Unified District Information System for Education Plus (UDISE+)

Data Capture Format
for

Academic Year 2024-25
For Schools of Grade Pre-Primary to Class-12

Department of School Education and Literacy
Ministry of Education
Government of India

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NOTE: All fields are mandatory (if not specifically mentioned Optional). Hence mandatory fields should not be left blank.

Section 1A- School Profile

UDISE Code: | | | | | | | | | | |

1.1 School Name (In capital letters) :

1.2 Name of the District :

    1.2.1 Sub – Division:

1.3 Name of the Educational Block:

1.4 School Location Type :(***1-RURAL, 2-URBAN***)

    (a) Revenue Block /CD Block(As Per LGD):

    (b) Village Name (for rural area)Ward:

        number for urban area):

    If Rural then
    (c) Name of Gram Panchayat (As Per LGD):

    if URBAN then
    (d) Urban Local bodies (As per LGD):
    (Municipalities)

1.5 School Address:

1.6 Pin Code :

1.7 Name of the Cluster Resource Centre(CRC):

1.8 (a) Name of the Assembly Constituency :

    (b) Name of the Parliamentary Constituency:

1.9 Geographical Location: (In Degree and Decimal for Ex-78.962883)

| (a) Latitude: | latitude | | . | | | | | | |
| (b) Longitude: | longitude | | . | | | | | | |

1.10 School Contact Details :

    (a) STD Code: (b) Landline Number:

    (c) Mobile Number: (d) Email:

    (e) Website of the School:

1.11 Head of the School (HoS) / In-Charge Details :

    (a) HoS / In-Charge Type: ***(1- Head Master/Principal, 2- Asst. Head Master/Vice Principal, 3-Acting Head Teacher, 4-In-Charge from Other School, 5-In-Charge from Block/District, 6-Others)***

    (b) HoS /In-Charge Name:

    (c) Mobile Number:

    (d) HoS Email:

1.12 (a) Management Code of School **:** [　　　　] **(Choose According to Management Group)**

Details of Management	Code	Details of Management	Code
Department of Education	1	Private Unaided (Recognized)	5
Tribal Welfare Department	2	Madrasa Siksha Kendra	13
Local Body	3	Sainik School	94
Other State Govt. Managed	6	Railway School	95
Minority Affairs Dept.	89	Central Tibetan School	96
SSKs & MSKs	12	Other Central Govt./PSU Schools**	101
Govt. Sponsored	15	Unrecognized	8
Mass Education	16	Madrasa Aided (Recognized)	97
Social Welfare Department	90	Madarsa Unrecognized	98
Ministry of Labour	91	Madrasa Private Unaided (Recognized)	99
Government Aided	4	Sanskrit Schools/Gurukuls/Pathashalas (Aided/Unaided)	102
Partially Govt. Aided	7		

(b) **For Management Code 101 mention Nodal Ministry/Dept. [　　　　]

Administration Type: [　　　　]

(1-Autonomous body under Ministry/Dept, 2-PSU under Ministry/Dept., 3- Society under Ministry/Dept)

1.13 School Category (code): [　　　　]

Details of Category	Code	Broad Category
Primary only with grades 1 to 5 (PRY)	**1**	Primary School
Upper Primary with grades 1 to 8 (PRY-UPR)	**2**	Upper primary School
Higher Secondary with grades 1 to 12 (PRY-UPR-SEC-HSEC)	**3**	Higher Secondary School
Upper Primary only with grades 6 to 8 (UPR)	**4**	Upper Primary School
Higher Secondary with grades 6 to 12 (UPR-SEC-HSEC)	**5**	Higher Secondary School
Secondary with grades 1 to 10 (PRY-UPR-SEC)	**6**	Secondary School
Secondary with grades 6 to 10 (UPR-SEC)	**7**	Secondary School
Secondary only with grades 9 & 10 (SEC)	**8**	Secondary School
Higher Secondary with grades 9 to 12 (SEC-HSEC)	**10**	Higher Secondary School
Hr. Sec. /Jr. College only with grades 11 & 12 (HSEC)	**11**	Higher Secondary School
Pre-Primary Only (PRE)	**12**	Pre-Primary School
PRY – Primary, UPR – Upper Primary, SEC – Secondary, HSEC – Higher Secondary		

1.14 Classes available in School :

(a) Lowest and Highest Class in School (*e.g. 1 to 5*) : [　　] TO [　　]

(b) Whether Pre-Primary/Balvatika section (**other than Anganwadi**) attached to school? [　] *(1-Yes, 2-No)*

    If 1-YES the Number of Classes/Grades in Pre-Primary Section [　　　　]

(For Example, mention 3 if Class Nursery, LKG and UKG are available)

Note : In UDISE+ 3(three) Classes can be Defined for Pre-Primary Sections				
Sl No	UDISE Symbol	Type-1 Combination	Type-2 Combination	Description
1	PP1 (-1)	UKG/KG-2/KG-B/Sr. KG	Pre-Primary/KG	Class Just Below Grade/Class-1
2	PP2 (-2)	LKG/KG-1/KG-A/Jr. KG	Pre-School/Nursery	Class Just Below Class PP1 (2nd class below Class-1)
3	PP3 (-3)	Nursery	Not Applicable	Class Just Below Class PP2 (3rd class below Class-1)

(c) Streams Available in the School (in case of Schools with **Higher Secondary** Sections)

Streams	Availability (1-Yes/2-No)	Subjects Offered/Taught in School in Streams
Arts Stream		For Example: 1. History 2. Political Science 3. …….. *(to be selected from Given Options)*
Science Stream		
Commerce Stream		
Vocational Streams		
Other Streams		

1.15 Type of the School: ☐☐☐ *(1-Boys, 2-Girls, 3-Co-Educational)*

1.16 Affiliation Board of the school for **SECONDARY** Sections: ☐☐☐

(1-CBSE, 2-State Board, 3-ICSE, 4-International Board, 6-Both CBSE and State Board, 7-Madarsa Board, 8-Sanskrit Board, 10-MSRVSSB)

If *2- State Board/7-Madarsa Board/8-Sanskrit Board* then name of the board:

☐☐☐

Affiliation Number: ☐☐☐

1.17 Affiliation Board of the school for **HIGHER SECONDARY** Sections: ☐☐☐

(1-CBSE, 2-State Board, 3-ICSE, 4-International Board, 6-Both CBSE and State Board, 7-Madarsa Board, 8-Sanskrit Board, 10-MSRVSSB)

If *2- State Board/7-Madarsa Board/8-Sanskrit Board* then name of the board:

☐☐☐

Affiliation Number: ☐☐☐

1.18 Respondent Details :(*Respondent = Person actually Responsible for filling this form)

    (a) Respondent Type: ☐☐☐
    (1- Head of the School/In-Charge, 2-Teacher, 3-School Administration Staff/Official/Clerk, 4-In-Charge from Block/District/Cluster, 5-In-Charge from Other School)
    (b) Respondent Name: ☐☐☐
    (c) Mobile Number ☐☐☐
    (d) Respondent Email: ☐☐☐

1.19 When does the academic session Start and End Date? ☐☐☐ TO ☐☐☐

(e.g. 5th July to be mentioned as 05/07)

1.20 Year of Establishment of school:

1.21 Year of Recognition (For **Govt. Aided / Pvt. Unaided / Others** Management Group Schools):

   (a) Primary: (b) Upper primary:

   (c) Secondary: (d) Higher Secondary

1.22 Year of upgradation of the school (if applicable):

   (a) Primary to Upper Primary:

   (b) Upper Primary to Secondary:

   (c) Secondary to Higher secondary:

1.23 Medium of instruction(s) in the School: *[Mention Mediums (if more than one) according to Number of Students taught in any particular Medium in descending order. Largest Medium should come first.]*

   (i) Medium-1:   (ii) Medium-2:

   (iii) Medium-3:   (iv) Medium-4:

(01-Assamese, 02-Bengali, 03-Gujarati, 04-Hindi, 05-Kannada, 06-Kashmiri, 07-Konkani, 08-Malayalam, 09-Manipuri, 10-Marathi, 11-Nepali, 12-Odia, 13-Punjabi, 14-Sanskrit, 15-Sindhi, 16-Tamil, 17-Telugu, 18-Urdu, 19-English, 20-Bodo, 22-Dogri, 23-Khasi, 24-Garo, 25-Mizo, 26-Bhutia, 27-Lepcha, 28-Limboo, 29-French, 30-Hmar, 31-Bishnupriya Manipuri, 32-Karbi, 39-Santhali, 49-Bhodi (Ladakhi), 51-Maithali, 71-Balti, 72-Purgi, 73-Tibetian, 97-Foregin Medium)

1.24   Language(s)taught as a subject:*[Mention Maximum 3(three) Languages]*

Name (s) of Languages taught as a subject	Classes in which Language(s) are taught

(01-Assamese, 02-Bengali, 03-Gujarati, 04-Hindi, 05-Kannada, 06-Kashmiri, 07-Konkani, 08-Malayalam, 09-Manipuri, 10-Marathi, 11-Nepali, 12-Odia, 13-Punjabi, 14-Sanskrit, 15-Sindhi, 16-Tamil, 17-Telugu, 18-Urdu, 19-English, 20-Bodo, 22-Dogri, 23-Khasi, 24-Garo, 25-Mizo, 26-Bhutia, 27-Lepcha, 28-Limboo, 29-French, 30-Hmar, 31-Bishnupriya Manipuri, 32-Karbi, 39-Santhali,41-Angami, 42-Ao, 43-Arabic, 44-Bhoti, 45-Bodhi, 46-German, 47-Kakbarak, 48-Konyak, 49-Laddakhi, 50-Lotha, 51-Maithili, 52-Nicobaree, 53-Odia(lower), 54-Persian, 55-Portuguese, 56-Rajasthani, 57-Russian, 58-Sema, 59-Spanish, 60-Tibetan, 61-Zeliang, 73-Tibetian, 97-Other Foreign language, 99-Other Indian language)

1.25 Is this a Special School for CWSN?   *(1-Yes, 2-No)*

   If 1-Yes then mention TYPE of Special School:

   (1-Visual impairments, 2-Hearing impairments, 3-Motor impairments, 4-Cognitive impairments, 5-All Types, 6-Others)

1.26 Is this a Shift School?   *(1-Yes, 2-No)*

(Shift School: School runs in more than One Shift. For Example: Morning and Afternoon Shifts)

1.27 (a) Is this a Residential School?

