



**West Bengal Council of Higher Secondary Education**

Vidyasagar Bhavan  
9/2, Block DJ, Sector-II, Salt Lake, Kolkata – 91

No: L/SECY/62/2023

Date: 20/04/2023

**NOTIFICATION**

**Attention : All Heads of Higher Secondary Institution**

**Subject : Implementation of Online portal for Submission of Academic applications**

As directed , I am to inform you that the Council is going to add new facility in the existing online portal on and from 27<sup>th</sup> of April , 2023 for submission of Academic Applications. The online portal would provide interface to submit the following applications :

- Application for Renewal of Recognition of schools
- Application for permission for introduction of Subject and continuation of Subject permission
- Application for Co-Ed permission
- Application for Medium inclusion
- Application for Excess Admission over prescribed limit
- Application for Change of School Name & Address
- Application for Post Conversion

An User Manual for interacting with the online portal is also being uploaded along with this Notification . Please read the User manual carefully and in case of any confusion , mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in).

The Institutions may log in into the online portal using the username and password already allotted to them. In case , any school finds any type of problem in logging in into the system or in interacting with the system, you may inform us through mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in).

**The Institutions are being requested to submit all applications through online mode . A convenience fee of Rs. 50 only will be charged with each of the submitted applications.**

SECRETARY

West Bengal Council of HS Education

## USER MANUAL FOR THE SCHOOLS FOR SUBMITTING ONLINE ACADEMIC APPLICATIONS

### Activities under [ Forms-----→ School Application ] related to Academic Section:

- Renewal of Recognition Request
- Subject Permission Request
- School Medium Change Request
- Excess Admission Request
- Post Conversion Request
- School Details Correction Request
- Co-Education Permission Request

### SALIENT FEATURES:

- All schools should fill up their teacher profile. The schools won't be allowed to submit any academic application if teacher profile is not filled up. The schools should regularly update the school profile [ editable parts ] and teacher profile.
- The schools should check their type ,category and subjects at Class XI,XII level as shown in the school profile. If the information shown is not appropriate or the field(s) are vacant , the school should send the correct information along with supporting documents to the Council through a mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in).
- Scanned documents which are to be uploaded with different forms, should be compressed before uploading. Please note that, documents of size more than 1000 kb won't be allowed to be uploaded.

#### **Please find the step-wise compression process given in this User Manual.**

- The schools will have to pay a convenience fee of Rs. 50 only with all types of applications.
- Once an application is submitted along with requisite fee, the schools can see the latest status of the application and can download or print a money receipt from School Forms Challan under Reports section .In case, any more document is wanting by the Council , it will be reflected against that particular application . Once the permission is allowed, that will also be reflected along with the permission letter, which may be downloaded and printed from Reports section . The schools should regularly check the School Forms status and School Payment Status interfaces to check the latest status of their submitted application and the payment made by the school to the Council respectively.
- Category of teachers explained :

1	HS Teacher	Permanent teachers appointed for Class XI,XII with higher scale
2	Permanent teachers [ Normal Section with HS scale ]	Permanent teachers appointed for up to Class X level but getting higher scale
3	Permanent teachers [ Normal Section with Lower Scale ]	Permanent teachers appointed for up to Class X level but getting lower scale
4	Retired teachers	Retired teachers engaged by school
5	Govt. Contractual teachers	Contractual teachers appointed by the Government
6	Part-time teachers	Part-time teachers engaged by school
7	Teacher of Self- financed schools	All teachers of self-financed schools irrespective of their category

## RENEWAL OF RECOGNITION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in)

Auto populated Fields:

- Subjects taught
- Last Renewal Upto
- Last renewal Memo No.

