

District Information System for Education
Instruction Manual: School Information Schedule
General Instructions

1. The information must be collected from government, recognised private aided, recognised private unaided schools, Kendriya Vidyalaya, Air Force schools, recognised schools which are running under ICSE, CBSE syllabus and all unrecognised school).
2. The information should be collected for all the classes running under school.
3. Correct and authentic data based on school registers and other official records should be entered in the DCF (Data capture format).
4. Data shall be provided as on 30th September of each year except in the case of those items for which it has been specifically stated that data for the previous academic year or the current academic year should be provided. Financial data pertains to 1st April – 31st March of each completed year.
5. The data should be recorded in arabic numerals and in block letters only.
6. Do not scribble on the DCF. It should be kept neat and clean. Do not over-write on a wrong entry; instead score out a wrong entry and re-write the correct entry above it.
7. Appropriate codes should be entered in the DCF at places where such provision exists. Care should be taken to fill in the correct code number.
8. All items should be filled in completely. No item/cell should be left blank.
9. All data must be filled in by the head teacher or teacher in-charge of the school after consulting the office records. Training to concerned teacher is provided for filling up of DCF.
10. If two schools are working in the same building with separate heads and administration for want of accommodation, or due to any other reason, these schools should be treated as separate entities and each of the two schools should fill separate DCF. In case a school has two shifts under the same head and administration, it should be treated as one school and only one DCF giving consolidated statistics for both shifts will be filled in by the head of the school.
11. The head teacher or teacher in-charge of the school should verify the data, and affix his/her signature at the appropriate place on the last page of the DCF before returning it.
12. Similarly, before submitting the completed DCF to the EMIS cell at the district level the CHT/BRP/BPC/BPEO should verify the data in the DCF, and sign at the appropriate place in the DCF.
13. It is the responsibility of CHT/BRP/BPC/BPEO for check the DCF thoroughly and get is corrected (if required) from the concerned school before submitting the same to district EMIS cell.
14. **District Code:** A four-digit district code is allotted to your district. This code is available with the state office and will be shared with all districts. Each district will carry a unique identification code. This code shall remain constant for all future purposes. Separate codes may become necessary after the reorganization of district boundaries or the creation of new districts. District codes once assigned should not be changed subsequently for the duration of the project. This is necessary to ensure compatibility of data.
15. **School Code:** A seven digit school code uniquely defines each school in a district. A standard list of school codes will be prepared for each district and the same should be used in all future references. The seven digit school code comprise of the following:

Block ID 2 digits

Village ID 3 digits

School ID 2 digits

A school code once generated will remain constant for all data references and future use.

Academic Year: The year of the academic session should be entered. For example, academic year for data pertaining to 30th Sept, 2009 would be 2009-10.

A. School Particulars

1. **School Name:** The full name of the school as in official records should be mentioned.
2. **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.
3. **Pin Code:** Enter the Postal Index Number (PIN) of the village/ward where the school is located.

4. **Name of the CRC:** Write the name of the Cluster Resource Centre to which the school is attached.
5. **Village Panchayat/Municipality/Town panchayat/Corporation:** For rural area mention the name of the village panchayat where the school is located. For urban areas, mention the name of the municipality/town panchayat/corporation as the case may be.
6. **CD Block Name:** Mention name of the community development block.
7. **Educational Block Name:** Mention name of the educational block.
8. **Habitation (for rural area) :** Mention name of habitation only for rural area (if applicable).
9. **Assembly Constituency :** Mention name of Assembly Constituency.
10. **Municipality :** Mention name of Municipality (if applicable).
11. **City :** Mention name of City (if applicable).
12. **Phone / Mobile No.**
 - Office / Head of School : Mention phone number with STD Code and Mobile number of Head of the school.
 - Respondent : Mention phone number with STD code and Mobile number of the teacher who has filled-up the DCF.
13. **Distance in Kms.**
 - a. **From PE 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.
14. **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.
15. **School located in:** Enter '1', if the school is located in a rural area. Enter '2', if the school is located in an urban area.
16. **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). Type of school is coded as given below:
 1. **Boys only:** Schools admitting boys alone. Girls are not admitted to boys schools.
 2. **Girls only:** Meant only for girl students and boys are not admitted in these schools.
 3. **Co-educational:** Both boys and girls can get admission in these schools.
17. **School category:** Select appropriate option as applicable. The lowest and highest class in the school determines school category and is coded as follows:
 1. **Primary school:** A school with primary classes (I-V as the case may be) in the same premises and management. A school having classes more than V should not be shown as primary school.
 2. **Primary with upper primary school:** A school having classes from I to VIII in the same premises and under the same management. Schools with highest classes beyond VIII should not be classified here.
 3. **Primary with upper primary school and secondary/higher secondary school:** A school having provision for teaching of Classes I to X/XII. The lowest class in such schools would be 1 and highest would be 10/12.
 4. **Upper primary school:** Schools starting from Classes VI and teaching upto classes VIII. No other school would fall under this category.
 5. **Upper primary school and secondary/higher secondary school:** Schools having Class VI as the lowest class and Class X/XII as the highest class. These schools offer teaching for upper primary, secondary and/or higher secondary classes.
 6. **Secondary only:** Schools starting from Classes IX and teaching upto classes X. No other school would fall under this category.

