

District Information System for Education, 2010-11

Instruction Manual: School Information Schedule

General Instructions

All data to be provided for primary/upper primary schools/sections only. Do not include classrooms, equipments and other facilities exclusively used for secondary & higher secondary classes.

1. The information is to be furnished in respect of all schools. (all educational institutions that impart modern elementary education and is managed by Department of School Education / Deptt. of Madrasha Education / Tribal / Social Welfare Deptt. / Local body. Central Govt. school (KVS/ Jawahar Navoday / Military / Railways / others schools which are running under ICSE, CBSE syllabus etc) SSKs & MSKs of P&RD deptt. Private aided / Private recognized unaided / Private unrecognized and Madrasha Siksha Kendra of MA & ME deptt., and others).
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 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.
4. The data should be recorded in Arabic numerals (viz. 1,2,3 etc.) 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.**
8. All data must be filled in by the head teacher or teacher in-charge of the school after consulting the office records. Generally, the concerned teacher should also have received training for filling up of DCF.
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 returning it.
11. Similarly, before submitting the completed DCF to the EMIS cell at the district level the CRC/CLRC coordinator should verify the data in the DCF, and sign at the appropriate place in the DCF.

12. The CRC/CLRC should also scrutinise the DCF for obvious errors and blank entries. A random 5-10% sample validation of the data should also be conducted. A report based on the sample check findings should be submitted to District Program Officer/EMIS cell at district level.

1. District Code: A four-digit district code is allotted to each district. The District Code is of will be as follows

SSDD - SS - Stands for State of West Bengal which will be 19 and **DD** stands for District which will be a number as used for Census 2001.

S. No	District Name	District Code (SSDD)
1.	DARJEELING	1901
2.	JALPAIGURI	1902
3.	COOCHBEHAR	1903
4.	UTTAR DINAJPORE	1904
5.	DAKSHIN DINAJPORE	1905
6.	MALDA	1906
7.	MURSHIDABAD	1907
8.	BIRBHUM	1908
9.	BURDWAN	1909
10.	NADIA	1910
11.	NORTH 24 PARGANAS	1911
12.	HOOGLY	1912
13.	BANKURA	1913
14.	PURULIA	1914
15.	PURBA MIDNIPUR	1919
16.	PASCHIM MIDNIPUR	1920
17.	HOWRAH	1916
18.	KOLKATA	1917
19.	SOUTH 24 PARGANAS	1918
20.	SILIGURI (not a Census Code)	1921

- 2. School Code:** A seven-digit 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 comprises of the following :

Block ID 2 digits Gram Sansad/Ward ID 3 School ID 2 digits
digits

This will be filled up in the district level after / during the initialisation

3. **Academic Year:** The year of the academic session should be entered. For example, academic year for data pertaining to **30th September**, 2010 would be 2010-11.

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A. School Particulars

1. **School Name:** The full name of the school as in official records should be written in Block letters.
2. **School located in Rural area or Urban area [Rural = 1, Urban=2] :** Enter '1', if the school is located in a rural area. Enter '2', if the school is located in an urban area.
3. **Habitation name (for rural area)/ Mohalla or equivalent urban unit for planning (urban area):** Mention the name of the habitation which comes under the concerned village in case of rural area and name of para/Mohalla in case of urban area.
4. **Village Name (Rural area) /Ward No. (Urban Area) :** Record the name of the Sansad name in the case of rural areas. In the case of urban area, mention the ward number of the town/city/municipality.
5. **Pin Code:** Enter the Postal Index Number (PIN) of the area where the school is located.
6. **Village Panchayat Name (Rural areas only):** For rural areas only. Mention the name of the village/gram panchayat where the school is located.
7. **Name of Cluster Resource Centre (CRC)/(URC)*** - Write the name of the Cluster/Urban Resource Centre as XYZ schools cluster to which the school is attached. In case, CRC/URCs have not been defined '- ' should be entered.
8. **Revenue Block / Municipality name*:** For rural areas, mention name of the Block. Mention the name of the municipality for urban areas.
9. **Educational Block/CLRC/Circle name*:** Give the name of the education circle i.e. CLRC or ULRC in case of rural or urban area.
10. **Assembly Constituency *:** Name of the Assembly Constituency where the school is geographically located should be mentioned.
11. **Municipality (if applicable) *:** For Urban areas only. Give the name of the Municipality.
12. **City (if applicable) *:** Applicable only to Municipal Corporations.
13. **Geographical Information of the school:** if the latitude & longitude data is available in case of school, then enter these data. In case of districts, wherever these data are available, may be supplied from the district centrally.
14. **Phone / Mobile No.:** Give the phone number of **Principal/ Head of school**, who provides the information. **If Principal/Head of the school is not available, then respondent portion would be applicable.** Respondent may be any teacher / staff other than the Head of the school, who has provided the information. The contact no. is required, so that the concerned person may be contacted over phone, if necessary.

15. Distance of school in Kms: .: Write the shortest distance by road in kilometers from the school to the concerned CLRC & CRC. If the school is located in the CLRC or CRC itself, enter '0'. Do not use decimals. Only integer values should be mentioned. For example, 10, 15, 20, 21, 24 etc.

16. Whether school is approachable by all weather roads? : Mention whether school is approachable by road throughout the year to the Children/Teacher in all weather please mention. If road is approachable in all weather then mention 1, if the road is not approachable in all weather then mention 2.

