

## 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.*