



St. XAVIER'S HIGH SCHOOL

Affiliated to CBSE (New Delhi) 10+2 Level
Affiliation No. : 2430130
School Code : 56083

EDUCATION FOR ALL
Senior Secondary School

Ref. No. *S.XHS/496/22-23*

Date *31/05/2022*

To,
District Inspector
Bankura

Date:- 31/05/2022

Sub:- Application for RTE Recognition

Dear Sir,

With due respect and humble submission, I Sourav Kundu Principal of St. Xavier's High School, Bankura Affiliated to C. B.S.E School beg to state that I want to apply for RTE recognition certificate of my School run and managed by Bisheswar Prasad Memorial Educational and Charitable Trust. All the required documents are attached with this application let us know if any other documents required.

Please verify all the details and kindly provide us with Recognition Certificate so that we can carry forward our working to promote education nationwide.

With Regards

[Signature]
Sourav Kundu
Principal
St. Xavier's High School
Bankura

PRINCIPAL
ST. XAVIER'S HIGH SCHOOL
BANKURA
SCHOOL CODE 15720

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[Signature]
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SCHEDULE I

(See rule 10)

Proforma of Application Form for Recognition of an
Institution as unaided Institution

For official use only :
Name of the Institution : St. Xavier's High School, Bankura.
Date of issue : 31.05.2022 Address : Damodarapur, Post-Bhagabandh
Dist:- Bankura


Seal and signature
of Issuing Officer

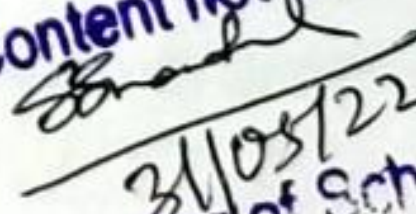
Date of deposit of fees by T.R.No. 7 31.05.2022 .

Date of verification of Treasury Challan 31.05.2022 .

Amount deposited 7000/- (Seven thousand only)

Particulars of the Institution seeking recognition as unaided Institution (fill up the entire item. If any item is not applicable for a particular Institution, fill up the same with the words "not applicable")


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Tel: +911126537456, 26521882 | Web: www.righttoeducation.in/www.ccs.in

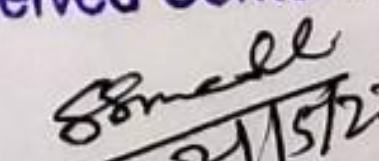
PART A

GENERAL

Particulars

1. Name of the Institution :- **ST. XAVIER'S HIGH SCHOOL,
DAMODARPUR BANKURA
AFFILIATED TO C.B.S.E
(ANNEXURE-1)**
 2. Year of Foundation :- **2008**
 3. Name of the Trust / Foundation / Society running the Institution. :- **BISHESWAR
PRASAD MEMORIAL EDUCATIONAL AND CHARITABLE TRUST**
 4. Does the Trust / Foundation / Society belong to a religious Body or minority community? If so, give details. :- **NO**
 5. Whether the Trust / Foundation / Society is registered. If so, Registration No. and Name of the Act under which registered. Copy of Registration Certificate along with copy of last renewal should be closed. In case of Trust, copy of the Deed of Trust should be closed. **YES
BISHESWAR PRASAD MEMORIAL EDUCATIONAL AND
CHARITABLE TRUST
IV of 2008 registered Deed under Indian Trusts Act 1882. (ANNEXURE-2)**
 6. Please attach a copy of the Memorandum of Association and Constitution of the Trust / Foundation / Society along with the list of members with their Father's name, their occupation and complete official address and the relationship amongst them. :- **YES (ANNEXURE -3)**
- Note.:- The constitution of the Trust / Foundation / Society running the Institution should be such that it does not vested control in a single individual or members of the same family.
7. Whether the Institution has a properly Constituted Managing Committee duly formed by invoking relevant provisions of Memorandum of Association and or in accordance with the Management of Recognized Non-Government Institution (Aided) and Unaided) Rules, 1969 :- **YES (ANNEXURE-4)**
 8. Whether the Institution seeking recognition, shall abide by the bye laws :- **YES**


