



**West Bengal Board of Madrasah Education**  
**Begum Rokaiya Bhavan**

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Memo No. 1561/Aca/17

Date: 30/11 /2017

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 2018**

Sir/ Madam,

I am directed to inform you that the annual academic calendar for the academic session-2018 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 2018.

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

Secretary

West Bengal Board of Madrasah Education

Memo No. 1561/Aca/1(14)/17

Date: 30/11/2017

Copy forwarded for information and necessary action to:

1. The Principal 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 Bhavan', 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. All Teachers Organization
12. The Office Superintendent, North Bengal Regional Office, West Bengal Board of Madrasah Education, Atul Market, Malda
13. P. A. to President, West Bengal Board of Madrasah Education
14. Guard File.

Deputy Secretary

West Bengal Board of Madrasah Education

## **Annual Academic Calendar-2018**

**(1) Academic Session:** 01 January, 2018 to 31 December, 2018

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

- i) First Term: 01 January 2018 to 30 April 2018( including 1<sup>st</sup> Summative Evaluation)  
Preparation of Report Card & Publication of Results etc.)
- ii) Second Term: 01 May, 2018 to 31 August,2018 (including 2<sup>nd</sup> Summative Evaluation,  
Preparation of Report Card & Publication of Results etc.)
- iii) Third Term: 01 September, 2018 to 31 December, 2018(including 3<sup>rd</sup> Summative Evaluation,  
Preparation of Report Card & Publication of Results 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(10.50 a.m.) 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 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 appointed hour of the Madrasah shall be 15 (fifteen) minutes before the commencement of the class teaching(10.50 a.m.) i.e. at 10.35 a.m.

**(5) Late Attendance:**

Late attendance shall be counted for all teaching & non-teaching staff of the Madrasah from the start of class teaching (**10.50 a.m.**) up to twenty five minutes from appointed hour i.e. 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/ Zumma's 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 attend 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 attend 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, Publication of Result etc.   | Total learning-teaching days (including evaluation, cultural function, annual sports) |
|---|------------|--|---|---|
| First Term:<br>01 January, 2018<br>to 30 April, 2018        | 120        | Sundays : 17<br><u>Other Holidays:</u><br>10+1(H.M.) : 11<br>Total : <b>28</b>   | 1 <sup>st</sup> Summative Evaluation(S1): 5<br>Cultural Function: 1<br><u>Annual Sports</u> : 1<br>Total : 7  | 92 (82days for the Madrasahs earmarked for External Examination Centre)               |
| Second Term:<br>01 May, 2018 to<br>31 August, 2018          | 123        | Sundays : 17<br><u>Other Holidays:</u> : 27<br>H.M. discretion : 1<br>Total : <b>45</b><br>(Summer Vacation<br>Ramzan Vacation,<br>Independence Day,<br>Lailatul Quadr , Id-UI-<br>Fitr, Id-ul-Azha) | 2 <sup>nd</sup> Summative Evaluation(S2): 5<br>Total : <b>5</b>   | 78 days   |
| Third Term:<br>01September, 2018<br>to 31 December,<br>2018 | 122        | Sundays : 18<br><u>OtherHolidays</u> : 24<br>H.M. discretion : 2<br>Total : <b>44</b><br>Vacation, Muharram)   | 3 <sup>rd</sup> Summative Evaluation(S3)<br>(03/12/18 to 14/12/18:<br>11<br>Evaluation of answer<br>scripts, Preparation of<br><i>Report Card,</i><br><i>publication of</i><br><i>result etc.:12</i><br>Total : <b>23</b> | 78 days   |
| Total   | 365        | 117  | 35  | 248<br>( 238 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.-<br>11.30 a.m. | 11.30a.m.-<br>12.10 p.m. | 12.10<br>p.m.-<br>12.50<br>p.m. | 12.50<br>p.m.-<br>01.30<br>p.m. | 1.30<br>p.m.-<br>2.10<br>p.m. | 2.10<br>p.m.-<br>2.45<br>p.m. | 2.45<br>p.m.-<br>3.20<br>p.m. | 3.20<br>p.m.-<br>3.55<br>p.m. | 3.55<br>p.m.-<br>4.30<br>p.m. |
| Periods  | 1 <sup>st</sup>          | 2 <sup>nd</sup>          | 3 <sup>rd</sup>                 | 4 <sup>th</sup>                 | Tiffin /<br>Recess            | 5 <sup>th</sup>               | 6 <sup>th</sup>               | 7 <sup>th</sup>               | 8 <sup>th</sup>               |
| Duration | 40 mins                  | 40 mins                  | 40<br>mins                      | 40<br>mins                      | 40 mins                       | 35<br>mins                    | 35<br>mins                    | 35<br>mins                    | 35<br>mins                    |

