

CHAPTER 3

TOOLS

Keeping in view the objectives of the Survey, the following schedules have been developed:

Name of the Tool	To be Canvassed in
1. Village Information Form (VIF)	All villages
2. Urban Information Form (UIF)	All urban Areas
3. School Information Form-1: (SIF-1)	All recognised primary and upper primary schools
4. School Information Form-2: (SIF-2)	All recognised secondary and higher secondary schools
5. College Information Form (CIF)	All degree colleges with classes XI and XII
6. State Policies and Practices in School Education (SPPSE)	All States and Union Territories
7. Post Enumeration School Information Form (PESIF)	Sample Schools

Detailed instructions on various items have been provided in these forms to help the respondents to give correct information.

Village Information Form (VIF)

Information will be collected through this form in respect of all villages, which are in existence as on September 30, 2009. The following aspects have been covered in the VIF.

1. Actual/estimated population of the village as on 30th September 2009.
2. Category-wise number of recognised schools.
3. Actual/estimated population in various habitations of the village.
4. Number of schools available within the habitations.
5. Habitations predominantly populated by Scheduled Castes and Scheduled Tribes.

6. Distance at which the schooling facilities for primary, upper primary, secondary and higher secondary stages are available for each habitation.
7. Availability of Village Education Committee (VEC).
8. Number of unrecognised schools; school-wise & class-wise(I-VIII) enrolment number of teachers in unrecognized school.
9. Number of alternative schools; class-wise enrolment by sex; number of education volunteers.
10. Number of AIE centers, enrolment by sex in different age-groups; number of education volunteers.
11. Number of Sanskrit Pathshalas, Maktabs/Madrasas following system of general education; classes taught; stage-wise enrolment by sex; number of teachers.
12. Number of Maktabs/Madrasas not following system of general education; enrolment by sex in different age-groups; number of teachers.
13. Number of Pre-primary Schools/Balwadis/Anganwadis/ECCE Centres; number of children enrolled; number of teachers.

At the end of VIF a detachable Flash Statistics sheet is attached which contains information about availability of schooling facility, number of unrecognized schools having upper primary classes and enrolment in them at primary and upper primary stages. This sheet is to be filled from the information already supplied in the VIF.

Respondent

Village Information Form (VIF) is to be filled by the Principal/Headmaster of the recognised school in the village. In case there is more than one recognised school in a village, the Principal/Headmaster of the school having the highest class will fill up the form. However, if the village has no such school, the form may be filled by the Headmaster of the school located in the nearest village.

While filling this form help may be taken from the village level officer (Patwari/Village Level Worker) or some knowledgeable person who has the information about the village.

Urban Information Form (UIF)

This form is to be filled for each of the urban areas. **However, in case of class I cities this form is to be filled for each Ward separately.** The aspects on which information will be collected in this form are:

1. Actual/estimated population of the City/Town/Ward as on September 30, 2009.
2. Category-wise number of recognised schools.
3. Number of unrecognised schools; school-wise & class-wise(I-VIII) enrolment number of teachers in unrecognized school.
4. Number of AIE centres, enrolment by sex in different age groups; number of education volunteers.

5. Number of Sanskrit Pathshalas, Maktabas/Madrasas following system of general education; classes taught; stage-wise enrolment by sex; number of teachers.
6. Number of Maktabas/Madrasas not following system of general education; enrolment by sex in different age groups; number of teachers.
7. Number of Pre-primary Schools/Balwadis/Anganwadis/ECCE Centres; number of children enrolled; number of teachers.

Respondent

This form is to be filled by the concerned Education Officer of the city/town. In case of class I cities a Principal/Headmaster of a school in each ward will be assigned the responsibility of filling the UIF.

School Information Form-1: (SIF-1)

This form is to be canvassed in all recognised primary and upper primary schools. The aspects covered in this form include:

1. Name and complete postal address, telephone no., mobile no. and email of school.
2. Location, category and management of school.
3. Type of school ñ Boys/Girls/Co-educational.
4. Religious Minority Status
5. Classes taught in the school.
6. Provision of teaching through mother tongue of the children at primary stage.
7. Medium/media of instruction at primary and upper primary stages.
8. Languages taught at primary stage.
9. Type of school building.
10. Ownership of building.
11. Total number of rooms along with number of rooms used for teaching purposes; additional classrooms required.
12. Total covered area; covered area used for teaching purposes.
13. Boundary wall/fencing; garden and its area.
14. Basic amenities like drinking water, urinals and lavatories.
15. Playground, its condition; Games and Sports played and availability of sports material.
16. Housing facility to teachers.
17. Medical check-up and vaccination/inoculation of students.
18. Teaching staff in the school: number of teaching posts sanctioned; number of full-time teachers, para/contract teachers and part-time teachers; qualification

