

# SSA & RMSA

## Unified District Information System for Education (UDISE) 2012-13 Instruction manual : School Information Schedule

### General Instructions

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 unrecognised schools and KGBV schools).
2. Correct and authentic data based on school registers and other official records should be entered in the DCF (Data Capture Format).
3. Data shall be provided as on 30<sup>th</sup> September 2012 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 the period from 1<sup>st</sup> April, 2011 – 31<sup>st</sup> March, 2012 of each completed year.
4. The data should be recorded in Arabic numerals and in block letters only.
5. 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.
6. 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.
7. All items should be filled in completely. No item/cell should be left blank. In case of no response '9' should be entered.
8. All data must be filled in by the head teacher or teacher in-charge of the school after consulting the office records. Generally, such a teacher should also have received training for filling up of DCF.
9. 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.
10. 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 submitting it.
11. Similarly, before submitting the completed DCF to the EMIS cell (SSA) at the district level the Assitant District Programme Coordinator (ADPC)/ Educational District Coordinator (EDC) should verify the data in the DCF, and sign at the appropriate place in the DCF.
12. The Assitant District Programme Coordinator (ADPC)/ Educational District Coordinator (EDC) 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 Programme Officer/EMIS cell at district level/ state office.
13. **District Code:** A four-digit district code is allotted to all Districts.

14. **School Code:** A eleven 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 eleven digit school code comprises the following:

**State ID: 2 digits, District ID: 2 digits, 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 UDISE software user's manual.

15. **Academic Year:** The year of the academic session should be entered. For example, the academic year for data pertaining to 30<sup>th</sup> Sept, 2012 would be 2012 -13.

### **A. (i) School Particulars**

1. **School Name:** The complete 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 census information. Consult District Census Handbook for further details of rural/urban classification.
3. **Name of the Habitation :** Mention the habitation in which the school is located.
4. **Revenue 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/corporation.
5. **Pin Code:** Enter the Postal Index Number (PIN) of the village/ward where the school is located.
6. **Village Panchayat Name:** For rural area mention the name of the village panchayat where the school is located.
7. **Name of the CRC:** Write the name of the Cluster Resource Centre to which the school is attached/located in the cluster area.
8. **Revenue Block Name:** For rural areas mention name of the block as per SSA norms.
9. **Educational District:** Mention name of the Educational District.
10. Mention the name of the Assembly Constituency in which the school is located.
11. Mention the Municipality in which the school is located.
12. Name the city in which the school is located.
13. Enter the Landline and Mobile numbers of the Head of the school and the Respondent
14. **School category:** Select appropriate option as applicable. The lowest and highest class in the school determines school category and is coded as follows:
  - I. **Primary school:** A school with primary classes (I-V) in the same premises and under the same management. **(Code-1)**
  - II. **Primary with upper primary school:** A school having classes from I to VIII in the same premises and under the same management. **(Code-2)**
  - III. **Upper primary only school:** Schools starting from Classes VI and teaching upto classes VIII. **(Code-4)**

- IV. **Nursery Only:** Schools having only Nursery classes and teaching only pre primary class. **(code-18)**
  - V. **Nursery with Primary:** Schools having Nursery and Primary classes (LKG – V) **(Code-14)**
  - VI. **KGBV :** KGBV Schools having classes (VI –VIII) **(Code-12)**
15. **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, Ballad or Pre-primary education centre even if they are parts of the same school management. The lowest class in a school could be 1 or 6.
16. **Highest class in the school:** Indicate the highest class to which the school imparts instruction. The highest class in a complete school would generally be any of these values: 5, 8. 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 V.
17. **Type of School:** Select appropriate option as applicable like Boys / Girls / Co-educational. Even though name of the school may indicate that it is a school exclusively for boys or girls, in practice the school may be co-educational. Indicate these schools as falling under Category (3). ***Mention the type of school for stage of the school (Elementary,).*** The type of School is coded as given below:
- I. **Boys only:** Schools admitting boys alone. Girls are not admitted in boys schools.
  - II. **Girls only:** Meant only for girl students and boys are not admitted in these schools.
  - III. **Co-educational:** Both boys and girls can get admission in these schools.
18. **School Management:** Select appropriate option as applicable. ***Mention the school Management for stage of the school (Elementary).*** School management is coded as given below:
- i. **Department of Education:** Schools fully managed and financed by state government, autonomous organisations under the State Government and the schools run by the Education Department. **(Code-1)**
  - ii. **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. **(Code-2)**
  - iii. **Panchayat union:** A School which is fully managed and financed by Panchayats. **(code-34)**
  - iv. **Corporation:** A school which is fully managed and financed by Corporation. **(Code-35)**
  - v. **Municipality:** A school fully managed and financed by Municipality. **(Code-36)**
  - vi. **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 state or central government. **(Code-4)**
  - vii. **Private Unaided School:** A recognized school, which is run by an individual or a private organisation and which does not receive regular grants. **(Code-5)**

