

## Time Frame for DISE Survey Activities - 2009-10

Sr. No.	Activity	Date	Remarks
1	Training on DISE DCF and Software	16-08-09	Training has been imparted to all district MIS Coordinators and One Data Entry Operator from each district.
2	Training and Discussion on DISE DCF by Dist. MIS Coord. to BRPs and CHTs	24-08-09 TO 31-08-09	Observations as received from discussion with BRPs and CHTs will be discussed in the next meeting at SPO
3	Tender process for printing of DISE DCFs	15-08-09 TO 31-08-09	Advertisement, Tender opening and placement of work order (15 days time will be given to the firm for the printing of DISE DCFs)
4	Meeting with District MIS Coordinators and One Data Entry Operator from each district	04-09-09	To review the progress of training and printing of pages from software.
5	Training to District and Block Coordinators through Edusat by NUEPA (IGNOU-Khanna)	09-09-09	Only district MIS coordinators have been called keeping the sitting arrangement in view.
6	Printing (with office printer) of first three pages of DCF from Software at district level.	01-09-09 TO 20-09-09	These three pages will be pasted or stapled on DISE DCF and will be sent to every school thereafter.
7	Distribution of DISE DCFs to District MIS Coord.	16-09-09	
8	Training to BRPs and CHTs by District MIS Coordinator  (DPC will ensure the complete participation of BRPs and CHTs and he/she will supervise the same)	22-09-09 TO 23-09-09	<ul style="list-style-type: none"> <li>- Each column will clearly be explained.</li> <li>- Explain "How to check inconsistencies in the DCF"</li> <li>- Date on which the DCFs will be collected by CHTs/BRPs and submit to BPEOs/District MIS Coordinators thereafter will be announced to all the participants.</li> </ul>
9	Training to School Teachers by BRPs and CHTs	24-09-09 TO 26-09-09	(All DRPs, DPC, APCs will be deputed for the inspection of above training)
10	Inspection of above training (Sr.No-9) by District Team		
11	Visits by State teams to the schools	05-10-09 TO 06-10-09	<p>Dy, SPDs, ASPDs, DMs and AMs may be deputed for the visit to schools. Officers will check the followings:-</p> <ul style="list-style-type: none"> <li>- Has the school teacher received DISE training?</li> <li>- Was the DCF explained clearly to the teacher by BRP/CHT.</li> <li>- Has the school received DISE DCF with first three pages filled with last year data?</li> <li>- Whether the data filled by the school into DCF is as per record or not.</li> <li>- Is there any mismatch in data filled by the school.</li> </ul>

12	Submission of Filled DISE DCF by schools to CHTs	06-10-09	CHT will ensure that all the schools (imparting education upto elementary level) of his/her area have submitted their filled DISE DCFs.
13	Checking and verification of DISE DCFs by CHTs	06-10-09 TO 07-10-09	<ul style="list-style-type: none"> <li>• CHT will thoroughly check the DCFs and get them corrected from schools (if any inconsistency found) within given period.</li> <li>• After verifications and corrections of DCFs CHT will submit them to BPEO on or before 07-10-09</li> </ul>
14	Checking and verification of DISE DCFs by BRPs	08-10-09 TO 12-10-09	<ul style="list-style-type: none"> <li>• All BRPs may be deputed for the checking of Filled DISE DCFs.</li> <li>• BRPs will thoroughly check the DCFs and get them corrected from schools (by calling school teacher to block office) within given period.</li> <li>• After verifications and corrections of DCFs BPEO will submit them to District MIS Coordinator on or before 12-10-09</li> </ul>
15	Checking and verification of DISE DCFs by District team as constituted by DPC or DEO (EE)	12-10-09 TO 15-10-09	Distribution of filled DCFs among district staff may be done block wise.
16	Data Entry of filled DISE DCFs	16-10-09 TO 20-11-09	<ul style="list-style-type: none"> <li>• Data entry of filled DISE DCFs will start from 16-10-09 and will go on till 20-11-09.</li> <li>• Targets per day for the data entry of filled DISE DCFs may be fixed in the beginning so that data entry can be completed by 20-11-09.</li> <li>• District MIS coordinator will keep record of all the DCFs entered into the software on daily basis (State MIS wing may ask any time about the no. of DCFs entered into the software).</li> <li>• District MIS coordinator will ensure the correctness of data being entered into the software.</li> <li>• It will also be ensured by the district MIS coordinator that all the schools of his/her district have been covered under DISE.</li> </ul>
17	Inconsistency check	21-11-09 TO 25-11-09	<ul style="list-style-type: none"> <li>• Data for all inconsistencies will be checked during 21-25 November, 2009</li> <li>• Data like No. of schools (by management, category, type), no. of teachers (sanctioned posts, working), enrolment and other information like infrastructure and schools particulars should thoroughly be checked by district MIS coordinator.</li> </ul>

18	Submission of consistent district data to state	26-11-09	<ul style="list-style-type: none"> <li>Meeting with all district MIS coordinators will be called at State Head Office and data will also be submitted by the districts to state on the same day.</li> <li>District MIS coordinators will come with <b>DISE data on CD</b> and <b>certificate regarding the correctness of data signed by DEO(EE)</b>.</li> </ul>
19	Inconsistency check and Verification of district DISE Data at State Level	27-11-09 TO 05-12-09	<ul style="list-style-type: none"> <li>Data as received from districts will be merged into state database and will thoroughly be checked for inconsistencies.</li> <li>Some reports related to basic parameters will also be generated and will be compared with actual district data.</li> </ul>
20	Report generation	07-12-09 TO 15-12-09	All reports related to AWP&B 2010-11 will be generated during the given period.
21	Submission of Consistent DISE Data 2009-10 to Gol	16 <sup>th</sup> December, 2009	DISE Data alongwith Certificate from worthy SPD and 5% sample checking report will be submitted to Gol.

**Sd/-**

**Deputy Manager (MIS)**