     (1-Completely Residential, 2-Partially Residential, 3-Non-Residential)

If *1-Completely Residential, 2-Partially Residential* then

(a) Type of Residential school: [_____]

(Options For Govt Schools : 1-Ashram (Govt.), 2- Non-Ashram (Govt.), 6-KGBV, 7- Model School, 8- Eklavya Model Residential School, 10 – Jawahar Navodaya Vidyalaya, 11 – Netaji Subhash Residential School)

(Options For Non- Govt Schools : 3- Private, 4-Others)

1.28 Is this a minority managed school? [_____] **(1-Yes / 2-No)**
(Applicable only for **Govt. Aided / Pvt. Unaided / Others** Management Group Schools)

If **1-Yes**, Type of Minority Community managing the school: [_____]
(1-Muslim, 2-Sikh, 3-Jain, 4-Christian, 5-Parsi, 6-Buddhist, 8-Linguistic Minority)

1.29 Are majority of the pupils taught through their mother tongue [_____] at the Primary level? **(1-Yes, 2-No)**

1.30 Does the school offer any pre-vocational exposure at Upper-Primary stage? [_____] **(1-Yes, 2-No)**

1.31 Does the school run any skill training center after school hours? [_____] **(1-Yes, 2-No)**

1.32 Distance* of the school (in km.) from the nearest Govt./ Govt. Aided school: (for example: 2.6)

(a) From Primary School/Section:

  1) Distance: [____] UDISE Code: [_____] School Name: [_____]
  2) Distance: [____] UDISE Code: [_____] School Name: [_____]

(b) From Upper primary School/Section:

  1) Distance: [____] UDISE Code: [_____] School Name: [_____]
  2) Distance: [____] UDISE Code: [_____] School Name: [_____]

(c) From Secondary School/Section:

  1) Distance: [____] UDISE Code: [_____] School Name: [_____]
  2) Distance: [____] UDISE Code: [_____] School Name: [_____]

(d) From Higher Secondary School/Junior college:

  1) Distance: [____] UDISE Code: [_____] School Name: [_____]
  2) Distance: [____] UDISE Code: [_____] School Name: [_____]

Distance is defined as walking distance after discounting for all natural and man-made barriers on the way to the school like highways, train lines etc.

1.33 Whether School is Approachable by All-Weather Roads? [_____] **(1-Yes, 2-No)**

1.34 Number of instructional days (in previous academic year): [_____]

1.35 Is Continuous and Comprehensive Evaluation (CCE) [_____] **(1-Yes, 2- No)** being implemented in School?

If CCE being implemented then,
(a) Are cumulative records of pupil being maintained ? [_____] **(1-Yes, 2- No)**
If yes, are cumulative records of pupil being shared with parents ? [_____] **(1-Yes, 2- No)**

Question No 1.36 is Only for Private Unaided Schools

1.36 Does the School take admission under Section12 of the
RTE Act (25% quota as per the RTE Act)? *(1-Yes, 2-No)*

Question No 1.37 to 1.54 is Only for Government and Government Aided Schools

1.37 Whether Anganwadi Centre(s) is/are located inside the school premises? ____ *(1-Yes,2-No)*
If *1-YES* then

Sl. No.	Code/Name of Anganwadi Centre(s)	Children in Anganwadi Centre(s)	
		Boys	Girls
(i)			
(ii)			
(iii)			

1.38 Whether **Balavatika** is started in the **Co- located Anganwadi**/school? ____ *(1-Yes, 2-No)*

1.39 Whether any Out of School Children enrolled in the school? ____ *(1-Yes, 2-No)*

If *1- Yes,* whether enrolled Out of School Children ____ *(1-Yes, 2-No)*
attending Special training in school or not?

1.40 Number of students attending Remedial Teaching/<mark>Extra</mark> in current year: ____

1.41 Number of students attending Learning Enhancement classes: ____

1.42 Details of visits to the school during the previous academic year:
(a) Number of Academic inspections: ____
(b) Number of visits by CRC Coordinator: ____
(c) Number of visits by Block level officer(BRC/BEO): ____
(d) Number of visits by District/State level officers: ____
For JNV/KV/Other Central Government Schools
(e) No. of visits by Regional Level Officer ____
(f) No. of visits by Headquarter Level Officer ____

1.43 (a) Whether School Management Committee (SMC) has ____ *(1-Yes, 2-No)*
been constituted as per RTE norms?

(b) Whether School Development and Management Committee have been ____
Constituted as per **SAMAGRA SHIKSHA** guidelines? *(1-Yes, 2-No, 3- Same as SMC)*

If (a) or/and (b) is *1-Yes*,
(c) Number of **SMC/SDMC** Meetings Conducted in previous Academic year: ____

(d) Whether **SMC/SDMC** has prepared the School Development Plan? [ ] *(1-Yes, 2-No)*
   If *1-Yes*, mention the year [ ]

1.44 (a) Whether the School Building Committee (SBC) has been constituted? [ ] *(1-Yes, 2-No)*

   (b) Whether the School has constituted its Academic Committee (AC)? [ ] *(1-Yes, 2-No)*

   (c) Whether the School has constituted its Parent-Teacher Association (PTA)? [ ] *(1-Yes, 2-No)*

   If *1-Yes*, Number of PTA meetings held during the last academic year [ ]

1.45 Is the school registered under Public Financial Management System (**PFMS**)? [ ] *(1-Yes, 2-No)*

1.46 Whether the school has multi-class units? [ ] *(1-Yes, 2-No)*

   If *1-Yes*, classes taught together in a single classroom:

   [Use ',' (comma) in between classes. For Example 1,2,3,4]

Sl No	Classes Taught Together
1	
2	
3	

1.47 Is the school part of a School Complex? [ ] *(1-Yes, 2-No)*

1.48 Is the school a Hub School for the school complex? [ ] *(1-Yes, 2-No)*

   If *1-Yes,* Number of schools in the school complex

Pre Primary	Primary	Upper Primary	Secondary	Higher Secondary	Total

1.49 Whether the school has undertaken any activity under **"Ek Bharat Shreshtha Bharat"** (EBSB)? [ ] *(1-Yes, 2-No)*

1.50 Is the School certified as Fit India School? [ ] *(1-Yes, 2-No)*

1.51 Is the school providing **Holistic** Report Card for every Learner based on peer/self/teacher assessment? [yn] *(1-Yes, 2-No)*

1.52 **(a)** Number of days Mid-day Meal served under PM-POSHAN (in Last Academic year)

   (i) Total Days [ ]   (ii) Days per Week [ ]

   (iii) Days per Month [ ]

   (b) If Mid-day meal extended to pre-primary Section/Balvatika [ ] *(1-Yes, 2-No)*

1.53 Availability of free text books, Teaching Learning Material **(TLM)**, Play material (in current academic year) and Graded Supplementary Material (for previous academic year)

Sl. No.	Indicators	Pre-Primary	Primary	Upper Primary	Secondary	Higher Secondary
1.53.1	Whether complete set of free textbooks received?	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO
1.53.1.1	When were the textbooks received in the current academic year? *(May should be written as 05-May)*					

1.53.2	Whether TLM available for each grade?	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO
1.53.3	Whether the school has received Graded Supplementary Material in previous academic year?	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO
1.53.3.1	If yes, whether the school utilize graded supplementary material in classroom transactions	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO
1.53.4	Whether play material, games and sports equipment available for each grade?	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO
1.53.5	Whether the school has provided free uniform to the students?	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO	1-YES / 2-NO
1.53.5.1	If Yes, Mention the month in which the uniforms were provided to students in the current academic year *(May should be written as 05-May)*					

1.54 Key Performing Indicators (KPI) on teaching, learning (in previous academic year), materials etc.

		1	2	3	4	5	6	7	8	9	10	11	12
1.54.1	Number of learning outcome based assessment items created in total												
1.54.2	Whether the school actively undertakes academic enrichment activities, such as Project/Group work, portfolio, virtual labs, class performances, quizzes/debates, creative writing, etc? *(1-YES / 2-NO)*												
1.54.3	Number of students received orientation on cyber safety												
1.54.4	Number of students received training on psycho-social aspects												

