

The 3rd National Level Workshop cum Review Meeting Of Management Information Systems (Quarterly)

05- 06th November 2008 at Hotel Pertarhoff, Shimla, Himachal Pradesh

1.0 Introduction

The 3rd National Workshop of MIS coordinator was organized jointly by the MHRD, Ed.CIL's TSG and SSA – Himachal Pradesh at Shimla during November 5th to 6th, 2008. The Venue of the workshop was The Petarhoff Hotel, Shimla. The objectives of the workshop were as follows:

- I). User of "Print DCF" option from DISE Software for 2008-09.
- II). Educational Development Index (Computation & Methodological Framework)
- III). Plan of action for DISE 2008-09.
- IV). Review of progress
- V). Dissemination and usage of 2007-08 data.
- VI). Discussion on DISE software with focus on Reports Modules & Data Entry.

1.1 PARTICIPANTS

The workshop was chaired by Ms. Neelam Rao Director, (Department of School Education and Literacy (SE&L)), MHRD, Govt. of India

Resource persons' team comprises of:

Ed. CIL - Mr. Shailendra Sharma (Chief Consultant), Mr. Ravi Kant Baghel (Consultant), Mr. Amit Saxena (Consultant), Mr. M.L. Goel (Deputy Manager), Mr. Suneel Sharma & Mr. Dinesh Pradhan

NUEPA - Mr. Naveen Bhatia (Computer Programmer) & Mrs Savita Kaushal (Assistant Professor)

*(List of State level participants is attached in the **Annex-I.**)*

1.2 Inaugural Session

After the registration, the inaugural session started at 09.15 A.M. with the welcome address by Mr. Rajesh Sharma, State Project Director, Himachal Pradesh. In his general remarks he emphasized over the usage of MIS in all matters pertaining to Planning

Monitor, Evaluation and Implementation of SSA. He also briefed the advantages of Web Portal.

2.0 Importance of the Workshop and its Outcomes (Keynote Address)

Mr. Shalender Sharma (Chief Consultant-MIS), emphasized over the importance of the workshop, data collection, validation process and management issues in his keynote address. Details of which are as follows:

The speaker started with a brief introduction to the DISE which was followed by various points to be used in the due course of data collection, validation and utilization.

2.1 Printing of Data Capture Format (DCF) from DISE Software: - It was described that how the DCF printing from the DISE software helps in retaining the school codes over the years and the usefulness of not collecting the static data every year.

2.2 Coverage: - The speaker discussed about the coverage of all the schools imparting elementary education including the Pvt. Unaided/Central Govt. schools. A few states even advertised it in the local newspapers through which all schools including private schools ere requested to cooperate and provide data in DISE formats.

2.3 Supplementary Variables: - Keeping in view the requirements of States the flexibility is provided in the DISE software to add supplementary variables. The states should carefully identify all such variables and include them in the DCF. The data on supplementary variables will be collected and utilized by the states only.

2.4 Accountability at Different levels: - Efforts are being made to make CRC coordinators accountable to ensure that all recognized schools falling under his/her jurisdiction are covered under DISE. CRC is the only level; at which quality and correctness of data can be checked. A number of States have already issued guidelines in this regard. Remaining States are requested to issue necessary instructions during 2008-09 data collection.

2.5 Training to the Head Teachers/Master: - The emphasis should be given to impart proper training to the Head Master/Teacher to fill up the DCF.

2.6 Data Feeding: - Many states have decentralized data feeding upto the block level. Other States may also like to explore possibility in this direction. In case, the hardware and manpower is not available at block one may arrange to have the BRC and CRC coordinator available at the time of data entry of their respective block and cluster.

2.7 Consistency of Data: - it is mandatory for all the districts and states not to change/alter data after the same is submitted to state and national level. The states should have a cut-off date after which no alteration should be allowed.

2.8 Certification by the SPD: - From the year 2007-08, it has been made mandatory for all the States to issue a certificate from the SPD indicating that the data is free from inconsistencies and errors and hence the same may be used in the national database.

2.9 Sharing of DISE Data: - It is mandatory that before data is submitted to the national level authorities, sharing workshops are conducted at the state level to examine the coverage, consistency and quality of data. Main variables such as number of schools, enrolment and teachers should be compared with the previous year DISE data. This should also be done at the district level before data is submitted to state level.

2.10 Dissemination: - We have been requesting states to come out with their own publications. This has started bearing fruits as a number of states have come out with their own publications disseminating district/block/village-specific data. We hope that other states will also come out with such publications shortly. Efforts should also be made to disseminate DISE data through CD and Internet. Every effort should be made to ensure that DISE data reaches all data users across the state. If required, even school-specific raw data can also be provided for further intensive studies.

