

State/UT -----

SEMIS

(Secondary Education Management Information System)

DATA CAPTURE FORMAT (DCF)¹

**for Recognized Secondary & Higher Secondary Schools; and
Intermediate/Junior/Degree Colleges having Classes XI and XII**

(Academic Year 2011/12)

¹ In 2007/08, States and UTs started collecting data from recognized institutions having secondary (IX & X) and higher secondary (XI & XII) classes using a structured Data Capture Format (DCF). This was the initial year of SEMIS (Secondary Education Management Information System), a database created to facilitate planning and management of secondary education in states and union territories. In SEMIS, relevant data relating to institutional profile; enrolment and repeaters; teacher provision; infrastructure and teaching learning facilities; and examination results were collected with the basic objective of assessing the baseline status of secondary education. Now, this exercise for creating a comprehensive database in the form of SEMIS has been institutionalized under the RMSA for planning and management of secondary education, which means that the data collection using the structured DCF would be an annual exercise. This DCF (Academic Year 2011/12) is designed to capture data for 2011/12 and includes some additional variables to facilitate planning, monitoring and appraisal under RMSA, which can also be used for collecting data for subsequent years by changing the academic year. Heads of all recognized secondary and higher secondary institutions and colleges having classes XI and XII are requested to cooperate with the Government in its efforts to make quality secondary education accessible to all.

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Secondary Education Management Information System (SEMIS)

Instructions for filling up the Data Capture Format² for Recognized Secondary & Higher Secondary Schools; and Intermediate/ Junior/Degree Colleges having Classes XI and XII (Academic Year 2011/12)

Purpose of SEMIS

The Secondary Education Management Information System aims at creating a comprehensive database on secondary and higher secondary education for facilitating planning, monitoring and related secondary education management activities under the RMSA. The SEMIS intends to cover all recognized institutions in the State/UT imparting secondary and higher secondary education. It envisages collecting relevant data relating to profile of the institution, enrolment, repeaters, passouts, teacher provisions, infrastructure and teaching-learning facilities, and school level income and expenditures. Data thus collected using the DCF under the SEMIS would be processed and stored both at the district and state levels. Accordingly, necessary arrangements are being made at the district level to institutionalize SEMIS under the RMSA.

As part of this exercise, this Data Capture Format (DCF) is to be administered to all recognized secondary and higher secondary schools, intermediate/junior colleges/pre-university classes attached to degree colleges in the State/UT. This DCF is to be filled in by the Headmaster/Principal of the school/college. Since the reliability of the SEMIS database depends on the accuracy and completeness of the information to be furnished by the institution, you are requested to answer each item in the DCF carefully and accurately. Your commitment and cooperation have huge implications for effective planning and management of secondary education in the State/UT.

Please read the instructions before filling up the DCF.

General Instructions

- (a) This DCF seeks information from all those institutions having classes IX-X and/or XI-XII. If your institution is having only secondary section (Classes IX-X) or higher secondary section (Classes XI-XII), please fill up the relevant questions (or items of the questions) and strike out (X) the question(s)/item(s) and clearly overwrite on it '**Not Applicable**'. For example, if your institution has only Secondary section, item (b) in Question 8 is not relevant and you are requested to show it as given below:

Stream-wise number of sections at higher secondary level in the school/college:

| Stream | Whether Exists (Yes = 1; No =2) | Number of sections in Class XI | Number of sections in Class XII |
|---------------|------------------------------------|-----------------------------------|------------------------------------|
| Arts | | | |
| Science | | | |
| Commerce | | | |
| Vocational | | | |
| Agriculture | | | |
| Home Science | | | |
| Other Streams | | | |
| Total | | | |

² The DCF has been developed by the Department of Educational Planning, NUEPA, New Delhi-16 in consultation with the States and UTs and also with the Department of School Education and Literacy, MHRD, Government of India. The DCF has been revised this year keeping in view the quality and reliability of data collected from the recognized secondary and higher secondary institutions.

- (b) Please use the international numerals while supplying the information in numbers.
- (c) The information collected from you will be computerized. Take extra care to read the question-wise instructions before supplying the information.
- (d) Most of the questions have been provided with one or more alternative responses. Each alternative response has been provided with a code. Please write the appropriate response code(s) in the given box (es).
- (e) Please do not leave any question blank/unanswered.
- (f) It was found that several institutions did not provided their full name and complete postal address while filling in the DCF even after three rounds of data collection. This time, please ensure to provide full name and the complete postal address of the institution in the space provided in Page 1 of this DCF.

Question-wise Instructions

Question 1: School category will be determined on the basis of the highest class in a school/college. For example, if an institution has classes up to X , it may be termed as ‘Secondary School’, and if it has classes up to XII, it may be termed as ‘Higher Secondary School’ and if classes XI and XII are part of intermediate/junior/degree college, the category of the institution may be decided accordingly.

Question 2 & 3: Write the year(s) of establishment, recognition and up-gradation of the institution (if applicable) in the relevant boxes.

Question 4 Please consider the following while responding to this question:

Government: A Government School is one which is run by the State/UT Government or Central Government or Public Sector Undertaking or an Autonomous Organization and which is fully financed by the Government.

Local Body: A Local Body School is one which is run by a Panchayati Raj institution or a local body such as Zilla Parishad, Municipal Corporation, Municipal Committee, Notified Area Committee and Cantonment Board.

Private Aided: A Private Aided School is one which is run by an individual or a private organization and receives grant from government or local body.

Private Unaided: A Private Unaided School is one which is managed by an individual or a private organization and does not receive any grant either from the government or the local body.

