle in current academic year is to be mentioned.

2. Is CCE being implemented in school ?

If the School conducts Comprehensive Continuous Evaluation in the school then 1 is to be mentioned or else 2 is to be mentioned.

- a. If yes whether the cumulative records are being mentioned by the school then the following are to be mentioned as per the availability, 1 is to be mentioned if the Records of the students on CCE are being maintained, 2 is to be mentioned if the Records of the students on CCE are not being maintained, 0 is to be mentioned if the CCE records are not applicable in the School.
- b. If the Cumulative records are being shared with the parents in the school then the following are to be mentioned as per the availability, 1 is to be mentioned if the Records of the students on CCE are being maintained, 2 is to be mentioned if the Records of the students on CCE are not being maintained, 0 is to be mentioned if the CCE records are not applicable in the School.

3.1 Only for Private Unaided Schools (To be provided on information during current Academic Year 2010-11)

- a. Mention number of Children who belongs weaker section in the society/ Children With Special Needs have **applied for admission during 2010-11** in Class-I as per 25% Quota under RTE.
- b. Mention number of Children who belongs weaker section in the society/ Children With Special Needs have **been Enrolled during 2010-11** in Class-I as per 25% Quota under RTE.

3.2 Only for Aided Schools (To be provided on information during current Academic Year 2010-11)

- a. Mention Percentage of Aid being received from Govt for Elementary Education. (In this case Aided High Schools having Class-VIII will also be taken into account under Elementary Education during 2010-11.
- b. Mention number of Children got Enrolled in Class-I (for free education) during academic year of 2010-11.

3.3 Only for Govt./Aided Schools need to Provide the information. .

If the School Management Committee (not VEC) has been constituted mention 1, If SMC has not been constituted then mention 2, else write 0 if Not applicable.**(Generally SMC is being constituted for Govt/ Govt Aided Schools only)**

If the SMC (School Management Committee) has been constituted then the following sub options are to be filled in by the Teachers. The schools having Govt/Govt Aided management need to fill up the options **only if SMC Constituted is mentioned as 1.**

- a) **Total no. of Members in SMC** . Total no of Male & Female members are to be mentioned in the check box.
- b) **The no.of Parents/Guardians members** (both separately as Male & Female) are to be mentioned.
- c) **Total no.of representatives/nominee** from local authority (both separately as Male & Female) are to be mentioned.
- d) **Number of meetings held by SMC during the previous academic year** (2009-10) needs to be mentioned.
- e) **If the SMC prepares the School Development Plan** then mention 1, if No, then 2 is to be mentioned, if not applicable then mention 0.
- f) **If the record of the children being maintained as per RTE** then mention 1, if No then mention 2, if not applicable then mention 0.
- g) Whether separate Bank Account for SMC is being maintained , if maintained by SMC then mention 1, if Not maintained then mention 2 , if not applicable then mention 0.
 - i. **If the separate Bank Account is being maintained by SMC**, then Manton the Bank Name, Branch Name,SB Account No of SMC & IFSC Code of the Bank.

4. Details of Special Training (Only Govt Schools need to fill up)

- a) **Mention how many number of children have been Enrolled** in the school during **Current Academic year**, ho are being deprived of Formal Education and needs special training. (Separately for both Boys and Girls are to be mentioned in the check box).
- b) **Mention how many number of Enrolled children have been Provided/ being provided with Special Training** in the school during **Current Academic year** (upto 30th Septemberr 2010), separately for both Boys and Girls are to be mentioned in the check box.
- c) **Mention how many numbers of Children Enrolled** during the completed **Previous Academic Year** for getting special training, Separately for both Boys and Girls are to be mentioned in the check box.
- d) **Mention how many number of Enrolled children have completed Special Training** in the school during **Last Academic year**, (Separately for both Boys and Girls are to be mentioned in the

check box).