Section 1B: School Safety and Other Parameters

1.55.1	Whether the School Disaster Management Plan (**SDMP**) has been developed? *(1-Yes, 2-No)*	
1.55.2	Whether **Structural Safety Audit** has been conducted? *(1-Yes, 2-No)*	
1.55.3	Whether **Non-Structural Safety Audit** has been conducted? *(1-Yes, 2-No)*	
1.55.4	Whether **CCTV** Cameras are available in school? *(1-Yes, 2-No)*	
1.55.5	Whether **Fire Extinguishers** are installed? *(1-Yes, 2-No)*	
1.55.6	Does the school have a nodal teacher for **school safety**? *(1-Yes, 2-No)*	
1.55.7	Whether students and teachers undergo regular training in school **safety and disaster** preparedness? *(1-Yes, 2-No)*	
1.55.8	Whether **disaster management** is being taught as part of the curriculum? *(1-Yes, 2-No)*	
1.55.9	Whether school has received grant for **Self Defense** Training for Girls? *(1-Yes, 2-No)*	

1.55.9 (a)	Mention Number of Girls Student provided Self Defense training at (i) Upper Primary (ii) Secondary (ii) Higher Secondary grades (Provide actual number of students trained)?	
1.55.10	Whether the school has displayed **safety guidelines** on Display Board? *(1-Yes, 2-No)*	
1.55.11	Whether the school has appointed any teacher as a **first level counsellor**? *(1-Yes, 2-No)*	
1.55.12	Frequency of safety and security audit of schools for ensuring child safety by involving all stakeholders(SMC, Parents, Senior Students, senior girl Students) *(1-Once, 2-Twice, 3-Three times, 4-Four times, 5-More than four times a year,6-None)*	
1.55.13	Is the school **displaying photographs** of all teachers in a school? **(1-Yes, 2-No)**	
1.55.14	Has the school adopted/initiated **Vidya Parvesh Module**? **(1-Yes, 2-No)**	
1.55.15	**Students' attendance** captured? *(1- Attendance Register, 2- Electronically, 3- Biometric)*	
1.55.16	**Teachers' attendance** captured? *(1- Attendance Register, 2- Electronically, 3- Biometric)*	
1.55.17	Whether the school has constituted **Youth Club**? **(1-Yes, 2-No)**	
1.55.18	Whether the school has constituted **Eco Club**? **(1-Yes, 2-No)**	
1.55.19	Whether Teacher **Identity Cards** are issued to all teachers in the school? **(1-Yes, 2-No)**	
1.55.20	State School Standard Authority (SSSA) **self-certification** obtained? **(1-Yes, 2-No)**	

Section 1C - Receipts and Expenditure

1.56 Grants received by the school & expenditure made during the financial year 2022-23
(For Govt. and Govt. Aided Schools)

Sl No	Grants under Samagra Shiksha	Receipt (In Rs.)	Expenditure (In Rs.)
1.56.1	Composite School Grant		
1.56.2	Library Grant		
1.56.3	Grant for Major Repair		
1.56.4	Grant for Sports and Physical Education		
1.56.5	Grant for Media and Community Mobilization		
1.56.6	Grant for Training of SMC/SMDC		
1.56.7	Grant for support at Preschool Level (Only for primary schools/sections)		

1.57 Financial Assistance received by the school (*for all Schools in last Academic year*)

Sl No	From	Is Assistance Received? (1-Yes, 2-No)	If Assistance Received Mention Following	
			Name	Amount (In Rs.)
1.57.1	Non-Govt. Organization (NGO)			
1.57.2	Public Sector Undertaking (PSU)			
1.57.3	Community			
1.57.4	Other			

1.58 Whether school is maintaining for the following? (*for all Schools in Previous Academic Year*)

Sl. No.	Details	Availability (1-Yes, 2-No)
1.58.1	Inventory Register on **ICT Items**	
1.58.2	Inventory Register on **Sports Equipment**	
1.58.3	Inventory Register on **Library Books**	

1.59 Total annual expenditure of school on account of following (*for all Schools in Previous Academic year*)

Sl. No.	Details	Expenditure (In Rs.)
1.59.1	Maintenance/ Housekeeping	
1.59.2	Teachers	
1.59.3	Construction Works	
1.59.4	Others	
	Total Expenditure Incurred	

Section 1D- Vocational Education under NSQF at Institutional level

(Only for Govt. and Govt. Aided Schools having vocational courses)

1.60 Does the school provide any vocational courses under NSQF? [　　　] **(1-Yes, 2-No)**

If Answer of 1.60 is 1-YES, then only answer all remaining sections

1.61 (a) Sector(s) / Trade(s) available in the school:

	Sector(s)	Year of Starting	Job Roles
Sector 1			
Sector 2			
Sector 3			
Sector 4			

Sectors: (61-Agriculture, 62-Apparels, Made ups & Home Furnishing, 63-Automotive, 64-Beauty & Wellness, 65-Banking Financial Services and Insurance (BFSI), 66-Construction, 67-Electronics & Hardware, 68-Healthcare, 69-IT-ITES, 70-Transportation, Logistics & Warehousing, 71-Power, 72-Media & Entertainment, 73-Multi-Skilling, 74-Retail, 75-Private Security, 76-Sports, Physical Education, Fitness & Leisure, 77-Telecom, 78- Tourism & Hospitality, 79-plumbing, 81- Food Processing)

Sector	Job Role	Sector	Job Role
Agriculture	Animal Health Worker	Transportation, Logistics & Warehousing	Courier Delivery Executive
Agriculture	Dairy Farmer / Entrepreneur	Transportation, Logistics & Warehousing	Courier Pick-up Executive
Agriculture	Dairy Worker	Transportation, Logistics & Warehousing	Courier Sorter
Agriculture	Floriculturist (Open Cultivation)	Transportation, Logistics & Warehousing	Documentation Assistant
Agriculture	Micro Irrigation Technician	Transportation, Logistics & Warehousing	Receiving Assistant

Sector	Job Role	Sector	Job Role
Agriculture	Paddy Farmer/Cereal Crop Grower	Transportation, Logistics & Warehousing	Shipment Query Handler
Agriculture	Solanaceous Crop Cultivator	Transportation, Logistics & Warehousing	Warehouse Quality Checker
Agriculture	Gardener	Power	Consumer Energy Meter Technician
Agriculture	Tuber Crop Cultivator	Power	Cable Jointer Electrical Power system
Agriculture	Nursery Worker	Power	Distribution Lineman
Agriculture	Irrigation Service Technician	Media & Entertainment	Roto Artist
Agriculture	Organic Grower	Media & Entertainment	Texturing Artist
Agriculture	Small Poultry Farmer	Media & Entertainment	Story Board Artist
Agriculture	Floriculturist (Protected Cultivation)	Media & Entertainment	Animator
Agriculture	Live Stock Service Provider	Media & Entertainment	Clean-up Artist
Apparels, Made ups & Home Furnishing	Assistant Designer - Home furnishing	Multi Skilling	Multi Skill Foundation Course
Apparels, Made ups & Home Furnishing	Assistant Fashion Designer	Multi Skilling	Multi Skill Assistant Technician
Apparels, Made ups & Home Furnishing	Hand Embroiderer	Retail	Cashier
Apparels, Made ups & Home Furnishing	Self Employed Tailor	Retail	Store Operation Assistant
Apparels, Made ups & Home Furnishing	Sewing Machine Operator	Retail	Sales Associate
Apparels, Made ups & Home Furnishing	Specialized Sewing Machine Operator	Retail	Trainee Associate
Automotive	Automotive Service Technician L3	Private Security	Unarmed Security Guard
Automotive	Automotive Service Technician L4	Sports, Physical Education, Fitness & Leisure	Early Years Physical Activity Facilitator
Beauty & Wellness	Assistant Beauty Therapist	Sports, Physical Education, Fitness & Leisure	Primary Years Physical Activity Facilitator
Beauty & Wellness	Beauty Therapist	Sports, Physical Education, Fitness & Leisure	Fitness Trainer
BFSI	Business Correspondent	Telecom	Optical Fiber Splicer
BFSI	Microfinance Executive	Telecom	Customer Care Executive(Call Centre)
Construction	Assistant mason	Telecom	In Store Promoter
Construction	Mason General	Telecom	Optical Fiber Technician
Electronics & Hardware	Field Technician - Other Home Appliances	Tourism & Hospitality	Counter Sales Executive
Electronics & Hardware	Field Technician - Wireman Control Panel	Tourism & Hospitality	Food & Beverage Service Trainee
Electronics & Hardware	Field Technician - Computing and Peripheral	Tourism & Hospitality	Housekeeping attend manual cleaning
Electronics & Hardware	TV Repair Technician	Tourism & Hospitality	Meet & Greet Officer
Electronics & Hardware	Installation Technician - Computing and Peripherals	Tourism & Hospitality	Travel Consultant
Electronics & Hardware	Field Technician Air Conditioner	Tourism & Hospitality	Tour Guide
Healthcare	General Duty Assistant	Tourism & Hospitality	Housekeeping - Room Attendant
Healthcare	Vision Technician	Tourism & Hospitality	Customer Service Executive (Meet and Greet)
IT/ ITeS	CRM Domestic Voice	Tourism & Hospitality	Food & Beverage Service - Associate
IT/ ITeS	Domestic Biometric Data Entry Operator	Plumbing	Plumber (General)
IT/ ITeS	Domestic Data Entry Operator	Plumbing	Plumber (General II)
IT/ ITeS	Domestic IT Help desk Attendant	Plumbing	Assistant Plumber (General)
IT/ ITeS	Junior Software Developer	FOOD PROCESSING	Baking Technician/ Operative
Transportation, Logistics & Warehousing	Warehouse Packer	FOOD PROCESSING	Craft Baker
Transportation, Logistics & Warehousing	Consignment Tracking Executive	FOOD PROCESSING	Jam, Jelly and Ketchup Processing Technician