**In case , the school finds any problem with the data shown in any of the above mentioned auto-populated fields , please mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in) with proper supporting documents**

Fees Calculation Module:

**In case , the school finds any problem with the fee calculated in this module , please mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in) with proper supporting documents. Please note that, the fee calculated depends on the category of the school. The School should check the category shown in the school profile .If the information shown in the category field in school profile is not appropriate or the field isvacant , the school should send the correct category along with supporting documents to the Council through a mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in)**

Category of teacher	Documents to be uploaded	Upload Guidance
For Govt. Contractual teachers	HM declaration [ Format : GCDL ]	[1 document per teacher]
For Part-time teachers	Current engagement letter + NOC of current date [ Format PTCL ] + Last Qualification documents [ PG/Hons]	Scan all documents related to all <b>Part-time teachers</b> in to a single pdf file and upload the file [3 documents per teacher]
For Teacher of Self-financed school	Last Qualification document[PG/Hons]	[1 document per teacher]

### Documents to be uploaded:

***Please read the instructions about document upload cautiously***

- HM declaration regarding teachers [ Format RRHD ] ---**Mandatory**
  - *Format downloadable from Download Center of the Council website.*
- HM declaration regarding contractual teachers [ Format GCDL ]
  - *Format downloadable from Download Center of the Council website and alsogiven in page 31 of SansadParichiti November,2022*
  - *All HM declarations regarding contractual teachers should be clubbed together while scanning and to be uploaded as a single pdf file.*
- Current engagement letter for part-time teachers
  - *All engagement letters of part-time teachers should be clubbed together while scanning and to be uploaded as a single pdf file.*

- NOC of current date for part-time teachers [ Format PTCL ]
  - Format downloadable from Download Center of the Council website and also given in page 30 of SansadParichiti November, 2022
  - All NOC for part-time teachers should be clubbed together while scanning and to be uploaded as a single pdf file.
- Last Qualification document for part-time teachers
  - All qualification documents for part-time teachers should be clubbed together while scanning and to be uploaded as a single pdf file.

\*\*\* Please don't provide Madhyamik and HS documents of the teachers

- Last Qualification document for teachers of Self-financed schools
  - All qualification documents for teachers of Self-financed Schools should be clubbed together while scanning and to be uploaded as a single pdf file.

\*\*\* Please don't provide Madhyamik and HS documents of the teachers

- Last Renewal of Recognition permission Letter---**Mandatory**

and max size 1000 KB. Applications will be summarily rejected if illegible or improper supporting document are uploaded. Consult user manual for the compression process to be done after scanning.]  
 For Any Queries Regarding Documents: Click here

Name of Document(s)	View Uploaded Document(s)	Upload Document(s) PDF/JPEG/JPG
HM Declaration regarding teachers[RRHD] All needed document for a particular category of teacher(s) to be clubbed together and to be uploaded as a single pdf file *		Choose File No file chosen
HM Declaration regarding contractual teachers[CCD] All needed document for a particular category of teacher(s) to be clubbed together and to be uploaded as a single pdf file		Choose File No file chosen
Current engagement letter for part-time teachers All needed document for a particular category of teacher(s) to be clubbed together and to be uploaded as a single pdf file		Choose File No file chosen
NOC of current date for part-time teachers[PTCL] All needed document for a particular category of teacher(s) to be clubbed together and to be uploaded as a single pdf file		Choose File No file chosen
Last qualification Document for part-time teacher All needed document for a particular category of teacher(s) to be clubbed together and to be uploaded as a single pdf file		Choose File No file chosen
Last renewal recognition permission letter *		Choose File No file chosen

## SUBJECT PERMISSION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in)

Auto populated Fields:

- Subjects taught  
In case , the school finds any problem with the data shown in the above mentioned auto-populated field , please mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in) with proper supporting documents

Subjects prayed for Section:

**The school can apply for subject permission [ introduction or continuation] for at most 5 (five) subjects in one application.**

Fields to be entered:

- Subject ( select from list) --- **Mandatory**
- Is Lab based ( auto-populated )
- Permission Type ( select from list) --- **Mandatory**
- Post Sanctioning Memo No
- Post Sanctioning Date
- Category of teacher ( select from list) --- **Mandatory**  
**Self-financed schools should always select “Teacher of Self-financed school”**
- Name of Teacher --- **Mandatory**
- Subject(s) of highest qualification --- **Mandatory**

Upload Document Section for a particular teacher:

Based on the category of the teacher, the school will find a table just above the Upload Section mentioning the particular documents which are to be uploaded. All documents for a particular teacher should be clubbed together while scanning and to be uploaded as a single pdf file.