7. **Secondary with Higher secondary school:** Schools having Class IX as the lowest class and Class XI/XII as the highest class.
 8. **Hr. Secondary Only:** Schools starting from Classes XI and teaching upto classes XII. No other school would fall under this category.
- 18. School Management:** Select appropriate option as applicable. School management is coded as given below:
1. **Department of Education:** School fully managed and financed by state government, autonomous organisations under the state government, DPEP and the schools run by the Education Department.
 2. **Tribal/Social Welfare Department:** Schools fully managed and financed by the Tribal Welfare or Social Welfare Department of the state govt. These schools normally follow the same curriculum as in government schools.
 3. **Local body school:** A school which is run and financed by Municipal Corporation, municipal committee is classified as local body school. Follow the state norms for this purpose.
 4. **Private Aided:** A recognised school, which is run by an individual, trust, or a private organisation and is receiving regular maintenance grants either from a local body or the state or a central government.
 5. **Private Unaided School:** A recognized school, which is run by an individual or a private organisation and does not receive regular maintenance grants either from a local body or government. An institution which is in receipt of an ad-hoc grant for a specific purpose like building grant, grant for strengthening of library or laboratory facilities, one time subsidy towards teacher salary etc. but does not receive regular maintenance grant should be treated as an unaided institution.
 6. **Other schools:** Recognised schools which are running under ICSE, CBSE syllabus.
 7. **Central Govt. Schools:** Schools fully managed and financed by the central government. These include KVS, Navodaya Vidyalays, Army Schools, etc.
 8. **Un-Recognized:** A School which is not recognized.
 10. **Panchayati Raj Institution:** A School which is run by Panchayati Raj Institution. Follow the state norms for this purpose.
- 19. Lowest class in the school:** Indicate the lowest class to which students are admitted. For the purpose of indicating the lowest class, do not include Anganwadi, Balwadi or Pre-primary education center even if they are parts of the same school management. The lowest class in a school could be 1, 5, 8,9,10 and 11.
- 20. Highest class in the school:** Indicate the highest class for which the school imparts instruction. The highest class in a complete school would generally be any of these values: 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 IV or V.
- 21. Medium of Instruction:** Mention the medium of instruction code (two digits) as per the state regulations. If a school provides instruction in more than one medium of instruction, please mention all options as applicable. The following are the codes given to the languages:

Hindi (04)

Punjabi (13)

Sanskrit (14)

Urdu (18)

English (19)

Others (99)

A (I) School Particulars

1. **Pre-primary section(other than Anganwadi) attached to school:** Pre-primary education centres (PPC) may be run by the Department of Education and DPEP or voluntary organizations. PPCs may also exist in private aided and unaided institutions. Indicate '1' if any of these facilities exist within the school premises. If the facilities do not exist within school 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. 30th September) in pre-primary sections (1-a & 1-b).
2. **Anganwadi Centre in or adjacent of school:** Indicate '1' if any of these facilities exist within the school premises or adjacent of school. If the facilities do not exist within school premises or adjacent of school enter '2'. If Anganwadi Centre exists, provide the total students attending and the number of teachers as on the record date (i.e. 30th September) in Anganwadi Centre (2-a & 2-b).
3. **Residential school:** Residential schools are defined as those schools which have an attached hostel and where the lodging and boarding facilities for students are provided by the school. Mention '1' for Yes or '2' for No. In case of residential schools, if "yes" then mention the type of residential school. The type of residential schools are coded as:-

- (1) Ashram (Govt.) (2) Non-ashram (Govt.) (3) Private (4) Others (5) Not Applicable
(6) KGBV-Model 1 (7) KGBV-Model 2 (8) KGBV-Model 3

4. **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.

