



**DIRECTORATE OF SARVA SHIKSHA ABHIYAN, J&K**

SSA House, Bemina Srinagar/ 105 Karan Nagar, Jammu  
(Ph): - 0194-2494288,2494273 (Srinagar)/ 0191-2563496 (Jammu)

**C I R C U L A R**

**SUBJECT: - DISE data for the year 2009-10**

The State Project Directorate of Sarva Shiksha Abhiyan has been collecting DISE data for the last five years. The DISE data is collected by the Principals/Head Masters/teacher incharge of all schools imparting elementary education, taking the reference date as **30<sup>th</sup> September**. The DISE data furnished by the districts for the previous five years has been submitted to NUEPA, New Delhi and EdCIL, New Delhi after due compilation at the Project Directorate. The DISE data for the current year 2009-10 has to be collected by the district officials and Principals/Head masters/teacher incharge.

**1.IMPARTING OF RIGOROUS & QUALITY TRAINING WITH THE HELP OF DISE ORIENTATION PROGRAMMES**

**All the officers/officials associated with DISE at district, zone, cluster and school level for filling & checking DISE DCFs have to be given rigorous and quality training** for making them aware about the purpose and objectives of data collection and its utility in formulation of AWP&B. The State has decided to organize DISE orientation programmes for the current year in three phases:-

**(i)STATE LEVEL ORIENTATION PROGRAMME**

At the **state level, three-days DISE workshop** will be organized from **18<sup>th</sup>-20<sup>th</sup> August 2009** at Srinagar to sensitize district level officials dealing with DISE comprising of District EMIS Co-ordinators and Assistant Programmers/District DISE Incharges for adaptation of modified DISE software. Strategies for proper dissemination of DISE data, checking of DISE data, findings of previous years, suggestions for improving quality of DISE data, various issues relating to DISE and strategies for DISE data collection for the current year will be chalked out.

An Orientation Programme in DISE Capture Format through EDUSAT will be organized on **9<sup>th</sup> September 2009** in order to orient all District Co-ordinators(EMIS), AP/DISE Incharges and one ZRP from each zone on DISE DCF.

**(ii)DISTRICT LEVEL ORIENTATION PROGRAMME**

Districts have to organize one-day DISE orientation programme in order to sensitize zonal level officials comprising of DEPO, ZEPO's,ZEO's, Zonal Resource Co-ordinators(ZRPs) and data entry operators about Modified DISE Software and various points related to DISE & findings of last year will also be discussed. DEPO &ZEPOs will also be requested to attend this DISE orientation programme. The EMIS Co-ordinator and Assistant Programmer/ Incharge DISE shall be responsible for conducting the training programme at district headquarters, which shall be of one day duration. The monitoring of this District level orientation programme will be done by a team consisting of State level officials dealing with DISE data. **This District level Orientation Programme has to be completed positively by 5<sup>th</sup> September 2009 in all districts.**

**(iii)ZONAL LEVEL ORIENTATION PROGRAMME**

After the orientation of ZRPs, the Chief Education Officers shall ensure that the **Assistant Co-ordinators (ZRPs) start the orientation programme in their respective zones within a week after the district level orientation programme** is held. Assistant Co-ordinators (ZRPs) from each zone, District Co-ordinator(EMIS) & Assistant Programmer of the district, shall sensitize ZEO's, Principals/head masters/head teachers, CRPs, VEC members and data entry operators of zones

about filling up of DISE Data Capture Formats and Village schedules and discuss in detail the importance and use of DISE data. Various points discussed at the district and zonal level orientation programmes will be shared with CRPs and head teachers. **The EMIS unit at the district shall monitor as well as provide technical support during the zonal level DISE training programme.** The zonal level orientation programme of each district should conclude before **28<sup>th</sup> September 2009 positively for both Kashmir and Jammu divisions.** The Zonal Education Officers shall be responsible for fixing of venue for the training in their respective zones. They shall intimate all concerned schools/ institutions imparting elementary education to attend the zonal level DISE training programme. The Head Teacher/Teacher Incharge of Govt./Private/Central/Army schools, CRPs attending the zonal orientation programme shall be provided refreshment, stationary, etc. by debit to the management cost. The DISE DCFs (School Schedules) shall be filled in by the concerned Principals/head masters/teacher in charge whereas formats for population, never enrolled and drop-outs for villages shall be filled in by the CRP himself.

