



**West Bengal Board of Madrasah Education**

**Begum Rokaiya Bhavan**

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Memo No. **1456/Aca/14**

Date: **02/12/2014**

From: The Secretary  
West Bengal Board of Madrasah Education

To: The Heads/Superintendents / TICs of all types of recognized Madrasahs

Sub: **Annual Academic Calendar for the Academic Session 2015**

Sir/ Madam,

I am directed to inform you that the annual academic calendar for the academic session-2015 of all types of recognised Madrasahs has been prepared for smooth functioning of day to day academic activities of madrasahs.

You are requested to implement this Annual Academic Calendar for the Academic Session 2015.

Your cooperation for effective implementation of this calendar will be highly appreciated.

( Syed Nurus Salam )  
Secretary

West Bengal Board of Madrasah Education

Memo No. **1456/Aca/1(14)**

Date: **02/12/2014**

Copy forwarded for information and necessary action to:

1. The Secretary, Minority Affairs and Madrasah Education Department, Govt. of West Bengal, Nabanna, 3<sup>rd</sup> floor, Shibpur( Mandirtala), Howrah-711102
2. The Private Secretary, Hon'ble MOS, Minority Affairs and Madrasah Education Department, Govt. of West Bengal, Writers' Buildings, Kolkata- 700 001
3. The Director of Madrasah Education, Govt. of West Bengal, Bikash Bhavan, South Block (2<sup>nd</sup> Floor), Salt Lake City, Kolkata-91
4. The Director, State Council of Educational Research and Training, Govt. of West Bengal, 25/2 Ballygunge Circular Road, Kolkata- 19
5. The President, West Bengal Council of Higher Secondary Education, Vidya Sagar Bhavan, 9/2 DJ Block, Sector II, Salt Lake City, Kolkata-91
6. The President, West Bengal Board of Secondary Education, 'Nivedita Bhaban', DJ-8, Salt Lake City, Kolkata – 700 091.
7. The President, West Bengal Board of Primary Education, Acharya Prafulla Chandra Bhavan, Salt Lake City, Kolkata-91

8. The Deputy Secretary & State Public Information Officer, WBBME, & Convener "Madrasah Darpan" for publication in the next issue of Madrasah Darpan
9. All Board Members
10. The District Inspector of School(SE)..... Govt. of West Bengal, P.O.-....., Dist. ....
11. The Office Superintendent, North Bengal Regional Office, West Bengal Board of Madrasah Education, Atul Market, Malda
12. All Teachers Organization
13. P. A. to President, West Bengal Board of Madrasah Education
14. Guard File



( Dr. Azizar Rahman)  
Deputy Secretary  
West Bengal Board of Madrasah Education

## Annual Academic Calendar-2015

**(1) Academic Session:** 01 January, 2015 to 31 December, 2015

The Session will be divided into three (3) Terms as follows:

- i) First Term: 01 January 2015 to 18 April 2015 ( including 1<sup>st</sup> Summative Evaluation)
- ii) Second Term: 19 April, 2015 to 16 August, 2015 (including 2<sup>nd</sup> Summative Evaluation)
- iii) Third Term: 17 August, 2015 to 31 December, 2015 (including 3<sup>rd</sup> Summative Evaluation, Preparation of Report Card etc.)

**(2) Timings of Madrasah hours:**

Monday to Friday : 10.35 a.m. to 4.30 p.m.

Saturday: 10.35 a.m. to 2.00 p.m.

**(3) Daily Assembly:**

Daily Assembly shall start at 10 (ten) minutes before class teaching i.e. at **10.40 a.m.**

Attendance in daily assembly shall be compulsory for all teaching and non-teaching staff including the Head of the Madrasah/TIC.

**(4) Attendance:**

Head of the Madrasah and all teaching & non-teaching staff except Group 'D' staff of the Madrasah shall attend the Madrasah within the appointed hour (10.35 a.m.) and not leave before the Madrasah closes for the day. The Group 'D' staff shall attend the Madrasah within 10.15 a.m. and not leave before the Madrasah closes for the day. The appointed hour of the Madrasah shall be 15 (fifteen) minutes before the commencement of the class teaching i.e. at 10.35 a.m.

**(5) Late Attendance:**

Late attendance shall be counted for all teaching & non-teaching staff except Group 'D' staff of the Madrasah from the start of class teaching i.e. **10.50 a.m.** up to twenty five minutes from appointed hour i.e. up to **11.00 a.m.** Late attendance shall be counted for for Group D staff from **10.40 a.m.** up to **11.00 a.m.** & no teaching and non-teaching staff including Head of the Madrasah/TIC will be allowed to record his/her attendance after 11.00 a.m. However, in very special circumstances, Head of the Madrasah/TIC ( In case of teacher & non-teaching staff ) or Secretary/Administrator ( in case of Head of the Madrasah/TIC) may condone such late attendance of the staff, if the said authority is satisfied with the explanation offered by the employee. One day's casual leave will be deducted for every three days late attendance in a calendar month. In case the casual leave account of the staff is exhausted and the incumbent concerned comes late, he/she shall be asked to apply for one day's "Half average pay" leave for each three day's late attendance in a calendar month. If he/she fails or declines to apply for such leave or if there is no such leave in his/her credit then he/she will be granted "Leave without pay" leave for each three day's late attendance in a calendar month.

