

**Unified District Information System for Education
2016-17**

Instruction Manual: School Information Schedule

General Instructions

All schools providing primary education, upper primary education, secondary education or equivalent and higher secondary education or equivalent in West Bengal should submit all relevant information/data pertaining to school education facilities (as on 30th September, 2016) through UDISE format for the year 2016-17 positively.

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 should be given from 1st April – 31st March of each completed year i.e. as per financial 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 both the 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 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. | HOOGHLY | 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 |
| 21. | ALIPURDUAR | 1922 |

2. **School Code:** A eleven-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 eleven digit school code comprises of the following :

District ID 4 digits Gram Sansad/Ward ID 3 digits School ID 2 digits Block ID 2 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**. 2016 would be 2016-17. Previous academic year 01st February 2015 (01/02/2015) to 31st December 2015 (31/12/2015). Current academic year 01st January 2016 (01/02/2016) to 31st December 2016 (31/12/2016).

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A (I). 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 Gram 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. **Gram Panchayat Name*:** For rural areas, mention name of the Gram Panchayat. should be mentioned by the CRC Siksh Bandhu.
7. **Name of Cluster Resource Centre (CRC) * -** Write the name of the Cluster Resource Centre as XYZ school cluster to which the Cluster is attached. In case, CRCs have not been defined '-' should be mentioned by the CRC Siksh Bandhu.
8. **Block / Municipality Name*:** For rural areas, mention name of the Block & for the urban areas mention the name of the Municipality. It should be mentioned by the CRC Siksha Bandhu.
9. **Educational Block/CLRC/Circle/ULRC name*:** Mention the name of the education circle i.e. CLRC or ULRC in case of rural or urban area. It should be mentioned by the CRC Siksha Bandhu.
10. **Assembly Constituency *:** Name of the Assembly Constituency where the school is geographically located should be mentioned by the CRC Siksha Bandhu.
11. **Municipality (if applicable) *:** For Urban areas only. Give the name of the Municipality.
12. **City (if applicable) :-** Applicable only for Municipal corporation area.
13. **Phone / Mobile No. / E-mail / Website :** 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. Also, mention the **E-mail** address and **website** if available.
14. **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 to 10 & 12.

- **Upper primary school- Code (4)** : Schools starting from Classes IV and teaching upto classes VIII. No other school would fall under this category.
- **Upper primary with Secondary & Higher secondary- Code (5)** : Schools having Class V 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.
- **Primary with Upper Primary and Secondary School. - Code (6)** : If the School is having Class-I as the lowest class and Class X as the highest class will be treated as Primary with Upper Primary and Secondary School.
- **Upper Primary with Secondary - Code (7)** : Schools having Class-V as the lowest class and Class-X as the highest class. These schools will be treated as Upper Primary with Secondary.
- **Secondary Only - Code (8)** : Schools having Class IX as lowest class and Class-X as highest class. These schools will be treated as Secondary only.
- **Secondary with Higher secondary school - Code (10)** :- If, the School is having Lowest class IX and the Highest Class XII will be treated as Secondary & HigherSecondary School.
- **Higher Secondary Only - Code (11)** : Schools having Class XI and XII only. These schools will be treated as Higher Secondary only.

15. Lowest class in the school: Indicate the lowest class to which students are admitted. For the purpose of indicating the lowest class, do not include Anganwadi, 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.

16. 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.

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

- 1) **Boys only:** Schools admitting boys only.
- 2) **Girls only:** Schools admitting girls only.
- 3) **Co-educational:** Schools admitting both boys and girls.

18. Managed by (School Management): Select appropriate 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 getting 100% financial aids from the State Govt. |

- **Tribal/Social Welfare Department /Mass Education Department - Code (2) :** Schools fully managed and financed by the Tribal Welfare or Social Welfare or Mass

Education 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.
- **Central Govt. schools - Code (7) : Like K.V.S., Navodaya Vidyalaya, Military schools, Tibetan School, Railway Schools and other schools managed by Central Govt. / Central PSU.**
- **Un-recognized - Code (8) :** Schools not recognized by any Board should fall under this category.
- **Madrasah Recognized By Madrasah Board - Code (97) :** Madrasahs recognized by Board of Madrasah Education and managed & financed by Minority Affairs & Madrasah Education Dept., GoWB 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 Upper 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.
- **Govt. Sponsored Code (15) :** Govt. sponsored

19. Distance of School : Follow as per DCF

20. 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.

