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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

WEST BENGAL BOARD OF MADRASAH EDUCATION  
NOTIFICATION

No. 5050.—22nd February 2011.—In exercise of the power conferred by sub-section (3), read with clause (a) of sub-section (2), of section 20 of the West Bengal Board of Madrasah Education, Act, 1994 (West Ben. Act, XXXIX of 1994) the West Bengal Board of Madrasah Education, with the approval of State Government as required under sub-section (4) of section 20 of the said Act makes the following regulations, namely :—

Regulations

1. **Short title, commencement, scope and extent :** (1) These regulations may be called the West Bengal Board of Madrasah Education (Recognition of unaided Madrasahs) Regulations, 2010.
  - (2) These regulations shall come into force on the date of the notification in the *Official Gazette*.
  - (3) These regulations shall be applicable to institution seeking recognition as unaided Junior High Madrasah, High Madrasah and Senior Madrasah in the State of West Bengal.
2. **Definitions :** (1) In these regulations, unless the context otherwise requires —
  - (a) 'Act' means the West Bengal Board of Madrasah Education Act, 1994 ; (West Ben. Act, XXXIX of 1994) ;
  - (b) 'Authority' means the person or the Body of persons for the time being entrusted with the management of the affairs of the Institution and includes the Managing Committee ;
  - (c) 'Director' means the Director of Madrasah Education, West Bengal ;
  - (d) 'District Inspector of Schools' means the District Inspector of Schools (Secondary Education) exercising jurisdiction in respect of the Institution ;
  - (e) 'District Level Madrasah Inspection Team' means the District Level Madrasah Inspection Team constituted under regulation 5 of these regulations ;
  - (f) 'District Minority Officer' means and includes the District Minority Officer or Officer-in-Charge of Minority Cell of the concerned District ;
  - (g) 'Form' means the Form appended to these regulation ;
  - (h) 'State Government' means the Government of West Bengal in the Minority Affairs and Madrasah Education Department ;

- (i) 'Private Madrasah' means a Madrasah established, managed and maintained by a Trust/Society/NGO or an individual at their own cost ;
- (j) 'Unaided Madrasah' means the Madrasah to which no financial assistance shall be given or sanctioned by the State Government after it has been granted recognition ;

(2) The words and expressions used but not defined in these regulations and defined in the Act shall have the same meanings as assigned to them in the Act.

**3. Application for recognition** (1) The application for recognition of the Unaided Madrasah shall be made by the respective Authority in the specified form (Form No. 1) appended to these regulations to the West Bengal Board of Madrasah Education.

(2) The application under sub-regulation (1) does not confer any right for inspection or recognition.

(3) The West Bengal Board of Madrasah Education, on receipt of applications for recognition under sub-regulation (1), shall after scrutiny make recommendation within one month to the Director for taking decision regarding inspection of the Madrasahs by the District Level Madrasah Inspection Team.

(4) On receipt of the recommendation of the Board under sub-regulation (3), the Director shall decide and give instruction to the District Inspector of Schools or the District Minority Officer concern to make necessary arrangement for inspection of the Madrasahs by the District Level Madrasah Inspection Team and Submission of report thereof.

**4. Inspection of Madrasah :** (1) No Unrecognized Madrasah shall be inspected for the purpose of recognition unless it is instructed by the Director.

(2) There shall be a District Level Madrasah Inspection Team in each District for the purpose of Inspection of institution(s) seeking recognition as Unaided Madrasah.

(3) The District Level Madrasah Inspection Team shall inspect the Madrasah in accordance with the instruction issued by the Director.

