

DISTRICT INFORMATION SYSTEM FOR EDUCATION
INSTRUCTION MANNUAL : SCHOOL INFORMATION SCHEDULE

GENERAL INSTRUCTIONS

The information to be filled up in this form is a mandatory requirement of the government of India and presently this scheme is under the MHRD.

1. All the information /data to be provided in this form must be as it stands on/ up to 30.09.2009, unless otherwise mentioned.
2. For **Revenue District Name**, please write the name of the Revenue district or the Police district. (Please do not write the DOE District assigned to you, in this column)
3. In the **Academic Year** (2009-2010), is already filled by DOE.
4. Please do not leave any box blank.

Please enter your Login ID (School ID) and the password which is provided by the DOE.

Password is given below for different type of schools

(if you have not changed the password).

S.No	School Type	Password
1	MCD	Same as School ID
2	MCD Aided	Same as School ID
3	MCD Unaided (Recognized)	Same as School ID
4	NDMC	Same as School ID
5	DCB	Same as School ID
6	KVS	Same as School ID
7	DOE Unaided (Recognized)	New

Note: For filling online DISE Proforma DOE and DOE Aided schools use same password as allotted by Directorate.

If you have no password or you have forgotten your school ID and password please contact given below address with application for requesting to allot school password.

Please contact:

DISE Coordinator (**Mr. R. M. Mohla**),
Del-E/CAL LABS, PATRACHAR VIDYALAYA BUILDING,
TIMARPUR, DELHI – 110054.
Phone Numbers: 23819901, 23819902, 23810654, **9871009659 (M)**

Part A :-Information in the form according to the Serial Numbers
(As on 30/09/2009)

1. School Name

Already filled by DOE.

1 a. Complete Address of School

Already filled by DOE.

2. Ward No. & Name

Please select and click on the ward No. according to the area, in which your school is situated.

If your school is an **NDMC** School please select the charge number of the area of your school. (Charge number must be between 1 and 9)

If your school is under Delhi Cantonment Board (**DCB**) please select Ward No. / Name of DCB. Other wise select MCD **Ward**.

3. Assembly (Constituency) No. & Name

Please select and click on the Assembly no. according to the area, in which your school is situated.

4. Pin code Number

Please write Pin code of the area in which your school falls in the box provided.

5. Municipality Type Name (MCD/NDMC/DCB)

Please write Municipality Name of the area in which your school is situated.

6. Zonal Office/ CRC/DURC/ DIET (name and Distance in Km. (Round Figure) From your school)

Name, Address with Location of Center /Office and distance in Km. (absolute figure not in decimal number), from your school.

a. Name of Zonal Office

Address with Location of Zonal Office and please write the distance (in km) absolute figure not in decimal number, of your school from the Zonal Office.

b. Name of Cluster Resource centre (CRC)

Please select the name of the Cluster Resource Centre of your school according to the location of the school and please write the distance (in km) absolute figure not in decimal number, of your school from the Cluster Resource Centre (CRC).

c. Name of District Urban Resource centre (DURC)

Please Select the name of the District Urban Resource Centre (DURC) of your school from the list provided and please write the distance (in km) absolute figure not in decimal number, of your school from the District Urban Resource Centre (DURC).

Name of the District

1. East
2. North-East
3. West
4. North
5. North-West

DURC Name

- DURC Karkardooma
- DURC Bhola Nath Nagar
- DURC Rajinder Nagar
- DURC Keshav puram
- DURC Pitam Pura

6.	South	DURC Moti Bagh
7.	South-West	DURC Nazaf Ghar
8.	Central	DURC Daryaganj
9.	New Delhi	DURC R.K. Puram, Sec -7

d. Name of DIET

Please Select the name of the District Institute of Education and Training (DIET) of your school from the list provided and please write the distance (in km) absolute figure not in decimal number, of your school from the District Institute of Education & Training (DIET).

Name of the District		DIET Name
1.	East	DIET Karkardooma
2.	North-East	DIET Bhola Nath Nagar
3.	West	DIET Rajinder Nagar
4.	North	DIET Keshav puram
5.	North-West	DIET Pitam Pura
6.	South	DIET Moti Bagh
7.	South-West	DIET Ghumman Hera
8.	Central	DIET Daryaganj
9.	New Delhi	DIET R.K. Puram, Sec -7

7. Phone No. Details (Landline with STD Code and Mobile No.)

Please write the Land line Phone Number with STD Code and Mobile Number.

a. School / Head of the school Phone Number

Please write the Land line Phone Number with STD Code and Mobile Number of the HM and Principal and Vice Principal

b. Respondent Phone

Please write the Land line Phone Number with STD Code and Mobile Number of the Respondent Phone who fill the format.