2.11 School Report Cards: - Apart from the website www.schoolreportcards.in, the DISE Software also has the provision to print school report cards. Please ensure that School Report Cards reach to schools through the CRC Coordinator. The CRC Coordinators are supposed to discuss School Report Cards with the school Head Master/Teacher and members of the community. Specially the VEC members.

2.12 Follow-up of Sample Checking of Data: - Checking data on 5 percent sample basis by an independent agency is mandatory for all the states. Many states have conducted studies during 2006-07 & 2007-08. It is more important to initiate corrective measures to improve the quality of data in the light of the finding of the sample checking of the data. All the districts should be informed about the major finding of the report. Please also note that the data is not expected to modify in view of the findings/discrepancies reported in 5 percent sample check.

2.12 Educational Development Index (EDI): - The states are advised to compute district-wise EDI and seriously undertake analysis of all the 23 indicators. States are also requested to identify indicators and districts that need improvement. Interventions in the coming year should be based on outcome of EDI analysis and that would eventually help states in improving their ranks.

2.13 Use of DISE data and Analysis: - Over a period of time, use of DISE data has improved significantly and Districts Elementary Education Plans across the country is primarily based on the DISE data. Despite improvement, still there are a large number of schools without essential facilities details of which can be generated through the DISE at all the desired levels.

2.14 MIS Staff: - Please make sure that none of the MIS post is vacant. The process of appointing professional staff for MIS should be made faster.

3.0 Presentation of DISE and discussion on software issues

Mr. Naveen Bhatia (NUEPA) and Mr. Shalender Sharma (TSG) demonstrated the DISE software. During the demonstration they also discussed various issues faced by the states in their routine transactions and resolved the issues. The focus was given on the Data entry, Consistency and Reports. Every detail of the software and new features were discussed. After the presentation of DISE software the speakers also discussed the DISE@S software with focus on Reports module which has the provision of taking the reports drilled down upto school level.

4.0 Presentation on School Report Cards

Mr. Shalender Sharma (TSG) and Mr. Naveen Bhatia (NUEPA) made a detailed presentation on use of the website www.schoolreportcards.in. The website contains the school report cards in case of all the more than 1.2 million schools covered under DISE. Apart from this they also demonstrated how the school-wise raw data can be extracted from the website.

5.0 Presentation by different states:

- a. Presentation by UP on Documentation and dissemination .
(The brief Presentation is **Annex - II**)
- b. Presentation by Assam on Filling up DCF at school level.
(The brief Presentation is **Annex - III**)
- c. Presentation by Bihar on Check & control in maintaining school code list/3rd party checking/checking by supervisor.
(The brief Presentation is **Annex - IV**)

Day 2

6.0 Field visits made by different groups : The second day started with the field visit. All the participants and resource persons were divided into five groups and all the groups went to different location and level. The groups-wise detail is given below:

6.1 First Group: The first group consists of Assam, Meghalaya, Tripura, Puducherry, West Bengal, Rajasthan, Daman and Diu, have visited DIET also acts as the District Project Office of Shimla District Located at Shamlaghat.
(The detailed presentation is **Annex - V**)

6.2 Second Group:

The group comprising the states of M.P. Andhra Pradesh, Kerala, Daman & Diu and Maharashtra visited a Cluster Resource Center located at Kufri Block of Himachal District. The finding of the visit were discussed using a presentation in the workshop.
(The detailed presentation is **Annex - VI**)

6.3 Third Group: The Third group consists of Punjab, Andhra Pradesh, Jammu and Kashmir, Daman and Diu, Tripura, Arunachal Pradesh, Nagaland, Karnataka has visited Govt. Sr. Sec. School, Mashobra

(The detailed presentation is **Annex - VII**)

6.4 Fourth Group: The fourth group consist of Bihar, Chhattisgarh, J&K, Chandigarh, UP, Uttranchal, Mizoram & Meghalaya has visited State Project Office, SSA, Himachal Pradesh

(The detailed presentation is **Annex - VIII**)

6.5 Fifth Group: The fifth group consists of A & Nicobar Islands, West Bengal, Karnataka, Orissa, Mizoram, Pudducherry, Uttarakhand, Gujarat has visited GMS Anandpur, GPS Anandpur & GPS Mohari

(The detailed presentation is **Annex - IX**)