17. Year of establishment: Enter the year when the school was first started/established. Verify actual year of establishment from the official documents available in your school.

18. Year of Recognition of school,(if Recognised) : Enter the year when the school was first recognized by the Government. Verify actual year of recognition from the official documents available in your school.

N.B. (In case of SSK (Sishu Siksha Kendra) & MSK (Madhyamik Siksha Kendra) which were previously EGS centres, the year of establishment and recognition would be the same, as the those EGS centres were not schools earlier, although it might have started functioning since past several years).

18a) Year of Upgradation from Primary to Upper Primary(if applicable) : Enter the year of Up-gradation, when the school was first upgraded from Primary to Upper Primary. Verify actual year of Up-gradation from the official documents available in your school.(Generally the Schools upgraded under SSA will be mentioned for Govt Managed Schools only).

19. Type of School: Select appropriate option as applicable like Boys/Girls/Co-educational. 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.

N.B. If any schools has co-education at any level (secondary/higher secondary), then its should treated as co-educational school.

20. School category: Select appropriate option as applicable. The lowest and highest class in the school determines school category and is coded as follows:

- ? **Primary school -Code (1) :** A school with primary classes (I-IV/V only as the case may be) in the same premises and management.
- ? **Primary with upper primary school- Code (2) :** A school having classes from I to VIII only in the same premises and under the same management.
- ? **Primary with upper primary school and Secondary/Higher secondary school- Code (3) :** A school having provision for teaching of Classes I to X/XII. The highest and lowest classes in such schools would be 1 and 10/12.

- ? **Upper primary school- Code (4)** : Schools starting from Classes V/VI and teaching upto classes VII/VIII. No other school would fall under this category.
- ? **Upper primary school with Secondary/Higher secondary- Code (5)** : Schools having Class V/VI as the lowest class and Class X/XII as the highest class. These schools offer teaching for upper primary, high and/or higher secondary classes.
- ? **Secondary Only - Code (6)** : If the School is having class VII/IX as the lowest class and Class IX as the highest class will be treated as Secondary Only School.
- ? **Secondary with Higher secondary school - Code (7)** :- If the School is having Lowest class VII/IX and the Highest Class X/XII will be treated as Secondary & Higher Secondary School.
- ? **Higher Secondary Only - Code (8)** : Schools having Class XI as the lowest class and Class XII as the highest class. These schools offer teaching for Higher Secondary classes only.

21. Managed by (School Management): Select appropriate option as applicable. School management is coded as given below:

- ? **Department of Education - Code (1)** :
 - i) Schools fully managed and financed by State Government.
 - ii) Primary Schools under the control of DPSCs.
 - iii) Upper Primary (including Secondary and Higher Secondary) Schools under the administrative control of D.I. of schools (S.E.).
- ? **Tribal/Social Welfare Department - Code (2)** : 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.
- ? **Local body - Code (3)** : Schools that are run and financed by Municipal Corporation, Municipality are classified as local body school.
- ? **Private Aided - Code (4) : Recognized Schools**, which are run by an **individual, trust**, or a **private organization** and are receiving partial grants from the state government. All DA getting schools are included in this category.
- ? **Private Unaided school - Code (5) : Recognized Schools**, which are run by an individual or a private organization and do not receive any grant either from a local body or government.
- ? **Other schools- Code (6)** : Any institution not covered under any of the specified categories, should be shown as others.
- ? **Central Govt. schools - Code (7) : Like (K.V.S., Navodaya Vidyalaya, Military schools and other schools managed by Central Govt. / Central Board):** Central Govt. schools Like K.V.S., Navodaya Vidyalaya, Military schools, Railway Schools and other schools managed by Central Govt. / Central Board.
- ? **Un-recognized - Code (8)** : Schools not recognized by any Board should fall under this category.
- ? **Madrasah Recognized (by Wakf board / Madrasah board) Education - Code (97)** : Madrasahs recognized by Board of Madrasah Education & managed by Minority Affairs & Madrasah Education Dept. will be represented by this category.
- ? **Madrasah Unrecognized - Code (98)** : Private unrecognized Madrasah (not recognized by Madrasah Board) will be represented by this category.
- ? **Panchayat & Rural Development - Code (12)** : All the SSKs and MSKs (though formalized as primary and u. primary schools) managed by P& RD Deptt. shall come under this category.
- ? **Madrasah Siksha Kendra - Code (13)** : Administered by the Minority Affairs & Madrasah Education Dept. of the State Government shall come under the category.

? **NCLP Schools - Code (14)** : Administered by the Department of Labour of the State Government under National Child Labour Project (NCLP) shall come under the category.

22. Lowest class in the school: Indicate the lowest class to which students are admitted. For the purpose of indicating the lowest class, do not include Anganwadi, Balwadi or Pre-primary education center even if they are parts of the same school management. The lowest class in a school may be 1, 5, 9 and 11.

23. Highest class in the school: Indicate the highest class for which the school imparts instruction. The highest class in a complete school would generally be any of these values: 4, 5, 8, 10, and 12.

N.B. Both Lowest class and Highest class should be treated according to the sanction by the Government, not according to the present scenario of the school.