8. Year of establishment of school. (YYYY)

Please write the year in which your school was established in the box provided.

9. Rural/Urban

Please select the category under which your school falls, out of Rural/Urban.

10. Type of school

Select the type of your school, out of the category provided **boys /girls/co -Ed**. If boys and girls students are enrolled in your school in any classes then **Type of School should be Co-Ed**.

11. Shift of the Name.

Select '**morning**' if your school is a morning shift. Select '**evening**' if your school is an evening shift.

12. Whether school (Exclusively) only Nursery school?

Select '**Yes**' if your school has only nursery classes.
Select '**No**' if your school has classes other than nursery classes.

13. School Nomenclature. (Please write the school Nomenclature code)

Class range	School Nomenclature code
Nursery only	0
Nursery to V	1
I to V	2
Nursery to VIII	3
I to VIII	4
VI to VIII	5
Nursery to X	6
I to X	7
VI to X	8
Nursery to XII	9
I to XII	10
VI to XII	11
IX to X	12
IX to XII	13
XI to XII	14

14. Lowest class in school

Please mention the lowest class in your school according to following scheme of number

Classes	Number
Pre-pry	0
I	1
VI	6
IX	9
XI	11

Please write the appropriate number in the box provided.

15. Highest class in school

Please write the highest class in your school according to the following scheme of numbers:

Classes	Number
V	5
VIII	8
X	10
XII	12

Please write the appropriate number in the box provided.

16. School Category

It is auto select field according to low class and high class in your school please check it.

17. Managed by

Please select the managing body out of the categories provided.

18. Medium of Education in School

Please write the medium of Education in school which is officially assigned to your school according to the number code, in the box provided.

<i>Language</i>	<i>Code</i>	<i>Language</i>	<i>Code</i>
Assamese	1	Oriya	12
Bengali	2	Punjabi	13
Gujarati	3	Sanskrit	14
Hindi	4	Sindhi	15
Kannada	5	Tamil	16
Kashmiri	6	Telugu	17
Konkani	7	Urdu	18
Malayalam	8	English	19
Manipuri	9	Tibetan	20
Marathi	10	other language	99
Nepali	11		

Note: If your school has even one section with 'English' as the medium of instruction, then the code of your school will be '19'.

If two subjects (Math & Science) book are printed and teaching in **English medium** then you have to **Medium of Education in School= English (19)**

If two subjects (Math & Science) book are printed and teaching in **Hindi medium** then you have to **Medium of Education in School= Hindi (4)**

If two subjects (Math & Science) book are printed and teaching in **Punjabi medium** then you have to **Medium of Education in School= Punjabi (13)**

If two subjects (Math & Science) book are printed and teaching in **Urdu medium** then you have to **Medium of Education in School= Urdu (18)**

These above condition applied for All Language

Note: In case of school have more than One Medium of Education in School you have to submit their enrolment separately for each on **Page No. 21 {Part-G: Enrolment in current academic session (By medium of instruction)}**

19. Kshetra (Name and ID)

Please select Name and ID of the Kshetra of your school.

20. Whether Resettlement Colony

If your school falls in the area of a Resettlement colony, please select “**Yes**”.

If the school does not fall in the area of a Resettlement colony, select “**No**”.

21. Whether JJ (Jhuggi Jhopdi) Cluster Colony

If your school falls under the area of a JJ.Cluster; please select “**Yes**”.

If your school does not fall under the area of a JJ.Cluster, select “**No**”.

Part A -1:-School Particulars

(As on 30/09/2009)

1. Pre - Primary Section attached to the school

If your school nomenclature code is 0, 1, 3, 6 or 9 please select 'Yes' otherwise 'No'

