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PART II—Advertisements, Notices

Revised draft II

WEST BENGAL BOARD OF SECONDARY EDUCATION

NOTIFICATION

No. S/116.—14th May 2007.—In exercise of the powers conferred under sub-section (5) read with clause (c) of sub-section (3) of section 19A of the West Bengal Board of Secondary Education Act, 1963, and in supersession of all previous notifications, orders and directions in so far as the subject matter relates, the Executive Committee of the West Bengal Board of Secondary Education, with the approval of the State Government as required under sub-section (6) of that section, makes the following bye-laws for recognition of unaided Institutions, namely :—

Bye-Laws

1. **Short title and Commencement.** — (1) These bye-laws may be called the West Bengal Board of Secondary Education (Recognition of Unaided Institution) Bye-laws, 2007.
- (2) They shall come into force from the date of their publication in the *Official Gazette*.
2. **Definitions.** — (1) In these bye-laws, unless the context otherwise requires, —
 - (a) “Act” means the West Bengal Board of Secondary Education Act, 1963 (West Ben. Act V of 1963);
 - (b) “Board” means the West Bengal Board of Secondary Education established under the Act;
 - (c) “Director” means the Director of School Education, West Bengal;
 - (d) “District Inspector of Schools”, in relation to a Institution, means the District Inspector of Schools (Secondary Education) exercising jurisdiction in respect of the Institution;
 - (e) “District Level Inspection Team” means the District Level Inspection Team constituted by the State Government under sub-section (1) of section 8 of the West Bengal Institutions (Control of Expenditure) Act, 2005 (West Ben. Act XVI of 2005);

- (f) "Form" means the Form appended to these bye-laws;
- (g) "recognition" with its grammatical variations, used with reference to Institutions, means recognition to an unaided Institution as may be accorded by the Executive Committee of the Board with any condition and or direction;
- (h) "Institution" means a Institution as defined in clause (m) of section 2 of the Act;
- (i) "State Government" means the Government of West Bengal in the School Education Department.
- (j) "unaided institution" means an unaided Institution to which no financial assistance has been given or sanctioned by the State Government.

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

3. General procedure for application and recognition of an Institution.— (1) An unaided Institution may apply to the Board in Form 1 seeking recognition under the Act in the month of June and July every year. Any application reaches the Board after the 31st day of July of the year, shall not be considered.

(2) The number of copies of such application to be submitted and fees to be paid for such application shall be specified by the Government from time to time.

(3) After the receipt of the application under sub-clause (1), the Board shall, as soon as may be possible, make a recommendation to the Director for taking a decision regarding inspection of the Institution by the District Level Inspection Team.

(4) On receipt of the application along with the recommendation of the Board, the Director shall compile a report on applications received from the various Institutions seeking recognition.

(5) The Director shall, after compiling the report under sub-clause (4) make necessary arrangement for inspection of the Institutions by the District Level Inspection Team:

(6) No forms other than the prescribed form shall be entertained by the Board.

4. Inspection of Institution.— (1) No unaided Institution shall be inspected for the purpose of recognition unless it is directed by the Director.

(2) The District Level Inspection Team shall inspect in accordance with the orders issued under sub-section (4) of section 8 of the Act and shall also ensure that the Unaided Institutions 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 a 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 seat more than three in a bench;
- (j) have science laboratories with necessary equipments;
- (k) have a Library with —

(i) if such unaided Institution is a Junior High School, books not less than 500, or

(ii) if such Unaided Institution is a High School, books not less than 750,

containing books on Methods of Teaching Art, Science, and Juvenile Literature excluding text books;

- (l) ✓ have at least 40 effective enrollment in each class;
- (m) have students admission procedure and fees structure duly published by the Managing Committee;
- (n) have arrangement for periodical medical check up of students and records thereof;
- (o) have a selection committee, duly constituted by the Managing Committee, for recruiting teachers and non-teaching staff on the merit basis as per the staff pattern and qualification specified by the State Government;
- (p) recruited teachers as per the staff pattern and qualification specified by the State Government;
- (q) have a duly elected Managing Committee in the manner as prescribed under the Management of non-Government Institution (Aided and Unaided) Rules, 1969;
- (r) have a duly published service rules and leave rules for the teaching and non teaching staff;
- (s) follow the provisions relating to disciplinary proceedings in the manner as may be directed by the State Government;
- (t) have determine the pay structure of its teaching and non-teaching staff in such manner as may be directed by the State Government;
- (u) have provisions for contributory provident fund and gratuity to the teaching and non-teaching staff;
- (v) have a fees structure for the students not enhanced without prior permission of the State Government;
- (w) have in two storied building separate staircase for entrance and emergency exit;
- (x) 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 Unaided Institution, other members of the District Level Inspection Team shall proceed with the inspection of the Institution.

5. Submission and examination of inspection report.— (1) Immediately after completion of the inspection, the District level Inspection Team shall prepare a report in Form 2 for onward transmission of the same to the Director:

Provided that if any member is absent on the date of inspection of the Unaided Institution, the District Inspector of school 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 Director shall examine the inspection report and enclosures as may be forwarded by the District Inspector of Schools, and forwarded the same to the State Government for issuance of necessary direction on the matter.

(3) The State Government shall verify the report received under sub-clause (2), and if it is not satisfied with the report, may, notwithstanding anything contained in bye-law 4, make further inspection of the Institution with reference to the child population of the catchments area, number of students of the nearest Institutions, number of students of the present Institution under inspection, number of teachers, general infrastructure, need and prospect of the Institution or any other criteria, which is considered necessary for the purpose.

6. Order of recognition.— (1) The State Government shall, after receipt of inspection report, and completion of further inspection, if any, examine inspection report and if found eligible, issue a direction to the Board to grant recognition or refuse recognition of the unaided Institution with any conditions as are necessary.