(4) At the time of inspection, the District Level Madrasah Inspection Team shall verify how for the Authority has fulfilled the following conditions :

Whether the unrecognized institution seeking recognition as Unaided Madrasah —

- (a) is located in a relatively noise-free and pollution-free area conducive to the smooth running of the teaching-learning process ;
- (b) has sufficient land with building and open space ;
- (c) has the building usable in all weathers ;
- (d) has as least 120 students in four class Junior High Madrasah and 200 in case of Senior / High Madrasah ;
- (e) has qualified teachers and non-teaching staff as per existing staff pattern ;
- (f) has been following the curricula and syllabi of the West Bengal Board of Madrasah Education ;
- (g) has a play ground of its own or arrangement for the same in the near distance for sports and games of the learners ;
- (h) has good road - links and communication facilities ;
- (i) has class room space not less than 400 square feet each ;
- (j) has separate lavatory for the girls, boys and teachers ;
- (k) has safe drinking water facility ;
- (l) has a girls common room, if it is a girls' or co-education system ;
- (m) has office room with separate room for Headmaster or Superintendent ;
- (n) has a teachers room ;
- (o) has adequate furniture ;
- (p) has teaching - learning appliances, maps, chart and Science Laboratory with necessary equipments for effective teaching - learning ;
- (q) has reserve fund of at least three thousand rupees ;

- (r) has a library with —
- (i) if such unrecognized Madrasah is a Junior High Madrasah, books not less than 300, or
  - (ii) if such unrecognized Madrasah is a High Madrasah or Senior Madrasah, containing books on Methods of Teaching Art, Science and Juvenile Literature excluding text books not less than 500 ;
- (s) has students admission procedure and fees structure, if any, duly published by the Authority ;
- (t) has a selection committee, duly constituted by the Managing Committee, for recruiting teachers and non-teaching staff on the merit basis as per the staff pattern and qualification specified by the State Government ;
- (u) recruited teachers as per the staff pattern and qualification specified by the State Government ;
- (v) has a Managing Committee in the manner as prescribed under the Management of recognized Non-Government Madrasah (Aided and Unaided) Rules, 2001 ;
- (w) follow the provisions relating to disciplinary proceedings as followed by recognized Non-Government Aided Madrasahs ;
- (x) has provisions for contributory provident fund and gratuity to the teaching and non-teaching staff or agreed to maintain the same, if recognised ;
- (y) has agreed not to enhance fees structure for the students, if any, without prior permission of the State Government ;
- (z) has sufficient fire safety equipments and have trained person among the staff for using fire safety equipments or agreed to do the same, if recognized.

(5) The District Level Madrasah Inspection Team shall also consider the need and viability of the unrecognized Madrasah in question.

(6) The Inspection and the report thereof shall not confer any right of recognition to the Unaided Madrasah seeking recognition.

(7) If any member is absent on the date of inspection of the Madrasah(s), other members of the District Level Madrasah Inspection Team shall proceed with inspection of the Madrasah.

#### 5. District Level Madrasah Inspection Team :

(1) District Level Madrasah Inspection Team shall consist of the following persons :—

- (a) District Inspector of Schools (Secondary Education) or District Minority Officer of the concerned district, convener ;
- (b) a nominee of the West Bengal Board of Madrasah Education ; member
- (c) a nominee of the Director, member.

(2) It shall be the duty of the District Level Madrasah Inspection Team to inspect the applicant Madrasah as instructed by the Director and submit inspection report in the prescribed form duly filled in within a fortnight. If the Team fails to do so within the stipulated period, the District Inspector of Schools or District Minority Officer, shall send the report with his comment.

(3) The Team may or may not recommend for recognition of the Madrasah concerned. In case of recommendation, or non-recommendation, the reasons thereof must be stated specifically.

#### 6. Preparation, examination and submission of Inspection Report :

(1). Immediately after completion of the inspection, the District Level Madrasah Inspection Team shall prepare a report in Form 2 appended to these regulations for onward transmission of the same to the Director ;

Provided that if any member is absent on the date of inspection of the applicant Madrasah, the District Inspector of School or District Minority Officer, shall keep the report in his office and fix a date for examination of such report by the member of the District Level Madrasah Inspection Team, who was absent during the inspection and if such member fails to inspect such report on the date fixed for the purpose, the District Inspector of Schools or District Minority Officer shall not wait further but forward the report to the Director.

