

COMPUTERIZATION OF EDUCATIONAL STATISTICS

S-2

**PERFORMA FOR HIGH/HIGHER SECONDARY SCHOOLS/
INTERMEDIATE/JR. COLLEGES**

NUMERICAL DATA

INSTRUCTIONS FOR FILLING THE FORM

1. This form is to be filled in by the Headmaster of the School.
2. In some items, the possible answer choices are written against the item. You are to choose the correct answer choice applicable to your school and put a tick (√) mark in the bracket () against your answer choice.

For example in item 3 “Type of Management”, if the school is managed by a local body (e.g. Municipal Committee, Panchayat-Samiti etc.) the answer will be provided in the following manner:

Type of Management

() Government

(√) Local Body

() Private Aided

() Private Unaided

3. There are some items where the answers are to be provided by giving exact figures. The figures are to be written carefully in boxes provided for this purpose.

This is illustrated by example

Example (i) Suppose there are 128 students in the institution. This will be filled in the following manner:

Example (ii) Suppose there are 95 teachers in the institution. This will be filled in the following manner:

Example (iii) Suppose there are 6 teachers in the institution. This will be filled in the following manner:

4. Date of reference: The statistics relating to enrolment of teachers to be given in this proforma should related to 30th September of the academic year.
5. Institution:
- (a) If two institutions are working in the same building with separate heads of institutions and administration for want of accommodation, these institutions will be treated as two Institutions and each institution will have to fill a separate proforma.
 - (b) In the case of an institution having two shifts under the same head and administration, it will be treated as one institution, and only one proforma giving statistics by both the shifts will have to be filled in by the institution.
6. Management:
- (a) A Private aided institution is one which receives maintenance grant from a Public Authority. An institution which is on the grant-in- aid list of a Public Authority but does not get the maintenance grant in a particular year will still be treated as an aided institutions for that year.
 - (b) A Private unaided institution is one which does not get maintenance grant from any Public Authority. An institution which does not get maintenance grant but is in receipt for an adhoc grant for a specific purpose (e.g. building grant for strengthening the library, laboratory, subsidy towards the payment of teachers' salaries etc.) will also be treated as an unaided institution.
7. Teacher:
- (a) A teacher is anyone employed, full time or even part-time with or without the remuneration for teaching. Head of the institution is counted as teacher even if he does not teach. Physical training instructors will also be shown as teachers.
 - (b) Only the actual number of teachers in position on the 30th September of the academic year will be reported. The number of posts lying vacant will not be accounted for in this proforma.
 - (c) If a teacher has proceeded on long leave and is not in position on 30th September of the academic year will not be included among the teaching staff even if he continues to draw salary from the institution. However, if a substitute has been appointed in his place, that substitute will be included. Honorary and

part-time teacher will also be included alongwith those of full time teachers while reporting the total number of teachers.

- (d) A trained teacher is a teacher who has successfully undergone a course of training through a teachers training institution or who has been awarded a certificate by the Department of Education on the basis of his experience or age, etc. All other teachers will be regarded as untrained teachers.

8. Repeater:

A repeater is one who has been enrolled in the same class for more than one year on account of unsatisfactory performance. A student re-admitted to the same class on account of not attending his classes for a major part of the year will not be treated as a repeater.

9. Recognized Institution:

A recognized institution is one in which the course(s) of study followed is that which is prescribed or recognized by Government (Central or State) or a University or a Board constituted by law or by other agency authorized in this behalf by Central or State Government and which satisfies one or more of these authorities that it attains to a reasonable standard of efficiency. Any course/class which is not recognized in a recognized institution is not be taken into account for the purpose of the statistics.

Note:

Please ensure that total enrolment reported under Table I, item 6(i), (ii) (a) and (ii) (b) tallies with those reported in Table IIA. In case of any difference, reasons for the same may be given in a foot-note.

TABLE-VI
Number of Teaching & Non-Teaching Staff

Category	Number of Posts Sanctioned	Number of teachers in Position Working	SC teachers
1. Headmaster/Headmistress			
2. Maters/Mistress			
(a) Math			
(b) Science			
(c) Social-Studies			
(d) Home Science			
(e) Fine Arts			
(f) Music			
(g)			
(h)			
Total Maters/Mistress			
3. C&V Teachers			
(a) Hindi			
(b) Sanskrit			
(c) Punjabi			
(d) Urdu			
(e) PTI			
(f) Domestic Science			
(g) Sewing			
(h)			
(i)			
Total C&V			
4. (a) JBT Teacher			
4 (b). Head Teacher			
Total Teaching Staff (1-4)			
5. Lab Attendant			
6. Clerks			
7. Class-IV Employees			
(a) Sweeper-cum-Chowkidar			
(b) Water-Men/Water-Women			
(c) Peon			
(d) Mali			
(e) Any Other			
Total Class IV			