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PART B

Particulars of Institution

(1) Exact location of Institution

- (a) Postal address :- **St. XAVIER'S HIGH SCHOOL
DAMODARPUR BANKURA
P.O :-BHAGABANDH Dist- BANKURA W.B 722146**
- (b) Telegraphic address, if any :-
- (c) Telephone no. and Fax No. if any :- **9932148135/8972804008/7908228688**
- (d) Name of the nearest Railway Station :- **BANKURA**
- (e) Distance from Railway Station :- **5 km**

(Note. — Please attaches a Road Map of the area showing location of the Institution if there are difficulties to get to it) (Annexure 5)

(2) Whether the Institution is for boys/girls/co-educational :- **CO-EDUCATIONAL**

(3) Instructional hours : **6 HOURS**

(4) Duration of summer vacation :- **1 and half months 02nd May to 15th June 2022**

Puja vacation: - **15 days 01/10/2022-11/10/2022**

Winter vacation with approximate dates: - **12 days 25/12/2022-02/01/2023**

(5) Medium of instruction :- **ENGLISH**

(6) Whether admission in the Institution is open to all without any discrimination based on religion caste, creed or race :- **YES**

(7) Whether any religious instruction is imparted and if so, whether it is compulsory :- **NO**

(8) What curriculum and syllabus are followed in each class :- **CBSE CURRICULUM**

(9) Whether the Institution is financially capable of Running with its own resources :- **YES**

(10) Specify how the Institution is financed :- **SELF FINANCED**

PART C

Particulars relating to affiliation to any other Board or University


(1) Whether the institution has been previously affiliated for examination to any Board /University If Yes:- **YES C.B.S.E**

(a) Name(s) of the Board/University to which the institution is affiliated :- **C.B.S.E**

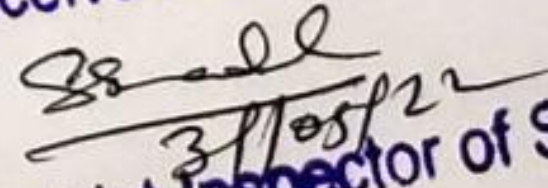
(b) Name(s) of the examination(s) for which such institution is affiliated :- **AISSE, AISSCE**

(c) Affiliation valid from: **01/04/2018 to 31/03/2023**

(2) Will the institution discontinue its Current affiliation? :- **NO**


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PART D

Particulars relating to enrolment of students as on the date of application

(a) Particulars of class, section, number of enrolment etc. to be furnished in the table given below:

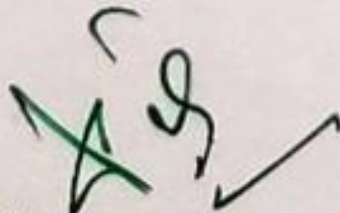
Class & Section	No of Boys	No of Girls	Total
STD I	21	11	32
STD II	20	10	30
STD III	30	15	45
STD IV	28	14	42
STD V	28	13	41
STD VI	20	11	31
STD VII	24	11	35
STD VIII	28	14	42
STD IX	66	29	95
STD X	58	28	86
STD XI	23	39	62
STD XII	29	14	43
			584

(b) Dropout rates in each class (Use extra sheet, where necessary)

Class & Section	Total
STD I	1
STD II	2
STD III	1
STD IV	3
STD V	1
STD VI	3
STD VII	3
STD VIII	2
STD IX	0
STD X	0

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(c) Class results

Class & Section	CLASS RESULTS
STD I	100%
STD II	100%
STD III	100%
STD IV	100%
STD V	100%
STD VI	100%
STD VII	100%
STD VIII	100%
STD IX	100%
STD X	100%
STD XI	100%
STD XII	100%

(1) Whether mother tongue of at least 50% of the students is other than Bengali (give numbers): No

(a) Total Students :- 584

(b) Bengali speaking :- 468

(c) Others:- Hindi 116

(2) Schooling facility available in the locality within a radius of 1 kms in urban area and within 2 km in rural areas (use extra sheet, if necessary): Name of the Institution Distance from the proposed Institution