(b) Vocational Courses covered under:

(1-Centrally Sponsored Scheme, 2-State sponsored scheme, 3-NONE)

(c) Details on vocational course(s) / training(s) in **Previous Academic Year (AY 2023-24)**

Sl. No	Questions	Answer
i)	Does the school possess set of tools / equipment / textbooks for each vocational course(s)? **(1-Yes and Complete, 2-Yes but Partial, 3-Not Available)**	
ii)	Whether e-content is available for Vocational Course(s) in Medium of Instructions? **(1-Yes/2-No)**	
iii)	Average Duration of Vocational THEORY Classes for a class (in hours)	
iv)	Average Duration of Vocation PRACTICAL Classes for a class (in hours)	
v)	Average Duration of Training in Industry for a class (in hours)	
vi)	Average Duration of Field Visits for a class (in hours)	

(d) Details of Placements and Employment in **Previous Academic year (2023-24)**

Sl. No	Questions	Answer
i)	Number of students in class 10 who have taken vocational courses in Previous AC year	
ii)	Number of students in class 10 who got self-employed after receiving vocational education in previous AC year	
iii)	Number of students in class 10 who got Placement / given apprenticeship in Previous AC Year	
iv)	Number of students in class 12 who have taken vocational courses in previous AC year	
v)	Number of students in class 12 who got self-employed after receiving vocational education in previous AC year	
vi)	Number of students in class 12 who got Placement / given apprenticeship in Previous AC Year	

(e) Availability of Vocational Lab:

Sector	Availability with Present Condition? (1-Fully Equipped, 2-Partially Equipped, 3-Not Equipped, 4-Lab Not Available	Separate Room available? (1-Yes, 2-No)
Sector-1		
Sector-2		
Sector-3		
Sector-4		

Section 1E- Mid Day Meal
School Annual Data Capture Format:

Kitchen:
1. Type of Kitchen: ☐

   (*School Kitchen=1, Centralized Kitchen=2, NGO=3, Self Help Group=4, Cluster Kitchen=5, Any other=6*)

2. Mode of Cooking: ☐
        (*Firewood =1, Gas= 2, Kerosene Stove =3, Any other=4*)

3. **School Bank Account Details:**

   i.   Separate Bank Account for MDM Scheme: (*Yes=1,No=2*) ☐

   ii. Mode of receiving funds: (*Bank=1,Cash=2*) ☐

   iii. Name of Bank: ☐

   iv. CBS Account: ☐

   v.   Bank IFS code: ☐

   vi. Account No.: ☐

4. **Cook-cum-helper details:**

Cook Name	Gender Male(M)/ Female(F)	Category (SC/ST/ OBC/Gen)	Below Poverty Line (Yes(Y) /No(N))	Mode of Payment (Cash/ Bank)	Honorarium per month (Rs.)	Remarks

5. **School Health Programme:**

   i. Weighing Machine available in School: (*Yes=1,No=2*) ☐

      If yes, Year of procurement: ☐

   ii. Height Measurement Tool: *(Yes=1,No=2*) ☐

      If yes, Year of procurement*: ☐

      * *Note: If Height Measurement Tool painted on the school wall then provide year of painting in procurement field.*

6. **Kitchen Utensils:**
   i.   Utensils available for Cooking/Serving: (*Yes=1,No=2*) ☐
            If yes, Year of procurement: ☐

   ii. Utensils for Eating: (*Yes=1,No=2*) ☐
            If yes, Year of procurement: ☐

   iii. If utensils for eating "Yes"
        Purchased from (*MME=1, By Community=2, Convergence=3*) ☐

7. Kitchen cum store (Physical Progress):

i. Sanctioned: *(Yes=1, No=2)*

    If yes, Complete / in progress / yet to start

ii. Kitchen cum store (Status):

    (Available, in use=1, Available, but not in use=2)

8. School Geographical Location:*(Hilly=1, Saline=2, Normal=3*)

9. Dining Hall:

1. Dining Hall available: *(Yes=1, No=2)*

If Yes,

i. Status of Dining Hall: (***Pucca=1,Kancha=2)***

ii. Condition: (***Good=1,Require Repair=2*)**

iii. Fund Source:
    (***Dining Hall fund=1, Other MDM fund=2, Others fund=3)***

iv. Size (in sft.):

v. Year of Completion:

    If No,

    i. Land available/provision for vertical extension: *(Yes=1, No=2)*

       If Yes,

       a. Sanctioned amount [if not sanctioned put 0 (zero)] (in Rs.):

       b. Fund Source:
          (***Dining Hall fund=1, Other MDM fund=2, Others fund=3*)**

10. LPG Connection available: **(*Yes=1, No=2*)**
       If Yes,

I. Arrangement FY:
    (*2013-14=**1**, 2014-15=**2**, 2015-16=**3**, 2016-17=**4**, 2017-18=**5**)*

II. Fund Source:
    (*LPG fund=**1**, Other MDM fund=**2**, Others fund=**3** *)

11. Fire Extinguisher available: *(Yes=1, No=2)*

If Yes		
I.	Status : (***Functional=1, Require Refilling=2 *)**	
II.	Fund Source: (***Fire Extinguisher fund=1, Other MDM fund=2,Others fund=3)***	
III.	Whether Fire Extinguisher is in working condition: *(Yes=1, No=2)*	
	If Yes, Valid up to:	

12. **Kitchen Garden available: *(Yes=1, No=2)***
       If Yes,

I. Fund Source:

(Kitchen Garden fund=1, Other MDM fund=2, Others fund=3)

II.   Type of Kitchen garden:
       (Open field=1, Terrace=2, Containers=3, Others Size of Kitchen garden=4)

III.   Participating Agencies:
       (KVK=1, Horticulture Dept.=2, Community=3, School's own Initiative=4, Others=5)

IV.   Quantity of Produce (in KG):

Section 2- Physical Facilities, Equipment, Computer and Digital initiatives

PART A: Physical Facilities

2.1 Status of Present School Building?

(1-Private Owned, 2-Rented, 3-Government Owned, 4-Government School in a Rent free building, 5-NO Building (Running in Open Place), 6-School Running in other Department Building)
(NOTE: For Govt. Schools Options 2,3,4,5,6 are Applicable.
        For Govt. Aided Schools Options 1,2,3,5 are Applicable.
        For Other Schools Options 1,2,5 are Applicable)

2.2 Type of School Building:

	Description	Count
(i)	Total Number of Active* building blocks of the school	
	Out of the total number of building blocks mentioned above, number of	
	Pucca building	
	Partially Pucca building (with Pucca walls and floor without concrete roof)	
	Kuchcha building	
	Tent	
(ii)	Dilapidated** Building	
(iii)	Building Under Construction	

*Active Building Blocks = Building Blocks Currently used for instructional and Administrative Purpose

**Dilapidated = In a state of bad condition or damage as a result of age or neglect (Certified by Authority)

2.3 Type of Boundary Wall:

(1-Pucca, 2-Pucca but broken, 3-Barbed wire fencing, 4-Hedges, 5-No boundary walls, 6-Others, 7- Partial, 8-Under Construction)

2.4 (a) Details of Classrooms available in the school: (Laboratory rooms NOT to be included)

Mention Number of Classrooms for each categories					
Pre-Primary		Primary		Upper primary	
Secondary		H Secondary		Currently Not in Use	
(i) Total Number of Classrooms used for instructional Purposes					
(ii) Number of classrooms under construction					
(iii) Number of Classrooms in dilapidated condition					

(b) Details of Classrooms by Condition *[out of classrooms for instructional purposes as per Sl No 2.4(a)(i)]*

Type of Classrooms	Number of Classrooms by Condition		
	Good Condition	**Need Minor repair**	**Need Major Repair**
Pucca			
Partially Pucca			
Kuchcha			
Tent			

2.5 (a) Whether electricity connection is available in the school?
(1-Yes, 2-No, 3-Yes, but not Functional)

If Electricity is available in School then,

	Description	Count
(i)	Number of Classrooms having Fans	
(ii)	Number of Classrooms having ACs	
(iii)	Number of Classrooms having Heaters/Blowers	

(b) Whether solar panel is available in school?
(1-Yes, 2-No, 3-Yes, but not Functional)

2.6 Details of Rooms other than Classrooms (excluding toilets):

(a) Number of Total Other Rooms (excluding Classrooms):

(b) Mark Available Rooms: [Out of other rooms mentioned in 2.6(a)]

Sl. No.	Particulars	Availability
(i)	Separate room for Head of the School/Head Teacher/ Principal?	**1-Yes / 2-No**
(ii)	Separate room for Library	**1-Yes / 2-No**
(iii)	Separate room for Assistant Head Teacher/Vice Principal?	**1-Yes / 2-No**
(iv)	Separate Common room for girls	**1-Yes / 2-No**
(v)	Staffroom for teachers	**1-Yes / 2-No**
(vi)	Co-curricular activity room/arts and crafts room	**1-Yes / 2-No**
(vii)	Number of Laboratory Rooms including Computer Labs	

2.7 Does the School have Toilet(s) ?   *(1-Yes, 2-No)*

If *1-Yes* then fill following Details

(a) Details of Toilets/Urinals: (Func. = Functional)

Details of Toilets							
		Boys		**Girls**		**Total**	
Sl. No	Description	Total	Func**	Total	Func**	Total	Func**
(i)	Number of toilet seats available excluding CWSN friendly Toilets						
(ii)	Number of CWSN friendly toilet seats						
	Total Number of toilet seats including CWSN friendly toilets						
Details of Urinals							
(iii)	Total number of urinals available						

(b) Out of the total number of functional toilets/urinals given in Table 2.5(a), how many have running water available in the toilet/urinals for flushing and cleaning?