- a. If yes : Whether ECCE or Nursery**
 Select ‘1 for ECCE (Elementary Child Care Education)’ if any ECCE section is attached to your school.
 Select ‘2 for Nursery’ if any Nursery Section attached to your school
- b. If yes : Total students in Pre-primary/ Nursery section**
 Give total number of students enrolled in Pre-primary / Nursery section in your school
- c. If yes : Total Teachers in Pre-primary/ Nursery section**
 Give total number of Teachers in Pre-primary / Nursery section in your school
- 2. Is Anganwadi centre(s) in or adjacent of the school**
 Select ‘Yes’ if your school have Anganwadi centre.
 Select ‘No’ if your school no any Anganwadi centre.
- a. If yes : Total students in Anganwadi Centre(s)**
 Give total number of students enrolled in Anganwadi centre in your school
- b. If yes : Total Teachers in Anganwadi Centre(s)**
 Give total number of Teachers in Anganwadi centre in your school
- 3. Is the school Residential (Yes = 1 / No = 2)**
 If your school is a Residential school select ‘Yes’.
 If your school is not a residential school, select ‘No’.
- a.** If Yes then **please select type** of your residential school
- | Type | Select Number |
|-------------------------------------|---------------|
| 1. Ashram Government | 1 |
| 2. Non- Ashram Government | 2 |
| 3. Private | 3 |
| 4. Other | 4 |
| 5. Not Applicable | 5 |
| 6. Kasturba Gandhi Balika Vidyalaya | 6 |
- 4 a. Is the school building used for running different schools in two shifts? (Yes = 1 / No = 2)**
 If the building of your school has two different schools running in morning and evening shifts, select ‘Yes’.
 If the building of your school has only one school in a single shift select ‘No’.
- b.** If your school is a part of double shift, mention the school code of other school
- 5. Last Academic Year details (from 1-04-2008 to 31-03-2009).**
 Please write the details of the last academic year for the following in the boxes provided for purpose.
- a.** Number of instructional (teaching) days (in Minimum three digits).
b. Number of academic inspections.
c. Number of visits by CRC coordinators.
d. Number of visits by DURC coordinators.

6. School Funds (last completed financial Year (from 1-04-2008 to 31-03-2009) (Required for DOE, MCD, NDMC, DCB & Aided schools) **(optional for unaided recognized schools)**

Please write the details of the funds received (under Receipt column) and utilized (under Expenditure column) by your school in the Last Financial year **(from 1-04-2008 to 31-03-2009)**.

- a. School Development Grant (Under SSA)
- b. School Maintenance Grant (under SSA)
- c. TLM Grant/Teachers Grant (under SSA)
- d. TLE (One time Grant) Grant (under SSA).
- e. Funds collected from students (Fees, PWF, boys fund, PTA etc.)
- f. Funds from other sources (Donations, NGOs, grants, aids etc)

7. Total No. of Teachers in school (Including Principal/Vice-Principal/HM)

Please write the details of the total Number of Teaching staff including Principal/ Vice-Principal/HM as on date 30-09-2009.

8. Total No. of students in school (Including Pre-primary classes)

Please write the details of the total Number of student enrolled in your school including pre - primary classes as on date 30-09-2009.

9. Staff Category (in number)

Please write the number of staff in your school in the boxes provided against each category. (a to k)

Please write the number of posts sanctioned in the boxes provided. Please write the number of staff actually in position in the box provided.

Write 'NA', if the post/category of the staff is not applicable to your school.

- a. Principal
- b. Vice-principal
- c. H.M
- d. All PGT
- e. All TGT.
- f. Miscellaneous teacher
- g. Guest Teacher / Community Teacher / Contract Teacher
- h. Para Teacher (Untrained)
- i. Primary /Assistant Teacher
- j. Nursery Teacher + HM (xx + x)
- k. Non - teaching staff
- l. Total Staff**

Note: - Total Staff (Excluding Non-teaching staff) should be matched with Total No. of Teachers in Sl. No. 7. (Total No. of Teachers in school (Including Principal/Vice-Principal/HM))

**Part B: – School Building, Equipment, Facilities, Furniture and Other Data
(As on 30/09/2009)**

1. Status of School Building

Please select the status of your school building out of the categories provided (Private=1, Rented=2, Govt.=3, Govt. School in a rent free building=4, No building=5, Dilapidated =6, Under Construction =7)

2-I. Details of Classrooms & other rooms (Not to be filled by schools have no building)

- a. Please write the total number of classrooms used for instructional (teaching) purposes for I-V, VI-VIII, IX-X, XI-XII separately and Total Number of all classrooms.
- b. Please write the total number of other rooms for I-V, VI-VIII, IX-X, XI-XII separately and Total Number of all Rooms.

2-II. Details of classrooms and other rooms with their condition.

