

*Krishna Chatterjee*

Md. Rashed Amin (Secretary)  
Salt Lake  
22/12/09

Government of West Bengal  
Minority Affairs & Madrasah Education Department  
Writers' Buildings, Kolkata-700 001.

No 130-JS(MD)/09

Date :15.12.09.

From : Joint Secretary  
to the Govt. of West Bengal.

To : The Director of Madrasah Education,  
Bikash Bhaban,  
Salt Lake,  
Kolkata-700 091.

Sub : Three guidelines of Shishu Shiksha Karmasuchi, Madhyamik Shiksha Karmasuchi and Madhyamik Shiksha Karmasuchi (Sr. Madrasah Type) for Shishu Shiksha Kendras, Madhyamik Shiksha Kendras and Madrasah Shiksha Kendras (Sr. Madrasah Type) and four application forms (formats) for i) new set up Shishu Shiksha Kendra and Madhyamik Shiksha Kendra ii) Shishu Kendra (for existing institutions), iii) Madhyamik Shiksha Kendra (for existing institutions) iv) Madhyamik Shiksha Kendra (Sr. Madrasah Type)(for existing institutions).

Sir,

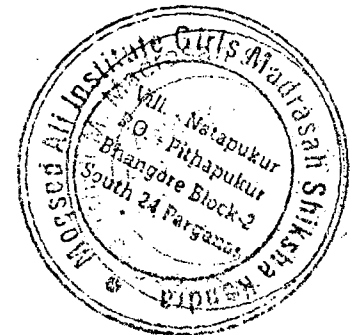
In reference to the subject mentioned above guidelines and application forms are sent herewith in favour of your kind information and wide circulation.

Encl : as stated above

Yours faithfully,

*AA Siddiqui*

Joint Secretary



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Md. Rubul Amin

**GUIDELINES FOR MADHYAMIK SHIKSHA KARMASUCHI (SENIOR MADRASAH TYPE) UNDER THE MINORITY AFFAIRS & MADRASAH EDUCATION DEPARTMENT, GOVT. OF WEST BENGAL**

**Guidelines**

**Preliminary**

- 1. Introduction:** Elementary education has become a fundamental right to the children of age-group 5-14 years after passing the Right to Education Act, 2009. The Government tries to provide elementary education to all of them. It includes opportunity to access as well as quality education. A large number of children of school going age belonging to weaker sections, particularly minority concentrated areas are out of formal educational institutions or attend community organized, managed or run unrecognized institutions of poor quality for lack of recognized quality institutions within reasonable distance or lack of access to existing recognized institutions. After due consideration, the Government of West Bengal has decided vide G.O. No. 1228-MD/O/2M-37/08 dated 03.09.09 and G.O. No. 1364-MD dated 23.09.09 to set up 300 (three hundred) Madhyamik Shiksha Kendras and 200 (two hundred) Shishu Shiksha Kendras under the Minority Affairs & Madrasah Education Department in minority dominated areas both urban & rural to create more educational opportunity particularly for Urdu Speaking children towards achieving the goal of Universal Elementary Education in primary & upper primary level. The Government also wants to extend financial, academic and other supports to the existing educational institutions to enhance/improve their quality (important component of UEE/SSA) as a considerable number of minority community children study there. Though existing organizing Jr. High Madrasahs have been brought under the Madrasah Shiksha Karmasuchi, the existing organizing un-recognized Sr. Madrasahs having primary and upper primary section, which were not brought under any scheme, are brought under this Karmasuchi. One Madhyamik Shiksha Kendra and one Shishu Shiksha Kendra are combined/merged to constitute a Madhyamik Shiksha Kendra (Sr. Type).
- 2. Programme:** This programme would be named as Madhyamik Shiksha Karmasuchi (Sr. Madrasah Type) and the existing unrecognized Sr. Madrasahs eligible for assistance would be known as Madhyamik Shiksha Kendras (Sr. Madrasah Type).
- 3. Guidelines:** In order to facilitate better implementation of the Karmasuchi, certain guidelines are necessary. The following guidelines are to be followed to get assistance under the program from the State Government.

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SCOPE

4. **Area of operation:** The Karmasuchi shall spread throughout the districts in minority concentrated areas within the territorial jurisdiction West Bengal. Preference will be given to Urdu speaking areas
5. **Who can apply:** Only organized unrecognized Sr. Madrasah established, run and maintained by community can apply in response to advertisement.
6. **Purview of consideration :** All willing applicant unrecognized existing Sr. Madrasahs shall come under the purview of consideration. Preference will be given to those established within 31.12.2000.

CRITERIA AND CONDITIONS

7. **Criteria for Selection:** Need and Viability are the basic criteria for opening and approval of Madhyamik Shiksha Kendra in minority concentrated areas.
8. **Conditions:** The following conditions should be fulfilled for opening and/or approval of Madhyamik Shiksha Kendra (Sr. Madrasah Type) for getting financial and other supports from the Government.
  - a) The proposed site or existing institution shall be located in or nearby a minority area.
  - b) In urban area, there is no recognized Junior High School/Madrasah in the proposed medium within a radius of one kilometer or the existing institution, if any within one kilometer, is over-burdened or cannot admit/accommodate all the aspiring learners coming out of the primary schools/SSKs for shortage of accommodation or teachers or both. In rural areas, if there is no recognized Jr. High School/Madrasah in the proposed medium within the radius of three kilometer or if any, is overburdened or cannot admit all the aspiring learners coming out of the primary schools/ Madrasahs for shortage of accommodation or teachers or both.
  - c) Not more than one Madhyamik Shiksha Kendra (Sr. Madrasah Type) may be opened/set up or approved in a Ward /Gram Panchayet.
  - d) The location of the proposed Madhyamik Shiksha Kendra (Sr.Madrasah Type) shall be well connected by road.
  - e) The proposed location should be at a noise & pollution free atmosphere.



