

A (II) School Particulars *(only for elementary stage)*

1. Details of instructional days and school hours

	Primary	Upper primary
Number of instructional days (previous academic year)	□ □ □	□ □ □
School hours for children (per day) - Number of hours children stay in school (current academic year) Eg. For five hours and forty minutes write 5.40	□ .□ □	□ .□ □
Teacher working hours (per day) – Number of hours teachers stay in school (current academic year) Eg. For five hours and forty minutes write 5.40	□ .□ □	□ .□ □

2. Is CCE being implemented in school at elementary level? [*Not Applicable=0, Yes=1, No=2*]
- If Yes, a. Are pupil cumulative records being maintained? [*Not Applicable=0, Yes=1, No=2*]
- b. Are pupil cumulative records shared with parents? [*Not Applicable=0, Yes=1, No=2*]

3.1 **Only for Private unaided schools** (provide information for current academic year)

a) Number of Children enrolled at entry level (Under 25% quota as per RTE) in current academic year. □□□

b) Number of Students continuing who got admission under 25% quota in previous years. □□□

3.2 Whether School Management Committee (SMC) has been constituted? [*Yes=1, No=2*]

If yes,

Sl.No.	Details of Members/Representatives	Male	Female
a)	Total number of Members in SMC		
b)	Representatives of Parents/Guardians/PTA		
c)	Representatives/nominees from local authority/local government/urban local body		

d) Number of meetings held by SMC during the previous academic year

e) Whether SMC Prepare the School Development Plan [*Not Applicable=0, Yes=1, No=2*]

f) Whether separate bank account for SMC is being maintained [*Not Applicable=0, Yes=1, No=2*]

If yes, Bank name: _____ Branch: _____

Account No: _____ Account Name: _____ IFSC Code _____

Details of Special training only Govt. Schools

4. Whether any child enrolled in school attending Special Training [*Yes=1, No=2*]

If 'Yes', Details of Special Training Boys Girls

a) No. of children provided Special Training in current year (upto 30th Sep.) □□□ □□□

b) No. of children enrolled for special training in previous academic year □□□ □□□

c) No. of children completed special training during previous academic year □□□ □□□

d) Who conducts the special training?

[*School teachers=1, specially engaged teachers=2, both 1 & 2=3, NGO=4, others=5, none=6*]

e) Special Training is conducted in? [*School premises=1, Other than school premises=2, both 1 & 2=3*]

f) Type of training being conducted [*Residential=1, non-residential=2, both=3*]

5. When does the academic session starts: Month

6. Whether any text book received in current academic year (upto 30th September) [*Yes=1, No=2*]

If yes, a) When was the text books received in the current academic year: Month Year

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

	Primary	Upper Primary
Whether complete set of free text books received [<i>Not applicable=0, Yes = 1, No = 2</i>]		
Whether TLE available for each grade [<i>Not applicable=0, Yes = 1, No = 2</i>]		
Whether play material, games and sports equipment available for each grade [<i>Not applicable=0, Yes = 1, No = 2</i>]		

(Question no. 8 is only for Secondary and Hr. Secondary stage)

8 a) Details of Instructional days and school hours

	Secondary	Higher Secondary
Number of Instructional days (previous academic year)	□ □ □	□ □ □
School hours for children (per day) – Number of hours children stay in school (current academic year) Eg. For five hours and forty minutes write 5.40	□ □ □	□ □ □
Teacher working hours (per day) – Number of hours teachers stay in school (current academic year) Eg. For five hours and forty minutes write 5.40	□ □ □	□ □ □

8. b) Is CCE being implemented? [Not Applicable=0, Yes=1, No=2]

For Secondary sections

for Higher Secondary sections

8. c) Whether School Management Committee (SMC) and School Management and Development Committee (SMDC) are same in the school? (Yes=1; No=2)

If 'No', give the following details about the composition of the SMDC;

a) Whether School Management and Development Committee has been constituted (Yes=1; No=2)

SI. No.	Details of Members/Representatives	Male	Female
	Total Members		
(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 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)		

(d) Number of SMDC meetings held during the last academic year:

(e) Whether SMDC has prepared School Improvement Plan (Yes = 1; No = 2; Not Applicable = 0)

(f) Separate Bank Account of the SMDC is being maintained (Yes = 1; No = 2; Not Applicable = 0)

If yes, Bank name _____ Branch _____

Account No: _____ Account Name: _____ IFSC Code _____

(g) Whether the School Building Committee (SBC) has been constituted: (Not Applicable = 0, Yes = 1; No = 2)

(h) Whether the school has constituted its Academic Committee (AC): (Not Applicable = 0, Yes = 1; No = 2)