- e) Mention the code by whom the Special Training is being conducted, (Mention 1, if the Special Training is being provided by concerned School Teacher, Mention 2 if the training is being provided by Specially Engaged Teachers, Mention 3 if the training is being provided by both School teacher and Specially engaged Teachers, Mention 4 if the Training is being provided by NGO,mention 5 if the training is being conducted by Other source, If the Training is not been provided/not conducted then mention 6.
 - f) **Mention the Place where the Special training is being conducted:** If the Training is conducted in Concerned School Premises then mention 1, If the training is bening conducted Other than the School Premises , then mention 2, if the Training is being conducted both in Concerned School and Other Place then mention 3.
 - g) **Mention Types of Special Training is being conducted:** If the Training is being conducted, where the child has to stay at the training Centre during the Training session, then it is called as **Residential and will be coded as -1**, if the child has to attend the Training Centre daily from home then it is called as **Non-Residential and will be coded as 2**, If the Training is conducted both as Residential & non-Residential then it will be coded as 3.
 - h) **Mention the number of Teachers & Educational Volunteers(EVs)** have been engaged for imparting special Training.
 - i) **Mention how many Teachers** have been trained to conduct Special Training.
 - j) **If Special Training material to the children** is made available then mention 1, if not then mention 2.
5. Mention the Month when the Academic session starts.(**Use the month code, e.g Jan-01,Feb-02,Mar-03 etc**)
6. **Mention if any Text Book have been received by the school during current Academic year** (Upto 30th September 2010). If yes then mention 1,and mention the Month & Year of current Academic year when the Text books have been received by the School. If not received by the School then mention 2.
7. Availability of Text Books,Teaching Learning Equipment(TLE) and play material grade-wise(in Current Academic Year
- a. If the School has received Classwise complete set of Text Books from Govt, mention 1 if all the books have not been received then mention 2.
 - b. If TLE is available for each Grade, mention 1 if available, mention 2 if not available, mention 0(only for those Unrecognised/Unaided schools) if Not Applicable.
 - c. If any Play material,Games and Sports Equipment available for each grade. Mention 1 if all the Play materials/Equipments are available in the school, Mention 2, if all those materials are not

available in the school, Mention 0 if Not Applicable.

B. Physical facilities and equipment

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 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 to other department) for education purpose should be considered under this category.
4. **Government school in a rent free building:** Some government school do not 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:** School Buildings with weakened joints,walls,floors,roofs,ceilings or insecure foundations are to be mentioned under this category.
7. **Under Construction:** School buildings which are under construction 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 (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.

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.

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 which are under construction at the school by 30th Sept must be mentioned.
4. **Land available for Additional Classrooms :-** If the Land is available for construction of Additional Classrooms at the school premises may be written as ' 1 ' if not available it should be written as ' 2 '.
5. **Separate room for Head Teacher/Principal available :** If the room for Head Teacher is available at the school should be written as '1' if not available will be written as '2'.
6. **Number of Blackboards:** All kinds of blackboards (including Green/White boards) 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**.
8. **Total No of Toilet(Other than Urinals) Units Constructed/Available:** Against this item mention total no.of Toilet Seats constructed/available in the Column Boys,Girls & Common as per the availability. It should be noted that in Girls School there should not be Boys Toilet seats.

Total No of Toilet seats functional: Against this item mention total no.of Toilet Seats functional in the Column Boys,Girls & Common as per the availability.

9. **Source of 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.

10. **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. Enter '1', if the school is having electricity otherwise enter '2'.
11. **Boundary Wall:** The possible options are Pucca (1), Pucca but broken(2), Barbed wire fencing(3), Hedges(4), No boundary wall(5), Others(6), Partial (7), Under construction (8), 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.

12. **Whether School has Library :-** If the school has Library facility available then mention 1 if the same facility is not available then mention 2.

- a. **If the Library is available** : Mention No. of Books available in the Library.
- 13. Does the School subscribe for Magazine/News paper** :- If the school Subscribes Magazine/News Paper then mention 1, if no subscription then mention 2.
- 14. Playground:** Whether a proper playground is maintained in school premises or not. Enter '1' if a proper playground is maintained in school premises. If not then please enter '2'.
- a. If No then mention whether Land is available for developing the Play ground, Mention '1' if the Land is available , else mention '2'.
- 15. 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.
- a. **Total computers functional:** Mention the total number of computers functional.
- 16. Does the School have CAL (Computer Aided Learning) Lab:** - If the School is having CAL Lab then Mention '1' , if not available then mention '2'. If the School have the CAL Lab but it is not functional then Mention '3' .
- 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) 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'.
- 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'. Use '9' for 'No response' cases.
- 18.a** If Ramp(s) is/are available, whether Hand-rails for Ramp is available:- If Hand –rail is available , then mention 1,If not available then mention 2, If Not Applicable mention '0'.
- 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. Use '9' for 'No response' cases.
- 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. Use '9' for 'No response' cases.
- 21. Whether measured Campus plan Prepared :** If measured Campus Plan Have been Prepared under RTE '1' and if not then mention 2.