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

22. Year of Recognition of school, (if Recognised) : Mention 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 would be the year of starting the centre and the year of recognition would be 2009.]

23. **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.

Year of Upgradation from Upper Primary to Secondary (if applicable) : Enter the year of Up-gradation, when the school was first upgraded from Upper Primary to Secondary.

Year of Upgradation from Secondary to Hr. Secondary (if applicable) : Enter the year of Up-gradation, when the school was first upgraded from Secondary to Hr. Secondary.

N.B. 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).

24. **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'.

25. **Is the school a 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.

26. **Is the school residential:** Residential schools are defined as those schools which have a hostel managed by the same school and where the lodging and boarding facilities for students are provided by the school. Mention '1' for Yes or '2' for No according to the stage(s) for which Hostel accommodation is available. 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, in case of Ashram type school, Hostel is an integral part of the school from inception of the school. Schools, where Hostel is an additional attachment, it is known as Non-Ashram type hostel.

27. **Is this a Religious Minority school:** if the school is declared as religious minority school by competent authority. Mention '1' for Yes or '2' for No.

If 'Yes', Type of Minority: Give appropriate Minority code if Religious Minority school is yes.

Medium of Instruction: Mention the medium of instruction code (two digits) as per the state regulation.
28. The codes given to the languages are noted in the DCF. If a school **imparting multiple medium of instructions**, the boxes will be filled up **first for 1st medium, then 2nd medium and so on.**

a) **Are the majority pupils taught through their mother tongue(s) at primary stage :** if majority of students are taught in the local language give code for Yes. If different language is taught other than the local language give code for No.

b) **Languages taught at primary stage:** Give codes for languages taught at primary level in school. Upto three languages can be provided for one school.

29. **Affiliation Board :** Put, 1 for CBSE, 2 for State Board (WBBPE,WBBSE,WBCHSE and WBBME) 3 for ICSE, 4 for International Board, 5 for Others in different levels (Secondary and Hr. Secondary)

a) **Does the school offers any pre-vocational course(s) at secondary stage:**Pre vocational courses include simple marketable skill to students in classes IX and X to develop vocational interests and aptitude among students. This leads to self-exploration and making vocational preferences.

If the school offers any pre-vocational courses at Secondary stage or otherwise, reply using appropriate code.

b) **Dose the school provide educational and vocational guidance and counselling to students** : if the school provides vocation/career counselling and guidance to students, reply yes using the appropriate code, otherwise, reply No as per code.

30. **Geographical Information of the school, if available** : It specifies the Latitude and Longitude position of the school. Mention the Latitude & Longitude position in appropriate field.

31. **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)& c). If it is located in a separate building at a nearby distance or even just in front, it should not be treated as attached.
If Yes, Mention the number of students and number of teachers and classrooms in appropriate field a), b)& c). These classroom will not be consider at the time of classroom Availability.

32. **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.
If yes, (If Anganwadi centre is attached), mention the number of students and number of teachers in appropriate field.

33. (a) **Number of academic inspections** : the number of inspections undertaken in the last academic session by an officer of state government authorized for **inspection** of schools (viz, S.I./ A.I./D.I. of Schools) where a detailed report is written should be counted.

(b) **Number of visits by CRC Coordinators** : Mention the number of times of visit of CRC Coordinators to the school for **academic support** and other purposes during the last academic session.

(c) **Number of visits by Block Level Officer**: Mention the number of times, the Block Level Officer (viz. BDO & Others) visited the school during the last academic session.

34. **School funds for elementary schools / sections (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 (including civil grant).

(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.

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**

35. **Staff Category** :

Number of teaching and non-teaching staff is to be provided for teachers who teach at elementary (**Primary and U. Primary section includes Classes I to VIII only**), Secondary, Hr. Secondary level. The data for teaching staff sanctioned and in position in the school should be indicated as per the following classification.