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

|          |                          |                          |                                 |                             |                               |                               |                               |                       |
|----------|--------------------------|--------------------------|---------------------------------|-----------------------------|-------------------------------|-------------------------------|-------------------------------|-----------------------|
| Time     | 10.50a.m.-<br>11.30 a.m. | 11.30a.m.-<br>12.10 p.m. | 12.10<br>p.m.-<br>01.10<br>p.m. | 01.10<br>p.m.-<br>01.50p.m. | 1.50<br>p.m.-<br>2.30<br>p.m. | 2.30<br>p.m.-<br>3.10<br>p.m. | 3.10<br>p.m.-<br>3.45<br>p.m. | 3.45.m.-<br>4.20 p.m. |
| Periods  | 1 <sup>st</sup>          | 2 <sup>nd</sup>          | Tiffin /<br>Recess /<br>Zumma's | 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.-<br>11.30 a.m. | 11.30a.m.-<br>12.10 p.m. | 12.10 p.m.-<br>12.50 p.m. | 12.50 p.m.-<br>01.25 p.m. | 1.25 p.m.-<br>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(First Language) | English(Second Language) | Arabic(3 <sup>rd</sup> Language) | Math(Ganit Prova) | Paribesh O Bigyan | Itihas / Orit O Oitijhya (including Islamer Itihas) | Geography(Amader Prithibi) | Islam Parichay | Health & Physical Education | Total Periods |
|-------------|--------------------------------|--------------------------|----------------------------------|-------------------|-------------------|---|----------------------------|----------------|-----------------------------|---------------|
| <b>VIII</b> | 7                              | 7                        | 6                                | 7                 | 6                 | 4   | 3                          | 3              | 1                           | <b>44</b>     |
| <b>VII</b>  | 7                              | 7                        | 6                                | 7                 | 6                 | 4   | 3                          | 3              | 1                           | <b>44</b>     |
| <b>VI</b>   | 7                              | 7                        | 6                                | 7                 | 5                 | 4   | 3                          | 3              | 1                           | <b>43</b>     |
| <b>V</b>    | Pata Bahar-8                   | Butterfly-7              | 7                                | Amar Gonit-7      | Amader Paribesh-7 |   |                            | -              | 1                           | <b>37</b>     |

\* One Period per week is to be used for project-based learning from classes V to VIII.

\* Madrasah Authorities make necessary provisions for classroom transactions regarding optional elective subjects, wherever required, out of allotted periods.

### WEEKLY CLASS ROUTINE FOR HIGH MADRASAH

| Classes | First Language | Second Language | Math (Gonit Prakash) | Bhuta Bigyan-o-Paribesh | Jiban Bigyan-O-Paribesh | Itihas-o-Paribesh & Islamer Itihas | Geograph Y-O-Paribesh | Arabic | Islam Parichay | Additional (if any) | Total Period |
|---------|----------------|-----------------|----------------------|-------------------------|-------------------------|------------------------------------|-----------------------|--------|----------------|---------------------|--------------|
| IX      | 7              | 6               | 6                    | 4                       | 4                       | 4                                  | 4                     | 4      | 4              | 1                   | 44           |
| X       | 7              | 6               | 6                    | 4                       | 4                       | 4                                  | 4                     | 4      | 4              | 1                   | 44           |

\* First language also includes Grammar and Rapid Reader wherever applicable.

