

# District Educational Information Form

(School Information)

Gujarat State, Year : 2016-1



## District Information System for Education

Date of Reference : 30 Sep. 2016

School Code	_____
School Name	_____
District Name	_____
Revenue Block Name	_____
Cluster Name	_____
Village Name	_____
PIN Code	_____
Habitation Name	_____
School Category	_____
School Management	_____
Type of School	_____

Educational information is collected in Data Capture Format (DCF) under DISE as on **30<sup>th</sup> September** from each school across the country through the Ministry of Human Resource Development (MHRD) & National University of Educational Planning and Administration (NUEPA). This information is certified by MHRD. So different educational schemes / Departments has to use this information.

This information is placed online so any one can see this information and use appropriately. This information is available on [www.schoolreportcards.in](http://www.schoolreportcards.in)

### Gujarat Council of Elementary Education

Office of the State Project Director

Sarva Shiksha Abhiyan (SSA), Sector-17, Gandhinagar (Gujarat)

Toll Free No.1800-233-7965

[www.ssagujarat.org](http://www.ssagujarat.org)



28. Medium of Instruction a)   b)   c)   d)

[Assamese=01, Bengali=02, Gujarati=03, Hindi=04, Kannada=05, Kashmiri=06, Konkani=07, Malayalam=08, Manipuri=09, Marathi=10, Nepali=11, Oriya=12, Punjabi=13, Sanskrit=14, Sindhi=15, Tamil=16, Telugu=17, Urdu=18, English=19, Bodo=20, Dogri=22, Khasi=23, Garo=24, Mizo=25, Bhutia=26, Lepcha=27, Limboo=28, French=29, Other=99]

a) Are the majority of pupils taught through their mother tongue at primary stage?

(Yes=1, No=2, Not Applicable=3)

b) Language(s) taught at primary stage. A)   B)   C)

[Assamese=01, Bengali=02, Gujarati=03, Hindi=04, Kannada=05, Kashmiri=06, Konkani=07, Malayalam=08, Manipuri=09, Marathi=10, Nepali=11, Oriya=12, Punjabi=13, Sanskrit=14, Sindhi=15, Tamil=16, Telugu=17, Urdu=18, English=19, Bodo=20, Dogri=22, Khasi=23, Garo=24, Mizo=25, Bhutia=26, Lepcha=27, Limboo=28, French=29, Angami=41, Ao=42, Arabic=43, Bhoti=44, Bodhi=45, German=46, Kakbarak=47, Konyak=48, Laddakhi=49, Lotha=50, Maithili=51, Nicobaree=52, Oriya(lower)=53, Persian=54, Portuguese=55, Rajasthani=56, Russian=57, Sema=58, Spanish=59, Tibetan=60, Zeliang=61, Other languages=99]

29. Affiliation Board: [CBSE=1, State Board=2, ICSE=3, International Board=4, Others=5]

For Secondary sections

For Higher Secondary sections

a) Does the school offers any pre-vocational course(s) at secondary stage? (Yes=1, No=2)

b) Does the school provide educational and vocational guidance and counseling to students? (Yes=1, No=2)

30. Geographical Information of the school, if available

a) Latitude ° '  N

b) Longitude ° '  E

**(Question no. 31 and 32 are only for schools having pre-primary sections)**

31. Pre-primary section (other than Anganwadi) attached to school [Yes = 1, No = 2]

If yes, a) Total students     b) Total teachers

32. Anganwadi Centre in or adjacent to school [Yes = 1, No = 2]

If yes, a) Total students     b) Total teachers/Anganwadi workers

33. Last academic year details

a) Number of academic inspections	b) Number of visits by CRC coordinator	c) Number of visits by Block level officer
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

34. School funds (in last completed financial year) excluding MDM (for elementary schools/section)

	Receipt	Expenditure
a. School Development Grant (under SSA)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. School Maintenance Grant (Under SSA)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. TLM/Teachers Grant (Under SSA)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. Sanitation Grant (Under SSA)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

35. Staff category

	Number of sanctioned posts (if applicable)					Number of teachers in-position				
	For Primary	For Upper Primary	For Secondary	For Hr. Secondary	Total	For Primary	For Upper Primary	For Secondary	For Hr. Secondary	Total
a. Teaching Staff (Regular Teachers)										
b. Contract Teachers										
c. Part-time instructor positioned as per RTE										

## A (II) School Particulars (only for elementary schools/section)

### 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	□ . □ □	□ . □ □
Working hours for Teachers (per day) – Number of hours teachers stay in school (current academic year) Eg. For five hours and forty minutes write 5.40	□ . □ □	□ . □ □

2. Is SCE 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? [Not Applicable=0, 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: \_\_\_\_\_