24. Medium of Instruction: Mention the medium of instruction code (two digits) as per the state regulation. 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: Bengali (02) / Hindi (04) / Nepali (11) / Oriya (12) / Telugu (17) / Urdu (18) / English (19) / Santali (30) / None (98) / Others (99). In a school **imparting multiple medium of instructions,** the boxes will be filled up **first for 1st language, then 2nd language and so on. All boxes are to be filled up**

A(i) School Particulars

1. Pre –primary section (other than Anganwadi) attached to school: If the school has a pre-primary section attached, then provide details as per a) & b). If it is located in a separate building at a nearby distance or even just in front, it should not be treated as attached.

2. Anganwadi Centre in or adjacent to school: If Anganwadi centre is in or attached to school then provide details as per a) & b). If it is located in a separate building at a nearby distance or even just in front, it should not be treated as adjacent.

3. Is the school residential: 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 residential school.

N.B. The **difference** between Ashram & Non-Ashram type of school is only that, Ashram type of school is meant for residential school **where religious instruction is imparted and enrolment is restricted to children of a particular religion.** There are such schools across the country, viz. Buddhist School where Buddhism is preached. In Ramakrishna Missions, admission are not restricted to any particular religion; therefore those are to be treated as Non –Ashram type of residential school. Similarly, there are Ashram residential schools/hostels administered by the BCW Deptt. of the State Government in almost every Block, which actually as per above definition shall come under the category of Non-Ashram residential schools **although they may bear the name as Ashram school/Hostel.**

4. Whether this is a Special School for CWSN: if the school is meant only for the Disabled children, (viz. Calcutta Deaf & Dumb School etc.) then enter '1' otherwise enter '2'.

5. Is the school building used as a part of shift school: This data is applicable only to the shift schools, where the same premises are used by two different schools. Mention '1' for Yes or '2' for No.

6. Last academic year details: (a) For this purpose, the number of inspections undertaken in the last academic session by an officer of state government authorised for **inspection** of schools (viz, S.I./ A.I./D.I. of Schools) where a detailed report is written should be counted. Normal visits by officials when an inspection report is not written should not be counted as **inspection**. Valid value is 0 to 12.

(b) **Number of visits by CRC Coordinators:** Mention the number of times the CRC s visited school for **academic support** and other purposes during the last academic session. Valid value is 0 to 25.

(c) **Number of visits by Block Resource Persons:** is related to visits made by CLRC level Siksha Bandhus. Mention the number of times, the BRC Siksha Bandhu visited school for **academic support** and other purposes during the last academic session. Valid value is 0 to 25.

(d) **Number of visits by Resource Teacher for CWSN:** Mention the number of times, the Resource Teacher for CWSN (viz. Special Educators) visited the school for **academic support** and other purposes during the last academic session. Valid value is 0 to 25.

7. School funds (last completed financial year) excluding MDM (not to be filled by un-aided school): (a) **School Development Grant (under SSA) :** is meant for school grant under SSA only. Do not enter TLM of Rs.500/- under this category.

(b) **School Maintenance Grant (Under SSA):** Amount provided by SSA in the last financial year to the school for the purpose of school maintenance to be entered here.

(c) **TLM/Teachers Grant (under SSA):** Enter the total amount of TLM grant received by all teachers of the school. (Previous financial year). Viz. if two teachers in the school received a grant of Rs.500/- each, the total amount of Rs.1000/- (2 X 500) should be entered.

(d) **Funds from other sources:** Funds from other sources will normally be in the form of government grants (other than the above), donations, endowments and community contribution, development fee collected from students etc.

N.B. The above data is to be given separately for receipt and expenditure during the previous financial year. Any amount received as salary or part thereof or bonus should be excluded. Information on school fund above should be **as per cash book**

8. Staff Category:

Number of teaching and non-teaching staff is to be provided for teachers who teach elementary (**Primary and U. Primary section includes Classes I to VIII only**), Secondary, Hr. Secondary. 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 school-wise, leave the corresponding columns in DCF blank.

(a) **Teaching Staff (Regular teachers):** Teachers with regular time scale will fall in this category. Teaching staff includes Principal/Head Teacher, Teachers and other categories of teachers working on full time basis. The number of posts sanctioned for the school should be given wherever this type of data is available. Number in position

refers to teaching staff who is working on the record date (30.9.2010). Teachers on short leave or on official duty should be treated as 'in position'. Head Teachers, even if not teaching should be included in the teaching staff. Physical instructors, music teachers, sports teachers etc. should also be treated as part of the teaching staff.

Please follow these -

Primary School / Jr. Basic School	All Teachers in Primary category
Upper Primary only	All Teachers in Upper Primary category
Upper primary with Secondary Schools	The number of total teachers of the normal section (Class V-X) are to be divided into 2 categories – (a) U. Primary (b) Secondary. The number of teachers in the Secondary category shall be minimum 6 and maximum 7. The rest teachers of normal section are U. Primary category teachers.
Upper Primary with Secondary & Higher Secondary Schools	Same as above. For Higher secondary, show the teachers of H.S section under the said box.

- a) **Para Teachers:** Only applicable to Govt/Govt Aided Schools with Para teachers from SSA. Number of sanctioned posts is not applicable. Enter the number of para teachers in position in the schools in the elementary categories only.
- b) **Part-time instructor (for upper primary classes):** As per RTE Act, 2009, each Upper Primary School (Class VI –VIII) having enrolled children >100 should have part time instructor for – i) Art Education, ii) Health & Physical Education & iii) Work Education. If any part time instructor is engaged by school that should be mentioned here.
- c) **Non-Teaching Staff:** The staff other than teaching staff will be treated as non-teaching staff and will include office clerk, typist, accountant, watchman, sweeper, cleaner etc.