- viii. **Central Government Schools:**Schools fully managed and financed by the central government or autonomus organizations under the central government i.e. Kendriya Vidyalayas, Navodaya Vidyalays, Army Schools, etc. **(Code-7)**
- ix. **Un-Recognized:** An Un-recognized school, which is run by an individual or a private organisation which does not receive regular grants and yet to get approval from Government. **(code-8)**
- x. **Anglo Indian Schools:** Schools managed by Anglo Indian minority communities coming under Anglo Indian System. **(code-27)**
- xi. **Matriculation Schools:** A recognized school which is managed by an individual or a private organization and does not receive regular grants coming under Matriculation Board. **(Code-29)**
- xii. **CBSE Schools:** Schools fully managed and financed by private organization or individual following CBSE syllabus and does not receive regular grants. **(Code-30)**
- xiii. **ICSE Schools:** Schools fully managed and financed by private organization or individual following ICSE syllabus. **(Code-32)**
- xiv. **Others:** All other recognized schools not covered under above categories. **(Code-6)**
- xv. **Madarasa Recognised** (by welfare Board / Madarasa Board): Schools managed by Madarasa, recognized by Wakf Board / Madarasa Board.**(Code 97)**
- xvi. **Madarasa Unrecognised:** Madarasa Schools not recognized by Wakf Board / Madarasa Board.**(Code 98)**

#### 19. Distance in Kms.(for elementary schools only)

- 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.
20. Whether school is approachable by all weather roads: Whether the School / Habitation is reachable on all weather conditions, if Yes - code 1; No - code 2.
21. **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.
22. **Year of Recognition of school:** Mention the year of Recognition
23. **Year of up gradation:** Mention the year of up gradation from primary to upper primary / upper primary If applicable.
24. **Special School for CWSN:** Enter '1' if the school is a special school, enter '0' if the school is not a special school.
25. **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.
26. **Residential school:** Residential schools are defined as those schools which have an attached hostel and where the lodging and boarding facilities for students are provided by the school. Mention '1' for Yes or '2' for No. In case of residential schools mention the type of the residential school. ***If applicable, mention the Residential Facility for each stage of the school (Primary & Upper Primary).*** The type of residential schools are coded as '1' Ashram (Govt.), '2' Non-Ashram (Govt.), '3' Private, '4' Others, '5' Not Applicable, '6' KGBV.

- 27. 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, Odia = 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, Others = 99]
- 28. Affiliation Board:** Mention the affiliation Board. For CBSE (1), State Board (2), ICSE (3), International Board(4), Others(5). **Not applicable for Elementary Schools**
- 29. Geographical Information of the school:** The latitude and longitude information is to furnished if available.
- 30. Pre-primary section (other than Anganwadi) attached to school:** Indicate '1' if any Pre-Primary sections exist within the school premises. If the facilities do not exist within school premises enter '2'. If pre-primary facilities exist within the school premises, provide the total students attending and the number of teachers as on the record date (i.e. 30<sup>th</sup> September 2012) in pre-primary sections (a & b).
- 31. Anganwadi centre in or adjacent to school:** Indicate '1' if any Anganwadi centres exist within the school premises or adjacent to school. If the facilities do not exist enter '2'. If Anganwadi Centres exist within the school premises or adjacent to school, provide the total students attending and the number of teachers as on the record date (i.e. 30<sup>th</sup> September,2012) in pre-primary sections (a & b).

### 32. Last academic year details

- i. **No. of academic inspections (CEO/Addl.CEO/DEEO/APO/AEEO)** For this purpose, the number of inspections undertaken in the last academic session by an Inspecting Officer CEO/Addl.CEO/DEEO/APO/AEEO 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.
- ii. **Number of visits by CRC coordinators:** Mention the number of times, the BRTEs and CRTEs have visited the school for academic support and other purposes during the last academic session. Valid value is 0 to 25.
- iii. **Number of visits by block level officers:** Mention the number of times, the RMSA/SSA officials (**BRC Supervisor/AEEO**) visited school for academic support and other purposes during the last academic session. Valid value is 0 to 25.
- iv. **Number of visits by Resource Teacher for CWSN:** Mention the visit by the Resource Teachers for CWSN.

### 33. School funds (1<sup>st</sup> april 2011 to 31 March 2012)

- a. **School Development Grant (under SSA):** The school grant provided under SSA during the last financial year and expenditure incurred should be entered here.
- b. **School Maintenance Grant (under SSA):** The Maintenance Grant provided under SSA and the amount of expenditure incurred should be entered.
- c. **TLM (Teaching Learning Material) Grant (under SSA):** Enter the total amount of TLM grant received by all teachers of the school and expenditure incurred .
- d. **Funds from other sources:** Funds from other sources will normally be in the form of government grants, donations, endowments and community contribution etc.

**34. Staff category:** 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. (Regular Teachers)

- 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 are 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 treated as in the teaching staff.
- b. Contract teachers:** Contract teachers are normally appointed on fixed salary / honorarium (PTA also).
- c. Part-Time Instructors** (for upper primary classes) : As per RTE, part-time instructors for Art Education, Work Education and Health & Physical education are working in schools. Those teachers particulars are also to be furnished.

## **A (ii) School Particulars**

### **1. Details of Instructional days and school hours:**

**Number of Instructional days (Previous Academic year):**

Number of instructional days need be furnished here.

**School hours for children (per day) (Current Academic year):**

Number of hours that children stay in school including pre lunch, lunch and post lunch sessions in a day.

**Teacher working hours (per day):**

Number of hours teachers stay in school (current academic year).

The number of hours Teacher spent in school which includes the time spent not only for instructional purposes but also the time spent in planning and preparing for the lessons, identifying specific activities, developing appropriate teaching learning materials and making assessment of the work done by children.