(1) Vivekananda Sikhsha Niketan High School (1.5 km)

(2) Rajogram High School (1 km)

(3) Damodarpur Ucho Sanglagna Prathmik Vidyalaya (500 mtr)

PART E

Particulars relating to subjects taught in the Institution

(1) 1st Language : ENGLISH

(2) 2nd Language : HINDI/ BENGALI

(3) Mathematics : YES

(4) Science : YES

(5) Social Science : YES

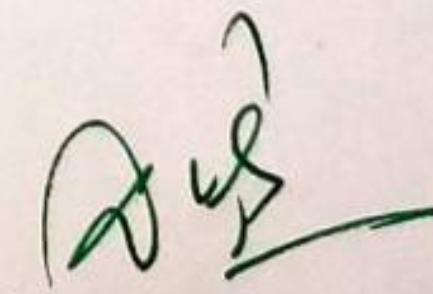
(6) Socially useful productive work and : Community Service :- YES

(7) Health & Physical Education /Music/. Dance/Painting :- YES

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(7) Additional subject ,if any. **COMPUTER, M.SC, G.K**


PART F

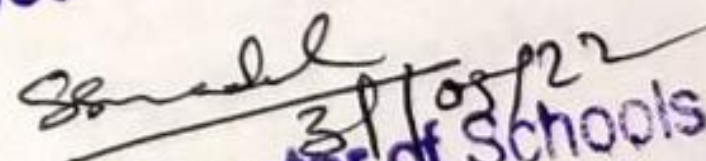
Particulars relating to campus, building, classrooms etc.

- (1) Location of campus :- St. XAVIER'S HIGH SCHOOL
(a) District. :- BANKURA
(b) Police Station. :- BANKURA
(c) Mouza. :- DAMODARPUR
(d) Plot No. :- 535/540 & 88 (PART)
(e) Khatian NO. :- L.R 265,292,321, 52,65
(f) Area in decimal - :- 400 decimal
(2) Built up area (in sq.ft., each floor).:- 8000 sq ft each floor

Please enclose:

- (a) Photographs of the Institution building from various angles. (Annexure 6)
(b) Sanctioned copy of the site plan / building Plan by the Municipal Panchayat Authority. (Annexure 7)
(3) Proposal, if any, for extension of the existing campus and /or building Is it leased or owned ?If leased copy of registered Lease agreement and rent receipts are to be enclosed(the rent receipt should be in the name of the Institution and lease should be for a minimum period of 20years with provision for renewal), If owned, copy of permission of the Society/Trust should be enclosed :- **LEASE DEED (Annexure 8)**
(4) Sanitary conditions No. of W/C and urinals (separately for boys and girls) :- **15 boys and 15 girls**
(5) If the Institution is now housed in a leased building, whether there is any possibility of acquiring its own land to construct building thereon within the period as may be specified by the Board. :- **LEASE DEED**
(6) Drinking water facilities details of sources :- **WATER PURIFIER RO, TUBEWELL, WELL**
(7) Common rooms(separately for boys/girls) :- **2 BOYS & 1 GIRLS**
(8) (a)No. of classrooms and approximate dimension (minimum)400Sq.ft.per class room) :- 29 classrooms
(b)Is sufficient furniture for classroom available? :- **YES seating capacity more than 800 students**
(c)Conditions of furniture proposed expenditure; :- **YES as per further requirement**


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PART G

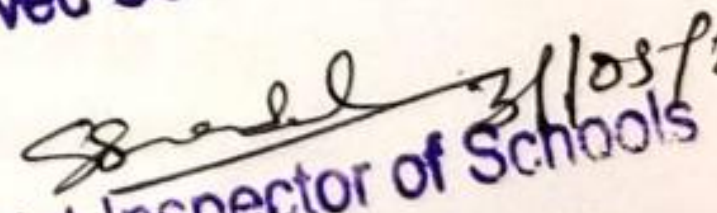
Particulars relating to teaching and non teaching staff