N.B. Guest Teachers are not to be included in this table.

A(ii) School Particulars

1. Details of instructional days and school hours:

Number of instructional days (previous academic year) i.e. in the year 2009-10 ; from 1st April 2009 to 31st March 2010, is to be mentioned. 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.

N.B. Annual Sports day is to be included as instructional days.

School hours for children (per day) - Number of hours children stay in school (current academic year): i.e. in the year 2010-11; from 1st April 2010 to 30.9.2010, is to be mentioned.

Record the number of hours children stay in the school for academic activity on a full working day level separately.

Teacher working hours (per day) – Number of hours teachers stay in school (current academic year): Record the number of hours during which the teacher stay in the school for academic activity during the current academic year for each level separately.

2. Is CCE being implemented in school? [Yes=1/, No=2]: if the school implemented continue comprehensive evaluation then, enter '1' otherwise enter '2'.

If 'Yes' then

a. Are pupil cumulative records being maintained? [Not Applicable=0, Yes=1, No=2]: if cumulative records of CCE maintained by the school then, enter '1', if not enter '2', otherwise enter '0'.

b. Are pupil cumulative records shared with parents? [Not Applicable=0, Yes=1, No=2]: if cumulative records of CCE shared with parents by the school then, enter '1', if not enter '2', otherwise enter '0'.

3.1 Only for Private unaided schools (provide information for current academic year) (Not to be filled up during the current year DISE)

a) Number of children belonging to weaker section or disadvantaged group applied for admission in grade I in current academic year (under 25% quota as per RTE Act): The no. of children belonging to weaker section or disadvantaged group can applied for admission in grade/class I (one) in current academic year as per RTE Act.

b) Number of children enrolled in grade I from weaker section or disadvantaged group (under 25% quota as per RTE) : Enter the number children belonging to weaker section or disadvantaged group are enrolled in grade/class I (one) in current academic year as per RTE Act.

N.B. In order to fill up the above box, the state needs to define weaker section and disadvantage group as per RTE Act, 2009. Since the State rule has not been finalized till 30.9.2010, these information shall remain blank for this year DISE, 2010-11.

3.2 Only for Private Aided schools (Category 4 of School Management Type) (To be filled up during the current year DISE)

a) Percentage of Aid being received from Govt. for elementary education: Enter the percentage of Aid received by the School from Govt. for elementary education. Round off the figure to nearest whole number

b) Number of children admitted in grade I (for Free education): Enter number of children admitted in grade/Class I (one) for free education.

N.B. This box shall be filled up, although the state rule has not been finalized yet. While calculating % of aid, expenditure by the school on all heads including maintenance, development teachers' salary shall be taken into account.

Complex case: If a school has Class I-VIII for which govt. provides aid for Class I-V only then % of aid has to be calculated on the basis of teachers' salary etc. granted for Class I –V only. In that case, school having the remaining classes i.e. Class VI-VIII shall be treated as private, unaided school and the name of school will appear in the DISE twice, one as Govt. aided school having Classes I-V and the other as private unaided school having Classes VI-VIII.

3.3 Only applicable U. Primary for Govt. for govt./Aided schools. Only 3.3 (f) need not be filled up during the current year DISE.

4. Details of Special Training (Only for Govt. school) (Not to be filled up during the current year DISE).

N.B. In order to fill up the above columns, the state needs to define Special training as per RTE Act, 2009. Since the State rule has not been finalized till 30.9.2010, these information shall remain blank for this year DISE, 2010-11.

5. When does the academic session start: Enter 01 January, 02- February, 03- March.

6. Whether any text book received in current academic year (upto 30th Sept, 2010) [yes=1, No=2]: If the school received any text book in current academic year then, enter '1' otherwise '2'. Enter month & year when received in (a).

7. Availability of Text Books, Teaching Learning Equipment (TLE) and play material grade-wise (in current academic year):

Enter the status of complete set of textbooks received for each grade.

Enter the status of TLE available for each grade.

Enter the status of play material, games and sports equipment available for each grade.

N.B. Complete set of textbooks means total set of books (viz. language books' means both Bengali & English books together), not books on any single subject.

If TLE or any play material is available for a number of classes, then mention availability for each such class in the appropriate columns of the box provided therein.

B. Physical facilities and Equipment

1. **Status of School Building :** Status of schools is coded as follows :
 1. **Private :** Individual or private organization running the school in own building. No Govt. / Govt. aided school shall come under this category.
 2. **Rented:** Individual, private organization, the local body or the government running the school in a building for which rent is paid.
 3. **Government:** The school building belonging to government department, local body or any such agency (for example education, tribal welfare, social welfare to other department) for education purpose should be considered under this category. In case a school runs in the building of another school, as a shift school, this is to be shown as a Govt. building.
 4. **Government school in a rent-free building:** Some government school don't have their own building but work from a building/rooms provided by community and no rent is paid for the same.
 5. **No building:** Schools without building are to be mentioned under this category.
 6. **Dilapidated:** School is not in usable condition.
 7. **Under Construction:** Newly setup primary / Upper Primary schools for which fund has been allotted but construction not yet completed.

