



**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

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SCTVSD-14014/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/ 758

Dated 03. 02.2022

**NOTIFICATION**

**Sub: Academic guidelines & instructions relating to Academic activities of the students of class-XI & class-XII of H.S. (Voc.) courses of the session 2021-22.**

**Ref: 1) SCTVESD-14013/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/0268 Dated : 02.09.2021**

**2) SCTVESD-14013/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/724 Dated : 06.01.2022**

On opening of schools from 03.02.2022, all concerned **Head of the Institution of Vocational Training Centres** are requested to take necessary effective initiative to aware the students of class-XI & class-XII so that they are encouraged / engaged to attend classes regularly and also to engage in other essential academic activities relating to Higher Secondary (Voc.) Courses following existing COVID norms & guidelines of the Govt. strictly, where the concerned teachers/instructors are to take necessary action in this regard.

All practical classes are to be regularly held & ensure to complete the same for which additional emphasis to be given so that all hands on practical experiments/demonstration etc. are to be completed within 26.02.2022

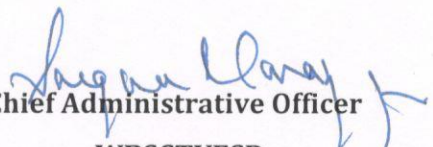
The students of class-XI & XII are to prepare laboratory reports on each practical experiments etc. done on relevant topics where the students are to be properly guided to prepare laboratory reports by the concerned teachers/instructors.

All Other information & schedule relating to submission of reports / note book on project assignment, Home assignments & laboratory note book on practical experiments etc. from the students of class-XI & class-XII and Evaluation/ Submission of the same are remain same as per earlier notification dated 06.01.2022 as referred above.

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 as per schedule.**

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.**

**Finally, the Head of Institutions have to be complete adherence to the above all matters within the schedule.**

  
Chief Administrative Officer  
WBSCTVESD