### 4. Whether any child enrolled in school attending Special Training in the Current Year. [Yes=1, No=2]

If 'Yes', Details of Special Training

Boys

Girls

- a) No. of children provided Special Training in current year (upto 30<sup>th</sup> 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 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: [for ex. January should be written as '01'] Month

### 6. Whether any text book received in current academic year (upto 30<sup>th</sup> 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 [Not applicable=0, Yes = 1, No = 2]		
Whether TLE available for each grade [Not applicable=0, Yes = 1, No = 2]		
Whether play material, games and sports equipment available for each grade [Not applicable=0, Yes = 1, No = 2]		

**(Question no. 8 and 9 are only for Secondary and Hr. Secondary schools/section)**

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	□ . □ □	□ . □ □
Working hours for Teachers (per day) – Number of hours teachers stay in school (current academic year) Eg. For five hours and forty minutes write 5.40	□ . □ □	□ . □ □

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

For Secondary sections

for Higher Secondary sections

9. 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)

Sl. 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 (one each from Science, Humanities and arts/Crafts/Culture) nominated by District Programme Coordinator (RMSA)		
(ix)	Teachers (one each from Social Science, Science and Mathematics) of the school		
(x)	Vice-Principal/Asst. Headmaster, as member		
(xi)	Principal/Headmaster, as Chairperson		
(xii)	Chairperson (If Principal/Headmaster is not the Chairperson)		

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

(c) Whether SMDC has prepared School Improvement Plan (Yes = 1, No = 2, Not Applicable = 3)

(d) Separate Bank Account of the SMDC is being maintained (Yes = 1, No = 2, Not Applicable = 3)

If yes, Bank name \_\_\_\_\_ Branch \_\_\_\_\_

Account No: \_\_\_\_\_ Account Name: \_\_\_\_\_ IFSC Code \_\_\_\_\_

(e) Whether the School Building Committee (SBC) has been constituted: (Yes = 1, No = 2)

(f) Whether the school has constituted its Academic Committee (AC): (Yes = 1, No = 2)

(g) Whether the school has constituted its Parent-Teacher Association (PTA) (Yes=1, No=2)

(h) 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 number of other rooms

c) Classrooms by condition

		Type of building block	No. of classrooms by condition		
			Good condition	Need minor repair	Need major repair
<b>Elementary Sections</b>	A	Pucca			
	b	Partially pucca			
	c	Kuchcha			
	D	Tent			
For Secondary classes					
For Higher Secondary 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 Toilet seats constructed/available		
No. of Toilet seats functional (Functional toilet: minimal odor, unbroken seat, regularly cleaned dry, working drainage system, accessible to users, closable door)		
How many of above toilets have water available in the toilet for flushing and cleaning?		
Total Urinals available		

a. Is hand washing facility available near toilets/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

[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.) Number 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 facility available or not [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 academic year (Yes = 1, No = 2)

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

15. Whether ramp for disabled children is 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 [Yes=1, No=2]

**(Question no. 17 to 20 are only for Secondary and Higher Secondary schools/section)**

17. Details of attached Hostel Facility

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

b. Does the school have 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 (Yes=1, No=2)
a	Separate room for Assistant 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) <b>for Secondary sections only</b>	
i	Library room	
j	Science Lab <b>for Secondary sections</b> (classes IX and X) <b>only</b>	
k	Mathematics Lab <b>for Secondary sections</b> (classes IX and X) <b>only</b>	
l	Social Science Lab <b>for Secondary sections</b> (classes IX and X) <b>only</b>	
m	Pre-vocational Lab <b>for Secondary sections</b> (classes IX and X) <b>only</b>	

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

Laboratory	Separate room available (Yes=1, No=2)	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 following equipments in working/usable condition?

Equipment/Facility	Availability (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 Government and Aided Schools)

1. Status of Mid-day Meal

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

(i) If 'Prepared & provided in school premises',

a. Give status of Kitchen-shed

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

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

a. 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]





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

	Age (in years)					Total children admitted in grade 1	Out of Total in Grade I Number of children with pre-primary 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	
A - General																											
B - SC																											
C - ST																											
D - OBC																											
E- Total																											
<b>Out of total enrolment, provide details of enrolment belonging to following Minority groups as below*</b>																											
Muslim																											
Christian																											
Sikh																											
Buddhist																											
Parsi																											
Jain																											
Other																											

\* Minority as nationally defined

### F. Enrolment in current academic session (by Age) – All children

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

Class	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	
< 5																									
5																									
6																									
7																									
8																									
9																									
10																									
11																									
12																									
13																									
14																									
15																									
16																									
17																									
18																									
19																									
20																									
21																									
22																									
> 22																									
Total																									