Please write the total number of

- i. Building blocks (separate buildings) in the school
- ii. Classrooms used for instructional (teaching) purposes, **Class wise (i.e.- I-V, VI-VIII, IX-X, XI-XII)** against the type (condition) of building provided in the categories as per the definition of PWD.
 - a. Pucca
 - b. Semi Pucca
 - c. Kuchha
 - d. Tent
 - e. Porta cabin
 - f. Pre-fab
 - g. Tin Shed and is the **Number of Classrooms** In good condition, Need minor repair, Need major repair, and
- iii. Other rooms in the school building **Class wise (i.e.- I-V, VI-VIII, IX-X, XI-XII)** against the type (condition) of building provided in the categories as per the definition of PWD.
 - a. Pucca
 - b. Semi Pucca
 - c. Kuchha
 - d. Tent
 - e. Porta cabin
 - f. Pre-fab
 - g. Tin Shed and **the Number Other rooms** in school building is in good condition, Need minor repair, Need major repair.

3. Are classrooms under construction in school? (Yes=1/No=2)

If classrooms are under construction in school building, select 'Yes'.

If classrooms are not under construction in school building, select 'No'.

- a. If Yes, which type of rooms under construction in the school building (Pucca =1, SPS =2, Kuccha =3, Tent =4, Porta-Cabin =5, Pre-Fab=6, Tin Shed= 07 please write the type.
 - b. If Yes: please write Number of classrooms under construction.
- 4. Land available for Additional classroom**
If your school has available land for additional classroom; please select 'Yes',
If your school has not available land for additional classroom; select 'No'.
- 5. Separate room for Head Master available** (Yes=1/No=2)
If your school has separate room for Head Master; please select 'Yes',
If your school has not available separate room for Head Master; select 'No'.
- 6. a Total No. of Blackboards in school (including all classes)**
Please write total Number of blackboards in school using for all classes excluding activity corner (*ground level blackboard*).
- b. Total No. of Blackboards Used for Only Elementary level (for class I-VIII).**
Please write total Number of blackboards in school, used for Only Elementary level (for class I-VIII) excluding activity corner (*ground level blackboard*).
- 7. Number of Classrooms having blackboard for students at ground level and activity corner (Excluding Item No. 6 a & b)**
Please write in the boxes provided, the total number of classrooms in your school in which the blackboard for students/kids is provided or situated at ground level and/or activity corner of the room.
Note: Such black boards are provided only for very smallkids.
- 8. Number of Toilets blocks.**
Please write number of toilets seats for boys only, girls only and common toilets available in school. (**Excluding Urinals**)
- a. Number of Toilet seats constructed / available
 - b. Number of Toilet seats functional
- 9. a Source of drinking water facility**
Please write source of drinking water facility (like Hand Pump, Bore Well, Tap Water, Other, None, Water Tanker) If school have Hand pump write = 1, Bore Well write =2, Tap Water write = 3, Other write = 4, None write = 5, and Water Tanker write = 6)
- b. Drinking water facility is functional or not**
If your school have drinking water facility is functional please select 'Yes'. or your school have not drinking water facility functional please select 'No'.
- 10. Electricity in School**
If there is electricity in your school, please select 'Number 1 for Yes'.
If there is no electricity in your school, please select 'Number 2 for No' and
If yes; there is electricity in your school, but not functional please select 'Number 3 for but not functional'
- 11. Boundary Wall**
Please select the type of boundary wall of your school out of the categories (provided

(Pucca=1, Pucca but broken=2, Barbed wire fencing=3, Hedges=4, No Boundary Wall=5, Others=6, Partial = 7)

12 a. Book Bank/ Library/Reading corner (Yes=1/No=2)

If there is Book Bank/ Library/Reading corner in your school, please select '**No. 1 for Yes**'.
If there is no Book Bank/ Library/Reading corner in your school, please select '**No. 2 for No available**' and

- b.** If yes, please write the total number of books in the Book Bank /Library/Reading corner of your school, in the box provided, Please write '0', if there is no Book Bank in your school.

13. Playground

Please select '**Yes**' if your school has a play ground .

Please select '**No**', if your school does not have a play ground.

14. Detail of computers

Please write the information of compute Available and Functional in school f or class's I- VIII and Classes IX-XII separately.

a. Total No. of Computers in school

b. Total No. of Computers for teaching purpose

15. Does the school have computer Aided Learning (CAL)?

If there is **CAL** in your school, please select '**Number 1 for Yes**'.

If there is no **CAL** in your school, please select '**Number 2 for No**' and

If yes; there is **CAL** in your school, but not functional please select '**Number 3 for but not functional**'

16. Medical check up of students

If your school had conducted a medical check up of students in last year (2008 -09), please select "**Yes**".