5. Last academic year details

- a. **Number of days school functioned:** Record the number of days during which the school was open for academic activity during the last academic year. While calculating the number of working days, include the days spent on the conduct of examinations. Deduct the number of days spent on vacations, closure of schools due to public holidays, closure of school due to absence of all teachers, closure of schools due to elections or census of any kind, etc. Valid value is 0 to 260.
- b. **Number of academic inspections:** For this purpose, the number of inspections undertaken in the last academic session by an officer of state government authorised for inspection of schools where a detailed report is written should be counted. Normal visits by officials when an inspection report is not written should not be counted as inspection. Valid value is 0 to 12.
- c. **Number of visits by CRC coordinators:** Mention the number of times, the CRC coordinators visited school for academic support and other purposes during the last academic session. Valid value is 0 to 25.
- d. **Number of visits by BRC coordinators:** Mention the number of times, the BRC coordinators visited school for academic support and other purposes during the last academic session. Valid value is 0 to 25.

6. School funds (last completed financial year)

- a. School Development Grant (under SSA): School Development Grant received under SSA may be mentioned here.
- b. School Maintenance Grant (under SSA): School Maintenance Grant received under SSA may be mentioned here
- c. TLM (Teaching Learning Material)/ Teacher Grant (under SSA): Enter the total amount of TLM grant received by all teachers of the school. (Previous financial year). For example, if two teachers in the school received a grant of Rs.500/- each, the total amount of Rs.1000/- (2 * 500) should be entered
- d. TLE (Teaching Learning Equipment) Grant (under SSA)
- e. Funds Collected from students: Funds collected from students, if any, for school improvement/betterment during last financial year should be indicated here. This item does not include tuition fee paid by the students, if any. Include sport fee, medical fee, library fee, if collected from students.
- f. Funds from other sources: Funds from other sources will normally be in the form of government grants, donations, endowments and community contribution etc.

Note: The above data is to be given separately for receipt and expenditure for the previous financial year.

7. Teaching Staff

Number of teaching and non-teaching staff is to be provided for Elementary, Secondary and Higher Secondary Schools. The data for teaching staff sanctioned and in position in the school should be indicated as per the following classification. If the teaching positions are not sanctioned schoolwise, leave the corresponding columns in DCF blank.

- a) **Teaching Staff (regular teachers etc.):** Teachers with regular time scale will fall in this category. Teaching staff includes Principal/Head Teacher, Teachers and other categories of teachers working on full time basis. The number of posts sanctioned for the school should be given. Number in position refers to teaching staff who is working on the record date.
- b) **Para teachers:** Para teachers appointed under any scheme and teaching elementary, secondary, higher secondary classes regularly should be counted as teachers. Para teachers are normally appointed at fixed salary/honorarium.
- c) **Non Teaching Staff:** The staff other than teaching staff will be treated as non-teaching staff and will include office clerks, typists, accounts, watchman, sweepers, cleaners, etc.

No. of Sanctioned posts and Number In-position for Teaching Staff (Regular Teachers), Para Teachers and Non-

teaching staff should be mentioned separately for Elementary, Secondary and Higher Secondary (as applicable).

B. School building/Equipment/Facilities/Furniture and other data

1) Status of School Building: Status of school is coded as follows:

1. **Private (Rent-free):** A school building is private, if it is owned by an individual, organisation and does not belong to the local body or the government. No rent is paid for such building (rent free) as the ownership lies with the users. For example, private aided school having its own building.
2. **Rented:** Individual, private organisation, the local body or the government running the school in a building for which rent is paid.
3. **Government:** The school building belonging to government department, local body or any such agency (for example education, tribal welfare, social welfare or other department) for education purpose should be considered under this category.
4. **Government school in a rent free building:** Some government school do not have their own building but work from a building/rooms provided by community and no rent is paid for the same.
5. **No building:** Schools without building are to be mentioned under this category.
6. **Dilapidated :** If the school building is in dilapidated condition, it should be mentioned under this category.
7. **Under Construction:** If the school building is under construction, it should be mentioned here.

