

APPENDIX V

GENERAL INFORMATION SCHEDULE

Tick off ()/ Fill in: Be precise and brief:

1. Name of the Institution:
2. Full Address:
.....
3. Day: Residential:
4. Urban: Rural:
5. Medium of Instruction: ENGLISH/TELUGU.....
6. Level of School: Primary Middle Secondary
7. Level receiving Departmental aid, if any: Primary
Middle Secondary
8. Basis on which aid received is calculated
9. Recognising Body
10. Affiliating Body
11. School Leaving Examination
12. Working hours of School: From:..... To
- days per week.

13. School year extends From To
 With vacation i) From To and
 ii) From To

14. Specific purpose for which the school was established:

15. Significant dates in the history of the School:
 Foundation Recognition
 Affiliation Any other

16. Classwise enrolment of Pupils at present:

E N R O L M E N T

Classes	No. of Sections	Boys	Girls	Total
<hr style="border-top: 1px dashed black;"/>				

17. Pupil enrolment based	Catholics.....	Christians		
	On Religion	Hindus	Muslims	
		Sikhs	Jains	
		Parsees	Others	

18. Pupils enrolment based on mode of Commuting to School:
 Walking..... Using own Conveyance
 Using School Conveyance
 Using Public Conveyance

19 If unaided, rate of fee (Tuition)
 No. of Pupils - Paying full Fees
 Paying part fees Paying no Fees

20. Pupils whose parents' Income is

Rs.300/- Rs.301/- to Rs.800/-
Rs.801/- to Rs.1500/- Rs.1501/- and above

21. Enrolment according to Parent's Employment:

Transferable Employees

Non-Transferable Employees

22. No. of Teaching Staff: Sisters Lay Women

Lay Men Priests

Trained Post-Graduates Untrained Post Graduates

Trained Graduates Untrained Graduates

Trained Non-Graduates Untrained Non-Graduates

Others

23. Pay Scales:

Trained Post-Graduates

Untrained Post-Graduates

Trained Graduates

Untrained Graduates

Trained Non-Graduates

Untrained Non-Graduates

Helpers

Part-timers

Special Staff: (e.g. Librarian, Lab.Assistant, Counsellor,
Doctor etc.)

.....

24. Teaching experience of Staff:

2 years	2 - 5 years
6 - 15 years	16 - 25 years
25 years	

25. No. of Supervisors/Coordinators

26. Basis of organization of Supervisors/Coordinators

27. No. of Clerical and Accounting Staff

No. of Class IV Staff:

28. Salary Scales: Office

Superintendent

Typist

Accountant

Receptionist

Any other

Class IV -

Driver

Carpenter

Overseer

Peon

Sweeper

Any other

Fringe Benefits for Staff

Staff Retirement Benefit Scheme

29. Experiments for more effective learning, tried out by present staff:

30. Programmes for Staff Development held during the last year.

No. Title of Programme Staff involved. NO. of Staff Duration

31. Staff Meetings held during the last year:
- Full Staff times a year/month
- Sectionwise, each group times a year/month
- Subjectwise, each group times a year/month
32. School Committee Meeting held times a year
33. Managing Committee/Governing Body Meetings held times a year.
34. Parent Education:
- | No. | Programme/Meetings | Group of Parents | No. attending |
|-----|--------------------|------------------|---------------|
| | | | |
35. School Publications: (e.g. Magazines, Bulletin, Circular Letters, etc.)
- | | for Pupils | for Staff | for Parents |
|--|------------|-----------|-------------|
| | | | |
36. Subject choices offered:
- Languages (Second, Third)
37. Co-curricular Activities in the School: (Singing-Western, Indian: Dancing, Physical Education, Trips, Community Development, etc.):
38. System of Student Self Government:
- House Parliament Any other
39. School Teams Participation:
- | No. | Item | Intramural | Inter School | Open Competitions |
|-----|------|------------|--------------|-------------------|
| | | | | |
40. Festivals and Days celebrated in the School: (Sports, Independence, etc.)

41. Assembly activities undertaken: (Special Prayer, Songs, Speeches, etc.)

No.	Activity	Group Organizing	Time Taken
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42. Movement Organized (Crusaders, L.T.S., etc.):

No.	Movement	Group of Children	No. Participating
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43. Week-end stay-in programmes for Students:

No.	Programme	Class	Number	Venue
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44. Socially Useful Productive works introduced:

No.	Work	No. of Students	Qualifications of staff for this work	Results so far
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45. Social Communication Equipment: (Type Recorder etc.)

46. Equipment in Classrooms: (Blackboard, Picture cases, Cupboard, etc.)

47. Office Equipment and Furniture: (Telephone, Filing Cabinet, etc.)

48. Special Rooms available for: (Staff, Laboratory, Prayer, Health etc.)

49. School complex:

Land for further extension.....	No. of school Buildings.....
Play Ground.....	Garden.....
Staff Quarters.....	Sisters Quarters.....
Servants Quarters.....	Hostel.....

50. Particulars of the students in the Hostel:

Class	Boys-Girls	CASTE			RELIGION:		
		SC/ST:BC:Others	Catholics:Christians:Others				