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**Published by Authority**

MAGHA 20]

FRIDAY, FEBRUARY 9, 2007

[SAKA 1928

**PART I** - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**Government of West Bengal**  
**School Education Department**  
**Secondary Branch**

**NOTIFICATION**

No. 86- SE(S)-5<sup>th</sup> February, 2007-In exercise of the power conferred by clause (c) of Sub-Section (1) of Section 9 of the West Bengal Schools (Control of Expenditure) Act, 2005, ( West Ben. Act XIV of 2005), (hereinafter referred to as the said Act), and, in supersession of all previous notifications, orders and directions in so far as the subject matter relates, the Governor is pleased hereby to make the following rules, namely :-

**Rules**

**1. Short title and commencement** - (1) These rules may be called the West Bengal Schools (up gradation) Rules, 2007.

(2) They shall come into force on the date of its publication in the Official Gazette.

**2. Definitions** - (1) In these rules, unless the context otherwise requires, —

- (a) "Act" means the West Bengal Schools (Control of Expenditure) Act, 2005 (West Ben. Act XIV of 2005);
- (b) "Board" means the West Bengal Board of Secondary Education established under the West Bengal Board of Secondary Education Act, 1963 (West Ben. Act V of 1963);
- (c) "Council" means the West Bengal Council of Higher Secondary Education established under the West Bengal Council of Higher Secondary Education Act, 1975 (West Ben. Act VII of 1975);
- (d) "Director" means the Director of School Education, West Bengal,
- (e) "District Inspector of Schools", in relation to a school, means the District Inspector of Schools (Secondary Education) exercising jurisdiction in respect of the school;

- (f) "District Level Inspection Team" means the District Level Inspection Team constituted under sub-section (1) of Section 8 of the Act;
- (g) "Form" means the Form appended to these rules;
- (h) "School" means a school as defined in clause (m) of Section 2 of the Act, but does not include a madrasah or Primary Teachers' Training Institution;

(2) The words and expressions used, but not defined, in these Rules and defined in the Act shall have the same meanings as assigned to them in the Act.

**3. Number of schools to be upgraded** - (1) The State Government may, on the basis of directions to be notified by the State Government on school mapping and school planning, determine the type and number of schools in a district to be upgraded in a year and accordingly it shall make budgetary provision in the Budget of the State.

(2) After the necessary budgetary provisions for upgradation of schools in a district are made, the State Government shall communicate its decision to the Director, the Board, the Council and the District Inspector of Schools.

(3) Notwithstanding any thing contained in sub-rule (2), the State Government may select any specific school in a district for upgradation and direct the District Inspector of Schools for taking necessary action in the matter.

**4. Application for upgradation** - (1) On receipt of the decision of the State Government under sub-rule (2) of Rule 3, the District Inspector of Schools may invite application for upgradation of a School within its jurisdiction.

(2) The application for upgradation shall be made by the school authority in Form -I to the State Government, through the District Inspector of Schools.

(3) Any application without prescribed form shall not be entertained.

(4) The District Inspector of Schools shall on receipt of application under sub-rule (2), shall verify the correctness or otherwise of the particulars furnished in the application, and if satisfied, forward the application to the concerned Board or the Council, for taking necessary action on the matter.

(5) The concerned Board or the Council on receipt of application under sub-rule (2), shall make a recommendation, to the Director for taking a decision regarding inspection of the School by the District Level Inspection Team.

(6) On receipt of the application along with the recommendation of the concerned Board or the Council, as the case may be, the Director shall compile a report on applications received from the various schools seeking upgradation.

(7) The Director shall, after compiling the report under sub-rule (6), send it to the State Government.

(8) The State Government shall, after receiving the report under sub-rule (7), decide and give instruction to the Director to make necessary arrangement for inspection of the schools by the District Level Inspection Team.

**5. Inspection of school** - (1) No school shall be inspected for the purpose of upgradation unless it is directed by the State Government.