## **2.PRINTING OF DISE DCFs,VILLAGE SCHEDULES, SCHOOL REPORT CARDS & THEIR CIRCULATION AMONG SCHOOLS**

DISE and Village schedules for district and zonal level training as well as DISE and Village forms which are to be circulated among schools will be printed by the computer professionals dealing with DISE data at district and zones with the help of DISE Software only. The distribution of DISE & Village formats shall be made by the CRPs to Principals/head masters/teacher incharge respectively on the day of orientation positively by 28<sup>th</sup> September 2009.Hard copy of the DISE forms which are to be circulated among schools will be distributed to CRPs on the same day on which DISE orientation is imparted to them. The amount on account of refreshment and stationary items shall be debitable to management cost at district level.

## **3. PROPER SCRUTINY OF DISE DCFS OF SCHOOLS**

- **Proper care has be taken this year so that the information contained in DISE formats is complete , recorded in prescribed manner and consistent.**
- Teachers shall be given strict instructions to check every DISE DCF before submission to CRP.
- CRPs shall be made accountable for checking 100% DISE DCFs and also physically verify all items filled in DISE DCFs personally.
- ZRPs shall be instructed to check 25% of the DCFs of every cluster.
- District Co-ordinator EMIS & Assistant Programmer/ District DISE Incharge shall check 10% of DISE DCFs from each cluster.
- State level Team from State Project Directorate shall do random checking of DISE DCFs in districts of J&K State.

## **4. DISE TIME FRAME SCHEDULE & TIMELY SUBMISSION OF DISE 2009-10 data**

The Project Directorate of SSA has devised a schedule for accomplishment of various assignments involved in the DISE data for year 2009-10 which is enclosed with this circular (ANNEXURE A-2 pages). **The Chief Education Officers have to ensure that DISE team at the district follows this time-frame schedule in letter and spirit. State Project Directorate shall be initiating action against those districts who are found to be lagging behind the schedule chalked out or do not submit status reports on DISE on the fixed dates.**

## **5. SHARING OF DISE 2008-09 data AT ALL LEVELS**

Districts/zones should print their own DISE publications (DISE Reports at district/ zone/cluster level) and Chief Education Officers should ensure that DISE 2008-09 data is shared among functionaries in various departments in both soft as well as hard form. DISE Reports has also to be shared among DEPOs, ZEPOs,ZEOs,ZRPs,CRPs,District EMIS Co-ordinators and VEC members also.

## **6. CONSTITUTION OF DISE MONITORING COMMITTEE AT DISTRICT**

In order to ensure smooth conduct & timely completion of DISE 2009-10 data and its monitoring, the Chief Education Officers will constitute a DISE Monitoring Committee at district level constituting of following members, with an intimation to State Project Directorate:-

- |  |                        |
|--|------------------------|
| 1. Chief Education Officer             | Chairman               |
| 2. DEPO                                | District level Member  |
| 3. All members of DRG Group at DIET    | District level Members |
| 4. District Co-ordinator EMIS          | Member Secretary       |
| 5. ZEPOs, ZEOs                         | Zonal level Members    |
| 6. Assistant Programmer/ DISE Incharge | District level Member  |

This committee shall be responsible for monitoring and guiding all the operations of DISE Activities at district/zone level. The committee will also be responsible for applying remedies for removing discrepancies in DISE data and improving quality of DISE data. The Committee shall meet fortnightly to review the progress of the assignment and keep the State Project Directorate apprised about the developments accordingly.

## **7. CELEBRATION OF DISE FORTNIGHT**

This year also, the State Project Directorate of Sarva Shiksha Abhiyan J&K has decided to observe **DISE Fortnight from 1<sup>st</sup> October 2009** throughout the state. All the Chief Education Officers will be requested to organize awareness camps at the districts, zones as well as clusters to create awareness about DISE among the teachers. **The Chief Education Officers will also print DISE messages in news papers and give publicity to the DISE day through banners and electronic media.** The Chief Education Officers have to ensure that DISE DCF of each school is filled during this DISE Fortnight and each item of all filled DISE DCFs of schools is personally checked by the CRP after 100% physical verification of DISE data.