7.0 Shri Ishwar Das Diwan Honourable Education Minister, Himachal Pradesh began by expressing his happiness to be present at the meeting of the National Workshop of MIS coordinator and appreciated the effort made by Ministry of HRD and NUEPA. A presentation on School Report Cards was made before the Educational Minister by Mr. Shalender Sharma. Using the website www.schoolreportscards.in one can locate and see the data of any school by sitting anywhere in the world. It was also briefed that no registration fee is charged for viewing the information from this website and anyone interested in viewing the school specific data can use the website. A free registration facility is also available on the website for download of raw data from the website. The Education Minister also suggested the State Project Director to establish the MIS Unit at the Block level also. He also requested Madam Rao to help the state to introduce Nursery wing in all the Primary Schools so that the children can start learning at an early age.

8.0 Ms. Neelam Rao (Director, Deptt. of SE&L, MHRD, Govt. of India) chaired the post field visit session where all the groups made the presentation and shared the findings of the field visit. In the subsequent session Madam Neelam Rao had taken a review of all the states on Monitoring Formats. Some of the States could not submit their reports in

time and were advised to submit the reports to TSG as early as possible. The compiled report provided by the States is placed at **Annex – X**.

9.0 The State-wise status of the progress for the year 2008-09 is given below:

Name of State	DISE Data	5% Sample Check	Web Portal	Other / Remarks, if any
Andaman & Nicobar Island	Training of District level officials has been completed in 2 districts, only the North & Middle Andaman is remaining. The DCF is entered at CRC level and data entry is started and will be completed upto 15 th December 2008.	The 5% DCF Sample checking verification at CRC level is 100%.		
Andhra Pradesh	DISE data entry is in progress in all the districts.	For 5% Sample checking, 3 rd party has been identified but the finalization has not yet been done. CRC Coordinators visits school for verification and verify 20% sample check.		
Arunachal Pradesh	DISE data entry is in progress in all the districts and expected to be completed by 30 th December 2008.			
Assam	DISE data entry is in progress.	For 5% sample checking 3 rd party has been finalized and training to the agency has been given. At CRC level 100% verification has been done and at BRC level 10% data if checked.		
Bihar	DISE data collection is still in progress. Data entry will be done at Block level and expected to complete by 20 th November, 2008.	For 5% sample checking 3 rd party has been finalized and training to the agency will be given by this month. At CRC level 100% verification has been done and 5% is in-house verification.		Due to flood, the six districts of Kosi region have no progress for DISE.

Name of State	DISE Data	5% Sample Check	Web Portal	Other / Remarks, if any
Chandigarh	95% of DCF have been collected and the data entry has been started.	For 5% Sample check, the 3 rd party has been identified and the training to the party is yet to be given. At CRC level 100% verification has been done.	Data entry for Web portal will be completed by 15 th November, 2008.	
Chhattisgarh	60% of DCF have been collected and the data entry has been started.	For 5% Sample check, the 3 rd party has been identified and the training has been given to the party. At CRC level 100% verification has been done, 10% at BRC level and also 5% at district level data will be checked.	Data entry for Web portal will be completed by 20 th November, 2008.	The state advice to attach the school card of previous year with the DCF.
Daman & Diu	No progress in implementing DISE 2008-09. The state representative told for lack of manpower in non-implementation.			The national level team will visit the state office for training and ensuring the data feeding.
Gujarat	50% DCFs have been received and the data entry will be done at Block level.	At CRC level 100% verification has been done, 10% at BRC level and also 20% at district level data will be checked.	Data entry for Web portal will be completed by 20 th November, 2008.	
Himachal Pradesh	Training to the teachers has been completed. DCF also collected. Data entry is in progress and will be completed soon.	For 5% sample checking will be completed by 25 th of November. At CRC level 100% verification has been done, 10% at BRC level will be checked.	Data entry for Web portal will be completed by 25 th November, 2008.	
Jammu & Kashmir	At CRC level 100% verification has been done, 10% at BRC level and also 5% at district level data will be checked	For 5% Sample check, the last year's party has been identified. At CRC level 100% verification has been	Data entry for Web portal will be completed by 25 th	