(2) The District Level Inspection Team shall inspect the schools in accordance with the orders issued under sub-section (4) of Section 8 of the Act and shall also ensure that the school seeking upgradation shall-

- (a) be located in a relatively noise- free and pollution- free area, having adequate supply of drinking water and electricity;
- (b) have a building usable in all weathers;
- (c) have a play ground for the students;
- (d) have good road links, conveyance and communication facility;



- (e) have classroom space not less than 400 sq. ft. each;
- (f) have good quality separate lavatory for students and teachers;
- (g) have a girls common room if it is a girls or co-education
- (h) have a teachers room;
- (i) have adequate furniture so that students do not have to sit more than three in a bench;
- (j) have science laboratories with necessary equipments;
- (k) have a library with-
  - (i) if such school is a Junior High school, books not less than 500, or
  - (ii) if such school is a High School, books not less than 750, containing books on methods of teaching, Arts, Science and Juvenile Literature excluding text books;
- (l) have at least 40 effective enrollment in each class;
- (m) have arrangement for periodical medical check-up of students and records thereof;
- (n) appoints teachers as per the recommendation of the School Service Commission;
- (o) recruited teachers as per the staff pattern and qualification specified by the State Government;
- (p) have a duly elected Managing Committee in the manner as prescribed under Management of non-Government Institution (aided and unaided) Rules, 1969;
- (q) not collecting fees more than the rate as prescribed by the State Government;
- (r) have not more than 5% drop out rate in each class ;
- (s) class test result or school result as the case may be reflects the success of the school;
- (t) have essential classroom ratio;
- (u) have in two storied building separate staircase for entrance and emergency exit;
- (v) have sufficient fire safety equipments and have trained person among the staff for using fire safety equipments ;

(3) If any member is absent on the date of inspection of the school, other members of the District Level Inspection Team shall proceed with the inspection of the school.

**6. Submission and Examination of report-**(1) Immediately after completion of the inspection, the District Level Inspection Team shall prepare a report and forward the report alongwith its recommendation to the Director:

Provided that if the proposal of the school is not recommended , the District Level Inspection Team shall make specific comment in the report specifying the reasons for non- recommendation.

Provided also that if any member is absent on the date of inspection of the school, the District Inspector of Schools shall keep the report in his office and fix a date for examination of such report by the member of the District Level Inspection Team, who is absent during the inspection and if such member fails to inspect such report on the date fixed for the purpose, the District Inspector of Schools shall not wait further but forward the report to the Director.

(2) The report referred to in sub-rule (1) on inspection of schools shall –

- (a) If it relates to upgradation of a junior high school to a secondary school, be submitted in Form 2;
- (b) If it relates to upgradation of a secondary school to a higher secondary school, be submitted in Form 3.

(3) The Director shall examine the inspection report and enclosures as may be forwarded by the District Inspector of Schools, and forward the same to the State Government for issuance of necessary direction on the matter.

(4) The State Government shall verify the report received under sub-rule (3), and if it is not satisfied with the report, it may, notwithstanding anything contained in Rule 5, cause to make further inspection with reference to any other criteria, which it considers necessary by the purpose.

**7. Order of upgradation** – (1) The State Government shall, after receipt of inspection report, and completion of further inspection, if any, issue a direction to the concerned Board, or the Council, as the case may be, for issuance of order of upgradation in favour of the school.

(2) The concerned Board, or the Council, as the case may be, shall, on receipt of direction under sub-rule (1), issue an order of upgradation of school with such restriction and condition as may be specified in the order.

**8. Cost of Inspection** – The necessary traveling allowance, daily allowance and other cost of inspection shall be borne by the State Government.

**9. Assistance of staff** – The District Level Inspection Team may take assistance of staff of the office of the District Inspector of Schools for the purpose specified under these rules.

**10 Interpretation** - If any question arises as to the interpretation of these Rules, the question shall be referred to the Government for a decision and such decision of the Government shall be final.

### Form 1

[see rule 4(2)]

Format of application for upgradation of school  
(Please type or write legibly)

Particulars of the School seeking upgradation (fill up the entire item. If any item is not applicable for a particular school, fill up the same with the words not applicable”).

### Part I

#### General particulars

1. Name of the School :
2. Year of foundation :
3. Name of the Trust/Foundation/  
Society running the school :
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 School should be such that it does not vest control in a single individual or members of the same family.

