



West Bengal Council of Higher Secondary Education

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

No : L/SECY/62/2023

Date : 20/04/2023

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 add new facility in the existing online portal on and from 27th of April , 2023 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 inclusion
- Application for Excess Admission over prescribed limit
- Application for Change of School Name & Address
- Application for Post Conversion

An User Manual for interacting with the online portal is also being uploaded along with this Notification . Please read the User manual carefully and in case of any confusion , mail to noreply@wbchse.org.in.

The Institutions may log in into the online portal using the username and password already allotted to them. In case , any school finds any type of problem in logging in into the system or in interacting with the system, you may inform us through mail to noreply@wbchse.org.in.

The Institutions are being requested to submit all applications through online mode . A convenience fee of Rs. 50 only will be charged with each of the submitted applications.

SECRETARY

West Bengal Council of HS Education

USER MANUAL FOR THE SCHOOLS FOR SUBMITTING ONLINE ACADEMIC APPLICATIONS

Activities under [Forms-----→ School Application] related to Academic Section:

- Renewal of Recognition Request
- Subject Permission Request
- School Medium Change Request
- Excess Admission Request
- Post Conversion Request
- School Details Correction Request
- Co-Education Permission Request

SALIENT FEATURES:

- All schools should fill up their teacher profile. The schools won't be allowed to submit any academic application if teacher profile is not filled up. The schools should regularly update the school profile and teacher profile.
- The schools should check their type and category as shown in the school profile. If the information shown is not appropriate or the field(s) are vacant , the school should send the correct type and category along with supporting documents to the Council through a mail to noreply@wbchse.org.in
- Scanned documents which are to be uploaded with different forms, should be compressed before uploading. Please note that, documents of size more than 1000 kb won't be allowed to be uploaded.

Please find the step-wise compression process given in this User Manual.

- The schools will have to pay a convenience fee of Rs. 50 only with all types of applications.
- Once an application is submitted along with requisite fee, the schools can see the latest status of the application on their dashboard and can download or print a money receipt from School Forms Challan under Reports section . In case, there is any more document is wanting, it will be reflected against that particular application on the dashboard. Once the permission is allowed, that will also be reflected along with the permission letter, which may be downloaded and printed. The schools should regularly check the School Forms status and School Payment Status interfaces to check the latest status of their submitted application and the payment made by the school to the Council respectively.
- Category of teachers explained :

1	HS Teacher	Permanent teachers appointed for Class XI,XII with higher scale
2	Permanent teachers [Normal Section with HS scale]	Permanent teachers appointed for up to Class X level but getting higher scale
3	Permanent teachers [Normal Section with Lower Scale]	Permanent teachers appointed for up to Class X level but getting lower scale
4	Retired teachers	Retired teachers engaged by school
5	Govt. Contractual teachers	Contractual teachers appointed by the Government
6	Part-time teachers	Part-time teachers engaged by school
7	Teacher of Self-financed schools	All teachers of self-financed schools irrespective of their category

RENEWAL OF RECOGNITION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to noreply@wbchse.org.in

Auto populated Fields:

- Subjects taught
- Last Renewal Upto
- Last renewal Memo No.

In case , the school finds any problem with the data shown in any of the above mentioned auto-populated fields , please mail to noreply@wbchse.org.in with proper supporting documents

Fees Calculation Module:

In case , the school finds any problem with the fee calculated in this module , please mail to noreply@wbchse.org.in with proper supporting documents. Please note that, the fee calculated depends on the category of the school. The School should check the category shown in the school profile .If the information shown in the category field in school profile is not appropriate or the field is vacant , the school should send the correct category along with supporting documents to the Council through a mail to noreply@wbchse.org.in

