



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL  
DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)  
Department of Technical Education, Training & Skill Development, Government of West Bengal  
Karigari Bhavan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

Memo NO. : SCTVSD- 11019/4/2022-ESTT SEC (WBSCTVESD)/ 485

Date: 19.05.2023

To

The Director of Vocational Education & Training, Govt. of West Bengal

**Sub: Training of Trainers (TOT) for Vocational subject teachers of Vocational Training Centers (VTC) under Business Commerce Discipline of HS (Vocational) courses**

Sir,

The competent authority of the Dept. of TET&SD has approved for Training of Trainers (TOT) for all Vocational subject teachers of HS (Vocational) courses running in Vocational Training Centers (VTCs).

The Council (WBSCTVESD) has now arranged TOT for Teachers of Vocational Papers under two groups of Business Commerce discipline, namely (1) Retail Service Operations (BCRS) (2) Taxation & Management (BCTM) in association with St. Xavier's College(Autonomous), Kolkata.

The schedule for TOT is given below:

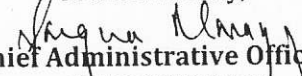
- **Online training** by experts on Teaching-Learning Methodology and Assessment Process for outcome based NSQF aligned courses (schedule attached as annexure I).
- **Offline Workshop / Practical Training** for 3 days at "Seva Kendra Calcutta". Address: 52B, Radhanath Chowdhury Road, P.O. Tangra, Kolkata - 700 015. It will be held in two groups: (i) Group A: From 25.05.23 to 27.05.23 & (ii) Group B: From 29.05.23 to 31.05.23. Group wise names of teachers are given in Annexure II & Annexure III respectively.

Boarding & lodging facilities will be arranged at training center for the duration of offline training.

For offline training part of TOT all participants will receive conveyance expenses at Council approved rate for onward movement to Training center on first day (or day before as the case may be) and return to their home station (VTC location) on the last day of the Practical training.

Your cooperation and consent in this matter is highly solicited. VTCs may kindly be informed.

Yours faithfully,


  
Chief Administrative Officer  
(WBSCTVE&SD)

Date:

Memo NO. : SCTVSD- 11019/4/2022-ESTT SEC (WBSCTVESD)/

Copy to:

1. The PS to Honble MOS (IC), Dept. of TET&SD for kind information of Honble MOS (IC)
2. The Sr. PA to the Principal Secretary, Dept of TET&SD for kind information of Principal Secretary
3. The Chairperson, WBSCTVE&SD

  
Chief Administrative Officer  
(WBSCTVE&SD)

### **Annexure I**

Annexure to Memo no. SETUSD-11019/4/2022-ESST Sec(WBSC TVESD)/485 dt. 19.05.2023  
**For Group A Participants (as per Annexure II)**

**Online Training:** 20.05.23 to 22.05.23 from 6pm to 8.30pm (google meet link will be shared)

**Offline Training:** 25.05.23 to 27.05.23

**Venue for offline training:** "Seva Kendra Calcutta".

**Address:** 52B, Radhanath Chowdhury Road, P.O. Tangra, Kolkata - 700 015

[Beside Convent Entally / opposite Bhoothnath Mahamaya Institution].

Contact no for reaching the venue: 9073288942

### **For Group B Participants (as per Annexure III)**

**Online Training:** 24.05.23 to 26.05.23 from 6pm to 8.30pm (google meet link will be shared)

**Offline Training:** 29.05.23 to 31.05.23

**Venue:** "Seva Kendra Calcutta".

**Address:** 52B, Radhanath Chowdhury Road, P.O. Tangra, Kolkata - 700 015

[Beside Convent Entally / opposite Bhoothnath Mahamaya Institution].

Contact no for reaching the venue: 9073288942

**Annexure II to Memo NO. : SCTVSD- 11019/4/2022-ESTT SEC (WBSCTVESD)/485 Date: 19.5.2023**  
**For Group A Participants (offline training 25.05.23 to 27.05.23)**

Sl No.	Teacher Name	Email ID	Mobile No.	VTC code	VTC name
1	Tamoghna Banerjee	abtamoghna05@gmail.com	9932210049	1016	CHARGHAT MILAN MANDIR VIDYAPITH
2	Abhijit Das	abhijitdaschar@gmail.com	9734410952	1016	CHARGHAT MILAN MANDIR VIDYAPITH
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5	SOUMENDRA DUTTA	soumen09dutta@gmail.com	9883761342	1081	BAMANPUKURIA S.M.M. HIGH SCHOOL
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21	PRABODH CHANDRA GOLUI	PGOLUI1979@GMAIL.COM	9836535856	2091	TALBANDI BELAYET ALI HIGH SCHOOL (H.S)
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**Annexure III to Memo NO. : SCTVSD- 11019/4/2022-ESTT SEC (WBSCTVESD)/485 Date: 19.05.2023**  
**For Group B Participants (offline training 29.05.23 to 31.05.23**

Sl No.	Teacher Name	Email ID	Mobile No.	VTC code	VTC name
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