- l) There should be at least 8 decimal of land on which building may be constructed if not already there in rural area or necessary accommodation for class rooms (@ 400 sq ft) ,office & teachers and staff, with good sanitary arrangements (urinals & latrines separately for boys and girls) and drinking water & electricity facilities in urban area;
- g) Undertaking from individual/trusts/NGO/Panchayet Bodies & others to construct building or arrangement of accommodation, if the same is not there;
- h) Engagement/approval of staff on contract basis for specific period, which may be renewable subject to rendering of satisfactory service;
- i) The proposal shall be considered after inspection of the same;
- j) The guidelines for engagement/approval of staff will be prescribed later on which are to be followed strictly;
- k) The curriculum and syllabi of equivalent classes prescribed by the West Bengal Board of Madrasah Education shall have to be followed;
- l) the staff of the proposed Madhyamik Shiksha Kendra (Sr. Madrasah Type) should be duly qualified as prescribed later on;
- m) Rs. 5,000/- to be kept at bank in the name of proposed Madhyamik Shiksha Kendra (Sr. Type).

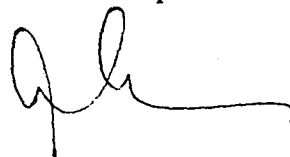
The Government may relax the condition(s) if necessary, in special circumstances to reach the target.

### PROCESS AND APPROVAL

**9. Advertisement:** The M.A.&M.E Department shall publish advertisement inviting proposals/ applications in the daily news paper(s).

**10. Submission of application:** Willing existing unrecognized organized Sr. Madrasahs may apply in response to the advertisement to the Director of Madrasah Education in the prescribed format. Mere application shall not entitle a proposed applicant Madrasah to have inspection or approval.

**11. Screening of applications:** Applications received at the office of the Director of Madrasah Education shall be processed at the office of the Director of Madrasah Education & District-wise lists shall be prepared for inspection.





12. **Quota** : The Government may fix quota for each district, if necessary, on the following criteria :-

- (i) Minority Concentration ;
- (ii) No. of Existing Madrasahs and Madrasah Shiksha Kendras;
- (iii) No. of Applications received ;

13. **Inspection of the Proposed MSKs** :- The applicant Madrasah shall be inspected by a District Level Inspection to examine the need and viability of the proposed Madhyamik Shiksha Kendra (MSK) with reference to the criteria and conditions. The team shall consist of :-

- DLIT
- (i) A.I/S(SE), Madrasah, Convener;
  - (ii) District Officer of Minority Affairs/Dy. Magistrate in-Charge-of Minority Cell, Member;
  - (iii) Karmadhyaksha, Shiksha, Tathya-O-Krira Sthayee Samity, ZP, Member in case of rural/Panchayet area; or,  
Mayor-in-Council or his representative in Corporation area/ one councilor or representative of Chairman of the Municipality/Notified Area Authority as the case may be in urban area, Member.
  - (iv) Nominee of DME, Member;
  - (v) Nominee of WBBME, Member;

14. **Role of DLIT** : The District Level Inspection Team shall pay visit to the site/institution of proposed MSK to examine the need and viability with reference to the conditions given in the guidelines 6 and 7 above and submit report in the prescribed format thereof to the Director of Madrasah Education, W.B., for further action.

15. **Approval** : The Director of Madrasah Education, W.B., shall peruse and scrutinize the reports submitted by the DLIT. If DME is convinced about the need and viability and fulfillment of conditions for approval as Madhyamik Shiksha Kendra (Sr. Madrasah Type), he may accord approval to the proposed MSK within the sanctioned strength and budgetary provision and within the quota, if so fixed, for each district in order of priority. Mere fulfillment of conditions may not entitle a proposed MSK for approval and government assistance. At the time of according approval, preference will be given to the organised Sr. Madrasah established within 31.12 2000.

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Aspects of Madhyamik Shiksha Kendras (Sr. Madrasah Type)

16. **Type of MSKs:** The Madhyamik Shiksha Kendras (Sr. Madrasah Madrasah Type) may be of two types

- (a) Co-educational (for both boys and girls) and ;
- (b) Girls' (for girls only)

The existing boys' institutions seeking approval as MSK have to open access to girls, if approved.

17. **Category of MSKs :** These Madhyamik Shiksha Kendras may have six or eight standards, namely;

- (i) 6-Class MSK (Classes I to VI);
- (ii) 8-Class MSK (Classes I to VIII).

