



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

Memo No. WBSCTVESD/VED/I /2020-21/16

Dated, 04/05/ 2021

NOTIFICATION

Due to rising situation of COVID-19 pandemic, preparation of effective e-learning materials (i.e. in the form of Audio-visual/Text & figures in pdf etc.) for the existing students of Vocational Education & Training becomes essential. Accordingly, for class VIII+ level Short Term courses, the following teachers / instructors are being assigned the duty of Convener / Expert to analyse & find out phase wise requirements of e-learning materials as per time to time guidelines, convey the same to the teachers/instructors, monitor, expedite the process and ensure quality of such materials being developed for uploading the same in Council website for E-learning of students :

A) VIII+ Level, 6 months courses: Non-NQR

DISCIPLINE	Trade	Name of the convener /Expert	VTC code
ENGINEERING & TECHNOLOGY	Amin Survey	SK ABID HOSSAIN	4034
	Electrical House Wiring & Motor Windi ng.	BASHI KANTA RAY	1059
	Servicing of Domestic Electronics Products	SATYAJIT MAITY	3507
	2/3 Wheeler Mechanic.	ARJUN DAS	8518
	Auto Electrician.	BIPLAB KUMAR BANIK	1009
	Automobile Maintenance.	RINTU DAS	4246
	Rural Electrician	SUBHASISH BISWAS	6903
	Photography.	SUMAN CHATTERJEE	6781
	Videography.	SUMAN CHATTERJEE	6781
	Wooden Furniture Making.	BISWAJIT DUTTA	1319
	Telephone & Mobile Set Repairing.	ATANU PAL	2066
	Footwear (Open type).	SUMAN BETAL	3348
Welding.	BISWAJIT MANDAL	2535	

DISCIPLINE	Trade	Name of the convener /Expert	VTC code
PARAMEDICAL	Blood Collection Assistant	ASHOKE GANGULY	1233
	Health Worker	SAMIR BHASKAR, SHAMPA DAS D AN, ARPAN MAZUMDAR	63,5659 &1050 respectively

DISCIPLINE	Trade	Name of the convener /Expert	VTC code
AGRICULTURE	Ornamental Fish Culture.	KHOKON PATRA	3060
	Mushroom Cultivation.	KRISHNA KISHORE DUTTA & BIKASH MAHATA	6158
	Composting.	BIRUPAKHYA BASAK	8343
	Dairy Farming	SRIMANTA GHOSH	6909
	Poultry Farming	PRITAM MANDAL	6761

DISCIPLINE	Trade	Name of the convener /Expert	VTC code
HOME SCIENCE	Tailoring.	PANNA GANGULY & SOUMITA MONDAL	1240 & 6867 respectively
	Commercial Art.	KANCHAN CHAKROBORTY	1054
	Manufacture of Jam, Jelly, & Pickles.	SANTA MUKHERJEE	1163
	Silk Screen Printing.	MAUSAM KUMAR DAS	7765
	Jari Work & Kantha Embroidery.	SUKANTA BANERJEE & REHENA PARVEEN	1347 & 5672 respectively
	Toy Making (Soft).	SHAMPA CHAKROBORTY & RATNA PYNE	1347 & 42 respectively
	Beautician.	BEAUTY MONDAL	109
	Boutique Work.	DALIA DUTTA	123
	Garment Manufacturing	NILIMA BHOWMIK	6847

B) NQR -Class VIII+ LEVEL [Advanced VTC courses] :

Course Name	Course Code	Name of the convener /Expert	VTC code
Amin Survey	AMSVVA	SK ABID HOSSAIN & BRAJABASI HALDAR	4034 & 6344 respectively
Assistant Electrical House Wireman & Motor Winder	HWMWA	BASHI KANTA RAY	1059
2/3 Wheeler Mechanic/technician	2/3WMA	AVOY CHATTERJEE & KARTICK DUTTA	4150 & 6400 respectively

The following are suggested as guiding principle while creating e-learning material for vocational students:

1. Since the pandemic situation is continuing, e-learning material are to be prepared for all courses simultaneously, on a trimester basis, so that relevant study materials may be made available right from the beginning of the session to the students concerned.

2. The e-learning material is to be made on classroom mode. The teachers who would be preparing e-learning material are to ensure that they first create a lesson plan. The sequencing of the learning material should follow the logic of progression of classes with relevant topics.
3. It would be preferable to have e-learning materials of duration not more than 30 minutes plus a ten minutes self-evaluation module to make it a 40 minutes class.
4. The e-learning module should be such that, even when offline classes are resumed, students can refer to these as a form of e-tuition.

Moreover some important points to be followed are :

- a) Syllabus of each subject / paper will be given to the concerned convener/ Expert Teacher /instructor by Sri Biplab Kumar Ray, S.A.O.(R) of the Council.
- b) All the e-learning materials may be prepared using G-suite technology.
- c) Once the materials are ready, (Trimester basis) the same has to send to the e-learning cell of the Department for vetting the quality of the content. If approved, these will be uploaded on the Council's website.

Time schedule and phase wise action plan to be followed :

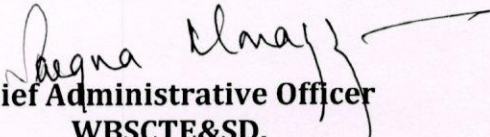
Phase – I :

1. Preparation of paper/trade wise lesson plan for the 1st quarter – 13th May, 2021.
2. Development of AV contents for the 1st quarter – 15th August, 2021.
3. Subsequent validation & uploading in the council's website of the AV contents – 31st August, 2021.
(ALL COMPLETE).

Phase – II :

1. Preparation of paper/trade wise lesson plan for the 2nd quarter – 31st August, 2021.
2. Development of AV contents for the 2nd quarter – 30th November, 2021.
3. Subsequent validation & uploading in the council's website of the AV contents – 15th December, 2021.
(ALL COMPLETE).

Apart from the above the all concerned teachers/instructors are to continue with their assigned e-learning classes for their students in a time bound easy & understandable manner so that the students have complete comprehension of the subject/topic and do not face any difficulty in Lab work/work shop or when they attend exams. It should be ensured that the students are well prepared for the examination.

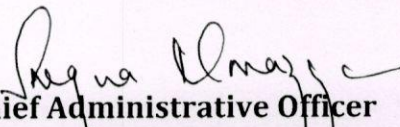

**Chief Administrative Officer
WBSCTE&SD.**

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Copy Forwarded for Information to:

1. Addl. Secy./E-learning cell
2. PS to HMIC, for kind information of Hon'le MIC.
3. PA to Principal Secretary for kind information of Pr. Secretary
4. PS to Chairperson, WBSCTVE&SD for kind information of Chairperson.
5. DVET, Dept. of TET&SD
6. SAO(R), WBSCTVESD
7. SAO(TE), WBSCTVESD


**Chief Administrative Officer
WBSCTE&SD.**