If your school had not conducted a medical check up of students in last year (2008 -09), please select "**No**".

17. Ramps for Physical Handicap children

If your school has ramp/ramps for disabled children, select "**Yes**",

If your school has no ramp/ramps for disabled children, select "**No**".

18. Furniture for Teachers

If your school has sufficient furniture for all the teachers in the school, please select '1'.

If your school has sufficient furniture for some teachers in the school, please select '2'.

If your school doesn't have any furniture for teachers in the school, please select '3'.

19. Furniture for Students

If your school has sufficient furniture for all the Students in the school, please select '1'.

If your school has sufficient furniture for some Students in the school, please select '2'.

If your school doesn't have any furniture for Students in the school, please select '3'.

- 20. Number of Fans**
Please write in the box provided the total number of fans in working condition in your school .
- 21. Number of Tube lights and CFL**
Please write in the box provided, the total number of tube lights Compact Fluorescent Lamps (CFL) in working condition in your school.
- 22. Number of Almirahs**
Please write the total number of almirahs being used in your school in the box provided.
- 23. Number of Trunks/Boxes**
Please write the total number of trunks and/or boxes in your school in the box provided for the purpose.
- 24. Number of sitting desks for students**
Please write the total number of sitting desks for students being used in your school. Counting should be done according to the seating capacity of the desk. (One desk having seating capacity of one should be counted as one, having seating capacity of two should be counted as two and so on).
If no sitting desks are available, write '0' in the box provided .
- 25. Kitchen Shed in the school.**
Please select “**Yes**”, if your school has a Kitchen Shed.
Please select “**No**”, if your school does not have a Kitchen Shed.
- 26. Is there regular supply of drinking water through school hours for all students and teachers?**
If your school has a regular supply of drinking water for all students and teachers through school hours, select “**Yes**”.
If your school does not have a regular supply of drinking water for all students and teachers through school hours, select “**No**”.
- 27. Is Water Cooler in working condition?**
If your school has a water cooler in working condition, select “**Yes**”.
If your school does not have a water cooler selects “**No**”.
- 28. Is Water Purifier/ Filter fitted with water cooler?**
If your school has a water purifier or filter fitted with the water cooler, select “**Yes**”.
If your school has not water purifiers/filter fitted with the water cooler, select “**No**”.
- 29. Is there a regular Librarian for the library?**
If there is a regular librarian for the library of your school, select “**Yes**”.
If there is no regular librarian in your school, select “**No**”.
- 30. Are there separate library classes for all the students?**
If there are separate library classes for all the students in your school (as per the time table) please select “**Yes**”.

If there are no separate library classes for all the students in your school (as per the time table) please select “**No**”.

31. Has the school started Adolescence Education Programme?

If your school has started Student Adolescence Education Programme (YUVA) for the students, please select “**Yes**”.

If your school has not started Student Adolescence Education Programme (YUVA) for the students select “**No**”.

If Yes, select which classes

Please select on all the classes for which the Adolescence Education Programme (YUVA) has started in your school.

32. Does the school have a counselor

If your school has a counselor (EVGC) to guide students on issues such as career, growing up, an adolescence) etc. please select “**Yes**”.

If your school does not have a counselor (EVGC) to guide students on issues such as career, growing up, an adolescence etc.) Please select “**No**”.

33. How important are sports.....

If your school conditions/ situations are such that sports and games in the school in terms of the children actually playing (as per they facilities, playground, inclusion in time table etc. in training & practice) are **very important, select “1”**.

If your school conditions/ situations are such that sports & games in the school in terms of the children actually playing (as per they facilities, playground, inclusion in time table etc. in training & practice) are reasonably important, **select ‘2’**.

If your school conditions/ situations are such that sports & games in the school in terms of the children actually playing (as per they facilities, playground, inclusion in time table etc. is training & practice)is not at all important **Select ‘3’**.

34. Is Rain water harvesting facility available in your school?

If your school has a rain water harvesting facility available, select “**Yes**”.

If your school does not have a rain water harvesting facility available, selects “**No**”.

35. Do all toilets have running water throughout school hours?

If your school has all toilets have running water through out school hours, select “**Yes**”.

If your school does not have all toilets have running water throughout school hours , selects “**No**”.

36. Toilet facility

Please write the total number of Building Block for Toilet, Number of Seats/separation for Urinal and Number of WC Toilet (other than Urinal) for

For Girl students

For Boy Students

For Female Staff

For Male Staff

For Physical Handicap person

For Common Use

Please give detailed description separately.