Accordingly, write the appropriate response code in the box.

Question 5(a to i): Write the appropriate response code(s) in the boxes.

Question 6: Please consider the following while responding to this question:

Boys' School/College: Boys' school/college is one in which boys are admitted to all classes and admission of girls is restricted to some specific classes.

Girls' School/College: Girls' school/college is one in which girls are admitted to all classes and admission of boys is restricted to some specific classes.

Co-educational School/College: Co-educational school/college is one in which both boys and girls are admitted to all classes in the school.

Write the appropriate response code in the box.

Question 7: Write the appropriate response code in the box.

Question 8: Please do not include pre-primary classes. Use numbers to indicate the classes, for example, if the school has classes VI to X, it should be mentioned as 06 to 10 and so on.

Question 9: (a) Write the class-wise number of sections in the Table.

- (b) Write the appropriate response code and the stream-wise number of classes/sections in the relevant columns.

Question 10 (a to c): Write the appropriate response code(s) in the box(es).

Questions 11 & 12: Please note that the medium of instruction is the language through which subjects other than languages are taught. Write the appropriate response codes in the boxes using the language code given below:

Language Code

| Language | Code | Language | Code | Language | Code |
|----------|------|-----------|------|-----------------|------|
| Angami | 01 | Kakbarak | 17 | Nicobaree | 33 |
| Ao | 02 | Kannada | 18 | Oriya | 34 |
| Arabic | 03 | Kashmiri | 19 | Oriya (lower) | 35 |
| Assamese | 04 | Khasi | 20 | Persian | 36 |
| Bengali | 05 | Konkani | 21 | Portuguese | 37 |
| Bhoti | 06 | Konyak | 22 | Punjabi | 38 |
| Bhutia | 07 | Laddakhi | 23 | Rajasthani | 39 |
| Bodhi | 08 | Lepeha | 24 | Sanskrit | 40 |
| Bodo | 09 | Limboo | 25 | Sema | 41 |
| Dogri | 10 | Lotha | 26 | Sindhi | 42 |
| English | 11 | Malayalam | 27 | Tamil | 43 |
| French | 12 | Manipuri | 28 | Telugu | 44 |
| Garo | 13 | Marathi | 29 | Tibetan | 45 |
| Gujarati | 14 | Maithili | 30 | Urdu | 46 |
| German | 15 | Mizo | 31 | Zeliang | 47 |
| Hindi | 16 | Nepali | 32 | Other languages | 48 |

Questions 13 to 16: Provide the quantitative figures on enrolment/repeaters in the relevant columns in the given Tables. In case of Nagaland, the reference date for providing enrolment and repeaters data is April 1. If possible, schools in Nagaland should provide data on enrolment and repeaters taking 30th September as the reference period.

Question 17: Provide the quantitative figures on enrolment and repeaters in the Table. Physically challenged children includes children having orthopedic disability, and those having visual or hearing or intellectual or other multiple (i.e., children having more than one disability) impairments. Enrolment and repeaters data for class VIII are to be provided in States/UTs where class VIII is part of secondary education. Otherwise, put zeros in cells provided for giving enrolment and repeaters data for class VIII.

Question 18 (a & b): Provide the quantitative figures on enrolment in the Table. Please ensure that the total enrolment figures reported here [against Question No. 18(a)] for classes VIII, IX and X must be the same as the total enrolment reported for classes VIII, IX and X for the year 2011/12- as reported in Question 13. Similarly, the total enrolment figures reported for classes XI and XII[against Question No. 18 (b)] must be the same as the total enrolment reported for classes XI and XII for the year 2011/12 as reported in Question 15 .

Question 19 (a & b): Provide the quantitative figures on teachers in the Table. In some states, government and aided secondary schools have no separate teachers for teaching English. In these states, a teacher who teaches English also teaches Social Studies. Similarly, a teacher who teaches Physics, Chemistry and Mathematics also teaches Chemistry, Botany and Zoology. In such cases, identify a subject teacher on the basis of maximum time devoted for teaching that subject. Please ensure that, the total teachers of the school/college for classes IX-X and XI-XII must be equal to the sum of total regular and temporary teachers.

