

USER MANUAL FOR THE SCHOOLS FOR SUBMITTING ONLINE ACADEMIC APPLICATIONS

The facility for submission of Academic Applications was added in the Council portal on 27th of April,2023 and now, the existing academic portal has been simplified substantially based on suggestions from the schools. The new revised online portal has been operational from 31st of January,2025 and will 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

Please read the User manual carefully and in case of any confusion , mail to dsacademic@wbchse.org or as.academic@wbchse.org .

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 dsacademic@wbchse.org or as.academic@wbchse.org .

A convenience fee of Rs. 50 only will be charged with each of the submitted 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:

- The School should keep itself up-to-date in terms of Renewal of Recognition for being eligible to submit any type of online application.
- All schools should fill up their teacher profile. The schools won't be allowed to submit any academic application if teacher profile against all running subjects, 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 dsacademic@wbchse.org or as.academic@wbchse.org .
- Scanned documents which are to be uploaded with different forms, may be compressed before uploading. Please note that, documents of size less than 10kb and more than 1000 kb won't be allowed to be uploaded.

Please find the step-wise compression process given at the end of 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 - School Report - School Form Status** . 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	NO CONSENT NEEDED
2	Permanent teachers [Normal Section with HS scale]	Permanent teachers appointed for up to Class X level but getting higher scale	NO CONSENT NEEDED
3	Permanent teachers [Normal Section with Lower Scale]	Permanent teachers appointed for up to Class X level but getting lower scale	CONSENT NEEDED
4	Retired teachers	Retired teachers engaged by school	CONSENT NEEDED
5	Govt. Contractual teachers	Contractual teachers appointed by the Government	CONSENT NEEDED
6	Part-time teachers	Part-time teachers engaged by school	CONSENT NEEDED
7	Teacher of Self-financed schools	All teachers of self-financed schools	CONSENT NEEDED

Teacher Consent to be uploaded in prescribed format for Subject introduction and continuation [universal format irrespective of the category of teachers - format enclosed with this User Manual]

RENEWAL OF RECOGNITION REQUEST

Step 1 : Auto populated Fields:

- Institution Name, Address , Contact Details and Category and Type of Institution
- Subjects taught
- Last Renewal Upto

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 dsacademic@wbchse.org or as.academic@wbchse.org .

In case , the school finds any problem with the data shown in any of the above mentioned auto-populated fields , please mail to dsacademic@wbchse.org or as.academic@wbchse.org with proper supporting documents. In case, any data is not found against any particular school, the school will be directed to provide those data through mail to dsacademic@wbchse.org or as.academic@wbchse.org .

Step 2 : Fees Calculation Module:

In case , the school finds any problem with the fee calculated in this module , please mail to dsacademic@wbchse.org or as.academic@wbchse.org 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 is vacant , the school should send the correct category along with supporting documents to the Council through a mail to dsacademic@wbchse.org or as.academic@wbchse.org .

Step 3 : Teacher Details

Category-wise , Subject-wise Teacher details will be populated from the Teacher database. The school should always keep the teacher database updated and should check that teachers against all subjects are being shown here.

Please note that, teacher details should be displayed against all running subjects.

The school will check the teacher details and confirm. If any correction is needed, the school will have to do the corrections in the teacher database. The changes will automatically be reflected here.

Step 4 : HM Declaration

Once the declaration is agreed and submitted by the Head of the Institution, the interface will ask for the Mobile Number of the Head of the Institution. This number should match with the mobile number of HM as entered by the school in School profile. IF not, the school at this stage should update the number in School profile. The user will have to enter an OTP sent to that number. On validation of the OTP, the user will be guided to the payment screen.

On payment of requisite fee, the file will be accepted and will be available to the Academic Section for final checking and approval.

Document(s) to be uploaded :

- Last Renewal Letter issued by the Council

SUBJECT PERMISSION REQUEST

Step 1 : Auto populated Fields:

- Institution Name, Address , Contact Details and Category and Type of Institution
- Subjects taught
- Last Renewal Upto

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 dsacademic@wbchse.org or as.academic@wbchse.org.

In case , the school finds any problem with the data shown in any of the above mentioned auto-populated fields , please mail to dsacademic@wbchse.org or as.academic@wbchse.org with proper supporting documents. In case, any data is not found against any particular school, the school will be directed to provide those data through mail to dsacademic@wbchse.org or as.academic@wbchse.org .

Step 2 : Subjects prayed for :

The school can apply for subject continuation for at most 5 (five) subjects in one application.

Please note that, application for only one subject introduction may be submitted through a single application

First Field to be selected : Introduction or Continuation

Fields to be entered:

- Subject (select from list) --- **Mandatory**
- Is Lab based (auto-populated)
- 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**

For Introduction of subjects. Two documents to be uploaded per teacher : Last Qualification document and consent, if applicable

For Continuation of subjects. One document to be uploaded per teacher : consent, if applicable

Step 3 : DI Inspection Report

For introduction of Lab-based subjects ,the school has to select any one of the options mentioned below :

- **DI Inspection Report being uploaded by the School**
- **DI Inspection Report will be uploaded from DI office**

Step 4 : HM Declaration

Once the declaration is agreed and submitted by the Head of the Institution, the interface will ask for the Mobile Number of the Head of the Institution. This number should match with the mobile number of HM as entered by the school in School profile. IF not, the school at this stage should update the number in School profile. The user will have to enter an OTP sent to that number. On validation of the OTP, the user will be guided to the payment screen.