Use the proforma given below and use separate sheets. Attach statement of particulars of each member of the including the Headmaster/Headmistress. (Annexure- IX)

1. Name :-
2. Date of Birth
3. Date of appointment in the Institution
4. Academic qualifications with percentum of marks
5. Other qualifications
6. If holding a B.Ed, degree or its equivalent
7. If appointed as Trained Graduate Teacher / Post Graduate Teacher.
8. Pay scale with present pay, allowances and gross salary per month.
9. Teaching experience with details
10. Total number of teaching periods assigned per week
11. Indicate below the welfare schemes available for staff
 - (a) Provident Fund and rate of contribution by the Employer
 - (b) Medical facilities.
 - (c) Gratuity
 - (d) Any other benefits(specify)
 - (e) Whether the Institution provide Service Rules, Leave Rules including maternity Leave and other service conditions for all staff including teaching staff at per with other Institutions as recognized by the Board.
 - (f) Whether the Secretary of the Institution issued appointment letters to all staff in the manner as specified for other recognized Institution under the Board, and if so give Copy of each appointment letter, duly received by the staff concerned


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PART H

Miscellaneous Particulars

(1) Are there any staff quarters available in the Institution premises? If so, give details :-
YES Residential quarters in the Campus

(2) Rate of fees charged and annual charges

Class	Tuition fee Per month(Rs.)	Other fees per month(Rs.)	Total of special Fees, annual fees, Building fund etc. (Rs.)
1 to IV	1200	400	7000
V- VI	1300	500	7000
VII	1300	500	7000
VIII- X	1400	500	10000
XI- XII	2000	500	10000

(3) Scholarships /Concessions: **YES**

Merit Based Scholarship

Best Student of the year Scholarship

Financial support to EWS students

50% concession to Staff ward

Scholarship on the Basis of Sports and Curricular Activities

(3) Is there provision for scholarship / Fee Studentships? **YES**
Or other financial help to poor and deserving students? Yes /No : - **YES**

(4) Is yes, indicate:

(a) Number of student beneficiaries:- **152 students**

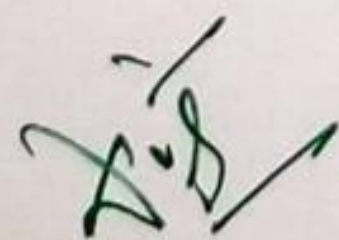
(b) Annual amount spent : **Rs. 2353800**

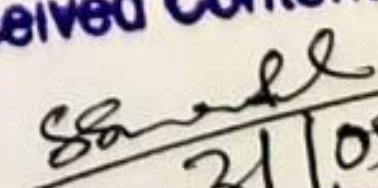
(5) Financial position of the Institution:

(a) Details about the Reserve funds in the name of the Institution in any Nationalized Bank of an amount of Rs.60, 000/- (Rupees sixty thousand only). **(Annexure-10)**

(b) Please attach duly audited income expenditure and receipt payment on account of Institution for the year as also of the balance sheet (exclusive for the secondary section Institution): **(Annexure-11)**


(c) Whether the Institution has any arrangement for regular audit of its fund by a Chartered Accountant Firm: **YES (ANNEXURE-11)**


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- (d) Whether professional tax is paid to the Tax Authority. If so, current Challan for payment of same be attached herewith: **YES (ANNEXURE-12)**
- (6) Specify the particulars of student class-room ratio: **40 students per section**
- (7) Specify the particulars of student teacher ratio: **1:1.5**
- (8) Specify whether the Institution building have more than one room. If yes please provide for entry to, and emergency exit from the first floor onwards. **Yes**
Entry through passage to classrooms and stairs attached to passage.
- (9) Whether sufficient fire safety equipments are installed. :- **YES (ANNEXURE-13)**
- (10) Whether there are trained persons to use fire safety equipments or disaster management. **YES**