2. Detail of classrooms and other rooms for elementary sections only (to be filled by schools having building)

Number of classrooms used for instructional purposes: Number of classrooms used during the current year for running classes in the school premises. In case a big hall has been partitioned with wooden/ brick partitions, each partition should be treated as a separate classroom. If two or more classes are held in a room without wooden/brick partition, the room should be treated as a single classroom. Exclude the office rooms, stores abandoned classrooms, sport rooms etc. when counting the number of classrooms.

Other rooms: All rooms other than classrooms should be included in this item. It would include Head Teacher's room, library, reading room, sports room, store, recreation room and other rooms which are not used for instructional purposes.

Available types of school building are:

1. **Pucca:** School building (government, rented, or provided rent-free by the community) with baked brick walls / stone walls and roof top with slab or wooden / iron girders or tiles is classified as Pucca.
2. **Partially Pucca:** School building (government, rented or provided rent-free by the community) with baked brick walls or stone walls with corrugated sheet or asbestos sheet or thatched roof top is classified as Partially Pucca.
3. **Kuccha:** School building (government, rented or provided rent-free by the community) with unbaked brick or mud walls with corrugated asbestos sheet or thatched roof top is classified as kuccha.
4. **Tent:** School is running in a structure covered by canvas cloth and supported by pegs and ropes is considered as tent school.

Classification of classrooms (used for instructional purposes) by condition: The classrooms are classified as (a) in good condition (b) need minor repair (c) need major repair as per following conditions.

- a. **Good:** Building which does not require any repairs.
- b. **Need minor repairs:** Mainly patch work or plastering of the floor or roof or in walls or replacement of broken door or window.
- c. **Need major repairs:** Major repairs including re-construction or structural change of a wall or a roof.

Note: Classrooms which requires only painting, white washing, replacement of bolts, nuts, hinges should not be included in the categories of minor or major repairs. Such classrooms should be shown as in good condition.

Classification of other rooms by condition: The Other rooms are classified as (a) in good condition (b) need minor repair (c) need major repair as per following conditions.

- a. **Good:** Building which does not require any repairs.

b. **Need minor repairs:** Mainly patch work or plastering of the floor or roof or in walls or replacement of broken door or window.

c. **Need major repairs:** Major repairs including re-construction or structural change of a wall or a roof.

Note: Rooms which requires only painting, white washing, replacement of bolts, nuts, hinges should not be included in the categories of minor or major repairs. Such rooms should be shown as in good condition.

3. **Number of classrooms under construction:** The number of classrooms for which the construction work is going on should be mentioned here.
4. **Land available for Additional Classrooms:** Is there any provision of extra land for constructing additional classroom (if required) in future. If land is available mention "Yes" else "No".
5. **Separate room for Head Master available:** Whether the separate room for Head Master is available or not. If room is available mention "Yes" else "No".
6. **Number of Blackboards:** All kinds of blackboards in the school, whether wooden blackboards on stands, or blackboards built into the walls should be considered here, but children's blackboards on the base of the wall should not be considered here.
7. **Number of classrooms having blackboard for students at ground level & activity corner:** The number of classrooms having blackboard for students at ground level & activity corner should be mentioned here. These classrooms are also known as Anandai classrooms. Blackboards already mentioned at item no.6 will not be included here again.
8. **Toilet:** Detail about the no. of toilet seats in boys toilet, girls toilet and common toilet should be mentioned here.
 - a. No. of Toilet Seats Constructed / Available: Total number of toilet seats irrespective of the condition (in boys, girls and common toilet) constructed or available as on 30th September is to be mentioned here.
 - b. No. of Toilet Seats Functional: Total number of toilet seats in useable condition (in boys, girls and common toilet) as on 30th September is to be mentioned here.
9. **Source of drinking water facility:** The major source of drinking water facility used frequently used by the school should be mentioned. Only one source of drinking supply should be indicated even if there is more than one source available for drinking water supply. The possible options are Handpump(1), Well(2), Tap water(3), Others(4), None(5) and (10) Submersible Pump.
 - (a) **Drinking water facility functional:** Whether the drinking water facility as mentioned at item no. 9 is functional or not. If it is functional mention "Yes" else "No".
10. **Electricity connection 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, Enter '2' if electricity connection is not there in school, Enter '3' if connection is there but it is not functional.
11. **Boundary Wall:** The possible options are Pucca and in good condition(1), Pucca but broken(2), Barbed wire fencing(3), Hedges(4), No boundary wall(5), Others(6), Partial(7), Under Construction(8).
12. **Book Bank/Library/Reading Corner:** Against this item options '1' (Yes), '2' (No) are given. A book bank is a collection of text books for children to borrow for the duration of the year, and return at the end of the year. Enter '1' if this system exists in the school. If not then please enter '2'.
13. **Playground:** Whether a proper playground is maintained in school premises or not. Enter '1 = Yes', if a proper playground is maintained in school premises. If not then please enter '2 = No'.
14. **Total Number of computers available:** Record the total number of computers available in the school.
 - (a) **Total Computers Functional :** Number of computers functional should be mentioned here.
15. **Computer Aided Learning (CAL) Lab:** Enter '1', if the school has CAL lab, Enter '2' if school there is not CAL lab in the school, Enter '3' if CAL lab is there but it is not functional.
16. **Medical check-up of students conducted last year:** Filling up of Health cards by ANMs or trained teachers should be considered. Against this item options '1' (Yes), '2' (No) are given. Enter '1', if the medical check-up of students was conducted in the last academic year otherwise enter '2'.
17. **Ramps (for the disabled children):** Enter '1' if ramps are constructed in the school to facilitate the movement of disabled children, otherwise enter '2'.