**2. Is CCE (Continuous Comprehensive Evolution) being implemented in school : Self Explanatory**

### **3.1 For private unaided schools only**

- a.** Number of children applied for admission to Class I under the category of weaker sections or disadvantaged groups. (Under 25% quota as per RTE) SC/ST & Economically weaker section.
- b.** Number of children who got admitted in Class I from weaker sections or disadvantaged groups (under 25% quota as per RTE) SC/ST & Economically weaker sections.

### **3. 2. For Aided Schools only**

- a) Percentage of grant received from Govt. for elementary education – Self Explanatory.
- b) No. of children admitted in Class I under free education – Self Explanatory.

**3.3 Only for Govt. / Govt. Aided Schools – item (a) to (g) - Self Explanatory**

4. **Special Training** – only for Government and Aided Schools item (a) to (j) - Self Explanatory.
5. When does the academic session start: Self explanatory
6. Whether any Text Books received during Current academic year (30<sup>th</sup> September, 2012), Yes: 1 No: 2
  - a) Mention the month and year
7. Availability of Text Books, Teaching Learning Equipment (TLE) and Play materials. - Self Explanatory.
8. **Only for Secondary and Higher secondary schools:** Self Explanatory

## **B (i). Physical Facilities and Equipment**

1. **Status of School Building:** Status of school is coded as follows:
  - a. **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 (code 1).
  - b. **Private Rented:** Individual, private organisation, the local body or the government running the school in a building for which rent is paid (code 2).
  - c. **Government:** The school building belonging to government department, local body or any such agency used (for example education, tribal welfare, social welfare , other department) for education purpose should be considered under this category (code 3).
  - d. **Government school in a rent free building:** Some government schools donot have their own buildings but work from a building/rooms provided by community and no rent is paid for the same(code 4).
  - e. **No building:** Schools without building are to be mentioned under this category (code 5).
  - f. **Dilapidated:** School buildings with weakened joints, walls, floors, roofs, ceilings or insecure foundations are to be mentioned under this category (code 6)
  - g. **Under Construction:** School buildings under construction are to be mentioned this category(code 7).
2. **Details of classroom , other rooms and Furnitures: (not to be filled for schools without building).**

No. of classrooms and furniture used for instructional purposes and other rooms available in the school.

  - a. **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.
  - b. **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.

**No. of Classrooms under Construction: Self Explanatory.**

**c. Available types of school building are:**

- i. **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.
- ii. **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.
- iii. **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.
- iv. **Tent:** School is running in a structure covered by canvas cloth and supported by pegs and ropes is considered as tent school.

**d. Classification of classrooms (used for instructional purposes) and other rooms 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 or additional class rooms.

**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.

**3. Land available for additional Classrooms: Self Explanatory.**

**4. Separate room for Head Master available: Self Explanatory.**

**5. Toilets and Urinals details:**

**Boys Toilet:** Enter the number of toilet seats exclusively meant for boys available within the school premises and out of which how many toilet seats are functional and number of toilets having water facilities.

**Girls Toilet:** Enter the number of toilet seats exclusively meant for girls available within the school premises and out of which how many toilet seats are functional and number of toilets having water facilities.

**Total Urinals:** Enter the number of urinals available within the school premises

**5. (a), (b) Self Explanatory**

**6. Source Of Drinking Water:** 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) and None(5). Enter the appropriate option.

**7. 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'. Enter '3' if the school is having electricity but not functional.

8. **Boundary wall:** The possible options are Pucca and in not applicable (0),good condition(1), Pucca but broken(2), Barbed wire fencing(3),Hedges(4),No boundary wall(5),Others(6),Partial(7),under construction (8).
9. **Whether School has Library:** Against this item options '1' (Yes), '2' (No). self explanatory..
10. Does the school subscribe for Magazine/ Newspaper: Mention code 1; if subscriptions are made for magazine/ Newspaper and if not code: 2
11. **Playground:** Whether a playground is available in school premises or not. Enter '1 = Yes'. If not then please enter '2 = No'.
- 11.a.If the school does not have playground and land is available for developing playground enter '1'. If no land is available enter '2'.
- 12.**Total Number of Computers and laptops Available:** Record the total number of computers and laptops for available in the school and out of which number of computers are functional.
13. **School having Computer Aided Learning(CAL) Lab:** Enter '1' if the school is having Computer Aided Learning Lab , if not enter '2' or Enter '3' if the school is having CAL lab but not functional.
14. **Medical check-up of students conducted last year:** Filling up of Health cards by ANMs or trained teachers should be considered. Enter '1', if the medical check-up of students was conducted in the last academic year otherwise enter '2'.
15. **Ramps (for the Disabled Children):** Enter '1' if ramps are constructed in the school to facilitate the movement of disabled children, otherwise enter '2'.
16. **School Campus Plan prepared (if Yes code 1, No code 2)**

### **B(ii) Mid Day Meal Information (only for Govt./Aided schools)**

1. **Status of Mid-Day Meal:** Self Explanatory
2. **Did the school receive the one-time kitchen Devices Grant :** Enter '1' if the school received the one-time kitchen Devices Grant, If not then enter '2' and enter '0' if not applicable.
3. **Item 3 to 7 Self Explanatory**

### **C: Teachers and Part – time Instructors (including headmaster)**

(Please use xerox copies for more than 10 teachers.)