7. Whether the School has a properly constituted Managing Committee duly formed by invoking relevant provisions of Memorandum of Association and or in accordance with the Management of Recognised Non-Government Institution (Aided and Unaided) Rules, 1969.
8. Whether the School seeking upgradation, shall abide by the Rules framed under the Act.

## Part II

### Particulars of School

1. Exact location of the School
  - 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 attach a Road Map of the area showing location of the school if there are difficulties to get to it)

2. Is the School 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 school 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. Which curriculum and syllabus are :  
followed in each class

### Part III

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	Number of section	Enrolment in section	No. of boys and girls	Total enrolment in class	Remarks
V					
VI					
VII					
VIII					
IX					
X					
Total					

- (b) Drop out rates in each class (use extra sheet, where necessary) :

- (c) Class results :

- (d) Results of Madhyamik Pariksha :

For the purpose of determining medium of instruction

- (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 2 kms. in urban area and within 4 kms. in rural areas (use extra sheet, if necessary):-

Category of school	Name of the school	Distance from the proposed school
Junior High School	(1)	
	(2)	
	(3)	
High Schools	(1)	
	(2)	
	(3)	
Higher Secondary schools	(1)	
	(2)	
	(3)	

**Part V**

Particulars relating to subjects taught in the school

1. 1<sup>st</sup> language :
2. 2<sup>nd</sup> 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 VI**

Particulars relating to campus, building, classroom etc

- (1). Location of Campus
  - (a) District :
  - (b) Police Station :
  - (c) Mouza :
  - (d) Plot No. :
  - (e) Kh. No. :
  - (f) Area in decimal :
- (2) Built up area (in sq. ft. in each floor),  
please enclose :
  - (a) Photographs of the school  
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 the School  
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 School 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/Council :
- (7) Drinking water facilities  
details of sources - :

- (8) Common rooms (separately for boys/girls) - :
- (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 on furniture in next two years. :
- (d) Whether there is provision of Laboratories. :

### Part VII

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 school :
- (4) Academic qualifications :
- (5) Other qualifications :
- (6) If holding a B.Ed. degree or 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. :

### Part VIII

Miscellaneous particulars

- (1) Are there any staff quarters available in the School premises? If so, give details. :
- (2) Specify the manner of book-keeping in the school ( please attach statement of duly audited income expenditure account, receipt. :



and payment account and balance sheet of  
the school for the year

- (3) Specify the particulars of students :  
Classroom ratio
- (4) Specify the particulars of students :  
teacher ratio
- 5) Specify whether the school building have more :  
than one floor. If yes, whether separate staircase  
provided for entry to, and emergency exit from ,  
the first floor onwards
- (6) Whether sufficient fire safety :  
equipments are installed
- (7) Whether there is trained person to :  
use fire safety equipments
- (8) No of books in the Library :
- (9) Designation of the person in charge :  
of Library
- (10) Designation of the person in :  
charge of Laboratory

### Declaration

- (1) All the particulars furnished are true and correct.
- (2) 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.

Signature of the  
Head of the school

Signature of the Secretary of the  
Managing Committee

**Form 2**

[See rule 6 (2) (a)]

Format of inspection report for upgradation of Junior High School to Secondary School

[Each and every items of the Inspection report have to filled and to be prepared in quadruplicate, of which one copy to be retained by the District Inspector of Schools (SE), one copy each to be sent to the Director, the School Education Department, Government of West Bengal and the Board simultaneously]

Date of Inspection.....

1. (1) Name of School :
- (2) Address: Village /House No./Street/Road/Lane :
- Post Office :
- Gram Panchayat/Ward :
- Panchayat Samity/Municipality/Notified Area Authority :
- Police Station :
- Sub-division :
- District :
- 2 Reports relating to medium of instructions etc :
- (1) Medium of Instruction :
- (2) Present status :
- (a) Recognized as 2 Class/ 3-Class/4-Class from ..... by Memo No. .... Dated .....
- (b) Aided with effect from :
- (c) Whether Boys/Girls/Co-educational :
3. Report relating to management of the School :-
- (1) Whether the school is under the -
- (a) Managing Committee. If so, date of last : reconstitution specifying whether reconstituted under normal rules or special rules as approved by the Board :
- (b) Administrator appointed by the Board :
- (c) Ad-hoc Committee appointed by the Board :
- (2) Whether there are founder(s) approved by the Board :
- (3) Name of the Administrator with his designation :