Category of teacher	Documents to be uploaded	Upload Guidance
For Permanent teachers [Normal Section with HS scale]	Consent Letter [Format : NSCL] + Order for promotion to PG Scale + Last Qualification documents [PG/Hons]	Scan all documents related to all Permanent teachers [Normal Section with HS scale] in to a single pdf file and upload the file [3 documents per teacher]
For Permanent teachers [Normal Section with Lower Scale]	Consent Letter [Format : NSCL] + Last Qualification documents [PG/Hons]	Scan all documents related to all Permanent teachers [Normal Section with Lower Scale] in to a single pdf file and upload the file [2 documents per teacher]
For Retired teachers	PPO +Engagement Letter +Joining or Acceptance Letter + Last Qualification documents [PG/Hons]	Scan all documents related to all Retired teachers in to a single pdf file and upload the file [3 documents per teacher]
For Govt. Contractual teachers	1 st agreement document + Last Qualification documents [PG/Hons]	Scan all documents related to all Govt.Contractual teachers in to a single pdf file and upload the file [2 documents per teacher]
For Part-time teachers	Current engagement letter + NOC of current date [Format PTCL] + Last Qualification documents [PG/Hons]	Scan all documents related to all Part-time teachers in to a single pdf file and upload the file [3 documents per teacher]
For Teacher of Self-financed school	Last Qualification document[PG/Hons]	[1 document per teacher]

Documents to be uploaded:

Please read the instructions about document upload cautiously

- HM declaration regarding teachers [Format RRHD] ---**Mandatory**
 - *Format downloadable from Download Center of the Council website.*
- HM declaration regarding contractual teachers [Format GCDL]
 - *Format downloadable from Download Center of the Council website and also given in page 31 of SansadParichiti November,2022*
 - *All HM declarations regarding contractual teachers should be clubbed together while scanning and to be uploaded as a single pdf file.*
- Current engagement letter for part-time teachers
 - *All engagement letters of part-time teachers should be clubbed together while scanning and to be uploaded as a single pdf file.*
- NOC of current date for part-time teachers [Format PTCL]
 - *Format downloadable from Download Center of the Council website and also given in page 30 of SansadParichiti November,2022*
 - *All NOC for part-time teachers should be clubbed together while scanning and to be uploaded as a single pdf file.*
- Last Qualification document for part-time teachers
 - *All qualification documents for part-time teachers should be clubbed together while scanning and to be uploaded as a single pdf file.*
- Last Qualification document for teachers of Self-financed schools
 - *All qualification documents for teachers of Self-financed Schools should be clubbed together while scanning and to be uploaded as a single pdf file.*
- Last Renewal of Recognition permission Letter---**Mandatory**

and max size 1000 KB. Applications will be summarily rejected if illegible or improper supporting document are uploaded. Consult user manual for the compression process to be done after scanning.]
For Any Queries Regarding Documents: [Click here](#)

Name of Document(s)	View Uploaded Document(s)	Upload Document(s) PDF/JPEG/JPG
HM Declaration regarding teachers[RRHD] All needed document for a particular category of teacher(s) to be clubbed together and to be uploaded as a single pdf file *		<input type="button" value="Choose File"/> No file chosen.
HM Declaration regarding contractual teachers[GCDL] All needed document for a particular category of teacher(s) to be clubbed together and to be uploaded as a single pdf file		<input type="button" value="Choose File"/> No file chosen
Current engagement letter for part-time teachers All needed document for a particular category of teacher(s) to be clubbed together and to be uploaded as a single pdf file		<input type="button" value="Choose File"/> No file chosen
NOC of current date for part-time teachers[PTCL] All needed document for a particular category of teacher(s) to be clubbed together and to be uploaded as a single pdf file		<input type="button" value="Choose File"/> No file chosen
Last qualification Document for part-time teacher All needed document for a particular category of teacher(s) to be clubbed together and to be uploaded as a single pdf file		<input type="button" value="Choose File"/> No file chosen
Last renewal recognition permission letter *		<input type="button" value="Choose File"/> No file chosen

SUBJECT PERMISSION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to noreply@wbchse.org.in

Auto populated Fields:

- Subjects taught
In case , the school finds any problem with the data shown in the above mentioned auto-populated field , please mail to noreply@wbchse.org.in with proper supporting documents

Subjects prayed for Section:

The school can apply for subject permission [introduction or continuation] for at most 5 (five) subjects in one application.

