

Government of West Bengal

School Education Department
(Elementary Education Branch)
Bikash Bhawan , 7th floor, Salt lake
Kolkata-700091

No 113(42) SE (EE)/ 10M-31/12

Dated: 21/06/2012

To

1. The District Inspector of schools (Primary Education), Hooghly
2. District Inspector of schools (PE).....(all districts ,
except Hooghly)
3. District Inspector of schools (SE).....(all districts)

Sub: Recognition or affiliation of unaffiliated and /or unrecognized unaided schools.

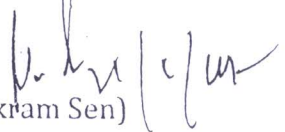
Ref: Memo No.195/ Primary Education dated 11/6/2012 from DI (PE) Hooghly

Sir,

With reference to above and in continuation of this the Deptt's No. 424(85) - SE (Pry)/10M- 31/2012 dated 7/5/2012. the following points are clarified:-

1. The concerned DI of schools or his representatives will have to verify the Treasury Challan as mentioned under SL. 9 of the TR Form -7 in case any school authority approaches them for such verification in the TR challan.
2. In case any school is unable to apply online they are also allowed to apply to the concerned District Inspector of Schools as noted below in the format given at schedule of RTE Rules along with copies of supplementary documents as included in the said schedules.
 - a. In case of recognition of primary schools (from class 1 to 1V) the application is to be submitted to the DI of schools (Primary).
 - b. In case of recognition of secondary schools (from class V to X) Or H.S Schools (from class V to XII) the application is to be submitted to the DI of schools (secondary)
 - c. In case of combined schools (from class 1 to XII), the application is to be submitted to the DI of schools (secondary).
3. The date of submission of online and off-line application is extended up to 31st July, 2012
4. Name/ Designation & address of the Departmental officer on whose behalf /favour the requisite fees is to be paid as mentioned under SL. No. 7 of the TR Form -7 will be as follows:
 - a. District Inspector of Schools (Primary) , in case of Primary school with class 1- IV, Or

- b. District Inspector of Schools (secondary), in case of school with class V- XII or integrated school with class I - X Or I - XII. In such cases the fees payable will be as per the rate applicable for primary / secondary schools in rural or urban areas as the case may be as specified at rules 10(5) of RTE Rules, 2012. In other words the application fees payable for integrated school in rural areas will be Rs7000/- (Rupees seven thousand only) and in case of such school located in urban areas the applicable fees will be 10,000/- (Rupees ten thousand only).
5. The applicant schools who have already submitted on line applications are not required to submit on line application again, but have to submit hard copies of the applications along with the relevant documents as prescribed in the SCHEDULE 1 (see rule -10) of the RTE Rules to the concerned DI of Schools as noted above, if not already submitted.
6. Copy of the **TR Form-7** through which the applicant school will deposit requisite fees may be available in the website of the Finance Deptt., Govt. of West Bengal i.e. www.fin.nic.in. The applicant schools may download the form and fill up accordingly and deposit the same either in the concerned Treasury or in any branch of the SBI.
7. Detailed **Account Head** as mentioned in the TR Form-7, will be read "**2202-Education, Sports, Art and Culture-01-General Education-101-Elementary Education-001-Collection from Elementary education-16-other Fees**"
8. **14Digits Account code** as mentioned in the TR Form -7 will be as - **22020110100116**
9. On receipt of application Form completed in all respects as per schedule of the RTE Rules, 2012 including copies of receipts of TR challan , the concerned DI of schools will immediately arrange for DLIT inspection as per RTE Rules, 2012 (SCHEDULE 1, PART- K) and send the inspection report to the Jt. Secretary, School Recognition Cell of School Education Deptt, Bikash Bhawan, Kolkata -700091 within a period of 60 days from the date of receipt of the application from the concerned schools.
10. 100(one hundred) blank application form for recognition of schools with space for incorporation of DLIT inspection report has been sent to you directly through Saraswati Press. The same should be distributed **free of cost** to intending applicants after recording particulars like date, serial no., name of the school, location, name of the applicant , contact no. record in register. You are requested to open a public counter and Cell for distribution of the blank form and receipt of the filled up application with copy of the TR Challan receipt.


