HANDBOOK

For Grant of Affiliation to New Institutes

For Conduct of Healthcare Short Term Courses

(Online Mode)

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1. Introduction

This handbook provides a comprehensive, step-by-step guide for **new institutes** seeking **affiliation to conduct Healthcare Short Term Courses** under the West Bengal State Council of Technical & Vocational Education & Skill Development (WBSCTVESD).

The entire process of grant of affiliation is conducted **online** through the official Council portal.

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2. Scope of the Handbook

This handbook is applicable to:

- New institutes applying for affiliation for Healthcare Short Term Courses
- Institutes seeking clarity on eligibility, infrastructure, faculty, OJT arrangements, inspection, and approval process

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3. Online Portal for Affiliation

All applications must be submitted online through the official Council Portal:

- **Council Portal:** https://sctvesd.wb.gov.in
- **Healthcare STC Course Details:**
  https://sctvesd.wb.gov.in/academic/sttc/sttc_course

Applicant Institutes (after registration) may use the following support features available on the portal:

- Dashboard-based **Support System**
- **FAQ Section**
- Chatbox **"ASK COUNCIL"**

4. Overview of the Affiliation Process

The affiliation process consists of the following stages:

1. Online Registration
2. Payment of Application Fees
3. Online Submission of Pre-Inspection Form along with payment of inspection fees
4. Scrutiny by the Council
5. Physical Inspection
6. Grant of Affiliation

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5. Step-by-Step Application Procedure

5.1 Online Registration

Institutes shall navigate through the following path on the portal:

Online Application → Application for Healthcare Affiliation → Register Your Institute

During registration, the institute must provide:

- Basic institutional information
- Valid email ID and mobile number

Email and mobile verification will be conducted online.
Upon successful verification, the institute will receive:

- Login ID
- Password

The institute may then log in using the **Login** tab on the home page.

5.2 Payment of Application Fee

After login:

- An **application fee of ₹500/-** must be paid online.
- Upon successful payment, the **Pre-Inspection Form** will be enabled.

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6. Pre-Inspection Form: Details to be Furnished

The Pre-Inspection Form consists of multiple tabs requiring the following information:

6.1 Institutional Details

- Basic institution information
- Declaration of training venue status:
    - Owned / Rented / Leased
- Supporting documents to be uploaded accordingly

6.2 OJT (On Job Training) Arrangement *(Mandatory)*

Institutes must declare arrangements for OJT, which may include:

- Own clinical establishment **or**
- MoU with an external clinical establishment

Conditions:

- OJT venue must be within **15 km** of the training center
- Scanned copies of:
    - Ownership documents **or**
    - Signed MoU must be uploaded
- Facility characteristics must be clearly mentioned:
    - Number of beds (for hospitals)
    - Type of laboratory (Small / Medium / Large)

6.3 Infrastructure Details

Institutes must provide details of available infrastructure, including:

- Classrooms
- Laboratories
- Electricity supply
- Internet connectivity

6.4 Course Details

- List of Healthcare Short Term Courses for which affiliation is sought
- Courses must align with:
    - Available infrastructure
    - OJT arrangements

6.5 Student Intake Capacity

- Course-wise proposed number of students to be enrolled

6.6 Trainer / Faculty Details

Institutes must upload:

- Trainer qualifications (scanned certificates)
- Course-wise trainer deployment

Approved Qualifications (at present):

- MD
- MBBS
- BAMS
- BHMS
- B.Sc Nursing
- GNM
- PG in Medical Laboratory Technology (MLT)
- PG in relevant allied Healthcare disciplines

6.7 Course Fees

- Course-wise fees proposed to be charged
- Fees must be **within the maximum limit prescribed by the Council**

5.8 Payment of Inspection Fee

After completing the Pre-Inspection Form:

- Inspection fee of **₹3000/-** (subject to revision) must be paid online
- Application can then be formally **submitted**

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7. Scrutiny and Inspection Process

7.1 Scrutiny by the Council

- Applications are scrutinized for completeness and correctness
- Applications may be **rejected** if:
    - Mandatory documents are missing / not readable
    - Information is incomplete or incorrect
    - Documents mismatch with declaration / entry in data field
- Rejected institutes will receive online notification and may reapply after correction

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7.2 Physical Inspection

Inspection will be conducted by a team of:

- A designated officer from the Council / TET & SD Department
- A deputed officer from the office of the **Chief Medical Officer of Health (CMOH)**

Inspection date will be Pre-announced.

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8. Parameters Checked During Inspection

Inspecting officers will verify:

1. Authorization of training premises
2. Faculty presence as per course norms
3. Faculty qualifications
4. Classroom infrastructure
5. Laboratory infrastructure
6. Infrastructure of the clinical establishment for OJT

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9. Grant of Affiliation

- Affiliation will be granted upon receipt of a **favourable inspection report**
- Approved institutes must:
    - Pay the prescribed **affiliation fees**
- A **unique center code** will be issued
- Institutes will be allowed to:
    - Admit students **only after Council notification**
    - Participate in centralized admission system, if introduced

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10. Important Notes

- All communications shall be made through the online portal
- Institutes are advised to keep scanned documents ready before applying
- Compliance with Council norms is mandatory at all stages

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11. Conclusion

This handbook aims to ensure transparency, uniformity, and ease in the process of granting affiliation to new institutes for Healthcare Short Term Courses. Institutes are encouraged to carefully follow each step to ensure timely approval.