## **8. MAKING PRESENCE OF CRPs COMPULSORY WITH DEO WHILE PUNCHING OF DISE DATA OF HIS CLUSTER**

The Chief Education Officers have to make it mandatory that **CRP of cluster**(whose school data is to be punched) **should be present with the DEO at the time of data entry** of school forms at zone/district.

## **9. MAINTENANCE OF DISE RECORD FILE AT SCHOOL**

The Chief Education Officers have to ensure that **a copy of School Report Cards for the year 2008-09 has also been circulated with DISE DCFs for the year 2009-10 to schools.** CRPs have to ensure that a **DISE file has to be maintained in each school** in which photostat copies of DISE DCF of current year, School Report Card and all the documents referred to, while filing DISE DCF (yearwise data related to enrolment classwise, agewise & castewise, incentives, staff strength with their details, grant details, repeaters, examination results, new admissions and transfer cases) have been enclosed in the file, so that this DISE file can be referred whenever required.

## **10. PASTING OF DISTRICT REPORT CARD ON NOTICE BOARD OF EVERY SCHOOL**

School Report Card, which contains information about all main indicators filled by the school in DISE DCF, should be pasted in a poster form on School Notice Board of every school. Thus this information will be accessible to all without any delay. Any variation in data of School Report Card has to be communicated to CRP immediately who will in turn report the variation in data to the district, which will in turn help in improving quality of DISE data.

## **11. IDENTIFICATION OF DISE SUPPLEMENTARY VARIABLES**

All the Assistant Programmers/ District DISE Incharges of districts should identify supplementary variables, which they want to be added in current years data, well in advance before State level workshop, in consultation with DRG members and other district officials associated with Planning process and bring this list alongwith them during the workshop.

## **12. ENSURING UNIQUENESS OF SCHOOL CODES & OTHER DATA ITEMS IN DISE DCF**

Districts have to ensure uniqueness in school code & some data items (which do not change e.g. date of establishment of school, management). It has been observed during the previous years that double initialization of schools is done which results in giving wrong picture about number of schools & decreases number of common schools.

## **13. USE OF INTERNET/BROADBAND**

In order to avoid unwanted delays and make it easier for the districts to communicate with technical persons associated with DISE at State/National level, **the Chief Education Officer should give instructions to officers/ officials associated with DISE to make full use of Internet facilities at districts for seeking technical guidance and removing technical problems.**

## **14. REQUISITION FOR STATIONARY USED DURING DISE ACTIVITIES**

All the district / zone levels officials associated with DISE will submit requisition of all items/stationary/toners/paper, which they require for DISE 2009-10 activities to Chief Education Officer and ZEOs respectively upto 15<sup>th</sup> August 2009 positively and **it will be the sole responsibility of Chief Education Officers (at District level) and Zonal Education Officers (at Zonal level) to arrange these required items for smooth and timely completion of DISE data. All the Chief Education Officers have to pay attention towards DISE trainings and DISE time schedules and keep the Project Directorate apprised about the developments at the appropriate point of time. The collection of data under DISE should be given the top most priority as it is a time bound programme and they should ensure that all the concerned functionaries associated with DISE work in a dedicated and realistic manner.**

## **15. ACCURACY OF DISE DATA**

DISE data 2009-10 is subject to sample check by an independent monitoring agency after its submission at State level. Data submitted by concerned district must be 100% correct. Any variation in the submitted data shall be the entire responsibility of concerned Chief Education Officers.

Sd/-  
(Khurshaid Ahmad Reshi)  
State Project Director,  
Sarva Shiksha Abhiyan,  
J&K State.

No: -Edu/SPD/SSA/112/3540-87/09

Dated:-06-08-2009

### **Copy to: -**

1. Secretary to Government, Education Department, Civil Secretariat, Srinagar for information.
2. Dr. Arun C. Mehta, Professor & Head, Deptt. Of EMIS, National University of Educational Planning and Administration, New Delhi for information.
3. Director School Education Kashmir/Jammu for information.
4. Chief Education Officer, All districts for information and necessary action.
5. District EMIS Co-ordinator(All districts), DIET Principal(All districts) for information and necessary action.
6. Assistant Programmer/ District DISE In-charge, All districts for information and necessary action.