- Question 20 (a & b):** Provide the quantitative figures in the Table. Trained teacher refers to pre-service training such as B. Ed., M. Ed., etc. The total numbers of teachers by sex, educational qualification and training status reported in Question No 20 (a) & (b) must be equal to the total number of teachers by sex reported in Question No 19 (a) & (b) respectively.
- Question 21 (a to c):** Provide the response code/quantitative figures in the boxes. If the school/college does not have its own building, provide information about the covered area of the rented/rent free school/college building. If the school/college does not have its own building, put zeroes in the given boxes as the response to Question 21(b & c).
- Question 22:**
- A school building is to be treated as *Pucca* if it has its walls made of burnt bricks, stones (duly packed with lime or cement), cement concrete or timber, plywood, artificial wood of synthetic material and PVC, and the roof made of tiles, G.I./metal/asbestos sheets, concrete, bricks, stone, timber plywood, artificial wood of synthetic material and PVC.
- A school building is to be considered as *Partly Pucca* if it has its walls are made of the materials mentioned above, and roof is made of other than the materials such as bamboos, grass, thatch, etc.
- A school building is to be treated as *Kuchcha* if its walls and roof are made of the materials other those mentioned above.
- Question 23:** Provide the quantitative figures in the Table.
- Question 24 (a & b):** Provide the quantitative figures in the Tables. Please follow the definitions given against Question 22 above for classifying the classrooms according to their condition.
- Conversion: 1 sq. ft. = 0.0929 sq. meter approximately.
- Question 25:** Write the response code and the quantitative figures in the relevant columns.
- Question 26 (a & b):** Write the response codes in the given boxes.
- Questions 27 to 36:** Write the appropriate response codes and the quantitative figures in the relevant boxes/columns in tables.
- Question 37:** Provide the quantitative figures in the Table. Adequate provision of furniture implies at least chairs/benches and tables/desks for every student. Similarly, there should be at least a table and a chair for the teacher in every classroom.
- Questions 38 to 45:** Write the appropriate response codes and quantitative figures in the relevant boxes/columns in tables.
- Question 46:** K-YN is equipment in which all types of facilities like LCD, Computer, etc. are available. Write the appropriate response codes and the quantitative figures in the relevant columns.
- Questions 47 to 49:** Write the appropriate response codes in the relevant boxes.
- Questions 50 to 51:** Write the quantitative figures in the relevant columns in the given tables. Please note that while classifying the students according to their percentage of marks in class X and Class XII public examinations, include a student in a class interval who has scored marks \geq the lower limit of the class interval and $<$ the upper limit of that class interval. For example, if a student has scored 50.0% of marks, he/she should be included in the class interval 50-60%, not in the class interval of 40-50%.
- Question 52:** Provide the details of grants disbursed to schools under the RMSA in the financial year 2010-11, their utilization and spillovers (if any) as on 1st April of the next financial year. Please refer to the relevant footnotes while filling in the table.



**Data Capture Format for Recognized Secondary and Higher
Secondary Schools/Intermediate/Junior/Degree Colleges
(Academic Year 2011-12)**

Serial Number of the DCF³:

SEMIS School Code⁴:

DISE School Code⁵

State/Union Territory: _____

Revenue District: _____

Name of the CD Block⁶: _____

Name of the Gram Panchayat (for rural area)/ Ward No.(for urban area):

Name of the Village/Town/City: _____

Name of the School/College/Institution: _____

Complete Postal Address of the School/College: _____

Post Office: _____ Pin Code:

Telephone Number of the School (with STD code): _____

E-mail address (if any): _____

³ The serial number of the DCF is to be filled-in by the Office of the District Inspector of Schools or District Education Officer.

⁴ In case of new secondary/higher secondary institution, the boxes will be filled in at the time of data feeding at the district level after generating the SEMIS code. In case of the existing schools, the SEMIS code may be provided in the DCF prior to filling in the DCF as the code has already been generated in the preceding years.. Please note that the SEMIS code provided in the DCF of the existing school must not be different from the earlier school code provided under the SEMIS for the same school.

⁵ Applicable for all schools having primary and/ or upper primary section.

⁶ Community Development Block or the equivalent administrative unit.

I. School/College Profile

1. What category of institution is this?
- (Secondary School = 1; Hr. Secondary School = 2; Intermediate/Junior College = 3; Degree College with +2 level = 4; Post-graduate College with +2 and +3 levels = 5)*
2. a) Year of establishment of the school/college:
- b) Year of recognition of the school/college:
3. a) Is the school/college upgraded to secondary [Yes=1, No=2]
- If yes, mention the year of up-gradation
- b) Is the school/college upgraded to higher secondary [Yes=1, No=2]
- If yes, mention the year of up-gradation
4. Status and source of funding of the school/college:
- [Fully funded by the State/UT government = 1; Funded by the local government = 2; Fully funded by the central government (KVS/NVS, etc.) or PSUs = 3; Pvt. aided⁷ (i.e. the government contributes to the major share of the school's budget) = 4; . Private un-aided = 5]*
5. (a) Whether the School Management and Development Committee (SMDC) has been constituted (Yes = 1; No = 2)
- (b) If yes, give the following details about the composition of the SMDC;

| Sl. No. | Details of Members/Representatives | Number | | |
|---------|--|--------|--------|-------|
| | | Male | Female | Total |
| (i) | Representatives of Parents/Guardians/PTA | | | |
| (ii) | Representatives/nominees from local government/urban local body | | | |
| (iii) | Member from Educationally Backward Minority Community | | | |
| (iv) | Member from any Women Group | | | |
| (v) | Member from SC/ST community | | | |
| (vi) | Nominee of the District Education Officer (DEO) | | | |
| (vii) | Member from Audit and Accounts Department (AAD) | | | |
| (viii) | Subject experts (one each from Science, Humanities and arts/Crafts/Culture) nominated by District Programme Coordinator (RMSA) | | | |
| (ix) | Teachers (one each from Social Science, Science and Mathematics) of the school | | | |
| (x) | Vice-Principal/Asst. Headmaster, as member | | | |
| (xi) | Principal/Headmaster, as Chairperson | | | |
| (xii) | Chairperson (If Principal/Headmaster is not the Chairperson) | | | |
| (xiii) | Total number of members of the SMDC, including the Principal/Headmaster of the school/college) | | | |

- (c) Number of SMDC meetings held during the last academic year (2010-11):
- (d) Whether the SMDC has prepared any School Improvement Plan (SIP) since April 2010 for the academic year 2010-11: (Yes = 1; No = 2; Not Applicable = 3)
- (e) Whether a separate Bank Account of the SMDC is being maintained:
- (Yes = 1; No = 2; Not Applicable = 3)*
- If yes, Bank name _____
- Branch _____

⁷ Includes schools/sections run by individual(s) or a private organization and receiving grants from government or local bodies for recurring expenditures, including teacher salary.