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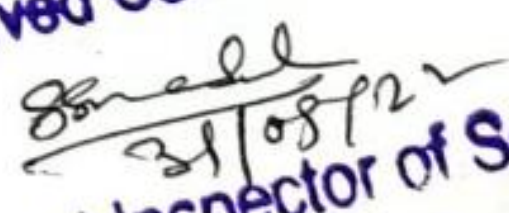

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PART I

Please enclose the following documents and tick the list of enclosures (in Duplicate):

- (1) Copy of memorandum of association of the society / deed of the trust with receipt for registration duly attested by a Gazetted Officer. **(ANNEXURE-3)**
- (2) Copy of resolution forming M.C. for the Institution with list of members etc. (of which two shall be secondary teachers) duly attested by a Gazetted Officer and powers and function of the School Management Committee of the Institution. **(ANNEXURE-14)**
- (3) Copy of service rules/leave rules etc. for the staff duly attested by a Gazetted (as per regulation) **(ANNEXURE -15 SCHOOL BYE LAWS)**
- (4) Copy of appointment letters for all the staff duly issued by the secretary of the M.C. and duly received by the staff, duly attested by a Gazetted (as per Regulation). **(ANNEXURE- 16)**
- (5) Copy of acquaintance roll for all the staff or the last four months duly attested by the secretary of the Managing Committee. **(ANNEXURE -17)**
- (6) Copy of sanctioned building plan in each case whether owned or rented, duly attested by a Gazetted Officer. **(ANNEXURE -7)**
- (7) Certified copy of registered deed for purchase of land etc. of the Institution. **(ANNEXURE -18)**
- (8) Copy of registered Lease Deed duly attested (if the Building /Land rented/leased). **(ANNEXURE -8)**
- (9) Particulars regarding staff duly authenticated by the Secretary of the Managing Committee of the Institution. **(ANNEXURE- 9)**
- (10) Particulars regarding roll strength in secondary classes. **(PROFORMA PART D)**
- (11) Particulars regarding Contributory Provident Fund and Professional Tax of the staff of the Institution. **(ANNEXURE 19)**
- (12) The audited statement of accounts of the Institution for last three years. **(ANNEXURE 11)**
- (13) Other documents (as are necessary and as indicated in the form).
 - ❖ Certificate of Land **(ANNEXURE-20)**
 - ❖ STATE GOVT NOC **(ANNEXURE -21)**
 - ❖ HEALTH AND SAITATION **(ANNEXURE-22)**
 - ❖ DRINKING WATER **(ANNEXURE -23)**
 - ❖ BUILDING SAFETY **(ANNEXURE -24)**
 - ❖

