

| Sl.No. | Activities | Time Line | Responsibility | |
|---------------|---|---------------------------------|-----------------------------------|------------------------|
| 1. | Sharing of Previous Year DISE Data & Finalization of Supplementary Variables to be included in DISE DCF | 1 – 15 th July | State | DISE Fortnight / Month |
| 2. | Printing of DCF & Instructions Manual | 15 – 30 th July | District / State | |
| 3. | Identification of independent third party to carry out 5% sample check | 1 – 10 th August | State MIS Coordinator | |
| 4. | Training of District level officials (MIS/DISE Coordinators) at State level on : <ul style="list-style-type: none"> • Filling DCF • Sharing of 5% Sample Check Report (Previous year) • Sharing of last years' data • Jan Vachan of DISE data • Training BRC/CRC for field scrutiny/Cross-checking • School Report Card on Notice Board • Preparation of checklist and Data entry into DISE software | 11 – 30 th August | State MIS Coordinator | |
| 5. | Training of Sub-Distt. official (BRC / CRC / BLO) at District level on: <ul style="list-style-type: none"> • Filling DCF • Sharing of 5% Sample Check Report (Previous year) • Sharing of last years' data • Jan Vachan of DISE data • Training BRC/CRC for field scrutiny/Cross-checking • School Report Card on Notice Board • Discussion on checklist and Data entry into DISE Software | By 5 th Sep. | District MIS Official | |
| 6. | Training of Teachers / Head Masters at District / Block / Cluster level and Distribution of DCF | By 30 th Sep. | District MIS Official & BRCs/CRCs | |
| 7. | <ul style="list-style-type: none"> • Field Data Collection (Ref. Date 30 Sep.) DISE Week / Fortnight • Sharing of filled-in DCF with Community – Jan Vachan on select 15-20 indicators • Putting School Report Card in poster form on School's Notice Board, VEC Office & Panchayat • Scrutiny and Cross checking of 100 % DCF by CRC Coordinator | 1 – 22 nd Oct. | CRCs and School Head Masters | |
| 8. | Scrutiny and Cross checking of DCF by BRC level (Pre data punching checking) – 25% | 23 – 30 th Oct. | BRC | |
| 9. | Scrutiny and Cross checking of DCF by District level (Pre data punching check) – 5 schools from each Block (all in different clusters) | 1 – 5 th Nov. | District MIS Officer | |

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| 10. | Data Entry Using DISE Software (If at Block level, this should be merged at District office) | 6 – 30 th Nov. | District MIS Official + BRC/ CRC | Data Entry & Validation at District level |
| 11. | Removal of Errors and discrepancies & Validation | 1 – 10 th Dec. | BRC / CRC | |
| 12. | Sharing of DISE Report with BRC official before submission of data at state level. The sharing of information with sub district level will ensure accuracy and consistency in the data. (The activities to achieve the above objectives may include: Compilation, Report Generation & Sharing of Reports with Sub District officials & generation of School Report Cards) | 11 – 15 th Dec. | District MIS Officer | |
| 13. | Submission of Consistent District data to State level office | 16 – 20 th Dec. | District MIS Officer | |
| 14. | Data Validation & Corrections, if any, by State Team | 21 – 31 st Dec. | State / District MIS Officer | Data Entry & Validation at District level |
| 15. | Sharing of DISE Report with District official before submission of data at National level. (The activities to achieve the above objectives may include: Compilation, Report Generation & Sharing of Reports with District officials) <ul style="list-style-type: none"> • Check consistencies and get data validated • Sharing of data with District MIS in-charges | 1 – 20 th January 21 – 25 th January 26 – 31 st January | State MIS Coordinator + District MIS Officer | |
| 16. | Submission of Consistent data to MHRD, TSG, NUEPA | By 5 th February | State MIS Coordinator | |
| 17. | Data Analysis at District level (Block and Cluster wise) | By 20 th January | District MIS Officer | |
| 18. | Publication of Time Series Reports and Analytical Report (Block and Cluster wise) | By 10 th Feb | District MIS Officer | Data Analysis and Dissemination at district and state level |
| 19. | Data Analysis by State (Districts and Blocks wise) | By 20 th February | State MIS Coordinator | |
| 20. | Publication of Time Series Reports and Analytical Report by State level | 28 th February | State MIS Coordinator | |
| 21. | Distribution & discussion of School Report Cards | 1 st – 7 th March | CRC | |
| 22. | Sharing of Data at all levels | 2 nd week of March | State MIS Coordinator, District MIS Officer, BRC Coordinators & CRC Coordinators | |