Bank A/C No. _____ IFSC Code _____

- (f) Whether the School Building Committee (SBC) has been constituted:
(Yes = 1; No = 2)
- (g) Whether the school has constituted its Academic Committee (AC):
(Yes = 1; No = 2)
- (h) Whether the school has constituted its Parent-Teacher Association (PTA):
(Yes=1; No=2)
- (i) If yes, number of PTA meetings held during the last academic year:
6. Type of the secondary/hr. secondary school/college:
(Boys only=1; Girls only=2; Co-ed.=3)
7. Is it a school/college exclusively for children with special needs (CWSN)?
(Yes = 1; No = 2)
8. Classes taught in the school/college: From class to class
9. (a) Total number of existing classrooms/sections by class in the school/college as on 30th September 2011:

| Class/Grade | Number of classrooms/sections ⁸ |
|---|--|
| VIII (if class VIII is part of secondary) | |
| IX | |
| X | |
| XI | |
| XII | |

- (b) Stream-wise number of existing sections at higher secondary level in the school/college as on 30th September 2011:

| Stream | Whether Exists (Yes = 1; No =2) | Number of sections in Class XI | Number of sections in Class XII |
|---------------|------------------------------------|--------------------------------|---------------------------------|
| Arts | | | |
| Science | | | |
| Commerce | | | |
| Vocational | | | |
| Agriculture | | | |
| Home Science | | | |
| Other Streams | | | |
| Total | | | |

10. (a) Location of the school/college : (Rural = 1; Urban = 2)
- (b) Whether the school/college is located in the tribal area: (Yes = 1; No = 2)
- (c) Whether the school/college is located in the hilly area: (Yes = 1; No = 2)

⁸ For example, if a school has two sections, say IX-A & IX-B for grade IX, then the number of classrooms for grade IX becomes equal to 02.

11. Mention the medium of instruction at secondary and higher secondary stages in your school/college. Write code for languages for medium/media of instruction as given in the instructions for filling up this question. There can be more than one medium of instruction at secondary and higher secondary stages. Give codes for as many media as applicable (maximum 5) to your school/college situation.

| Stage | Number of media of instruction | Media/Medium of Instruction (write language code only) |
|----------------------------------|---|---|
| Secondary (Classes IX-X) | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Higher Secondary (Classes XI-II) | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

12. Mention the languages taught as first, second and third languages at secondary and higher secondary stages in your school/college. Write code for languages as given in the instructions for filling up this question. Here information is to be given for maximum of four combinations, each having three languages being taught as first, second and third language. Write language codes as applicable to your school/college situation.

| Language Combination | Code for language taught in Secondary stage as | | | Code for language taught in Higher Secondary stage as | | |
|----------------------|---|---|---|---|---|---|
| | First Language | Second Language | Third Language | First Language | Second Language | Third Language |
| Combination 1 | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| Combination 2 | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| Combination 3 | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| Combination 4 | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |

II. Enrolment and Repeaters (Current Academic Year 2011-12)

13. Enrolment by class, gender and social category at secondary level as on 30th September, 2011:

| Category | Enrolment as on 30th September | | | | | |
|--|--------------------------------|-------|----------|-------|---------|-------|
| | Class VIII | | Class IX | | Class X | |
| | Boys | Girls | Boys | Girls | Boys | Girls |
| SC | | | | | | |
| ST | | | | | | |
| OBC | | | | | | |
| Others (General + any other category not listed above) | | | | | | |
| Total | | | | | | |

14. Repeaters by class, gender and social category at secondary level as on 30th September, 2011.

| Category | Repeaters as on 30th September, 2011 | | | | | |
|--|--------------------------------------|-------|----------|-------|---------|-------|
| | Class VIII | | Class IX | | Class X | |
| | Boys | Girls | Boys | Girls | Boys | Girls |
| SC | | | | | | |
| ST | | | | | | |
| OBC | | | | | | |
| Others (General + any other category not listed above) | | | | | | |
| Total | | | | | | |

15. Enrolment by stream, class, gender and social category at higher secondary level as on 30th September 2011.

| Stream | Category | Enrolment in Class XI | | Enrolment in Class XII | |
|--------------------|----------|-----------------------|-------|------------------------|-------|
| | | Boys | Girls | Boys | Girls |
| All Streams | | | | | |
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| | Total | | | | |
| Arts | | | | | |
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| Science | | | | | |
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| | Total | | | | |
| Commerce | | | | | |
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| | Total | | | | |

| Vocational Courses | | | | | |
|---------------------------|--------|--|--|--|--|
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| | Total | | | | |
| Other Courses | | | | | |
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| | Total | | | | |

16. Repeaters by stream, class, gender and social category at higher secondary level as on 30th September, 2011

| Stream | Category | Repeaters in Class XI | | Repeaters in Class XII | |
|--------------------|----------|-----------------------|-------|------------------------|-------|
| | | Boys | Girls | Boys | Girls |
| All Streams | | | | | |
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| | Total | | | | |
| Arts | | | | | |
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| | Total | | | | |
| Science | | | | | |
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| | Total | | | | |
| Commerce | | | | | |
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |

| Vocational Courses | | | | | |
|--------------------|--------|--|--|--|--|
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| | Total | | | | |
| Other Courses | | | | | |
| | SC | | | | |
| | ST | | | | |
| | OBC | | | | |
| | Others | | | | |
| | Total | | | | |

17. Number of physically challenged children enrolled & repeating in classes VIII, IX, X, XI & XII as on 30th September 2011.