(Vikram Sen)
Principal Secretary

PROFORMA OF APPLICATION FORM
FOR
RECOGNITION OF AN INSTITUTION
AS UNAIDED INSTITUTION

SCHEDULE I*(See rule 10)***Proforma of Application Form for Recognition of an
Institution as unaided Institution**

For official use only :

Name of the Institution :

Address :

Date of issue :

*Seal and signature
of Issuing Officer*Date of deposit of fees by T.R.No.7
_____Date of verification of Treasury Challan
_____Amount deposited

Particulars of the Institution seeking recognition as unaided Institution (fill up the entire item. If item is not applicable for a particular Institution, fill up the same with the words "not applicable." If necessary, enclose additional sheets for information.)

PART A

GENERAL

Particulars

- (1) Name of the Institution
- (2) Year of Foundation
- (3) Name of the Trust / Foundation / Society running the Institution
- (4) Does the Trust / Foundation / Society belong to a religious Body or minority community? If so, give details.
- (5) Whether the Trust / Foundation / Society is registered. If so, Registration No. and Name of the Act under which registered. Copy of Registration Certificate along with copy of last renewal should be enclosed. In case of Trust, copy of the Deed of Trust should be enclosed.
- (6) Please attach a copy of the Memorandum of Association and Constitution of the Trust / Foundation / Society along with the list of members with their father's name, their occupation and complete official address and the relationship amongst them.

Note.:- The constitution of the Trust / Foundation / Society running the Institution should be such that it does not vested control in a single individual or members of the same family.

- (7) Whether the Institution has a properly Constituted Managing Committee duly formed by invoking relevant provisions of Memorandum of Association and or in accordance with the Management of Recognized Non-Government Institution (Aided) and Unaided) Rules, 1969
- (8) Whether the Institution seeking recognition, shall abide by the bye laws

PART B

Particulars of Institution

- (1) Exact location of Institution
- (a) Postal address :
- (b) Telegraphic address, if any :
- (c) Telephone No. and Fax No. if any :
- (d) Name of the nearest Railway Station :
- (e) Distance from Railway Station :

(Note. - Please attaches a Road Map of the area showing location of the Institution if there are difficulties to get to it)

- (2) Whether the Institution is for boys / girls / co-educational :
- (3) Instructional hours :
- (4) Duration of summer vacation, puja vacation and winter vacation with approximate dates :
- (5) Medium of instruction :
- (6) Whether admission in the Institution is open to all without any discrimination based on religion caste, creed or race :
- (7) Whether any religious instruction is imparted and if so, whether it is compulsory. :
- (8) What curriculum and syllabus are followed in each class :
- (9) Whether the Institution is financially capable of Running with its own resources :
- (10) Specify how the Institution is financed :

PART C

Particulars relating to affiliation to any other Board or University

- (1) Whether the institution has been previously affiliated for examination to any Board / University. If Yes:-
- (a) Name(s) of the Board / University to which the institution is affiliated :
- (b) Name(s) of the examination(s) for which such institution is affiliated :
- (c) Affiliation valid from : to
- (2) Will the institution discontinue its Current affiliation? :

PART D

Particulars relating to enrolment of students as on the date of application

- (1) (a) Particulars of class, section, number of enrolment etc. to be furnished in the table given below:-

| Class & Section | No. of Boys | No. of Girls | Total | Remarks |
|-----------------|-------------|--------------|-------|---------|
| | | | | |
| | | | | |
| | | | | |

- (b) Drop out rates in each class
(Use extrasheet, where necessary)

- (c) Class results

- (2) Whether mother tongue of at least 50% of the students is other than Bengali (give numbers):-

(a) Total Students :

(b) Bengali speaking :

(c) Others :

- (3) Schooling facility available in the locality within a radius of 1 km. in urban area and within 2 kms in rural area (use extra sheet, if necessary):-

Name of the Institution Distance from the proposed Institution

(1)

(2)

(3)

PART E

Particulars relating to subjects taught in the Institution

- (1) 1st Language :
- (2) 2nd Language :
- (3) Mathematics :
- (4) Science :
- (5) Social Science :
- (6) Socially useful productive work and Community Service. :
- (7) Health & Physical Education/Music/ Dance/Painting :
- (8) Additional subject, if any _____ (Optional)

PART F

Particulars relating to campus, building, classrooms etc.