## (4) Particulars of the Members of the Managing Committee/Ad-hoc Committee :

Name	Address	Category	Office-bearers
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## 4. Report relating to land, building, location etc :

(1) Area :

(2) Whether purchase 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 arrangements :

(a) Rented (*Kachcha or Pucca*) :

or,

(b) Own building – (*Kachcha or Pucca*) :

*Note:- Kachcha building/house means any structure other than brick-built with R.C. roof and Pucca building means a brick-built structure with R.C. roof.*

(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 last academic year to -

- (A) Students :
- (B) Teachers :
- (C) Science laboratories with necessary equipments :
- (D) Arrangement of periodical check up of students and records thereof :
- (E) Whether teachers are trained :

(iv) Play ground for students :

5. Report relating to class wise roll strength (with approved section in recognized Junior High School only, if any) of the school for three consecutive academic years including the current academic year as per attendance registers :

(1)                      Boys                      Total                      Girls                      Total  
                            General+SC+ST                      General+SC+ST

(2) Number of students present on the date of inspection:

Boys                      Girls                      Total

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 no of students	No of studens securing 40% and above marks in aggregate	% of total number of promoted students	Remarks
V				
VI				
VII				
VIII				

7. Report relating to the rate of school leaving and/or drop out of students in any cohort does go beyond 5% of the students enrolled in class V of the same cohort.

Year for example	Class V	Class VI	Class VII	Class VIII	% of drop out leaving the school
2001					
2002					
2003					
2004					
2005					
2006					

8. Whether the students are compelled to take tuition otherwise beyond school hours. If no, the team will check the system of homework and quality of assessment of home work (report to be submitted in the table below):

Class	Total number of students	% of students taking tuition	Whether home task is given (Yes /No)	Whether these are checked regularly (Yes /No)
V				
VI				
VII				
VIII				

9. Report, whether the following activities at the school level are observed:-

- |   |        |
|---|--------|
| (1) Guardians' meet 3 times in a year.  | Yes/No |
| (2) 3 terminal examinations with unit tests.  | Yes/No |
| (3) Remedial classes on the basis of results of each terminal examination.              | Yes/No |
| (4) Participation of students in cleanliness of the school /class environment           | Yes/No |
| (5) Full day lesson transaction for days as prescribed (excluding examination days)     | Yes/No |
| (6) Use of teaching -Learning materials at the time of classroom transaction            | Yes/No |
| (7) Introduction of group learning during Curriculum transaction                        | Yes/No |
| (8) Utilization of library books for enhancing skills and reading habit of the students | Yes/No |
| (9) 90% of the total students attending 80% of the transactional days                   | Yes/No |
| (10) Innovative measures taken to improve the performance of the school in relation to- | Yes/No |
| (a) Access, enrolment retention and quality   |        |

10.(1) Report relating to all the approved teaching and non-teaching staff :—

Name with Designation	Qualifications	Date of appointment	No. and date of approval by D.I. Of Schools (SE)

(2) Report on student teacher ratio:—

11. Distance by the shortest route from the nearest recognised Junior High/High School with names and addresses:

Name of the schools	Distance
NORTH -	
SOUTH -	
EAST -	
WEST -	

12. Particulars of feeder schools (Jr. High 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 West Bengal Board of Secondary Education for upgradation from 3-Class/4-Class to High School.

(2) the *Sabhadhipati*, *Zilla Parishad* or the Chairman of Municipality or Mayor/Deputy Mayor or Municipal Corporation recommended the school for upgradation.

(3) the school had obtained special permission to send up candidates at the Board's Examination pending upgradation from Jr. High School to High School for any particular year(s). Attested copy of such letter of permission is to be submitted.

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

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

(a) Appointment of a lady teacher -

(b) Appointment of a lady non-teaching staff, if any -



- (c) Girls' common room –
- (d) Separate sanitary arrangements –
- (e) Class wise number of girl-students –

*Note-* For recognised Boys' Junior High School having Co-education, there must be one lady teacher and one lady non-teaching staff. If there are no such incumbents among approved and unapproved staff, such post shall be kept vacant for recruitment of such lady staff as per normal procedure.