| Classes → Type of Impairment | VIII | | IX | | X | | XI | | XII | |
|---------------------------------|------|---|----|---|---|---|----|---|-----|---|
| | B | G | B | G | B | G | B | G | B | G |
| Visual Impairment (Blindness) | | | | | | | | | | |
| Visual Impairment (Low-vision) | | | | | | | | | | |
| Hearing impairment | | | | | | | | | | |
| speech impairment | | | | | | | | | | |
| Loco motor impairment | | | | | | | | | | |
| Mental Retardation | | | | | | | | | | |
| Learning disability | | | | | | | | | | |
| Cerebral Palsy | | | | | | | | | | |
| Autism | | | | | | | | | | |
| Multiple disability | | | | | | | | | | |
| Total | | | | | | | | | | |

18. (a) Total enrolment by single age in classes VIII, IX and X as on 30th September, 2011:
[Please cross check that the total enrolment by grade and sex provided in the last row of the table below must be the same as that of the total enrolment by grade and sex given against Question No. 13]

| Age (In years) | Enrolment in Class VIII | | | Enrolment in Class IX | | | Enrolment in Class X | | |
|-------------------|-------------------------|-------|-------|-----------------------|-------|-------|----------------------|-------|-------|
| | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total |
| Below 13 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| Above 15 | | | | | | | | | |
| Total | | | | | | | | | |

- (b) Total enrolment by single age in classes XI and XII as on 30th September, 2011:
[Please cross check that the total enrolment by grade and sex provided in the last row of the table below must be the same as that of the total enrolment by stream, grade and gender given against Question No. 14]

| Age (In years) | Enrolment in Class XI | | | Enrolment in Class XII | | |
|-------------------|-----------------------|-------|-------|------------------------|-------|-------|
| | Boys | Girls | Total | Boys | Girls | Total |
| Below 15 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| Above 17 | | | | | | |
| Total | | | | | | |

III. Teacher Provision (as on 30th September, 2011)

19. (a) Give the following information about the teaching staff (including Headmaster/Principal) employed in the school/college (for classes IX-X) as on 30th September 2011. Include those full-time teachers also who are on short leave. Teachers appointed for other classes/stages and honorary teachers appointed for a specific period should not be included.

(Important Note: A teacher has to be identified according to the stage he/she is predominantly teaching, i.e. the stage of education (viz., upper primary/ secondary/ higher secondary.) at which maximum time (more than 50%) is devoted. If a teacher is teaching at more than one stage of education and devoting equal time at all the stages then he/she is to be classified at the highest stage at which he/she is teaching.)

| Subject | Number of Sanctioned Posts of Teachers for Classes IX-X as on Sept. 30, 2011 | | | Number of Regular Full-Time Teachers in Position for Classes IX-X as on Sept. 30, 2011 | | | Total Number of Teachers in Position for Classes IX-X as on Sept. 30, 2011 (including Part-Time Temporary/ Contractual Teachers of the institution but excluding the honorary teachers) | | |
|--------------------|--|--------|-------|--|--------|-------|---|--------|-------|
| | Male | Female | Total | Male | Female | Total | Male | Female | Total |
| Regional Language | | | | | | | | | |
| English | | | | | | | | | |
| Hindi | | | | | | | | | |
| Sanskrit | | | | | | | | | |
| Other Languages | | | | | | | | | |
| Physical Science | | | | | | | | | |
| Biological Science | | | | | | | | | |
| Social Science | | | | | | | | | |
| Mathematics | | | | | | | | | |
| Science | | | | | | | | | |

| | | | | | | | | | |
|----------------------------|--|--|--|--|--|--|--|--|--|
| Computer Education | | | | | | | | | |
| Physical Education | | | | | | | | | |
| Work Experience | | | | | | | | | |
| Art | | | | | | | | | |
| Music | | | | | | | | | |
| Dance | | | | | | | | | |
| Others (not covered above) | | | | | | | | | |
| Total | | | | | | | | | |

(b) Give the following information about the teaching staff (including Headmaster/Principal) employed in the school/college (for classes XI-XII) as on 30th September. Include those full-time teachers also who are on short leave. Teachers appointed for other classes/stages and honorary teachers appointed for a specific period should not be included.

(Please note that a teacher has to be identified according to the stage he/she is predominantly teaching, i.e. the stage of education (viz., secondary/higher secondary) at which maximum time (more than 50%) is devoted. If a teacher is teaching at more than one stage of education and devoting equal time at all the stages then he/she is to be classified at the highest stage at which he/she is teaching.)

| Subject | Number of Sanctioned Posts of Teachers for Classes XI-XII as on Sept. 30, 2011 | | | Number of Regular Full-Time Teachers in Position for Classes XI-XII as on Sept. 30, 2011 | | | Total Number of Teachers in Position for Classes XI-XII as on Sept. 30, 2011 (including Part-Time Temporary/Contractual Teachers of the institution but excluding the honorary teachers) | | |
|---------------------|--|--------|-------|--|--------|-------|--|--------|-------|
| | Male | Female | Total | Male | Female | Total | Male | Female | Total |
| Accountancy | | | | | | | | | |
| Agriculture | | | | | | | | | |
| Botany | | | | | | | | | |
| Zoology | | | | | | | | | |
| Business Studies | | | | | | | | | |
| Chemistry | | | | | | | | | |
| Computer Science | | | | | | | | | |
| Dance | | | | | | | | | |
| English | | | | | | | | | |
| Economics | | | | | | | | | |
| Engineering Drawing | | | | | | | | | |
| Fine Arts | | | | | | | | | |
| Geography | | | | | | | | | |
| Hindi | | | | | | | | | |
| History | | | | | | | | | |
| Home Science | | | | | | | | | |
| Mathematics | | | | | | | | | |

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| Music | | | | | | | | | |
| Philosophy | | | | | | | | | |
| Physical Education | | | | | | | | | |
| Physics | | | | | | | | | |
| Political Science | | | | | | | | | |
| Psychology | | | | | | | | | |
| Russian | | | | | | | | | |
| Regional Language | | | | | | | | | |
| Sociology | | | | | | | | | |
| Spanish | | | | | | | | | |
| Vocational | | | | | | | | | |
| Others (not covered above including Principal if the Principal is not a subject teacher) | | | | | | | | | |
| Total | | | | | | | | | |

20. (a) Give the information about the highest academic qualification and training status of the total number of regular and temporary teachers in position in the school/college for classes IX-X as mentioned against Question No. 18(a).