18. **Medium :** The Medium of these MSKs may be as follows :-

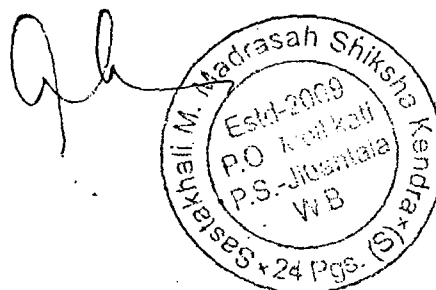
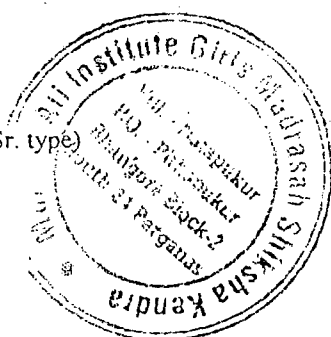
- (i) Bengali; or
- (ii) Urdu;

19. **Curriculum & Syllabi :** More or less the curriculum, syllabi etc., applicable to the equivalent classes in Senior Madrasahs prescribed by the West Bengal Board of Madrasah Education shall have to be followed by these Madhyamik Shiksha Kendras.

20. **Enrollment :** Normally each standard of an MSK would not have less than 20 children. If the number exceeds 40 in one standard, arrangement may be made for dividing them into two groups (i.e. sections). The minimum enrolment should be as follows. (A)

Category	Enrollment (Minimum)
6-Class MSK (Classes I & VI);	120
8-Class MSK (Classes I- VIII).	150

21. **Academic Session :** The Academic Session of the MSKs shall correspond to that of the Sr. Madrasahs under the West Bengal Board of Madrasah Education.



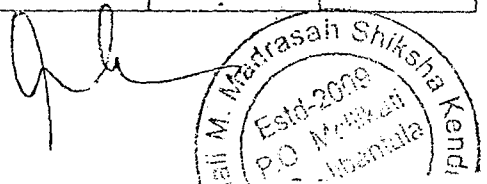
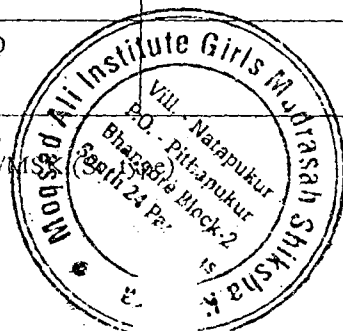
22. **Working Days and Instructional Hours :** MSKs should run for at least 200 days in a year and at least four and a half hours should be devoted to each teaching learning day for the purpose. The exact timing of running the Kendra, holidays to be observed and the days on which such Kendra shall remain open would, however, be decided by the MC in consultation with the guardians and other members of the community and regarding the convenience of the taught and the teachers, as well as other stake- holders.

23. **Staff Pattern of Madhyamik Shiksha Kendras (Sr. Madrasah Type):**

Each MSK shall have the following Staff pattern.

(A) Classes I to VI :

Sl. No.	Designation	Qualifications	Group	No. of Posts(s)
1.	Mukhya Shiksha Samprasarak/sarika	M.M./M.F. *		01
2.	Shiksha Samprasarak	M.F. / M.M. / Kamil/Kamil General/Kamil (Hons.)	Language	01
3.	Do	B.A. (with at least 200 marks) / Hons. / Post Graduate in Urdu/Bengali or M.F. / M.M. / Kamil with Urdu/Bengali ( with at least 200 marks)	Language	01
4.	Do	B.A. (with at least 200 marks) / Hons/ Post Graduate in English	Language	01
5.	Do	B.Sc. (Pure) / B.Sc. (Bio) or Hons. / P.G. in Maths. / Physics / Chemistry / Life Sciences (Botany / Zoology / Physiology)	Science	01
6.	Do	B.A. (with at least 300 marks) / Hons. / Post Graduate in History / Geography	Social Sc.	01
7.	Do	M.M. without Kamil/ Kamil/ Kamil (General)	Theology & Language	01
8.	Do	Fazil	Do	01
9.	Do	H.S.	General Subjects	01



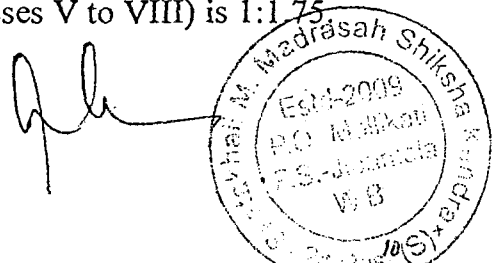




	Shiksha Sayahak/hika (Non-teaching staff/Clerk)	H.M./Alim/Madhyamik or equiv.	Non-teaching	01
13.	Shiksha Sayahak/hika (Non-teaching staff/Group 'D')	VIII standard (passed)	Do	01

**N.B. :**

- (1) The head of the Madhyamik Shiksha Kendra (Sr. Madrasah type ) will be entitled to honorarium equal to that of Hons./Post-graduate Shiksha Samprasarak plus Rs.500/- if he has qualification Kamil (Hons.) / M.M. or M.F. with Kamil / Kamil (Gl.) / Kamil (Hons.) as the case may be. Otherwise, he or she will be entitled to the honorarium to that of Pass graduate Shiksha Samprasarak/Samprasatika.
- (2) In case of existing staff, seniority<sup>in service</sup> shall be given preference if he has a minimum qualification.
- (3) In case of existing staff, if the service of more than one person be the same (date of joining) in any post, the seniority in age will be given preference.
- (4) In case of existing staff, if there be more than one person having date of joining and date of birth being the same, in a post, the person having higher qualification shall be given preference.
- (5) In case of existing staff, if the service, age and qualification of more than one person in a post, the person having better academic records shall be given preference.
- (6) In case of fresh engagement of staff for any post, preference will be given to person having higher qualification and if the qualification be the same the seniority in age shall be preference. If the age and academic qualification be the same, the person having better academic record shall be given preference. *conflict*
- (7) The special B.A. or B.Com degree shall not be considered as eligible qualification for any teaching post towards getting / giving financial assistance from the Govt.
- (8) The total no. of staff of I to VIII class Madhyamik Shiksha Kendra (Sr. Madrasah type) is 13(11+2) i.e. the no. of teaching posts is equal to the total no. of teaching posts in an MSK and an SSK taken together.
- (9) The total no. of staff I to VI class Madhyamik Shiksha Kendra (Sr. Madrasah type) is 11 (9+2). The ratio of class unit and no. of teaching staff is 1: 1.5 as the same of Madhyamik Shiksha Kendra (classes V to VIII) is 1:1.75.



