

**West Bengal State Council of Technical and Vocational
Education and Skill Development
(Technical Education Division)
Karigari Bhavan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160**

Memo No. WBSCTVESD/TED/I/2017-18/0856

Dated, 16 February, 2018

NOTIFICATION

SUB: AFFILIATION OF STVT COURSES

Session: July, 2018 to June, 2020

This is for information of all concerned that the West Bengal State Council of Technical & Vocational Education & Skill Development (WBSCT&VE&SD) has decided to award affiliation to the following Short Term Vocational Training modules of 6 months and 1 year durations under self-financed mode.

Sl. No.	Name of Courses	Duration	Batch Size	Class Hours	Entry Qualification
1	Computer Application (CA)	1 yr	Min : 20 Max: 40	For 6 months: Practical = 288 hrs Theory = 67 hrs EDT* = 05 hrs TOTAL = 360 hrs For 1 year: Practical = 576 hrs Theory = 134 hrs EDT* = 10 hrs TOTAL = 720 hrs	Passed 10th Class Examination (Madhyamik or Equivalent)
2	Hardware & Networking (HN)	1 yr			
3	DTP Multimedia (DTPM)	1 yr			
4	Automobile Repair & Maintenance (ARM)	1 yr			
5	Hospitality & Health Care (HHC)	1 yr			
6	Food & Beverages Services (FBS)	1 yr			
7	Electrical Technician (ET)	1 yr			
8	Auto Mechanism (AM)	1 yr			
9	Garment Design & Needle Work (GDNW)	1 yr			
10	Diesel/Petrol Engine Mechanic (DPEM)	1 yr			
11	Beautician/Hair Skin Care (HSC)	6 mths			
12	Computer Fundamental (CF)	6 mths			
13	Computer Maintenance (CM)	6 mths			
14	Desk Top Publishing (DTP)	6 mths			
15	Fitting & Plumbing (FP)	6 mths			
16	Mechanical Maintenance Fitter (MMF)	6 mths			
17	Financial Accounting System (FAS)	6 mths			
18	Auto CAD (ACAD)	6 mths			
19	Refrigeration & A.C. Mechanic (RACM)	6 mths			
20	Welder (Gas & Electric) (WGE)	6 mths			
21	Hotel Operations (HO)	6 mths			
22	Data Entry Operator (DEO)	6 mths			
23	Construction Supervisor 'A' (CSA)	6 mths			
24	Construction Supervisor 'O' (CSO)	6 mths			
25	Amin Surveyor (AS)	6 mths			

* EDT : Entrepreneurial Development Training

Norms and standards required to conduct STVT courses under the affiliation of this Council have been given in Annexure-I. Willing **STVT centers (affiliated to erstwhile WBSCTE)** having all facilities as specified in **Annexure-I** may apply to the Chief Administrative Officer of the Council in the prescribed format under **Annexure-II**. **Last date of application is 29.03.2018.**

Sd/-
Senior Administrative Officer (TE)
WBSCT&VE&SD (TED)

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Annexure - I

Norms and Standards required to conduct STVT Courses

1. Infrastructure:

Items	Details
Class Room	Minimum 200 sq. ft. for 20 trainees per course per batch. For increased intake, additional space will be required on pro-rata basis.
Workshop / Laboratory	Minimum 300 sq. ft. for 20 trainees per course per batch. For increased intake additional space will be required on pro-rata basis.
Library	Minimum 100 sq. ft.
Office Room	Minimum 100 sq. ft.
Staff Room	Minimum 50 sq. ft.
Student's Common Room	Minimum 100 sq. ft.
Toilet Blocks	Separate for Gents & Ladies
Drinking Water Facility	Adequate
Building	Ownership or Rented for 5 years at a stretch
Lighting	Adequate
Electrical Safety	As per standard norms
First Aid Facility	Adequate
Fire & Safety Measures	Adequate

2. Faculty:

Number of Teaching Faculty	Minimum 2 per course
Faculty Qualification	Must possess certificate of minimum 1 year's course on relevant fields from any recognised Institute or University
Mode of appointment	Full time/Part Time

3. Equipment: As required to cover the whole syllabus

4. Class Hours:

For 6 months courses	Total 360 hours
For 1 year courses	Total 720 hours

5. Intake Capacity:

Minimum intake per course	20 (for single batch) for standard room sizes
Maximum intake per course	40 (for two batches) for standard room sizes

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Annexure-II

APPLICATION FORMAT			
Name of the Centre			
Full Address with PIN			
Mobile Number		Whether Govt. aided STVT Centre ? (Yes/No)	
Email Address			
Year of Establishment		Year of granting affiliation (1 st time) by the Council (if applicable)	
Type of the Organisation (Society/NGO/Trust)			
Name of the Trust			

Sl. No.	Course Name	Duration	Proposed Intake	Course Fee (inclusive of all)
1				
2				
3				
4				
5				
6				

Facilities	Number	Size (L x W) in Feet	Area (sq. ft.)
CLASSROOM			
WORK SHOP / LABORATORY			
LIBRARY			
OFFICE ROOM			
STAFF ROOM			
STUDENT'S COMMON ROOM			
GENTS TOILET (YES/NO)		LADIES TOILET (YES/NO)	
DRINKING WATER FACILITY (YES/NO)		ADEQUATE LIGHT (YES/NO)	
ELECTRICAL SAFETY CERTIFICATE (YES/NO)		FIRE & SAFETY EQUIPMENTS (YES/NO)	
BUILDING (OWNERSHIP/RENTED)		IF RENTED, FOR HOW MANY YEARS ?	
FIRST AID (YES/NO)		ANY STVT CENTRE WITHIN 4 KMS ?	
ANY OTHER COURSE (S) CONDUCTED BY THE CENTRE (YES/NO)			

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DOCUMENTS TO BE ATTACHED			
SL NO	DOCUMENT NAME	ATTACHED (YES/NO)	REMARKS
1	FORWARDING LETTER		
2	ROUTINE WITH TIME SCHEDULE & NAME OF FACULTY IN TABULAR FORM		
3	LAYOUT PLAN OF THE CENTRE SHOWING DETAILS		
4	DOCUMENT RELATED TO OWNERSHIP OR RENTED BUILDING		
5	CERTIFICATE RELATED TO ELECTRICAL SAFETY		
6	DOCUMENT RELATED TO FIRE & SAFETY		

DECLARATION

I do hereby declare that above information furnished by me is true to the best of my knowledge and belief. If any of the above furnished information is found to be false at any point of time in future, affiliation (if allowed) of the courses of my centre with the WBSCT&VE&SD will be cancelled automatically and I shall be liable for any punitive action to be taken by the Council in this regard. My centre will abide by all norms and standards of the Council in respect of conduct of STVT courses.

**Signature with seal & date
of Authorised Signatory**

Full Name of the Signatory: _____

Contact mobile Number(s): _____

Name of the STVT centre : _____

District of the Centre : _____

Land mark (if any) : _____

: DISCLAIMER :

Application to the Council in the above format for grant of affiliation to STVT courses and inspection of a Centre by the Council do not ensure affiliation.