On payment of requisite fee, the file will be accepted and will be available to the Academic Section for final checking and approval.

Document(s) to be uploaded :

- **Consent from the teacher(s), as applicable in prescribed format [universal format]**
- **Last Qualification document for the mentioned teacher(s) [for introduction of subjects]**
- **DI Inspection Report for introduction of lab-based subjects [for introduction of lab-based subjects, if school uploading the DI report]**

SCHOOL MEDIUM CHANGE REQUEST

Step 1 : Auto populated Fields:

- Institution Name, Address , Contact Details and Category and Type of Institution
- Last Renewal Upto

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 dsacademic@wbchse.org or as.academic@wbchse.org .

In case , the school finds any problem with the data shown in any of the above mentioned auto-populated fields , please mail to dsacademic@wbchse.org or as.academic@wbchse.org with proper supporting documents. In case, any data is not found against any particular school, the school will be directed to provide those data through mail to dsacademic@wbchse.org or as.academic@wbchse.org .

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

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
- HM forwarding letter and declaration about duly qualified teachers

In case of Discontinuation

- Managing Committee Resolution (only attendance sheet and relevant portion)
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EXCESS ADMISSION REQUEST

User Manual for this module to be uploaded on our website in due course

POST CONVERSION REQUEST

Step 1 : Auto populated Fields:

- Institution Name, Address , Contact Details and Category and Type of Institution
- Last Renewal Upto

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 dsacademic@wbchse.org or as.academic@wbchse.org .

In case , the school finds any problem with the data shown in any of the above mentioned auto-populated fields , please mail to dsacademic@wbchse.org or as.academic@wbchse.org with proper supporting documents. In case, any data is not found against any particular school, the school will be directed to provide those data through mail to dsacademic@wbchse.org or as.academic@wbchse.org .

Fields to be entered:

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

Both are mandatory fields

Documents to be uploaded:

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

SCHOOL DETAILS CORRECTION REQUEST

Step 1 : Auto populated Fields:

- Institution Name, Address , Contact Details and Category and Type of Institution
- Last Renewal Upto

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 dsacademic@wbchse.org or as.academic@wbchse.org .

In case , the school finds any problem with the data shown in any of the above mentioned auto-populated fields , please mail to dsacademic@wbchse.org or as.academic@wbchse.org with proper supporting documents. In case, any data is not found against any particular school, the school will be directed to provide those data through mail to dsacademic@wbchse.org or as.academic@wbchse.org .

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:

- Permission Letter from Madhyamik Board

CO-EDUCATION PERMISSION REQUEST

Step 1 : Auto populated Fields:

- Institution Name, Address , Contact Details and Category and Type of Institution
- Last Renewal Upto

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 dsacademic@wbchse.org or as.academic@wbchse.org .

In case , the school finds any problem with the data shown in any of the above mentioned auto-populated fields , please mail to dsacademic@wbchse.org or as.academic@wbchse.org with proper supporting documents. In case, any data is not found against any particular school, the school will be directed to provide those data through mail to dsacademic@wbchse.org or as.academic@wbchse.org .

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)

All are mandatory fields

Documents to be uploaded:

- DI Inspection Report **OR**
- Recommendation Letter from School Education Department

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 Doc1, Doc2 and Doc3 needs to be uploaded.

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

Now, the school by chance misses to upload Doc2.

The Council will ask for this document.

While uploading the Doc2 later on, the school should not only upload Doc2 but should also upload Doc1 and Doc3 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.

Teacher Consent Format

[To be signed by the concerned subject teacher and duly counter signed by the Head of the Institution]

FOR TEACHING THE SUBJECT _____

Category of Teacher : [Tick only the correct option and fill the blanks]

1. Permanent teacher of lower scale for the subject _____
2. Retired teacher duly qualified and experienced for the subject _____
3. Duly qualified part time teacher engaged by the school
4. Government Contractual teacher vide Memo NO _____ dted _____
5. Teacher of Self financed school

I, Sri/ Smt _____ being engaged as a Teacher at

_____ [Name of School] with subject

_____ having qualifications _____ and category mentioned above do

hereby declare that I will abide by the following terms and conditions :

1. That I am ready to take classes at XI and XII level for the interest of the students
2. That I will act as an Examiner cum Scrutineer of HS Examination , if appointed by the Council.
3. That I will never claim higher pay scale / any other extra financial benefit. [only for teachers getting lower scale of Govt / Govt Aided / Govt Spons schools].

Signature of Assistant Teacher

Date : _____

Contact No : _____

Counter Signed by : _____

(Signature of Head of the Institution with date)

Institution Code : _____

Seal of the School