2. **Details of classrooms and other rooms for elementary sections (upto Class-VIII) of the school only: (not to be filled for schools without building).**

Enter total classrooms used for instructional purpose for Elementary Sentions & Total Other rooms

Available type of school building are:

- a. **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.
- b. **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.
- c. **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.
- d. **Tent:** School is running in a structure covered by canvas cloth and supported by pegs and ropes is considered as tent school.

No. of classrooms used for instructional purposes in : Number of classrooms being 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.

No. of Other rooms in : 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.

Conditions of Classrooms and other rooms :

- 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.

N.B. 1: It is difficult to distinguish between major and minor repair. If the costs of repair involves expenditure less than Rs. 5000/- (five thousand) only. then such repair shall be construed as minor repair. If the repairing cost is more than Rs. 5000/- (five thousand) only, then it shall be treated as major repair.

N.B.2: He is to be ensured that the total number of classrooms/ rooms given under various categories in the table should equal the total number of classrooms / rooms given in 2(a) & 2(b).

3. Number of classrooms under construction: Enter no. of classroom under construction.

4. Land available for additional classrooms [Yes=1/ No.=2]: Only land of schools to be taken into account.

5. Separate room for Head Master/Principle available [Yes=1/ No.=2] : Enter '1', if separate room is available for the Head Master/ Principal. if not, then enter '2'.

6. Number of Blackboards (including Green/ White boards): All kinds of blackboards, including Green/ White boards in the school, whether wooden on stands, or built into the walls.

7. Number of classrooms having blackboard at ground level & activity corner (excluding item no. 6): The number of classrooms having blackboard including green /whiteboard for students at ground level & activity corner should be mentioned here.

8. Toilets : (Except Urinals)

No. of Toilet Seats Constructed / Available :

Total : Enter the total number of Toilet seats Available.(i.e.Boys+Girls+ Common)
Do NOT include toilets used exclusively by teachers.

Boys Only : Enter the number of Toilet seats available for Boy students only.

Girls only : Enter the number of Toilet seats available for Girl students only.

Common : Enter the number of Toilet seats used by both boys & Girls students.

No. of Toilet Seats Functional : Functional means only those toilets which are in use.

9. Source of Drinking water facility: The source of drinking water facility used frequently by the school should be mentioned. Only one **major source of drinking water** supply should be indicated even if there is more than one source available for drinking water supply. The possible options are Hand pumps (1), Well (2), Tap Water (3), Others (4) and None (5). Enter the appropriate option.

a) Drinking water facility functional [Yes=1 / No=2] :

N.B. School having drinking water source in the vicinity shall also be treated as having drinking water facility.

10. Status of 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 have electricity, Enter '2', if the school have not and enter '3' if the school have the electricity but not functional.

N.B. A school having electrical equipments running by alternate source of energy viz. solar energy, wind energy etc. shall also be regarded as school having electricity connection.

11. Boundary Wall: The possible options are Pucca (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. Whether school has library [yes=1, No=2]: : Against this item options '1' (Yes) and '2' (No) are given.

a) No. of books in school library: Enter number of books having in the school library. Include books which have been procured under book bank scheme.

13. Does the school subscribe for magazine/news paper [yes=1, No=2]: Enter '1', if the school subscribes for magazine/news paper, otherwise enter '2'.

14. Playground: Whether school has a playground or not. Enter '1 = Yes', if the school has a playground (which may or may not be in school premises). If not, then please enter '2 = No' .

a) if no, whether land is available for developing playground [yes=1, No=2]: if the school has sufficient land for developing playground then, enter '1', otherwise enter '2'.

15. Total Number of computers available for students: Record the total number of computers available **for students** in the school. Data on printers, modems and other accessories are not included in DCF.

a) Enter Total computers Functional out of 15.

Do Not include computers number given in Sl. No. used for office purposes.

16. Does the school have Computer aided Learning (CAL) Lab: A school will be considered having Computer aided learning lab facility, if the computers are used for classroom transaction / presentation of specific lessons to the students. Enter '1', if the school has, Enter '2', if not and enter '3' if the school has the CAL but not functional.

N.B. School having computers granted out of **ICT of the S.E. Deptt. or any other fund** (Other than CAL under SSA) shall not be counted for this purpose.

17. Whether Medical check-up of students conducted last year: Only those check ups involving filling up of Health cards by ANMs/Doctors or trained teachers should be considered. Against this item options '1' (Yes) and '2' (No) are given. Enter '1', if the medical check-up of students was conducted in the last academic year otherwise enter '2'.

18. Ramps for the disabled children: Enter '1' if ramps are constructed in the school to facilitate the movement of disabled children, otherwise enter '2'.

a) if Ramp(s) is/are available, whether Hand-rails for ramp is available [Not Applicable=0, yes=1, No=2]: Enter '1', If Hand-rail is available, enter '2' if not and '0' for not applicable.

19. Furniture for Teachers [All=1, Some=2, None=3]: Enter '1', If Furniture is available for all teachers, enter '2', if available for some teachers and enter '3' for none.

20. Furniture for Students [All=1, Some=2, None=3] : Enter '1', If Furniture is available for all students, enter '2', if available for some students and enter '3' for none.

