



**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 Bhawan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No.: WBSCTVESD/TED/2023-24/0928/4

Dated, Kolkata, the 08th November, 2023

From: Sandip Kundu

Senior Administrative Officer (Technical Education)
WBSCT&VE&SD

To: The Principal /Officer-in-charge

NARULA INSTITUTE OF TECHNOLOGY
81, Nilgunge Road, Agarpara,
Kolkata - 700109

**Sub: Permission to conduct D.Voc / Skill Diploma course for the academic session
2023-24**

Sir / Madam,

The West Bengal State Council of Technical & Vocational Education & Skill Development (Technical Education Division) is pleased to accord permission in respect of conducting the following D. Voc / Skill Diploma in your institute for the academic session 2023-24.

Sl No.	Name of the Course (Level)	Program	Specialization	Approved Intake	Period of Affiliation
1	Diploma in Vocation (D.Voc)	Engineering & Technology	Electronics Manufacturing Services	30	2023-24

All norms and standards of AICTE and WBSCT&VE&SD on permission shall have to be fulfilled by your Institution, failing which permission shall stand withdrawn.

Special mentions of the following points are made as under:

- 1. Admission:** The Institute shall publish in their brochure & website the details of this scheme and the specialization offered along with the approved intake. Similar to existing diploma courses of self- financed institutions, Management Quota (MQ) is 25% of approved intakes for D-Voc courses. Admission of student to these seats shall be done on merit basis as per the Reservation Policy of Govt. of West Bengal. Institute level advertisement, processing of application forms, preparation of merit lists are allowed for 75% seats under State Quota (SQ). The Council may approve of the Merit Lists submitted by the Institutions. The Eligibility criteria for admission to the program are given below and shall be made in accordance with the notifications by the AICTE from time to time.

Courses	Eligibility
Diploma of Vocational (D.Voc)	Class X passed
Diploma of Skill	Not passed Class X

2. **Counseling:** Institute level counseling is to be made if number of applicant is more than approved intake for any program on the basis of merit. The Council will depute representative from the nearby Government polytechnic to oversee the counseling process.
3. **Curriculum:** As per recommendation of Board of Studies and Skilling (BOSS) of the Council, AICTE model curriculum for the program is to be followed. On Job Training (OJT) is to be conducted as per the curriculum of selected Qualification Pack (QP) prescribed by the respective Sector Skill Council. Training under these courses must be aligned with the outcome at each level as prescribed under NSQF. The courses are to be conducted as per the guidelines issued under SAMVAY (Skill Assessment Matrix for Vertical Advancement of Youth).
4. **Fees Structure:** Fees structure of existing diploma courses in Engineering & Technology in self financed Institutions is to be followed for D-VOC courses. The institute shall also display the tuition and other fees charged by them for this specialization on their brochure & website. Tuition fee for State Quota is Rs.1500/- per month and for Management quota is Rs.2500/- per month.
5. **Examination:** Education component is to be taught by the Institute and the skill component is to be covered by SKP/ Training Provider approved by NSDC or Govt. Agency. The classes may be offered in flexi hours by the Institute. The Council will conduct examination for the Education Component. SKP/ Training Provider will do assessment for skill competency.
6. **Certification:** The Skill Knowledge Provider / Trainer (SKP) will submit necessary skill credit of the student to the Institute where student is registered. Both these credits will be transferred to the Council, which compiles the Vocational Skill credits and the formal education credits and if all such credits are available as required by the certification level, then the Council shall award the certification of that level. Credit calculation and certification will be as per SAMVAY, the Skill credit framework notified by MHRD.

Your institute is required to give declaration on a court paper vouching to continue the course for a full term.

Thanking You,

Yours Faithfully,

Sandip Kundu
08.11.23

Sandip Kundu
Senior Administrative Officer (Technical Education)
WBSCT&VE&SD