(i) Whether the school has constituted its Parent-Teacher Association (PTA) :(Not Applicable = 0, Yes=1; No=2)

If yes, number of PTA meetings held during the last academic year:

B (I). Physical facilities and equipment

1. Status of the school Building?

[Private =1, Rented=2, Government=3, Government school in a rent free building=4, No Building=5, Dilapidated=6, Under Construction=7]

2. Details of classrooms and availability of furniture

a)	Class/Grade	Total Classrooms used for instructional purposes	No. of classrooms under construction	Availability of Furniture (desk/table) for Students [All=1, Some = 2, None=3]
i	For Elementary section (classes 1 to 8)			<input type="checkbox"/>
ii	IX			<input type="checkbox"/>
iii	X			<input type="checkbox"/>
iv	XI			<input type="checkbox"/>
v	XII			<input type="checkbox"/>

b) Total other rooms

c) Classrooms by condition

		Type of building block	No. of classrooms by condition		
			Good condition	Need minor repair	Need major repair
Elementary Sections	a	Pucca			
	b	Partially pucca			
	c	Kuchcha			
	d	Tent			
For secondary classes					
For Hr. Sec. classes					

3. Land available for Expansion of school facilities [Yes=1, No=2]

4. Separate room for Head Teacher/ Principal available [Yes = 1, No = 2]

5. Toilets and urinals details

	Boys only	Girls only
No. of Unit/Toilet Seats Constructed/Available		
No. of Unit/Toilet Seats Functional		
How many of above Unit/Toilets have water available in the toilet for flushing and cleaning?		
Total Urinals available		

a. Is the hand washing facility available near the toilet/urinals? [Yes = 1, No = 2]

b. Is there any toilet that is friendly to Children with Special Needs (CWSN)? [Yes = 1, No = 2]

6. Main source of drinking water facility [Hand pumps =1, Well =2, Tap water =3, others =4, none =5]

a. Whether drinking water facility is functional [Yes = 1, No = 2]

7. Electricity connection available in the school [Yes = 1, No = 2, Yes but not functional =3]

8. Type of Boundary wall

[Not Applicable = 0, Pucca=1, Pucca but broken=2, barbed wire fencing=3, Hedges=4, No boundary wall=5, others=6, Partial=7, Under Construction= 8]

9. Whether school has Library facility/Book Bank/Reading Corner? [Yes=1, No=2]

If 'Yes', a. No. of Books in school library

b. does the school have a full-time librarian? [Yes=1, No=2]

10. Does the school subscribe for news paper/magazine? [Yes=1, No=2]

11. Playground [Yes=1, No=2]

a. If no, whether land is available for developing playground? [Yes=1, No=2]

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

Total number of computers available Total computers Functional

13. Does the school have Computer Aided Learning (CAL) Lab [Yes = 1, No = 2, Yes but not functional =3]

14. Whether Medical check-up of students conducted last year (Yes = 1 / No = 2)

a) Total number of Medical check-up conducted in the school during last year

15. Whether ramp for disabled children needed to access classrooms [Yes = 1, No = 2]

a. If yes, whether ramp(s) is/are available [Yes=1, No=2]

(i). If yes, whether Hand-rails for ramp is available [Not Applicable = 0, Yes=1, No=2]

(Question no. 17 to 20 are only for Secondary and Hr. Secondary stage)

17. Details of attached Hostel Facility

a. Does the school have a boys' hostel(s)? [Yes=1, No=2] (i) if yes, total boys residing in hostel

b. Does the school have a girls' hostel(s)? [Yes=1, No=2] (i) if yes, total girls residing in hostel

18. Does the school have the following facilities?

	Particulars	Availability (Not Applicable=0, Yes=1, No=2)
a	Separate room for Asst. Head Master/ Vice Principal	
b	Separate common room for girls	
c	Staffroom for teachers	
d	ICT Lab	
e	Computer room	
f	Co-curricular/activity room / Arts and Crafts Room	
g	Staff quarters (including residential quarters for Head Master/Principal and Asst. Head Master/Vice Principal	
h	Integrated science laboratory? (Integrated laboratory is the one in which Physics, Chemistry and Biology practical are held) for Secondary sections only	
i	Library room	
J	Science Lab for secondary sections (classes IX and X) only	
K	Mathematics Lab for secondary sections (classes IX and X) only	
L	Social Science Lab for secondary sections (classes IX and X) only	
m	Pre-Vocational Lab for secondary sections (classes IX and X) only	

19. Does the school have the following? (**For Higher Secondary sections only**)

Laboratory	Separate room available (Yes=1/No=2, Not Applicable=0)	Present Condition (Not Applicable=0; Fully equipped = 1; Partially equipped = 2; Not equipped =3, Not Available=4)
Physics		
Chemistry		
Biology		
Computer		
Mathematics		
Language		
Geography		
Home Science		
Psychology		