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), MBC (7),BC(8).
6. **Type of teacher:** The total number of teaching staff should be classified into various types as given below. Against this item option 1-7 are given. Possible options are Head teacher (1), Acting head teacher (2), Teacher (3), Part time instructor as per RTE = (5) Principal (6) and Vice principal (7).

- 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:** 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 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.
- d) **Part time Instructors:** If a teacher works on part time basis in the school, their number should be recorded.
- e) **Principal and Vice Principal:** Headmaster and Assistant Headmaster of secondary and higher secondary schools.
7. **Nature of Appointment:** Regular(1), Contract (2), Part-Time (4)
8. **Year of Joining in present service:** Enter the year of joining in the present service as per office records.
9. **Highest Qualification:**
- a. **Academic:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil.(6), Ph. D. (7), Post Doctoral (8).
- b. Professional qualification - [*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]
10. **Classes taught:** Possible options are Primary only (1) / Upper primary only (2) / mostly Primary (3) / mostly Upper Primary (4)/ Secondary only (5)/Higher secondary only (6)/Mostly Secondary (7)/ mostly Higher secondary (8).
11. **Appointed for Subject:** Mention the subject for which the teachers is appointed. **Refer code item:6**
12. **Main Subjects Taught:** Mention the main subjects the teacher is teaching . **Refer code item:6**
13. **Total days of in-service training received in last academic year:** As a part of RMSA/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).
14. **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.

15. **Maths studied up to:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. (6), Ph. D. (7), Post Doctoral (8).
16. **English studied up to:** 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. (6), Ph. D. (7), Post Doctoral (8).
17. **Science Social studies Studied up to:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. (6), Ph. D. (7), Post Doctoral (8).
18. **Working in the present school since [year] :** Self Explanatory. **(ex 1991)**
19. **Type of Disability:** Possible options are not applicable: 1; Locomotors: 2, Visual: 3, Others: 4.
20. **Trained for teaching CWSN: Yes=1, No=2.**

### **D. New admissions during Previous Academic Year**

1. **New admission after 30<sup>th</sup> September 2011:** Number of children admitted with TC / Direct in each class after 30<sup>th</sup> September 2011 should be mentioned in this item.
2. **New admission before 30<sup>th</sup> September 2012:** 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 Class I (only for schools having primary stage)**

No. of age wise children (New Admission) admitted in Class I for the current Academic Session with TC & Direct Entrance should be given.

### **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 state government orders.
6. **Total :** General + SC+ST+OBC = E
7. **Enrolment of Muslim Minority out of E:** Number of students belonging to Muslim Community are to be furnished.

## **F. Enrolment in current academic session (By Age) – All children**

1. **Age in completed years:** The age of the students should be calculated as on 30<sup>th</sup> September,2012 on the basis of the date of birth as recorded in the school admission register. Calculate the present age of each child on the basis of his/her completed years as on 30<sup>th</sup> September, 2012. (Do not include fractions. For example, if the child is seven years and eleven months as on 30.9.2012, the age should be reported as seven only and not eight years).
2. **Total Enrolment:** The number of students on roll including General, SC, ST, OBC in the school register as on 30<sup>th</sup> September,2012 should be entered.
3. Total students should match with given value in the item E.

## **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 & J. Facilities Provided to children (Last academic year)**

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. **Scholarships:** Number of children who received scholarship, (if applicable) should be mentioned in this item.
5. **Free Transport Facility:** No. of children availed bus pass should be furnished.
6. **Free Residential facility:** No. of children given free residential facility must be furnished
7. **Scholarship for Disabled:** No. of disabled children given scholarships must be furnished.
8. **Other state cost free facilities:** self explanotry.

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

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

## **L. Facilities provided to CWSN (Last Academic year)**

Facilities provided to the number CWSN children are mentioned here.

## **M. Availability of Streams in the school**

Availability of streams in the Higher Secondary classes

## **N. Enrolment and Repeaters by Stream**

Enrolment and Repeaters of streams in the Higher Secondary classes

### **Population data**

Population data is to be entered at Habitation level. The data has to be entered for General, SC, ST, OBC, total and Minority population for boys and girls in the age group 5 to 10, 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 Habitation level. The data has to be entered for General, SC, ST, OBC, total and Minority children for boys and girls in the age group 5 to 10 & 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 Habitation level. The data has to be entered for General, SC, ST, OBC, total and Minority students for boys and girls in the age group 5 to 10 & 11 to 13. In this format total is the addition of General, SC, ST and OBC.

### **Number of Children With Special Need (CWSN)**

Number of Children With Special Need (CWSN) data is to be entered at Habitation level. The data has to be entered for General, SC, ST, OBC, total and Minority students for boys and girls in the age group 5 to 10 & 11 to 13 In this format total is the addition of General, SC, ST and OBC.