- (10) The list of teaching and non-teaching staff as per staff pattern detailed above shall have to be got approved by the nodal officer for releasing grant.

**24. Engagement / approval of Shiksha Samprasarak/sarika :**

**a) Engagement of fresh Shiksha Samprasarak/sarika :**

- i. The candidate shall be inhabitant of the Ward / Panchayet Samity in which the MSK (Sr. Madrasah type) is situated. In case of non-availability of suitable candidate in the said Ward / Panchayet Samity, candidates from neighbouring areas may be considered.
- ii. The candidate shall have minimum essential qualification as mentioned at Guideline 23.
- iii. He/she shall have the age of 30 years and above on the date of publication notice.
- iv. Notice inviting application shall have to be displayed in the notice boards of the local Ward/Gram Panchayet, Post office if any, Jr. High/High/Higher Secondary School / Madrasah, if any, the concerned Municipality / Borough / Panchayet Samity, at least 15 days ahead of the process of selection.
- v. In case of selection if there be more than one candidate in a single post, seniority in age shall be given preference.
- vi. In case of age of more than one candidate in a single post be the same, the higher qualified candidate shall be preferred.
- vii. In case of age and qualification of more than one candidate be the same, the candidate having better academic record shall be preferred.
- viii. One set of all the original records (to be kept in duplicate, one for office copy & other for district authority) of selection shall have to be submitted to the District Officer of the Minority Affairs and Madrasah Education for approval before issuing engagement letter.

**b) Approval of existing staff :**

- (1) i. The engaged existing staff of such applicant institution shall have the essential qualification as mention at guideline 23.
- ii. Such staff was/were within the prescribed age limit i.e. 30 years on the date of effect of approval of the institution as MSK (Sr. Madrasah type).
- iii. Such staff shall be within the prescribed staff pattern / strength.
- iv. The name(s) of such staff was/were recorded in the application form.
- v. Such staff was/were appointed within 31.12.2007

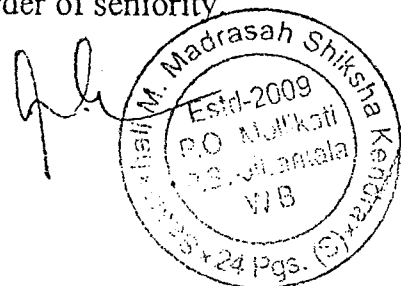


- vi. The name(s) was/were recorded in the inspection report (by DLIT) leading to approval of the institution as MSK (Sr. Madrasah type).
  - vii. Those among the eligible existing engaged staff within the prescribed staff strength, shall be approved as Mukhya Shiksha Samprasarak/sarika or Shikha Samprasark/sarika as the case may be.
  - viii. In case of excess eligible staff, seniority in service shall be taken into consideration.
  - ix. In case of joining of more than one staff in a particular post being the same, the seniority shall be counted on the basis of seniority in age.
  - x. If service and age more than one eligible staff for a single post, being/ having the same, the higher qualification shall be considered / preferred.
  - xi. If the service, age and qualification of more than one person for a post in a particular category be the same, the better academic record holder shall be preferred / considered.
  - xii. Only eligible staff shall be approved within the permissible strength and in strict conformity with the staff pattern prescribed in guideline 23.
- (2) In case of any dispute or confusion, the matter shall be referred to the Govt. of West Bengal, MA & ME Department through the Director of Madrasah Education, W.B.
- (3) No deviation from the aforesaid norms/principles shall be made without prior approval of the State Government.

## 25. Management of the MSKs. :

There shall be a managing committee for proper management of the Kendra.

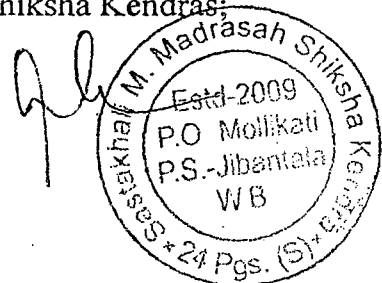
- a) **Ad-hoc Committee** : The existing Managing Committee (MC) of the Madrasah concerned shall act as Ad-hoc Committee after approval / affiliation as Madrasah Shiksha Kendra.
- b) **Reconstitution of M.C.** : The M.C. shall be reconstituted within 6 months of approval.
- c) **Term** : The term of the M.C. shall be three years.
- d) **Composition** : The Managing Committee shall consists of –
  - i. 5 (five) guardian representatives.
  - ii. 2 (two) teacher representatives.
  - iii. 1 (one) non-teaching representative,
  - iv. Mukhya Shiksha Samprasarak/sarika or Shiksha Sarak/sarika –in - Charge, *ex-officio* Secretary
  - v. 1 (one) among founders on rotation in order of seniority