- (a) **Teaching Staff (Regular teachers):** Teachers with regular pay 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 (30.9.2016). 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 for Sanctioned & In-Position -

| | |
|--|--|
| For Primary School / Jr. Basic School | All Teachers in Primary category |
| For Upper Primary only (Jr. High) | All Teachers in Upper Primary category |
| Upper Primary with Secondary School | The number of total teachers of the normal section (Class V-X) are to be divided into 2 categories – (a) U. Primary (b) Secondary. As per staff pattern 12 regular teachers are mandatory for upper primary schools with secondary sections. Distribute 6 teachers each for upper primary classes (V to VIII) & secondary classes (IX to X) respectively. For every additional teacher start distribution from the lowest class (V) and proceed to the highest (class- X), thus if there are 20 teachers distribute 6 each to V to VIII and IX to X first. Then assign one each from the lowest class (class V) counting it as 13 th then 14 th and so on. Thus Class-X will get 18 th teacher. Assign 19 th teacher to class V, 20 th teacher to Class VI, etc. In case, the number of teachers in position is less than 12, divide them equally for Upper Primary & Secondary level. If there is any additional (uneven) teacher, add it to the Upper Primary level. |
| Upper Primary with Secondary and Higher Secondary & Higher Secondary Schools | Same as above as far as upper primary and secondary is concerned. For the Higher Secondary level, show the number of teachers sanctioned to the school for the H.S section under the said box. |

- b) **Para Teachers (Elementary Level):** Only applicable to Govt./ Govt.Aided Schools having Primary, Upper Primary, Secondary and Higher Secondary level 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. The VRPs who have since been re-designated as Para-teachers at the primary level should be included.

C) Part-time instructor positioned as per RTE (Upper Primary only)

- N.B. Guest Teachers should be treated as Regular Teacher and Contractual Teachers if any are to be included in the column of Para Teacher.**

A (II) School Particulars (Only for Elementary)

1. Details of Instructional Days and School Hours:

Number of instructional days (previous academic year) i.e. in the year 2015; from 1st January, 2015 to 31st December 2015, 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 and Annual Sports day.**

School hours for children (per day) - Number of hours children stay in school (current academic year): Record the number of hours children stay in the school for academic activity on a full working day for each level separately.

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

2. **Is CCE being implemented in school? [Not applicable=0, Yes=1, No=2]:** if the school implemented **Continuous 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)

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.

3.2 Whether School Managing Committee (SMC) has been constituted : (Enter '0' for Not applicable, '1' for 'Yes' and '2' for 'No')

If, above option is 'Yes' i.e. '1' then

- a) Mention number of Male and Female SMC members
 - b) Mention number of Male and Female Representatives of Parents / Guardians / PTA
 - c) Mention number of Male and Female Representatives / nominees from local authority / local Govt. / Urban local body
 - d) Mention the number of meetings held by SMC during the previous academic year.
 - e) Whether SMC prepare the School development Plan (Put, '0' for not applicable, '1' for 'Yes', '2' for 'No')
 - f) Whether separate bank account for SMC is being maintained (Put, '0' for 'Not applicable', '1' for 'Yes', '2' for 'No')
- If yes, Mention the bank details as given (Bank name, Branch name, Account No, Account Name, IFSC Code)

4. **Details of Special Training (Only for Govt. school). :-** Special Training means Training of Children who has been admitted to age appropriate classes.

Follow as per DCF.

5. **When does the academic session started:** Enter *01 for Jan.*

6. **Mention whether any text book and / or text book grants received in current academic year (up to 30th Sept, 2016) [yes=1, No=2]**
7. **Availability of free Text Books, Teaching Learning Equipment (TLE) and play material (in current academic year):** Complete set of free Text Books means the set of books supplied free of cost and the amount paid in cash as reimbursement for the remaining Text Books (if any).
8. **No. of instructional days in previous academic year (For Secondary & Hr. Secondary only)**
- a) Mention the no. of instructional days in previous academic year in Secondary section and the no. of instructional days in previous academic year in Hr. Secondary section.
- b) Mention whether CCE is being implemented or not. (*Put '0' for 'Not applicable', '1' for 'Yes' and '2' for 'No' in Secondary and Hr. Secondary sections*)
- c) Mention if School Management Committee (SMC) and School Management and Development Committee (SMDC) are same in the school. *Put '1' for 'Yes'*
If, above option is 'No' then mention the followings.
- (a) Put, '1' if SMDC is constituted, else put '2' in the given box.
- Mention total no. of male and female SMDC members / representatives.
- (i) Mention no. of Male & female representatives of Parents / Guardians / PTA
- (ii) Mention total no. of male and female representatives from local government/urban local body.
- (iii) Mention no. of male & female members from Educationally Backward Minority Community
- (iv) Mention no. of female members from Women Group
- (v) Mention no. of male & female members from SC/ST community
- (vi) Mention no. of male & female Nominees of the District Education Officer (DEO)
- (vii) Mention no. of male & female members from Audit and Accounts Department (AAD)
- (viii) Mention no. of male & female members from Subject experts (one each from Science, Humanities and arts/Crafts/Culture) nominated by District Programme Coordinator (RMSA)
- (ix) Mention no. of male & female teachers (one each from Social Science, Science and Mathematics) of the school
- (x) Mention no. of male & female Vice-Principal/Asst. Headmaster, as member
- (xi) Mention no. of male & female Principal/Headmaster, as Chairperson
- (xii) Mention no. of male & female Chairperson (If Principal/Headmaster is not the Chairperson)
- (b) Mention no. of meetings held during the last academic year 2015-16.
- (c) Follow instruction as per DCF
- (d) Follow instruction as per DCF
- (e) Follow instruction as per DCF
- (f) Follow instruction as per DCF
- (g) Follow instruction as per DCF