Part B (I) : – Mid Day Meal (MDM) Information (As on 30/09/2009)

1. Status of Mid Day Meal

If your school not provided Mid Day Meal , please **select “1”**.

If your school provided Mid Day Meal and prepared it in school premises , please **select “2”**.

If your school provided Mid Day Meal but not prepared in school premises, please **select “3”**.

I. If provided & Prepared in school premises. (Please give some information separately)

a. Give status of kitchen shed

If your school has available, please **select “1”**.

If your school has not available, please **select “2”**.

If your school has under construction, please **select “3”**.

If your school has used a classroom as a kitchen , please **select “4”**.

b. Fuel used for preparation for meals

If your school used Gas, please **select “1”**.

If your school used Fire wood, please **select “2”**.

If your school used Coal, please **select “3”**.

If your school used other source, please **select “4”**.

c. Water facilities for Mid Day Meal is Available

If your school have water facility for prepare MDM, select **“Yes”**.

If your school does not have water facility for prepare MDM, selects **“No”**.

II. If provided but not prepared in school premises. (Please give some information separately)

a. Provide source by MDM

Who is provided MDM for your school

From nearby school, please **select “1”**.

From any NGO, please **select “2”**.

From self help group, please **select “3”**.

From PTA (Parents Teacher Association), please **select “4”**.

From MTA (Mother Teacher Association), please **select “5”**.

From other sources, please **select “6”**.

If NGO, Mention the name of the supplier group.

b. Is any school tagged to this school?

Please write **"Yes or No."** If your school tagged to another school, or Meals are supplied form other school, please **select “yes”**.

2. **Did the school receive the one -time kitchen Devices Grant.**
If your school received the one-time kitchen Device grant, Please write “Yes”.
If your school not received the one-time kitchen Device grant, Please write “No”.
3. **Whether adequate utensils of MDM are available**
If your school has available adequate utensils of MDM, Please write “Yes”.
If your school has not available adequate utensils of MDM, Please write “No”.
4. **Number of Days food supplied in previous academic Year**
Please write Number of days when food supplied in previous academic year.
5. **Details of MDM beneficiaries (total number of students in class I-VIII) in current year (2009-10)**
Please give the information of students who is benefited by MDM scheme category wise (General, SC, ST, OBC and All Minority {Muslim + Sikhs + Jain + Buddhists + Christian + other (Out of Total)}) and Gender wise and give information separately Primary Classes (class I-V) and Upper-Primary Classes (class- VI-VIII).

B. (II) - Disability Related Problem

1. **School Management facing any problem regarding Disable Students (Yes=1/No=2)**
If your, school Management facing any problem regarding Disable Student s, please select “1 for Yes” otherwise select “2 for No”
2. **If yes, which type of problem (give Remarks)**
If yes, please give Remarks

PART C : Details of Teaching Staff

- [Part C1: Pre-Primary/Nursery Teachers,**
Part C2: Primary Teachers (Class I-V),
Part C3: TGT (Upper Primary Level Teachers - Class VI-VIII),
Part C4: TGT (Only for Secondary level Teachers (Class IX -X),
Part C5: PGT (Sr. Secondary/Higher Secondary level Teachers (Class -XI- XII)]

& Non-Teaching Staff

- [Part C 6: Non - Teaching Staff (Optional for Un-Aided Schools)]**
in your schools (As on 30/09/2009)

All coloumn in teaching and non- teaching format are same in part C1, C2, C3, C4, C5, and C6 but in online it may be separate format for every part and instructions for filling are provided in the each part separately.

Sl No. (Auto Generate)

Do not give Sl no.

A: Employee Code (Optional Column)

Please fill the Employee ID provided to you by the department (only for DOE schools)

B: Name of the All teacher (Including Principal/ Vice-Principal/ HM & Miscellaneous Teachers)

Please fill the full name of the teacher.

C: SEX

Select Sex.

D: Date of Birth (dd/mm/yyyy)

Fill your date of birth as per your school records.

E: Caste

Select your cast out of the categories provide.

F: Category

Select the category of the teacher out of the category provide.

G: Year of joining in present service.

Fill only year of joining in present service as per school records.

H: Highest Qualification (Academic)

Select the Academic qualification of the concern teacher out of the category provided.

I: Highest Qualification (professional)

Select the professional Qualification of the concern teacher out of the categories provided.

J: Classes Taught.

Select the classes taught by the teacher according to the post assigned to him/her.

Main subject Taught.