- (1) Location of campus
 - (a) District :
 - (b) Police Station :
 - (c) Mouza :
 - (d) Plot No. :
 - (e) Khatian No. :
 - (f) Area in decimal :
- (2) Built up area (in sq. ft., each floor).
Please enclose:
 - (a) Photographs of the Institution building from various angles.
 - (b) Sanctioned copy of the site plan / building plan by the Municipal / Panchayat Authority.
- (3) Proposal, if any, for extension of the existing campus and/or building.
- (4) Is it leased or owned? If leased copy of registered Lease agreement and rent receipts are to be enclosed (the rent receipt should be in the name of the Institution and lease should be for a minimum period of 20 years with provision for renewal). If owned, copy of permission of the Society / Trust should be enclosed.
- (5) Sanitary conditions, No. of W/C and urinals (separately for boys and girls).
- (6) If the Institution is now housed in a leased building, whether there is any possibility of acquiring its own land to construct building thereon within the period as may be specified by the Board.
- (7) Drinking water facilities. Details of sources
- (8) Common rooms (separately for boys / girls).
- (9) (a) No. of classrooms and approximate dimension (minimum) 400 sq. ft. per classroom).
(b) Is sufficient furniture for classroom available?
(c) Conditions of furniture proposed expenditure.

PART G

Particulars relating to teaching and non-teaching staff

Use the proforma given below and use separate sheets. Attach statement of particulars of each member of the staff including the Headmaster / Headmistress.

1. Name :
2. Date of Birth :
3. Date of appointment in the Institution :
4. Academic qualifications with *per centum* of marks :
5. Other qualifications :
6. If holding a B.Ed. degree or its equivalent :

7. If appointed as Trained Graduate Teacher / Post Graduate Teacher.
8. Pay scale with present pay, allowances and gross salary per month.
9. Teaching experience with details
10. Total number of teaching periods assigned per week
11. Indicate below the welfare schemes available for staff
 - (a) Provident Fund and rate of contribution by the Employer
 - (b) Medical facilities
 - (c) Gratuity
 - (d) Any other benefits (specify)
 - (e) Whether the Institution provide Service Rules, Leave Rules including maternity Leave and other service conditions for all staff including teaching staff at par with other Institutions as recognized by the Board.
 - (f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under the Board, and if so give copy of each appointment letter, duly received by the staff concerned.

PART H

Miscellaneous Particulars

- (1) Are there any staff quarters available in the Institution premises? If so, give details :
- (2) Rate of fees charged and annual charges :

| Class | Tuition fee per month (Rs.) | Other fees per month (Rs.) | Total of special fees, annual fees, Building fund etc. (Rs.) |
|--------|-----------------------------|----------------------------|--|
| I to V | | | |
| VI | | | |
| VII | | | |

- (3) Scholarships / Concessions :
- (4) Is there provision for scholarship / Free Studentships? or other financial help to poor and deserving students? :
Yes/No
- (5) If yes, indicate:-
 - (a) Number of student beneficiaries :
 - (b) Annual amount spent : Rs.
- (6) Financial position of the Institution:
 - (a) Details about the Reserve funds in the name of the Institution in any Nationalized Bank of an amount of Rs.60,000/- (Rupees sixty thousand only).
 - (b) Please attach duly audited income expenditure and receipt payment on account of Institution for the year as also of the balance sheet (exclusive for the secondary section Institution).

- (c) Whether the Institution has any arrangement for regular audit of its fund by a Chartered Accountant Firm.
- (d) Whether professional tax is paid to the Tax Authority. If so, current Challan for payment of same be attached herewith.
- (7) Specify the particulars of student class-room ratio:
- (8) Specify the particulars of student-teacher ratio:
- (9) Specify whether the Institution building have more than one room. If yes, please provide for entry to, and emergency exit from the first floor onwards.
- (10) Whether sufficient fire safety equipments are installed.
- (11) Whether there are trained persons to use fire safety equipments or disaster management.