(2) The Director shall examine the inspection report and enclosures as may be forwarded by the District Inspector of Schools or District Minority Officer and forward the same to the State Government for issuance of necessary direction on the matter. The State Government there after forward the report to the Board with the necessary direction thereon.

(3) The Recognition Committee constituted under section 18 of the Act shall verify the report received under sub-regulation (2) and if it is not satisfied with the report, may, notwithstanding anything contained in regulation 4, make recommendation to the Director for further inspection of the applicant Madrasah seeking recognition with reference to the child population of the catchments area, number of students of the nearest Madrasahs, number of students of the present Madrasah under inspection, number of teachers, general infrastructure, need and prospect of the Madrasah or any other criteria, which is considered necessary for the purpose.

**7. Recognition of Madrasah :**

The West Bengal Board of Madrasah Education shall recognize only those applicant Madrasah(s), which are already approved by the Recognition Committee. The Board may refuse recognition, given reason(s) of refusal, to any applicant Madrasah(s), with prior permission of the State Government.

**8. Grant of Provisional Recognition :**

(1) The Board may issue an order granting provisional recognition to the Madrasah for a period of three years subject to fulfillment of certain conditions as may be specified by the Board.

(2) At the expiry of the period of provisional recognition, the Managing Committee of the Madrasah may apply for extension of the period of provisional recognition for a further period of three years and if the Board consider it necessary so to do, it may, by an order and for the reasons to be recorded in writing, extend the period of provisional recognition for a further period of three years.

**9. Cost for inspection and recognition :** The Authority shall pay such cost for inspection of the applicant Madrasah(s) to the State Government, as may be specified by the Government.

**10. Assistance of Staff :** The District Level Madrasah Inspection Team may take assistance of staff of the concerned office of the District Inspector of Schools or District Minority Officer of the concerned district for the purpose specified under these regulations.

**FORM 1**

[See regulation 3(1)]

Proforma of Application Form for recognition of an Unaided Madrasah

(Please type or write legibly)

**PART I**

**GENERAL PARTICULARS**

- (1) Name of the Institution :
- (2) Year of Foundation :
- (3) Name of the Trust / Foundation / Society running the institution :
- (4) Dose the Trust / Foundation / Society belonging to a religious body or Minority Community ? If so, give details.
- (5) Whether the Trust / Foundation / Society is registered, if so, Registration Number and name of the Act under which Registered. Copy of Registration Certificate alongwith copy of last renewal should be enclosed. In case of Trust copy of deed of Trust should be enclosed :

(6) If so, attach a copy of Memorandum of Association and constitution of the Trust / Foundation / Society alongwith the list of members with their father's name, their occupation and complete official address and the relationship amongst them :

*Note :* The Constitution of the Trust / Foundation / Society running the Institution should be such that it does not vest control in a single individual or members of the same family :

(7) Whether the Institution has a properly constituted Managing Committee duly formed by invoking relevant provisions of Memorandum of Association and / or in accordance with the Management of recognized Non-Government Madrasah (Aided and Unaided) Rules, 2001 :

(8) Whether the Institution seeking recognition shall abide by the Regulation :

**PART II****PARTICULARS OF INSTITUTION**

- (1) Exact location of Institution :
- (a) Postal Address :
- (b) Telegraphic Address, if any :
- (c) Telephone Number and Fax Number, if any :
- (d) Name of the Nearest Railway Station :
- (e) Distance from Railway Station :

(Note : Please attach a road map of the area showing location of the Institution if there are difficulties to get to it)

- (2) Is the Institution is for boys / girls / coeducational :
- (3) Instructional hours :
- (4) Duration of Summer Vacation, Puja Vacation and Winter Vacation with approximate dates :
- (5) Medium of instruction :
- (6) Whether admission in the Institution is open to all without any discrimination based on religion, caste, creed or race :
- (7) Whether any religious instruction is imparted. And if so, whether it is compulsory :
- (8) What curriculum and syllabus are followed in each class :
- (9) Whether the Institution is financially capable of running with its own resources :
- (10) Specify how the Institution is financed.