16. (1) Whether fees are realized as per the rates fixed by the State Government for rural/urban areas:

(2) Whether any fee other than prescribed by State Government is realized:

17. Details of financial condition of the school :

(1) Reserve Fund Account with amount :-

(a) Name of post Office/Bank	:
(b) Account No	:
(c) Date	:
(d) Amount	:

(2) General Fund:- Rs.

(3) Subsidiary Fund & other funds, if any :

18. Specify whether all the conditions as per sub-rule (2) of rule 5 of the West Bengal Schools ( Upgradation ) Rules 2007, have been fulfilled.

19. Other particulars, if any:

20. General observations of the District Level Inspection Team:

21. Recommend for upgradation or not recommended\*:

Sl. No.	Name and signature of member of the inspecting team recommending for recognition	Name and signature of member of the inspecting team not recommending for recognition
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1.

2.

3.

4.

\* If the proposal of the school for upgradation is not recommended by the District Level Inspection Team or any member thereof, then specific comment along with the reasons for non recommendation should be made clearly.

### Form 3

[See rule 6 (2) (b)]

Format of inspection Report for upgradation of Secondary School to Higher secondary School( no forms other than this prescribed form should be entertained by the Council).

[Each and every items of the inspection report have to be filled and to be prepared in quadruplicate, of which one copy shall be retained by the District Inspector of Schools (SE), one copy each to sent to the Director, the School Education Department, Government of West Bengal and the West Bengal Council of Higher Secondary Education simultaneously]

Date of Inspection.....

1. Name and address of the school inspected:—

(1) Name of School :

(2) Address: Village/House no./Street/Road/Lane:—

Post Office :

Gram Panchayat /Ward :

Panchayat Samity /Municipality/ Notified Area Authority:—

Police Station :

Sub-Division :

District :

2. Reports relating to medium of instructions, present status of school, etc:

(1) Medium of Instruction :

(2) Present Status:- :

(a) Year of establishment of the school and a brief history of the school :

(b) Whether recognised, if so, what level of education:

(c) Year of Recognition :

(d) Recognised from ..... by memo No. ....  
Dated .....

(e) Status of School , whether Boys/Girls/Co-educational:

(3). Subjects intended to be introduced for Higher Secondary Course :

3. Report relating to management of the school :—

(1) Whether the school is under the —

(a) Managing Committee. If so, date of last reconstitution specifying whether reconstituted under normal rules or special rules, as approved by the Board :

(b) Administrator appointed by the Board :

(c) Ad-hoc Committee appointed by the Board :

(2) Whether there are founder(s) approved by the Board :

(3) Name of the Administrator with Designation :

(4) Particulars of the members of the Managing Committee/Ad-hoc Committee.

Name	Address	Category	Office-bearers

4. Report relating to accommodation and other arrangements,  
etc.(use extra sheet, if necessary):-

(1) Particulars of accommodation:

- (a) Number of rooms which may be available exclusively for Higher Secondary Unit (class room, office room, Rector's room, Girls' Common room etc. to be shown separately):
- (b) Measurement of each room in sq. ft :
- (c) Nature of existing structures of the building :
- (d) Whether any Court Case pending. If yes, nature and subject of the Court case and the name of the petitioner/Petitioners of the Court case, if any:
- (e) Student classroom ratio :

(2) Particulars relating to laboratory facilities (position of laboratory as stated by school should be verified as far as possible by the District Level Inspection team)

- (a) Whether the school has any laboratory for teaching laboratory based subject :
- (b) If yes, measurement of laboratory rooms :
  - (i) Physics laboratory
  - (ii) Chemistry laboratory
  - (iii) Biological Science labroatory
  - (iv) Geography laboratory
  - (v) Others :
- (c) Number of students who can be accommodated at a time for practical classes.
- (d) Whether teaching aids and appliances are adequate for the purpose.

