

mamemsd@gmail.com

Ph: 03482-277316

Fax: 03482-77316

Government of West Bengal
Office of the District Magistrate
Minority Affairs & Madrasah Education Department.
Minority Bhavan, 4B, Barrack Square (Out House), Murshidabad.
An ISO 9001:2008 Certified Organisation

Memo No. 1133

En / MA & ME

Dated, 15th December, 2016

To
The D I O, NIC
Murshidabad

Sub: Notice for expression of interest

Please find herewith a notice for expression of interest vide this office memo no. 1132 M A & M E dated 15.12.16 regarding engagement of NGOs at Murshidabad Model Madrasah(English Medium) for publication in your website.

Thanking you,

Enclosure: As stated.

15/12/16
District Officer, Minority Affairs
Murshidabad

Government of West Bengal
Office of the District Magistrate
Minority Affairs & Madrasah Education Department.
Minority Bhavan, 4B, Barrack Square (Out House), Murshidabad.

Memo No. **1132** / MA & ME

Dated, 15th December, 2016

NOTICE FOR EXPRESSION OF INTEREST

Expression of Interest are invited in sealed cover from reputed NGOs / Institutions / Schools / Missions etc. under Government of West Bengal or any other state in connection with teaching, learning and the entire management of Murshidabad Model Madrasah(English Medium).

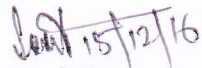
Murshidabad Model Madrasah(English Medium) is the only English Medium Madrasah of Murshidabad District. Classes have already been commenced from 2015. From the academic year 2017 six classes (viz. preprimary&Class I to V) are being taken up.

Main duties and responsibilities are laid down as follows:

1. Carrying out of the professional duties of a teacher in accordance with academic policies.
2. Promoting the achievement of high standards through effecting teaching and learning within subject area(s), preparation, evaluation and action planning
3. Supervision and progress of students in allocated classes
4. Supervision of work of any classroom support staff during times they are allocated to classes.
5. Work to student targets and ensure that progress is tracked through a range of strategies.
6. Apply current guidelines on effective learning and teaching.
7. Strive to deliver outstanding lessons.
8. Deliver interactive lessons with students.
9. Develop use of ICT within the curriculum.
10. Adapt lessons and identify next steps in response to evaluation of student progress.
11. Set effective homework and extension work to encourage and enlighten student learning.
12. Take responsibility for upholding standards of behavior and classroom management within the classroom and the school environment.

Terms and Condition.

1. The District Magistrate, Murshidabad reserves the right to accept, reject or cancel any or all quotation(s) without assigning any further reason whatsoever and there is no obligation to accept the lowest rate.
2. Last date of submission of offer is 27.12.16 up to 3.00 p.m. during the office hour at the office of the undersigned and the same will be opened on the same day at 4.00 p.m. The Quotationer or their authorized representative may remain present at the time of opening of the quotation.


District Officer, Minority Affairs
Murshidabad.