

NORMS AND STANDARDS

SHORT TERM VOCATIONAL TRAINING (STVT) COURSES UNDER WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

INTRODUCTION

West Bengal State Council of Technical Education (WBSCTE) offers affiliation to centers conducting Short Term Vocational Training (STVT) courses of six months & one year duration since 1997 – '98. All major fields of training have been taken up. New courses in any field are encouraged. At present about 200 centers are conducting STVT courses under the affiliation of WBSCTE.

WBSCTE regularly monitors the centers conducting STVT courses and also updating the syllabi as per the need of the hour.

Affiliation is granted to centers run by Society or Trust or approved academic Institutions conducting the courses, which have potentiality in the area. Affiliation of centers is also granted considering the possibility of self-employment in the area.

Some Norms and Standards have been framed for granting affiliation to the centers so that trainees can achieve effective and gainful training in the desired field and put themselves in the appropriate job market/ self-employment to earn their livelihood.

PROCEDURE FOR STARTING NEW INSTITUTES / COURSES / UNITS

The application in Printed Letter Head is to be submitted to " The Secretary, West Bengal State Council of Technical Education "Kolkata Karigori Bhavan", 2nd Floor, 110 S.N. Banerjee Road, Kolkata- 700 013 stating –

- i) Name of the proposed course(s). [List of course is available in the Website "www.webscte.org"]
- ii) Name of the Society or Trust or approved academic Institutions organizing the center. (A copy of the Certificate of Registration to be enclosed).
- iii) Infrastructure available in details as per norms of the council is to be submitted. Status of the building whether owned or rented is to be indicated (copy of Ownership deed / Agreement of Tenancy and Layout plan of the building are to be enclosed).
- iv) Equipment List – course wise to be submitted.
- v) Faculty should have recognised professional qualification. List of Faculty including copies of recognised professional qualification to be submitted.
- vi) Routine for the proposed course(s) to be submitted.
- vii) Fund availability for running the center is to be indicated. Copy of Audited accounts for last three years, are to be submitted.
- viii) Certificates from the competent authority are to be submitted in respect of Power connection, Sanitation and Hygienic condition, Water supply etc.
- ix) If the center is already affiliated to other affiliating body, then furnish details of the Agency and the name of the courses.
- x) The Council will scrutinize the application and after judging the authenticity and financial position of the applicant shall convey to the applicant the decision whether the center can be considered for Affiliation or not with reasons for not considering the center.
- xi) If considered, Council will arrange for inspection by the Inspection Team duly constituted by the authority.

- xii) On the basis of the Recommendations made by the Inspection Team, provisional permission will be granted and the centre will be asked to deposit the Affiliation Fee to be paid through Bank Draft drawn in favour of "WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION".

On receipt of the Affiliation fee formal affiliation letter will be issued to the concerned center.

The management of the center shall make all necessary arrangement and create every facilities for the center for conducting the proposed course(s).

There is no provision of any financial help / grant from the council to open / run any STVT Center.

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1. Infrastructure :
 - a) Class Room – 200 sft. Minimum for 20 trainees per course. Additional space will be required for increased intake.
 - b) Laboratory / Workshop – 300 sft per 20 trainees per course.
 - c) Library – 100 sft. minimum.
 - d) Administration – 100 sft. minimum
 - e) Staff Room – 50 sft. minimum
 - f) Students Common Room – 100 sft. minimum
 - g) Toilet Blocks – 40 sft. (Urinals, Lavatories & Wash Basin in each Toilet Block is required. Separate Toilet Blocks for men and women are also required).
 2. Faculty : Qualification of the faculties should be appropriate with the course. Teaching Qualification must be obtained from an institute, which is recognised by a Council or by a University. Qualification obtained from an institute which is not Affiliated / Recognised to any Council or University will not be considered valid for Appointment as faculty.
 3. Equipment : Requirement of equipments & machinery for each course are mentioned in the syllabus.
 4. Courses : List of courses are available in the Council's website www.webscte.org. Apart from these courses, there are some courses for which syllabi have been prepared by centers and those syllabi are duly approved by this Council. Courses on any field, which have potential for employment / self-employment in an area are also accepted. Centers may forward such courses along with a copy of syllabus to this Council for approval and affiliation.
 5. Class hours : Total class hours for every course will be 360 hrs & 720 hrs duration for 6 months & 1 year courses respectively. Out of which 80% will be Practical classes and 20% will be Theoretical classes. Minimum 15hrs. (12 hrs Practical + 3 hrs Theoretical) classes per week for each course / batch are to be conducted.
 6. Affiliation fee : Affiliation fee of Rs.20,000/- (Rupees twenty thousand only) is charged for 1 to 4 courses. For each additional course a sum of Rs.5,000/- (Rupees five thousand only) is charged. Normally affiliation is granted for two years if otherwise there is no specific reason. Renewal of affiliation fee is Rs.10,000/- (Rupees ten thousand only) for up to 4 Courses, and Rs.15,000/- (Rupees fifteen thousand only) for more than 4 courses.
 7. Service Charge : Service Charge @ 10% of the total course fee as collected from the students is to be paid to this Council within the stipulated date.
 8. Registration Fee : Registration Fee @ Rs.150/- for each student is to be paid to the Council for Registration within the stipulated date.
 9. Examination Fee : Examination Fee @ Rs.250/- for each student is to be paid to the Council for Registration within the stipulated date.
 10. Session :
 - (a) January to June and July to December for 6 months courses.
 - (b) July to June for 1 year courses.
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