**PART III****PARTICULARS RELATING TO AFFILIATION TO ANY OTHER BOARD OR UNIVERSITY**

- (1) Whether the Institution has been previously affiliated for examination to any Board / University ; if yes :
  - (a) Name(s) of the Board /University to which the Institution is affiliated :
  - (b) Name(s) of the examination(s) for which such Institution is affiliated :
  - (c) Affiliation valid from :
- (2) Will the Institution discontinue its affiliation with a Board / University mentioned above if it is recognized by the West Bengal Board of Madrasah Education.

**PART IV****PARTICULARS RELATING TO ENROLMENT OF STUDENT AS ON THE DATE OF APPLICATION**

- (1) (a) Particulars of class, section, number of enrolment etc, to be furnished in the table given below :

Class	Number of Section	Enrolment in Section	No. of Boys and Girls	Total Enrolment in Class	Remarks
I					
II					
III					
IV					
V					
VI					
VII					
VIII					
IX					
X					
Total					

(b) Dropout rate in each class (Use extra sheet where necessary) :

(c) Class results :

(2) Whether mother tongue of at least 50% students is other than Bengali (give numbers) :

(a) Total Students :

(b) Bengali speaking :

(c) Others :

(3) Schooling facility available in the locality within a radius of 2 kms. in urban area and within 4 kms. in rural areas. (Use extra sheet, if necessary) :

Name of the Institution

Distance from the proposed Institution

(1)

(2)

(3)

### PART V

#### PARTICULARS RELATING TO SUBJECTS TAUGHT IN THE INSTITUTION

1st language :

2nd language :

Arabic / Islam Parichay :

Mathematics :

Science :

Social Science :

Socially useful productive work and Community Service :

Health and Physical Education / Music / Dance / Painting :

Additional Subject, if any ..... (optional)

### PART VI

#### PARTICULARS RELATING TO CAMPUS, BUILDING, CLASS-ROOMS ETC.

(1) Location of Campus :

(a) District :

(b) Police Station :

(c) Mauza :

(d) Plot No. :

(e) Khatian No. :

(f) Area in decimal :

(2) Built up area (in sq. ft. in each floor), please enclose :

(a) Photography of the Institution building from various angles :

(b) Sanctioned copy of the site plan / building plan by the Municipal / Panchayat Authority :

(3) Proposal, if any, for extension of the existing campus and / or building :

(4) Is it leased or owned? If leased, copy of registered lease agreement and rent receipt are to be enclosed (the rent receipt should be in the name of the Institution and lease should be for a minimum period of 20 years with provision of renewal). If owned, copy of permission of the Society / Trust should be enclosed :

(5) Sanitary conditions : No. of Latrine and urinals (separately for boys and girls) :

(6) If the Institution is now housed on leased building, whether there is any possibility of acquiring its own land to construct building thereon within the period as may be specified by the Board :

(7) Drinking water facilities, details of sources :

(8) Common rooms (separately for boys / girls) :

(9) (a) No. of classrooms and approximate dimension (minimum 400 sq. ft per class room) :

(b) Is sufficient furniture of classroom available :

(c) Conditions of furniture proposed expenditure on furniture in next two years :

(d) Whether there is provision of laboratories :

## PART VII

### PARTICULARS RELATING TO TEACHING AND NON-TEACHING STAFF

Use the proform given below and use separate sheets. Attach statement of particulars of each member of the staff including the Headmaster / Headmistress.