20. Does the school have the following equipment's in working/usable condition?

Equipment/Facility	Availability (Not Applicable=0, Yes=1, No=2)
Audio/Visual/Public Address System	
LCD Projector/Overhead Projector	
Fire Extinguisher	
Internet connection	
Is Rain Water Harvesting Implemented	
Science Kit	
Maths Kit	
Local Area Network	
Printer	

B (II). Mid-Day Meal Information (Only for Govt. and Govt. Aided Schools)

1. Status of Mid-day Meal

[Not applicable=0, Not provided=1, provided & prepared in school premises=2, provided but not prepared in school premises=3]

(i) If 'Provided & prepared in school premises',

a. Give status of Kitchen Shed

[Not applicable=0, Available=1, Not Available=2, Under Construction=3, Classroom used as kitchen=4]

(ii) If 'Provided but not prepared in school premises',

Provide source of MDM

[From nearby school=1, NGO=2, Self Help Group=3, PTA/MTA=4, others =5, Gram panchayat=6, central kitchen=7]

C. Teachers and Part-time instructors (including HM)

Sl.	Gender	Date of Birth	Caste ¹	Teacher Category ²	Nature of Appointment ⁸	Year of Joining in Present Service	Highest Qualification		Classes Taught ⁵	Appointment for Subject ⁶	Main Subjects Taught ⁶		Total days of in-service training received in last academic year				No. of working days spent on non-teaching assignments in last academic year	Subjects studied upto ³			Working in present school since (Year)	Type of Disability if any ⁷	Trained for teaching CWSN (Y=1/N=2)	Religion ⁹	Attendance (No of days)
							Academic ³	Professional ⁴			Subject-1	Subject-2	BRC	CRC	DIET	OTHER		Maths	English	Social Studies					
	Teacher Name :												AADHAAR ID :												
	Trained in use of computer and teaching through computer [Yes=1, No=2]												Mobile Number :												
	Teacher Name :												AADHAAR ID :												
	Trained in use of computer and teaching through computer [Yes=1, No=2]												Mobile Number :												
	Teacher Name :												AADHAAR ID :												
	Trained in use of computer and teaching through computer [Yes=1, No=2]												Mobile Number :												
	Teacher Name :												AADHAAR ID :												
	Trained in use of computer and teaching through computer [Yes=1, No=2]												Mobile Number :												
	Teacher Name :												AADHAAR ID :												
	Trained in use of computer and teaching through computer [Yes=1, No=2]												Mobile Number :												
	Teacher Name :												AADHAAR ID :												
	Trained in use of computer and teaching through computer [Yes=1, No=2]												Mobile Number :												
	Teacher Name :												AADHAAR ID :												
	Trained in use of computer and teaching through computer [Yes=1, No=2]												Mobile Number :												
	Teacher Name :												AADHAAR ID :												
	Trained in use of computer and teaching through computer [Yes=1, No=2]												Mobile Number :												

1. Social Category - [General=1, SC =2, ST =3, OBC =4, ORC = 5, Others = 6]

2. Teacher Category -[Head teacher=1, Acting head teacher=2, Teacher=3, Contract / Para Teacher=4, Instructor positioned as per RTE=5, Principal=6, Vice-Principal=7, Guest Teacher=10, DGHC Contact Teacher=11]

3. Academic qualification - [Below secondary=1, Secondary =2, Higher secondary=3, Graduate=4, Post graduate=5, M.Phil =6, Ph.D.=7, Post Doctoral=8]

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

5. Classes taught – [Primary only=1, Upper primary only=2, Mostly primary=3, Mostly upper primary=4, Secondary only=5, Hr. Secondary only=6. Mostly Secondary=7, Mostly Hr. Secondary=8]

6. Subjects taught [All subjects=1, Language=2, Mathematics=3, Environment studies=4, Sports=5, Music=6, Science=7, Social studies=8, Accountancy=10, Biology=11, Business Studies=12, Chemistry=13, Computer Science=14, Economics=15, Engineering Drawing=16, Fine Arts=17, Geography=18, History=19, Home Science=20, Philosophy=21, Physics=22, Political Science=23, Psychology=24, Foreign Language=25, Botany=26, Zoology=27, Art education=91, Health & physical education=92, Work education=93, other=0]

7. Disability – [Not applicable=1, Ortho=2, Visual=3, others=4]

8. Nature of appointment: Regular=1, Contract / Para=2, Part-Time=3 9. Religion – [Hindu =1, Muslim=2, Christian=3, Buddhist=4, Others=5]

