



**Government of West Bengal**  
**Directorate of School Education**  
(Junior High section),  
**Bikash Bhavan, 7<sup>th</sup> floor, Salt Lake City, Kolkata -91.**

Memo. No. 26-SC/H.S.  
MISC/111/S/2022

Dated, Kolkata the 16/01 2023.

From : The Deputy Director of School Education ( Jr. High & H.S. Section ),  
West Bengal.

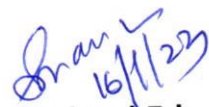
To : The District Inspector of Schools, Secondary Education, (All District)

Sub : Regarding Upgradation Junior High to High / High to  
Higher Secondary.

In reference to the aforesaid subject the undersigned is directed to enclose here with two proforma Scrutiny Sheet, for Jr. High to Secondary upgradation and High to H.S. upgradation respectively for submission to this end under his/her authentication along with the DLIT report regarding any proposals for upgradation. Henceforth he/she is requested to submit two copies of the said DLIT proposal to this Directorate.

The above instructions should be strictly adhered to in case of submission of any proposals regarding upgradation.

Enclo : As stated

  
Deputy Director of School Education  
(Jr. High & H.S.), West Bengal.



**SCRUTINY SHEET FOR UPGRADATION OF HIGH SCHOOL TO HS SCHOOL**

EDUCATIONAL DISTRICT:

DATE OF INSPECTION:

ATTENDANCE ON THE DATE OF INSPECTION (V- X):

**GENERAL INFORMATION OF SCHOOL**

- 1) NAME & ADDRESS :
- 2) MEDIUM : BENGALI / ENGLISH / HINDI / NEPALI / URDU
- 3) STATUS : a) GOVT. SPND. / GOVT. AIDED / RECOGNISED UNAIDED / SPECIAL RULE ( CHRISTIAN MINORITY SCHOOL  
b) BOYS' / GIRLS' / CO-EDUCATIONAL  
c) PERMANENT RECOGNITION/ NOC MEMO NO. & DATE, FOR CLASS X LEVEL
- 4) MANAGEMENT & VALIDITY : M.C. / ADMINISTRATOR / BY SPECIAL RULE
- 5) AREA : RURAL / URBAN / HILL / FOREST

**FINDINGS**

|    |  |      |      |      |
|----|--|------|------|------|
| 6) | ENROLMENT  | 2021 | 2022 | 2023 |
| 7) | TOTAL NO. OF STUDENTS FROM CLASS V TO CLASS X :- |      |      |      |
|    | I. CLASS VIII :                                  |      |      |      |
|    | II. CLASS IX :                                   |      |      |      |
|    | III. CLASS X :                                   |      |      |      |
|    | IV. M.P. APPEARED :                              |      |      |      |
|    | IV. PASSED :                                     |      |      |      |
|    | V. PERCENTAGE PASSED :                           |      |      |      |

8) CLASS ROOMS AVAILABLE EXCLUSIVELY FOR H.S. UNIT (MENTION WITH SIZE) :

DETAILS OF INFRASTRUCTURE: (A) BUILDING TYPE:

(B) TOILET/SEPARATE TOILET FACILITY:

(C) ELECTRICITY:

(D) PLAYGROUND:

9) a) NO. OF SUBJECTWISE EXISTING TEACHERS WITH P.G. QUALIFICATION AVAILABLE FOR HS UNIT: ( ),

TOTAL EXISTING TEACHERS ( ), NO. OF P.G. TEACHERS WITH B-ED ( )

LANGUAGE: BNGA. ( ), ENGB.( ), SNSK. ( ), URDU ( ), HINA ( ), NEPA ( ), ARBC ( )

SOCIALSCIENCE: HIST. ( ), GERG. ( ), POLS.( ), PHIL.( ), SOCG ( ), EDCN ( )

SCIENCE: PHYS. ( ), CHEM. ( ), BIOS. ( ), MATH. ( ), COMA/COMS ( ), NUTN.( )

