

The institution after appointing the requisite faculty or staff as per the provisions of sub-regulations 7(13) and after fulfilling the conditions under **sub-regulation 7(14)** shall submit its compliance along with all necessary documents accompanied with an Affidavit in support of reply of the above points within **60 days** of issue of Letter of Intent prior to recognition.

4. The institution shall launch its own website covering inter alia, the details of the institution, its location, name of the course applied for with intake, availability of physical infrastructure (land, building, office, class rooms and other facilities / amenities). Instructional facilities (laboratory, library etc) and the particulars of their proposed teaching and non-teaching staff etc with photographs. The downloaded copy of the website is required to be submitted.

5. Before issuance of the formal recognition order, the institution is required to convert / renew the Original FDR(s) of Endowment Fund of **Rs. 5 lakhs** and Reserve Fund of **Rs.7 lakhs** in the joint name of the Society/ Trust/ Institution 'and' Regional Director, ERC, NCTE, Bhubaneswar.(Joint operation Mode : 'AND'). (Original FDRs are enclosed along with this letter). The institution shall submit the original joint FDRs to ERC, NCTE after conversion. (For self financed institution only)

6. You are requested to contact the University/ Affiliating body for participating in the process of selection of Faculty/ Staff in the institution and for completion of the process within a period of **60 days** and submit the list of faculty, as approved by University Affiliating body to the Regional Committee.

7. You are advised to comply the above requirement before the formal recognition is considered under Regulation 7(16). Admissions shall not be made until formal recognition order under Para7(16) of the NCTE (Recognition Norms & Procedure) Regulations, 2014 is issued by the Eastern Regional Committee, NCTE and affiliation is obtained from the University/ examining body concerned.

8. The compliance report/ reply along with documents as stated above should be submitted within **60 days** of issue of this letter, failing which appropriate action will be taken as deemed fit and proper. **However, if the institution has already submitted the reply in response to uploaded minutes of ERC in its Website, the same shall be treated as the reply to the decision of ERC.**

Yours faithfully,


Regional Director

Copy to:

- 1 The Secretary,
West Bengal Board of Primary Education,
Acharya Prafulla Chandra Bhawam,
DK 7/1, Sector - II, Saltlake City,
Kolkata, West Bengal - 700091.
- 2 The Principal Secretary,
Dept. of School Education,
6th Floor, Room No. 606,
Bidhan Nagar, Kolkata,
West Bengal-700091.