### **Parameters**

**State defined variables: Item 1 to 40 - Self Explanatory**

**Rashtriya Madhyamik Shiksha Abhiyan / Sarva Shiksha Abhiyan**  
**Unified District Information System for Education (UDISE) 2012-13**  
**Instruction manual : School Information Schedule**

**General Instructions**

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 unrecognised schools and KGBV schools).
2. Correct and authentic data based on school registers and other official records should be entered in the DCF (Data Capture Format).
3. Data shall be provided as on 30<sup>th</sup> September 2012 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 the period from 1<sup>st</sup> April, 2011 – 31<sup>st</sup> March, 2012 of each completed year.
4. The data should be recorded in Arabic numerals and in block letters only.
5. 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.
6. 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.
7. All items should be filled in completely. No item/cell should be left blank. In case of no response '9' should be entered.
8. All data must be filled in by the head teacher or teacher in-charge of the school after consulting the office records. Generally, such a teacher should also have received training for filling up of DCF.
9. 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.
10. 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 submitting it.
11. Similarly, before submitting the completed DCF to the EMIS cell (SSA) at the district level the Assitant District Programme Coordinator (ADPC)/ Educational District Coordinator (EDC) should verify the data in the DCF, and sign at the appropriate place in the DCF.
12. The Assitant District Programme Coordinator (ADPC)/ Educational District Coordinator (EDC) 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 Programme Officer/EMIS cell at district level/ state office.
13. **District Code:** A four-digit district code is allotted to all Districts.
14. **School Code:** A eleven 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 eleven digit school code comprises the following:  
*State ID: 2 digits, District ID: 2 digits, 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 UDISE software user's manual.
15. **Academic Year:** The year of the academic session should be entered. For example, the academic year for data pertaining to 30<sup>th</sup> Sept, 2012 would be 2012 -13.

**A. (i) School Particulars**

1. **School Name:** The complete 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 census information. Consult District Census Handbook

for further details of rural/urban classification.

3. **Name of the Habitation** : Mention the habitation in which the school is located.
4. **Revenue 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/corporation.
5. **Pin Code**: Enter the Postal Index Number (PIN) of the village/ward where the school is located.
6. **Village Panchayat Name**: For rural area mention the name of the village panchayat where the school is located.
7. **Name of the CRC**: Write the name of the Cluster Resource Centre to which the school is attached/located in the cluster area.
8. **Revenue Block Name**: For rural areas mention name of the block as per SSA norms.
9. **Educational District**: Mention name of the Educational District.
10. Mention the name of the Assembly Constituency in which the school is located.
11. Mention the Municipality in which the school is located.
12. Name the city in which the school is located.
13. Enter the Landline and Mobile numbers of the Head of the school and the Respondent
14. **School category**: Select appropriate option as applicable. The lowest and highest class in the school determines school category and is coded as follows:
  - I. **High schools (I-X)**: A school having provision for teaching of classes I to X. The lowest and highest classes in these schools would be 1 and 10. **(Code-13)**
  - II. **Higher secondary Schools (I-XII)**: A School having provision for teaching of classes 1 to XII. The lowest and highest classes in such schools would be 1 and 12. **(Code-17)**
  - III. **High school (VI-X)**: Schools having class VI as the lowest class and Class X as the highest class. These schools offer teaching for upper primary and secondary classes.**(Code-10)**
  - IV. **Higher Secondary Schools (VI-XII)**: Schools having VI as the lowest class and Class XII as the highest class. These schools offer teaching for upper primary, secondary and higher secondary classes.**(Code-11)**.
  - V. **High School only**: Schools having classes IX and X only. **(Code-19)**
  - VI. **High and Higher Secondary Schools**: School having Classes IX, X, XI and XII. **(Code-20)**
  - VII. **Higher Secondary only**: Schools having classes XI and XII only. **(Code-21)**
15. **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, Ballad or Pre-primary education centre even if they are parts of the same school management. The lowest class in a school could be 1 or 6 / 9 or 11.
16. **Highest class in the school**: Indicate the highest class to which the school imparts instruction. The highest class in a complete school would generally be any of these values: 5, 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 V.
17. **Type of School**: Select appropriate option as applicable like Boys / Girls / Co-educational. Even though name of the school may indicate that it is a school exclusively for boys or girls, in practice the school may be co-educational. Indicate these schools as falling under Category (3). **If applicable, mention the type of school for each stage of the school (Elementary,secondary & Hr.sec)** Type of school is coded as given below:
  - I. **Boys only**: Schools admitting boys alone. Girls are not admitted in boys schools.
  - II. **Girls only**: Meant only for girl students and boys are not admitted in these schools.
  - III. **Co-educational**: Both boys and girls can get admission in these schools.
18. **School Management**: Select appropriate option as applicable. **If applicable, mention the management of school for each stage of the school (Elementary,secondary & Hr.sec)** School management is coded as given below:
  - i. **Department of Education**: Schools fully managed and financed by state government, autonomous organisations under the State Government and the schools run by the