21. Whether measured campus plan prepared [yes=1, No=2] : Enter '1', if the school has measured campus plan otherwise enter '2'.

N.B. A measured campus plan of a school should contain school map showing location details, boundary wall, scope of future expansion etc. List of schools having measured campus plan, prepared by civil cell, may please be obtained beforehand.

B (i). Mid Day Meal Information (Only for Govt./ Aided Schools)

1. Status of Mid-Day Meal : Enter mid-day meal status. Enter '0' if not introduced, enter '1' if mid-day meal not provided, Enter '2' if MDM provided through introduced & prepared in the school premises and enter '3' if MDM provided but not prepared in school premises.

(i) If 'Provided and prepared in the school premises' :

(a) Give status of Kitchen Shed : Enter '0' if not applicable, enter '1' if kitchen shed available, enter '2' if kitchen shed not available, enter '3' if kitchen shed under construction and enter '4' if MDM prepared in a class room used as kitchen.

(b) No. of Cook-cum-helpers available: Indicate no. in appropriate box for male or female.

(ii) If provided but not prepared in school premises' : Enter '1' if MDM is provided from nearby school, enter '2' if provided by NGO, enter '3' if provided by self help group, enter '4' if provided by PTA/MTA, enter '5' if provided by others and enter '6' if provided by Gram Panchayat.

2. Did the school receive the one-time kitchen Device Grant : Enter '0' if not introduced, enter '1', If school receive kitchen device grant, enter '2', if not.

3. Number of student opted for MDM during the last academic year: Enter the number of Boys & Girls benefited from the MDM during last year in case of Co-ed schools no. of boys & girls are to be indicated separately in the boxes provided.

4. Total number of meals served during the previous academic year: Enter actual number of meals served in total during the previous academic year as per records.

5. Number of days on which MDM was served (Previous academic year): Enter number of days school was opened for academic activity during the last academic year on which MDM was served.

6. Number of inspections made by the supervisory official during the previous academic year : Enter number of inspections made by the supervisory government official during the last academic year.

7. Number of inspections made by the community members during the previous academic year: Enter number of inspections made by the community members during the last academic year.

8. Whether adequate utensils for MDM are available : Enter '1', If adequate utensils are available, enter '2', if not.

9. Is the school Tagged (Meals are supplied from other school) to any other school : Enter '1' if Yes & enter '2' if not.

Other Schemes Information

1. **School is covered under NPEGEL :** Enter '1' for 'Yes' and '2' for 'No'.

2. **KGBV (Kasturba Gandhi Balika Vidyalaya) Model :** Enter '3' for Model 3 if applicable, enter '4' if not applicable.

C: Teachers

*** Total Number of Teachers as shown at item (8) of page no.-2. of DCF**

1. **Name of the teacher:** Enter the full name of the teacher as given in official records.

2. **Gender:** 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 the format DD/MM/YY, D- Day, M- Month and Y - Year e.g. 11.08.75 (11th August, 1975)

4. **Social/Caste category:** Possible options are General (1), SC (2), ST (3), OBC (4), ORC(Other Reserve Category) (5), others (6).

5. **Type of Teacher :** The total number of teaching staff should be classified into various categories as given below. Possible options are Head teacher (1) /, Acting head teacher (2) /, Regular Teacher (3), / Para-teacher (4), Part-time instructor positioned as per RTE (5).

- (1) **Head Teacher:** Normally there are **Head Teachers** in case of Primary Schools and **Head Masters** in case of upper primary schools. In absence of Head Teachers / Head Masters the teacher-in-charge may be regarded as such. In case there is a post of Principal or Rector or any such designation heading the institutions, such post should be treated as **Head Teacher**. Teachers on short leave or on official duty should be treated as 'in position'. Head Teachers, even if not teaching should be included in the teaching staff.
 - (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) **Regular Teacher:** Permanent teachers excluding Head Teacher in the school.
 - (4) **Para Teacher :** Para Teachers/Contractual Teachers for private schools under SSA.
 - (5) **Part-time instructor positioned as per RTE (5):** As per RTE act. For UP schools having classes VI to VIII with enrollment > 100 should have three part-time instructors for -
 - (i) Art Education, (ii) Health & Physical Education & (iii) Work Education.
6. **Year of Joining in present service:** Enter the year of joining in the present (teaching) 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 PhD. (6).
 - b. **Professional:** Possible options are Diploma or Certificate in basic teachers' training of a duration not less than two years (1), Bachelor of Elementary Education(B.El. Ed.) (2), B.Ed. or equivalent (3), M.Ed. or equivalent (4), Others (5), None (6), Diploma/degree in special education (7) completed their Basic Training / Primary Teacher Training / P. JBT, PTT etc.
- N.B.:** Teachers having completed their Junior Basic Training /Primary Teachers Training/PGBT/PTT etc. of duration less than two years should be included in others(5) category.
8. **Classes taught:** Possible options are Primary only (1) / Upper primary only (2) / Mostly primary (3) / Mostly upper primary (4) / Secondary only (6) / Mostly Secondary (7) / Higher Secondary (8).
- N.B.:** The sum of the categories (1), (2), (3) & (4) should be equal to the number of teachers in elementary level, as shown in item (8) of page no.-2. of DCF. Similarly, the sum of categories (6) & (7) shall be equal to the number of secondary teachers and number of category (8) should be equal to the number of Higher Secondary teachers as shown in Teachers table in item (8) of Page-2 of DCF.
9. **Main Subjects taught:** Possible options are All subjects (1) / Languages (2) / Mathematics (3) / Environment Studies (4) / Sports (5), Music (6), Science (7), Social studies (8), Arts education (91), Health & Physical Education (92), Work Education (93) and Others (0).