(1) Name :

(2) Date of Birth :

(3) Date of Appointment in the Institution :

(4) Academic Qualifications :

(5) Other Qualifications :

(6) If holding a B. Ed. Degree or its equivalent :

(7) If appointed as Trained Graduate Teacher / Post Graduate Teacher :

(8) Pay scale with present pay, allowances and gross salary per month :

(9) Teaching experience with details :

(10) Total number of teaching periods assigned per week :

(11) Indicate below the welfare schemes available, for staff :

(a) Provident Fund and rate of contribution by the Employer :

(b) Medical facilities :

(c) Gratuity :

(d) Any other benefits (specify) :

(e) Whether the Institution provides Service Rules, Leave Rules including Maternity Leave and other service conditions for all staff including teaching staff at par with other Institutions as recognized by the Board.

(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under the Board, and if so, give copy of each appointment letter, duly received by the staff concerned.

## PART VIII

### MISCELLANEOUS PARTICULARS

(1) Are there any staff quarters available in the Institution premises ? If so, give details :

(2) Rate of fees charged and annual charges :

Class	Tuition fee per month (Rs.)	Other fees per month (Rs.)	Total of special fees, annual fees, Building fund etc. (Rs.)
I			
II			
III			
IV			
V			
VI			
VII			
VIII			
IX			
X			

## (3) Scholarship / Concessions

(4) Is there provision for Scholarships / Free Studentships? Or other Financial help to poor and deserving students? : Yes No

(5) If so, indicate :

(a) Number of student beneficiaries :

(b) Annual amount spent : Rs.

## (6) Financial position of the Institution

(a) Details about the Reserve funds in the name of the Institution in any Nationalized Bank / Post Office i.e., Rs. 18,000/- upto enrolment of students 500, Rs.20,000/- upto enrolment of students 750 and Rs.25,000/- on 1000 students and above.

(b) Please attach duly audited income - expenditure and receipt payment on account of the Institution for the year as also of the balance sheet (exclusive for the secondary section of the Institution) :

(c) Whether the Institution has any arrangement for regular audit of its fund by a chartered accountant firm :

(d) Whether professional tax is paid to the Tax Authority. If so, current challan for payment of the same be attach herewith :

(7) Specify the particulars of student classroom ratio :

(8) Specify the particulars of student teacher ratio :

(9) Specify whether the Institution building have more than one floor. If yes, whether separate staircase provided for entry to, and emergency exit from, the first floor onwards :

(10) Whether sufficient fire safety equipments are installed :

(11) Whether there is trained person to use fire safety equipments :



**PART IX**

Please enclosed the following documents and tick the list of enclosures :

- (1) Copy of memorandum of association of the society / deed of the Trust with receipt for registration duly attested by a Gazetted Officer :
- (2) Copy of resolution forming Managing Committee for the Institution with list of members etc. (of which two shall be secondary teachers) duly attested by a Gazetted Officer, powers and function of the Managing Committee of the Institution, duly delegated by CE of the Society by a resolution :
- (3) Copy of service rules / leave rules etc. for the staff duly attested a Gazetted Officer (as per regulation) :
- (4) Copy of appointment letters for all the staff duly issued by the Secretary of the Managing Committee and duly receipt by the staff, duly attested by a Gazetted Officer (as per regulation) :
- (5) Copy of the acquittance roll for all the staff for the last four months duly attested by the Secretary of the Authority :
- (6) Copy of sanctioned building plan in each case whether owned or rented, duly attested by a Gazetted Officer :
- (7) Certified copy of registered deed for purchase of land, etc. of the Institution :
- (8) Copy of registered Lease Deed duly attested (if the Building / Land rented / leased) :
- (9) Particulars regarding staff duly authenticated by the Secretary of the Authority of the Institution :
- (10) Particulars regarding roll strength in secondary classes :
- (11) Particulars regarding Contributory Provided Fund and Professional Tax of the staff of the Institution :
- (12) The audited statement of accounts of the Institution for last three years :
- (13) Other documents (as are necessary in support of the statement) :

**DECLARATION**

- (1) All the particulars furnished above are true and correct.
- (2) We undertake to abide by all rules, notifications, circulars and orders issued by the State Government or of the West Bengal Board of Madrasah Education, as the case may be, from time to time.