Select the main subjects being taught by the concerned teacher as per the post assigned.

K: Subject -1 Taught.

Select the main subjects being taught by the concerned teacher as per the post assigned.

L: Subject -2 Taught.

Select the main subjects being taught by the concerned teacher as per the post assigned.

Total days in -service received in last academic year

Fill the total days of in service training received by the teacher in the last academic year (2008-2009) given by different organization DURC , CRC, DIET, SCERT, Other.

M: Total days of in -service training(DURC)

Fill the total days of in service training received by the teacher in the last academic year (2008-2009) for DURC.

N: Total days of in -service training.....(CRC)

Fill the total days of in service training received by the teacher in the last academic year (2008 -2009) for CRC.

O: Total days of in -service training..... (DIET)

Fill the total days of in service training received by the teacher in the last academic year (2008 -2009) for DIET.

P: Total days of in -service training..... (Others)

Fill the total days of in service training received by the teacher in the last academic year (2008 -2009) for others.

Q: Number of working days spent by the teacher on non -teaching assignments.

Fill up the number of working days spent by the teacher on non -teaching assignments.

Subject studied Up to class

Select the level up to which the teacher has studied Maths, English, and Science.

R: Mathematics Studied up to.

Select the level up to which the teacher has studied Maths.

S: English Studied upto.

Select the level up to which the teacher has studied English.

T: Science Studied upto.

Select the level up to which the teacher has studied Science .

U: Working in the present school since (YYYY).

Fill up the year since which the concern Teacher has been working in the present school.

V: Type of Disability (if any).

Select the type of Disability (if any) category of the concern Teacher out of the category provided.

W: Trained for teaching CWSN

If teacher trained by CWSN for teaching disabled students, Please select “Yes”.

If teacher not trained by CWSN for teaching disabled students, Please select “No”.

X: Post status

Please give post status like Regular, Contract and Ad-hoc basis.

Y: Marital Status.

Select marital Status.

The entries in this part are to be made for all the teachers in your school. Please fill in the respective columns according to the instructions given in the foot notes of the proforma.

Part D:- New Admission and Transfer Cases

Previous academic session (2008-09) (30/09/2008 - 31/03/2009)

Please write the total number of new admissions and the transfer certificates issued in your school during the above- mentioned period in the boxes provided.

Please write the total number of such cases (transfer certificates and new admissions) of boys and girls students for all classes (from I to XII) separately.

Current Academic session (2009-10) (01/04/2009 to 30/09/2009)

Please write the total number of new admissions and the transfer certificates issued in your school during the above-mentioned period in the boxes provided.

Please write the total number of such cases (transfer certificates and new admissions) of boys and girls students for all classes (from I to XII) separately.

**Part E:- Enrolment (Existing number of Students up to class XII)
in year 2009-10 By Category Grade (As on 30/09/2009)**

Please write the total number of students enrolled in each class of your school separately.

Note: The data provided by your school should only be as it stands on 30/09/2009.

Please write the total number of boys and girls in each class each class from pre-primary to class XII in the boxes provided against each category viz.

General

SC (Scheduled caste)

ST (Scheduled Tribe)

OBC (Other Back Ward Classes)

Educationally Back ward All Minority (Muslims, Sikhs, Jain, Buddhists, Christian and Other) give information separately.

**Part E1:-Enrolment in current academic session (By Category Grade & Stream
wise for class XI & XII) in year 2009-10 (As on 30/09/2009)**

Enrolment (Existing number of Students in classes XI and XII)

Please write the sections of the different streams of subjects provided below each stream (write all the sections in each stream, and then write the number of boys and girls separately as counted in all these sections)

Please write the total number of boys and girls in class XI and XII in the boxes provided against each category and stream viz.

General

SC (Scheduled caste)

ST (Scheduled Tribe)

OBC (Other Back Ward Classes)

Educationally Back ward All minority (Muslims, Sikhs, Jain, Buddhists, Christian and Other) give information separately.

**Part F:- Enrolment in current Academic session (By Age Grade)
in year 2009-10 (As on 30/09/2009)**

Please write the total number of boys and girls [All Categories (General + SC + ST + OBC)] in each class separately according to their age in years as shown in each column.

Note: The age of the students is to be calculated according to the cut off date of age of admission in your school.

**Part F1:- Enrolment in current Academic session (By Age Grade)
in year 2009-10 (As on 30/09/2009)**

Please write the total number of boys and girls [Only General Category] in each class separately according to their age in years as shown in each column.