B (i). Mid-day Meal Information

1. Status of Mid-Day Meal : Only to be filled by the Govt /Govt Aided Schools. If the School does not provide Mid-Day meal to the Students, then mention 1, If the MID Day meal is provided and prepared in the School premises then mention 2, if the MID Day meal is provided but not prepared in the school premises then mention 3. If not applicable mention 0.

a. If Provided & Prepared in the School premises, then give Status of Kitchen Shed :- Mention 1 if available, mention 2 if not available, Mention 3 if the Kitchen Shed is under Construction, Mention 4 if any of the Classroom is used as Kitchen, if Not applicable mention 0.

b. If Mid Day Meal is Provided but not prepared in the School premises then provide source of MDM:- Mention 1 if the MDM is being provided from the nearby School, Mention 2 if the MDM is provided by NGO, Mention 3 if the MDM is being provided by Self Help Group, Mention 4 if the MDM is provided by PTA/MTA, If the MDM is provided by Other source then mention 5, if the MDM is provided by Gram Panchayat then mention 6.

2. Did the School received the one-time Kitchen Devices Grant:- If Received mention 1, If not received mention 2, if Not Applicable mention 0.

3. Number of Student opted for MDM during the last Academic year :- Mention separately no. of Boys and Girls opted for MDM as per the school record.

4. Total no of Meals served during the last Academic year:- Mention total no of MDM meals served during last Academic year.

5. No. of Days on Which MDM was Served :- Mention total no Days where the MDM meals were served during last Academic year.

6. Number of Inspections made by Supervisory official during the Last academic year:- Mention how many Inspections were made by the Supervising Officials(Govt) like BDO, CDPO, D.I of Schools etc during Last academic year.

7. Number of Inspections made by the Community members during the Last academic year :- Mention how many times the Community Members such as VEC members, Sarpanch, Ward members have made Inspection for MDM meal distribution during Last Academic year.

C: Teachers and Part-time instructors

(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.

- 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) **Gender:** 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) **Category:** Possible options are General (1), SC (2), ST (3), OBC (4), ORC (5), others (6), No response (9).
- 6) **Type of teacher:** The total number of teaching staff should be classified into various categories as given below. Possible options are Head teacher (1), Acting head teacher (2), Regular Teacher (3), Contract teacher (4), Part time instructor positioned as per RTE (5), No response (9).
 - a. **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.
 - b. **Acting head teacher:** Same as (1) above except that the teacher is appointed as acting head teacher by an order of the appropriate authority.
 - c. **Regular Teacher:** Teachers excluding head teacher in the school.
 - d. **Contract teacher:** Contract teachers are normally appointed at fixed salary/honorarium.
 - e. **Part time instructor positioned as per RTE :** If a teacher works on part time basis in the school, their number should be recorded.
 - f. **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), No response (9).

b. Professional: Possible options are - [Diploma or certificate in basic teachers' training of a duration not less than two years=1, Bachelor of Elementary Education (B.El. Ed.) =2, B.Ed. or equivalent=3, M.Ed. or equivalent =4, Others =5, None =6, Diploma/degree in special education = 7]

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).

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.

10) Main Subjects taught: Possible options are All subjects (1) / Languages (2) / Math's (3) / Environment Studies (4) / Sports (5), Music (6), Science (7), Social studies=8, Art education=91, Health & physical education=92, Work education=93, Other=0

11) Total days of in-service training received in last academic year: As a part of SSA 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), No response (9).

14) English studied upto: Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. or Ph. D. (6), No response (9).

15) Social Studies studied upto: Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. or Ph. D. (6), No response (9).

