



West Bengal State Council of Technical and Vocational Education and Skill Development

(A Statutory Body under West Bengal Act XXVI of 2013)

[Erstwhile West Bengal State Council of Vocational Education & Training]

Karigori Bhavan, 5th Floor, Plot-B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160
L- (033) 2324-7728(Academic)/2324-7564(Examination)/2340-3671(Examination)

WBSCTVESD-14018/5/2020-AO(WBSCTVESD)/2020-21/1059

Date : 25.09.2020

To

The Heads of the Vocational Training Centres running H.S. (Voc.) Courses (All)

Sub: Guidelines regarding preparation of Home Assignments & Reports on Projects including Practical /Lab. reports etc. by the students of H.S. (Voc) courses under the guidance of Teachers / Instructors of VTCs

Ref: Memo no. 101-VET/2020-21 dated: 03.07.2020, 132-VET/2020-21 dated: 03.08.2020 & 177-VET/2020-21 dated 04.09.2020.

Madam / Sir,

In the academic interest of the students of class-XI & XII of H.S. (Voc.) courses, you are requested to take appropriate steps & instruct your respective teachers & instructors to undertake the following essential academic activities under prevailing pandemic situation:-

- 1) Subject teachers / instructors are to prepare **questions for Home Assignments** for the students of **Class-XI & Class-XII** topic wise in each subject as per syllabus.
- 2) For preparing **questions for Home Assignments**, subject teachers / instructors are to take reference of online classroom platform under <https://banglarsiksha.gov.in> under Dept. of School Education, Govt. of W.B. & previous years' **question papers** of the Council.
- 3) The nature of Assignments may be problem solving /question & answer types etc. (short and long) as the case may be.
- 4) Subject teachers / instructors are to give Home Assignments to their students through **e-mail/ whatsApp / text message/ discussion over phone etc. or by any other suitable means.**
- 5) Students are to write answers of the assigned task in their note book at home and answers of **two such tasks in each subject** will be submitted to their respective teacher/instructor **once in two weeks** through **mail /whatsApp/text message etc. or by any other means suitable for them or as advised by the teachers/instructors/school;** and this practice shall be continued during this academic session or until further order.



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- 6) In addition to above, the subject teachers /instructors are to give **at-least two topics per subject** to their class-XII students for writing **Project Reports** on the relevant subjects & as given in the **course curriculum**.
- 7) Students are to **prepare & submit Project Reports** on the topics of relevant subject to the teachers / instructors / school just after **the Puja vacation**.
- 8) The teachers are to **assess each project report of class-XII** students as soon as it is received & the tabulated assessed **project marks** in subjects are to be **submitted** to the **Council** as per norms & in **accordance to the appropriate notification** in this regard.
- 9) **For all such above academic activities, the teachers are to keep on helping their students providing notes /books /video /audio / guide over phone or by any other effective means for better understanding of the subject matter & also in preparing/submitting assignments/report(s) etc. in time.**
- 10) In similar manner the students are to be **guided for preparing practical reports** of practical /laboratory experiments etc. on relevant subjects like **Vocational Papers /Academic Elective etc.** based on **studies/pictures/figures/sketches/animated pictures/videos on experiments etc.** as the case may be & such reports may help in session end practical /lab. assessment.

All are requested to keep on watching the general notice section of www.wbscvet.nic.in

Please treat this as most urgent.

Thanking you,

Yours faithfully,

Chief Administrative Officer

Date : 25.09.2020

WBSCTVESD-14018/5/2020-AO(WBSCTVESD)/2020-21/

Copy forwarded for information & necessary action to :

- 1) Chairperson, WBSCTVESD
- 2) P.S. to Hon'ble MIC, Dept. of TET&SD
- 3) P.S. to Pr. Secy, Dept. of TET&SD
- 4) DVET, Govt. of W.B.
- 5) Sr. SAO(VE), WBSCTVESD (VED)
- 6) Sr. SAO(R), WBSCTVESD
- 7) Administrative Officer (Registration), WBSCTVESD (VED)
- 8) Nodal Officers of Nodal Centres are requested to extend necessary support.
- 9) HOI of concerned VTCs are requested to monitor the above regularly.

Chief Administrative Officer