	Boys	Girls
Toilets		
Urinals		

**Definition of Functional Toilet: *Water Available in the Toilet, Minimum Foul Smell, Unbroken seats, Regularly Cleaned, Working drainage System, Accessible to users, Closable doors.*

(c) Is hand washing facility with soap available near toilets/urinals block? [＿＿＿] *(1-Yes, 2-No)*

(d) Location of the Toilet facility available? [＿＿＿]
 (1-Inside the School Building, 2-Outside the Schools Building but in the School Premises)

(e) Whether incinerator is available in Girl's toilet? [＿＿＿] *(1-Yes, 2-No, 3-Yes, but Not Functional)*

(f) Whether the school has Sanitary Pad vending machine available? [＿＿＿]
(1- Yes, 2- No, 3- Yes, but not functional, 4- NO, Pads available with Class Teachers)

2.8 Whether hand washing facility with soap available
for washing hands before and after meal? (*1-Yes, 2-No*) [＿＿＿]

　　　If *1-Yes*, number of wash points: [＿＿＿]

2.9 (a) Main Source of Drinking Water:

Source	Availability (1-Yes, 2-No, *3-Yes, but Not Functional*)
Hand pumps/Bore well	
Protected Well	
Unprotected Well	
Tap water	
Packaged/Bottled Water	
Others -　Source Name:	

(b)Whether water purifier/RO is available in the school: [＿＿＿]

　　　　　(1-Yes, 2-No, 3-Yes, but not Functional)

(c) Whether Drinking water quality is tested from water testing lab? [＿＿＿] *(1-Yes, 2-No)*

2.10 Does the school have provision for rain water harvesting? [＿＿＿]
　　　(1-Yes, 2-No, 3-Yes, but not functional)

2.11 (a) Whether the school has Library facility/Book Bank/Reading Corner?

Facilities	Availability (1-Yes, 2-No)	Total numbers of books
Library		
Book Bank		
Reading Corner		

　　　(b) Does the school have a full-time librarian? [＿＿＿] *(1-Yes, 2-No)*

　　　(c) Does the school subscribe to newspapers/magazines? [＿＿＿] *(1-Yes, 2-No)*

　　　(d) Number of times Library books have been borrowed /read by children [＿＿＿]

2.12 (a) Whether land is available for expansion of school facilities? [＿＿＿] *(1-Yes, 2-No)*

　(b) Number of Additional Classrooms and Other Rooms required [＿＿＿]

2.13 Whether Playground facility is available in the School? [＿＿＿] *(1-Yes, 2-No)*

　　If *2-No*, whether school has made adequate arrangements for children to play outdoor games and other
　　physical activities in an adjoining playground/municipal park etc. [＿＿＿] *(1-Yes, 2-No)*

2.14 (a) Whether Health check-up of students was conducted
　　　in previous academic year? [＿＿＿] *(1-Yes, 2-No)*

　　If *1-YES*,

(i) Total number of Health check-ups conducted in the school during last Session [ ]

(ii) Health check-up parameters carried out: *(1-Yes, 2-No)*

Height	Weight	Eyes	Dental	Throat

(b) De-worming tablets given to children: [ ]

(1-Complete (two doses), 2-Partially (one dose), 3-Not given)

(c) Iron and **Folic acid tablets** given to children as per guidelines of WCD: [ ] *(1-Yes, 2-No)*

(d) Whether school maintains **Annual health records**? [ ] *(Yes-1, No-2)*

(e) Is **Thermal scanner** available in the school? [ ] *(Yes-1, No-2)*

(f) Is **First Aid** facility available? [ ] *(Yes-1, No-2)*

(g) Is **Essential medicines** available? [ ] *(Yes-1, No-2)*

2.15 Whether **ramp** for disabled children to access school building exists? [ ] *(1-Yes, 2-No)*

If *1-Yes*, whether **Hand-rails** for ramp are available? [ ] *(1-Yes, 2-No)*

2.16 Whether School has special educator? [ ] *(1-Dedicated, 2-At cluster level, 3-No)*

2.17 (a) Whether **Kitchen Garden** is available in school? [ ] *(1-Yes, 2-No)*

(b) Whether **Kitchen shed** is available in school? [ ] *(1-Yes, 2-No)*

2.18 Does the school have **Dustbins** for collection of waste?

(a) Each Classroom: [ ] *(1-Yes and all, 2-No, 3-Yes but some)*

(b) Toilets: [ ] *(1-Yes and all, 2-No, 3-Yes but some)*

(c) Kitchen: [ ] *(1-Yes, 2-No)*

2.19 Does the school have **Furniture** for students? [ ]
(1-Yes for all, 2-Partial, 3-No Furniture Available)

If *1-Yes for all or 2-Partial* then

Number of students for whom furniture is available? [ ]

2.20 Does the School have the following facilities?

Sl. No.	Particulars	Availability (1-Yes, 2-No)
Question Number (a) and (b) is for Schools having **Secondary** and **Higher Secondary**		
(a)	**Staff quarters** (including residential quarters for Head Teacher/Principal and Asst. Head Teacher/Vice Principal)	
(b)	**Tinkering Lab**	
Question Number (c) is for Schools having **Secondary** Sections Only		
(c)	**Integrated science laboratory**? (integrated laboratory is the one in which Physics, Chemistry and Biology practical are held)	

2.21 Whether Boarding/Hostel facilities are available for the following Stage(s)/Level(s)?

Sl. No	Stage(s) / level(s)	Boarding/Hostel/Residential facilities Availability? (1-Yes/2-No)	No of Available Seats	
			Boys	Girls
(i)	Primary			
(ii)	Upper Primary			
(iii)	Secondary			
(iv)	Higher Secondary			

2.22 Does the school have the following laboratories? (For Higher Secondary sections only)

Sl. No.	Laboratories	Availability with Present Condition? (1-Fully Equipped, 2-Partially Equipped, 3-Not Equipped, 4-Lab Not Available)	Separate Room Available? (1-Yes, 2-No)
(a)	Physics		
(b)	Chemistry		
(c)	Biology		
(d)	Mathematics		
(e)	Language		
(f)	Geography		
(g)	Home Science		
(h)	Psychology		
(i)	Computer Science		

2.23 Does the school have the following equipment(s)

Sl. No.	Equipment/Facility	Availability (1-Yes, 2-No, 3-Yes but not Functional)
(a)	Audio/Visual/Public Address System	
(b)	Science Kit*	
(c)	Math's Kit**	
(d)	Biometric device	

Availability of general items, chemicals, glassware, microscope, electroscope, multimeter resistance boxes, kerosene burner, electricity and magnetism kit, optics kit, spring balance etc.

** *Availability of cubes, cutouts of various shapes, an innovative geoboard, abacus, Trigonometric Circle Board, Pythagoras Theorem Square, algebraic tiles etc.*

PART B: Computers and Digital Initiatives

2.24 Computer or Digital Equipment Status:

Sl. No.	Items	Total Number of units available	Number of Functional Units for pedagogical purpose (Out of Total)
(a)	Desktop/PCs		
(b)	Laptop/Notebook		
(c)	Tablets		
(d)	PCs with Integrated Teaching Learning Devices		
(e)	Digital Boards with Content Management Systems and solutions (CMS)/ Learning Management System		
(f)	Projector		
(g)	Printer		
(h)	Scanner		
(i)	Server		
(j)	Web Camera		
(k)	Smart TV		
(l)	Smart Class rooms used for teaching with Digital boards/ Smart boards/ Virtual classrooms/ Smart TV		
(m)	Mobile phone used for teaching		
(n)	Generator/Invertors/Power Backup/Big UPS (above 1KVA)		

2.25 Does the School have Internet Facility? [_____] *(1-Yes, 2-No)*

If *1-YES*, then

(a) Type of internet facility available in the school: [_____]

(1-Broadband/Leased Line, 2-USB Modem/dongle/Portable Hotspot, 3-Telephone line with modem, 4-Mobile phone Internet, 5-Any Other type of connection, 6-VSAT)

(b) Is access to internet facility used for pedagogical purpose? [_____] *(1-Yes, 2-No)*

2.26 Is **Computer/ICT Lab** available in school? [_____] *(1-Yes, 2-No)*

If 2.26 is *1-YES*,

(a) Number of **Computer/ICT Lab** Available: [_____]

(2.26(b) IS ONLY FOR GOVT. AND GOVT. AIDED SCHOOL)

If 2.26 is *1-YES*,

(b) Is the ICT Lab available in the school under Samagra Siksha? [_____] *(1-Yes, 2-No)*

If *1-YES*,

(i) Year of implementation: [_____]

(ii) Whether the ICT Lab is functional or not? [_____] *(1-Yes, 2-No)*

(iii) Which model is implemented in the school : [_____]
(1-BOOT Model, 2-BOO Model, 3-Others)