A copy of the table being given here also.

Category of Teacher	Number of Documents	Documents to be uploaded	Upload Guidance
For permanent HS teachers appointed for Class XI,XII	2	Approval of appointment memo + Last Qualification documents [ PG/Hons]	<b>Scan all documents related to a particular teacher into a single pdf file and then upload the file through the upload button provided against that particular teacher</b>
For Permanent teachers [ Normal Section with HS scale ]	3	Approval of appointment memo + Consent Letter [ Format : NSCL ] +Last Qualification documents [ PG/Hons]	
For Permanent teachers [ Normal Section with Lower Scale ]	3	Approval of appointment memo + Consent Letter [ Format : NSCL ] + Last Qualification documents [ PG/Hons]	
For Retired teachers	3	Engagement Letter +PPO + Last Qualification documents [	

		PG/Hons]	
For Govt. Contractual teachers	2	HM declaration [ Format : GCDL ] + Last Qualification documents [ PG/Hons]	
For Part-time teachers	3	Current engagement Letter + NOC of Current Date [ Format : PTCL ] + Last Qualification documents [ PG/Hons]	
For Teacher of Self-financed School	1	Last Qualification document [ PG/Hons]	

\*\*\* Please don't provide Madhyamik and HS documents of the teachers

**Documents to be uploaded:**

***Please read the instructions about document upload cautiously***

- HM declaration regarding teachers [ Format SPHD ] ---**Mandatory**
  - *Format downloadable from Download Center of the Council website.*
- DI Inspection Report for introducing Lab-based subjects --- **Mandatory**
- Managing Committee Resolution (only attendance sheet and relevant portion) ---**Mandatory**-  
----- *All documents should be clubbed together while scanning and to be uploaded as a single pdf file.*

Document Upload

**Document for a particular teacher to be clubbed together and to be uploaded as a single pdf file**

[ Upload properly legible scanned and compressed (150 dpi color) copies of the following documents in pdf or jpeg format with min. size 10 KB and max size 1000 KB. Applications will be summarily rejected if illegible or improper supporting document are uploaded .Consult user manual for the compression process to be done after scanning.]

For Any Queries Regarding Documents: [Click here](#)

Name of Document(s)	View Uploaded Document(s)	Upload Document(s) PDF/JPEG/JPG
MC resolution (attendance sheet and relevant portion only)		<input type="button" value="Choose File"/> No file chosen
DI Approval/ Recommendation		<input type="button" value="Choose File"/> No file chosen
HM declaration (SPHD)		<input type="button" value="Choose File"/> No file chosen



## SCHOOL MEDIUM CHANGE REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in)

Fields to be entered:

- Medium during form submission( select from list)-  
Select Continuation or Discontinuation


If Continuation selected, Field to be entered:

- Medium to be introduced

If Discontinuation selected, Field to be entered:

- Medium to be discontinued

School Medium Change Request Add Form



**West Bengal Council of Higher Secondary Education**  
Vidyasagar Bhavan, 9/2 Block DJ, Sector-II, Kolkata - 700091  
**Form for Medium Change Request**

School profile current information

Institution Code-Name	105855 - 2ND PART JALPAI SIKSHANIKETAN 555		
Address	BARAGHUNI, CHANDIPUR,PURBA MEDINIPUR		
Email ID	alisartaj00@gmail.com	Contact no. of the Institution	6332545221
Type of Institution	Girls	Category of Institution	Government Sponsored School/Institution
Head of the Institution(HOI)	PRAKASH CHANDRA BERA	Contact No. of HOI	8013431865

Medium during form submission: English, Hindi      Introduction  Discontinuation

**All are mandatory fields**

**Documents to be uploaded:**

*Please read the instructions about document upload cautiously*

***In case of Continuation***

- Recommendation from School Education Department-**Mandatory**
- HM forwarding letter and declaration about duly qualified teachers- **Mandatory**

