



# 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, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

**Memo No. WBSCTVESD/VED/1/2020-21/17**

**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 Higher Secondary (Vocational) 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 & to ensure quality of such materials being developed for uploading the same in Council website & for easy learning of students concerned :

### I. **H.S. ( Vocational) Courses: Engineering & Technology [ET]:**

Course Group Name	Name of the Papers	Name of the convener /Expert Teacher(s)	VTC Code
Building Construction & Maintenance	All Vocational Papers	Dibyendu Halder	1089
Automobile Technology	All Vocational Papers	1.Soumen Talukdar	1143
Refrigeration & Air conditioning		2.Binimoy Das	6813
Computer Maintenance & Networking	Computer Application ( Part of EDCA)	SumantraSarathiSaha	2006
	1.Basic Computer Maintenance And Networking (CMNT)	Part-1: Shyamsundar Bhattacharyya Part-2 Tapas Barman	6823 6320
	2.Web Page Development Using HTML And ASP(WPDV)	Subhasish Banerjee	1005
	Foundation Course On Computer(FDWK)	Shyamsundar Bhattacharyya, Tapas Barman &Subhasish's Banerjee	6823,6320,1005
	Entrepreneurship Development And Computer Application(EDCA-CA)		
IT Application	1.Introduction To Visual Basic And Its Application(VBIT)	Tapas Barman &Subhasish's Banerjee	6320 & 1005
	2. Introduction To Database Management System With SQL (DBMS)	Shyamsundar Bhattacharyya , Kausik Sen, Pratap Chandra Roy&Sandip Bose	6823 ,6780 , 6918 & 2066 respectively



<b>Electrical Maintenance &amp; Installation</b>	1.Maintenance & Repair of Electrical Domestic Appliances (MRED)	Sujoy Kundu & Sudip Kundu	6295 &4172
	2.Electrical Wiring & Installation of Motors ( EWIM)	Hirak Chakraborty & ShankuMondal	4051&1059
	3. Rural Electrification And Distribution Of Power (REDP) &Remaining Vocational Papers	AnupSar &Hirak Chakraborty	4085& 4051
<b>Consumer Electronics</b>	All Vocational Papers	Somen Mondal	4083

## II, H.S.(Vocational ) Course : Agriculture [AG] :

Course Group Name	Name of the Papers	Name of the Convener/Expert Teacher(s)	VTC Code
	Basic Agriculture(BAAG)-XI	AsitMondal	2503
	Basic Animal Husbandry(BAAH)-XI	Ashim Kumar Ghosh	2549
Fish Farming (AGFF)	Pisciculture (PISC)	AsitMondal	2503
	Poultry Farming(POFG)	AsitMondal/ PritamMandal	2503/6761
	Animal Health Care (ANHC)	AsitMondal	2503
Animal Husbandry (AGAH)	Poultry Farming (POFG)	Ashim Kumar Ghosh/ Pritam Mandal	2549/6761
	Dairy Farming (DAFG)	Ashim Kumar Ghosh	2549
	Goatery and Piggery (GOPG)	Ashim Kumar Ghosh	2549
Cultivation of Fruits & Vegetable (AGCF)	Processing and preservation of fruits and vegetables (PPFV)	Guru Charan Roy	2607 (Retired-Jan/21)
	Production of Fruits(POFR)	Guru Charan Roy	2607 (Retired-Jan/21)
	Production of Vegetables (POVG)	Guru Charan Roy	2607 (Retired-Jan/21)
Horticulture (AGHC)	Horticulture nursery Management (HNMG)	Guru Charan Roy	2607 (Retired-Jan/21)
	Floriculture And Medical And Aromatic Plants (FMAP)	Guru Charan Roy	2607 (Retired-Jan/21)
	Production Of Vegetables (POVG)	Guru Charan Roy	2607 (Retired-Jan/21)
Crop Management (AGCM)	Crop Nutrient Management (CNMG)	Guru Charan Roy	2607 (Retired-Jan/21)
	Seed Production (SEPR)	Guru Charan Roy	2607 (Retired-Jan/21)
	Plant Health Management (PHMG)	Guru Charan Roy	2607 (Retired-Jan/21)
	Operation And Maintenance Of Farm Machineries (OMFM)	Guru Charan Roy	2607 (Retired-Jan/21)
Plant Management (AGPM)	Plant Health Management (PHMG)	Guru Charan Roy	2607 (Retired-Jan/21)
	Floriculture And Medicinal & Aromatic Plants (FMAP)	Guru Charan Roy	2607 (Retired-Jan/21)
	Production Of Field Crop (POFC)	Guru Charan Roy	2607 (Retired-Jan/21)