- vi. 1 (one) among donors (more than Rs.30,000/- in cash or kind) on rotation in order of seniority.
  - vii. Local Gram Panchayet member/ Councilor, ex-officio member.
  - viii. One person interested in Education (P.I.E.), nominated by the Panchayet Samity/Chairman/ Mayor-in-Council concerned.
- e) **Selection** : The guardian representatives will be selected/elected by the guardians themselves in an assembly of guardians convened by the
- f) **Office Bearers**: The M.C. shall elect one of the members as the Chairperson. The *Ex-officio* member of Gram Panchayet and the P. I. E. nominated by the Panchayet Samity shall not be elected an office bearer. The Mukhya Shiksha Samprasarak/sarika shall be the *ex-officio* Secretary.
- g) **Meeting**:
- (i) **Place** : The meeting shall be held in the MSK
  - (ii) **Frequency** : The M. C. shall meet at least 4 times in a year.
  - (iii) **Conduct** : The President shall conduct the meeting. In absence of the President, one should be chosen to preside.
  - (iv) **Quorum** : 20% of the total number of members shall form the quorum.
- h) **Duty** : It shall be the responsibility of the Chairperson and the Mukhya Shiksha Samprasarak/sarika to keep in touch with Panchayet Bodies, Corporation/ Municipality, Government Department and others for policy guidance, financial support and others. In case of any doubt or dispute, the decisions of DME shall be final.

## 26. Functions of the Managing Committee :

- (i) Efficient management for smooth functioning of the Madhyamik Shiksha Kendra.
- (ii) To raise fund and other resources from the Community and other sources beyond what will be available from the State Government for development;
- (iii) a) Preparation of list of children in the age group 5-14 of the locality;  
b) Identification of drop out children of the same age group of the locality;  
c) Identification of out of School/Madrasah children of the same age group, who never enrolled in the primary or upper primary level after completion of primary education;  
d) Mobilization and motivation of guardians of children under a) and b) to bring their children in the Madhyamik Shiksha Kendras;



- c) To take steps for retention of enrolled learners up to class VIII.
- (iv) Arrangement of additional accommodation and infrastructures, if required.
- (v) Arrangement of Medical Checkup camps, immunization etc., camp and awareness generation programme.
- (vi) To make available the benefits of different developmental schemes(s)/programme(s) to the learners and their parents.
- (vii) To take all possible steps to fill up the vacancy, if any, by qualified candidates as per prescribed staff pattern;
- (viii) To help and cooperate with the teaching staff to maintain quality of education and ensure attendance of the staff and the taught.
- (ix) To depute/spare staff / member / office bearer to training / orientation programme(s) organized by the competent / higher authorities.

**27. Relationship with regular system of education :** These MSKs shall have the power to issue transfer certificates and any child with a transfer certificate from a regular High/Jr. High Schools or Madrasahs. Similarly, any child with a transfer certificate from a regular High/Jr. High School or Madrasahs shall be eligible for admission in the appropriate standard in an MSK.

**INCENTIVE AREAS:**

**28. Text Books :** The M. C. must contact S.I., D.I/S(PE) and DSE for supply of available free nationalized text books and WBBME for books on Arabic and other texts.

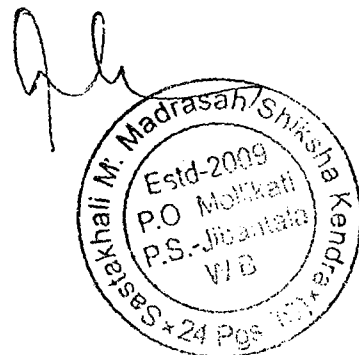
**29. Midday Meal :** The M.C. shall contact S.I. of Schools, BDO, SDO, ADM, DM, Director, Midday Meal and others for Providing Midday Meal to the learners of the MSKs. This will make retention easier.

**30. Construction of ACR and development of infrastructure :**

The M.C. shall try to collect donation from the community and would endeavour to get benefit from the MLA LAD, MP LAD, BADP, PUP and other developmental grants/schemes/programmes for construction of additional room and other physical infrastructure.

**31. School Uniform :** The MSK authority may contact for free school dress, particularly for the girls to the competent authority.

**32. Stipends & Scholarships :** The M.C. may contact for West Bengal Minority Development and Financial Corporation for pre-Matric scholarship etc. and Backward-class department for SC / ST / OBC learners other sources for stipends as available for the learners of the MSK.



## REGISTERS AND RECORDS :

33. The MSKs would have to maintain admission register to keep record of the admitted students.

### 34. Attendance Register :

- a) **For Learners** : For the purpose of keeping records, an attendance register of the learners attending classes, should be maintained and the teachers in charge of each standard (class or section of a class) shall sign at the bottom of the same register on every working day.
- b) **For Staff** : There shall be an attendance register for teachers also for recording the attending teachers including head teacher.

### 35. Cash Book :

A cash book shall be maintained for each MSK. The cash book shall be maintained under the guidance of the Head Teacher. The Chairperson of the MSKs shall check and sign on the cash book. For the purpose of keeping permanent record of transaction, a bound cash book should be maintained and it should be signed by the Secretary at the end of the day when transaction takes place. The specimen format of the cash book will be provided by the Directorate of Madrasah Education.

The cash book and other documents related to cash transaction should be made available for inspection by competent authorities.