**I. Facilities provided to children (Last academic year, Primary classes)**

Type of facility	General Students		SC Students		ST Students		OBC Students		Total Students		Muslim Minority	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
Free text books												
Free uniforms												
(State defined incentives)												

**I (ii). Facilities provided to children (Last academic year, only for Upper Primary classes)**

Type of facility	General Students		SC Students		ST Students		OBC Students		Total Students		Muslim Minority	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
Free text books												
Free uniforms												
(State defined incentives)												

**J. Examination Results (Last Academic Year)**

Grade	General				SC				ST				OBC				Total			
	Grade IV/V		Grade VII/VIII		Grade IV/V		Grade VII/VIII		Grade IV/V		Grade VII/VIII		Grade IV/V		Grade VII/VIII		Grade IV/V		Grade VII/VIII	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
Enrolment at the end of previous academic session																				
Number of students appeared																				
Number of students passed																				
Number of students Passed with more than 60%																				

### K. Children with Special Needs

Classes	I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII			
Type of Impairment	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G
Visual Impairment (Blindness)																										
Visual Impairment (Low-vision)																										
Hearing impairment																										
Speech impairment																										
Locomotor impairment																										
Mental Retardation																										
Learning Disability																										
Cerebral Palsy																										
Autism																										
Multiple disabilities																										
Total																										

### 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						

(Tables M to Q are exclusively for the schools having Secondary and Higher Secondary classes)

**M. Availability of Streams in the school**

Stream	Available (Not Applicable=0, Yes = 1; No =2)
Arts	
Science	
Commerce	
Vocational	
Other streams	

**N. Enrolment and Repeaters by Stream**

Stream	Social Category	Enrolment				Repeaters			
		Class XI		Class XII		Class XI		Class XII	
		Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
Arts	General								
	SC								
	ST								
	OBC								
	Total								
Science	General								
	SC								
	ST								
	OBC								
	Total								
Commerce	General								
	SC								
	ST								
	OBC								
	Total								
Vocational	General								
	SC								
	ST								
	OBC								
	Total								
Other streams	General								
	SC								
	ST								
	OBC								
	Total								

## O. Examination Results

a. Results of the **Class X** Examination in the previous academic year

Category	Number of Students Appeared			Number of Students Passed/Qualified		
	Boys	Girls	Total	Boys	Girls	Total
General						
SC						
ST						
OBC						
Total						

b. Number of students passed/qualified the **Secondary School Board (Class X)** Examination (in previous academic year)

Range of Marks	General		SC		ST		OBC		Total	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
upto 40%										
41-60%										
61-80%										
Above 80%										
Total										

c. Results of the **Class XII** Board/University Examination in previous academic year

Stream	Number of Students Appeared						Number of Students Passed														
	General		SC		ST		OBC		Total		General		SC		ST		OBC		Total		
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	
Arts																					
Science																					
Commerce																					
Vocational																					
Other streams																					
Total																					

d. Results of the **Class XII** Board/University Examination in previous academic year

Range of Marks	General		SC		ST		OBC		Total	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
upto 40%										
41-60%										
61-80%										
Above 80%										
Total										



**P. Receipts and Expenditures** (Under RMSA)

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

Sl. No.	Details of school level grants	Grants received	Grants utilized/ spent	Spillovers as on 01/04/2016
(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/MT S		
Night Watchman		



# Certificate

This is to certify that all the school information is filled by Head Teacher / Teacher.  
And the information provided is factual.

The above information is filled as on 30<sup>th</sup> September, 2016. If there is any kind of error or incomplete information it will be our full responsibility.

Head Teacher Sign. : \_\_\_\_\_

C.R.C. Sign. : \_\_\_\_\_

Name of Head Teacher : \_\_\_\_\_

Name of C.R.C. : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Stamp : \_\_\_\_\_

Stamp : \_\_\_\_\_

SMC Chairman Sign. : \_\_\_\_\_

B.R.C. Sign. : \_\_\_\_\_

Name of Chairman : \_\_\_\_\_

Name of B.R.C. : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Stamp : \_\_\_\_\_

