



ST. VINCENT'S ACADEMY

UNIT-II, JOTERAM, PURBA BARDHAMAN.

PROPOSED C.B.S.E. CO - EDUCATIONAL DAY SCHOOL: A UNIT OF KRISHNAM FOUNDATION



DATE: 29.08.2026

To
The District Inspector of Schools
Purba Burdwan

Date: 29th August 2026

Subject: Appeal for Issuance of Recognition Certificate as per RTE

Respected Sir,

Greetings from St. Vincent's Academy (Proposed CBSE).

We have already applied for the No Objection Certificate (NOC) for the school. As per the requirements of the CBSE, it is now mandatory for us to submit a Recognition Certificate under the Right to Education (RTE) Act as part of the affiliation process.

As per the prevailing norms of the Government of West Bengal, the NOC and Recognition are considered under the same framework. However, the CBSE requires a separate Recognition Certificate to be submitted along with the other documents.

We, therefore, humbly request your good self to kindly issue a separate Certificate of Recognition under RTE in favour of our school, which will enable us to complete the CBSE affiliation process within the stipulated requirements.

We shall be highly obliged and grateful for your kind consideration and early assistance in this matter.

Anticipating your kind cooperation.

With regards,

Principal
St. Vincent's Academy
(Proposed CBSE)



Pragya Kumari Gupta
CBSE Manager

Application Form for Recognition of an Institution as unaided Institution

Part A – GENERAL PARTICULARS

Type of NoC:	Sanction of NOC for setting up CBSE/CISCE or others board's school
District Name:	PURBA BARDHAMAN
Sub-Division Name:	BARDHAMAN SADAR NORTH
Circle Name:	SADAR EAST
Block/ Munc./ Corp. Name:	BURDWAN-II
Name of the Institution:	ST. VINCENT'S ACADEMY
Low Class:	CLASS I
High Class:	CLASS VIII
Year of Foundation:	2026
Name of the Trust/Foundation/Society running the Institution:	KRISHNAM FOUNDATION
Does the Trust/Foundation/Society belong to a religious Body or minority community? If so, give details:	NO
Whether the Trust/Foundation/Society is registered:	YES
If yes, Registration No. under which registered :	5167/20
If yes, Name of the act under which registered:	Registration under Sec 60 Rule 69 under Indian Trust Act 1882
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 Institution (Aided and Unaided) Rules, 1969	YES
Whether the Institution seeking recognition, shall abide by the bye laws:	YES

Number of sections by class (if the class is stand alone, has no section then put one)			
Classes	Number of Section	Classes	Number of Section
I	1	II	1
III	1	IV	1
V	1	VI	1
VII	1	VIII	1

Part B – PARTICULARS OF INSTITUTION

Exact location of Institution	
a. Postal Address	Nandur, Po. Joteram, Purba Bardhaman, 713104
b. Telegraphic Address, If any	St. Vincents Academy, Joteram, Burdwan 713104
c. Telephone No. and Fax No. if any:	9474194997

d. Name of the nearest Railway Station:	Gangpur Railway Station
e. Distance from Railway Station:	1
The Institution is for:	CO-EDUCATIONAL
Instructional hours:	6.00
Duration of Summer vacation, Puja Vacation and Winter vacation with approximate dates:	30 Days Summer Vacation (17th May to 16 June), Puja Vacation 10 Days as per calendar, Winter Vacation 10 Days (25th December to 03rd January)
Medium of instruction:	ENGLISH
Whether admission in the Institution is open to all without any discrimination based on religion caste, creed or race	YES
Whether any religious instruction is imparted	NO
What curriculum and syllabus are followed in each class	CBSE
Whether the Institution is financially capable of running with its own resources	YES
Specify how the Institution is financed :	By the Trustees and Bank Finance

Part C – PARTICULARS RELATING TO AFFILIATION TO ANY OTHER BOARD OR UNIVERSITY

Whether the institution has been previously affiliated for examination to any Board/University:	YES
Name(s) of the Board / University to which the institution is affiliated:	CISCE
Name(s) of the examination(s) for which such institution is affiliated :	ICSE/ISC
Affiliation valid :	
FROM 11-03-2024	TO 31-03-2029
Will the institution discontinue its Current affiliation? :	NO