Countersigned :

Chariman of the Executive Committee  
of the Society or Institution

Signature of the Secretary  
of the Managing Committee

**FORM 2**

[See regulation 6(1)]

**Inspection report for recognition of an Unaided Madrasah**

[Inspection report to be drawn up in quadruplicate - one copy to be retained by the District Inspector of School (Secondary Education), one copy each to be sent to the Director, the Madrasah Education Directorate, Department of Minority Affairs and Madrasah Education, Government of West Bengal and the Board simultaneously]

Date of inspection .....

1. (1) Name of the Madrasah :
- (2) Address : Village / House No. / Street / Road / Lane :
- Post Office :
- Gram Panchayat / Ward :
- Panchayat Samiti / Municipality / notified Area Authority :
- Police Station :
- Sub - Division :
- District :
  
2. Reports relating to medium of instructions, etc. :
- (1) Medium of Instruction :
- (2) Present status :
  - (a) Specify the class upto which recognition is sought :
  - (b) Whether Boys / Girls / Co-educational :
3. Report relating to management of the Madrasah :
  - (1) Whether the Madrasah is under the Authority. If so, date of last recognition specifying whether reconstituted under normal rules or special rules. :
  - (2) Whether there are founder members in the Authority :
  - (3) Particulars of the members of the Authority / a adhoc Committee :

Name	Address	Category	Office-bearers
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4. Report relating to land, building, location etc. :
- (1) Area :
- (2) Whether purchased by or gifted or leased to the Madrasah :
- (3) Registration No. and issue :
- (4) Mouza :
- (5) Settlement Book No. :
- (6) Plot No. :
- (7) Khatian No. :
- (8) Building :
- (9) Particulars of accommodation and other arrangements :
  - (a) Rented (Kachha or Pucca) :
  - or
  - (b) Own building (Kachha or Pucca) :

Note :- Kachha building / house means any structure other than brick-built with Reinforced concrete roof and Pucca building means a brick-built structure with Reinforced concrete roof.

No. of class rooms and other rooms with measurement of each room :

- (d) Sanitary arrangement
- (e) Drinking water facilities
- (f) Electricity
- (g) Particulars of
- (i) Furniture
- (ii) Teaching appliances
- (h) Library (Total number of books)
- (i) Whether Stock Register is maintained
- (ii) Person in charge of Library
- (iii) Number of Books issued in the last academic year to
- (A) Students
- (B) Teachers

5. Report relating to class-wise roll strength of the Madrasah for three consecutive academic years including the current academic year as per attendance registers :

(1)	Boys	Total	Girls	Total
	General + Schedule		General + Schedule	
	Caste + Schedule		Caste + Schedule	
	Tribe		Tribe	
(2)	Number of students present at the date of inspection :			

	Boys	Girls	Total
--	------	-------	-------

6. Whether 80% of the total number of students of class V, VI, VII and VIII (Classes 1 to VIII for senior Madrasah) promoted to the next higher classes respectively alongwith at least 40% of marks in aggregate in the last 3 years (report to be submitted in the table below) :-

**FOR JUNIOR HIGH MADRASAH**

Class	Total No. of students	No. of student securing 40% and above marks in aggregate	% of total number of promoted students	Remarks
V				
VI				
VII				
VIII				

**FOR SENIOR MADRASAH**

Class	Total No of students	No. of student securing 40% and above marks in aggregate	% of total number of promoted students	Remarks
I				
II				
III				
IV				
V				
VI				
VII				
VIII				
IX				
X				

**FOR HIGH MADRASAH**

Class	Total No of students	No. of student securing 40% and above marks in aggregate	% of total number of promoted students	Remarks
V				
VI				
VII				
VIII				
IX				
X				