18. **Furniture for Teachers:** Enter '1' if furniture for 'All' teachers is available. Enter '2' if furniture for 'Some' teachers is available. Enter '3' if furniture for 'None' teachers is available.
19. **Furniture for Students:** Enter '1' if furniture for 'All' students is available. Enter '2' if furniture for 'Some' students is available. Enter '3' if furniture for 'None' students is available.
20. **Length of boundary (Required) :** Mention the length of boundary wall actually required in running feet .

B(i). Mid Day Meal Information

1. **Status of Mid Day Meal:** Possible options are Not Provided (1), Provided & prepared in school premises (2), Provided but not prepared in school premises.
- (i) **If provided & prepared in school premises;**
- (a) **Status of kitchen shed :** possible options are Available (1), Not Available (2), Under Construction (3), classroom used as kitchen (4).
- (b) **Fuel used for MDM :** possible options are Gas (1), Fire Wood (2), Coal (3), Other (4).
- (c) **Water Facility for MDM :** Mention "1-Yes" If water facility for preparing MDM is available, mention "2-No" if water facility for preparing MDM is not available.
- (ii) **If provided but not prepared in school premises;**
- (a) **Source of MDM:** Source from where the MDM is provided to the school. Possible options are From nearby school (1), NGO (2), Self Help Group (3), PTA/MTA (4), Others (5).
If the source of MDM is "NGO" then mention the name of respective NGO.
- (b) Is MDM is provided by nereby school: possible options are "1-Yes" and "2-No".
2. **One-time Kitchen Device Grant :** Mention whether the school have received one-time kitchen device grant or not. Possible options are "1-Yes" and "2-No".
3. **Adequate utensils for MDM:** Mention "1-Yes" if adequate utensils are available for MDM, otherwise mention "2-No".
4. **Number of Beneficiaries:** Number of students to whom the Mid day meal has been served during the current year should be mentioned here. Number for Boys and Girls are to be mentioned separately.
5. **Number of Days MDM surved (last year):** Mention the number of days for which the Mid day meal is served to the children.

Other Schemes Infromation

1. **School is covered under NPEGEL:** Mention "1-Yes" if the schools is covered under NPEGEL, otehrwise mention "2-No".
2. **Kasturba Gandhi Balika Vidalaya (KGBV):** If the school comes under this category, select appropriate option:-
(1) Model-1 (2) Model-2 (3) Model-3 (4) Not Applicable

