

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

No. 59 –VET/2020-21

Date: June 04, 2020

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

**Sub: Continuing conduct of online classes, other academic related works in the month of June,2020**

Madam/ Sir,

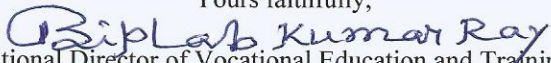
I convey lot of thanks for your great endeavour during last two months for interest of students of Vocational Education and Training . In continuation of earlier communication ( Vide Memo No. 02-VET/2020-21 dated April 6,2020) it is advised to the Teachers/Instructors of all categories to utilise the month of June,2020 for various academic activities such as:

- a) Conducting on-line classes ,on-line mock test & evaluation and continuing academic work , development of on-line content / e-learning materials from home for uploading on the website of W.B.S.C.T.V.E.&S.D. following guideline of the Council and/or;
- b) Preparation of Course files including lesson plan and development of instructional material for the ongoing vocational courses and courses to be offered during next academic year and/or;
- c) Preparing innovative questions and answers for " Model Question-Answer Bank". / e-learning materials for all subjects /papers in the syllabus of Short Term Training courses and H.S. (Vocational) courses ( class XI & class XII both) for uploading on the website of W.B.S.C.T.V.E.&S.D. following guideline of the Council and/or;
- d) Preparing innovative model projects on emerging trends and other topics ( for all classes and courses) that hone vocational skill of students of all Vocational Courses.

You are, therefore, requested to instruct teachers & instructors of all categories under your ambit to follow the above direction during the month of June,2020 . Stay safe from Corona Virus!

Thanking you.

Yours faithfully,

  
Additional Director of Vocational Education and Training, West Bengal

Memo No. 59 /1(9)-VET/2020-21

Dt. 04/06/2020

**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
9. Sr.PS to the Principal Secretary , TET & SD Department

  
Additional Director of Vocational Education & Training , West Bengal