

**Unified District Information System for Education
2017-18**

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, 2017) through UDISE format for the year 2017-18 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.	NADIA	1910
10.	NORTH 24 PARGANAS	1911
11.	HOOGHLY	1912
12.	BANKURA	1913
13.	PURULIA	1914
14.	PURBA MIDNIPUR	1919
15.	PASCHIM MIDNIPUR	1920
16.	HOWRAH	1916
17.	KOLKATA	1917
18.	SOUTH 24 PARGANAS	1918
19.	SILIGURI (not a Census Code)	1921
20.	ALIPURDUAR	1922
21.	JHARGRAM	1923
22.	KALIMPONG	1924
23.	EAST BARDHAMAN	1925
24.	WEST BARDHAMAN	1926

2. **School Code:** An 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 Block ID 2 digits Gram Sansad/Ward ID 3 digits School 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**. 2017 would be 2017-18. Previous academic year 01st February 2016 (01/02/2016) to 31st December 2016 (31/12/2016). Current academic year 01st January 2017 (01/02/2017) to 31st December 2017 (31/12/2017).

Instruction manual: School Information Schedule

Section (1). School Profile (Location, Structure, Management and Medium of Instruction)

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. **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.
4. **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.
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 Siksha 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 Siksha 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.a) **Assembly Constituency *:** Name of the Assembly Constituency where the school is geographically located should be mentioned by the CRC Siksha Bandhu.
- 10.b) **Parliamentary Constituency *:** Name of the **Parliamentary** 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 only school with grades 1 to 4/5 - Code (1)** : A school with primary classes (I-IV/V only as the case may be) in the same premises and management.
- **Upper primary school with grades 1 to 8 - Code (2)**: Schools starting from Classes I and teaching upto classes VIII. No other school would fall under this category.
- **Higher Secondary with grades 1 to 12 – Code (3)**: A school having provision for teaching of Classes I to XII. The highest and lowest classes in such schools would be 1 to 12.
- **Upper Primary only with grades 5 to 8 – Code (4)**: A school having provision for teaching of Classes V to VIII. The highest and lowest classes in such schools would be 5 to 8.
- **Higher Secondary with grades 5 to 12 – Code (5)**: Schools having Class V as the lowest class and Class XII as the highest class. These schools offer teaching for upper primary, high and/or higher secondary classes.
- **Secondary with grades 1 to 10 – 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.
- **Secondary with grades 5 to 10 – 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 with grades 9 & 10 – Code (8)**: Schools having Class IX as lowest class and Class-X as highest class. These schools will be treated as Secondary only.
- **Higher Secondary with grades 9 to 12 – Code (9)**: If, the School is having Lowest class IX and the Highest Class XII will be treated as Secondary & Higher Secondary School.
- **Higher Secondary only with grades 11 & 12 – Code (10)**: Schools having Class XI and XII only. These schools will be treated as Higher Secondary only.

15. & 16. **Lowest class & Highest class in the school**: Indicate the lowest class to which students are admitted. The lowest class in a school may be 0, 1, 5, 9 and 11 and 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. **Number of sections by class**: Number of sections by class. If the class is stand alone, has no section then put one. 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.

19. **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 Welfare Department - Code (2):** Schools fully managed and financed by the Tribal Welfare Department of the state govt. These schools normally follow the same curriculum as in government schools.
- **Local body - Code (3):** Schools that are run and financed by Municipal Corporation, Municipality are classified as local body school.
- **Government Aided (Private Aided) - Code (4) :** Recognized Schools, which are run by an individual, trust, or a private organization and are receiving partial grants from the state government. All DA getting schools are included in this category.
- **Private Unaided school - Code (5): Recognized Schools,** which are run by an individual or a private organization and do not receive any grant either from a local body or government.
- **Other Govt. managed schools- Code (6):** Any institution not covered under any of the Govt. specified categories, should be shown as others.
- **Un-recognized - Code (8):** Schools not recognized by any Board should fall under this category.
- **Social Welfare Department - Code (90):** Schools fully managed and financed by the Social Welfare Department of the state govt. These schools normally follow the same curriculum as in government schools.
- **Ministry of Labor - Code (91):** Schools fully managed and financed by the Ministry of Labor of the state govt.
- **Kendriya Vidyalaya / Central School - Code (7):** Like Kendriya Vidyalaya / Central School schools managed by Central Govt. / Central PSU.
- **Jawahar Navodaya Vidyalaya - Code (93):** Jawahar Navodaya Vidyalaya schools managed by Central Govt. / Central PSU.
- **Sainik Schools - Code (94):** Sainik Schools managed by Central Govt. / Central PSU.
- **Railway Schools - Code (95):** Railway Schools managed by Central Govt. / Central PSU.
- **Central Tibetan Schools - Code (96):** Central Tibetan Schools managed by Central Govt. / Central PSU.
- **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 UpperPrimary 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