Name of State	DISE Data	5% Sample Check	Web Portal	Other / Remarks, if any
		done, 10% at BRC level and also 10% at district level data will be checked. DIET random checking has been followed.	November, 2008.	
Karnataka	Data entry in DISE software is in progress and will be completed by 20 th November, 2008	For 5% sample checking, the last year's agency will do the assignment but the last year's report is still pending. At CRC level 100% verification has been done, 10% at BRC level and also 5% at district level data will be checked.	Data entry for Web portal will be completed by 07 th November, 2008	
Kerala	Training to the teachers has been completed. Training to data entry will be given by National on 15 th November, 2008.		Data entry for Web portal will be completed by 15 th November, 2008	Chief Consultant (MIS), Ed.CIL's TSG suggested that as in Bihar one CRC level official is also attached in data entry, the same process may be followed in Kerala.
Madhya Pradesh	Filled-in DCFs have been collected but the data entry is yet to be started.	For 5% Sample check, the list of districts and the 3 rd party has been identified. Finalization is yet to be done. At CRC level 100% verification has been done, 10% at BRC level and also 5% at district level data will be checked.	Data entry for Web portal will be completed by 10 th November, 2008.	Dir.(NSR) instructed for DISE data field verification.

Name of State	DISE Data	5% Sample Check	Web Portal	Other / Remarks, if any
Maharashtra	Training to the teachers have been completed and the data entry at Block level is started.	For 5% sample check, the four agencies have been identified which give report in their own formats which creates problems in consolidation at state level. At CRC level 100% verification has been done, 10% at BRC level will be checked.	Data entry for Web portal will be completed by 07 th November, 2008.	
Mehghalaya	Training to the teachers have been completed and the data entry started in few districts. Data entry will be completed by 31 st November, 2008.	For 5% sample checking, the last year's agency will do the assignment and the process start from 15 th of November.		
Mizoram	Data entry in DISE software is in progress.	Mizoram University has been identify for 5% sample check. At CRC level 100% verification has been done, 10% at BRC level and also 15% at district level data will be checked.		
Nagaland	Training is in progress and the feeding will be completed by 31 st of December, at state level.			
Orissa	The data entry is in progress and will be completed up to 31 st December.		Data entry for Web portal completed by 31 st October, 2008.	
Puducherry		Third party has been identified for sample checking. No physical verification been done.		
Punjab	Data entry in DISE software is in progress.	The finalisztion of third party for 5% sample checking is in progress. CRC level 100%	Data entry for Web portal was delayed due	

Name of State	DISE Data	5% Sample Check	Web Portal	Other / Remarks, if any
		verification has been done, 10% at BRC level will be checked.	to the non availability of data at district level.	
Rajasthan	Data entry in DISE software is in progress.	At CRC level 100% verification has been done, 10% at BRC level and also 5% at district level data will be checked. The third party for 5% sample checking has not been finalized.		
Tamil Nadu	Data entry in DISE software is in progress.	At CRC level 100% verification has been done, 10% at BRC level and also 5% at district level data will be checked.		
Tripura	Data entry in DISE software is in progress.	At CRC level 100% verification has been done, 10% at BRC level and also 5% at district level data will be checked. The third party has been finalized for 5% sample checking.		
Uttar Pradesh	The collection of DCF is in progress.	The third party for 5% sample checking has been identified.	Data entry for Web portal will be completed by 15 th November, 2008	
Uttarakhand	100% DCF has been collected and the data entry started.	The third party for 5% sample checking has been identified.	Data entry for Web portal will be completed by 10 th November, 2008	
West Bengal	Data entry has started in few districts.	The third party for 5% sample checking has been identified.		

10.0 Madam Neelam Rao concluded the session with following remarks:

- (a).The integrity of Reports can be enhanced by improving the quality of DISE data which can be accomplished by field verification and Physical checking of Data Capture Formats (DCF) at CRC, BRC and District level.
- (b).She advised state/district official to ensure the usage of Monitoring and feedback format of field visits.
- (c).She emphasized over the Monitoring of DISE data. DISE data is a major source for generating a huge number of reports and EDI value of different variables, through which one can assess state position on specific component.
- (d).Gaps identification is the major objective under DISE, through which one can Plan his action for filling the desired gaps.
- (e).Proper follow up is desired from the MIS level because it is the initial platform of capturing error in reporting.
- (f). Provision of 5% Sample check by an Independent agency is made to identify the area from where data come with error. Therefore, agency should be well aware with the documents & criteria of the program and proper training should be given to the agency.
- (g).MIS coordinator should maintain their Implementation Plan in such a way so that they can submit Data /Reports in the stipulated time.
- (h).She expressed her dissatisfaction over the slow progress of Data entry of Web Portal and she has asked that the 2nd installment may not be released to the defaulting states.
- (i). She briefed that in urban area the enrolment is shown high for the secured posting of teacher, therefore CRC coordinator should ensure that the enrolment must be correct.
- (j). She instructed all MIS representatives to submit the Action taken report of this workshop within a months' time.

