

INFORMATION SHEET

1. **Name of the Institution** :
- Telephone No.
E-mail ID :
Fax No. :
2. **Year of Establishment** :
3. **No. of sanctioned posts** : Academic
Administrative
Supporting Staff
4. **Men in position (Name, Designation, Qualification, Experience, duties performed and other details to be furnished)** :

Name	Qualification	Designation	Date of Birth	Date of Superannuation	Date of Joining in the present post	Duties performed	Years of experience

5. **No. of catchment Blocks** :
6. **Mobility facilities** :
7. **No. of Classrooms with size** :
8. **No. of Laboratories with equipment** :
9. **No. of Office Rooms with furniture** :
10. **No. of rooms for Library** :
- **No. of Books in the Library** :
 - **No. of Journals subscribed** :
11. **No. of rooms for computer** :
12. **No. of rooms for Resource Materials** :
13. **Availability of playground** :
14. **Availability of Boundary Wall** :
15. **Water Facilities** :
16. **Toilet facilities (separately)** :

17. *Electricity Facilities* :
18. *No. of Rooms for Gents and Ladies Hostel and Capacity* :
19. *Details of the renovation and moderanization of the building required* :
20. *Requirement, if any, for additional buildings, provision of water, electricity and boundary wall* :
21. *Annual Action Plan of the Institution* :
- *Plan on Pre-service teacher training – the details of inservice training programmes to be undertaken for elementary and secondary school teachers* :
 - *Plan on inservice teacher training – the details of inservice training programmes to be undertaken for elementary and secondary school teachers* :
 - *Budget estimate for each of the programme* :
 - *Any other academic activity proposed to be undertaken for enhancing the capacity of Heads of the schools and teachers* :
 - *Innovative Practices undertaken*

**Signature of the Head of the Institution
(with seal)**