20. 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.

21. 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.

(a) Elementary - Enter the year of recognition of the school for elementary level.

(b) Secondary - Enter the year when the school get the recognition from elementary to Secondary.

(c) Hr. Secondary - Enter the year when the school get the recognition from Secondary to Higher Secondary.

22. 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).

23. Is this 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'.

24. 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.

25. Is the a residential school:

(a) 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.

(b) If boarding facility available then mention '1' for Yes and enter the no. of boys and girls student otherwise '2' for No.

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.

26. **Is this a Minority managed school ?** if the school is a minority managed school then Put, '1' for 'Yes', otherwise put '2' for 'No'

If 'yes' then mentioned the minority community, put '1' for 'Muslim', '2' for 'Sikh', '3' for 'Jain', '4' for 'Christian', '5' for 'Parsi', '6' for 'Buddhist', '7' for 'Others' and '8' for 'Linguistic Minority'.

27. **Medium of Instruction:** Mention the medium of instruction code (two digits) as per the state regulation. 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 pupils at the primary stage taught through their mother tongue?:** Mention '1' for Yes or '2' for No.
- b) **Languages taught as a subject at primary stage:** Mention languages taught at primary level in school. Upto three languages can be provided for one school.

28. **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)

Mention Affiliation Number for the concern Board.

If **option 5** i.e. other board then write name of the Board.

- 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.

29. **Distance of the school (in km.) from the nearest govt./govt. aided:** Enter the distance from nearest govt./govt. aided Primary/Upper Primary/Secondary/Higher Secondary schools in kilometre

30. **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.

31. **Details of visits to the school during the previous academic year:**

- 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.

32. Provide the details of grants Receipts & Expenditure under the SSA in the last completed financial year .

(i) **Profile of Pre-Primary sections Attached to Schools**

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

Mention '1' for Yes or '2' for No.

If Yes,

- a) Mention the number of students
- b) Mention the number of teachers

34. **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),

- a) Mention the number of students
- b) Mention the number of teachers

(ii) **Profile of the Schools with Primary, Upper Primary Sections (Considering RTE norms)**

- 1 a) **Number of instructional days (previous academic year)** i.e. in the year 2016; from 1st January, 2016 to 31st December 2016, 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.**
- b) **Average 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.

c) Average working hours for Teachers (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? [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? [*Yes=1, No=2*]: if cumulative records of CCE maintained by the school then, enter '1', if not enter '2'.
- b. Are pupil cumulative records shared with parents? [*Yes=1, No=2*]: if cumulative records of CCE shared with parents by the school then, enter '1', if not enter '2'.

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 continuing who got admission in previous academic year as per RTE Act.

3.2 **Whether School Managing Committee (SMC) has been constituted? (only for Govt./Aided Schools) :** ('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
 - 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, '1' for 'Yes', '2' for 'No')
 - f) Whether separate bank account for SMC is being maintained(Put, '1' for 'Yes', '2' for 'No')
- If yes, Mention the bank details as given (Bank name, Branch name, Account No, Account Name, IFSC Code)

Q. 4 **Is only for Government Schools**

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:** *mention only month* Enter **01 for Jan.**

6. **Mention whether full set of text books received in current academic year (up to 30th Sept, 2016) [yes=1, No=2]**

if 'Yes', then mention month & Year in respective Boxes.

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).