Note: The age of the students is to be calculated according to the cut off date of age of admission in your school.

**Part F2:- Enrolment in current Academic session (By Age Grade)
in year 2009-10 (As on 30/09/2009)**

Please write the total number of boys and girls [Only SC Category] in each class separately according to their age in years as shown in each column.

Note: The age of the students is to be calculated according to the cut off date of age of admission in your school.

**Part F3:- Enrolment in current Academic session (By Age Grade)
in year 2009-10 (As on 30/09/2009)**

Please write the total number of boys and girls [Only ST Category] in each class separately according to their age in years as shown in each column.

Note: The age of the students is to be calculated according to the cut off date of age of admission in your school.

**Part F4:- Enrolment in current Academic session (By Age Grade)
in year 2009-10 (As on 30/09/2009)**

Please write the total number of boys and girls [Only OBC Category] in each class separately according to their age in years as shown in each column.

Note: The age of the students is to be calculated according to the cut off date of age of admission in your school.

**Part F5:- Enrolment in current Academic session (By Age Grade)
in year 2009-10 (As on 30/09/2009)**

Please write the total number of boys and girls [All Minorities (Muslim + Sikhs + Jain + Buddhists + Christian + Others) Category] in each class separately according to their age in years as shown in each column.

Note: The age of the students is to be calculated according to the cut off date of age of admission in your school.

**Part G:-Enrolment in Current Academic Session (2009-10)
by Medium of instruction (As on 30/09/2009)**

Please write the different medium of instruction/ teaching available in your school for each class in the box provided under Medium. Then write the total number of boys being taught in that medium for each class.

Also write the total number of girls being taught in that medium for each class.

Note: Total number of student's class wise should match with the total class wise enrollment in Part E for the form.

**Part H: - Repeaters and Re-admission in Current
Academic Session (2009-10) (As on 30/09/2009) by social category**

Please write the total number of boys and girls separately, who are cases of long absentees (absent for more than one month) in each class from Primary till class XII, in the boxes provided for the purpose.

Please write the total number of boys and girls in class I to XII in the boxes provided against social category viz.

General

SC (Scheduled caste)

ST (Scheduled Tribe)

OBC (Other Back Ward Classes)

Write Educationally Back ward All Minority (Muslims, Sikhs, Jain, Buddhists, Christian etc.) please write number of repeaters separately Muslims, Sikhs, Jain, Buddhists, Christian and Other cast wise.

Note:- Cases for re -admission are only those students who have been admitted in the same school after a gap of at least one year.

Part I: - Incentives

Entries in this part are to be made only for classes from I to V for the period 1/04/08 – 31/03/09

Please write the number of boys and girls separately for SC students, ST students, OBC Students, General students and Muslim Minority (out of total) students according to the 14 types of incentives provided to them.

Note : If there is no student (boy& girl) in any category please write '0' in that box.

Part J: - Incentives

Entries in this part are to be made only for classes from VI to VIII for the period

1/04/08 – 31/03/09

Please write the number of boys and girls separately for SC students, ST students, OBC Students, General students and Muslim Minority (out of total) students according to the incentives 14 types of provided to them.

Note : If there is no student (boy & girl) in any category please write '0' in that box.

Part J1:- Incentives

Entries in this part are to be made only for classes from I X to X the period of 1/04/08 – 31/03/09

Please write the number of boys and girls separately for SC students, ST, OBC Students, General students and Muslim Minority (out of total) students according to the 14 types of incentives provided to them.

Note : If there is no student (boy & girl) in any category please write '0' in that box

Part J2:- Incentives

Entries in this part are to be made only for classes from XI to XII for the period 1/04/08 – 31/03/09

Please write the number of boys and girls separately for SC students, ST Students, OBC Students, General students and Muslim Minority (out of total) students according to the 13 types of incentives provided to them.

Note : If there is no student (boy & girl) in any category please write '0' in that box

Part K: - Examination Results (last academic session 2008-09) As on 31/03/2009

Fill the class and category wise **Total enrolment** at the end previous academic session of boys and girls.

Fill the class and category wise **No. of appeared** at the end previous academic session of boys and girls.

Fill the class and category wise **No. of passed** at the end previous academic session of boys and girls.

Fill the class and category wise **Passed with more than 60%** at the end previous academic session of boys and girls.

Part L:- Children with disabilities/ Special Need (As on 30/09/2009)

Please write the number of students girls and boys separately with seven types of disabilities in the boxes provided for the purpose as in each class from pre primary to class XII.