***In case of Discontinuation***

- Managing Committee Resolution ( only attendance sheet and relevant portion )---  
**Mandatory**
-

## EXCESS ADMISSION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in)

Auto populated Fields:

- Academic Year
- Renewal up to the year ----in case , the school finds any problem with the year shown here , please mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in) with proper supporting documents

Fields to be entered:

- Renewal of current session in process ---- Mandatory
- Number of extra seats prayed for ----- Mandatory
- Number of Madhyamikpassoutsthis year -----Mandatory

Auto populated Fields:

- Excess Permission Allowed Last Year --- No data will be reflected here in 2023. Data will be shown from next year.
- Earlier Permission this year (if any) --- Data will be reflected here only if the school has applied multiple times for excess permission for the same academic year

School profile current information			
Institution Code-Name	109855 - 2ND PART JALPAI SIKSHANIKETAN,565		
Address	BARAGHUNI CHANDIPUR,PURBA MEDINIPUR		
Email ID	alisarta100@gmail.com	Contact no. of the Institution	6332545221
Type of Institution	Girls	Category of Institution	Government Sponsored School/Institution
Head of the Institution (HOI)	PRAKASH CHANDRA BERA	Contact No. of HOI	8013431865

Academic Year *	2022-2023		
Renewal upto the Year	2022	Renewal of current session in process *	Select
Number of extra seats prayed for (above prescribe limit) *		Number of Madhyamik Passouts this year	
Excess Permission Allowed Last Year		Earlier Permission this year (if any)	
Permission date	No. of seats	Permission date	No. of seats
		23-03-2023	88

### Documents to be uploaded:

*Please read the instructions about document upload cautiously*

- Recommendation from DI/ Local MLA/MP ---Mandatory

## POST CONVERSION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in)

Auto populated Fields:

- Subjects taught  
**In case , the school finds any problem with the data shown in any of the above mentioned auto-populated fields , please mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in) with proper supporting documents**

Fields to be entered:

- Subject From ( select from list)
- Subject To ( select from list)



**West Bengal Council of Higher Secondary Education**

Vidyasagar Bhavan, 9/2 Block D.J, Sector-II, Kolkata - 700091

**Form for Post Conversion Request**

School profile current information

Institution Code-Name	105855 - 2ND PART JALPAI SIKSHANIKETAN.555		
Address	BARAGHUNI, CHANDIPUR, PURBA MEDINIPUR		
Email ID	alisartaj100@gmail.com	Contact no. of the Institution	6332645221
Type of Institution	Girls	Category of Institution	Government Sponsored School/Institution
Head of the Institution(HOI)	PRAKASH CHANDRA BERA	Contact No. of HOI	8013431865
Subjects taught:	ENGA , BNGA , HINA , BNGB , ECON , MATH , ANTH , ENVS , ATMV , ELTV , CNSV , ACCT , CLPA , CSTX , POLS , EDCN , SNSK , PHIL , HIST , POWV , PRSN , PHYS , CHEM , PSYC , STAT , COMS , COMA		

Subject From \*

Select

Subject To \*

Select

Document Upload

**Both are mandatory fields**

**Documents to be uploaded:**

***Please read the instructions about document upload cautiously***

- School Education Department Permission Letter
  - Managing Committee Resolution ( only attendance sheet and relevant portion )---  
**Mandatory**
-

## SCHOOL DETAILS CORRECTION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in)

Fields to be entered:

- Field you wish to change( select from list)
- New Value

**Both are mandatory fields. The school may apply for change in Name of the School or Address of the school or both. While changing the address, the school should mention the full address of the school.**

### **Documents to be uploaded:**

*Please read the instructions about document upload cautiously*

- Permission Letter from Madhyamik Board ---- **Mandatory**
- Bank pass Book-1<sup>st</sup> Page ----- **Mandatory**
- Managing Committee Resolution ( only attendance sheet and relevant portion )--- **Mandatory**

Document Upload

[ Upload properly legible scanned and compressed (150 dpi color) copies of the following documents in pdf or jpeg format with min. size 10 KB and max size 1000 KB. Applications will be summarily rejected if illegible or improper supporting document are uploaded. Consult user manual for the compression process to be done after scanning.]