C: Teachers

- 1) **Name of the teacher:** Enter the full name of the teacher as given in official records.
- 2) **Sex:** Mention '1' for Male and '2' for Female. Do not leave this column blank.
- 3) **Date of Birth:** Enter the date of birth as per official records. In DD/MM/YYYY format.
- 4) **Caste:** Possible options are General (1), SC (2), ST (3), OBC (4), ORC (5), others (6).
- 5) **Category:** The total number of teaching staff should be classified into various categories as given below. Against this item option 1-7 are given. Possible options are Head teacher (1), Acting head teacher (2), Teacher (3), Para teacher (4), Part time teacher (5), Community teacher (6), Language teacher (7), others (8).
1. **Head teacher:** In government schools the post of a Principal /Headmaster, is sanctioned only in the case of upper primary schools and above. In lower primary government schools such a post does not exist; but the senior most teacher in the lower primary government school discharges administrative functions. In some private schools however, the situation may be different, and there may be a post of a Headmaster even in lower primary

schools. Enter '1' only if a headmaster/principal is working against a regular post.

2. **Acting head teacher:** Same as (1) above except that the teacher is appointed as acting head teacher by an order of the appropriate authority.
 3. **Teacher:** Total number of teachers excluding head teacher in the school.

In the case of a composite lower and upper primary school, there may be some teachers who are handling lower and upper primary classes. In the case of such teachers count the total number of hours spent in teaching lower and upper primary classes separately. If the number of hours spent on lower primary exceeds 50% of the total time indicate that teacher as a lower primary school teacher. Conversely, if the total time spent on upper primary exceeds 50% of the total time, indicate that teacher is an upper primary teacher.
 4. **Para teacher:** Para teachers appointed under any scheme and teaching elementary, secondary, higher secondary classes regularly should be counted as teachers. Para teachers are normally appointed at fixed salary/honorarium.
 5. **Part time teacher :** If a teacher works on part time basis in the school, their number should be recorded.
 6. **Community teacher:** In some places, teachers paid by contribution of the village community are working. These teachers are not employees of the state government.
 7. **Language teacher:** A teacher appointed in the school for teaching regional language only.
 8. **Other teachers (Music, Arts, Crafts, Physical education, Assistant teachers etc.):** The number of teachers for teaching of subjects like music, arts, crafts, Physical education, Assistant teachers etc. are classified as other teachers.
- 6) **Year of Joining in present service:** Enter the year of joining in the present service as per office records.
 - 7) **Highest Qualification:**
 - a. **Academic:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. or Ph. D. (6), Other (7).
 - b. **Professional:** Possible options are J.V., J.B.T. or equivalent (1) / S.V., C.T. S.B.T. or equivalent (2) / L.T., B.T., B.Ed. or equivalent (3) / M. Ed. or equivalent (4), Others (5) / None (6).
 - 8) **Classes taught:** Possible options are Primary only (1) / upper primary only (2) / mostly primary (3) / mostly upper primary (4) Not sure (5), Secondary Only (6) / Mostly Secondary (7).
 - 9) **Main Subjects taught:** Possible options are All subjects (1) / Languages (2) / Math's (3) / Environment Studies (4) / Sports (5), Music (6), Science (7), Arts/Crafts (8).
 - 10) **Total days of in-service training received in last academic year:** Please indicate the number of days of in-service training received in last academic year for each category (BRC, CRC, DIET, other).
 - 11) **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.
 - 12) **Maths studied upto:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. or Ph. D. (6), Other (7).
 - 13) **English studied upto:** Against this item option 1-7 are given. Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. or Ph. D. (6), Other (7).
 - 14) **Working in the present school:** Mention the year since when teacher has been working in the present school.
 - 15) **Type of Disability:** Mention the type of disability of teacher (if any). Possible options are Not applicable (1), Ortho (2), Visual(3), Others(4).
 - 16) **Trained for teaching CWSN:** Whether the teacher is trained for teaching Children with Special Need (CWSN) or not. If he/she is trained then mention "1" for yes otherwise mention "2" for no.
 - 17) **Post Status:** Mention whether the teacher is a "Regular" teacher or he/she is "On-Contract" or "Ad-hoc".
 - 18) **Telephone Number:** Telephone or Mobile number of each teacher listed in the table is to be mentioned.

- 19) **Distance from Residence to School:** Distance in kilometers from teacher's residence to the school.