**(6) Tiffin or Recess:**

40 minutes shall be earmarked for Tiffin or Recess from Monday to Thursday. 60 minutes shall be allotted for Recess/ Zum'a for Friday.

**(7) All academic works / activities including seminar, workshop, meeting etc. conducted by the Board and other duties relating to the improvement of Madrasah Education should be treated as urgent and fall within the bounden duties and functions of a Teacher / Head of the Madrasah/TIC serving in a Madrasah. All Teachers must take classes allotted to them regularly and they must come to their classes in time. No teacher shall refuse the class of an absent colleague if allotted by Head of the Madrasah/TIC. The Head of the Madrasah shall take at least 10 classes per week. All teaching and non-teaching staff including Head of the**

Madrasah are required to participate in all cultural functions, Annual Sports and all co-scholastic activities.

**(8) Parent-Teacher Meet:**

The Madrasah shall arrange for holding parent-teacher meet at least twice in a year. All Madrasah Authorities are encouraged to form Mother-Teacher Association to stop drop-out and to enhance quality of Education.

**(9) Term wise distribution of working days:**

Term with duration	Total days	Holidays	Summative Evaluation, Cultural function, Preparation of Report card etc.	Total learning-teaching days
First Term: 01 January, 2015 to 18 April, 2015	108	Sundays : 15 <u>Other Holidays: 10</u> Total : 25	1 <sup>st</sup> Summative Evaluation(S1): 5 Cultural Function: 1 <u>Annual Sports : 1</u> Total : 7	76 (66 days for the Madrasahs earmarked for External Examination Centre)
Second Term: 19 April, 2015 to 16 August, 2015	120	Sundays : 18 <u>Other Holidays: 31</u> Total : 49 (Summer Vacation Ramzan Vacation, Independence Day, Lailatul Quadr , Id- Ul-Fitr)	2 <sup>nd</sup> Summative Evaluation(S2): 5 Total : 5	66
Third Term: 17 August,2015 to 31 December, 2015	137	Sundays : 19 <u>Other Holidays: 24</u> Total : 43 Vacation, Id-ul-Azha, Muharram)	3 <sup>rd</sup> Summative Evaluation(S3): 11 Evaluation of answer scripts, Preparation of Report Card, publication of <u>result etc.:17</u> Total : 28	66
Total	365	117	40	208 ( 198 days for the Madrasahs earmarked for External Examination Centre)

**(10) Distribution of Periods:**

An academic week (Monday to Saturday) shall consist of 44 periods with 40 to 35 minutes duration each. The distribution of periods per day in a week and weekly class routine for Junior High, High and Senior Madrasah will be as follows:

**DISTRIBUTION OF PERIODS (WITH DURATION) FROM MONDAY TO THURSDAY**

Time	10.50a.m.- 11.30 a.m.	11.30a.m.- 12.10 p.m.	12.10 p.m.- 12.50 p.m.	12.50 p.m.- 01.30 p.m.	1.30 p.m.- 2.10 p.m.	2.10 p.m.- 2.45 p.m.	2.45 p.m.- 3.20 p.m.	3.20 p.m.- 3.55 p.m.	3.55 p.m.- 4.30 p.m.
Periods	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	Tiffin / Recess	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Duration	40 mins	40 mins	40 mins	40 mins	40 mins	35 mins	35 mins	35 mins	35 mins

**DISTRIBUTION OF PERIODS (WITH DURATION) FOR FRIDAY ONLY**

Time	10.50a.m.- 11.30 a.m.	11.30a.m.- 12.10 p.m.	12.10 p.m.- 01.10 p.m.	01.10 p.m.- 01.50p.m.	1.50 p.m.- 2.30 p.m.	2.30 p.m.- 3.10 p.m.	3.10 p.m.- 3.45 p.m.	3.45m.- 4.20 p.m.
Periods	1 <sup>st</sup>	2 <sup>nd</sup>	Tiffin / Recess / Zum'a	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>
Duration	40 mins	40 mins	01 hour	40 mins	40 mins	40 mins	35 mins	35 mins

**DISTRIBUTION OF PERIODS (WITH DURATION) FOR SATURDAY ONLY**

Time	10.50a.m.- 11.30 a.m.	11.30a.m.- 12.10 p.m.	12.10 p.m.- 12.50 p.m.	12.50 p.m.- 01.25 p.m.	1.25 p.m.- 2.00 p.m.
Periods	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Duration	40 mins	40 mins	40 mins	35 mins	35 mins