- Education Department. **(Code-1)**
- ii. **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. **(Code-2)**
  - iii. **Panchayat union:** A School which is fully managed and financed by Panchayats. **(code-34)**
  - iv. **Corporation:** A school which is fully managed and financed by Corporation. **(Code-35)**
  - v. **Municipality:** A school fully managed and financed by Municipality. **(Code-36)**
  - vi. **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 state or central government. **(Code-4)**
  - vii. **Private Unaided School:** A recognized school, which is run by an individual or a private organisation and which does not receive regular grants. **(Code-5)**
  - viii. **Central Government Schools:** Schools fully managed and financed by the central government or autonomus organizations under the central government i.e. Kendriya Vidyalayas, Navodaya Vidyalays, Army Schools, etc. **(Code-7)**
  - ix. **Un-Recognized:** An Un-recognized school, which is run by an individual or a private organisation which does not receive regular grants and yet to get approval from Government. **(code-8)**
  - x. **Anglo Indian Schools:** Schools managed by Anglo Indian minority communities coming under Anglo Indian System. **(code-27)**
  - xi. **Matriculation Schools:** A recognized school which is managed by an individual or a private organization and does not receive regular grants coming under Matriculation Board. **(Code-29)**
  - xii. **CBSE Schools:** Schools fully managed and financed by private organization or individual following CBSE syllabus and does not receive regular grants. **(Code-30)**
  - xiii. **ICSE Schools:** Schools fully managed and financed by private organization or individual following ICSE syllabus. **(Code-32)**
  - xiv. **Others:** All other recognized schools not covered under above categories. **(Code-6)**
  - xv. **Madarasa Recognised** (by welfare Board / Madarasa Board): Schools managed by Madarasa, recognized by Wakf Board / Madarasa Board. **(Code 97)**
  - xvi. **Madarasa Unrecognised:** Madarasa Schools not recognized by Wakf Board / Madarasa Board. **(Code 98)**
- 19. Distance in Kms.(for elementary schools only)**
- 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.
20. Whether school is approachable by all weather roads: Whether the School / Habitation is reachable on all weather conditions, if Yes - code 1; No - code 2.
  21. **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.
  22. **Year of Recognition of school:** Mention the year of Recognition. **If applicable, mention the Year of Recognition of school for each stage of the school (Elementary,secondary & Hr.sec)**
  23. **Year of upgradation:** Mention the year of upgradation from primary to upper primary/upper primary to secondary/secondary to higher secondary.
  24. **Special School for CWSN:** Enter '1' if the school is a special school, enter '0' if the school is not a special school.
  25. **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.
  26. **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. **. If applicable, mention residential school facility for each stage of the school (Elementary,secondary & Hr.sec)**  
 In case of residential schools mention the type of the 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' KGBV.

- 27. Medium of Instruction:** Mention the medium of instruction code (two digits) as per the state regulations. **If applicable, mention the medium of instruction for each stage of the school (Elementary, secondary & Hr.sec)** 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, Odia = 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, Others = 99]
- 28. Affiliation Board:** Mention the affiliation Board. For CBSE (1), State Board (2), ICSE (3), International Board (4), Others (5). **Not applicable for Elementary Schools.**
- 29. Geographical Information of the school:** The latitude and longitude information as available in the google maps.
- 30. Pre-primary section (other than Anganwadi) attached to school:** Indicate '1' if any Pre-Primary sections exist within the school premises. If the facilities do not exist within school premises enter '2'. If pre-primary facilities exist within the school premises, provide the total students attending and the number of teachers as on the record date (i.e. 30<sup>th</sup> September 2012) in pre-primary sections (a & b).
- 31. Anganwadi centre in or adjacent to school:** Indicate '1' if any Anganwadi centres exist within the school premises or adjacent to school. If the facilities do not exist enter '2'. If Anganwadi Centres exist within the school premises or adjacent to school, provide the total students attending and the number of teachers as on the record date (i.e. 30<sup>th</sup> September, 2012) in pre-primary sections (a & b).
- 32. Last academic year details: for SSA**
- No. of academic inspections (CEO/DEEO/APO/AEEO):** For this purpose, the number of inspections undertaken in the last academic session by an Inspecting Officer CEO/DEEO/APO/AEEO 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.
  - Number of visits by CRC coordinators:** Mention the number of times, the BRTEs and CRTEs have visited the school for academic support and other purposes during the last academic session. Valid value is 0 to 25.
  - Number of visits by block level officers:** Mention the number of times, the SSA officials (BRC Supervisor/AEEO) visited school for academic support and other purposes during the last academic session. Valid value is 0 to 25.
  - Number of visits by Resource Teacher for CWSN:** Mention the visit by the Resource Teachers for CWSN.
- 33. School funds (1<sup>st</sup> April 2011 to 31 March 2012)**
- School Development Grant (under SSA):** The school grant provided under SSA during the last financial year and expenditure incurred should be entered here.
  - School Maintenance Grant (under SSA):** The Maintenance Grant provided under SSA and the amount of expenditure incurred should be entered.
  - TLM (Teaching Learning Material) Grant (under SSA):** Enter the total amount of TLM grant received by all teachers of the school and expenditure incurred.
  - Funds from other sources:** Funds from other sources will normally be in the form of government grants, donations, endowments and community contribution etc.
- 34. Staff category:** 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. (Regular Teachers)
- 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 are 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 treated as in the teaching staff.
  - Contract teachers:** Contract teachers are normally appointed on fixed salary / honorarium (PTA also).
  - Part-Time Instructors (for upper primary classes):** As per RTE, part-time instructors for Art Education, Work Education and Health & Physical education are working in

schools. Those teachers particulars are also to be furnished.