PART I

Please enclose the following documents and tick the list of enclosures (in Duplicate):

- (1) Copy of memorandum of association of the society / deed of the trust with receipt for registration duly attested by a *Gazetted Officer*.
- (2) Copy of resolution forming M.C. for the Institution with list of members etc. (of which two shall be secondary teachers) duly attested by a *Gazetted Officer* and powers and function of the School Management Committee of the Institution.
- (3) Copy of service rules/leave rules etc. for the staff duly attested by a *Gazetted Officer* (as per Regulation).
- (4) Copy of appointment letters for all the staff duly issued by the secretary of the M.C. and duly received by the staff, duly attested by a *Gazetted Officer* (as per Regulation).
- (5) Copy of acquaintance roll for all the staff for the last four months duly attested by the secretary of the Managing Committee.
- (6) Copy of sanctioned building plan in each case whether owned or rented, duly attested by a *Gazetted Officer*.
- (7) Certified copy of registered deed for purchase of land etc. of the Institution.
- (8) Copy of registered Lease Deed duly attested (if the Building / Land rented / leased).
- (9) Particulars regarding staff duly authenticated by the Secretary of the Managing Committee of the Institution.
- (10) Particulars regarding roll strength in secondary classes.
- (11) Particulars regarding Contributory Provident Fund and Professional Tax of the staff of the Institution.
- (12) The audited statement of accounts of the Institution for last three years.
- (13) Other documents (as are necessary and as indicated in the form).

DECLARATION

- (1) All the particulars furnished above are true and correct.
- (2) I/ We undertake to abide by all rules, notifications, circulars and orders issued by the State Government or of the West Bengal Board of Secondary Education, as the case may be, from time to time.

Countersigned

Chairman of the Executive Committee of
the Society or Institution

Signature of the Secretary of the
School Management Committee

PART J**FORMAT OF RECEIPT**

Received an application form for Recognition of School under section 18 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) and rule 10 of the West Bengal Right of Children to Free and Compulsory Education Rules, 2012 from of along with the Documents mentioned in the list attached. The Applicant is to produce original of the said document on.....Further processing of the application shall be made only on production of the originals for scrutiny.

Attached : duplicate list of document attached to the form of application.

Please attach photo copies of all relevant documents.

PART K

(FOR OFFICIAL USE ONLY. NOT TO BE FILLED BY THE APPLICANT)

FORMAT FOR DLIT INSPECTION REPORT

*Inspection report for recognition of an Institution

[Inspection report to be drawn up in quadruplicate - one copy to be retained by the concerned District Inspector of School, one copy each to be sent to the Director, the School Education Department, Government of West Bengal]

Date of Inspection _____

1. (1) Name of the School :
- (2) Address: Village/House No./Street/Road/Lane :
- Post Office :
- Gram Panchyet/Ward :
- Panchyet Samity/Municipality/notified Area Authority:
- Police Station :
- Sub-Division :
- District: Pin code: Phone No.
- e-mail address :
2. Report relating to the medium of instruction:
 - (1) Medium of instruction:
 - (2) Present Status:
 - a) Whether boys /girls/Co-educational:

3. Report relating to management of the school:

(1) Whether the school is under

a) Managing Committee. If so, Particulars of the members of the Managing Committee/Ad-hoc Committee:

| SI No. | Name | Address | Category | Office-bears |
|--------|------|---------|----------|--------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
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| 12 | | | | |
| 14 | | | | |
| 15 | | | | |

4. Report relating to land, building, location etc.

- (1) Area :
- (2) Whether purchased by or gifted to the school :
- (3) Registration No. and date :
- (4) Mouza :
- (5) Settlement Book No :
- (6) Plot No :
- (7) Khatian No :
- (8) Building :
- (9) Particulars of accommodation and other alternative
- (a) Rented (Kacha or Pucca) or
- (b) Own building (Kacha or pucca)
- (c) No. of class rooms and other rooms with measurement of each room:
- (d) Sanitary arrangement:
- (e) Drinking water facilities:
- (f) Electricity:
- (g) Particulars of:
- (i) Furniture
- (ii) Teaching appliances

(h) Library (total number of books):

- (i) Whether stock Register is maintained
- (ii) Person in-charge of Library
- (iii) Number of books issued in the academic year to

