

CHECK LIST FOR EXTENSION OF RECOGNITION OF RECOGNISED UN-AIDED MADRASAHs

Name of the Un-aided Madrasah :

INDEX NO. :

Vill :PO :

Block : Sub-Divn. :

District : State :PIN :

Contact Mobile No. : Head of the Madrasah Secretary :

Classes taught : From to..... Status of Madrasah : Boys / Girls/Coeducational

Sl. No	Particulars	Action to be taken
1	A declaration jointly signed by the Secretary and Head of the Madrasah is to be submitted in the following format : "We do hereby declare that We shall abide by all rules, regulations, notifications, circulars and orders issued by the State Government or by the West Bengal Board of Madrasah Education, as the case may be, from time to time"	
2	Whether there are at least a female teacher and a female Gr.-D staff in the Madrasah , if it is a Co-Educational ? If not, the same shall be recruited in the 1 st available opportunity.	Yes/No If no, a declaration is to be submitted stating that a female teacher and a female Gr.-D staff are to be appointed in the first available opportunity
3	Whether Accounts of the Madrasah are carefully maintained and are being audited annually ?	Yes/Not If yes , copy of last 02 (two) years audit report is to be submitted . If not, a declaration is to be submitted.
4	Whether the Madrasah has discontinued its affiliation with a Board / University if any, after Recognition by the West Bengal Board of Madrasah Education ?	Yes/Not
5	Last 03 year's total enrolment	Year..... = Boys..... Girls.....Total..... Year..... = Boys..... Girls..... Total..... Year..... = Boys..... Girls..... Total.....
6	Whether there are qualified teachers and non-teaching staff as per existing staff pattern ?	Yes/No (Copy of M.C approved Staff Pattern is to be submitted)
7	Whether the Madrasah is following the curricula and syllabi of the WBBME ?	Yes/No
8	Whether there is reserve fund of at least Rs. 3,000/- (three thousand rupees) in the name of the Madrasah ?	Yes/No If yes, necessary documents is to be submitted.
9	Whether Managing Committee has been constituted ?	Yes/No If yes, (i) The list of members with name and designation is to be submitted (ii) A report on what basis the M.C. has been constituted ? If not, a declaration is to be submitted.
10	The class-wise Fees structure for the students of each year is to be submitted (for consecutive last three years).	Yes/No

Handwritten signature
2/2/22

11	Whether Copy of Service Rules / Leave Rules etc. for the staff duly attested by the Head of the Madrasah have been submitted to the Board ?	Yes/No (If yes, A copy of the same is to be submitted with the prayer of extension of recognition. If not, a declaration is to be submitted.)
12	Whether there is sanctioned building plan, in each case whether owned or rented, duly attested by the Secretary and Head of the Madrasah ?	Yes/No (If yes, A copy of the same must be submitted with the prayer of extension of recognition. If not, a declaration is to be submitted.)
13	Land Records of ownership, Registered lease Deed or rent receipt / contract are to be submitted . (Rent receipt etc., be made in the name of the Institution as soon as after recognition)	To be submitted.
14(i)	Photograph of the building of the existing Madrasah.	Yes/No
14(ii)	A photograph of the students and teachers performing prayer song at the beginning /starting of the Madrasah.	Yes/No
15	Recognition Fees of Rs.500/- is to be submitted through challan of WBBME.	Yes/No
16	Mail Address of Madrasah	Copy of resolution in favour of Mail ID is to be submitted.
17	Present status of the teaching & non-teaching staff including remuneration/honourarium mentioning the following points : (i) Name, (ii) Designation, (iii) Qualification, (iv) Amount of remuneration, (iv) w.e.f.	Copy of resolution in favour of the same is to be submitted.

Signature of the Secretary of the Madrasah
With Seal & date

Signature of the Head of the Madrasah
With Seal & date

- All documents must be signed by both the Secretary and Head of the Madrasah.

Abbas Ali
2/2/22
Deputy Secretary

[Signature]
Secretary 02/02/2022

West Bengal Board of Madrasah Education

West Bengal Board of Madrasah Education

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2-2-22