Part D – PARTICULARS RELATING TO ENROLMENT OF STUDENTS AS ON THE DATE OF APPLICATION

Particulars of class, section, number of enrolment etc. to be furnished in the table given below				
Class & Section	No. of Boys	No. of Girls	Total	Remarks
CLASS I & Section1	5	6	11	
CLASS II & Section1	5	5	10	
CLASS III & Section1	9	5	14	
CLASS IV & Section1	9	6	15	
CLASS V & Section1	16	8	24	
CLASS VI & Section1	10	5	15	
CLASS VII & Section1	8	6	14	
CLASS VIII & Section1	3	6	9	

Dropout rates in each class	
Class	Dropout Rates

CLASS I & Section1	0
CLASS II & Section1	0
CLASS III & Section1	0
CLASS IV & Section1	0
CLASS V & Section1	0
CLASS VI & Section1	0
CLASS VII & Section1	0
CLASS VIII & Section1	0

Class results			
Class	Total student appeared	Total student passed	Passed percentage
CLASS I & Section1	0	0	0
CLASS II & Section1	0	0	0
CLASS III & Section1	0	0	0
CLASS IV & Section1	0	0	0
CLASS V & Section1	0	0	0
CLASS VI & Section1	0	0	0
CLASS VII & Section1	0	0	0
CLASS VIII & Section1	0	0	0

Whether mother tongue of at least 50% of the students is other than Bengali (give numbers):	
(a) Total Students:	112
(b) Bengali speaking :	82
(c) Others :	30

Schooling facility available in the locality within a radius of 1 kms in urban area and within 2 km in rural areas:		
Sl.No.	Name of the Institution	Distance from proposed Institution
1	Joteram Vidyapith	1 KM

Part E – PARTICULARS RELATING TO SUBJECTS TAUGHT IN THE INSTITUTION

1st Language:	ENGLISH
2nd Language:	BENGALI
Mathematics:	YES
Science:	YES
Social Science:	YES
Socially useful productive work and Community Service:	YES
Health & Physical Education/Music/Dance/Painting:	YES

Additional subject, if any (optional):	COMPUTER, HINDI, FINANCIAL LITERACY AND SKILL SUBJECTS AS PER BOARD
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Part F – PARTICULARS RELATING TO CAMPUS, BUILDING, CLASSROOMS ETC.

Location of campus	
(a) District:	PURBA BARDHAMAN
(b) Police Station:	SAKTIGARH
(c) Mouza	JOTERAM
(d) Plot No.	936/1374, 949/1329, 949
(e) Khatian No.	1931
(f) Area in decimal	1460

Built up area (in sq. ft., each floor):		
Sl.No.	Floor	Area (in sq.ft.)
1	4	1332

Location of campus	
Is it leased or owned? If leased copy of registered Lease agreement and rent receipts 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 for renewal), If owned, copy of permission of the Society / Trust should be enclosed :	Owned

Sanitary conditions No. of W/C and urinals (separately for boys and girls)	
No. of W/C for Boys:	12
No. of W/C for Girls:	12
Urinals for Boys:	12
Urinals for Girls:	16
If the Institution is now housed in a 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:	
Drinking water facilities details of sources :	Hand pumps/Bore well

(Common rooms (separately for boys /girls)	
Common rooms for boys:	1
Common rooms for girls:	1
No. of classrooms and approximate dimension above 400 Sq. ft. per classroom	30
No. of classrooms and approximate dimension below 400 Sq. ft. per classroom	8

Is sufficient furniture for classroom available?	YES
Conditions of furniture proposed expenditure:	NEW

Part G – PARTICULARS RELATING TO TEACHING AND NON TEACHING STAFF

Note- A note in part G to be included.

N.B. - Certificates of qualification to be furnished in hard copies.

ADD PARTICULARS RELATING TO TEACHING AND NON TEACHING STAFF	
Sl.No.	1
Name	MRS. PIYALI SADHU
Date of Birth	19-01-1988
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	B.A. , MLIS
Other qualifications	MLIS
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT LIBRARIAN
Pay scale with present pay, allowances and gross salary per month	17600
Teaching experience with details	5
Total number of teaching periods assigned per week	0
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	2
Name	MR. CHANDAN JHA
Date of Birth	14-06-1992
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.SC , B.ED
Other qualifications	B.ED
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	PRINCIPAL