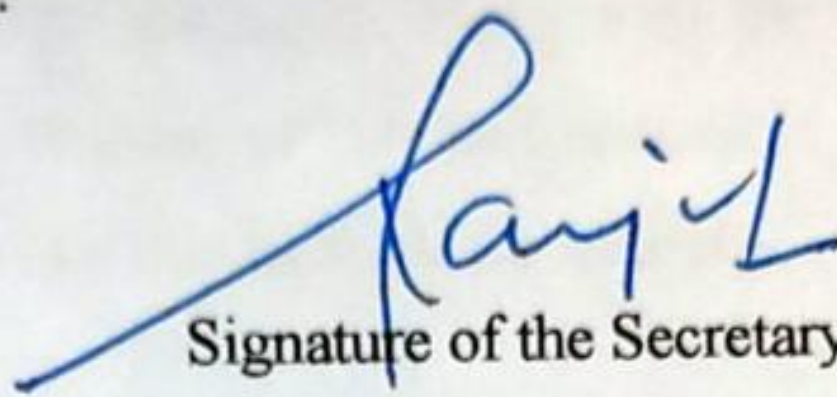

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DECLARATION

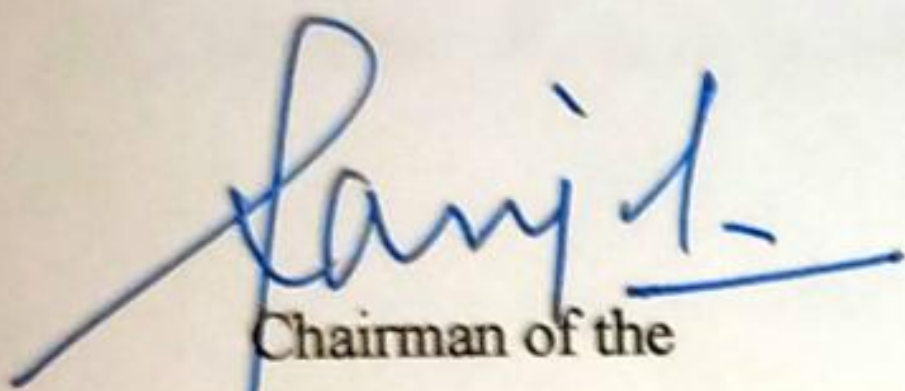
- (1) All the particulars furnished above are true and correct.
- (2) I/ We undertake to abide by all rules, notifications, circulars and orders issued by the State Government or of the West Bengal Board of Secondary Education, as the case may be, from time to time.

Countersigned



Signature of the Secretary
of the School Management
Committee

**ST. XAVIERS HIGH SCHOOL
SECRETARY**



Chairman of the
Executive Committee
of the Society Or
Institution

**Secretary
B.P.M.E.C.T**



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PART J

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PART J

FORMAT OF RECEIPT

Received an application form for Recognition of School under section 18 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) and rule 10 of the West Bengal Right of Children to Free and Compulsory Education Rules, 2012 from.....**31.05.2022**.....

.....of **St. Xavier's High School, Bankura** along with the Documents mentioned in the list attached. The Applicant is to produce original of the said document on Further processing of the application shall be made only on production Of the originals for scrutiny.

Attached: duplicate list of document attached to the form of application.

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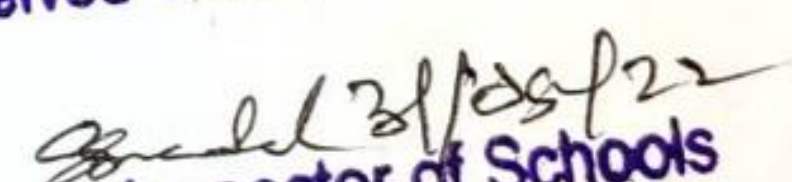
LIST OF DOCUMENTS ATTACHED

S.No	PARTICULARS	ANNEXURE NO
01	AFFILIATION LETTER	ANNEXURE 1
02	TRUST DEED	ANNEXURE 2
03	MEMORANDUM OF ASSOCIATION OF TRUST	ANNEXURE 3
04	SCHOOL MANAGING COMMITTEE MEMBERS	ANNEXURE 4
05	ROAD MAP LOCATING SCHOOL	ANNEXURE 5
06	BUILDING PHOTO	ANNEXURE 6
07	BUILDING PLAN	ANNEXURE 7
08	LEASE DEED	ANNEXURE 8
09	STAFF DETAILS	ANNEXURE 9
10	RESERVE FUND	ANNEXURE 10
11	AUDIT REPORT LAST 3 years	ANNEXURE 11
12	PROFESSIONAL TAX RECEIPT	ANNEXURE 12
13	FIRE LICENSE	ANNEXURE 13
14	AFFIDAVIT OF SECRETARY CONFIRMING SMC DETAILS	ANNEXURE 14
15	SCHOOL BYE LAWS (SERVICE RULES OF EMPLOYEES)	ANNEXURE 15
16	APPOINTMENT LETTERS OF STAFF	ANNEXURE 16
17	SALARY OF LAST FOUR MONTHS	ANNEXURE 17
18	LAND DEED	ANNEXURE 18
19	PF STATEMENT	ANNEXURE 19
20	CERTIFICATE OF LAND	ANNEXURE 20
21	STATE GOVT NOC	ANNEXURE 21
22	HEALTH AND SANITATION	ANNEXURE 22
23	DRINKING WATER	ANNEXURE 23
24	BUILDING SAFETY	ANNEXURE 24



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