- of full-time and para/contract teachers teaching at different stages; stage-wise number of trained and untrained teachers; stage-wise number of teachers who attended in-service training.
19. Age-group wise and sex-wise teachers in school.
 20. Subject-wise teachers at upper primary stage.
 21. Stage-wise and sex-wise number of children with disabilities; degree of disability; availability of instructional materials and infrastructural facilities.
 22. Availability of Inclusive Education for Disabled Children; infrastructural facilities; equipments and instructional materials.
 23. Schools having pre-primary classes attached to them; number of teachers and children enrolled in pre-primary classes.
 24. Class-wise enrolment separately for all communities, Scheduled Castes, Scheduled Tribes, Other Backward Castes (OBC) and EBMC (Muslim)
 25. Enrolment by single year age in classes I to VII/VIII
 26. Annual examination results of terminal classes of primary and upper primary stages in the year 2008-09.
 27. Mid-Day Meal Scheme, its form, availability of Kitchen cum Store, Kitchen devices (utensils etc) and water for cooking purpose.
 28. Availability of incentive schemes (other than Mid-day Meal) and number of beneficiaries by SC/ST/OBC/EBMC (Muslim)

At the end of the schedule a detachable Flash Statistics sheet is to be filled from the information already supplied in the SIF-1.

Respondent

This form is to be filled by the Headmaster of the school.

School Information Form-2: (SIF-2)

This form is to be canvassed in all recognised secondary and higher secondary schools. In addition to the aspects covered in SIF-1 given at Sl. No. 1 to 28, the information on the following aspects will also be collected through SIF-2

1. Pre-vocational course(s) at the secondary stage; number of pre-vocational teachers and total enrolment by sex.
2. Number of teachers exclusively for physical education/physical training/yoga.
3. Availability of school library; number of books in the library; availability of trained/untrained librarian.
4. Non-teaching staff.

5. Educational and vocational guidance facility to students.
6. Number of computers; printers available with school, internet connectivity, LAN.
7. Equipments and materials like Television set, Cable TV connection, Audio/Video cassettes, link-up facility with EDUSAT.
8. Availability of laboratory facility for science, mathematics, social science and pre-vocational subject at secondary stage.
9. Subject-wise enrolment and availability of teachers in the academic stream at the higher secondary stage.
10. Availability of vocational course(s) at +2 stage; vocational area-wise enrolment and availability of teachers.
11. Availability of laboratories for various subjects at the higher secondary stage.

At the end of the schedule a detachable Flash Statistics sheet is to be filled from the information already supplied in the SIF-2.

Respondent

This form is to be filled by the Principal of the school.

College Information Form (CIF)

CIF is to be canvassed in all degree colleges with classes XI and XII. Through this form, information will be collected on the following aspects.

1. Name and complete postal address of college.
2. Location and management of college.
3. Enrolment in classes XI and XII for all communities, Scheduled Castes, Scheduled Tribes, OBC and EBMC (Muslim)
4. Number of children with disabilities enrolled in classes XI and XII, degree of disability of such students, availability of infrastructural facilities, equipments and infrastructural materials to such students.
5. Annual Examination results for the academic session 2008-09.
6. Number of computers; printers available with school, internet connectivity, LAN,
7. Subject-wise enrolment and availability of teachers in the academic stream for classes XI and XII.
8. Availability of vocational stream/course(s); vocational area-wise enrollment and availability of teachers.

At the end of the schedule a detachable Flash Statistics sheet is to be filled from the information already supplied in the CIF.

Respondent

This form is to be filled by the Principal of the college.

State Policies and Practices in School Education (SPPSE)

The information sought through this form relates to some aspects of policy and practices on school education in the state. The following aspects are covered in this form.

1. Stage-wise structure of school education.
2. Policy and norms for opening Primary/Upper Primary Schools.
3. Requirements for admission of children to class I: minimum age, maximum age, date and month of attaining the required age.
4. Conduct of external examination at primary and upper primary stages.
5. Duration of academic session.
6. Working days in an academic session.
7. Availability of different incentive schemes; students' category covered.
8. Availability of different types of scholarships; students' category covered.
9. Types of scholarship offered in State/UT.
10. Health and Physical Education as part of school curriculum
11. Sports policy for schools, Sports fee charged per month.
12. Programme/Scheme on education of girl child.
13. Minimum prescribed qualifications for recruitment of teachers at different stages; Pay scales of different categories of teachers.
14. Policy and norms for appointing Science and Mathematics teachers at Upper Primary stage.
15. Norms/Criteria for providing teachers in schools.
16. Policy in state to employ Para-teachers in the schools: designation, qualification and monthly emoluments.
17. State norms on leave admissible to regular teachers.
18. Category of children covered under Education Guarantee Scheme and Alternative and Innovative Education (EGS&AIE) in the State/UT.
19. State policy on teaching of languages at different stages; medium of instructions; most common medium of instructions; class at which English is introduced as a language in school.

Respondent

This form is to be filled by the State Survey Officer.