Government of West Bengal Education Directorate Bikash Bhavan, Salt Lake – 700 091

Memo No : 238-Admn

Date 08/07/2011

Sub: Filling up of Proforma for information on staff and students

To The Principal/Teacher-in-charge

Sir,

The undersigned is directed to request you to fill up the attached Proforma and send it to this Directorate at the earliest.

For Director of Public Instruction West Bengal

PROFORMA

GENERAL INFORMATION:

1.	Name of the Institution :
2.	Postal address of the Institution :
	(i) P.S(ii) District
	(ii) Pin
3.	(i) Phone No (ii) Fax No (iii) e mail ID
4.	(i) Principal/TIC's Phone No. (Res)(ii) Principal/TIC's e mail ID
	(iii) Principal/TIC's Cellular Phone No
5.	Year of inception of the institution

6. INFORMATION ON SUBJECTS TAUGHT AT UG LEVEL:

Stream	Honours subjects	General subjects
B.A.		
B. Sc		
B. Com		
Others (if any, please specify)		

7. COURSES TAUGHT AT PG LEVEL:

Stream	Subjects
M.A.	
M. Sc	
M. Com	

Contd.....P/2

::2::

8. NO. OF STUDENTS AT UG & PG LEVEL:

Cours of E	es by level ducation	F	ENROLMENT			Number of students included in Cols 2 to 4 belonging to:					
						Scheduled Castes Schedule Tribe				ribes	
- 6 25 - 9- 4 - 4	(1)		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
			(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
		I year	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								
	B.A. (Pass)	II year									
		III year									
		I year									
	B.A. (Hons)	II year									
,	(110115)	III year	<u> </u>								
		I year									
	B. Sc.	II year									
	(Pass)	III year									
		I year						- 			
	B. Sc	II year				. to concerning				1	
	(Hons)	III year									. 095
		I year			a a a a a a a a a a a a a a a a a a a						
	B. Com.	II year									
	(Pass)	III year									
		I year									
	B. Com	II year									
	(Hons)	III year									
	Total (A))									
	M.A.	I year									
late		II year									
radı	B. B. Bost Graduate M. A. M. Sc M. Com	I year									
st G		II year									
. Po	M. Com	l year									
Ĥ		II year									
	Total (B))									
										~	L

Contd.....P/3

9. INFORMATION ON TEACHING STAFF:

,

۰.

Subject	No. of post sanctioned/ created since inception	No. of personal post(s)	No. of whole time teacher in position	No. of authorized <u>contractual</u> whole time teacher posts	No. of actual <u>contractual</u> whole time teacher in position	No. of authorized part time teacher post (s)	No. of actual part time teacher in position
	_						
							<u> </u>
197 <u>9-973-973</u>							
	-						
		8-1					
							_

Contd.....P/4

::4::

10. INFORMATION ON NON TEACHING STAFF

(I) Year of rationalization of non-teaching staff patter, done last

(Copy of G.O. to be attached)

÷.,

Name of post	Sanctioning G.O. with No. & date	No. of sanctioned post	No. of non- teaching staff in position	No. of vacant post of non- teaching staff	No. of excess post, if any	Remarks