



**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, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

No. SCTVSD-15011/1/2020-AO(WBSCTVESD)/2021-22/759

Dated : 03.02.2022

NOTIFICATION

To

The Head of the institution [HOI], teacher, instructors & students of concerned Vocational Training Centres [VTC] running VIII+ Level Short Term Courses.

Sub: Academic guidelines for the students of NQR (listed), NSQF (aligned) & other VIII+ level Short Term Courses at concerned Vocational Training Centres of current batch, session 2021-22.

Ref: Notification memo no. SCTVSD-15011/1/2020-AO(WBSCTVESD)/2021-22/271,
Dated:02.09.2021 & no. SCTVSD-15011/1/2020-AO(WBSCTVESD)/2021-22/270, Dated : 02.09.2021 for
introduction & admission in 16 NQR listed & 18 NSQF aligned VIII+ Level Short Term Courses at existing
Vocational Training Centres for this batch of session 2021-22.

In the academic interest of the students of **NQR (listed), NSQF (aligned) & other VIII+ level Short Term Courses**, all concerned **Head of the Institution** of Vocational Training Centres are to take necessary effective initiative so that students are well aware for attending in classes regularly and also to engage in other essential academic activities, where the concerned teachers/instructors are to take following necessary action in this regard.

1) It is important to note that as an introduction based on qualification file, syllabus & assessment strategies [annexure-I & II] of short term courses, the teachers are to explain students about preliminary idea of respective course curriculum on Theory, Practical, Employability Skill, about various topics of the trade Course to be learnt, outcome of learning of the Courses, component of assessment & assessment strategies with Formative & Summative assessment, possible basic access of occupation after skilling and even expected professional progression in future.

2) Subject teachers are to prepare **Module/Topic wise question(s) like explanation on certain function, operation etc./trouble shooting/ working principle/report writing on certain system with sketches etc. as the case may be as Home Assignments** for the students to prepare & submit after the same completion of theoretical & practical of each topics.

3) Subject teachers are to give **at least three home assignments per topics** of the trade subject to their students

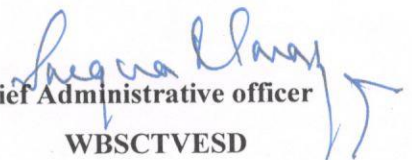
4) Students are to write answers of the assigned task in their note book (i.e. Khata) at home **atleast two such tasks in each topics** & to submit the same to the respective teachers/school **once in two week**.

5) In this way school is to ensure that all topics of the trade subject are to be completed & for which necessary lesson planning will be made & to be circulated among the concerned students in prior.

- 6) Remember, classes Practical classes on trade subject will be completed in such a way that the students will be readily equipped with, can have adequate knowledge & perform on practical classes independently.
- 7) For all such above activities, the teachers are to keep on helping their students for better understanding of the subject matter & also preparing assignments/report(s) etc.
- 8) In similar manner the students are to be **guided to prepare laboratory reports** of practical experiments etc. on relevant topics of trade subject as per guidelines of qualification file.
- 9) In respect to **conduct all such academic activities** as above, it is the **responsibility of the Head of the Institution to ensure participation of all enrolled students in the classes & to ensure submission/collection of all corresponding assignments/reports etc. from the students.**

Again, in all such above academic activities the schools are to be serious enough for performing the above all activities successfully starting from **conducting regular classes, submission of home assignment, submission of reports, laboratory reports etc. maintaining existing COVID norms & Protocol of the state strictly.** The Council if desire under certain situation may consider respective weightage on performance of Home Assignment etc. given by the schools in addition with the final assessment of the students.

Please treat this as most urgent.


Chief Administrative officer
WBSCTVESD