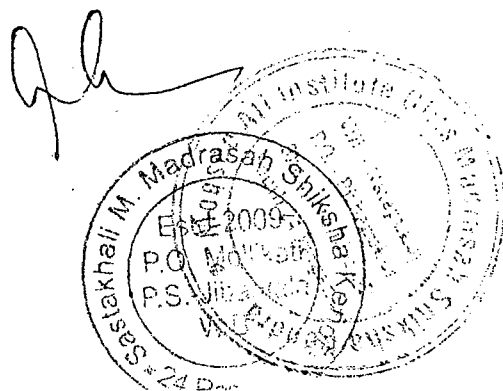
36. **Minute / Resolution Book** : A hard-bound register shall be maintained to record the Proceedings of the meetings of the MC.

37. **Remarks Book** : This book shall be maintained for comments of the inspector, Supervisors, Officers, renowned personalities, honourable guests for future guidance and future improvement.

## FINANCIAL ASPECTS

### 38. Honorarium :

- (i) The M. C. was/is free to fix the rate of honorarium payable to the staff. It should be more or less the same as that of the staff of Madrasah/Madhyamik Shiksha Kendras.
- (ii) After approval as Madhyamik Shiksha Kendra, the honorarium admissible from the Government and payable to staff (according to their designation and qualification) within the prescribed staff pattern, should not be less than the following rate :-

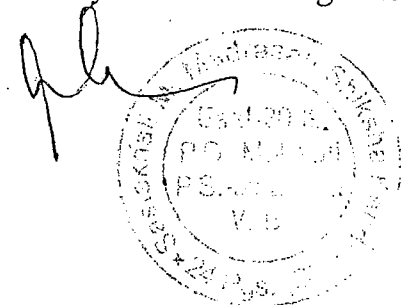


Sl. No.	Designation	Category with qualification	Rate per Head per month
1.	Mukhya Shiksha Samprasarak/Sarika	M.M./M.F. [with Kamil/ Kamil (Gl.)/Kamil (Hons.)]	Rs. 8,000/- (including Rs. 500/- for performing administrative duties.) as the case may be.
		Kamil (Hons.),	Rs. 7,500/- (including Rs. 500/- for performing administrative duties.) as the case may be.
		M.M. / M.F. [without Kamil / Kamil (Gl.)]	Rs. 7,000/- (including Rs. 500/- for performing administrative duties.) as the case may be.
2.	Shiksha Samprasarak/Sarika	Post Graduate	@ Rs. 7,500/-
		Hons. Graduate	@ Rs. 7,000/-
		Pass Graduate	@ Rs. 6,500/-
3.	Shiksha Sayahak/hika (Non-teaching staff/Clerk)	M.P./H.M./Alim or equivalent	@ Rs. 5,500/-
4.	Shiksha Sayahak/hika (Non-teaching staff/Group 'D')	VIII Standard passed	@ Rs. 5,000/-

If the M.C. likes to pay more, they may do so but the additional cost has to be borne by them and the Government would not take any financial liability on this score. Furthermore, the staff will be entitled to get government financial support only if they attend the Kendras on at least 90% days in a month on which the Kendras remain open.

### 39: Contingencies :

The State Government shall provide one time grant of Rs. 50,000/- in the first year (i.e. the year of approval) to meet the cost towards renovation, purchase of equipment & laboratory apparatus, blackboard, almirah, rack, trunks, globe, books etc., other teaching learning materials and administrative expenses. In the subsequent years, the grant of an amount of Rs. 50,000.00 will be given to the Head teacher/MC in the beginning of each Academic year for meeting different recurring contingent expenses.



40. **Requisition** : The MSKs shall claim different grants (remuneration, contingency etc.) to the nodal officer with supporting papers for the next period. On being satisfied with the papers and other documents, the nodal officer may release grant(s). If no requisition is placed, the question of release of grant/allotment will not arise. The State Government will give assistance (in case of remuneration) only to the teaching and non-teaching staff with the staff pattern prescribed earlier. The govt. shall not give assistance to those who are beyond the prescribed staff pattern.

41. **Flow of fund**: Department>Directorate>Nodal Officer>MSK> Staff : Necessary fund for this purpose would be placed with D.I/S(SE)/District Officer of Minority Affairs & Madrasah Education shall disburse the amount of financial and other grants in favour of the Madhyamik Shiksha Kendra within his jurisdiction subject to fulfillment of conditions. In the hill areas of Darjeeling, the fund will flow directly from the DGHC to the Management Committees of the MSKs.

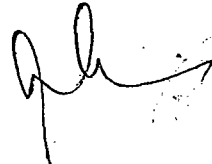
42. **Mode of Payment** :

- (i) **Grants** : All grants payable to the Madhyamik Shiksha Kendra shall be paid by cheque. For this purpose, the MC shall open an account (to be operated jointly by the Head teacher and the Secretary or the President of the MC) with a bank or post-office.
- (ii) **Remuneration** : Remuneration payable to the staff within the sanctioned strength as per prescribed staff pattern, shall be paid by cheque also. For this purpose, every staff shall open an individual account with a bank or post office.
- (iii) **Others** : All other payments may be made in cash upto Rs. 10,000/-. If the amount exceeds Rs. 1,000/-, cheque shall be used.

### ACCOUNTS AND AUDIT

43. **Accounts** : Details of all receipts and expenditure should be properly be maintained to be eligible for further assistance from the Government.