(iii) Profile of the Schools with Secondary / Higher Secondary Sections

- 8.a) **a) Number of instructional days (previous academic year)** i.e. in the year 2016; from 1st January, 2016 to 31st December 2016, 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.**
- B) Average 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.
- c) Average working hours for Teachers (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.
- 8.b) **Is CCE being implemented in school? [Yes=1, No=2]:** if the school implemented **Continuous Comprehensive Evaluation** then, enter '1' otherwise enter '2'.
9. Mention if School Management Committee (SMC) and School Management and Development Committee (SMDC) are same in the school. *Put, '1' for 'Yes', '2' for 'No'*

If, above option is 'No' then mention the followings.

- (a) Mention if School Management Development Committee (SMDC) has been constituted . *Put, '1' for 'Yes', '2' for 'No'*

If Yes, then

- (i) Mention total no. of male and female SMDC members / representatives
- (ii) Mention no. of Male & female representatives of Parents / Guardians / PTA
- (iii) Mention total no. of male and female representatives from local government/urban local body.
- (iv) Mention no. of male & female members from Educationally Backward Minority Community
- (v) Mention no. of female members from Women Group
- (vi) Mention no. of male & female members from SC/ST community
- (vii) Mention no. of male & female Nominees of the District Education Officer (DEO)
- (viii) Mention no. of male & female members from Audit and Accounts Department (AAD)
- (ix) Mention no. of male & female members from Subject experts (one each from Science, Humanities and arts/Crafts/Culture) nominated by District Programme Coordinator (RMSA)
- (x) Mention no. of male & female teachers (one each from Social Science, Science and Mathematics) of the school

- (xi) Mention no. of male & female Vice-Principal/Asst. Headmaster, as member
- (xii) Mention no. of male & female Principal/Headmaster, as Chairperson
- (xiii) Mention no. of male & female Chairperson (If Principal/Headmaster is not the Chairperson)
- (b) Mention no. of meetings held during the last academic year 2016-17
- (c) Mention if SMDC has prepared School improvement Plan : Put, '1' for 'Yes', '2' for 'No'
- (d) Mention if separate Bank Account for SMDC is being maintained :Put, '1' for 'Yes', '2' for 'No'
- If yes, Mention the bank details as given (Bank name, Branch name, Account No, Account Name, IFSC Code)
- (e) Mention if School Building Committee (SBC) has been constituted: Put, '1' for 'Yes', '2' for 'No'
- (f) Mention if School has constituted its Academic Committee(AC): Put, '1' for 'Yes', '2' for 'No'
- (g) Mention if School has constituted its Parent-Teacher Association: Put, '1' for 'Yes', '2' for 'No'
- If yes, enter number of PTA meetings held during the last academic year

Section 2 : Physical facilities and Equipment

Section 2.1 Physical facilities and Equipment in the school

1. **Status of School Building** : 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.
- 1.1 **Type of the school building?** Mention building type (*Pucca (buildings with concrete roof) =1, Partially pucca (pucca walls and floor without concrete roof) =2, Kachcha =3, Tent =4*)
- **Number of Building Blocks:** Mention number of building block having in the particular school
 - **Number of Pucca Building Blocks:** Mention number of Pucca building having in the particular school.
 - **Number of Partially Pucca Building Blocks:** Mention number of Partially Pucca building having in the particular school.
 - **Number of Kuccha Building Blocks:** Mention number of Kuccha building having in the particular school.
 - **Number of Tent:** Mention number of Tent having in the particular school.

Pucca (buildings with concrete roof): School building (government, rented, or provided rent-free by the community) with baked brick walls / stone walls and Concrete roof top, wooden / iron girders or tiles is classified as Pucca.

Partially Pucca (pucca walls and floor without concrete roof): School building (government, rented or provided rent-free by the community) with baked brick walls without concrete roof 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.

2. a) **Details of classrooms and availability of furniture in the school**

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.

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) **Mention no. of Classrooms and other rooms by condition.**

Type of building block are

Good: Class room which does not require any repairs.

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

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)

c) **number of rooms other than classroom :** 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.