### **A (ii) School Particulars**

- 1. Details of Instructional days and school hours:**
  - Number of Instructional days (Previous Academic year):**  
Number of instructional days need be furnished here.
  - School hours for children (per day) (Current Academic year):**  
Number of hours that children stay in school including pre lunch, lunch and post lunch sessions in a day.
  - Teacher working hours (per day):**  
Number of hours teachers stay in school (current academic year).  
The number of hours Teacher spent in school which includes the time spent not only for instructional purposes but also the time spent in planning and preparing for the lessons, identifying specific activities, developing appropriate teaching learning materials and making assessment of the work done by children.
- 2. Is CCE (Continuous Comprehensive Evolution) being implemented in school : Self Explanatory**
- 3.1 For private unaided schools only**
  - a. Number of children applied for admission to Class I under the category of weaker sections or disadvantaged groups. (Under 25% quota as per RTE) SC/ST & Economically weaker section.**
  - b. Number of children who got admitted in Class I from weaker sections or disadvantaged groups (under 25% quota as per RTE) SC/ST & Economically weaker sections.**
- 3. 2. For Aided Schools only**
  - a) Percentage of grant received from Govt. for elementary education – Self Explanatory.**
  - b) No. of children admitted in Class I under free education – Self Explanatory.**
- 3.3 Only for Govt. / Govt. Aided Schools – item (a) to (g) - Self Explanatory**
- 4. Special Training – only for Government and Aided Schools item (a) to (j) - Self Explanatory.**
- 5. When does the academic session start: Self explanatory.**
- 6. Whether any Text Books received during Current academic year (30<sup>th</sup> September, 2012), Yes: 1 No: 2**
  - a) Mention the month and year**
- 7. Availability of Text Books, Teaching Learning Equipment (TLE) and Play materials. - Self Explanatory.**
- 8. Only for Secondary and Higher secondary schools: Self Explanatory**

### **B (i). 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 (code 1).
  - 2. Private Rented:** Individual, private organisation, the local body or the government running the school in a building for which rent is paid (code 2).
  - 3. Government:** The school building belonging to government department, local body or any such agency used (for example education, tribal welfare, social welfare, other department) for education purpose should be considered under this category (code 3).
  - 4. Government school in a rent free building:** Some government schools donot have their own buildings but work from a building/rooms provided by community and no rent is paid for the same(code 4).
  - 5. No building:**Schools without building are to be mentioned under this category(code 5).
  - 6. Dilapidated:** School buildings with weakened joints, walls, floors, roofs, ceilings or insecure foundations are to be mentioned under this category (code 6)
  - 7. Under Construction:** School buildings under construction are to be mentioned this category(code 7).
- 2. Details of classroom, other rooms and Furnitures: (not to be filled for schools without building).**

No. of classrooms and furniture used for instructional purposes and other rooms available in the school.

**a.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.

**b.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.

**No. of Classrooms under Construction: Self Explanatory.**

**c. Available types of school building are:**

- I. **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.
- II. **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.
- III. **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.
- IV. **Tent:** School is running in a structure covered by canvas cloth and supported by pegs and ropes is considered as tent school.

**d. Classification of classrooms (used for instructional purposes) and other rooms 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 or additional class rooms.

**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.

**3. Land available for additional Classrooms: Self Explanatory.**

**4. Separate room for Head Master available: Self Explanatory.**

**5. Toilets and Urinals details:**

**Boys Toilet:** Enter the number of toilet seats exclusively meant for boys available within the school premises and out of which how many toilet seats are functional and number of toilets having water facilities.

**Girls Toilet:** Enter the number of toilet seats exclusively meant for girls available within the school premises and out of which how many toilet seats are functional and number of toilets having water facilities.

**Total Urinals:** Enter the number of urinals available within the school premises

**5. (a), (b) Self Explanatory**

**6. Source Of Drinking Water:**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) and None(5). Enter the appropriate option.

**7. 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'.Enter '3' if the school is having electricity but not functional.

**8. Boundary wall:** The possible options are Pucca and in not applicable (0),good condition(1), Pucca but broken(2), Barbed wire fencing(3),Hedges(4),No boundary wall(5),Others(6),Partial(7),under construction (8).

9. **Whether School has Library:** Against this item options '1' (Yes), '2' (No). self explanatory..
10. Does the school subscribe for Magazine/ Newspaper: Mention code 1; if subscriptions are made for magazine/ Newspaper and if not code: 2
11. **Playground:** Whether a playground is available in school premises or not. Enter '1 = Yes'. If not then please enter '2 = No'.
- 11.a. If the school does not have playground and land is available for developing playground enter '1'. If no land is available enter '2'.
12. **Total Number of Computers and laptops Available:** Record the total number of computers and laptops for available in the school and out of which number of computers are functional.
13. **School having Computer Aided Learning(CAL) Lab:** Enter '1' if the school is having Computer Aided Learning Lab , if not enter '2' or Enter '3' if the school is having CAL lab but not functional.
14. **Medical check-up of students conducted last year:** Filling up of Health cards by ANMs or trained teachers should be considered. Enter '1', if the medical check-up of students was conducted in the last academic year otherwise enter '2'.
15. **Ramps (for the Disabled Children):** Enter '1' if ramps are constructed in the school to facilitate the movement of disabled children, otherwise enter '2'.
16. **School Campus Plan prepared (if Yes code 1, No code 2)**  
17,18,19,20 For Secondary and Higher Secondary schools. Self explanatory.

