



West Bengal Board of Madrasah Education
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Memo No. 1604 /Aca/18

Date: 07.12.2018

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 2019**

Sir/ Madam,

I am directed to inform you that the annual academic calendar for the academic session-2019 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 2019.

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

[Signature] 7.12.18
Secretary

West Bengal Board of Madrasah Education
Date: 07.12.2018

Memo No. 1604/1(14)//Aca/18

Copy forwarded for information and necessary action to:

1. The Principal Secretary, Minority Affairs and Madrasah Education Department, Govt. of West Bengal, Nabanna, 3rd floor, Shibpur(Mandirtala), Howrah-711102
2. The Director of Madrasah Education, Govt. of West Bengal, Bikash Bhavan, South Block (2nd Floor), Salt Lake City, Kolkata-91
3. The Commissioner of School Education, Govt. of West Bengal, Bikash Bhavan (7th Floor), Salt Lake City, Kol-91
4. The President, West Bengal Council of Higher Secondary Education, Vidya Sagar Bhavan, 9/2 DJ Block, Sector II, Salt Lake City, Kolkata-91
5. The President, West Bengal Board of Secondary Education, 'Nivedita Bhavan', DJ-8, Salt Lake City, Kolkata – 700 091.
6. The President, West Bengal Board of Primary Education, Acharya Prafulla Chandra Bhavan, Salt Lake City, Kolkata-91
7. The Private Secretary, Hon'ble MOS, Minority Affairs and Madrasah Education Department, Govt. of West Bengal, Writers' Buildings, Kolkata- 700 001
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. All the Assistant Secretaries, West Bengal Board of Madrasah Education
13. P. A. to President, West Bengal Board of Madrasah Education
14. Guard File.

[Signature] 7/12/18
Deputy Secretary

West Bengal Board of Madrasah Education

Annual Academic Calendar-2019

(1) Academic Session: 01 January, 2019 to 31 December, 2019

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

- i) First Term: 01 January, 2019 to 30 April, 2019 (including 1st Summative Evaluation)
Preparation of Report Card & Publication of Results etc.)
- ii) Second Term: 01 May, 2019 to 31 August, 2019 (including 2nd Summative Evaluation,
Preparation of Report Card & Publication of Results etc.)
- iii) Third Term: 01 September, 2019 to 31 December, 2019 (including 3rd 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 is mandatory for all teaching and non-teaching staff including the Head of the Madrasah/TIC.

(4) Attendance:

Head of the Madrasah/TIC 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 the daily assembly (10.40 a.m.) up to **11.05 a.m.** & no teaching and non-teaching staff including Head of the Madrasah/TIC will be allowed to record his/her attendance after 11.05 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/ Prayer 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:

All Madrasahs will 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.

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(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: 01 January, 2019 to 30 April, 2019	120	Sundays : 17 <u>Other Holidays:</u> 11+1(H.M.) : 12 Total : 29	1 st Summative Evaluation(S1): 5 Cultural Function: 1 <u>Annual Sports : 1</u> Total : 7	91 (81days for the Madrasahs earmarked for External Examination Centre)
Second Term: 01 May, 2019 to 31 August, 2019	123	Sundays : 17 <u>Other Holidays : 26</u> H.M. discretion : 1 Total : 44	2 nd Summative <u>Evaluation(S2): 5</u> Total : 5	79 days
Third Term: 01September, 2019 to 31 December, 2019	122	Sundays : 18 <u>Other Holidays : 25</u> H.M. discretion : 1 Total : 43	3 rd Summative Evaluation(S3) (02/12/19 to 12/12/19: 09 Evaluation of answer scripts, Preparation of Report Card, publication of result, works related to admission of students, planning of class routine and daily lesson, Preparation and planning for Bridge Course etc.: 15 Total : 24	79 days
Total	365	117	36	248 (238 days for the Madrasahs earmarked for centre of High Madrasah & Alim Examination)

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(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

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

DISTRIBUTION OF PERIODS (WITH DURATION) FOR FRIDAY ONLY

Duration	Periods	Time
40 minutes	1 st	10.50a.m.- 11.30 a.m.
40 minutes	2 nd	11.30a.m.- 12.10 p.m.
01 hour	Tiffin / Recess / Zumma's	12.10 p.m.- 01.10 p.m.
40 minutes	3 rd	01.10 p.m.- 01.50p.m.
40 minutes	4 th	1.50 p.m.- 2.30 p.m.
40 minutes	5 th	2.30 p.m.- 3.10 p.m.
40 minutes	6 th	3.10 p.m.- 3.50 p.m.
40 minutes	7 th	3.50 p.m.- 4.30 p.m.