(Please cross check that the total number of teachers by sex, educational qualification and training status provided in the table below must be the same as that of the total number of regular and temporary teachers by sex given against Question No. 18a.)

| Educational Qualification | Total Teachers in Position (for Classes IX-X as on Sept. 30, 2011) | | Trained Teachers in Position (for Classes IX-X as on Sept. 30, 2011) | |
|--------------------------------|--|--------|--|--------|
| | Male | Female | Male | Female |
| Undergraduate | | | | |
| Graduate or equivalent | | | | |
| Post-Graduate or equivalent | | | | |
| M. Phil or Ph. D or equivalent | | | | |
| Total | | | | |

- (b) Give the information about the highest academic qualification and training status of the total number of regular and temporary teachers in position in the school/college for classes XI-XII as mentioned against Question No. 19(b).

(Please cross check that the total number of teachers by stream, sex, educational qualification and training status provided in the table below must be the same as that of the total number of regular and temporary teachers by stream and sex given against Question No. 18b.)

| Stream | Highest Educational Qualification | Total Teachers in Position (for Classes XI-XII as on Sept. 30, 2011) | | Trained Teachers in Position (for Classes XI-XII as on Sept. 30, 2011) | |
|---------------------------|-----------------------------------|--|--------|--|--------|
| | | Male | Female | Male | Female |
| Arts | | | | | |
| | Post-Graduate or equivalent | | | | |
| | M. Phil or Ph. D or equivalent | | | | |
| Science | | | | | |
| | Post-Graduate or equivalent | | | | |
| | M. Phil or Ph. D or equivalent | | | | |
| Commerce | | | | | |
| | Post-Graduate or equivalent | | | | |
| | M. Phil or Ph. D or equivalent | | | | |
| Vocational Courses | | | | | |
| | Post-Graduate or equivalent | | | | |
| | M. Phil or Ph. D or equivalent | | | | |
| Other Streams | | | | | |
| | Post-Graduate or equivalent | | | | |
| | M. Phil or Ph. D or equivalent | | | | |

- (c) Total number of teachers at secondary level who received in-service training (of any type) in the previous academic year (2010-11) Male Female

IV. Infrastructure and Teaching-Learning Facilities (as on 30th September, 2011)

21. (a) Does the school/college have its own building? (Yes = 1; No = 2)
- (b) If yes, total covered area of school/college building covering all floors (in Sq. m.)
- (c) If yes, area of vacant space which can be used for expansion of infrastructure facilities? Sq. m.
22. Type of the school/college building (Pucca = 1; Partly Pucca = 2; Kuchcha = 3; Tent = 4; Others = 5)

23. Number and area of classrooms and other rooms in usable condition in the school/college

| Type of Room | Number | Total Area (In sq. m.) |
|-----------------------------------|--------|------------------------|
| Classrooms for classes IX and X | | |
| Classrooms for classes XI and XII | | |
| Rooms for administrative staff | | |
| Staff rooms (for teachers only) | | |
| Common rooms for students | | |
| Other rooms | | |
| Total | | |

24. (a) Number and condition of classrooms used for classes IX-X as on 30th September, 2011

| Type | Total number of classrooms | Average Area of classrooms (sq. m.) | Number of classrooms in good condition | Number of classrooms which require major repair | Number of classrooms which require minor repair |
|--------------------|----------------------------|-------------------------------------|--|---|---|
| Pucca | | | | | |
| Partially Pucca | | | | | |
| Kuchcha | | | | | |
| Total ⁹ | | | | | |

(b) Number and condition of classrooms used for classes XI-XII as on 30th September, 2011

| Type | Total number of classrooms | Average Area of classrooms (sq. m.) | Number of classrooms in good condition | Number of classrooms which require major repair |
|---------------------|----------------------------|-------------------------------------|--|---|
| Pucca | | | | |
| Partially Pucca | | | | |
| Kuchcha | | | | |
| Total ¹⁰ | | | | |

25. Does the school have the following facilities as on 30th September, 2011?

| | Item | No. of Rooms |
|----|---|--------------|
| a. | Separate room for Head Master/Principal | |
| b. | Separate room for Asst. Head Master/ Vice Principal | |
| c. | Auditorium | |
| d. | Separate common room for girls | |
| e. | Separate common room for boys | |
| f. | Staffroom for teachers | |

⁹ The total number of classrooms for classes IX-X reported here must be equal to the total number of classrooms for classes IX-X reported against Question No. 22.