## ANNEXURE(A)- TIME-FRAME OF DISTRICTS FOR DISE 2009-10 ACTIVITIES

DATES	ACTIVITY
18-20 <sup>th</sup> August 2009	<b>DISE STATE LEVEL WORKSHOP</b> -Three-days State level DISE Workshop in which District level officers/officials(EMIS Co-ordinators, APs/DISE Incharges)associated with DISE will be trained on Modified DISE Software, Computation of EDI and discussion on various points related to DISE and EDI. Sharing of 5% sample check report and last year's data will also be done during this workshop.
21 <sup>st</sup> Aug- 12 <sup>th</sup> Sept09	<b>PRINTING OF DISE DCF</b> - Printing of DISE DCF, DISE Instruction manual & DISE School report cards by the districts at district/zone levels
25 <sup>th</sup> Aug- 5 <sup>th</sup> Sep2009	<b>DISTRICT LEVEL WORKSHOP</b> -One-day workshop, presided by the Chief Education Officer, will be conducted at District in which District Co-ordinator(EMIS) & AP/DISE Incharge will orient all ZRPs and DEOs on Modified DISE Software and various points related to DISE & findings of last year will also be discussed. DEPO,ZEPOs,ZEOs will also be requested to attend this DISE orientation programme.
9 <sup>th</sup> Sept 2009	<b>EDUSAT TRAINING</b> -Training of one ZRP from each zone, District Co-ordinator(EMIS), AP/DISE Incharge through EDUSAT at IGNOU centres.
14 <sup>th</sup> – 30 <sup>th</sup> September 2009	<b>ZONE LEVEL TRAINING, CIRCULATION OF DISE DCF</b> -Training of ZEPOs,CRPs and teachers by EMIS Co-ordinator ,ZRPs & AP/DISE Incharge. Circulation of DISE DCFs among CRPs/teachers for distribution to all schools.
1 <sup>st</sup> -15 <sup>th</sup> Oct 2009	<b>FILLING OF DISE DCFs BY TEACHERS &amp; CELEBRATION OF DISE FORTNIGHT</b> -Data collection and filling in of DISE formats by the concerned teacher/ head teacher of schools and celebration of DISE Fortnight. Principals/head masters/ head teacher will check filled-in DISE DCF of their school properly and then authenticate the data with his signature and seal. During DISE Fortnight, DISE Messages from CEO have to be published in leading newspapers and banners, pamphlets, rallies are to be organized at district, zone and cluster level to make teachers aware about importance of DISE.
3 <sup>rd</sup> -15 <sup>th</sup> Oct 2009	<b>FIELD DATA COLLECTION &amp; 100% CROSS CHECKING OF DATA BY CRPs</b> -Handing over of filled-in DISE formats by the teacher to the CRP. <b>CRP will physically verify every item of filled-in DISE DCF of schools falling in his cluster at the time of collection of DCF</b> and then authenticate the data with his signature and seal. Any variation in data will be the sole responsibility of CRP.
3 <sup>rd</sup> -15 <sup>th</sup> Oct 2009.	<b>SCRUTINY AND 100% CONSISTENCY CHECKING OF DATA BY THE CRPs</b> -In case data is found inconsistent in respect of an institution,CRP shall send back the DCF to the concerned and <b>get the inconsistency removed within two days.</b>
19 <sup>th</sup> -24 <sup>th</sup> Oct 2009	<b>SCRUTINY AND 25% CROSS CHECKING OF DATA BY THE ZRPs</b> - Handing over of filled in data schedules to ZRP's by CRP's. Each ZRP will do 25% checking of DISE DCF's from each cluster at the time of collection of these filled-in DISE DCF's, <b>physically verify the data of these 25% DCFs</b> from each cluster and then authenticate the data of DCFs with his signature and seal. The concerned ZEO's will also authenticate the DISE data of DCFS by providing DISE Authentication certificate for their respective zones.
19 <sup>th</sup> -24 <sup>th</sup> Oct 2009	<b>CONSISTENCY CHECKING OF DATA BY THE ZRPs</b> Consistency checking of data by ZRPs. In case data is found inconsistent the DCF shall be sent back to the concerned institute through concerned CRP for removal of inconsistency and get the inconsistency removed within four days.

