



West Bengal Board Of Madrasah Education

Maulana Abul Kalam Azad Bhawan

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

Phone: (033) 2952 4002 e-mail: wbbme2011@gmail.com Website: www.wbbme.org

Memo No: Pres/88/25

Date: 25.09.2025

From: President,
West Bengal Board of Madrasah Education
To
All Head of the Recognized Madrasahs

Subject: Submission of Nomination Form for Head of the Madrasah

Sir/Madam,

In continuation of the initiative to recognize and encourage outstanding leadership and contributions in the field of Madrasah Education, applications are hereby invited for the Headmaster/Head of the Institute Award.

You are requested to kindly fill up the prescribed Proforma attached herewith, providing all details under every sections.

Please ensure that:

All entries are duly filled in and authenticated with supporting documents wherever required.

Copies of relevant certificates (awards, training, etc.) are attached.

The declaration is signed by the applicant and duly countersigned by the concerned Administrator/Secretary, MC/ AI-Madrasah.

The completed application should be submitted to this email Id : **wbbmeindex2022@gmail.com** within the **16.10.2025** for consideration. Incomplete or late submissions will not be entertained.

This initiative is aimed at acknowledging exemplary service, innovation and leadership of Heads of Madrasahs and your cooperation in ensuring proper and timely submission is earnestly solicited.

Thanking You


(Dr. Sk. Abu Taher Kamruddin)

President

West Bengal Board of Madrasah Education



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Head of the Madrasah Award

Section A: General Information

1. Full Name of the Head of the Madrasah: _____
2. Date of Birth: _____
3. Name of Madrasah: _____
4. Category of Madrasah: ☐ Jr. High ☐ High ☐ Higher Secondary ☐ Alim ☐ Fazil
5. Address of Madrasah (with District & Block): _____
6. Date of 1st Joining Service: _____
7. Date of Appointment as Headmaster/Headmistress: _____
8. Total Length of Service (till date): ____ years ____ months
9. Educational Qualifications: _____
10. Contact Number: _____
11. Email ID: _____

Section B: Service Record

1. Brief description of service career (attach copy of service book): _____
2. Number of years as Headmaster/Headmistress: _____
3. Trainings/Workshops attended (WBBME, Govt., Others): _____
4. Awards/Recognitions received earlier (if any): _____

Section C: Academic Leadership

1. Initiatives taken to improve academic performance in the Madrasah: _____
2. Steps taken for monitoring teachers' performance and classroom teaching: _____
3. Use of ICT / Digital resources in teaching and administration: _____
4. Measures adopted to reduce dropouts and increase enrollment: _____
5. Measures adopted to encourage girls empowerment and adolescence issues: _____

Section D: Administrative & Community Engagement

1. Initiatives for developing school infrastructure and resources: _____
2. Steps taken for ensuring discipline, hygiene, and safety in the institution: _____
3. Role in involving parents, alumni and local community in Madrasah development: _____
4. Fund-raising or resource mobilization efforts (if any): _____

Section E: Co-curricular and Student Development

1. Efforts to promote sports, cultural, literary, or other co-curricular activities: _____
2. Initiatives for inclusive education (support for weaker students, gender parity, students with disabilities): _____
3. Programs organized for student welfare, health, moral values, and personality development: _____

Section F: Innovations & Best Practices

1. Innovative teaching-learning practices introduced: _____
2. Unique administrative/leadership practices implemented: _____
3. Case studies/examples of success stories from the Madrasah: _____

4. Sustainability & long-term impact of initiatives: _____

Section G: Self-Assessment

1. Describe in your own words why you consider yourself deserving of the Headmaster Award.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Signature of Applicant: _____

Date: _____

Countersigned by:

DI/S/Al/S concerned (as applicable)