**WEEKLY CLASS ROUTINE FOR JUNIOR HIGH AND HIGH MADRASAH**

Class	Bengali / Urdu	English(Blossoms) / Persian	Arabic	Math(Ganit Prova)	Paribesh/Paribesh O Bigyan	Itihas /Otit O Oitijhya	Geography(Amader Prithibi)	Islam Parichay	Physical Education & Art Edn.	Provision of remedial lesson / learner's centric task/ project based activity/Group activity	Total Periods
VIII	7	7	6	7	6	3	3	2	1	2	44
VII	7	7	6	7	6	3	3	2	1	2	44
VI	7	6	6	7	5	3	3	2	1	3	43
V	7	Butterfly-7	6	Amar Gonit-7	Amader Paribesh- 7	-	-	1	2	-	37

In case of classes IX & X earlier system of CCE and Annual Academic calendar will be followed until further order.

### WEEKLY CLASS ROUTINE FOR SENIOR MADRASAH

Class	Arabic	Bengali / Urdu	English / Persian	Math	Paribesh/Paribesh O Bigyan	History & Islamic history	Geography	Fiqh/ Dinyat	Health & Physical Education	Provision of remedial lesson / learner's centric task/ project based activity/group activity	Total Periods
VIII	7	7	7	6	4	3	3	3	1	3	44
VII	7	7	7	6	4	3	3	3	1	3	44
VI	7	7	7	6	4	3	3	3	1	2	43
V	7	7	7	6	6	-	-	3	1	2	39
IV	6	6	6	6	6	-	-	3	1	3	37
III	6	6	6	6	6	-	-	2	1	2	35
II	6	1 <sup>st</sup> Language, 2 <sup>nd</sup> Language, Mathematics & Drawing (Amar Boi)-16 Sahaj Path-Part(II)-3				-	-	2	-	3	30
I	6	1 <sup>st</sup> Language, 2 <sup>nd</sup> Language, Mathematics & Drawing (Amar Boi)-16 Sahaj Path-Part(I)-3				-	-	1	-	3	29

In case of classes IX & X earlier system of CCE and Annual Academic calendar will be followed until further order.

#### (11) Evaluation System:

The Continuous & Comprehensive Evaluation (CCE) system developed by the 'Expert Committee' of Government of West Bengal under school Education Department in the year 2013 with partial modification has already been adopted for all types of recognized madrasahs from the academic year 2013. The all round development of the learners will be observed and recorded continuously throughout the year through Formative (diagnostic) and Summative (judgemental) evaluation. The schedule of Summative Evaluation will be as under:

Term	Expected Date
First	10 April to 18 April, 2015
Second	10 August to 14 August, 2015
Third	26 November to 08 December, 2015

### AT A GLANCE

### Timings of Madrasah hours

Time		Period	Time per Period
From	To		-
-	10-35 Hours	Appointed hour	-
10-40 Hours	10-50 Hours	Prayer/Assembly	-
-	10-50 Hours	start of class- teaching	-
10-50 Hours	11-00 Hours	Late Attendance (Except Group D staff)	-
10-40 Hours	11-00 Hours	Late Attendance (Group D staff only)	
-	After 11-00 Hours	No attendance of staff is allowed (vide item( 5))	-
10-50 Hours	13-30 Hours	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Period	40 Mins x4= 2 hours 40 Mins
13-30 Hours	14-10 Hours	Recess	40 Mins
12-10 Hours	13-10 Hours	Recess for Friday	1 Hour
14-10 Hours	16-30 Hours	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Period	35 Mins x 4 = 2 Hours 20 Mins

Total Madrasah hours per academic week = 32.8 hours

Total Learning-Teaching hours (including recess) per academic week = 31.3 hours

**(1) Working days & working hours in the academic year**

365 days

Less 52 days (Sundays)

Less 65 days (holidays)

248 days i.e. 41.33 academic weeks

**Total Madrasah hours per academic year =(41.33X32.8) Hrs.= 1355.62 Hours**

Total Learning-Teaching weeks: 34.66

**Total Learning-Teaching hours per academic year =(34.66X31.3)Hrs.= 1084.86 Hours**

#### Prayer/ assembly\*

The following programme may be followed for daily assembly/ prayer:

- |  |               |
|--|---------------|
| a) assembly of students & teachers ( section wise)                                       | :1.5minutes   |
| b) observance of silence   | :0.5 minutes  |
| c) prayer song   | : 1.5 minutes |
| d) announcement of important daily NEWS by the student/teacher                           | :1 minutes    |
| e) instruction to students by HM/Superintendent/TIC/AHM                                  | : 1 minutes   |
| f) orderly dispersal in lines to respective classes following the class teacher/monitor: | 4.5 minutes   |



( Syed Nurus Salam)

Secretary

West Bengal Board of Madrasah Education