Fields to be entered:

- Subject (select from list) --- **Mandatory**
- Is Lab based (auto-populated)
- Permission Type (select from list) --- **Mandatory**
- Post Sanctioning Memo No
- Post Sanctioning Date
- Category of teacher (select from list) --- **Mandatory**
Self-financed schools should always select “Teacher of Self-financed school”
- Name of Teacher --- **Mandatory**
- Subject(s) of highest qualification --- **Mandatory**

Upload Document Section for a particular teacher:

Based on the category of the teacher, the school will find a table just above the Upload Section mentioning the particular documents which are to be uploaded. All documents for a particular teacher should be clubbed together while scanning and to be uploaded as a single pdf file.

A copy of the table being given here also.

Category of Teacher	Number of Documents	Documents to be uploaded	Upload Guidance
For Permanent teachers [Normal Section with HS scale]	2	Consent Letter [Format : NSCL] + Last Qualification documents [PG/Hons]	Scan all documents related to a particular teacher into a single pdf file and then upload the file
For Permanent teachers [Normal Section with Lower Scale]	2	Consent Letter [Format : NSCL] + Last Qualification documents [PG/Hons]	
For Retired teachers	1	Engagement Letter + PPO	
For Govt. Contractual teachers	2	HM declaration [Format : GCDL] + Last Qualification documents [PG/Hons]	
For Part-time teachers	3	Current engagement Letter + NOC of Current Date [Format : PTCL] + Last Qualification documents	

		[PG/Hons]	
For Teacher of Self-financed School	1	Last Qualification document [PG/Hons]	

Documents to be uploaded:

Please read the instructions about document upload cautiously

- HM declaration regarding teachers [Format SPHD] ---**Mandatory**
 - *Format downloadable from Download Center of the Council website.*
- DI Inspection Report for introducing Lab-based subjects/DI Recommendation for introducing non Lab-based subjects
- Managing Committee Resolution (only attendance sheet and relevant portion) ---**Mandatory**----- *All documents should be clubbed together while scanning and to be uploaded as a single pdf file.*

Document Upload

Document for a particular teacher to be clubbed together and to be uploaded as a single pdf file

[Upload properly legible scanned and compressed (150 dpi color) copies of the following documents in pdf or jpeg format with min. size 10 KB and max size 1000 KB. Applications will be summarily rejected if illegible or improper supporting document are uploaded .Consult User manual for the compression process to be done after scanning.]

For Any Queries Regarding Documents: [Click here](#)

Name of Document(s)	View Uploaded Document(s)	Upload Document(s) PDF/JPEG/JPG
MC resolution (attendance sheet and relevant portion only)		Choose File No file chosen
DI Approval/ Recommendation		Choose File No file chosen
HM declaration (SPHD)		Choose File No file chosen

SCHOOL MEDIUM CHANGE REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to noreply@wbchse.org.in

Fields to be entered:

- Medium during form submission (select from list)-
Select Continuation or Discontinuation


If Continuation selected, Field to be entered:

- Medium to be introduced

If Discontinuation selected, Field to be entered:

- Medium to be discontinued

School Medium Change Request Add Form


West Bengal Council of Higher Secondary Education
Vidyasagar Bhavan, 9/2 Block D.J, Sector-II, Kolkata - 700091
Form for Medium Change Request

School profile current information

Institution Code-Name	105855 - 2ND PART JALPAI SIKSHANKETAN,555		
Address	BARAGHUNI, CHANDIPUR,PURSA MEDINPUR		
Email ID	alisartaj100@gmail.com	Contact no. of the institution	8332545221
Type of Institution	Girls	Category of Institution	Government Sponsored School/Institution
Head of the Institution(HOI)	PRAKASH CHANDRA BERA	Contact No. of HOI	8013431885