(A) Students

(B) Teachers

(i) Details of the fire safety and natural disaster fighting arrangements :-

5. (1) Report relating to class wise roll strength for three consecutive years including the current academic year as per attendance register:

| Class | Boys | | | | Girls | | | | Total enrolment |
|-------|---------|----|----|-------|---------|----|----|-------|-----------------|
| | General | SC | ST | total | General | SC | ST | total | |
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5. (2) Number of students present on the date of inspection:

| Class | Boys | Girls | Total enrolment |
|-------|------|-------|-----------------|
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6. Whether 80% of the total number of students of Class V, VI, VII, and VIII were promoted to the next higher classes respectively along with at least 40% of marks in aggregate in the last 3 years (report to be submitted in the table below):-

| Class | Total number of students | No. of students securing 40 % and above marks in aggregate | % of total number of promoted students | Remarks |
|-------|--------------------------|--|--|---------|
| | | | | |
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7. Report relating to the rate of leaving and /or drop-out of students in any cohort does go beyond by 10 % of the students enrolled in class V of the same cohort:

| year | Class | Class | Class | Class | % of drop-out leaving the school |
|------|-------|-------|-------|-------|----------------------------------|
| | | | | | |
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| | | | | | |
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8. Whether the students are compelled to take tuition otherwise beyond school hours. If so the team will check the system of homework and quality of assessment of homework (report is to be submitted below):

| Class | Total number of students | % of students taking tuition | Whether home task is given (yes/No) | Whether these are checked regularly (Yes/No) |
|-------|--------------------------|------------------------------|-------------------------------------|--|
| | | | | |
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9. Report whether the following activities at the school level are observed:-

| | | |
|------|---|--|
| (1) | Guardians ' meet 3 times in a year | |
| (2) | 3 terminal examinations with unit tests | |
| (3) | Remedial classes on the basis of result of each terminal examination. | |
| (4) | Participation of students in cleanliness of the school /class environment. | |
| (5) | days lesson traction for days as prescribed | |
| (6) | of teaching and learning materials at the time of class room traction. | |
| (7) | Introduction of group learning during curriculum transaction | |
| (8) | Utilization of library books for enhancing skills and reading habit of the students | |
| (9) | 90% of total students attending 80% of the transactional days | |
| (10) | Innovative measures taken to improve the performance of the school in relation to : Access, enrolment retention and quality | |

12. Particulars of the feeder schools (Primary/Upper Primary School) with names:-

- (1) Name of the schools :
 (2) Total intake capacity :
 (3) Distance :

13. Particulars where it is applicable, to be furnished with evidence as to whether:

- (1) The school had applied in prescribed form with requisite fees of Rs. 25/- by 1975 to the West Bengal Board of Secondary Education for recognition.
 (2) The *Sabhadhipati/Zilla Parishad*/the Chairman, Municipality or Mayor/ Deputy Mayor or West Bengal Board of Secondary Education for recognition.

14. Examine and report whether the books other than those published by the recognised Board and approved by it have been prescribed for students.

15. Particulars with respect to fulfilment of following conditions for co-education must be verified and report against each of them.

- a) Appointment of a lady teacher. :
 b) Appointment of a lady non-teaching staff. :
 c) Girls' common room. :
 d) Separate sanitary arrangements. :
 e) Class wise number of girls students. :

Note: for recognized Boys' Primary or Upper Primary level having co-education, there must be one lady teacher and one lady non-teaching staff.

16. (1) whether fees are realized as per the rate fixed by the State Government for rural /urban areas.
 (2) Whether any fees other than the fees as prescribed by the State Government are realized.

17. Details financial condition of the school:

(1) Reserved fund Account with amount:

| | |
|-------------------------------|--|
| Name of the post office /Bank | |
| Account No. | |
| Date | |
| Amount | |

(2) General Fund : Rs.

(3) Subsidiary Fund and other Funds, if any :

18. Specify all conditions as per sub-rule 5 of the West Bengal Schools (Upgradation) Rules 2007, have been fulfilled.

19. General observation of the District Level Inspection Team :

20. Recommendation for recognition and or not recommended:

| SL. No. | Name and signature of members of the inspecting team recommending for recognition | Name and signature of members of the inspecting team not recommending for recognition. |
|---------|---|--|
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[If the school is not recommended, the reason for not recommendation must be written clearly]

** Strike out which is not applicable.*