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.	01.25 p.m. - 02.00 p.m.
Periods	1 st	2 nd	3 rd	4 th	5 th
Duration	40 minutes	40 minutes	40 minutes	35 minutes	35 minutes

WEEKLY CLASS ROUTINE FOR JUNIOR HIGH AND HIGH MADRASAH

Class	Bengali / Urdu(First Language)	English(Second Language)	Arabic(3 rd Language)	Mathematics (Ganit Prova)	Environment & Science (Paribesh O Bigyan)	Environment & History / Otit O Oitija (including Islamic History)	Environment & Geography(Amader Prithibi)	Islam Parichay	Health & Physical Education & Art and Work Education	Periods for arranging Classes mentioned in the item 11	Total Periods
VII & VIII	5+1*	5+1*	4+1*	5+1*	5+1*	3+1*	3+1*	2+1*	02	02	44
VI	5+1*	5+1*	5+1*	5+1*	3+1*	3+1*	3+1*	2+1*	02	02	43
V	Pata Bahar- 6+1*	Butterfly- 5+1*	5+1*	Amar Ganit- 6+1*	Amader Paribesh- 5+1*			-	03	02	37

WEEKLY CLASS ROUTINE FOR HIGH MADRASAH

Class	First Language	Second Language	Math (Ganit Prakash)	Physical Science & Environment	Life Science & Environment	History & Environment & Islamic History	Geography & Environment	Compulsory: Arabic/ Islam Parichay	Compulsory Optional: Arabic/Islam Parichay	Additional (if any)	Periods for arranging Classes mentioned in the item 11	Total Period
IX	6+1*	5+1*	5+1*	3+1*	3+1*	3+1*	3+1*	3+1*	2	1	2	44
X	6+1*	5+1*	5+1*	3+1*	3+1*	3+1*	3+1*	3+1*	2	1	2	44

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WEEKLY CLASS ROUTINE FOR SENIOR MADRASAH

I	II	III, IV & V	VI, VII & VIII	Class
1 st Language, 2 nd Language Mathematics & Drawing (Amar Boi)-15 Sahaj Path-Part(I)-3	1 st Language, 2 nd Language Mathematics & Drawing (Amar Boi)-15 Sahaj Path-Part(II)-3	6+1*	5+1*	Bengali / Urdu
		5+1*	5+1*	English
		6+1*	5+1*	Arabic
		6+1*	5+1*	Mathematics
		5+1*	4+1*	Environment & Science
		-	3+1*	Environment & History and Islamic History
		-	3+1*	Environment & Geography
		1+1*	2+1*	Fiqh/ Dinyat
		2	2	Health and Physical Education & Art and Work Education
		2	2	Periods for arranging Classes mentioned in the item 11
30	30	39	44	Total Periods

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WEEKLY CLASS ROUTINE FOR SENIOR MADRASAH

X	IX	Class
4+1*	4+1*	First Language
4+1*	4+1*	Second Language
4+1*	4+1*	Arabic
3+1*	3+1*	Hadith
3+1*	3+1*	Tafsir
1+1*	1+1*	Fiqh
4+1*	4+1*	Mathematics (Ganit Prakash)
2+1*	2+1*	Physical Science & Environment
2+1*	2+1*	Life Science & Environment
3+1*	3+1*	History & Environment and Islamic History
1+1*	1+1*	Geography & Environment
1	1	Additional
1	1	Periods for arranging Classes mentioned in the item 11
44	44	Total Period

(11) Distribution of Classes:

- The classes earmarked with asterisk (*) are assigned for assessing learning outcomes as per amendment of RTE ACT, 2009. The child's development of learning outcomes is to be conducted through formative assessment in classes I-VIII and through Internal formative evaluation in classes IX and X as per the directives of WBBME
- The Madrasah authorities are directed to make necessary provisions for arranging library class, smart class/ class through K-Yan/audio-Visual learning, Computer literacy or Laboratory based learning regarding curricular subjects as far as practicable
- The Madrasah authorities are directed to make necessary provisions for few classes for IX and X as regards the activities given alongside, information and communication technology (ICT), audio-visual learning, reference work, lab-activities/lab-based learning, Mock tests, Career counselling, Basic legal awareness/Health awareness/skill enhancement workshops, Inclusive education, as applicable.
- Maintaining teacher's diary for ensuring formative assessment through framing of tasks, learning evidence, class record book, child portfolio on a day-to-day basis is mandatory (for classes I-VIII) for each teacher.
- Every Madrasah has to furnish a blue print of their routine/daily time table pertaining to the mandatory structure of time periods/class distribution as earmarked by WBBME.