D. New Admissions in Grade I (only for schools having primary stage)

	Age (in years)					Total children admitted in grade 1	out of Total in grade 1 Number of children with pre-school experience in								
	< 5	5	6	7	> 7		Same school				Another school				Anganwadi /ECCE centre
Boys															
Girls															

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

Classes →	Pre-Primary		I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII		
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	
Sections																											
A - General																											
B - SC																											
C - ST																											
D – OBC																											
E- Total																											
Out of total enrolment provide details of enrolment belonging to Minority/Social Category																											
Muslim																											
Christians																											
Sikhs																											
Buddhist																											
Parsi																											
Jain																											
Others																											
*																											

* State defined variables

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

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

Classes	I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII	
Medium	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
Total																								

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

Classes	I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
General																								
SC																								
ST																								
OBC																								
Total Repeaters																								
Out of total repeaters provide details for children belonging to Minority/Social Category																								
Muslims																								
Christians																								
Sikhs																								
Buddhist																								
Parsi																								
Jain																								
Others																								
*																								

* State defined variables

L. Facilities provided to CWSN (Last academic year)

Type of facility	Elementary		Secondary		Higher Secondary	
	Boys	Girls	Boys	Girls	Boys	Girls
Brail books						
Brail kit						
Low vision kit						
Hearing aid						
Braces						
Crutches						
Wheel chair						
Tri-cycle						
Caliper						

P. Receipts and Expenditures (Under RMSA)

Grants received by the school & expenditures made during the last completed financial year **STEPS_FUND**

Sl. No.	Details of school level grants	Grants received (₹)	Grants utilized/spent (₹)	Spillovers as on 1st April (2013), current year
(i)	Civil works			
(ii)	Annual School Grants (recurring)			
	(a) Minor repair/maintenance			
	(b) Repair and replacement of laboratory equipments, purchase of laboratory consumables and articles, etc.			
	(c) Purchase of books, periodicals, newspapers, etc.			
	(d) Grant for meeting water, telephone and electricity charges			
(iii)	Others			
(iv)	Total (Grants at the School Level)			

Q. Number of Non-teaching / Administrative and support staff sanctioned and In-Position

	No. of Sanctioned staff	No. of staff In-Position
Accountant		
Library Assistant		
Laboratory Assistant		
UDC/Head Clerk		
LDC		
Peon		
Night Watchman		
State defined variables*		

School Code:

(State Defined Supplementary Variables) STEPS_SUPPVARENTRY

Variable Description		Max. Length	Value
1	Previous year DISE School code (In case of Relocation)	11	
2	Number of ACR sanctioned under SSA (till date)	2	
3	if Sanctioned , No of ACRs Completed	2	
4	Name of the Mouza / Revenue Village	50	
5	JL No. of the Mouza / R.Village	3	
6	Scope of Expansion: If Verticaly enter '1' and if Horizontally enter '2' '3' if Both	1	
7	Plot No / Dag no	20	
8	Whether testing of drinking water source has been done ? Enter Yes=1 / No=2	1	
9	Resource room for CWSN. Enter Yes=1 / No=2	1	
10	Is the school located in Tea garden area? Enter Yes=1 / No=2	1	
11	If Yes, Name of Tea Garden	100	

Certificate

Paschim Banga Sarva Siksha Mission

Signature and Seal of the Head Teacher/In Charge of the School/Institution

Name of the School :

Name of Head Teacher :

I hereby declare that the information given is correct to the best of my knowledge.

Signature :

Date :

Seal of Head Teacher/School

Signature of the VEC Member

I hereby declare that the information given is correct to the best of my knowledge. I personally visited the school on..... to verify the given information.

Name :

Mobile No.:

Signature :

Date.....

Signature of the VEC Member

I hereby declare that the information given is correct to the best of my knowledge. I personally visited the school on..... to verify the given information.

Name :

Mobile No.:

Signature :

Date.....

Signature of CRC Co-ordinator/Academic Supervisor (SSK & MSK)

I hereby declare that the information given is correct to the best of my knowledge. I personally visited the school on..... to verify the given information.

Name :

Mobile No.:

Name of GP :

Signature :Date.....

Signature of BLJE/Block Nodal Officer (SSK & MSK)

I hereby declare that the information given is correct to the best of my knowledge. I personally visited the school on..... to verify the given information.

Name :

Mobile No.:

Signature :

Date :Seal.....

Signature of BLMIS / BLDEO / Group 'C'

I hereby declare that the information given is correct to the best of my knowledge. I personally visited the school on..... to verify the given information.

Name :

Mobile No.:

Signature :

Signature of Circle Project Co-ordinator

I hereby declare that the information given is correct to the best of my knowledge. I personally visited the school on..... to verify the given information.

Name :

Mobile No.:

Signature :

Date :Seal.....

Date :Seal.....