10. **Total days of In-service training received in last academic year:** As a part of SSA regulations, in-service training is organized. Please indicate the number of days of in-service training received in last academic year for each category (BRC/CLRC, CRC, DIET, others).
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 viz. Election, Census, Relief work etc. 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. **Mathematics studied upto:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), PostGraduate (5), M. Phil. Or Ph. D. (6).
13. **English studied upto:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. Or Ph. D (6).
14. **Social Studies studied upto:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. Or Ph. D (6).
15. **Working in the present school since (Year):** Enter the year of joining in the present school as per office records.
16. **Types of Disabilities (If any) :** Enter '1' if not applicable, '2' for Locomotor, '3' for Visual and '4' for Others.
17. **Whether Trained for teaching CWSN :** Enter '1' if trained to teach Children with Special Needs (CWSN) i.e. having undergone RCI (Rehabilitation Council of India) foundation course in professional classes on IEDC and '2' for untrained to teach CWSN.
18. **Religion:** Enter 1 if Hindu, 2 if Muslim, 3 if Christian, 4 if Buddhist and 5 if others.
19. **Attendance:** No of days teachers attended in the school for the last academic year.

D. New admissions

1. **Previous Academic Session (2009-10) (For New Admission after 30th September with TC) :** Enter numeric values for Boys & Girls of Class-I to Class-XII in between 01/10/2009 to 31/03/2010.

2. **Previous Academic Session (2009-10) (For New Admission after 30th September direct entrants)** : Enter numeric values for Boys & Girls of Class-I to Class-XII in between 01/10/2009 to 31/03/2010.
3. **Current Academic Session (2010-11) (For New Admission after 30th September with TC)** : Enter numeric values for Boys & Girls of Class-I to Class-XII in between 01/04/2010 to 29/09/2010.
4. **Current Academic Session (2010-11) (For New Admission after 30th September direct entrants)**: Enter numeric values for Boys & Girls of Class-I to Class-XII in between 01/04/2010 to 29/09/2010.

D(i). New admissions in Grade I (Except repeaters)

Total children admitted in Grade/Class – (I) may not always be equal to sum of no. of children with pre school experience in same school + another school + Anganwadi/ECC centre, because there may be children who have been directly admitted in Grade/Class – (I) without having any experience in pre-schooling/Anganwadi/ECC centre.

E. Enrolment in current academic session (by social category)

1. **Sections in classes:** All students of a class in a school are divided into groups for convenience of teaching, especially 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 section depending upon enrolment. This **MUST** be filled up properly. The total no. of students all sections (boys/girls) has to given in the rows below.
 - A. **General student:** Number of students belonging to the general category (including student belonging to the minority – Muslim Community.)
 - B. **SC student:** Number of students classified as belonging to Scheduled Caste as per government orders.
 - C. **ST student:** Number of students classified as belonging to Scheduled Tribes as per state government orders.
 - D. **OBC student:** Number of students classified as belonging to Other Backward Classes as per government orders.
2. **Minority student:** Number of students classified as belonging to Minority (Muslim) to be shown separately below the total column.

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 30/09/2010 should be entered.
2. **Age in completed years:** The age of the students should be calculated as on **30th September, 2010** 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 year as on **30th September, 2010** (Do not include fractions. For example, if the child is seven years and eleven months as on 30.09.2010, the age should be reported as seven only and not eight years).

G. Enrolment in current academic session (By medium of instruction)

The number of students according to the medium of instruction should be given here. Class wise number of boys girls should be given here. In case of schools with one medium of instruction total students should be given against the medium.

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

Repeater: A repeater is one who has been enrolled in the same class for more than one year. Caste-wise it can be divided into four categories i.e. General, SC, ST and OBC. Numeric values to be entered in these fields of each Class (Class-I to Class-XII) with a breakup of Boys and Girls. In the filed 'Total Repeaters', the summation of the values of General, SC, ST and OBC (Class-wise with breakup of Boys and Girls) to be entered.

In the field 'Muslim' the numeric values of the Repeaters (Class-wise with a breakup of Boys and Girls) of Muslim community to be entered out of total repeaters.

I. Facilities provided to children (Last academic year, only for primary classes)

This information is to be entered for the students for SC, ST, OBC and General students and also Muslim Minority (Out of Total students).

- ? **Free textbooks:** The number of students who were given free textbooks by government of west Bengal.
- ? **Free stationary:** The number of students who were given free exercise book, pencil, eraser etc., if any, by government of west Bengal.
- ? **Free uniforms:** The number of students who were given free uniforms by government in the last academic year if any, should be entered.
- ? **Scholarships:** The number of students who got scholarships by government in the last academic year if any, should be entered.
- ? **Free transport facility:** The number of students who got free transport facility by government in the last academic year if any, should be entered.
- ? **Free residential facility:** The number of students who got free residential facility by government in the last academic year if any, should be entered.