D. New admissions and transfer cases

1. **New admission after 30th september (previous year):** Number of children admitted (direct or through transfer from other school- TC) in each class after 30th September and as on 31st March of the last academic year should be mentioned in this item.
2. **Transfer certificates issued after 30th september (previous year):** Mention the number of TCs issued after the 30th September and as on 31st March of the last academic year.
3. **New admission upto 30th september (current year):** Number of new children from other schools on transfer basis or direct admission should be mentioned. Children promoted from lower to a higher class and belonging to the same school should not be counted as new admission.
4. **Transfer certificates issued upto 30th september (current year):** Number of Transfer Certificates issued to children during current year (from 1st April to 30th September) should be mentioned.

E. Enrolment

- 1) **Sections in classes:** All students of a class in a school are divided into groups for convenience of teaching, specially when the enrolment figure is high. Each group is called a section and a separate attendance register is maintained for each section. A class may have one or more than one sections depending upon enrolment.
- 2) **General student:** Number of students belonging to the general category.
- 3) **SC student:** Number of students classified as belonging to Scheduled Caste as per government orders.
- 4) **ST student:** Number of students classified as belonging to Scheduled Tribes as per state government orders.
- 5) **OBC student:** Number of students classified as belonging to Other Backward Classes as per government orders.
- 6) **Muslim Minority student:** Number of students classified as belonging to Muslim caste as per government orders. It may be noted that muslim students are also a part of above 2,3,4,5 categories and insure that they have been included into the above four categories.

F. Enrolment in current academic session (By age grade)

1. **Enrolment:** The number of students on roll including General, SC, ST, OBC in the school register as on 30th September should be entered.
2. **Age in completed years:** The age of the students should be calculated as on 30th September on the basis of the date of birth as recorded in the school admission register. Calculate the present age of each child on the basis of his/her completed years as on 30th September.

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 **21 of School Particulars**.

H. Repeaters and re-admission (current year)

- 1) **Repeater by social category:** A repeater is one who has been enrolled in the same class for more than one year.
Repeaters by caste and class are to be mentioned here. Possible options for caste are General, SC, ST and OBC. Repeater for Muslim Minority is to be mentioned out of General, SC, ST and OBC.
- 2) **Repeaters in current academic session by reason of repetition (out of above 1).**
 - a. **Failure:** A student who appeared in the annual examination and was declared as 'fail'.
 - b. **Long absentees:** A child who got admitted once but discontinued schooling for more than 3 months without any prior intimation and the same child again starts attending school.
 - c. **Re-admission:** A child whose name was deleted due to some reason from the school register (including transfer certificate cases) but is again readmitted into the same class after a gap of more than one academic session.

I. Incentives (Last academic year for primary classes)

This information is to be entered for the students for General, SC, ST, OBC and Muslim students.

- 1) **Free textbooks:** The number of students who were given free text books by government in the last academic year should be entered.
- 2) **Free stationary:** Number of students provided free stationary like pen, pencil, exercise copies etc. should be mentioned in this item.
- 3) **Free school uniforms:** The number of students who were given free uniforms by government in the last academic year should be entered.
- 4) **Attendance scholarships:** Number of children who received attendance scholarship, (if applicable) should be mentioned in this item.
- 5) **Mid-Day Meal:** Number of childrens benefited under Mid Day Meal Scheme.

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

This information is to be entered for the students for General, SC, ST, OBC and Muslim students.

- 1) **Free textbooks:** The number of students who were given free text books by government in the last academic year should be entered.
- 2) **Free stationary:** Number of students provided free stationary like pen, pencil, exercise copies etc. should be mentioned in this item.
- 3) **Free school uniforms:** The number of students who were given free uniforms by government in the last academic year should be entered.
- 4) **Attendance scholarships:** Number of children who received attendance scholarship, (if applicable) should be mentioned in this item.
- 5) **Mid-Day Meal:** Number of childrens benefited under Mid Day Meal Scheme.

K. Examination results (Previous year academic session)

This information is to be furnished by social categories (General, SC, ST, OBC and Muslim) and class.

- 1) **Enrolment at the end of the previous academic session:** The data is for the previous academic session. Children on roll on the last working day of the academic session should be mentioned.
- 2) **Number appeared:** Number of children who appeared in the end term examination.
- 3) **Number passed:** Number of children who were declared successful and were promoted to the next class.
- 4) **Passed with more than 60%:** Number of children whose average percentage score was above 60% in the end term examination.

L. Children with disabilities

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