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- F. The Madrasahs will have to furnish a report to WBBME through e-mail (wbbmeaca@gmail.com) just after completion of 3 consecutive summative evaluations with proper evidences, highlighting the extent to which a child's learning outcome has been achieved through preparation of child profiles. A copy of the same is also to be sent to D.I.S(SE)/A.D.I.S (SE)/A.I.S(SE) of concerned districts and sub divisions, as applicable.
- G. In cases of classes I-VIII, the Madrasahs may use some classes (from classes other than subject-based learning) for development and strengthening of Co-curricular activities by conducting
- communicative English classes
 - computer assisted learning (CAL)
 - outdoor class room days/educational tour/ community mobilization/population education
 - awareness drives e.g Kanyashree, Road Safety(Safe Drive, save Life),Bullying, Child Rights, Child trafficking, Child Marriage, Vector borne diseases, weekly iron and folic acid supplementation, Vaccination(Rubella, Measles),Administration of deworming tablets, Cyber Crime, Disaster Management, Rain water harvesting, Planting trees, Prevention of pollution, Snake bite, Eradication of Superstitions, wild life conservation, Sanitation, etc.
 - classes for cultural activities (wherever applicable)
 - play (drama) /puppetry workshops
 - health and hygiene camps
 - group activities (an activity bank should be prepared at the Madrasah level)
 - summer/winter camps
 - life skill based activities
 - self defence
 - counselling
 - value inculcation
 - adolescent education
 - rock climbing
 - visual arts
 - news editing
 - content writing
 - web designing
 - preparing museum in Madrasahs based on local resources
 - language Laboratory
 - Math Laboratory
 - innovative writing workshops; etc. as the need arises, to ensure a child's mental and physical well being and help achieve her/his holistic development and other contemporary interventions, as and when directed by the competent authority.

Necessary measures will be initiated by WBBME, against the Madrasah authorities, in case of violation of any of the above mentioned directives.

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(12) 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	24 April to 29 April, 2019
Second	26 August to 30 August, 2019
Third	02 December to 12 December, 2019
Selection Test/3 rd Summative Evaluation of class X (for High Madrasah/Alim Examination)	14 November to 26 November, 2019
Selection Test for Fazil Examination of class XII	14 November to 26 November, 2019

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
10-40 Hours	11-05 Hours	Late Attendance
-	After 11-05 Hours	No attendance of staff is allowed (vide item(5))
10-50 Hours	13-30 Hours	1 st , 2 nd , 3 rd , 4 th Period
13-30 Hours	14-10 Hours	Recess
12-10 Hours	13-10 Hours	Recess for Friday
14-10 Hours	16-30 Hours	5 th , 6 th , 7 th , 8 th Period
		40 Minutes x 4 = 2 hours 40 Minutes
		40 Minutes
		1 Hour
		35 Minutes x 4 = 2 Hours 20 Minutes

Total Madrasah hours in an academic week = 32.96 hours

Total Learning-Teaching hours (including recess) in an academic week = 31.5 hours

Total Learning-Teaching hours (excluding recess) in an academic week = 27.83 hours

(2) Working days & working hours in the academic year

365 days

Less 52 days (Sundays)

Less 65 days (holidays)

Total Working days: 248 days i.e. 41.34 academic weeks

Total Madrasah hours in this academic year = (41.34 X 32.96) Hrs. = 1362.57 Hours

Total Learning-Teaching days including recess (excluding Summative Evaluations and days after completion of 3rd. Summative Evaluation) : 214 days

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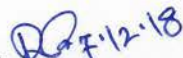
Total Learning-Teaching hours **including recess** (excluding Summative Evaluations and days after completion of 3rd. Summative Evaluation) : $= (35.67 \times 31.5) \text{Hrs.} = \mathbf{1123.5 \text{ Hours}}$

Total Learning-Teaching hours (**excluding** recess , Summative Evaluations and days after completion of 3rd. Summative Evaluation) : $= (35.67 \times 27.83) \text{Hrs.} = \mathbf{992.7 \text{ Hours}}$

Prayer/ assembly*

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

- | | |
|--|--------------|
| a) assembly of students & teachers (section wise) | : 1 minute |
| b) observance of silence | : 0.5 minute |
| c) prayer (including National Anthem) | : 4 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: | 2.5 minutes |


Secretary

West Bengal Board of Madrasah Education


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