

**e-office of DVET**

**Govt. of West Bengal  
Directorate of Vocational Education and Training  
Karigari Bhawan  
Plot-B/7, Action Area-III, New Town  
Rajarhat, Kolkata-700160**

**No. 002 –VET/2020-21**

**Date: April 06, 2020**

To  
The HM / Teacher -in-Charge  
& Co-ordinator  
All running VTCs in the state of W.B.

**Sub: Conduct of online classes, other academic related works during  
lock-down period**

Madam/ Sir,

As a sequel to the recent Corona outbreak and subsequently lock- down due to the same, academic activities in the VTCs are temporarily disrupted. This has resulted massive loss of academic interest of the students and has been the cause of major concern for academia across the country.

Govt. of West Bengal in the Deptt. Of Technical Education & Training is also in great concern in this crucial and emergency time period. Following the guide line "COVID 19 STAY SAFE - Digital Learning Initiatives of Ministry of HRD" it is advised to the Faculty members/Teachers to utilise this period for various academic activities such as:

- a. Development of on-line content / e-learning materials, conducting on-line teaching and on-line evaluation and continuing academic work from home.
- b. Prepare Course files including lesson plan and develop instructional material for the ongoing vocational courses and courses to be offered during next academic year.
- c. Prepare innovative questions for "Question Bank". / e-learning materials for uploading on the website of W.B.S.C.T.V.E.&S.D. following guideline of the Council .
- d. Prepare innovative projects on emerging trends and other topics that hone vocational skill of students.

Heads of the institutes are, therefore, requested to instruct faculty members (including part-time work forces) under their ambit to follow the above direction mentioned above during lock- down period to win the battle against Corona Virus. Stay safe !

Thanking you.

Yours faithfully,

Sd/

Director of Vocational Education and Training, West Bengal

**Copy forwarded for information and necessary action to :**

1. Additional Secretary , TET & SD Department
2. CAO , WBSCTVE&SD
3. Principal / OIC & Nodal Officer – 20 Nodal Polytechnics
4. PS to Hon'ble MIC , TET & SD Department
5. State Nodal Officer , iOSMS Cell , DVET
6. Assistant Director (Accounts ) DVET
7. Official of NIC
8. Head of the VTCs – Requested to view Notice Board of [wbvoc.gov.in](http://wbvoc.gov.in)
9. Sr.PS to the Principal Secretary , TET & SD Department

Sd/-  
Director of Vocational Education & Training  
West Bengal