### III. H.S. (Vocational) Course : Home Science [HS] :

Course Group Name	Name of the Paper	Name of the Convener/Expert Teacher	VTC Code
Community Healthcare	Human Development (HUDV)	Sailat Dutta	6769
Food and Nutrition	Food Preservation & Processing(FPAP)	BinayBisawas	6796
Community Healthcare	Dietetics (DTC1 &2 )	KaziAzimulHaque	5035
Home management	All Vocational Papers	Rama Mukherjee	4032

### IV. H.S.(Vocational) Course : Business & Commerce [BC]:

Name of the Paper	Paper Code	Name of the convener /Expert	VTC Code
ECONOMICS AND BUSINESS MATHEMATICS & STATISTICS	EBM1/2	BIMAL PATRA	2587
BUSINESS STUDIES AND MANAGEMENT	BSM1/2	MALAY SINGHA ROY	6900
ACCOUNTANCY	ACT1/2	SK OHID ALI	3633
RETAIL MANAGEMENT & E-COMMERCE	REM1/2	UTTAM CHAKRABORTY	1105
MARKETING MANAGEMENT	MRM1/2	MAHAPRABHU DUTTA	6781
LIBRARY & INFORMATION SCIENCE	LISB	ANJANA ROY	8816
ORGANISING AND MAINTAINING INFORMATION IN A LIBRARY & INFORMATION CENTRE	LISO	SUVASISH BISWAS	6924
COMPUTER APPLICATION AND PRESERVATION IN LIBRARY & INFORMATION CENTRE	LISC	Expert of (LISB,LISO & LISM)	8816,6924,5673
REFERENCE SERVICE IN LIBRARY & INFORMATION CENTRE	LISM	SAYED NASER HOSSAIN	5673
TRAVEL,TOURISM AND HOSPITALITY MANAGEMENT	THM1/2	KOUSIK MUKHOPADHYAY	6900
EVENT MANAGEMENT	EVM1/2	MALAY SINGHA ROY	6900
BUSINESS LAW	BLAW	MANABENDRA KUNDU	5029
COSTING	CSTG	SANTANU ADAK	3633

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.
5. In view of the fact that the schools went in for early vacation and Class XI syllabus could not be completed, those parts of Class XI condensed syllabus which are required for understanding of classes in Class XII, maybe created first.
6. The committee has to first identify the topics required to be covered and those for which e-learning material has to be prepared by 25<sup>th</sup> May 2021.
7. Since Council intends to start online class for Class XII by July, the E-learning material as mentioned in Sl 5 and 6 above to be completed by 30<sup>th</sup> June for uploading in Council's website.

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 1<sup>st</sup> quarter – 13<sup>th</sup> May, 2021.
2. Identification of condensed syllabus of Class XI required in Class XII- by 25<sup>th</sup> May, 2021.
3. Completion of preparation of e-learning materials for any such parts of syllabus identified in Sl. 2 above -30<sup>th</sup> June, 2021.
4. Development of AV contents for the 1<sup>st</sup> quarter – 15<sup>th</sup> August, 2021.
5. Subsequent validation & uploading in the council's website of the AV contents – 31<sup>st</sup> August, 2021.  
(ALL COMPLETE).

**Phase – II :**

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

**Phase –III :**

9. Preparation of paper/trade wise lesson plan for the 3<sup>rd</sup> quarter – 15<sup>th</sup> December, 2021.
10. Development of AV contents for the 2<sup>nd</sup> quarter – 15<sup>th</sup> March, 2022.
11. Subsequent validation & uploading in the council's website of the AV contents – 31<sup>st</sup> March, 2022.  
(ALL COMPLETE).

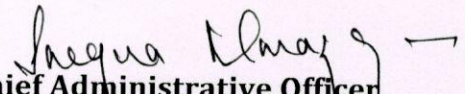
**Phase – IV :**

12. Preparation of paper/trade wise lesson plan for the 4<sup>th</sup> quarter – 31<sup>st</sup> March, 2022.
13. Development of AV contents for the 2<sup>nd</sup> quarter – 30<sup>th</sup> June, 2022.



14. Subsequent validation & uploading in the council's website of the AV contents – 15<sup>th</sup> July, 2022. (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.

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

**Dated, 04/05/ 2021**

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.