Pay scale with present pay, allowances and gross salary per month	70000
Teaching experience with details	10
Total number of teaching periods assigned per week	8
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	FOODING, LODGING, TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	3
Name	MRS ANANYA GARAI
Date of Birth	16-11-1994
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.A. B.ED
Other qualifications	B.ED
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	20240
Teaching experience with details	5
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES

Sl.No.	4
Name	MRS NASRIN KHATUN
Date of Birth	25-12-1996
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.A. B.ED
Other qualifications	B.ED
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	22985
Teaching experience with details	5
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	5
Name	MR. SHYAM MISHRA
Date of Birth	23-01-1989
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	B.SC , B.ED
Other qualifications	B.TECH
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	26268
Teaching experience with details	6
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12

(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	6
Name	MS. ARADHANA MISHRA
Date of Birth	14-12-1999
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.SC , B.ED
Other qualifications	B.ED
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	18400
Teaching experience with details	5
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	7
Name	MRS. PRITHA MAJUMDAR
Date of Birth	11-01-2000
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	B.A. , B.ED
Other qualifications	B.ED

If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	17250
Teaching experience with details	4
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	8
Name	MRS. NADIA NAZ
Date of Birth	10-04-1986
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.A.
Other qualifications	MONTESSORI
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	20240
Teaching experience with details	5
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES

Sl.No.	9
Name	MR. BISHAL KUMAR MALLICK
Date of Birth	29-01-1997
Date of appointment in the Institution	01-08-2025
Academic qualifications with per centum of marks	B.COM
Other qualifications	NA
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	OFFICE STAFF
Pay scale with present pay, allowances and gross salary per month	18000
Teaching experience with details	5
Total number of teaching periods assigned per week	0
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	10
Name	MR. DEBAJYOTI HALDER
Date of Birth	15-05-1993
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.SC , B.ED
Other qualifications	B.ED
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	32420
Teaching experience with details	8
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12

(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide Service Rules, Leave Rules including maternity Leave and other service conditions for all staff including teaching staff at per with other Institutions as recognized by the Board	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	11
Name	MR. SABYASACHI MITRA
Date of Birth	14-11-1986
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.A. B.ED
Other qualifications	B.ED
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	36701
Teaching experience with details	9
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide Service Rules, Leave Rules including maternity Leave and other service conditions for all staff including teaching staff at per with other Institutions as recognized by the Board	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	12
Name	MR. PUSPENDU DEY
Date of Birth	27-02-1992
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.TECH
Other qualifications	B.ED

If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	35425
Teaching experience with details	8
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	13
Name	MRS. SANCHITA BANERJEE
Date of Birth	11-01-1980
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	B.COM
Other qualifications	DIPLOMA IN MONTESSORI
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	39915
Teaching experience with details	12
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES

(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	14
Name	MRS SMRITI ROY
Date of Birth	28-09-1995
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.A. B.ED
Other qualifications	B.ED
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	23522
Teaching experience with details	5
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	15
Name	MS. ALISHA KAZI
Date of Birth	24-06-1994
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.SC B.ED
Other qualifications	B.ED
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	21890
Teaching experience with details	5
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	

(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	16
Name	MR. GOURANGA MUKHERJEE
Date of Birth	17-02-1991
Date of appointment in the Institution	01-01-2026
Academic qualifications with per centum of marks	M.A. , B.ED
Other qualifications	B.ED
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	ASSISTANT TEACHER
Pay scale with present pay, allowances and gross salary per month	23522
Teaching experience with details	5
Total number of teaching periods assigned per week	32
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	17
Name	MR. BISHAL BANERJEE
Date of Birth	18-04-1998
Date of appointment in the Institution	01-03-2026
Academic qualifications with per centum of marks	M.PED

Other qualifications	M.PED
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	GAMES TEACHER
Pay scale with present pay, allowances and gross salary per month	21000
Teaching experience with details	5
Total number of teaching periods assigned per week	34
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES
Sl.No.	18
Name	MRS. SOHINI CHOWDHURY SHIT
Date of Birth	09-08-1995
Date of appointment in the Institution	01-03-2026
Academic qualifications with per centum of marks	M.A.
Other qualifications	NA
If holding a B.Ed, degree or its equivalent	YES
If appointed as Trained Graduate Teacher / Post Graduate Teacher	NON TEACHING
Pay scale with present pay, allowances and gross salary per month	21000
Teaching experience with details	5
Total number of teaching periods assigned per week	0
Indicate below the welfare schemes available for staff	
(a) Provident Fund and rate of contribution by the Employer	12
(b) Medical facilities	YES
(c) Gratuity	YES
(d) Any other benefits (specify)	TRANSPORT
(e) Whether the Institution provide 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	YES
(f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under Board	YES