B (I). Physical facilities and Equipment

1. **Status of SchoolBuilding** : Mention building status (*Private =1, Rented=2, Govt.=3, Govt. school in a rent free building=4, No Building=5, Dilapidated=6, Under Construction=7*)

Private means where the school building belongs to an individual / Private Body / Trust / Society etc., who is running / managing the school.

Rented means where the school is run in a building for which rent is paid by the school authority.

Govt. means where the school building belongs to the Govt. / Govt. aided authority / Local Body managing the school.

Govt. school in a rent free building means the school is Govt. / Govt. aided but the school building does not belongs to the school authority and no rent is paid.

Under construction is applicable only in case of new set up school or an existing school which was earlier building less.

2. **Details of classrooms and availability of furniture**

Pre-Primary classroom will not be consider here.

(a) **Total Classrooms used for instructional purposes** ((including Laboratory Room and Computer Room).): 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 classrooms under construction : Mention the no. of classrooms under construction.

Availability of Furniture (Desk/Table) for Students : If, furniture (Desk / Table) are available for all students then put '1' in the box. If, it is available for some students only then put '2' in the box. If, there is no furniture, then put '3' in the box.

(b) **Total 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, Resesource room for CWSN and other rooms which are not used for instructional purposes.

(c) Mention no. of Classrooms and other rooms by condition.

Type of building block are (For elementary section)

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

Conditions of Classrooms and other rooms :

- 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: It is to be ensured that the total number of classrooms used for instructional purpose given under various categories in the table 2(c) should equal the total number of classrooms used for instructional purpose given in 2(a). For Secondary and Hr. Secondary sections, mention the numbers of classrooms available according to the condition of classrooms (Good condition, Need minor repair and Need major repair)

3. **Land available for Additional Constructions :** Put '1' in the box, if land is available for additional classrooms construction and '2' if not.

4. **Separate room Head Teacher / Principal :** Put '1' in the box, if separate room is available for Head Teacher / Principal and put '2' if not.

5. **Toilets and urinals details :**

No. of Toilet Seats Constructed/Available : Mention sex wise total no. of Toilet Seats available for students.

No. of Toilet Seats Functional : Mention no. of Toilet Seats which are used by the students.

How many of above toilets have water available in the toilet for flushing and cleaning : Out of the total toilets, mention how many have water available for flushing and cleaning.

Total Urinals available : Mention how many Urinals are available for boys and girls.

(a) Is the hand washing facility available near the toilet/urinals? [Put '1' for 'Yes' and '2' for 'No']

(b) Is there any toilet that is friendly to CWSN : [A toilet is friendly to CWSN if there is handrail in the toilet. For 'Yes' put '1' and for 'No' put '2']

6. **Main source of drinking water facility :** If, source of Drinking water is 'Hand pumps' then put '1' For 'Well' put '2', for 'Tap water' put '3', for 'others' put '4' for 'none' put '5' in the given box.

a) Whether drinking water facility is functional : If it is functional put '1' , if 'No' put '2' in the box.