7. (a) Report relating to the rate of Madrasah leaving and / or drop out of students in any cohort goes beyond 0% of the students enrolled in class V of the same cohort :

Year for example	Class V	Class VI	Class VII	Class VIII	Class IX	Class X	% of drop out leaving the Madrasah
2001							
2002							
2003							
2004							
2005							
2006							
2007							
2008							

7.(b)

Year for example	Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII	Class VIII	Class IX	Class X
2001										
2002										
2003										
2004										
2005										
2006										
2007										
2008										

8. Whether the students are compelled to take tuition otherwise beyond Madrasah hours. If no, the team will check the system of homework and quality of assessment of homework (report to be submitted in the table below) :

**FOR JUNIOR HIGH MADRASAH**

Class	Total No. of students	% of students taking tuition	Whether home task is given (Yes/No)	Whether these are checked regularly (Yes/No)
V				
VI				
VII				
VIII				

**FOR SENIOR MADRASAH**

Class	Total No. of students	% of students taking tuition	Whether home task is given (Yes/No)	Whether these are checked regularly (Yes/No)
I				
II				
III				
IV				
V				
VI				
VII				
VIII				
IX				
X				

## FOR HIGH MADRASAH

Class	Total No. of students	% of students taking tuition	Whether home task is given (Yes/No)	Whether these are checked regularly (Yes/No)
V				
VI				
VII				
VIII				
IX				
X				

## 9. Report, whether the following activities at the Madrasah level are observed

- |      |   |          |
|------|---|----------|
| (1)  | Guardian's meet 3 times a year  | Yes / No |
| (2)  | Annual examination with 4 terminal Tests  | Yes / No |
| (3)  | Remedial classes on the basis of results of each terminal Tests                       | Yes / No |
| (4)  | Participation of students in cleanliness of the Madrasah / class environment          | Yes / No |
| (5)  | Full day lesson transaction for days as prescribed (excluding examination days)       | Yes / No |
| (6)  | Use of Teaching-Learning Materials at the time of classroom transaction               | Yes / No |
| (7)  | Introduction of Peer learning during Curriculum transaction                           | Yes / No |
| (8)  | Utilization of library books for enhancing skills and reading habit of the student    | Yes / No |
| (9)  | 90% of the total students attending 80% of the transactional days                     | Yes / No |
| (10) | Innovative measures taken to improve the performance of the Madrasah in relation to - | Yes / No |
|      | (a) Access, enrollment, retention and quality   |          |

## 10. (1) Report relating to all the approved teaching and non-teaching staff

Name with designation	Qualifications	Date of appointment	No. and date of resolution of MC for such approximate

## (2) Report on student teacher ratio :

## 11. Distance of the Madrasah by the shortest route from the nearest recognised Junior High Madrasah / High Madrasah / Senior Madrasah with names and addresses :

	Name of the Madrasah/School	Distance
North -		
South -		
East -		
West -		

## 12. Particulars of feeder Madrasahs (Primary / Junior High Madrasah) with names

- (1) Name of the Madrasahs/Schools
- (2) Total intake capacity
- (3) Distance

13. Examine and report whether the books other than those published by the Madrasah Board and approved by it have been prescribed for the students :
14. Particulars with respect to fulfillment of following conditions for co-education must be verified and reported against each of them :
- (a) Appointment of a lady teacher -
  - (b) Appointment of a lady non-teaching staff, if any -
  - (c) Girls' common room-
  - (d) Separate sanitary arrangements -
  - (e) Class wise number of girl student -

Note : For recognized Boys' Junior High Madrasah having co-education, there must be one lady teacher and one lady non-teaching staff. If there are no such incumbents among approved and unapproved staff, such post shall be kept vacant for recruitment of such lady staff as per normal procedure.

GIYASUDDIN SIDDIQUE,  
President to the West Bengal Board of Madrasah Education.