16) State defined variables: Ten 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 during previous academic year

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

2. New admission before 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.

D(i). New admissions in Grade I

Mention Total number of children admitted into Grade-I with Pre –Primary experience have been admitted in Grade –I (Both Boys & Girls). Mention the number of children Admitted into the Grade –I having age group less than 5,5,6,7 and greater than 7.

1. If the Child has been admitted in the same school where the Pre School Facility is available may be confirmed that how many no. of children have been admitted in Grade –I having age group less than 5,5,6,7 and greater than 7 into the School having Pre School Experience in the same School in the Current Academic Year.
2. If the Child has been admitted in the current school in the current academic year from other school then it may be confirmed that how many no. of children have been admitted in Grade –I having age group less than 5,5,6,7 and greater than 7 into the School having Pre School Experience in from Other School in the Current Academic Year.
3. If the Child has been admitted into the current school in Grade-I having the experience of Anganwadi/ECCE centre experience may be mentioned having age group less than 5,5,6,7 and greater than 7.

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 students:** Number of students belonging to the general category.
- 3) **SC students:** Number of students classified as belonging to Scheduled Caste as per government orders.

- 4) **ST students:** 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.

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. 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 E.

H. Repeaters in current academic session (by social category)

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

I. Facilities (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 uniforms:** The number of students who were given free uniforms by government in the last academic year should be entered.
- 4) **scholarships:** Number of children who received attendance scholarship, (if applicable) should be mentioned in this item.
- 5) **Free Transport Facility :** If the School has provided free transport facility to the children in the last Academic year, the the total number may of beneficieary be mentioned caste wise including for Muslim Minority
- 6) **Free residential facility :-** If the School has provided free Residential facility to the children in the last Academic year, the the total number of beneficieary may be mentioned caste wise including for Muslim Minority

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

J. Facilities (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 uniforms:** The number of students who were given free uniforms by government in the last academic year should be entered.
- 4) **scholarships:** Number of children who received attendance scholarship, (if applicable) should be mentioned in this item.
- 5) **Free Transport Facility :** If the School has provided free transport facility to the children in the last Academic year, the the total number may of beneficieary be mentioned caste wise including for Muslim Minority.
- 6) **Free residential facility :-** If the School has provided free Residential facility to the children in the last Academic year, the the total number of beneficieary may be mentioned caste wise including for Muslim Minority.

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

K. Children with disabilities

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

Visual Impairment: Blindness – total absence of sight due to which a child cannot read.

Low vision – a child with an impairment of visual functioning even after treatment, but can read with appropriate equipment.

Hearing Impairment: Difficulty in hearing sounds/conversation from behind or any other side.

Speech Impairment: Speech impairment refers to an impaired ability to produce speech sounds and may range from mild to severe.

Mental Retardation: A child whose mind is not fully developed and shows inappropriate social behavior. This may vary from mild to severe.

Loco motor Impairment: Problem or restriction in the movement of any part of the body owing to some problem of bones, joints or muscles leading to substantial impairment.

Learning Disability: A child who shows marked difficulty in reading/writing/calculating or hyper-activity.

Cerebral Palsy: An inability to fully control motor functions, general physical weakness, lack of coordination and disturbance in voluntary movements caused by damage to the brain.

Autism: Developmental disability generally characterized by stereotyped, repetitive and self-stimulatory behaviors and inability to relate to the world around.

Multiple disabilities: A combination of two or more disabilities.

L. Facilities Provided to CWSN

Number of students who are given the following facilities are to be included: Brail books, Brail kit, Low vision kit, Hearing aid, Braces, Crutches, Wheel chair, Tri-cycle and Caliper

M. Attendance

The source of information on Attendance is the Class Register. In case if a school is having more than one Section of a particular Class, then it is to be added and put against that Class separately in case of Boys and Girls. Add all the Presence (P's) during the previous academic year i.e. 2009-10 (All Months). The total of Presence thus obtained will represent the number of days a child (in a Class) attended school during the previous academic year. Similarly Total Enrolment in a Class is reported which also includes all the Sections of a Class and is also recorded from the Class Register and separately for Boys and Girls.