DATES	ACTIVITY
26 <sup>th</sup> -31 <sup>st</sup> Oct 2009	<b>SCRUTINY AND 10% CROSS CHECKING OF DATA BY THE DISTRICT CO-ORDINATOR EMIS &amp; AP/DISE INCHARGE-</b> Handing over of DISE formats duly filled and checked by the ZRP's to District Co-ordinator (EMIS) along with the list of schools that have not provided the information. <b>Consistency checking of 10% of schedules from each cluster to be done by District Co-ordinator (EMIS), Asstt. Programmer/ District DISE Incharge before sending DCF for computerization.</b> In case data is found inconsistent, the DCF shall be sent back to the concerned institute through concerned CRP or the teacher who filled the DCF can be called telephonically for removal of inconsistency and get it removed within five days.
1 <sup>st</sup> Nov-30 <sup>th</sup> Nov 2009	<b>DATA ENTRY USING DISE S/W-</b> Data entry, consistency check using DISE software by Asstt. Programmer / DISE Incharge and data entry operators for DISE data. <b>CRP of that cluster whose data is to be punched should be present with the DEO at the time of data entry of school forms at zone/district.</b>
9 <sup>th</sup> Nov 2009	<b>1<sup>ST</sup> STATUS REPORT OF DCFs RECEIVED AND DATA ENTRY TO SPD-</b> Submission of status report of district in respect of data received from the zones to the State Project Directorate. Action to be initiated by the District Co-ordinator (EMIS) against defaulting schools through concerned CEO and ZEO. <b>State Project Directorate shall be initiating action against those districts who are found to be lagging behind the schedule chalked out or do not submit status reports on DISE on the fixed dates.</b>
23 <sup>rd</sup> Nov 2009	<b>2<sup>ND</sup> STATUS REPORT OF DCFs RECEIVED AND DATA ENTRY TO SPD</b>
1 <sup>st</sup> -5 <sup>th</sup> Dec09	<b>REMOVAL OF ERRORS &amp; DISCREPANCIES &amp; VALIDATION WITH DISE S/W</b>
4 <sup>th</sup> Dec 2009	<b>3<sup>RD</sup> STATUS REPORT OF DCFs RECEIVED AND DATA ENTRY TO SPD</b>
7 <sup>th</sup> -10 <sup>th</sup> Dec 2009	<b>REPORT GENERATION, DATA ANALYSIS, SHARING OF DISE REPORTS WITH DISTRICT OFFICIALS &amp; SUBMISSION OF DISE REPORTS TO CEO –</b> Submission of hard as well as soft copy of District DISE Reports to the Chief Education Officer, who will authenticate DISE data by providing District DISE Authentication Certificate after checking the District DISE reports.
11 <sup>th</sup> -12 <sup>th</sup> Dec09	Corrections etc. if required any.
14 <sup>th</sup> – 20 <sup>th</sup> Dec 2009	<b>SUBMISSION OF CONSISTENT DISTRICT DATA TO STATE PROJECT DIRECTORATE-</b> DISE data for the year 2009-10 alongwith District DISE Authentication Certificate, List of Defaulter Schools (if any), List of Schools with Zero Enrolment(if any), Zero Teacher (if any) and List of Closed schools with reasons to be submitted to SPD by the Asstt. Programmer/Incharge computerization personally.
14 <sup>th</sup> – 20 <sup>th</sup> Dec 2009	<b>REMOVAL OF ERRORS &amp; INCONSISTENCIES(IF ANY) BY DISTRICT OFFICIALS &amp; VALIDATION WITH THE HELP OF DISE S/W</b>
By 31 <sup>st</sup> Dec 2009	<b>SAMPLE CHECKING BY STATE TEAM OF SPO-</b> Random checking of DISE DCFs of schools by physical verification of schools by State level DISE Team in 10% districts of J&K.
4 <sup>th</sup> - 8 <sup>th</sup> Jan 2010	<b>DATA ANALYSIS AT DISTRICT LEVEL-</b> Analysis of current years data and sharing findings with DISE officials at Zone and Cluster level.
11 <sup>th</sup> -15 <sup>th</sup> January 2010	<b>PUBLICATION OF TIME SERIES REPORTS &amp; ANALYTICAL REPORTS-</b> DISE 2009-10 Reports to be printed zonewise and clusterwise.