**B(ii) Mid Day Meal Information (only for Govt./Aided schools)**

1. **Status of Mid-Day Meal:** Self Explanatory
2. **Did the school receive the one-time kitchen Devices Grant :** Enter '1' if the school received the one-time kitchen Devices Grant, If not then enter '2' and enter '0' if not applicable.
3. **Item 3 to 7 Self Explanatory**

**C: Teachers and Part – time Instructors (including headmaster)**

**(Please use xerox copies for more than 10 teachers.)**

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), MBC (7), BC(8).
6. **Type of teacher:** The total number of teaching staff should be classified into various types as given below. Against this item option 1-7 are given. Possible options are Head teacher (1), Acting head teacher (2), Teacher (3), Part time instructor as per RTE = (5) Principal (6) and Vice principal (7).
  - 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:** 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 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.
  - d) **Part time Instructors:** If a teacher works on part time basis in the school, their number should be recorded.
  - e) **Principal and Vice Principal:** Headmaster and Assistant Headmaster of secondary and higher secondary schools.
7. **Nature of Appointment:** Regular(1), Contract (2), Part-Time (4)

8. **Year of Joining in present service:** Enter the year of joining in the present service as per office records.
9. **Highest Qualification:**
  - a. **Academic:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil.(6), Ph. D. (7), Post Doctoral (8).
  - b. **Professional qualification -** [*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*]
10. **Classes taught:** Possible options are Primary only (1) / Upper primary only (2) / mostly Primary (3) / mostly Upper Primary (4)/ Secondary only (5)/Higher secondary only (6)/Mostly Secondary (7)/ mostly Higher secondary (8).
11. **Appointed for Subject:** Mention the subject for which the teachers appointed.  
**Refer code 6.**
12. **Main Subjects Taught:** Mention the main subjects the teacher is teaching .  
**Refer code 6.**
13. **Total days of in-service training received in last academic year:** As a part of RMSA/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).
14. **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.
15. **Maths studied up to:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. (6), Ph. D. (7), Post Doctoral (8).
16. **English studied up to:** 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. (6), Ph. D. (7), Post Doctoral (8).
17. **Science Social studies Studied up to:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. (6), Ph. D. (7), Post Doctoral (8).
18. **Working in the present school since [year] :** Self Explanatory. **(ex 1991)**
19. **Type of Disability:** Possible options are not applicable: 1; Locomotors: 2, Visual: 3, Others: 4.
20. **Trained for teaching CWSN: Yes=1, No=2.**

#### **D. New admissions during Previous Academic Year**

1. **New admission after 30<sup>th</sup> September 2011:** Number of children admitted with TC / Direct in each class after 30<sup>th</sup> September 2011 should be mentioned in this item.
2. **New admission before 30<sup>th</sup> September 2012:** 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 Class I (only for schools having primary stage)**

No. of age wise children (New Admission) admitted in Class I for the current Academic Session with TC & Direct Entrance should be given.

#### **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 state government orders.
6. **Total :** General + SC+ST+OBC = E
7. **Enrolment of Muslim Minority out of E:** Number of students belonging to Muslim Community are to be furnished.

#### **F. Enrolment in current academic session (By Age) – All children**

1. **Age in completed years:** The age of the students should be calculated as on 30<sup>th</sup> September, 2012 on the basis of the date of birth as recorded in the school admission register. Calculate the present age of each child on the basis of his/her completed years as on 30<sup>th</sup> September, 2012. (Do not include fractions. For example, if the child is seven years and eleven months as on 30.9.2012, the age should be reported as seven only and not eight years).
2. **Total Enrolment:** The number of students on roll including General, SC, ST, OBC in the school register as on 30<sup>th</sup> September, 2012 should be entered.
3. Total students should match with given value in the item E.

#### **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 & J . Facilities Provided to children (Last academic year)**

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. **Scholarships:** Number of children who received scholarship, (if applicable) should be mentioned in this item.
5. **Free Transport Facility:** No. of children availed bus pass should be furnished.
6. **Free Residential facility:** No. of children given free residential facility must be furnished
7. **Scholarship for Disabled:** No. of disabled children given scholarships must be furnished.
8. **Other state cost free facilities:** self explanatory.

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

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

#### **L. Facilities provided to CWSN (Last Academic year)**

Facilities provided to the number CWSN children are mentioned here.

#### **M. Availability of Streams in the school**

Availability of streams in the Higher Secondary classes

#### **N. Enrolment and Repeaters by Stream**

Enrolment and Repeaters of streams in the Higher Secondary classes

#### **O. Examination Results for previous academic Year (2010-11)**

- a. By community wise for class X
- b. By percentage and community wise for class X
- c. By stream and community wise for class XII
- d. By percentage and community wise for class XII

### **P. Receipts and Expenditures (Under RMSA)**

Only for Government High and Higher Secondary schools from 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012

### **Q. Number of Non-teaching / Administrative and support staff sanctioned and In-Position**

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.

#### **For secondary only**

Population data and Number of dropouts are to be entered at Habitation level. The data has to be entered for General, SC, ST, OBC, total and Minority population for boys and girls in the age group 14 to 15. In this format total is the addition of General, SC, ST and OBC.

#### **Population data**

Population data is to be entered at Habitation level. The data has to be entered for General, SC, ST, OBC, total and Minority population for boys and girls in the age group 5 to 10, & 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 Habitation level. The data has to be entered for General, SC, ST, OBC, total and Minority children for boys and girls in the age group 5 to 10 & 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 Habitation level. The data has to be entered for General, SC, ST, OBC, total and Minority students for boys and girls in the age group 5 to 10 & 11 to 13.. In this format total is the addition of General, SC, ST and OBC.

#### **Number of Children With Special Need (CWSN)**

Number of Children With Special Need (CWSN) data is to be entered at Habitation level. The data has to be entered for General, SC, ST, OBC, total and Minority students for boys and girls in the age group 5 to 10 & 11 to 13. In this format total is the addition of General, SC, ST and OBC.

#### **Parameters**

**State defined variables: Item 1 to 44 - Self Explanatory**