



**West Bengal Board of Madrasah Education**  
**'Maulana Abul Kalam Azad Bhawan'**

DD-45, Sector-1, Salt Lake City, Kolkata-700064

**Memo No.:** 1957/UNA/24

**Date:** 31/12/24

**From :** The Secretary,

West Bengal Board of Madrasah Education.


Maulana Abul Kalam Azad Bhavan'

DD-45, Sector-1, Salt Lake City, Kolkata-700064

**To :** The Head of all recognised Un-aided Madrasah in the State.

**Subject:-Extension of Recognition of the Recognised Unaided Madrasah.**


As per decision of the Recognition Committee of the West Bengal Board of Madrasah Education held on 10.12.2024, the under signed hereby informs all the Recognised Unaided Madrasah Authorities that at the time of submission of application of the Extension of Recognition of the Madrasah, authority concerned will have to comply the 21 (Twenty One) points checklist which is enclosed herewith for their convenience . The checklist may be collected from the Board office or may be downloaded from the website of the Board([www.wbbme.org](http://www.wbbme.org)) at Notice section.

  
Secretary 31/12/24.

West Bengal Board of Madrasah Education

**Memo No :-** 1951/1(4)/UNA/24

Copy forwarded for information to:

  
31.12

**Date :-** 31/12/24.

1. The Director of Madrasah Education, Govt. of West Bengal ,Bikash Bhavan (2<sup>nd</sup> floor) Salt Lake City, Kolkata-700091
2. District Inspector/Schools (SE), All Districts
3. DOMA, All Districts
4. Computer Section of this Board with the request to upload in the website of the Board.

Encl:- Checklist

  
Deputy Secretary  
West Bengal Board of Madrasah Education

  
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Sabina/M.C

# 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 ?	Yes/No If no, a declaration is to be submitted stating the reason there of
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	Infrastructural Information	No. of Classroom ....., Drinking water facilities ....., No. of Lavatory for girls ....., No. of Lavatory for boys ....., Girls Common room ....., No. of Teaching Staff rooms ....., Head of the Madrasah room .....
7	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)
8	Whether the Madrasah is following the curricula and syllabi of the WBBME ?	Yes/No
9	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.
10	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



11	The class-wise Fees structure for the students of each year is to be submitted (for consecutive last three years).	Yes/No
12	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.)
13	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.)
14	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.
15(i)	Photograph of the building of the existing Madrasah.	To be provided
15(ii)	A photograph of the students and teachers performing prayer song at the beginning /starting of the Madrasah.	To be provided
16	Recognition Fees of Rs.500/- is to be submitted through challan of WBBME.	Challan No. .... Date. ...., e.t.c
17	E-Mail Address of Madrasah	To be provided along with Copy of resolution.
18	Present status of the teaching & non-teaching staff including the staff getting remuneration / honorarium mentioning the following points : (i)Name, (ii) Designation, (iii)Qualification, (iv) Amount of remuneration & date of effect.	To be provided along with Copy of resolution in favour of the same is to be submitted.
19	Whether fire safety equipments have been installed or agreed to arrange for the same.	Yes/No, If No, Please state reasons.
20	Non Litigation Certificate	To be provided
21	Boundary Wall	Yes/No

**Declaration :** We hereby declare that all the statements made above are true to the best of our knowledge & belief. Necessary action may be taken as per rule for any false or fabricated documents, submitted by us.

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.

*22/1/24*