¹⁰ The total number of classrooms for classes XI-XII reported here must be equal to the total number of classrooms for classes XI-XII reported against Question No. 22.

| | | |
|----|--|--|
| g. | Separate staff room for female teachers | |
| h. | Library rooms | |
| i. | Laboratory rooms (for Secondary) | |
| j. | Laboratory rooms (for Higher Secondary) | |
| k. | Computer laboratory/room | |
| l. | Room for indoor games | |
| m. | Co-curricular/activity room | |
| n. | NCC/NSS/Scout & Guide room | |
| o. | First aid/sick room | |
| p. | Room to store sports equipment | |
| q. | Guidance and counseling room | |
| r. | Room for Chowkidar/watchman | |
| s. | Staff quarters (including residential quarters for Head Master/Principal and Asst. Head Master/Vice Principal) | |
| t. | Kitchen shed/canteen | |

26. (a) Does the school/college have boundary walls? (Yes = 1; No= 2)
- (b) If yes, what kind of boundary walls does the school/college have?
- (Pucca = 1; Kuchcha = 2; Partially Pucca = 3; Pucca but Broken = 4; Barbed Wire Fence = 5; Green Fence = 6; Does not exist =7)
27. (a) Does the school/college have playground of its own? (Yes = 1; No= 2)
- (b) If yes, whether the playground is in usable condition? (Yes = 1; No= 2)
- (c) What is the area of the playground irrespective of its condition? Sq. m.
- (d) Does the school/college have adequate sports material? (Yes = 1; No= 2)
- (e) Does the school/college have facilities for indoor games? (Yes = 1; No= 2)
28. (a) Does the school/college have a boys' hostel(s)? (Yes = 1; No= 2)
- (b) Does the school/college have a girls' hostel(s)? (Yes = 1; No= 2)
- (c) Number of boarders residing in the hostel:
Boys: Girls: Total:
29. Number of teachers for whom residential accommodation is available in the school/college:
30. Does the school/college have electricity connection? (Yes = 1; No= 2)
31. If no, what is the distance between the school/college and the nearest electricity substation/source?
(Less than 1 km.= 1; 1-2 Km.= 2; 2-3 Km. = 3; 3-5 Km.= 4; More than 5 Km.= 5)
32. Does the school have Generator set as a back up or substitute for electricity facility? (Yes = 1; No= 2)

33. Number of computers in working condition available in the school/college:

- (a) For teaching and learning purposes:
- (b) For use in the school/college office:

34. Does the school/college have Internet connectivity? (Yes = 1; No = 2)

35. (a) Does the school/college have drinking water facility for students within the school/college premises? (Yes=1; No=2)

(b) If yes, how many of the following sources of drinking water is/are available in the school/college.

| Source of Drinking Water | Number |
|--------------------------|--------|
| Tap | |
| Hand Pump | |
| Well | |

(c) Does the school/college have drinking water purifying system within the school/college premises? (Yes=1; No=2)

36. Give details about the following facilities in the school/college as on 30th September

| | Item | Number | Whether adequate (Yes= 1; No = 2; Not Applicable = 3) |
|----|---|--------|---|
| a. | Total Urinals in usable condition within the school/college premises | | |
| b. | Total Lavatories in usable condition within the school/college premises | | |
| c. | Separate urinals for girls in usable condition within the school/college premises | | |
| d. | Separate lavatories for girls in usable condition within the school/college premises | | |
| e. | Separate urinals for physically challenged students in usable condition within the school/college premises | | |
| f. | Separate lavatories for physically challenged students in usable condition within the school/college premises | | |
| g. | Separate urinals for teachers in usable condition within the school/college premises | | |
| h. | Separate lavatories for teachers in usable condition within the school/college premises | | |

37. Give information about blackboards & furniture for students and teachers in classrooms as on 30th September 2011.

| Class | Number of classrooms/ sections | Number of usable blackboards | Number of sections having furniture for teachers |
|-------|--------------------------------|------------------------------|--|
| VIII | | | |
| IX | | | |
| X | | | |
| XI | | | |
| XII | | | |
| Total | | | |

38. Number of students for whom desk/table and benches/chairs are available:
 Classes IX-X Classes XI-XII
39. (a) Total number of administrative and support staff in position
 (including laboratory and library assistants but excluding teachers and Head Master/Principal)
- (b) Number of laboratory assistants in position
- (c) Does the school/college have furniture for administrative staff?
 (Yes = 1; No = 2; Not Applicable = 3)
- (d) If yes, total number of administrative and support staff for whom furniture are available
40. Does the school/college have library facility? (Yes = 1; No = 2)
41. (a) If yes, total number of books available in the library:
 Textbooks Other books including Reference books
- (b) Does the school/college have a full-time librarian? (Yes = 1; No = 2; NA = 3)
- (c) Does the school have reading room/section in the library?
 (Yes = 1; No = 2; Not Applicable = 3)
42. Number of journals subscribed by the school/college:
43. Is the library housed in a pucca building: (Yes = 1; No =2; Not Applicable = 3)
44. Does the school/college have integrated science laboratory for secondary section?
 (Integrated laboratory is the one in which Physics, Chemistry and Biology practicals are held)(Yes = 1; No =2)
45. Does the school/college have the following as on 30th September, 2011?
 (for Higher Secondary)

| Laboratory | Present Condition (Fully equipped = 1; Partially equipped = 2; Not equipped =3; Does not exist = 4) | Floor Area (in Sq. m.) |
|--------------|---|---------------------------|
| Physics | | |
| Chemistry | | |
| Biology | | |
| Computer | | |
| Mathematics | | |
| Language | | |
| Geography | | |
| Home Science | | |
| Psychology | | |

46. Does the school/college have the following in working/usable condition as on 30th September, 2011?

| Equipment | Number |
|------------------------------------|--------|
| Television | |
| Audio/Visual/Public Address System | |
| VCR/CD/DVD Player | |
| Tape Recorder | |
| LCD Projector | |
| Overhead Projector | |
| Radio | |
| Cable TV | |
| Musical Instruments | |
| School Band Set | |
| K-YN Equipment | |