Name of Document(s)	View Uploaded Document(s)	Upload Document(s) PDF/JPEG/JPG
Permission letter from Madhyamik Board *		<input type="button" value="Choose File"/> No file chosen
Bank Pass Book - 1st Page *		<input type="button" value="Choose File"/> No file chosen
MC Resolution *		<input type="button" value="Choose File"/> No file chosen

## CO-EDUCATION PERMISSION REQUEST

School profile current information – NOT EDITABLE HERE.

School should check the data shown here. May make necessary changes in the School profile and for the uneditable fields in school profile , should mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in)

Auto-populated Field:

- Type of Institution  
In case , the school finds any problem with the data shown in the above mentioned auto-populated field , please mail to [noreply@wbchse.org.in](mailto:noreply@wbchse.org.in) with proper supporting documents

Fields to be entered for permission for Boys to Co-Ed:

- Name of approved lady teacher/matron
- Ladies Common Room (Y/N)
- Ladies Toilet (Y/N)

Fields to be entered for permission for Girls to Co-Ed:

- Name of approved male teacher
- Boys Common Room (Y/N)
- Boys Toilet (Y/N)

**West Bengal Council of Higher Secondary Education**  
Vidyasagar Bhavan, 9/2 Block DJ, Sector-II, Kolkata - 700091  
**Form for Co-Education Permission Request**

School profile current information

Institution Code-Name	105855 - 2ND PART JALPAI SIKSHANIKETAN.555		
Address	BARAGHUNI, CHANDIPUR, PURBA MEDINIPUR		
Email ID	alisarta100@gmail.com	Contact no. of the institution	6332545221
Type of Institution	Girls	Category of Institution	Government Sponsored School/Institution
Head of the Institution(HOI)	PRAKASH CHANDRA BERA	Contact No. of HOI	8013431885

Type of institution \*

Gents Teacher Name \*

Gents Common Room \*

Gents Toilet \*

Document Upload

[ Upload properly legible scanned and compressed (150 dpi color) copies of the following documents in pdf or jpeg format with min. size 10 KB and max size 1000 KB. Applications will be summarily rejected if illegible or improper supporting document are uploaded. Consult user manual for the compression process to be done after scanning.]

**All are mandatory fields**

**Documents to be uploaded:**

***Please read the instructions about document upload cautiously***

- DI Inspection Report ---- **Mandatory**
  - Recommendation Letter from School Education Department
  - Managing Committee Resolution ( only attendance sheet and relevant portion )---**Mandatory**
-

## In Case of Query generated by the Council

Once an application is submitted along with requisite fee, the schools can see the latest status of the application on their dashboard. In case, there is any more document wanting, it will be reflected against that particular application on the dashboard. Once the permission is allowed, that will also be reflected along with the permission letter, which may be downloaded and printed.

If the Council asks for any missing document, the school will open the application in Edit mode and submit/upload the required document along with all other documents submitted earlier through the same upload button.

For example, three documents

1. Current engagement Letter,
2. NOC of Current Date [ Format : PTCL ] and
3. Last Qualification documents [ PG/Hons]

needs to be uploaded for Part-time teachers while applying for Subject Permission.

All three documents are to be uploaded through a single button as a single pdf file.

Now, the school by chance misses to upload Document 2 i.e., NOC of Current Date [ Format:PTCL].

The Council will ask for this document.

**While uploading the Document 2 later on, the school should not only upload Document 2 but should also upload Document 1 and 3 again.**

**All three documents should be scanned together and should be uploaded as a single pdf file.**

**Compressing scanned documents using iLovePDF app**

**Link :<https://www.ilovepdf.com>**

**Step 1 : Open "ilovepdf" in your browser**

**Step 2: Select "Compress PDF"**

**Step 3: Select pdf file from your computer**

**Step 4: Take the option "Extreme Compression "**

**Step 5: Compress PDF.**

**Step 6: Download compressed pdf. Save in your computer.**

**Step 7: Upload the compressed pdf file.**

WBC HSE