Part H – MISCELLANEOUS PARTICULARS

Are there any staff quarters available in the Institution premises? :	NO
If Yes, give details of staff quarters:	

Rate of fees charged and annual charges			
Class	Tution fee Per month (Rs.)	Other fees per month (Rs.)	Total of special Fees, annual fees, Building fund etc. (Rs.)
I to V	2450	200	3000
VI	2450	200	3000
VII	2450	200	3000

Scholarships / Concessions:	
Is there provision for scholarship / Fee Studentships? or other financial help to poor and deserving students?	NO
(a) Number of student beneficiaries:	
(b) Annual amount spent: Rs.	
Financial position of the Institution: (a) Details about the Reserve funds in the name of the Institution in any Nationalized Bank of an amount of Rs.60, 000/-(Rupees sixty thousand only).	STATE BANK OF INDIA
(c) Whether the Institution has any arrangement for regular audit of its fund by a Chartered Accountant Firm:	YES
(d) Whether professional tax is paid to the Tax Authority.	YES
Specify the particulars of student classroom ratio:	45
Specify the particulars of student teacher ratio:	45
Specify whether the Institution building have more than one room. If yes please provide for entry to, and emergency exit rom the first floor onwards:	YES
Whether sufficient fire safety equipments are installed:	YES
Whether there are trained persons to use fire safety equipments or disaster management:	YES

Part I – PLEASE ENCLOSE THE FOLLOWING DOCUMENTS AND TICK THE LIST OF ENCLOSURES:

Copy of registration certificate along with copy of last renewal or Deed of Trust	Uploaded
Copy of memorandum of association of the society / deed of the trust with receipt for registration duly attested / self-attested by a Gazetted Officer	Uploaded
Copy of resolution forming M.C. for the Institution with list of members etc. (of which two shall be secondary teachers) duly attested / self-attested by a Gazetted Officer and powers and function of the School management Committee of the Institution	Uploaded
Copy of service rules/ leave rules etc. for the staff duly attested / self-attested by a Gazetted (as per regulation).	Uploaded
Management Rules in details..	Uploaded

Copy of appointment letters for all the staff duly issued by the secretary of the M.C. and duly received by the staff, duly attested / self-attested by a Gazetted (as per Regulation).	Uploaded
Copy of acquaintance roll for all the staff for the last four months duly attested / self-attested by the secretary of the Managing Committee.	Uploaded
Copy of sanctioned building plan in each case whether owned or rented, duly attested / self-attested by a Gazetted Officer.	Uploaded
Proposal, if any, for extension of the existing campus and/or building	Uploaded
Certified copy of registered deed for purchase of land etc. of the Institution	Uploaded
Copy of permission of the Society /Trust	Uploaded
Particulars regarding staff duly authenticated by the Secretary of the Managing Committee of the Institution.	Uploaded
Particulars regarding roll strength in secondary classes	Uploaded
Particulars regarding Contributory Provident Fund and Professional Tax of the staff of the Institution.	Uploaded
Copy of the record for reserved fund in the name of the Institution in any Nationalized Bank of an amount of Rs. 60,000/-	Uploaded
The audited statement of accounts of the Institution for last three years	Uploaded
Copy of current Challan for payment of Professional Tax to the Tax Authority	Uploaded
Please attach a road map of the area showing the location of the institution if there are difficulties to get to it	Uploaded
Copy of Parcha / Land Record	Uploaded
Photographes of the Institution Building from various angles	(Entire building) Uploaded
	(Entrance) Uploaded
	(Classroom) Uploaded
	(Library room) Uploaded
	(Laboratory) Uploaded
	(Play Ground) Uploaded
	(Sources of Drinking Water) Uploaded
	(Picture of Urinals.) Uploaded
Other documents (as are necessary and as indicated in the form)	Uploaded
Copy of Declaration	Uploaded
Documents of Medical Check-up of Students	Uploaded

A list of library books having at least 500 books	Uploaded
Copy of Provisional NOC,if any	Uploaded
Floor wise sketch of classrooms having approximate dimension above 400 Sq.ft.per classroom	Uploaded
Investment plan for the past & future 3 years	Uploaded