J. Facilities provided to children (Last academic year, only for Upper primary classes)

This information is to be entered for the students for SC, ST, OBC and General students and also Muslim Minority (Out of Total students).

- ? **Free textbooks:** The number of students who were given free textbooks by government of west Bengal.
- ? **Free stationary:** The number of students who were given free exercise book, pencil, eraser etc., if any, by government of west Bengal.
- ? **Free uniforms:** The number of students who were given free uniforms by government in the last academic year if any, should be entered.
- ? **Scholarships:** The number of students who got scholarships by government in the last academic year if any, should be entered.
- ? **Free transport facility:** The number of students who got free transport facility by government in the last academic year if any, should be entered.
- ? **Free residential facility:** The number of students who got free residential facility by government in the last academic year if any, should be entered.

K. Children with Special Needs

The total number of Children Grade-wise (both Boys and Girls) needs to be mentioned as per the type Disability mentioned. (V.I.-Visual Impairment (Blindness),V.I.-Visual Impairment(Low Vision),H.I.-Hearing Impairment, S.I.-Speech Impairment, Locomotor Impairment(L.I.),Mental Retardation(M.R.),Learning Disability(L.D.),Cerebral Palsy(C.P.), Autism, Multiple Disability(M.D.).

L. Children with Special Needs

Total number of Facilities provided to CWSN children in last Academic year (upto elementary level) as per the facilities provided to the CWSN children. Brail books, Brail kits, Low Vision kit, Hearing Aid, Braces, Crutches, Wheel Chair, Tri-Cycle, Calliper.

N.B.: There is no linkage between (K) & (L). Facility provided by other departments viz. Women & Child Development Deptt., Social Welfare Deptt. Including SSA should be reflected.

M. Attendance (Previous Academic Year)

1. Annual attendance: Add all the presents of all the children for each grade separately for boys and girls.
2. Total enrollment (Previous year): Enter previous year enrollment for each grade separately for boys and girls.

N.B.: Average attendance as worked out in the DISE 2010-11 DCF should not be taken into consideration and actuals should be entered.

Supplementary variables

0. **Previous Year DISE School Code :** [Max Length (7)] In Case of Relocation please enter the previous year DISE School code. *To be filled in by the District MIS Co-ordinator.*
1. **SEMIS School Code :** [Max Length (11)] The School code of the Secondary and Higher Secondary to be entered here. *To be filled in by the District MIS Co-ordinator.*
2. **Number of ACR sanctioned SSA (till date) :** [Max Length (2)] Enter the number of Additional Classroom (ACR) sanctioned under SSA till date, otherwise enter 0.
3. **if Sanctioned , No of ACRs Completed :** [Max Length (2)] Enter the number of ACR construction already completed that was sanctioned under DPEP/SSA.
4. **Name of the Mouza / Revenue Village :** [Max Length (40)] Enter the name of the Mouza / Revenue village where the school is situated.
5. **JL No. of the Mouza / R.Village :** [Max Length (3)] Enter the JL No. of a mouza / Revenue village where the school is situated.
6. **Average daily attendance (upto class VIII only):** [Max Length (4)] Enter the average value of the daily attendance of the students.
7. **Distinct feature of the catchment area of the school :** [Max Length (1)] Enter '1' for SC concentrated, '2' for ST concentrated, '3' for OBC concentrated; '4' for Minority (Muslim) concentrated & '5' for Others).
8. **In which of the following areas is the school located :** [Max Length (1)] Enter '1' for Slums ; '2' for International Border; '3' for Flood Prone; '4' for Forest; '5' for Hilly; '6' for Others).
9. **Is water facility available for Toilet :** [Max Length (1)] Enter '1' for Yes or '2' for No.
10. **Total Number of Urinals Available:** [Max Length (3)] Enter the number of Urinals other than toilet seats available in school. Enter 0 if not available.
11. **Syllabus / Curriculum followed :** [Max Length (1)] Enter '1' for State Govt. Board, '2' for CBSE, '3' for ICSE, '4' for Others and '5' for None.
12. **Postal address:** [Max Length (75)] Enter the Postal address of the School here.
13. **No of Days food supplied in previous academic year:** [Max Length (3)] Enter the no. of days food supplied of Mid-day Meal in previous Academic Year.
14. **Is Guest Teacher appointed in School:** [Max Length (1)] Enter '1' for Yes or '2' for No.
15. **If yes, Number of Guest Teacher appointed in School:** [Max Length (3)] If Guest Teacher appointed in School, Enter the number of Guest Teacher appointed in School upto 30th Sept.. Otherwise Enter 0.

16. **Number of Classrooms used for Class IX & X :** [Max Length (3)] Enter Total number of classrooms used for class IX & X. (Rooms exclusively used for **Class IX & X**).
17. **Number of Classrooms used for Class XI & XII :** [Max Length (3)] Enter Total number of classrooms used for class XI & XII. (Rooms exclusively used for **Class XI & XII**).
18. **Total area of vacant land (in Sq. ft.) available for construction:** If there is any vacant land available for construction of new classrooms.
19. **No. of Classrooms used for Class I to Class IV:** Enter no. of classrooms used for academic purpose for Class I to Class IV.
20. **No. of Classrooms used for Class VI to Class VIII:** Enter no. of classrooms used for academic purpose for Class VI to Class VIII.
21. **No. of Contact teacher:** If there is any contact teachers is available or not.