

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

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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

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

Courses by level of Education			ENROLMENT			Number of students included in Cols 2 to 4 belonging to:						
						Scheduled Castes			Schedule Tribes			
(1)			Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	
			(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
	B. A. (Pass)	I year										
		II year										
		III year										
	B. A. (Hons)	I year										
		II year										
		III year										
	B. Sc. (Pass)	I year										
		II year										
		III year										
	B. Sc (Hons)	I year										
		II year										
		III year										
	B. Com. (Pass)	I year										
		II year										
		III year										
	B. Com (Hons)	I year										
		II year										
		III year										
	Total (A)											
	B. Post Graduate	M. A.	I year									
			II year									
M. Sc		I year										
		II year										
M. Com		I year										
		II year										
Total (B)												

**9. INFORMATION ON TEACHING STAFF :**

[illegible]

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## 10. INFORMATION ON NON TEACHING STAFF