7. **Electricity connection available in the school :** If electric connection is available then put '1' , if 'No' put '2' , 'If available but not functional' put '3'

8. **Type of Boundary wall :** Put '0' for 'Not Applicable' (Where boundary wall is not necessary/no scope), '1' for 'Pucca', '2' for 'Pucca but broken', '3' for 'barbed wire fencing', '4' for 'Hedges(Green Fencing)', '5' for 'No boundary wall', '6' for 'Others', '7' for 'Partial', '8' for 'Under Construction'.

9. **Whether school has Library facility /Book bank /Reading Corner:** Availability of supplementary books for children either to be used in school or for home borrowing is to be treated as a school library. In the school these books may be kept in a separate room/ in head master's room or even in the classroom corner. if Yes, a) Number of Books in Library

b) Does the School has have full time librarian : 1=Yes, 2=No

10. **Does the school subscribe for news paper/magazine :** Put '1' if newspaper/magazine is subscribed and '2' if not.

11. **Playground :** Availability of open space in the school premises or nearby, which is used by the students for any outdoor activity should be treated as a Playground. However size of the said open space should be commensurate with the number of students of the school.

12. **Details of Computers(For teaching and learning purposes) :** Write the total number of computers available and total number of computers in (functional) working conditions.
 13. **Does the school have Computer Aided Learning (CAL) Lab :** Write '1' for 'Yes', '2' for 'No', and '3' for 'yes but not functional'
 14. **Whether Medical check-up of students conducted last year:** Write '1' for 'Yes', '2' for 'No'
a) Frequency of Medical check-up in the school: Enter number of times
 15. **Whether ramp for disabled children needed to access classrooms :** As per DCF
- N.B :** *Question no. 17 to 20 are only for Secondary and Hr. Secondary stage :*

17. **Details of Attached Hostel Facility :** Please fill up as per DCF.
18. **Does the school have following facilities :** Please fill up as per DCF.
19. **Does the school have following (For Hr. Secondary sections only) :** Please fill up as per DCF
20. **Does the school have following equipments in working/usable condition:** Please fill up as per DCF

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

Please fill up as per DCF.

C: Teachers

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

1. Put Aadhaar UID number, if available.
2. **Name of the teacher:** Enter the full name of the teacher as given in official records.
3. **Gender:** Mention '1' for Male and '2' for Female. Do not leave this column blank.
4. **Date of Birth:** Enter the date of birth as per official records in the format DD/MM/YY, D- Day, M- Month and Y - Year e.g. 11.08.75 (11th August, 1975)
5. **Social/Caste category:** Possible options are General (1), SC (2), ST (3), OBC (4), ORC(5), others(6)
6. **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) /, Teacher (3), / Para-teacher (4), Instructor positioned as per RTE (5)/ Principal (6) / Vice-Principal (7) / Guest Teacher (10)/ DGHC Contract Teacher (11).
Head Teacher: Normally there are **Head Teachers** in case of Primary Schools and **Head Masters** in case of upper primary schools. Teachers on short leave or on official duty should be treated as 'in position'.
7. **Nature of Appointment :** It's of 3 types. Put, '1' for 'Regular', '2' for 'Para/Contract' and '3' for 'Part-Time'
8. **Date / year of Joining :** Date / year of Joining in Service.
9. **Highest Qualification:**

Academic : 1=Below secondary, 2=Secondary, 3=Higher Secondary, 4=Graduate, 5=Post. Graduate, 6= M.Phil or PHD, 7= Others

Professional : 1=Diploma or certificate in basic teachers' training of a duration not less than two years,
 2=Bachelor of Elementary Education (B.El. Ed.),
 3=B.Ed.orequivalent,
 4=M.Ed. or equivalent,
 5= others,
 6=none,
 7=Diploma/degree in special education

