

**Govt. of West Bengal**  
**Directorate of Vocational Education & Training**  
Karigari Bhawan, Action Area : III, Plot : B-7 , New Town, Rajarhat, Kolkata-700160  
E-mail : wbdvet @ gmail . com, Phone No.-(033)-23243447

Memo No. 005-VET/NSQF/2020-21

Dated, Kolkata, 08<sup>th</sup> April, 2020

**To**

**All Concerned HM / Teacher -in-Charge**

All Schools running CSS-VSE in the State of W.B.

**Sub : Promotion of E-Learning Materials and Conduct of On-line Classes and Other Academic related works during lock-down period due to COVID19.**

As a sequel to the recent Corona outbreak and subsequently lock-down due to the same, academic activities in the Schools are being temporarily disrupted. This has resulted massive loss of academic interest of the students of all Schools.

In view of above, Technical Education, Training & Skill Development Department has reviewed the entire matter on guide line "COVID19 STAY SAFE-Digital Learning Initiatives of Ministry of HRD" with Officials of Directorate and suggested to promote on-line classes for benefit of the students. Accordingly it is advised that the Faculty members/Teachers of Schools may utilize 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. Preparation of Course files including lesson plan and development of instructional materials for the ongoing vocational courses and courses to be offered during next academic year.
- c. Prepare sample questions for "Question Bank" / e-learning materials for uploading on the website of W.B.B.S.E, W.B.C.H.S.E and W.B.S.C.T.V.E.&S.D. following standard guidelines of the respective Board and Councils.
- d. Prepare innovative projects on emerging technologies on recent trends and other topics.

Heads of the institutes are, therefore, requested to instruct faculty members under their ambit to follow the above direction mentioned above during lock- down period to win the combat against Corona Virus. Stay safe!

Thanking you.

Yours faithfully,

*[Signature]*  
08/04/2020  
Officer on Special Duty  
(In Charge of NSQF Cell)

Memo No.005 /1(9) -VET/NSQF/2020-21

Dated, Kolkata, 08<sup>th</sup> April, 2020

Copy forwarded for information and necessary action to :

1. State Project Director, WBPBSSM
2. Additional Secretary , TET & SD Department
3. President, WBCHSE
4. President, WBBSE
5. CAO , WBSCTVE&SD
6. Director of Vocational Education & Training
7. PS to Hon'ble MIC , TET & SD Department
8. Sr.PS to the Principal Secretary , TET & SD Department
9. All CEOs of Training Providers .

Officer on Special Duty  
(In Charge of NSQF Cell)