(iv) Type of the ICT Instructor in the school: [_____]
(1-Full Time, 2-Part Time, 3-Not Available)

2.27 Does the school have the following facilities?

Sl. No.	Equipment/Facility	1-Yes / 2-No
(a)	Whether ICT based tools are being used for teaching?	
(b)	Access to e-Contents/Digital Contents/resources at school	
(c)	Assistive tech-based solutions for CWSN	
(d)	Access to DTH/TV channels	

2.28 Does the School have **Digital Library**? [_____] *(1-Yes, 2-No)*

If *1-YES*,

Number of e-Books/e-Contents available: [_____]

Section 2.a State Define Supplementary Variable

VAR ID	Variable Description	Max Length	Value	VAR ID	Variable Description	Max Length	Value
1	Previous year DISE School Code (in case of Relocation)	11		15	Whether E-Class room was set up in the school? Enter Yes=1 / No=2	1	
2	Number of ACR sanctioned under SSA (till date)	2		16	Whether E-Class room functional? Enter Yes=1 / No=2	1	
3	If sanctioned, no. of ACR Completed	2		17	Whether there is female attendants (IN CASE OF GIRLS SCHOOL) ? Enter Yes=1 / No=2	1	
4	Name of the Mouza / Revenue Village	50		18	Whether there is provision of school bus? Enter Yes=1 / No=2	1	
5	JL No. of Mouza / R. Village	3		19	Whether there is any incidence of ragging, bullying reported? Enter Yes=1 / No=2	1	
6	Plot No / Dag no	20		20	Total area in the school in Sq. mtr.	8	
7	Whether testing of drinking water source has been done? Enter Yes=1 / No=2	1		21	Vacant area in the school in Sq. mtr. (Excluding Garden, Play Ground etc.)	8	
8	Resource room for CWSN Enter Yes=1 / No=2	1		22	Is there scope of vertical expansion (Yes=1, No=2)	1	
9	Whether the school having TV ? Enter Yes=1 / No=2	1		23	Is the school located in Tea Garden Area (Yes=1, No=2)	1	
10	Whether 'SAFE DRIVE SAVE LIFE' Message /Poster display in the school premises? Enter Yes=1 / No=2	1		24	If Yes, Name of the Tea Garden	75	
11	Whether '**Dengu**' / '**Vector**' control Message / Poster display in the School Premises ? Enter Yes=1 / No=2	1		25	Distance of nearest source of Drinking Water (in meter) where Drinking Water is not available within school premises	4	
12	Whether the school given self-declaration for Midday meal? Enter Yes=1 / No=2	1		26	Voluntary effort in school (in Rs.) (*Information of schools getting voluntary donations through community mobilization / voluntary effort*)	10	
13	School committee on school safety formed or not? Enter Yes=1 / No=2	1					
14	Whether steps for ensuring school to be Tobacco free as per Act (THE CIGARETTES AND OTHER TOBACCO PRODUCTS (PROHIBITIONOF ADVERTISEMENT AND REGULATION OF TRADE AND COMMERCE, PRODUCTION, SUPPLY AND DISTRIBUTION) AQT, 2003) taken? Enter Yes=1 / No=2	1					

Section 2b- Minimum Standard specification in the Accessibility Code Document

1) **Signage: Provision of Signage -** *(Yes-1/No-2)* [ ]

   If Yes then,

   I. Are there signage for classroom, library and all other amenities including Toilets provided *(Yes-1/No-2)* [ ]
   II. Are these signages in contrast colour so that it is easily readable by a child with low vision? *(Yes-1/No-2)* [ ]
   III. Are classroom signages provided on the wall at eye level? *(Yes-1/No-2)* [ ]
   IV. Are there signage provided for girl's and boy's toilet? *(Yes-1/No-2)* [ ]
   V. Are there for emergency evacuation *(Yes-1/No-2)* [ ]

2) **Lift: Provision of Lifts -** *(Yes-1/No-2)* [ ]

   If Yes then,
   I. Is the call button not above 800mm? *(Yes-1/No-2)* [ ]
   II. Is there Braille and embossed impression on call and control panels buttons? *(Yes-1/No-2)* [ ]
   III. Are there handrails/ grab bars inside the lift? *(Yes-1/No-2)* [ ]

   If No then,
   I. Is the school building more than 2 floors? *(Yes-1/No-2)* [ ]
   II. Is ramp provided alongside staircase to access the upper floors? *(Yes-1/No-2)* [ ]
   III. If ramp is not provided, is there provision of a lift? *(Yes-1/No-2)* [ ]

3) **Library : Provision of Library -** *(Yes-1/No-2)* [ ]

   If Yes then,

   I. Is there ample manoeuvring space (Access for Wheelchair) between the book almirahs in library *(Yes-1/No-2)* [ ]
   II. Are the labels on book stacks marked in big fonts and contrast colour *(Yes-1/No-2)* [ ]
   III. Is the labels height not above 1m from floor level *(Yes-1/No-2)* [ ]
   IV. Is there 900mm clear space between stacking for assistive device users to manoeuvre around *(Yes-1/No-2)* [ ]

4) **Laboratory : Provision of Laboratory –** *(Yes-1/No-2)* [ ]

   If Yes then,

   I. Is there ample manoeuvring space (Access for Wheelchair) between the Lab Table & Equipment *(Yes-1/No-2)* [ ]
   II. Are the labels on Equipment stacks marked in big fonts and contrast colour *(Yes-1/No-2)* [ ]
   III. Is the labels of Equipment height not above 1m from floor level *(Yes-1/No-2)* [ ]

5) **Drinking Water: Provision of Drinking Water –** *(Yes-1/No-2)* [ ]

   If Yes then,
   I. Is there RO/ filtered drinking water available for children *(Yes-1/No-2)* [ ]
   II. Is the water available directly from the RO or stored in a container *(Yes-1/No-2)* [ ]
   III. Is there drainage and washbasin provided *(Yes-1/No-2)* [ ]
   IV. Is there signage of drinking water given to identify its location *(Yes-1/No-2)* [ ]

6) Emergency Exit: Provision of Emergency Exit – (Yes-1/No-2) ☐

   If Yes then,

     I.   Are emergency exits clearly marked with directional arrow signs? **(Yes-1/No-2)** ☐

     II.   Does school campus have emergency alarm with both audio (hooter type) and visual flashing bulb? **(Yes-1/No-2)** ☐

     III.   Do hostel accessible rooms, common room and dining area have both audio (hooter type) and visual flashing bulb? **(Yes-1/No-2)** ☐

     IV.   Do the students/hostel residents with disabilities undergo mock drill for emergency evacuation? **(Yes-1/No-2)** ☐

7) Play Ground: Provision of Play Ground- (Yes-1/No-2) ☐

   If Yes then,

     I.   Is there a paved pathway leading to the playing area **(Yes-1/No-2)** ☐

     II.   Are there seating benches around playground **(Yes-1/No-2)** ☐

     III.   Are there playing equipment's which can be used by children with disabilities also **(Yes-1/No-2)** ☐

8) Mid-day Meal: Provision of MDM- (Yes-1/No-2) ☐

   If Yes then,

     I.   Is the mid-day meal area accessible to children with disabilities **(Yes-1/No-2)** ☐

     II.   Is there a circulation path of at least 900mm wide to allow a wheelchair user to move around the eating area **(Yes-1/No-2)** ☐

     III.   Is a table provided for children with disabilities using wheelchairs/ wearing calipers? **(Yes-1/No-2)** ☐

     IV.   Is the table accessible – having height of 800mm and knee space of 750mm wide and 480mm deep? **(Yes-1/No-2)** ☐

     V.   Are the table corners rounded off to safeguard children from hitting these? **(Yes-1/No-2)** ☐

9) Stairs: Provision of Stairs – (Yes-1/No-2) ☐

   If Yes then,

     I.   Is the location of the steps easily identifiable **(Yes-1/No-2)** ☐

     II.   Is the minimum width of the stairs 1200mm **(Yes-1/No-2)** ☐

     III.   Are there continuous handrails, on both sides, at a height between 760mm-900mm **(Yes-1/No-2)** ☐

     IV.   Do the stairs have a nosing **(Yes-1/No-2)** ☐

10) Ramps: Provision of Ramps – (Yes-1/No-2) ☐

   If Yes then,

     I.   Is the ramp gradient no steeper than 1:15 **(Yes-1/No-2)** ☐

     II.   Is the minimum width of the ramp 1800mm (2m preferred) **(Yes-1/No-2)** ☐

     III.   Is the surface of the ramp anti-slip/ matt finish **(Yes-1/No-2)** ☐

     IV.   Is there an edge protection on both sides of the ramp **(Yes-1/No-2)** ☐

     V.   Is there a ramp next to the stairs **(Yes-1/No-2)** ☐

11) Handrails: Provision of Handrails – *(Yes-1/No-2)* ☐

    If Yes then,

      I.   Are handrails mounted at two levels- height 760mm and 900mm *(Yes-1/No-2)* ☐

      II.   Are handrails easy to grip (diameter 38mm preferred) *(Yes-1/No-2)* ☐

      III. Are the handrails painted in contrast colours to be easily indefinable *(Yes-1/No-2)* ☐

12) Toilets: Provision of Barrier Free Toilets- *(Yes-1/No-2)* ☐

    If Yes then,

      I.   Are there separate accessible toilets for children with disabilities (preferred separate accessible toilet for girls and boys) *(Yes-1/No-2)* ☐