COMMERCE:ACCT. ( ),WORK EDUCATION/PHYSICAL EDUCATION: ( ), OTHERS IF ANY :

10) SUBJECTS INTENDED TO BE INTRODUCED IN THE HS SECTION:

(A) WHETHER P.G. TEACHERS ARE AVAILABLE FOR TEACHING SUCH SUBJECTS (AT LEAST 40%): YES/NO

11) INFRASTRUCTURE FOR OPENING LAB-BASED SUBJECT: (YES / NO)

NO. OF LABORATORY ROOMS WITH SIZE:

CATEGORY OF LABORATORY: PHYS, CHEM, BIOS, COMPUTER, GERG,  
SUFFICIENT LABORATORY EQUIPMENTS AVAILABLE OR NOT: YES/ NO / INADEQUATE

12) WHETHER ADEQUATE FIRE SAFETY ARRANGEMENTS PRESENT (DETAILS) ;

13) WHETHER ANY COURT CASE: YES / NO/REMARKS IF ANY:

14) DETAILS OF NEARBY SCHOOLS WITH THEIR NAMES, MEDIUM OF INSTRUCTION, ENROLMENT, CATEGORY (BOYS' /GIRLS'/CO ED/UNAIDED/AIDED),  
and AFFILIATING BOARD WITH THEIR DISTANCE FROM THE SAID SCHOOL:

15) LIBRARY STOCK:-

16) NAME, MEDIUM, AFFILIATING BOARD OF NEARBY SCHOOLS WHERE THE MADHYAMIK PASSED OUT STUDENTS ARE BEING ADMITTED FROM THE  
SAID SCHOOL MENTIONING THE NUMBER OF STUDENTS( FOR THREE YEARS) :

17) NAME AND NUMBER OF THE FEEDER SECONDARY SCHOOLS WITHOUT HS SECTION WITHIN THREE KM RADIUS:

18) PERCENTAGE OF DROPOUTS IN THE LAST THREE YEARS OF CLASS X:

19) WHETHER SEPARATE GIRLS COMMON ROOM AND TOILET AVAILABLE (IN CASE OF CO ED):

20) SPECIFIC VIEWS OF THE DI/S(SE) ON WHY THE SCHOOL NEEDS TO BE UPGRADED/NOT UPGRADED :

21) WHETHER RECOMMENDED /NOT RECOMMENDED BY THE DLIT:

**DISTRICT INSPECTOR OF SCHOOLS (SE)**

\*\*\* N.B. THE DLIT SHOULD BE VERY CAREFUL TO PREPARE THE DLIT INSPECTION REPORT IN THE STIPULATED FORMAT FOR  
UPGRADATION IN TERMS OF G.N. 86-SE(S) DT- 5/2/2007 (FORM-3),48-SE(HS) DT- 15/6/2009 READ WITH 8 SE/S, DT-  
3/1/2023.