- d) **Total Classrooms in dilapidated condition** : Mention the no. of classrooms in dilapidated condition.
- e) **No. of classrooms under construction** : Mention the no. of classrooms under construction.
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. **Details of Toilets and Urinals:**
- Mention sex wise number toilet seats available in school
 - Mention sex wise out of the above total number of functional toilets units/Seats.
 - Mention sex wise out of the above total toilets have running water available in the toilet for flushing and cleaning
 - Mention sex wise number urinals available
 - Mention sex wise number Urinals are available with water facility.
 - Mention sex wise number of CWSN friendly functional toilets
- a) **Hand washing facility** available near the toilet/urinals? [Put '1' for 'Yes' and '2' for 'No']
6. **Drinking water is available in the school premises** [Put '1' for 'Yes' and '2' for 'No']
- (a) Source of drinking Water
- If, **Hand Pump**, then mention number of Hand pump available and functional in the school in the respective box.
- If, **Well**, then mention number of Well available and functional in the school in the respective box.
- If, **Tap Water**, then mention number of Tap water available and functional in the school in the respective box.
- If, **Others**, then mention number of Other sources available and functional in the school in the respective 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** '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:

Library: Availability of supplementary books for children either to be used in school or for home borrowing is to be treated as a school library.

Book Bank: The facility from where text books are issued to the children for the academic session is to be treated as a Book Bank.

Reading Corner: The facility created in the class rooms from where magazines or books (other than text books) are provided to the children for the duration of the period is to be treated as a Reading Corner. These magazines/Books are not issued to the children for home.

[Put '1' for 'Yes' and '2' for 'No'] if Yes, then mention Number of Books in Library and Book bank and Reading corner respectively

a) Does the School has have full time librarian: *Put '1' for 'Yes' and '2' for 'No'*

10. Mentioned if School subscribe for news paper/magazine : Put '1' for Yes '2' for No.

11. if the school have Playground : Put '1' for Yes '2' for No.

If no, whether school has alternative arrangements for children to play outdoor games and other physical activities in an adjoining playground/municipal Park etc. *Put '1' for Yes '2' for No.*

12. Details of Computers (For teaching and learning purposes)

Mention total number of computers available and total number of computers in (functional) working conditions in the respective box.

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) Mention Total number of Medical check-ups conducted in the school in last academic year

b) De-worming tablets given to children [*Put 1 for Complete (two doses), 2 for Partially (one dose), 3 for not given*]

c) Iron and Folic acid tablets given to children as per WCD rule [*Put 1 for Yes , 2 for No*]

15. Whether ramp for disabled children is available in the school: [Put 1 for Yes , 2 for No]

(a) If yes, whether Hand-rails for ramp is available [*Put 1 for Yes , 2 for No*]

Section 2.2 Physical Facilities and Equipment in Schools with Secondary/Higher Secondary Sections

1. **Does the school have following facilities :** Please fill up as per DCF.
2. **Does the school have following laboratories (HS section only) :** Please fill up as per DCF.
3. **Does the school have following equipment's in working/usable condition:** Please fill up as per DCF

Section 3: Teaching and Non- Teaching Staff

3.1 Provide number of Non-teaching/administrative and Support staff In-Position.

3.2 Provide number of Teaching staff In-Position.

Teaching Staff (Regular Teacher): 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. Number in position refers to teaching staff who is working on the record date (30.9.2017). 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.

Teaching Staff (Para/Contract Teacher): Only applicable to Govt./ Govt.Aided Schools having Primary, Upper Primary, Secondary and Higher Secondary level with Para teachers from SSA. 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.

Part-time Instructors: The teacher those are engaged for part time for upper primary section according to the RTE norms.

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.

3.3 Teachers and Instructors (including Head Master / Mistress)

1. Put **Teacher Code** (if available)
2. Put **Aadhaar** UID number, if available.
3. **Name of the teacher:** Enter the full name of the teacher as given in official records.
4. **Gender:** Mention ('1' for Male , '2' for Female & '3' for Transgender) do not leave this column blank.
5. **Date of Birth:** Enter the date of birth as per official records in the format DD/MM/YYYY, DD- Day, MM- Month and YYYY - Year e.g. 11.08.1975 (11th August, 1975)
6. **Social/Caste category:** Possible options are General (1), SC (2), ST (3), OBC (4), ORC(5), others(6)

7. **Type of Teacher:** there are 10 type of teacher. The total number of teaching staff should be classified into various types 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) /, Lecturer=8, / Guest Teacher (10) / DGHC Contract Teacher (11).