(3) Report relating to Library facilities:—

- (a) Total number of books in the Library for the old Higher Secondary Level:
- (b) Measurement of Reading room:
- (c) Number of students who can at a time use the Reading room :

(4) Class wise enrolment for the last 3 years(to be furnished in table below):

	Year			Year			Year		
Class	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
V									
VI									
VII									
VIII									
IX									
X									



5. Whether 80% of the total number of students of Class V, VI, VII, VIII and IX 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	Number of students 40% securing and above marks in aggregate	% of total number of promoted students	Remarks
V				
VI				
VII				
VIII				
IX				

6. Report relating to the rate of school leaving and/or drop out of students in any cohort does go beyond 10% of the students enrolled in class V of the same cohort (the reports should be made excluding new admission in class IX):-

Year (for example)	Class V	Class VI	Class VII	Class VIII	Class IX	Class X	% of drop out leaving the school
2001							
2002							
2003							
2004							
2005							
2006							

7. Whether the students are compelled to take tuition otherwise beyond school hours. If no, the team will check the system of homework and quality of assessment of home work (report to be submitted in the table below):-

Class	Total students	Taking tuition % of students	Whether home task is given (Yes/No)	Whether these are checked regularly (Yes/No)

8. Report, whether the following activities at the school level are observed :-

- |  |        |
|--|--------|
| (1) Guardians' meet 3 times in a year.   | Yes/No |
| (2) 3 terminal examinations with unit tests.                                   | Yes/No |
| (3) Remedial classes on the basis of results of each terminal examination.     | Yes/No |
| (4) Participation of students in cleanliness of the school /class environment. | Yes/No |

- (5) Full day lesson transaction for days as prescribed (excluding examination days). Yes/No
- (6) Use of teaching -Learning materials at the time of classroom transaction. Yes/No
- (7) Introduction of group learning during Curriculum transaction. Yes/No
- (8) Utilization of library books for enhancing skills and reading habit of the students. Yes/No
- (9) 90% of the total students attending 80% of the teaching days. Yes/No
- (10) Innovative measures taken to improve the performance of the school in relation to access, enrolment retention and quality. Yes/No

9.(1) Particulars of all existing teaching and non-teaching staff :

Sl. No.	Name with designation	Qualifications	Date of appointed	Whether appointed against the post approved by the State Government	If approved, No. and date of approval by D.I. of Schools (SE)

(2) Particulars of the teaching and non-teaching staff to be engaged for imparting Higher Secondary Courses (to be prepared in following format, use extra sheet, if necessary) :

Sl. No.	Name of subject	Qualification required to teach such subject	Designation	Teaching experience, if any, required for the post	Whether any appointment have been made, if yes, whether appointment is approved	Name of teacher appointed	Date of appointment

(3) Specify the student teacher ratio :

10) Results of Madhyamik Pariksha for last 3 years. Specifying the number of examinees appeared & passed in different Divisions.

Appeared	Passed	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	Pass Division

## 11) Details of financial conditions of school :-

- (1) Whether sponsoring school is in receipt of Govt. Aid on deficit basis/Lump Govt. Aid/ Govt. D.A. only.
- (2) Whether the sponsoring school is in a position to operate a Reserve Fund for Higher Secondary Unit (which in the case of Rs. 8000/- for the school :
- (3) Whether the sponsoring school is in a position to meet the running expenses in case of Higher Secondary Unit in case recognition is granted.

## 12. Particulars of enrolment :-

- (1) Number of students intended to be admitted into class XI in laboratory based subjects.
- (2) Number of students intended to be admitted into class XI in non-laboratory based subjects.

## 13. Particulars of feeder school (specify the name of all schools. Use extra sheet, if necessary):-

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

## 14. Distance of the School by the shortest route from the nearest recognised Higher Secondary School (XI &amp; XII) with names and addresses:

	Name of the schools	Distance
North -		
South -		
East -		
West -		

## 15. Whether the school has any facilities of imparting vocational courses, if so, particulars thereof.

## 16. Other particulars, if any :

## 17. General observations of the Inspection Team :

## 18. Recommend for upgradation or not recommended \*:

Sl. No.	Name and signature of member of the inspecting team recommending for recognition.	Name and signature of member of the inspecting team not recommending for recognition.
1.		
2.		
3.		
4.		
5.		

\* If the proposal of the school for upgradation is not recommended by the District Level Inspection Team or any member thereof, then specific comment along with the reasons for non recommendation should be made clearly.

By order of the Governor,

N. CHATTERJEE

Principal Secy. to the Govt. of West Bengal