Medium during form submission: English , Hindi Introduction Discontinuation

All are mandatory fields

Documents to be uploaded:

Please read the instructions about document upload cautiously

In case of Continuation

- Recommendation from School Education Department-**Mandatory**
- HM forwarding letter and declaration about duly qualified teachers- **Mandatory**

In case of Discontinuation

- Managing Committee Resolution (only attendance sheet and relevant portion)---
Mandatory

EXCESS ADMISSION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to noreply@wbchse.org.in

Auto populated Fields:

- Academic Year
- Renewal up to the year ----in case , the school finds any problem with the year shown here , please mail to noreply@wbchse.org.in with proper supporting documents

Fields to be entered:

- Renewal of current session in process ---- Mandatory
- Number of extra seats prayed for ----- Mandatory
- Number of Madhyamikpassouts this year -----Mandatory

Auto populated Fields:

- Excess Permission Allowed Last Year --- No data will be reflected here this year. Data will be reflected from next year.
- Earlier Permission this year (if any) --- Data will be reflected here only if the school has applied multiple times for excess permission for the same academic year

School profile current information

Institution Code-Name	105855 - 2ND PART JALPAI SIKSHANIKETAN 555		
Address	BARAGHUNI, CHANDIPUR, PURBA MEDINIPUR		
Email ID	alisartaj100@gmail.com	Contact no. of the Institution	8332545221
Type of Institution	Girls	Category of Institution	Government Sponsored School/Institution
Head of the Institution (HOI)	PRAJASH CHANDRASEKA	Contact no. of HOI	805431000
Academic Year *	2022-2023		
Renewal upto the Year	2022	Renewal of current session in process *	Select
Number of extra seats prayed for (above prescribe limit) *		Number of Madhyamik Passouts this year *	
Excess Permission Allowed Last Year		Earlier Permission this year (if any)	
Permission date	No. of seats	Permission date	No. of seats
		23-03-2023	88

Documents to be uploaded:

Please read the instructions about document upload cautiously

- Recommendation from DI/ Local MLA/MP ---Mandatory
-

POST CONVERSION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to noreply@wbchse.org.in

Auto populated Fields:

- Subjects taught
In case , the school finds any problem with the data shown in any of the above mentioned auto-populated fields , please mail to noreply@wbchse.org.in with proper supporting documents

Fields to be entered:

- Subject From (select from list)
- Subject To (select from list)

West Bengal Council of Higher Secondary Education
Vidyasagar Bhavan, 9/2 Block DJ, Sector-II, Kolkata - 700091
Form for Post Conversion Request

School profile current information

Institution Code-Name	105855 - 2ND PART JALPAI SIKSHANIKETAN.555		
Address	BARAGHUNI, CHANDIPUR,PURBA MEDINIPUR		
Email ID	alisanta100@gmail.com	Contact no. of the Institution	8332545221
Type of Institution	Girls	Category of Institution	Government Sponsored School/Institution
Head of the Institution(HOI)	PRAKASH CHANDRA BERA	Contact No. of HOI	8013431865

Subjects taught: ENGA, BINGA, HINA, BINGB, ECON, MATH, ANTH, ENVS, ATMV, ELTV, CNSV, ACCT, CLPA, CSTK, POLS, EDCN, SNSK, PHIL, HIST, POWV, PRSN, PHYS, CHEM, PSYC, STAT, COMS, COMA

Subject From * Subject To *

Document Upload

Both are mandatory fields

Documents to be uploaded:

Please read the instructions about document upload cautiously

- School Education Department Permission Letter
 - Managing Committee Resolution (only attendance sheet and relevant portion)---
Mandatory
-

SCHOOL DETAILS CORRECTION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to noreply@wbchse.org.in

Fields to be entered:

- Field you wish to change (select from list)
- New Value

Both are mandatory fields. The school may apply for change in Name of the School or Address of the school or both. While changing the address, the school should mention the full address of the school.