47. Does the school/college have the following in working/usable condition as on 30th September, 2011?

| Item | Number |
|---------------------------------|--------|
| Type writer | |
| Xerox machine/Photocopier | |
| Almirahs/boxes to store records | |
| Fire Extinguisher | |

48. (a) Does the school/college regularly bring out its Magazine? (Yes = 1; No = 2)

(b) Does the school/college regularly bring out its Annual Report? (Yes = 1; No = 2)

49. Does the school/college have disabled friendly infrastructure, specifically ramp(s)? (Yes=1; No=2)

V. Examination Results

50. (a) Results of the Class X Board Examination for the previous academic year 2010-11

| Category | Number of Regular Students Appeared in the Class X Board Examination, 2010-11 | | | Number of Private Candidates/Students Appeared in the Class X Board Examination, 2010-11 through this School | | | Number of Regular Students who Passed the Class X Board Examination, 2010-11 | | | Number of Private Candidates/Students who Passed the Class X Board Examination, 2010-11 through this School | | |
|----------|---|-------|-------|--|-------|-------|--|-------|-------|---|-------|-------|
| | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total |
| SC | | | | | | | | | | | | |
| ST | | | | | | | | | | | | |
| OBC | | | | | | | | | | | | |
| Others | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

(b) Distribution of the total number of students (regular plus private) who passed out the Secondary School Board (Class X) Examination by range of marks secured and also by social category in 2010-11.¹¹

| Range of Marks | Total Passouts | | Scheduled Castes | | Scheduled Tribes | | Other Backward Castes | | Others | |
|----------------|----------------|-------|------------------|-------|------------------|-------|-----------------------|-------|--------|-------|
| | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls |
| Up to 40% | | | | | | | | | | |
| 40-50% | | | | | | | | | | |
| 50-60% | | | | | | | | | | |
| 60-70% | | | | | | | | | | |
| 70-80% | | | | | | | | | | |
| 80-90% | | | | | | | | | | |
| 90-100% | | | | | | | | | | |

¹¹ Please ensure that the total number of passouts by range of marks reported here must be equal to the total number of passouts reported in Question No. 50(a).

51. (a) Results of the Class XII Board/University Examination in 2010-11:Stream

| Stream | Number of Students Appeared in the Class XII Board/University Examination, 2010-11 | | | | | | | | | | Number of Students Passed out in the Class XII Board/University Examination, 2010-11 | | | | | | | | | | |
|---------------------|--|-------|------|-------|------|-------|--------|-------|-------|-------|--|-------|------|-------|------|-------|--------|-------|-------|-------|--|
| | SC | | ST | | OBC | | Others | | Total | | SC | | ST | | OBC | | Others | | Total | | |
| | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls | |
| Arts | | | | | | | | | | | | | | | | | | | | | |
| Science | | | | | | | | | | | | | | | | | | | | | |
| Commerce | | | | | | | | | | | | | | | | | | | | | |
| Vocational Courses | | | | | | | | | | | | | | | | | | | | | |
| Other Streams | | | | | | | | | | | | | | | | | | | | | |
| Total (All Streams) | | | | | | | | | | | | | | | | | | | | | |

(b) Distribution of total number of students, who passed out the Higher Secondary School Board/University (Class XII) Examination (in all streams) by range of marks and social category in 2010-11.¹²

| Range of Marks | Total Passouts | | Scheduled Castes | | Scheduled Tribes | | Other Backward Castes | | Others | |
|----------------|----------------|-------|------------------|-------|------------------|-------|-----------------------|-------|--------|-------|
| | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls | Boys | Girls |
| Up to 40% | | | | | | | | | | |
| 40-50% | | | | | | | | | | |
| 50-60% | | | | | | | | | | |
| 60-70% | | | | | | | | | | |
| 70-80% | | | | | | | | | | |
| 80-90% | | | | | | | | | | |
| 90-100% | | | | | | | | | | |

¹² Please ensure that the total number of passouts by range of marks reported here must be equal to the total number of passouts reported in Question No. 51(a).

VI. Receipts and Expenditures

52. Grants received by the school and expenditures made under the RMSA during the financial year 2010-11¹³

| Sl. No. | Details of school level grants under RMSA | Grants received under the RMSA, 2010-11 (In Rs.) | Grants utilized/spent under the RMSA, 2010-11 (In Rs.) | Spillovers as on 1st April 2011 (In Rs.) |
|------------|--|--|--|--|
| (i) | Civil works | | | |
| (ii) | Annual School Grants (recurring) | | | |
| (iii) | Minor repair/maintenance | | | |
| (iv) | Sports Equipment | | | |
| (v) | Excursion trip for students | | | |
| (vi) | Study tour outside the state/UT | | | |
| (vii) | Remedial Teaching | | | |
| (Viii) | In-service training of Teachers | | | |
| (ix) | Others | | | |
| (x) | Total¹⁴ (Grants at the School Level) | | | |

(Signature of the Principal/Headmaster with Seal)

Date:

¹³ Pvt. un-aided schools/institutions need not provide data against this item. Pvt. un-aided school while filling in this DCF may simply cross this table.

¹⁴ The total grants received at the school level must be equal to the sum of grants received against Items (i) to (ix). Further, the total grants received at the school level under the RMSA in 2010-11 must be equal to the sum of the total grants utilized in 2010-11 and spillovers as on 1st April 2011.