11.0 5% Sample check report – Mr. Shalender Sharma briefly discussed three (MP, Punjab, Tripura) of the 5% sample check reports for the year 2007-08. The findings of the reports were shared and also the problems in the specific report were shared among the participants.

12.0 Feedback:

Feedback on the broad issues covered in the workshop was taken from the participants by the states. Besides, comments were also sought on the overall effectiveness of the workshop, the

<i>Section/Topic</i>	<i>The following parameters on scale of 1 (Poorest) to 10 (Outstanding)</i>				
	<i>Time Taken</i>	<i>Presentation Material</i>	<i>Communication</i>	<i>Usefulness</i>	<i>Remarks, if any</i>
Presentation of Mr. Shalendar Sharma	5	5	5	6	
Review of Progress regarding different criteria	7	7	7	8	
<i>Group Wise presentation on Field Visit (evaluated by TSG).</i>					
i. Group-1	7	6	7	7	
ii. Group-2	6	6	7	6	
iii. Group-3	7	7	6	6	
iv. Group-4	6	6	7	6	
v. Group-5	7	6	7	7	
Position of DISE data Report 2007-08	10	10	10	10	
<i>Presentations</i>					
UP - Documentation & Dissemination	7	5	7	7	
Assam - Filling up DCF at the school level	6	5	6	7	
Bihar - Check & control in maintaining school code list/3rd Party checking /checking by supervisor	7	5	7	7	
Overall effectiveness	5	5	5	5	

strengths or weaknesses and the perceived learning from the two-days' deliberations.

12.1 In, what do you think has been the most significant input for your capacity enhancement, the following statements are collected:

- ☞ Field visits & observation of activities by CRC/BRC/CRC/Schools.
- ☞ Sharing good practices and experiences among the participating.
- ☞ Methodology used by Himachal Pradesh to ensure the correct fill in formats.
- ☞ 5% sample check & other validations mechanism.
- ☞ STEPS for checking of DISE formats, usefulness of DISE report card.
- ☞ If more time given to EDI, it would have benefited.

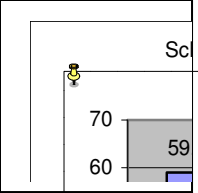
- ☞ DISE Software presentation and EDI
- ☞ State indicators on various issues, solution is useful and can be learnt better.
- ☞ Presentation in EDI and guidelines to feed the web portal data.
- ☞ State indicators and various issues, solution is useful and can be learn better.
- ☞ Workshop was useful for capacity building.
- ☞ Sharing Experience of other states and picking the best practices out of those. Clarification of doubts, Hands on support of technical staff among the experts of TSG & NUEPA, A platform to put forth the issues related to collection of data, its compilation and ensuring the correctness of the same.

12.2 In Over all assessment of the workshop the following Points are collected:

Strengths	Weakness
i.) Through field visit participants aware with the real position of schools and share their state experiences with the school/local authorities. ii.) 100 % to be made and continued iii.) Very knowledgeable iv.) Arrangement, hospitality and informations provided are very good. v.) The workshop was well organized vi.) Sharing of good practices of States & accountability. vii.) Session interactive viii.) Presentation on DISE and suggestion has given by Director, MHRD	i.) Better planning for best for interaction. ii.) Time was not sufficient to cover the agenda. iii.) Less time was given to field visit. iv.) Two days less for review & field visiting. v.) Provide software to needy state. vi.) Stretched two long. vii.) Poor time management. viii.) Most of the time spent on EDI and 5% not shared properly.

12.3 Following Suggestions are received for Improvement:

- ☞ Better planning for best interaction.
- ☞ Time for the programme can be increased at least by one day. Along with MIS coordinator planning coordinators should also be called, it will be beneficial.
- ☞ More time should be given for field information instead of discussing it theoretically.
- ☞ Quality wise DISE data should be discussed and suggestion for improvement should be incorporated.
- ☞ More and more participant to put presentation before the house.
- ☞ Management of time and including new items/appropriate items in agenda.



- ☞ The duration of the Workshop was too short, it may be scheduled for three/four days. Opportunity to interact with the highest authority was provided but unable to yield actual outcome due to shortage of time.

The Major strength of workshop has been the forum to discuss the weakness and learn from others. A further clarity of scope of MIS emerged, this is perceived as extremely valuable for the participants. The deliberation furthered the need for having total, consistent and error free data. Very strong area has been perceived as an opportunity to discuss and deliberate any issue, however trivial and complex it might be an absolutely open environment and with open mind.