- 1) **Head Teacher** : Normally there is **Head Teachers** in Primary Schools and or **Head Teacher** in upper primary schools. In absence of head teacher in primary/upper primary schools, the teacher (acting/In-charge) on temporary ad-hoc arrangement will be treated as head teacher.

There will be the post of Principle or Rector in some institutions and the said post will be treated as head teacher.

Those teacher , who are absent for a brief period of time due to temporary leave or engaged in other governmental work are to be considered remain present in the school.

Head teacher is to considered 'Teacher' in spite of his/her no direct involvement in 'Teaching activities'

- 2) **Acting head teacher** : In case of head teacher (acting/In Charge), the appointment of head teacher on temporary ad-hoc basis is to be supported by the order/circular by the appointing authority properly.

- 3) **Teacher** : Those teachers (except head teacher) are considered as regular teachers.

- 4) **Para-teacher** : The para teachers are also contract teachers, engaged in Govt. unaided schools appointed under SSA are to be considered as well.

- 5) **Part Time Teacher/Instructor positioned as per RTE)** : As per RTE Act, 2009, there should be three types of part time teacher in the upper primary school where number of students is more than 100. Type of the teacher are as follows:

- i) Art Education
- ii) Health & Physical Education
- iii) Work Education.

- 6) **Principal** : As per norms

- 7) **Vice-Principal** : As per norms

- 8) **Lecturer** : As per norms

- 10) **Guest Teacher** : As per norms

- 11) **DGHC Contract Teacher** : As per norms

8. **Nature of Appointment** : It's of 3 types. Put, '1' for 'Regular', '2' for 'Para/Contract' and '3' for 'Part-Time'

9. **Date / year of Joining** : Date / year of Joining in Service.

Highest Qualification

10. **Highest Academic Qualification** :1=Below secondary, 2=Secondary, 3=Higher Secondary, 4=Graduate,5=Post. Graduate,6=M.Phil,7=PHD,8=Post. Doctoral

11. **Highest Professional Qualification:** 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. or equivalent*, 4=*M.Ed. or equivalent*, 5= *others*, 6=*none*, 7=*Diploma / degree in special education, Pursuing any relevant professional course*=8
12. **Classes taught:**
 - 1=The teachers who teach the primary section only should be treated in this Category.
 - 2=The teachers who teach the upper primary section only should be treated in this category.
 - 3=The teachers who teach the Mostly primary section should be treated in this category,
 - 4=The teachers who teach the Mostly Upper primary section should be treated in this category.
 - 5=The teachers who teach the secondary section only should be treated in this category.
 - 6=The teachers who teach the Hr. Secondary section only should be treated in this category.
 - 7=The teachers who teach the Mostly Secondary section should be treated in this category.
 - 8=The teachers who teach the Mostly Hr. Secondary section should be treated in this category.
13. **Appointed for subject:** Follow as per DCF.
14. **Main Subject 1:** Follow as per DCF.
15. **Main Subject 2:** Follow as per DCF.
16. **Total Days of in-service training in last academic year:** BRC
17. **Total Days of in-service training in last academic year:** CRC
18. **Total Days of in-service training in last academic year:** DIET
19. **Total Days of in-service training in last academic year:** Others
20. **Training need:** not required=0; Subject knowledge =1; Pedagogical issues = 2; ICT Skills = 3; Knowledge and skills to engage with CWSN =4; Leadership and management skills = 5
21. **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.
22. **Mathematics / Science studied upto:** Possible options are 1=*Below secondary*, 2=*Secondary*, 3=*Higher Secondary*, 4=*Graduate*, 5=*Post. Graduate*, 6=*M.Phil*, 7=*PHD*, 8=*Post. Doctoral*
23. **English / Language as per schedule VIII studied upto:** Possible options are 1=*Below secondary*, 2=*Secondary*, 3=*Higher Secondary*, 4=*Graduate*, 5=*Post. Graduate*, 6=*M.Phil*, 7=*PHD*, 8=*Post. Doctoral*