- (i) **Acquittance Register** : The Acquittance Roll in duplicate (one in register for office record and the other for submission to the nodal officer) should be maintained for keeping records of payment to the staff. The staff shall receive the cheque on due receipt and signature on the Acquittance Roll.
- (ii) **Contingent Account** : The separate accounts of the contingent grant(s) along with the details of expenditure incurred, supported by vouchers should be maintained.
- (iii) **Other Accounts** : Head wise other accounts of grants and expenditure thereof should be maintained as per rules.





44. **Audit** : All the expenditure shall be audited yearly. A team consisting of one (1) Headmaster/Superintendent or neighbouring schools/Madrasahs (on request) (2) one teacher (not a member of the MC) (3) and a nominee of the Gram Panchayet will check the accounts and record their observation. This should be done by May each year.

45. **Utilization Certificate** : The MSKs must submit utilization certificate regularly to the nodal officer to get further assistance regarding :-

(i) **Remuneration** : Utilization Certificate in this regard shall be submitted quarterly with Acquittance roll at the time of placing requisition;

(ii) **Contingency** : Utilization Certificate on this score shall be submitted annually with accounts of contingent grants and expenditure incurred against those grants.

(iii) **Others** : Utilization Certificate on other grants/receipts and expenditure thereof shall be submitted yearly.

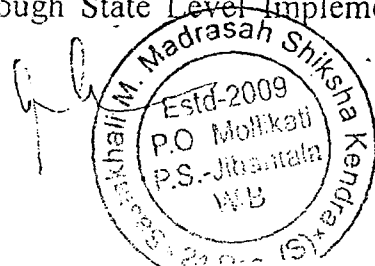
The MSK authority will not be required to submit vouchers in support of the accounts submitted in respect of contingent grant but those should be kept properly at the MSK for future verification and inspection.

Assistance may be stopped for non-submission of utilization certificate of the grant received previously within the stipulated period.

46. **Liability to Inspection** : All the records, registers, accounts shall be made available at all reasonable hours on working days/holidays (if instructed) to the authorized Inspecting Officers, Executive/Administrative Officers particularly of general administration, Health & Family Welfare Department, School & Madrasah Education Department & Directorate, P & RD Department and Urban Development as the case may be.

47. **Controlling Authority**: The Director of Madrasah Education shall be the controlling authority.

48. **Training of teachings including Mukhya Shiksha Samprasarak Academic Supervisors and others** : Director of Madrasah Education, W.B., shall be responsible for arranging training/orientation of teachers (including Mukhya Shiksha Samprasarak, academic supervisors and others on aims and objectives, curriculum, syllabi, learning, web based information system, computerization, classroom dynamics and teaching-learning process, remedial lesson peer/group learning, modern evaluation technique etc., through State Level Implementation



committee and in consultation/collaboration with different authorities like SSM, WBHME, SCERT, PBRSSM, NGOs (such as Vikramshila, Science Communicators Forum, Bigyan Mancha, Banga Education Society, Al-Ameen Mission and others) as may be deemed necessary.

The MCs shall depute, if asked for, such teachers to such training/orientation programme(s) and the teachers shall be bound to attend such programme(s) to get financial assistance from the government.

### ROLE OF THE PANCHAYET BODIES

49. The Panchayet bodies at different levels / tiers have important role in the successful / Effective implementation of the Karmasuchi.

#### A. Gram Panchayet :

- i) The Gram Panchayets, specially their women members, may adopt various methods for Ensuring universal envelopment of the eligible children and their retention in the MSKs. They may take help of local NGOs, community based organizations like Clubs, Mahila Mandals, DWCRA groups, SGHs, Gram Sansads etc. for the purpose.
- ii) They may ensure the benefits of all developmental schemes and programmes to the guardians living below poverty lines so that their income may increase and send their children and retain them in the MSKs.

#### B. Panchayet Samity :

The Panchayet Samity may in their plan budget, give due emphasis on infrastructure Development such as roads, electricity, social forestry health and hygiene, safe drinking water facility and development of institutional infrastructure in particular.

#### C. Zilla Parishad :

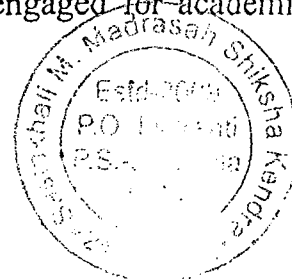
Zilla Parishad may include these MSKs among the beneficiaries of different development schemes and programmes and benefits of different grants from SSM/SSA and other, such as ACR, books, furniture, toilet, educational appliances etc.

### SUPERVISION AND MONITORING

50. In order to make the programme successful and to ensure that the desired quality of learning is achieved by the learner, it will be necessary to have strong administrative and academic supervision and to provide continuous guidance to the teachers.

#### a) Academic Supervision :

- i. **Jurisdiction of Academic Supervisor :** For this purpose, one Academic Supervisor for a certain number of centers (12 to 15) covering an area, block, sub-division as may be feasible, may be engaged for academic supervision.



- ii **Eligibility** : Retired personnel : S.I. of Schools / A.I. of Schools / Headmaster / Assistant teacher (having Post-graduate qualification) of School or Madrasah / Lecturers / Professors / Candidates having Post-graduate degree with training, preferably having Experience in teaching or in the related field.