      II.   Is there sufficient wheelchair manoeuvring space of 1500 x 1500mm around the WC and washbasin *(Yes-1/No-2)* ☐

      III. Can doors be locked from inside and releasable from outside under emergency situations *(Yes-1/No-2)* ☐

      IV. Are flushing equipment easy to operate *(Yes-1/No-2)* ☐

      V.   Is there an incinerator or dustbin available for disposal of sanitary *(Yes-1/No-2)* ☐

13) Hand Washing Station: Provision of HWS – *(Yes-1/No-2)* ☐

    If Yes then,

      I.   Is there Concealed drainage provided *(Yes-1/No-2)* ☐

      II.   Is the height of the wash Basin within the reach of children with disability *(Yes-1/No-2)* ☐

      III. Is there any provision for liver handle type tap in the Wash Basin *(Yes-1/No-2)* ☐

Section 3: Teaching and Non-Teaching Staff

3.1 Number of Teaching Staff In-position:

Sl. No.	Teaching Staff in-position	Total Number of Teaching Staff
(a)	**REGULAR TEACHING STAFF**	
(b)	**NON-REGULAR TEACHING STAFF** (Contract, Part Time, Guest Teacher, Para Teacher etc.)	
	Total Teaching Staff in Position [(a)+(b)]	
(c)	**Resource Persons (Teachers/Skill training providers/Guest Faculty) for VOCATIONAL/NSQF Courses**	
(d)	**NON-Teaching / Administrative Staffs in Position**	

3.1.1 Number of Teaching staff sanction

Upper Primary		Secondary		Higher Secondary	
No. of Teaching staff	No. of Non-Teaching staff	No. of Teaching staff	No. of Non-Teaching staff	No. of Teaching staff	No. of Non-Teaching staff

3.1.2 Subject wise Number of Teaching staff sanction (*Higher Secondary Section only*)

Sl No.	Subject with Code	No. of Teacher
1	All subjects (1)	
2	Language(if teaching more than one language) (2)	
3	Mathematics (3)	
4	Environment studies (4)	
5	Sports (5)	
6	Music (6)	
7	Science (7)	
8	Social studies (8)	
9	Accountancy (10)	
10	Biology (11)	
11	Business Studies (12)	
12	Chemistry (13)	
13	Computer Science (14)	
14	Economics (15)	
15	Engineering Drawing (16)	
16	Fine Arts (17)	
17	Geography (18)	
18	History (19)	
19	Home Science (20)	
20	Philosophy (21)	
21	Physics (22)	
22	Political Science (23)	
23	Psychology (24)	
24	Foreign Language (25)	
25	Botany (26)	
26	Zoology (27)	
27	Hindi (41)	
28	Sanskrit (43)	
29	Urdu (45)	
30	English (46)	
31	Regional Language (47)	
32	Art education (91)	
33	Health& physical education (92)	
34	Work education (93)	
35	other subjects (99)	
36	Bengali (62)	
37	Nepali (63)	
38	Education (49)	
39	Mining (50)	
40	Nutrition (51)	
41	Sociology (52)	
42	Bio-Technology (53)	
43	Bio-Chemistry (54)	
55	Anthropology (55)	
56	Agronomy (56)	
57	Statistics (57)	
71	Modern Computer Application (71)	
72	Commercial Law and Preliminaries of Auditing (72)	
73	Costing and Taxation (73)	
74	Journalism and Mass Communication (74)	
75	Persian (75)	
76	Arabic (76)	
77	French (77)	
78	Home Management and Family Resource Management (78)	
79	Visual Arts (79)	

(No. of sanction teacher in table 3.2.2 total should be equal against No. of sanction teaching staff for higher secondary section of table no 3.2.1)

3.2 Teachers and Instructors Details (Including Head Master/Mistress/Principal/HoS)

MASTER DETAILS

PART A
[**For Sl. No 3.2.2**] <u>Gender</u>: **1**-Male, **2**-Female, **3**-Transgender
[**For Sl. No 3.2.5**] <u>Social Category</u>: (**1**-General, **2**-SC, **3**-ST, **4**-OBC ~~A, 5-OBC B~~)
[**For Sl. No. 3.2.6** (a)] <u>Academic Qualifications</u>: **1**-Below Secondary, **2**-Secondary, **3**-Higher Secondary, **4**-Graduate, **5**-Post Graduate, **6**-M.Phil., **7**-Ph.D., **8**-Post Doctoral

[**For Sl. No 3.2.6** (b)] **Trade/Degree of Highest Academic Qualification:**

<u>Academic Qualifications</u>	<u>Trade / Degree</u>
1-Below Secondary, **2**-Secondary, **3**-Higher Secondary, **6**-M.Phil., **7**-Ph.D., **8**-Post Doctoral	**1**-NOT APPLICABLE
4-Graduate	**1**-B.A , **2**-B.Sc. **3**-B.Com, **4**-BBA, **5**-BCA, **6**-B.Tech, **7**-B.E. , **8**-LLB, **9**-MBBS, **10**-Others
5-Post Graduate	**1**-M.A, **2**-M.Sc, **3**-M.Com, **4**-MBA, **5**-MCA, **6**-M.Tech, **7**-ME, **8**-Others

[**For Sl. No 3.2.7**] <u>Professional Qualification</u>: **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, **8**-pursuing any relevant professional course, **10**-Diploma in Elementary Education (D.El.Ed.), **11**-Diploma in Nursery Teacher Education/ Pre-school education/ Early Childhood Education Program of a duration not less than two years from NCTE recognized institution, **12**-B. Ed (Nursery) from NCTE recognized institution)

[**For Sl. No. 3.2.10**] <u>**Mention the level up to which following subjects are studied:**</u> **1**-Below Secondary, **2**-Secondary, **3**-Higher Secondary, **4**-Graduate, **5**-Post Graduate, **6**-M.Phil., **7**-Ph.D., **8**-Post Doctoral

[**For Sl. No 3.2.11**] <u>Disability</u>: **1**-Not applicable, **2**-Loco motor, **3**-Visual, **4**-Ohers, **5**-Hearing Impaired

PART B

[**For Sl. No 3.2.12**] <u>Nature of Appointment</u>: **1**-Regular, **2**-Contract, **3**-Part-Time/Guest

[**For Sl. No 3.2.13**] <u>Type of Teacher</u>: (**1**- Head teacher, **2**-Acting Head teacher, **3**-Teacher, **4**-Para Teacher, **5**-Instructor positioned as per RTE, **6**-Principal, **7**-Vice Principal, **8**-Lecturer, **10**- Guest Teacher, **11** - DGHC Contract Teacher, **12**- ICT instructor, **13**- SSP Teacher)

[**For Sl. No 3.2.16**] <u>Classes Taught</u>: (**1** - Primary only, **2** - Upper primary only, **3** - Primary and Upper primary, **5** - Secondary only, **6**- Higher Secondary only, **7** - Upper primary and Secondary, **8** - Secondary and Higher secondary, **10** - Pre-Primary only, **11** - Pre-Primary & Primary)

[**For Sl. No 3.2.17**] <u>Appointed for Level</u>: **1**-Primary, **2**- Upper Primary, **3**-Secondary, **4**-Higher Secondary, **5**- Pre-Primary

[**For Sl. No 3.2.18, 3.2.19(a) & 3.2.19(b)**] **Subjects:**

<u>Grades</u>	<u>Subjects</u>
For Pre-Primary and Primary Classes	**1**-All Subjects
For Primary, Upper Primary, Secondary and Higher Secondary Classes	**3**-Mathematics, **4**-Environment Studies, **5**-Sports, **6**-Music, **7**-Science, **8**- Social Studies, **18**-Geography, **19**-History, **41**-Hindi, **43**-Sanskrit, **45**- Urdu, **46**-English, **47**-Regional Language, **62**-Bengali, **63**-Nepali, **91**- Art Education, **92**-Health & Physical Education, **93**-Work Education, **99**- Other

| For Secondary and Higher Secondary Classes | **10**-Accountancy, **11**-Biology, **12**-Business Studies, **13**-Chemistry, **14**-Computer Science, **15**- Economics, **16**-Engineering Drawing, **17**-Fine Arts, **18**-Geography, **19**-History, **20**-Home Science, **21**-Philosophy, **22**- Physics, **23**-Political Science, **24**-Psychology, **25**-Foreign Language, **26**-Botany, **27**-Zoology, **48**- Fruit and Food Preservation, **49**- Education, **50**-Mining, **51**-Nutrition, **52**-Sociology, **53**-Bio-Technology, **54**-Bio-Chemistry, **55**-Anthropology, **56**-Argronomy, **57**-Statistics, **71**-Modern Computer Application, **72**-Commercial Law and Preliminaries of Auditing, **73**-Costing and Taxation, **74**-Journalism and Mass Communication, **75**-Persian, **76**-Arabic, **77**-French, **78**-Home Management and Family Resource Management, **79**-Visual Arts, 82-Nursing |

PART C

[**For Sl. No 3.2.24 a & b**] **Training Needed/Received** : **1**-Subject knowledge , **2**-Pedagogical issues, **3**-ICT Skills, **4**-Knowledge and skills to engage with CWSN, **5**-Leadership and management skills, **6**-Sanitation & Hygiene, **7**-Others, **8**-Not required