Documents to be uploaded:

Please read the instructions about document upload cautiously

- Permission Letter from Madhyamik Board ---- **Mandatory**
- Bank pass Book-1st Page ----- **Mandatory**
- Managing Committee Resolution (only attendance sheet and relevant portion)--- **Mandatory**

Name of Document	View Uploaded Document(s)	Upload Document(s) PDF/JPEG/JPG
Permission letter from Madhyamik Board *		<input type="button" value="Choose File"/> No file chosen
Bank Pass Book - 1st Page *		<input type="button" value="Choose File"/> No file chosen
MC Resolution *		<input type="button" value="Choose File"/> No file chosen

CO-EDUCATION PERMISSION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to noreply@wbchse.org.in

Auto-populated Field:

- Type of Institution
In case , the school finds any problem with the data shown in the above mentioned auto-populated field , please mail to noreply@wbchse.org.in with proper supporting documents

Fields to be entered for permission for Boys to Co-Ed:

- Name of approved lady teacher/matron
- Ladies Common Room (Y/N)
- Ladies Toilet (Y/N)

Fields to be entered for permission for Girls to Co-Ed:

- Name of approved male teacher
- Boys Common Room (Y/N)
- Boys Toilet (Y/N)

West Bengal Council of Higher Secondary Education
Vidyasagar Bhavan, 9/2 Block DJ, Sector-II, Kolkata - 700091
Form for Co-Education Permission Request

School profile current information

Institution Code-Name	105855 - 2ND PART JALPAI SIKSHANIKETAN.555		
Address	BARAGHUNI, CHANDIPUR,PURBA MEDINIPUR		
Email ID	alisartaj100@gmail.com	Contact no. of the Institution	8332545221
Type of Institution	Girls	Category of Institution	Government Sponsored School/Institution
Head of the Institution(HOI)	PRAKASH CHANDRA BERA	Contact No. of HOI	8013431865

Type of institution * Girls

Gents Teacher Name *

Gents Common Room *

Gents Toilet *

Document Upload
[Upload properly legible scanned and compressed (150 dpi color) copies of the following documents in pdf or jpeg format with min. size 10 KB and max size 1000 KB. Applications will be summarily rejected if illegible or improper supporting document are uploaded. Consult user manual for the compression process to be done after scanning.]

All are mandatory fields

Documents to be uploaded:

Please read the instructions about document upload cautiously

- DI Inspection Report ---- **Mandatory**
 - Recommendation Letter from School Education Department
 - Managing Committee Resolution (only attendance sheet and relevant portion)---
Mandatory
-

In Case of Query generated by the Council

Once an application is submitted along with requisite fee, the schools can see the latest status of the application on their dashboard. In case, there is any more document wanting, it will be reflected against that particular application on the dashboard. Once the permission is allowed, that will also be reflected along with the permission letter, which may be downloaded and printed.

If the Council asks for any missing document, the school will open the application in Edit mode and submit/upload the required document along with all other documents submitted earlier through the same upload button.

For example, three documents

1. Current engagement Letter,
2. NOC of Current Date [Format : PTCL] and
3. Last Qualification documents [PG/Hons]

needs to be uploaded for Part-time teachers while applying for Subject Permission.

All three documents are to be uploaded through a single button as a single pdf file.

Now, the school by chance misses to upload Document 2 i.e., NOC of Current Date [Format:PTCL].

The Council will ask for this document.

While uploading the Document 2 later on, the school should not only upload Document 2 but should also upload Document 1 and 3 again.

All three documents should be scanned together and should be uploaded as a single pdf file.

Compressing scanned documents using iLovePDF website

Link : <https://www.ilovepdf.com>

Step 1 : Open “ilovepdf” in your browser

Step 2: Select “Compress PDF

Step 3: Select pdf file from your computer

Step 4: Take the option “Extreme Compression “

Step 5: Compress PDF.

Step 6: Download compressed pdf. Save in your computer.

Step 7: Upload the compressed pdf file.