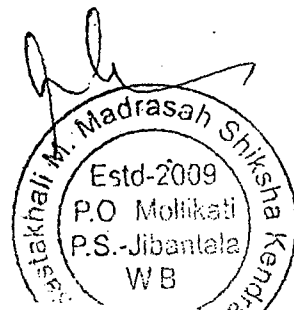
**Mode of appointment** : The appointment of the academic supervisors may be made on contract basis. The contract will be annual and may be renewed every year, if the services tendered by them are found to be satisfactory and on mutual consent.

**Remuneration** : They would be paid a fixed remuneration of Rs.8000/- per month. The Model contract form for engaging Academic Supervisor for the SSK on contract basis may be used for this purpose.

**T.A.** : Fixed T.A. lime that of academic supervisor of Madhyamik Shiksha Kendra will be admissible i.e. @ Rs.500/- fixed per month at present in addition to remuneration.

**Duty** : All academic supervisors must pay visit to each of the MSKs under his jurisdiction at least four times a year. He should have to stay the whole working day. He will discuss on different aspect of education, class-rooms, dynamics as well as teaching learning approaches / methodology / strategy in particular. He should guide the teachers by utilizing his expertise and experience. He shall have to report of his inspection to the district nodal officer. He should also record his observation on the constraints, ways of overcoming such constraint and further improvement.

- b) **Quality Manager-cum-Coordinator** : There shall be a quality manager-cum-coordinator, He should be highly qualified having experience in the related field of supervision and administration. Retired WBES officers, retired Headmasters, retired Lecturers in training colleges or retired Principals or candidates having post-graduate degree with training, preferably having experience in teaching or in the related field may be appointed as district quality manager-cum-coordinator. He should coordinate with all the academic supervisors under his jurisdiction. They may be appointed like academic supervisor on similar terms and conditions. They will be eligible to get remuneration of Rs.500/- more than that of the supervisor.
- c) **State Resource Group** : Selected subject experts (Retired) having rich and extensive experience shall form the State Resource Group. They will not only be utilized for preparing teaching learning training materials but also be utilized as master trainers. Both the academic supervisors and the teachers and M.C. members will be trained by them along with others.



51. **Inspection by the Inspectors** (Madrasah Education and School Education) : In addition to the above, the Inspectors and high level officers under Directorate of Madrasah Education and Directorate of School Education, if agreed, shall also visit the Madrasah Shiksha Kendras in course of their normal inspection of schools and Madrasah of that area.

**52. District Level Implementation Committee :**

The Committee shall consist of :

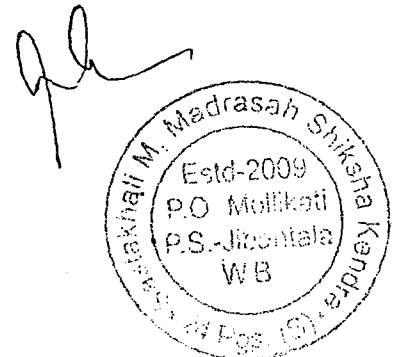
1. D.I./S(SE) / District Officer of Minority Affairs & Madrasah Education, Nodal Officer.
2. DPO, SSM.
3. Karmadhakya Siksha Sthyaee Samity.
4. A.I./S(SE) in charge of Madrasah Education, Convenor.
5. Nominee of DME.
6. District Quality Manager-cum-Coordinator.
7. 2 special invitee.

**53. Role of District Level Implementation Committee :** The committee will meet regularly. They will go through the inspection reports and guide the district quality manager-cum-coordinator and the academic supervisors. They will also submit their reports to the DME with recommendation and suggestions regarding better implementation of the Karmasuchi.

**54. State Level Monitoring Committee :**

There shall be a State Level Committee.

- i. The Secretary, MA & ME Department, Chairman.
- ii. The Director of Madrasah Education, Convener-member,
- iii. State Project Director, SSM, Member,
- iv. President, West Bengal Board of Madrasah Education or his nominee member.
- v. Jt. Secretary, Finance Department, member.
- vi. Jt. Secretary, Panchayet & Rural Development Department, member.
- vii. Representative of one NGO conversant with Madrasah Education, member.



55. **Role of State Level Monitoring Committee :** This Committee shall evaluate the feed-backs, reports, recommendations and suggestions of the district level monitoring committee and formulate draft policy(ies) and suggest the same to the Government for implementation towards effective implementation of the Karmasuchi.

**Role of District Magistrate and the Panchayet in Management and supervision :**

56. Apart from the supervision mechanism prescribed above, it will be necessary to have strong administrative supervision of the programme. The Sub-divisional Officers may be specially entrusted by the District Magistrate personally monitor the progress of the programme. The Executive Officer, Panchayat Samiti and Nodal Officer should also be entrusted with the responsibility of supervision.

57. The members of the Shiksha-Sanskrit-Tathya-O-Krira Samiti of the Panchayet Samity and the Zilla / Mahakuma Parishad, Pradhan of Gram Panchayet, elected members of Gram Panchayats entrusted with the responsibility for education may also be associated in administrative supervision of the programme. For hill areas of Darjeeling district, DGHC may devise suitable mechanism for administrative supervision of the programme.

**REPORTS :**

58. **Periodical reports:** The Nodal Officer and the District Quality Manager shall submit reports in each quarter about the functioning and progress of the Karmasuchi to the Director of Madrasah Education, W.B.

**59. Removal of Difficulties :**

In case of any difficulty, dispute or confusion in interpretation, the matter shall be referred to the Director of Madrasah Education whose decision thereon shall be final and binding.