- 10. Classes taught:**The sum of teachers under category (1) & (3) should be equal to the number of teachers as shown in table-35 of page no.-2. of DCF under category of teachers for Primary and the teachers under categories (2) & (4) shall be equal to the number of Upper Primary teachers as shown in table-35 of page no.-2. of DCF under category of teachers for Upper Primary level. Similarly, the sum of teachers under categories (5) & (7) shall be equal to the number of secondary teachers as shown in table-35 of page no.-2. of DCF under category of teachers for Secondary level and the teachers under categories (6) & (8) shall be equal to the number of Hr. Secondary teachers as shown in table-35 of page no.-2. of DCF under category of teachers for Hr. Secondary level.
- 11. Appointed for subject:** Follow as per DCF.
- 12. Main Subjects taught:** Follow as per DCF.
- 13. Total Days of in-service training in last academic year:**
 BRC , CRC , DIET , Others
- 14. Number of working days spent on non-teaching assignments:** Teachers work on non-teaching duties for conducting official work (non-teaching) of education and other departments 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. Non teaching assignments performed on holidays should be excluded.
- 15. Mathematics / Science studied upto:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. Or Ph. D. (6).
- 16. English / Language as per schedule VIII studied upto:** Possible options are Below Secondary (1), Secondary (2), Higher Secondary (3), Graduate (4), Post Graduate (5), M. Phil. Or Ph. D (6).
- 17. 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).
- 18. Working in the present school since (Year):** Enter the year of joining in the present school as per office records.
- 19. Types of Disabilities (If any) :** Enter '1' if not applicable, '2' for Ortho, '3' for Visual and '4' for Others.
- 20. 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.
- 21. Religion:** Enter 1 if Hindu, 2 if Muslim, 3 if Christian, 4 if Buddhist and 5 if others.
- 22. Attendance:** No of days teachers attended in the school for the last academic year.

23. Trained in use of computer & teaching through computer: Provide information whether teacher is trained in use of computer and teaching through computers.

D(i). New admissions in Grade-I (Only for schools having Primary Sections) - 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, Christian, Buddhist, Paris, Jain & Other 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.

Mushlim : Out of total student mention No of student as belonging to Muslim communities.

Note : Out of total students mention number of students belonging to Christian, Sikhs, Buddhist, Parsi & Jain communities..

F. Enrolment in current academic session (By Age Grade) – All Children

1. **Enrolment:** The number of students on roll including General, SC, ST, OBC in the school register as on **30/09/2016** should be entered.

2. **Age in completed years:** The age of the students should be calculated as on **30th September, 2016** 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, 2016** (Do not include fractions. For example, if the child is seven years and eleven months as on 30.09.2015, 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 and 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, Christian, Buddhist, Paris, Jain & Other Community 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 SC, ST, OBC, General and also Muslim (Out of Total students) of Primary (Class-I to Class IV) students.

- **Free textbooks:** The number of students who were given free textbooks 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.
- **Free transport facility:** The number of students who got free transport facility by government in the last academic year if any, should be entered.

I (ii) Facilities provided to children (Last academic year, only for Upper Primary classes)

This information is to be entered for SC, ST, OBC, General and also Muslim (Out of Total students) of Upper Primary (Class-V to Class VIII) students.

- **Free textbooks:** The number of students who were given free textbooks 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.
- **Free transport facility:** The number of students who got free transport facility by government in the last academic year if any, should be entered.

J. Examination Results (Last academic year)

Provide the quantitative figures on enrolment, Appear in examination, Passed number & % in the relevant columns in the given Tables.

K. Children with Special Needs

The total number of Children Grade-wise (both Boys and Girls) & social category wise 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. Facilities provided to Children with Special Needs (Last academic year)

Total number of Facilities provided to CWSN children in last Academic year (for Elementary, Secondary and Hr. Secondary as per DCF) 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.

M. Availability of Streams in the School (For schools having Secondary & Hr. Secondary classes)

Provide the availability of the Streams (Arts, Science, Commerce, Vocational and Other streams)

N. Enrolment and Repeaters by Stream (For schools having Secondary & Hr. Secondary classes)

Provide the quantitative figures on enrolment in the relevant columns in the given Tables.

O. Examination Results (for a, b, c, d) (Only regular students)

Write the quantitative figures in the relevant columns as per given range in the given tables.

P. Receipts and Expenditures (Under RMSA)

Provide the details of grants disbursed to schools under the RMSA in the financial year **2015-16**, their utilization and spillovers (if any) as on 1st April of the next financial year.

Q. Number of Non-Teaching, Administrative and Support staff sanctioned and In-position

Provide designation wise (As per DCF), number of Sanctioned and number of staff In-Position.

State defined Supplementary Variables

1. **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.*
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. **Scope of Expansion:** If Vertical enter '1', if Horizontal enter '2', and if 'Both' enter '3'.
7. **Plot No & Dag No** : Enter Plot No & Dag No.
8. **Whether** testing of drinking water source has been done ? : Write '1' for 'Yes', '2' for 'No'
9. **Whether the school having resource room for CWSN students?**
Write '1' for 'Yes', '2' for 'No'