

**GOVT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS (SE)**  
**NORTH 24 PARGANAS**  
SHIKSHA BHABAN  
16/1, K. K. MITRA ROAD, BARASAT, PIN 700 124

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Memo No. 1390/g

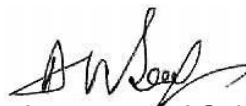
Date : 04-08-2014

**OFFICE MEMORANDUM**

*All the School and Madrasah authority of Barasat Municipality, Barasat I & II Block, Amdanga, Madhyamgram Municipality, Rajarhat, Rajarhat-Gopalpur Municipality under North 24 Parganas are hereby informed that a Computer based orientation programme of E-Management of INSPIRE AWARD will be held on 07-08-2014 and 08-08-2014 at **Barasat Mahatma Gandhi Memorial High School**. All the concerned Head of Institutions are requested to send one Computer knowing person for Online School Registration in Inspire Award Portal ([www.inspireawards-dst.gov.in](http://www.inspireawards-dst.gov.in)) to attend the Orientation Programme as per Scheduled noted below :*

Sl. No.	Block Name	Date	Time
1	Barasat Municipality	07-08-2014	11-00 AM
2	Barasat I	07-08-2014	01-00 PM
3	Barasat II	07-08-2014	01-00 PM
4	Amdanga	08-08-2014	11-00 AM
5	Madhyamgram Municipality	08-08-2014	11-00 AM
6	Rajarhat Block	08-08-2014	01-00 PM
7	Rajarhat-Gopalpur Municipality	08-08-2014	01-00 PM

*They are also requested to bring the data as per format annexed herewith.*

  
District Inspector of Schools (SE),  
North 24 Parganas

### ***Information required for School Registration***

1	School Name
2	District
3	Block / Municipality
4	Complete Postal Address
5	PIN
6	Phone No (with STD)
7	Email
8	Ph No of HM
9	School UDISE Code
10	Classes From (Lowest Class)
11	Classes To (Highest Class)
12	Total Students
13	Out of that total from 6th to 10th
14	Total no of Teachers (All Classes)
15	Out of that No of Science Teachers
16	Name of the HM

*Information required for students enrolment*

1	Students Name	
2	Class	
3	Parent's Name	
4	Unique ID (if any)	
5	Gender	
6	Date of Birth	
7	Ph no (with STD)	
8	Student's e-mail (if any)	
9	Category (GEN/SC/ST/OBC)	
10	Title of the Project	
11	Brief Description of the Project	
12	Name of the Guide Teacher	
13	Discipline (PHYS/CHEM etc)	
14	Name of Bank	
15	Bank Branch	
16	Account Number of Student	
17	IFS Code of Bank	
18	Ph no of Bank (if any)	

STUDENT'S PHOTO (IN JPG FORMAT) REQUIRE TO BE UPLOADED