## **ANNEXURE(B)- TIME-FRAME OF STATE OFFICE FOR DISE2009-10 ACTIVITIES**

<b>DATES</b>	<b>ACTIVITY</b>
18-20 <sup>th</sup> August 2009	<b>DISE STATE LEVEL WORKSHOP</b> -Three-days State level DISE Workshop in which District level officers/officials (EMIS Co-ordinators, APs/DISE Incharges) associated with DISE will be trained on Modified DISE Software, Computation of EDI and discussion on various points related to DISE and EDI. Sharing of 5% sample check report and last year's data will also be done during this workshop.
21 <sup>st</sup> August 2009	<b>Identification of independent third party to carry out 5% sample check.</b>
22 <sup>nd</sup> - 26 <sup>th</sup> Sept 2009	<b>PUBLICATION OF DISE NOTIFICATION IN PRINT MEDIA</b> - A notification from Secretary Education will be published in leading newspapers, in which all schools (Govt as well as private) will be asked to co-operate in submitting DISE data of year 2009-10.
1 <sup>st</sup> -15 <sup>th</sup> Oct 2009	<b>CELEBRATION OF DISE FORTNIGHT</b> -During DISE Fortnight, DISE Messages from Hon'ble Education Minister, Secretary Education and State Project Director SSA will be published in leading newspapers of J&K State and wide publicity through media will be given to DISE to make people aware about importance and use of DISE.
By 31 <sup>st</sup> Dec 2009	<b>SAMPLE CHECKING BY STATE TEAM OF SPO</b> - Random checking of DISE DCFs of schools by physical verification of schools by State level DISE Team in 10% districts of J&K.
1 <sup>st</sup> - 9 <sup>th</sup> Jan 2010	<b>Checking inconsistencies &amp; errors in District DISE 2009-10 data</b> of 22 districts and comparing with previous year's data. Data Validation and doing corrections, etc., if required any, by State DISE Officials.
11 <sup>th</sup> Jan 2010	<b>District data merging into DISE @S</b>
12 <sup>th</sup> - 15 <sup>th</sup> Jan 2010	Checking inconsistencies & errors and comparison with previous years data. Data Validation and doing corrections, etc., if required any, by State DISE Officials.
18 <sup>th</sup> -21 <sup>st</sup> Jan 10	<b>Compilation, report generation and data analysis</b> of DISE 2009-10 data.
22 <sup>nd</sup> -24 <sup>th</sup> Jan 2010	<b>Sharing of data with District Officials</b> before submission of data at National level.
25 <sup>th</sup> Jan 2010	Apply <b>corrections</b> , if required any.
27 <sup>th</sup> - 29 <sup>th</sup> January 2010	<b>Submission of State DISE reports to State Project Director</b> Sarva Shiksha Abhiyan. The State Project Director will authenticate State DISE data by providing State DISE Authentication Certificate after checking the State DISE reports.
1 <sup>st</sup> - 5 <sup>th</sup> February 2010	<b>Submission of consistent State DISE data to MHRD/TSG, NUEPA</b> alongwith SPD's Authentication Certificate and detailed Report of 5% sample checking of DISE 2009-10 data.
8 <sup>th</sup> -12 <sup>th</sup> Feb 2010	<b>DATA ANALYSIS AT STATE LEVEL</b> - Analysis of current years data and sharing findings.
15 <sup>th</sup> -26 <sup>th</sup> Feb 2010	<b>PUBLICATION OF TIME SERIES REPORTS &amp; ANALYTICAL REPORTS</b> - DISE 2009-10 Reports to be printed districtwise .
1 <sup>st</sup> -5 <sup>th</sup> March 2010	<b>SHARING OF DATA AT ALL LEVELS</b>