Stamp : \_\_\_\_\_

## DISE ફોર્મ ભરવા અંગે માર્ગદર્શન અને સૂચનાઓ

૧. RTE અધિનિયમ ૨૦૦૯ ની કલમ-૧૨ (૩) તથા ગુજરાત રાઈટ ટુ એજ્યુકેશન રૂલ્સ -૨૦૧૨માં નિયમ-૧૩ (૧) (જ)(ઝ) અને તે સાથેના પરિશિષ્ટ-૨ ના નમૂના-૨ની શરતોની શરત-૧૦ અને ૧૭ અનુસાર દરેક શાળાએ DISEની માહિતી આપવી ફરજિયાત છે.
૨. આ માહિતી નિયત પત્રકમાં સંપૂર્ણ અને સાતત્યપૂર્ણ રીતે ભરી તા.૧૦-૧૦-૨૦૧૬ પહેલા પોતાના સી.આર.સી. ને સુપ્રત કરવી.
૩. DISE ની માહિતી ૩૦ સપ્ટેમ્બરની સ્થિતિએ ભરવી.
૪. આચાર્ય, મુખ્ય શિક્ષક અથવા અન્ય રીતે જેઓ શાળાના વડા તરીકે નિમાયેલ હોય તેમણે માહિતી ભરવામાં સી.આર.સી.કો.ઓર્ડિનેટરની મદદ કરવી.
૫. સી.આર.સી. તેમજ બી.આર.સી. કોઓર્ડિનેટરે DISE નું ફોર્મ જન વાંચન કર્યા બાદ જ સુપ્રત મેળવવું.
૬. ફોર્મમાં ભરેલ માહિતીમાં સુધારો હોય તો લાલ પેનથી સુધારો કરવો જ્યારે નવી માહિતી વાદળી પેનથી ભરવી.
૭. એક જ મકાનમાં બે શાળાઓ અલગ-અલગ વહીવટી સંચાલનથી અને આચાર્ય સ્વતંત્ર રીતે કાર્યરત હોય ત્યારે બંને શાળાએ જુદા-જુદા ફોર્મમાં અલગ રીતે માહિતી પૂરી પાડવી.
૮. એક જ આચાર્ય અને એક જ વહીવટી સંચાલન તળે એક જ મકાનમાં કે અન્ય મકાનમાં શાળા પાળી કે વર્ગ પદ્ધતિથી ચાલતી હોય ત્યારે એક જ ફોર્મમાં માહિતી પૂરી પાડવી.
૯. સી.આર.સી. કોઓર્ડિનેટરે ફોર્મ પૂર્ણ રીતે ભરી પુનઃ ચકાસણી કરવી અને માહિતી સત્યતાથી ખાતરી કરવી.
૧૦. સમગ્ર ફોર્મમાં જો જવાબ "હા" હોય તો = ૧ અને "ના" હોય તો = ૨ લખવું.
૧૧. બી.આર.સી. કોઓર્ડિનેટરએ ૫% શાળાના ફોર્મની ચકાસણી જાતે કરવી.
૧૨. EI/AEI એ ૫% માધ્યમિક / ઉચ્ચતર માધ્યમિક શાળાના ફોર્મની ચકાસણી જાતે કરવી.
૧૩. જે ટેબલમાં લઘુમતિની સંખ્યા દર્શાવવાની હોય તે ટેબલની કુલ સંખ્યા પૈકી લઘુમતિની સંખ્યા દર્શાવવાની રહેશે.
૧૪. સ્ટેટ પ્રોજેક્ટ ઓફિસ, ગાંધીનગર દ્વારા રેન્ડમલી જિલ્લાની ૧૦% શાળાએ ભરેલ DISE ફોર્મ વેરીફિકેશન માટે મંગાવવામાં આવશે જેને ધ્યાનમાં રાખી ચોકસાઈ સાથે સાચી અને સચોટ માહિતી ભરવી.
૧૫. માધ્યમિક અને ઉચ્ચતર માધ્યમિકના સંચાલન અંગે મુશ્કેલી હોય તો EI / AEI નો સંપર્ક કરી સંચાલન લખવું.
૧૬. રાજ્યની કોઈ પણ શાળા DISE ફોર્મ આપ્યા વિનાની રહેશે તો તે જવાબદારી જે તે શાળાની રહેશે. RTE Act મુજબ આ માહિતી ન આપતી શાળાની માન્યતા રદ થઈ શકે છે.
૧૭. શાળાના DISE Code થી શાળાએ DISE ફોર્મ ભર્યાની ખાત્રી થાય છે. જેથી આપના વિસ્તારના સી.આર.સી., બી.આર.સી. અને બ્લોક એમ.આઈ.એસ. પાસેથી અચૂક આપની શાળાનો DISE Code મેળવી લેવો.

સ્ટેટ પ્રોજેક્ટ ઓફિસ ગાંધીનગર દ્વારા જિલ્લા, બી.આર.સી., સી.આર.સી. તથા શાળાના કોડ નંબર નક્કી કરવામાં આવેલ છે. કોડ નંબર યથાવત રહેશે અને દરેક વખતે આ કોડ નંબરનો જ ઉપયોગ કરવાનો રહેશે.