

## **Procedure for opening of new Study Centre for Madhyamik ( Secondary) level**

The West Bengal Council of Rabindra Open Schooling is willing to open new study centres throughout our state for the cause of Open Learning System for covering all categories of the Society. The study centres of The West Bengal Council of Rabindra Open Schooling are located mostly Govt. Schools / Govt. aided Schools / Govt. Sponsor Schools/non Govt. private Schools affiliated by WBBSE or any Board or Council recognized by COBSE. The West Bengal Council of Rabindra Open Schooling has also received State Government approval for opening new study centre in English, Hindi, Urdu & Santali medium at Madhyamik(Secondary) level.

Those Govt. Schools / Govt. aided Schools / Govt. Sponsor Schools/ non Govt. private Schools are interested to open a new Study Centre under The West Bengal Council of Rabindra Open Schooling they must be recognized school(s) under the West Bengal Board of Secondary Education or any Board or Council recognized by COBSE. The School authority will be submitted an official letter for opening a new Study Centre for Madhyamik (Secondary) level along with the following documents . The letter will be send to the Secretary of the West Bengal Council of Rabindra Open Schooling, Bikash Bhawan, 2<sup>nd</sup> Floor,East Block Kolkata 700091.

The following documents are submitted by the School authority for opening new Study Centre at Madhyamik (Secondary) level:

1. Mentioning the below information in the School's official letter head-  
Why you want to open a new study centre under WBCROS
  - i) Demand of the locality
  - ii) Bengali medium facility
  - iii) No nearby Study Centre under WBCROS
2. Photo copy of Affiliated under West Bengal Board of Secondary Education(Date & Year) with index no
3. Approval of the Present Managing Committee for opening new study under WBCROS of all necessary requirements
4. Managing Committee validity certificate
5. Original Recommendation letter of the District Inspector Schools (Secondary Education) Govt. of West Bengal in respective district
6. Medium-Bengali ,English, Hindi, Urdu & Santali (Please mention the medium)
7. Permission of school authority regarding Academic Session, uses of classrooms ,washrooms ,school premises ,playgrounds sanitary system & other facilities etc Official & other necessary works
8. Availability of infrastructure for classes, separate wash room for Male & Female learner official & other necessary work related on WBCROS at Saturday Sunday & Holidays
9. Approval of Teachers list
10. Willingness of Subject Teacher facilitators for Madhyamik(Secondary)level

If any information is false incorrect or incomplete the West Bengal Council of Rabindra Open Schooling has full power to reject the Application.

<b>Fees Structure for opening new Study Centre Madhyamik (Secondary) Level</b>	
Subject	Fees (Rs.)
Fees for New Affiliation of Study Centre (Govt./ Govt. Aided/ Govt. sponsored institution/school)	100/-
Fees for New Affiliation of Study Centre (Non-Govt./ Private Institution / School)	500/-

- A Demand Draft will be given to the West Bengal Council of Rabindra Open Schooling with the Performa for affiliation (affiliation kit). The Demand Draft must be issued in favour of “ **THE RABINDRA NATH STATE COUNCIL OF OPEN SCHOOLNG FUND**”



# THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

Head Office : Bikash Bhavan (2<sup>nd</sup> Floor, East Block), Bidhannagar, Kolkata-700091.

Branch Office : Ramendra Sundar, Tantuj Bhavan, DD-18/4, 6<sup>th</sup> floor, Bidhannagar, Kolkata-700064.

Phone: (033)2334-5199,7003753408 email – wbcros2006@gmail.com

## REQUIREMENTS FOR OPENING NEW STUDY CENTRES UNDER THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

Application of the Headmaster's/Headmistress's in School's letter head mentioning School's index no. under WBBSE or WBBBSE & WBCHE to the President/Secretary of The West Bengal Council of Rabindra Open Schooling (WBCROS) through the respective D.I. of Schools(SE), Govt. of West Bengal mentioning the following statements with enclosers-

### Mentioning the statement in School's letter head

- 1) Why you want to open new study centre?
  - i) Demand of the locality
  - ii) Bengali medium facility
  - iii) No. W.B.C.R.O.S. centre nearby etc.
- 2) Affiliated under WBBSE or WBBBSE & WBCHE (date & year) with index no.
- 3) Approval of Managing Committee for opening new study centre alongwith fulfillment all requirements of WBCROS, Medium, infrastructure, permission for class, official work and other necessary work at Saturday, Sunday & holidays.
- 4) Medium – Bengali, English, Hindi, Urdu & Santhali
- 5) Permission of school's authority regarding Academic session, classes, official works & other necessary work related to WBCROS will be held on Saturday, Sunday & other holidays for every session.
- 6) Willingness of subject teachers for Madhyamik(Secondary) level & Uchcha Madhyamik(Higher Secondary) level seperately.
- 7) Availability of infrastructure.

### Enclosers :

- 8) Photocopy of first affiliation of your institution under WBBSE or WBBBSE & WBCHE for Secondary level or Secondary & H.S. level both respectively and currently existence of your institution under WBBSE or WBBBSE & WBCHE.
- 9) Managing Committee Resolution for opening new study centre alongwith fulfillment all requirements of WBCROS, Medium, infrastructure, permission for class, official work and other necessary work at Saturday, Sunday & holidays.
- 10) Recommendation of the D.I. of School (SE), Govt. of West Bengal in respective district.
- 11) Approved teacher's list.
- 12) Subject Teacher's consent/willingness
  - 1<sup>st</sup> language – Bengali/Hindi/Nepali/Urdu/Santhali/English
  - Second language – English/Bengali (Bengali compulsory for those whose 1<sup>st</sup> language is English)
  - Compulsory subjects(Bengali Medium)-Mathematics, Physical science, Life science, Geography, HistorySubject Teacher's consent/willingness: For Uchcha Madhyamik (Higher Secondary) level
  - 1<sup>st</sup> language- Bengali/Hindi/Urdu/Nepali/Santhali
  - Second language – English
  - Elective subjects (Bengali Medium):
    - Set-I : Sanskrit, Education, History, Geography, Political Science, Economics, Nutrition & Home Management, Computer Application, Environmental Studies
    - Set-II : Physics, Chemistry, Mathematics, Biology, Economics, Nutrition & Home Management, Computer Application, Environmental Studies
    - Set-III : Accountancy, Commercial law and Preliminaries of Auditing, Costing and Taxation, Business Organisation & Management, Economics, Computer Application, Environmental Studies

### Infrastructure for the new study centre

- Office room, class rooms & wash room(Boys & Girls separately) etc. for the West Bengal Council of Rabindra Open Schooling.
- 13) Permission copy of School's authority regarding Academic session, classes-Official works alongwith works related to WBCROS will be held on Saturday, Sunday & other holidays for every session.  
As per our regulation Question Papers are made in Bengali & English version, a candidate can write other compulsory/elective subjects in Bengali or English language only.
  - 14) WBCROS received Government approval for opening English, Hindi, Urdu and Santhali medium study centres in Secondary and Higher Secondary level (G.O. no. 202-SE/EE/SED-13031/1/2022-ELEMN-STC dated 19.05.2022).

*Basu* 09/08/2022

SECRETARY

The West Bengal Council of Rabindra Open Schooling