



**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 Bhawan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No: SCTVSD-16021/1/2024-AO(WBSCTVESD):78

Date: 30th May, 2025

NOTIFICATION

Sub: Recording of Trainees' Course-Life Cycle for Training on Healthcare-related Short-Term Courses

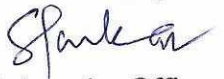
This is to inform all affiliated institutes running healthcare Short Term Courses under affiliation of this Council that a comprehensive digital sub-portal has been implemented within the existing integrated Healthcare Affiliation, Trainee Admission, and Registration Portal. This enhancement aims to capture and monitor the entire training lifecycle of a trainee undertaking such courses.

Instructions for Institutes:

- All affiliated Healthcare Training Institutes are requested to login into the council portal with their credential and they are required to submit course **Progress Status under "Course Progress" Tab** in the portal immediately. Following details will need to be filled in:
 - (i) Month wise completion report of Theoretical and Practical and Practical hour of training along with attendance report of all trainees admitted.
 - (ii) Month wise completion report of OJT hours along with OJT completion stage of each trainee. (OJT duration will start only after completion of Theory & Practical hour of training)
 - (iii) Selection of trainees for Assessment after completion of full training duration.

Please Note: The entire process is conducted online. There is no requirement to submit hardcopies to the Council Office unless specifically requested.

For any assistance or technical support, Institute may write email to shortterm_course@wbscte.ac.in given contact details of person to be contacted.


**Chief Administrative Officer
WBSCTVESD**

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Copy forwarded for information to:-

- a) The Chairperson, WBSCTVESD
- b) DVET, West Bengal, Karigori Bhavan
- c) Sr. PA to Addl. Chief Secretary, TET&SD Deptt. GoWB with a request to kindly inform Addl. Chief Secretary, TET&SD Deptt.
- d) All HOIs of Training Institutes affiliated to run Short Term Healthcare Courses
- e) Office copy


**Chief Administrative Officer
WBSCTVESD**