(2) The Board shall, on receipt of direction under sub-clause (1), issue an order of recognition of Institution with such restriction and condition as may be specified in the order or refuse recognition.

7. Grant of provisional recognition.— (1) The Board may issue an order granting provisional recognition to the school for a period of three years subject to fulfillment of certain conditions as may be specified by the Board from time to time.

(2) At the expiry of the period of provisional recognition, the Managing Committee of the school may apply for extension of the period of provisional recognition for a further period of three years and if the Board consider it necessary so to do, it may, by an order and for the reasons to be recorded in writing, extend the period of provisional recognition for a further period of three years.

8. Cost for inspection and recognition.— The school authority shall pay such cost for inspection of the Institution and recognition there of to the State Government, as may be specified by it from time to time.

9. Interpretation.— If any question arises as to the interpretation of these bye-laws, the question shall be referred to the Board for a decision and such decision of the Board thereon shall be final.

Form 1

[See bye-law 4(1)]

Proforma of application form for recognition of an Institution as unaided Institution
(Please type or write legibly)

For official use only :

Name of the Institution :

Date of issue

Address :

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 any item is not applicable for a particular Institution, fill up the same with the words "not applicable")

Part II
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) Is 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 III

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 affiliation with a Board/University mentioned above if it is recognised by the West Bengal Board of Secondary Education.

Part IV

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:

(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):—

| Name of the Institution | Distance from the proposed Institution |
|-------------------------|--|
| (1) | |
| (2) | |
| (3) | |

Part V

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 VI

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. in 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 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 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 Institution | : | |
| (4) Academic qualifications | : | V |
| (5) Other qualifications | : | IV |
| (6) If holding a B.Ed. degree or its equivalent | : | III |
| (7) If appointed as Trained Graduate Teacher/Post Graduate Teacher | : | XI |
| | | X |
| (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 recognised by the Board. | : | |
| (f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognised Institution under the Board, and if so give copy of each appointment letter, duly received by the staff concerned: | : | |

Part VIII

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.) |
|-------|-----------------------------|----------------------------|--|
| V | | | |
| VI | | | |
| VII | | | |
| VIII | | | |
| IX | | | |
| X | | | |

(3) Scholarships / Concessions:

(4) Is there provision for scholarships / Fee Studentships or other financial help to poor and deserving students?

Yes/No

(5) If so, 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/Post Office i.e. Rs 60,000/- up to enrolment of students 500, Rs 80,000/- up to enrolment of students 750 and Rs. 1,00,000/- on 1000 student and above.

(b) Please attach duly audited income-expenditure and receipt payment on account of the Institution for the year as also of the balance sheet (exclusive for the secondary section of the 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 the same be attached herewith: :

(7) Specify the particulars of student classroom ratio:

(8) Specify the particulars of student teacher ratio:

- (9) Specify whether the Institution building have more than one floor. If yes, whether separate staircase provided for entry to, and emergency exit from, the first floor onwards:
- (10) Whether sufficient fire safety equipments are installed:
- (11) Whether there is trained person to use fire safety equipments:

Part IX

Please enclose the following documents and tick the list of enclosures:

- (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 Managing Committee of the Institution, duly delegated by the CE of the Society by a resolution.
- (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 acquittance 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 in support of the statement).

Declaration

- (1) All the particulars furnished above 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.

Countersigned:

Chairman of the Executive
Committee of the Society
or Institution.

Signature of the Secretary of the
Managing Committee

FORM 2
[See bye-law 7(2)]

Inspection report for recognition of an Institution

[Inspection report to be drawn up in quadruplicate- one copy to be retained by the District Inspector of School (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 Samiti/ 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) Specify the class upto which recognition is sought: _____
 - (b) Whether Boys/ Girls/ Co-educational _____

3. Report relating to management of the school:-

- (1) Whether the school is under the Managing Committee. If so, date of last reconstitution specifying whether reconstituted under normal rules or special rules. _____
- (2) Whether there are founder members in the Managing Committee: _____
- (3) Particulars of the members of the Managing Committee/ adhoc Committee. _____

| Name | Address | Category | Office-bearers |
|------|---------|----------|----------------|
|------|---------|----------|----------------|

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 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

5. Report relating to class-wise roll strength 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 of 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 student 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 10% 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 homework (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
- (6) Introduction of group learning during Curriculum transaction. yes/no
- (7) Utilization of library books for enhancing skills and reading habit of the students. yes/no
- (8) 90% of the total students attending 80% of the transactional days. yes/no
- (9) Innovative measures taken to improve the performance of the school in relation to- yes/no
 - (a) Access, enrollment 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 resolution of MC for such apptt. |
|-----------------------|----------------|---------------------|--|
|-----------------------|----------------|---------------------|--|

(2) Report on student teacher ratio:

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

Name of the schoolsDistance

North -

South -

East -

West -

12. Particulars of feeder schools (Primary/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 recognition.

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

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

15. Particulars with respect 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 the fee as prescribed by State Government is realized:

17. Details of financial condition of the school:

(1) Reserve Fund Account with amount:

| | |
|-----------------------------------|--|
| (a) Name of the Post Office/Bank: | |
| (b) Account No. | |
| (c) Date | |
| (d) Amount | |

(2) General fund: Rs.

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

18. Other particulars, if any:

19. General observations of the District Level Inspection Team:

20. Recommend for recognition 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 recognition is not recommended by the District Level Inspection Team or any member thereof, then specific comment alongwith the reasons for non recommendation should be made clearly.]

UJJWAL KUMAR BASU,

President,

West Bengal Board of Secondary Education.

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 & 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