\* For class IX & X, the classes for Internal Formative Assessment to be arranged within the allotted number of periods

### WEEKLY CLASS ROUTINE FOR SENIOR MADRASAH

| Class | Arabic | Bengali / Urdu  | English | Math | Paribesh O Bigyan | History & Islamic History | Geography | Fiqh/ Dinyat | Health & Physical Education | Total Periods |
|-------|--------|---|---------|------|-------------------|---------------------------|-----------|--------------|-----------------------------|---------------|
| VIII  | 7      | 7   | 7       | 7    | 4                 | 4                         | 4         | 3            | 1                           | 44            |
| VII   | 7      | 7   | 7       | 7    | 4                 | 4                         | 4         | 3            | 1                           | 44            |
| VI    | 7      | 7   | 7       | 6    | 4                 | 4                         | 4         | 3            | 1                           | 43            |
| V     | 7      | 7   | 7       | 6    | 6                 | -                         | -         | 2            | 1                           | 38            |
| IV    | 7      | 7   | 6       | 6    | 6                 | -                         | -         | 2            | 1                           | 35            |
| III   | 7      | 7   | 6       | 6    | 6                 | -                         | -         | 1            | 1                           | 34            |
| II    | 7      | 1 <sup>st</sup> Language, 2 <sup>nd</sup> Language<br>Mathematics & Drawing<br>(Amar Boi)-17<br>Sahaj Path-Part(II)-3 |         |      |                   | -                         | -         | 1            | 1                           | 29            |
| I     | 7      | 1 <sup>st</sup> Language, 2 <sup>nd</sup> Language<br>Mathematics & Drawing<br>(Amar Boi)-17<br>Sahaj Path-Part(I)-3  |         |      |                   | -                         | -         | 1            | 1                           | 29            |

\* One Period per week is to be used for project-based learning from classes V to VIII.

\* Madrasah Authorities make necessary provisions for classroom transactions regarding optional elective subjects, wherever required, out of allotted periods.

## WEEKLY CLASS ROUTINE FOR SENIOR MADRASAH

| Class | First Language | Second Language | Arabic | Hadith | Tafsir | Fiqh | Math (Gonit (Prakash)) | Bhouta Bigyan-o-Paribesh | Jiban Bigyan-O-Paribesh | Itihas-o-Paribesh & Islamer Itihas | Geography -o-Paribesh | Addl | Total Period |
|-------|----------------|-----------------|--------|--------|--------|------|------------------------|--------------------------|-------------------------|------------------------------------|-----------------------|------|--------------|
| IX    | 5              | 6               | 6      | 4      | 4      | 2    | 6                      | 2                        | 2                       | 4                                  | 2                     | 1    | 44           |
| X     | 5              | 6               | 6      | 4      | 4      | 2    | 6                      | 2                        | 2                       | 4                                  | 2                     | 1    | 44           |

\* First language also includes Grammar and Rapid Reader wherever applicable.

\* For class IX & X, the classes for Internal Formative Assessment to be arranged within the allotted number of periods.

### (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 (judge mental) evaluation. The schedule of Summative Evaluation will be as under:

| Term   | Expected Date                    |
|--------|----------------------------------|
| First  | 18 April to 23 April, 2018       |
| Second | 25 August to 30 August, 2018     |
| Third  | 03 December to 14 December, 2018 |

## AT A GLANCE

### (1) 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  | -                                |
| -           | 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<br>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<br>20 Mins |

Total Madrasah hours per academic week = 32.8 hours

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

### (2) 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**  $= (41.33 \times 32.8)$  Hrs. = **1355.62 Hours**

Total Learning-Teaching weeks: 34.66

**Total Learning-Teaching hours per academic year**  $= (34.66 \times 31.3)$  Hrs. = **1084.86 Hours**

**Prayer/ assembly\***

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

- |  |               |
|--|---------------|
| a) assembly of students & teachers ( section wise)                                       | :1.5 minutes  |
| b) observance of silence   | : 0.5 minutes |
| c) prayer  | : 3.0 minutes |
| d) announcement of important daily NEWS by the student/teacher                           | : 1 minute    |
| e) instruction to students by HM/Superintendent/TIC/AHM                                  | : 1 minute    |
| f) orderly dispersal in lines to respective classes following the class teacher/monitor: | 3.0 minutes   |



Secretary

West Bengal Board of Madrasah Education