



**West Bengal Council of Higher Secondary Education**

Vidyasagar Bhavan

9/2, Block DJ, Sector-II, Salt Lake, Kolkata – 91

No : L/Secy/006/23

Date :16/01/2023

**NOTIFICATION**

**Attention : All Heads of Higher Secondary Institution**

**Subject : Implementation of Online portal for Submission of Academic applications**

As directed , I am to inform you that the Council is going to introduce a new online portal for submission of Academic Applications. The online portal would provide interface to submit the following applications :

- Application for Renewal of Recognition of schools
- Application for permission for introduction of subject and continuation of subject permission
- Application for Co-Ed permission
- Application for Medium Change/Inclusion
- Application for Excess Admission over prescribed limit
- Application for Change of School Name & Address
- Application for Post Conversion

The Council expects to go live with the new system within the month of March, 2023. The exact date in this regard and other details regarding the new system along with User Manual for the schools will be uploaded on the website. The Institutions are being instructed to submit their applications of the 2023-24 academic session in **online mode only** after implementation of the system. **Please note that, other than Application for upgradation to Higher Secondary level , all applications have to be submitted in online mode only.**

(Tapas Kumar Mukherjee)  
**SECRETARY**

**West Bengal Council of HS Education**