PART D

[**For Sl. No 3.2.26**] **Languages in which the teacher is having working knowledge** : **01**-Assamese, **02**-Bengali, **03**-Gujarati, **04**-Hindi, **05**-Kannada, **06**-Kashmiri, **07**-Konkani, **08**-Malayalam, **09**-Manipuri, **10**-Marathi, **11**-Nepali, **12**-Odia, **13**-Punjabi, **14**-Sanskrit, **15**-Sindhi, **16**-Tamil, **17**-Telugu, **18**-Urdu, **19**-English, **20**-Bodo, **22**-Dogri, **23**-Khasi, **24**-Garo, **25**-Mizo, **26**-Bhutia, **27**-Lepcha, **28**-Limboo, **29**-French, **30**-Hmar, **31**-Bishnupriya Manipuri, **32**-Karbi, **39**-Santhali, **41**-Angami, **42**-Ao, **43**-Arabic, **44**-Bhoti, **45**-Bodhi, **46**-German, **47**-Kakbarak, **48**-Konyak, **49**-Laddakhi, **50**-Lotha, **51**-Maithili, **52**-Nicobaree, **53**-Odia(lower), **54**-Persian, **55**-Portuguese, **56**-Rajasthani, **57**-Russian, **58**-Sema, **59**-Spanish, **60**-Tibetan, **61**-Zeliang, **62**-Mundari, **63**-Khadia, **64**-Kuruk, **65**-Ho, **71**-Balti, **72**-Purgi, **97**-Other Foreign language, **99**-Other Indian language

3.2 Teachers and Instructors Details by (Including Head Master/Mistress)

Academic Year : 2024-25	3.3.(a)UDISE Code of School :
PART A : GENERAL PROFILE	
3.2.1 Name of the Teacher (in Capital Letter) :	
3.2.2 Gender **(Male-1, Female-2, Transgender-3):**	
3.2.3 Date of Birth **(DD/ MM/ YYYY)**:	
3.2.4 Teacher Code of State/UT (if available): [*Need to be same throughout Lifetime*]	
3.2.5 Social Category **(General-1, SC-2, ST-3, OBC-4):**	
3.2.6 (a) Highest Academic Qualification: (b) Trade/Degree :	
3.2.7 Highest Professional Qualification:	
If having '7- Diploma/Degree in Special Educator' then (b) mention the Personal/Professional CRR Number :	
3.2.8 (a) Mobile Number:	3.2.8 (b) Email:
3.2.9 (a) Aadhaar Number of Teacher :	
3.2.9 (b) Name as per Aadhaar :	
3.2.10 Mention the level up to which following subjects are studied:	

(a) Mathematics		(b) Science	
(c) English		(d) Social Science	

(e) Language (as per Schedule VIII)	

3.2.11 Type of Disability, If Any:**

<p style="color:red">PART B : APPOINTMENT AND TEACHING PROFILE</p>

3.2.12 Nature of Appointment:
3.2.13 Type of Teacher:
3.2.14 Date of Joining in Service :
3.2.15 Date of Joining in Present School :
3.2.16 Appointed for Level :
3.2.17 Classes Taught :
3.2.18 Appointed for Subject :
3.2.19 (a) Main Subject Taught 1 :
3.2.19 (b) Main Subject Taught 2 :
3.2.20 Whether the Teacher is on Deputation in this School from other school? (1-Yes, 2-No)
3.2.21 Whether Teacher is also teaching at other School as Guest/ Contractual? (1-Yes, 2-No)

NOTE: 1) Same Teacher MUST not be entered in two or more schools.
        2) If a teacher is teaching in more then one school as Guest/Contractual/Deputation then he/she must

Academic Year : 2024-25	**UDISE Code of School :**	
PART C : TRAINING AND OTHER DETAILS		
3.2.22 Trained for teaching CWSN? (1-Yes/2-No)		
3.2.23 Trained in Computer for use in teaching? (1-Yes/2-No)		
3.2.24 (a) Training received :		
3.2.24 (b) Training Needs :		
<mark style="background:lime">3.2.24 (c) Whether Teacher received training under NISHTHA (1-Yes/2-No)</mark>		
3.2.25 Working days spent on NON-Teaching Assignments:		
3.2.26 Languages in which the teacher is having working knowledge?		
(a) Language 1:		
(b) Language 2:		
(c) Language 3:		
3.2.27 Whether trained in safety and security audit of school for ensuring child safety? *(1-Yes, 2-No)*		
3.2.28 Whether received training on cyber safety and psycho-social aspects? *(1-Yes, 2-No)*		
3.2.29 Whether received training in early identification support and classroom support of CWSN? *(1-Yes, 2-No)*		
3.2.30 <mark style="background:lime">Whether Teacher is CTET/STET qualified? *(1-Yes, 2-No)*</mark>		
3.2.30 (a) <mark style="background:lime">if yes, year of qualification</mark>		
3.2.31 Whether capable of handling digital devices and VC applications? (Mobile, Laptops, Smart Boards, Desktops, Projectors, the use of computers to retrieve, assess, store, produce, present and exchange information, and to communicate and participate in collaborative networks via the Internet, interacting through digital technologies, Protecting personal data and privacy) *(1-Yes, 2-No)* is_capable_vc		

        be enrolled in the school where he/she teaches more days then another.
@@ for the Teachers who don't have Aadhar number '9999 9999 9999 (12 times) need to be entered in UDISE+ online application. Aadhar number is not mandatory field.

3.3 Details of Non-Teaching / Administrative and Support staffs

Academic Year : 2024-25	**3.3.(a)UDISE Code of School :**
PART A : GENERAL PROFILE	
3.3.1 Name of the non-Teacher (in Capital Letter) :	
3.3.2 Gender **(Male-1, Female-2, Transgender-3):**	
3.3.3 Date of Birth **(DD/ MM/ YYYY):**	
3.3.4 Non-Teacher Code of State/UT (if available): [*Need to be same throughout Lifetime*]	
3.3.5 Social Category **(General-1, SC-2, ST-3, OBC-4):**	
3.3.6 (a) Highest Academic Qualification: (b) Trade/Degree :	
3.3.7 (a) Mobile Number:	3.3.7 (b) Email:
3.3.8 (a) Aadhaar Number of Teacher :	
3.3.8 (b) Name as per Aadhaar :	
3.3.9 Type of Disability, If Any:**	
PART B : APPOINTMENT PROFILE	
3.3.10 Nature of Appointment:	
3.3.11 Current post held:	
3.3.12 Date of Joining in Service :	
3.3.13 Date of Joining in Present School :	

[3.3.2] Gender: 1-Male, 2-Female, 3-Transgender

[3.3.5] Social Category: 1-General, 2-SC, 3-ST, 4-OBC

[3.3.10] Nature of Appointment: 1- Regular 2-Contract/Part Time

[3.3.6] Academic Qualification: 1-Below Secondary, 2-Secondary, 3-Higher Secondary, 4-Graduate, 5-Post Graduate, 6-M. Phil., 7-Ph.D., 8-Post-Doctoral

[3.3.9] **Disability**: 1-Not applicable, 2-Loco motor, 3-Visual, 4-Ohers, 5-Hearing Impaired

[3.3.11] **Current Post Held :** 1-Accountant, 2-Library Assistant, 3-Laboratory Assistant, 4-Laboratory Technical Assistant, 5-Head Clerk, 6-Upper Division Clerk, 7-Lower Division Clerk, 11-Peon/MTS, 12-Night Watchman, 13-Guard

3.4 Details of Resource persons including teachers/skill trainers, skill training provider, guest faculty for NSQF Vocational Courses

Sl. No	Name of the teacher	Gender	DOB	Social Category	Nature of Appointment	Academic Qualification	Professional Qualification	Industry Experience	Training Experience	Classes Taught	Sector for which Appointed*	Received Induction Training	Mobile Number
1													
2													
3													
4													

Gender: 1-Male, **2**-Female, **3**-Transgender

Social Category: 1-General, **2**-SC, **3**-ST, **4**-OBC

Nature of Appointment: 2-Contract, **3**-Guest faculty/Part-Time, **11**-Through VTP, **1**-Regular

Academic Qualification: 1-Below Secondary, **2**-Secondary, **3**-Higher Secondary, **4**-Graduate, **5**-Post Graduate, **6**-M. Phil., **7**-Ph.D., **8**-Post-Doctoral

Professional Qualification: 51-Certificate course in concerned Vocational Sector, **52**-Diploma in Concerned Vocational Sector, **53**-Degree in Concerned Vocational Sector, **5**-Any other, **6**-None

Industry/Training experience in concerned vocational sector: 1- Less than 1 year, **2**- 1 to less than 2 Years,

3- 2 to less than 3 Years, **4**- 3 or 3+ Years

Classes Taught: 5-Secondary only, **6**-Higher Secondary only, **8**-Secondary and Higher secondary

School Name : _____

Declaration By School in Charge (Principal / Vice-Principal/Head Teacher / Senior Most Teacher)   Academic Year: 2024-25

I hereby declare that the information entered in this data Capture Format (DCF) is true and correct to the best of my knowledge. I undertake to inform any changes therein, immediately.

Signature : _____

Place : _____

Name : _____

Date : _____

Designation : _____

Office Seal

Verification by CRC

I hereby certify that the data submitted is complete and correct to the best of my knowledge.

Signature : _____

Place : _____

Name : _____

Date : _____

Designation : _____

Office Seal