SCRUTINY SHEET REGARDING UP-GRADATION OF J.H. SCHOOL

|    |  |                   |
|----|--|-------------------|
| 1  | DATE OF INSPECTION   |                   |
| 2  | DISTRICT   |                   |
| 3  | MEDIUM (in case the school is having more than one medium ,the medium for which up-gradation is proposed should be specified clearly)  |                   |
| 4  | NAME& ADDRESS OF THE SCHOOL  |                   |
| 5  | SUBDIVISION  |                   |
| 6  | CATEGORY   |                   |
| 7  | 1. <sup>ST</sup> RECOGNITION MEMO NO. AND DATE<br>2.PERMANENT N.O.C. FOR RECOGNITION ISSUED BY THE WBBSE WITH MEMO AND DATE(FOR UNAIDED SCHOOL)<br>3.FORMAL RECOGNITION MEMO AND DATE            |                   |
| 8  | MC COMPOSITION   |                   |
| 9  | LAND MEASUREMENT WITH DETAILS OF MOUJA,KHATIAN   |                   |
| 10 | NO OF CLASS ROOMS AND OTHER ROOMS WITH SIZE  |                   |
| 11 | SANITARY ARRANGEMENT   |                   |
| 12 | REPORT ON NOISE AND OTHER POLLUTION  |                   |
| 13 | REPORT ON WHETHER ALL WEATHER USABLE BULDING   |                   |
| 14 | GIRLS COMMON ROOM  |                   |
| 15 | ELECTRICAL CONNECTION  |                   |
| 16 | LIBRARY STOCK  |                   |
| 17 | ENROLMENT FIGURES FOR LAST THREE ACADEMIC YEARS  | V- VI- VII- VIII- |
| 18 | ATTENDANCE ON INSPECTION DATE  |                   |
| 19 | DROP OUT PERCENTAGE(CALSSWISE) IN LAST THJREE ACADEMIC YEARS   |                   |
| 20 | DETAILED SUBJECT GROUP WISE STAFF PATTERN and TEACHERS WITH BEd/DEl.Ed. Qualifications   |                   |
| 21 | FIRE SAFETY ARRANGEMENT  |                   |
| 22 | SCIENCE LAB WITH EQUIPMENTS  |                   |
| 23 | PROVISION FOR PERIODICAL MEDICAL CHECK UP OF STUDENTS  |                   |
| 24 | THE DETAILS OF THE NEIGHBIURHOOD SCHOOLS WITH MEDIUM ;CATEGORY;AFFILIATING BOARD; DISTANCE IN WHICH THE PASSOUT STUDENTS OF THE SCHOOL HAD BEEN ADMITTED IN THE LAST THREE ACADEMIC YEARS        |                   |
| 25 | 1.No. OF HIGH /H.S. SCHOOLS IN THE LOCALITY<br>2.THEIR NAMES CUMMULATIVE ENROLMENT FIGURES IN LAST 03 ACADEMIC YEARS , MEDIUM,CATEGORY ,AFFILIATING BOARD , DISTANCE FROM THE SCHOOL IN QUESTION |                   |
| 26 | PLAYGROUND   |                   |
| 27 | NO. OF FEEDER J.H. WITH ENROLMENT FIGURES SCHOOLS IN LAST THREE YEARS  |                   |
| 28 | SERVICE RULES and LEAVE RULES (FOR UNAIDED SCHOOL)   |                   |
| 29 | RECRUITMENT POLICY(FOR UNAIDED SCHOOL)   |                   |
| 30 | RESERVE FUND (Rs.) and EPF Code No.(FOR UNAIDED SCHOOL)  |                   |
| 31 | SANCTIONED BUILDING PLAN COPY(FOR UNAIDED SCHOOL)  |                   |
| 32 | HAVE STUDENTS ADMISSION PROCEDURE and FEE STRUCTURE DULY PUBLISHED BY M.C.(YES/NO)( FOR UNAIDED SCHOOL)  |                   |
| 33 | PROVISION FOR EMERGENCY EXIT IN CASE OF MORE THAN SINGLE STORIED BUILDING  |                   |
| 34 | REMARKS  |                   |
| 35 | RECOMMENDATION/NON-RECOMMENDATION BY THE D.L.I.T.  |                   |

District Inspector of Schools (SE)

\*\*THE DLIT SHOULD BE VERY CAREFUL TO PREPARE THE DLIT INSPECTION REPORT IN THE STIPULATED FORMAT FOR UP-GRADATION OF AIDED J.H. SCHOOL IN TERMS OF G.N.86-SE(S) dt.5.02.2007(FORM-2) and for UN-AIDED JUNIOR HIGH SCHOOL AS PER THE PROVISIONS OF G.N.479-SE(S) dt.30.4.2007(FORM-2) READ WITH G.O.8-SE/S dt.3.1.2023