24. **Social Studies studied upto:** Possible options are 1=Below secondary, 2=Secondary, 3=Higher Secondary, 4=Graduate, 5=Post Graduate, 6=M.Phil, 7=PHD, 8=Post. Doctoral
25. **Working in the present school since (Year):** Enter the year of joining in the present school as per office records.
26. **Types of Disabilities (If any) :** Enter '1' if not applicable, '2' for Ortho, '3' for Visual and '4' for Others.
27. **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.
28. **Trained in use of computer & teaching through computer:** Provide information whether teacher is trained in use of computer and teaching through computers.
29. **Mobile Number :** Enter Mobile number if available
30. **E-Mail id :** Enter e-mail if available
31. **Religion:** Enter 1 = Hindu, 2=Muslim, 3=Christian, 4=Buddhist and 5=others.

Section 4: New Admissions, Enrolment and Repeaters

- 4.1 **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.
- 4.2 **Enrolment in current academic session (by social category)**
 - A. **General student:** Number of students belonging to the general category (including student belonging to the minority – Muslim, Christian, Buddhist, Parsi, 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.

Muslim : 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.

4.3 Enrolment by grade in the current academic session (by Age in completed years)

Note: Total students (class wise) should match with class wise enrolment in block E of DCF

Enrolment: The number of students on roll including General, SC, ST, OBC in the school register as on **30/09/2017** should be entered.

Age in completed years: The age of the students should be calculated as on **30th September, 2017** 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, 2017** (Do not include fractions. For example, if the child is seven years and eleven months as on 30.09.2017, the age should be reported as seven only and not eight years).

4.4 Enrolment by grade in the current academic session (By medium of instruction)

Note: Do not fill this table in case of single medium school

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.

4.5 Repeaters by grade in the 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, primary Grade I-IV/V)

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 gender wise..

- **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.

j. Facilities provided to children (Last academic year, only for Upper Primary Grade V/VI-VIII)

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 gender wise.

- **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.

Annual exam result at Elementary

Grade promotion by social category and gender in 2016/17 for Grade IV/V

Write cast wise number of student appeared , passed and number of student passed with more than 60% marks in the Examination in the relevant columns in Primary Grade.

Grade promotion by social category and gender in 2016/17 for Grade VIII

Write cast wise number of student appeared , passed and number of student passed with more than 60% marks in the Examination in the relevant columns in Upper Primary Grade.

4.6 Enrolment by grade for Children with Special Needs

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

New Addition in this group in this year: Leprosy Cured persons , Dwarfism , Intellectual Disability , Muscular Dystrophy, Chronic Neurological conditions, Multiple Sclerosis, Thalassaemia, Hemophilia, Sickle Cell disease, Acid Attack victim, Parkinson's disease

Blindness	means a condition where a person has any of the following conditions, (i) total absence of sight; or (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or (iii) limitation of the field of vision subtending an angle of less than 10 degree.
Low Vision	means a condition where a person has any of the following conditions, namely: (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10 / 200 (Snellen) in the better eye with best possible corrections, (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
Hearing Impairment (deaf and hard of hearing)	means persons having (a) 70 DB hearing loss in speech frequencies in both ears; (b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears
Speech and Language disability	means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes
Locomotor Disability	Locomotors disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both),
Mental Illness	means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.
Specific Learning Disabilities	means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia

Cerebral palsy	means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth
Autism Spectrum disorder	means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.
Multiple Disability including deaf, blindness	means more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems
Leprosy Cured persons	means a person who has been cured of leprosy but is suffering from— (i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity; (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity; (iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;
Dwarfism	means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less
Intellectual Disability	a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills
Muscular Dystrophy	means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue
Chronic Neurological conditions	Includes Multiple Sclerosis & Parkinson's disease
Multiple Sclerosis	means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
Thalassemia	means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
Hemophilia	means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding
Sickle Cell disease	means a haemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated
Acid Attack victim	means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance
Parkinson's disease	means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine

L. Facilities provided to CWSN (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.

4.7 Availability of academic stream in the school (*Only for Higher Secondary Schools/Junior Collages*)

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

4.8 Enrolment and Repeaters by academic stream

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

4.9 Enrolment and repeaters by academic stream (by Minority groups)

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

Annual Examination Results at Secondary

O (a). **Examination result** (Class X Examination result for the previous academic year)
Regular students

Write cast wise number of student appeared and passed in the relevant columns in for Grade X

O (a.1). **Examination result** (Class X Examination result for the previous academic year)
Non Regular students

Write cast wise number of student appeared and passed in the relevant columns in for Grade X

Number of Students passed the Secondary School Board (Grade X) Examination by range of marks (in previous academic year) Regular Student

Write cast wise number of Regular students Passed in the secondary examination by range of marks in the relevant columns.

Number of Students passed the Secondary School Board (Grade X) Examination by range of marks (in previous academic year) Non Regular Student

Write cast wise number of Regular students Passed in the secondary examination by range of marks in the relevant columns.

Board Examination Results at Hr. Secondary

O (b). **Examination result** (Class XII Examination result for the previous academic year)
Regular students

Write cast wise number of student appeared and passed in the relevant columns in for Grade X

O (b.1). **Examination result** (Class XII Examination result for the previous academic year)
Non Regular students

Write cast wise number of student appeared and passed in the relevant columns in for Grade X

7.2 Number of Students passed the Secondary School Board (Grade XII) Examination by range of marks (in previous academic year) Regular Student

Write cast wise number of Regular students Passed in the secondary examination by range of marks in the relevant columns.

7.3 Number of Students passed the Secondary School Board (Grade XII) Examination by range of marks (in previous academic year) Non Regular Student

Write cast wise number of Regular students Passed in the secondary examination by range of marks in the relevant columns.

Section 8: Receipts and Expenditures (Under RMSA)

8.2: Grants received by the school & expenditures made during the last completed financial year

Provide the school level grants received & utilized under the SSA in the last completed financial year.

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. **Plot No & Dag No** : Enter Plot No & Dag No.
7. **Whether testing of drinking water source has been done ?** : Write '1' for 'Yes', '2' for 'No'
8. **Whether the school having resource room for CWSN students?**
Write '1' for 'Yes', '2' for 'No'

9. Whether the school having TV Set? Write '1' for 'Yes', '2' for 'No'
10. Whether the school having DISH TV ? Write '1' for 'Yes', '2' for 'No'
11. Whether 'SAFE DRIVE SAVE LIFE' Message / Poster Display in the School Premises ?
Enter Yes=1 / No=2
12. Whether 'Dengu' / 'Vector' control Message / Poster display in the School Premises ?
Enter Yes=1 / No=2
13. Whether the school given self declaration for Midday meal ? Enter Yes=1 / No=2
14. School committee on school safety formed or not ? Enter Yes=1 / No=2
15. Whether steps for ensuring school to be Tobacco free as per Act (THE CIGARETTES AND OTHER TOBACCO PRODUCTS (PROHIBITION OF ADVERTISEMENT AND REGULATION OF TRADE AND COMMERCE, PRODUCTION, SUPPLY AND DISTRIBUTION) AQT, 2003) taken ? Enter Yes=1 / No=2
16. Whether E-Class room was set up in the school ? Enter Yes=1 / No=2
17. Whether E-Class room functional ? Enter Yes=1 / No=2
18. Whether there is female attendants (IN CASE OF GIRLS SCHOOL) ? Enter Yes=1 / No=2
19. Whether there is provision of school bus ? Enter Yes=1 / No=2
20. Whether there is any incidence of ragging bullying reported? Enter Yes=1 / No=2
21. Please specified total area of the school in Sq. meter.
22. Please specify the vacant area in the school in sq. Meter (Excluding Garden, Play Ground, etc)
23. Please specify Is there scope of vertical expansion (Yes=1, No=2)
24. Please specify Is the school located in Tea Garden Area (Yes=1, No=2)
25. If Yes, Please specify Name of the Tea Garden