

**WEST BENGAL STATE COUNCIL FOR VOCATIONAL TRAINING**

(A Registered Society under Technical Education, Training & Skill Development Department, Government of West Bengal)

4th Floor, Karigari Bhawan, Action Area-III, Rajarhat, New Town, Kolkata-700160

Modalities for Introduction of Short Term Courses

In terms of the decisions taken in the 3rd AGM of WBSCVT held on 17-09-2019, introduction of Short-Term Courses under the aegis of WBSCVT was approved. In the 5th Annual General Meeting held on 29.04.2022, it was decided that the Council will commence the Short term Courses from this year for which syllabus has been finalised and proposals received from various Training Agencies. In pursuance of the said decision, the Council has decided to commence the courses from this year onwards. Accordingly, the modalities required for running the courses are enumerated below:—

1. Proposals from Organizations/Institutions (Training Agencies), desirous of conducting Short-Term Certificate Courses, will be invited through open advertisement in the Newspaper/ Website.
2. (a) The Training Agencies shall submit a draft proposal of the course or a broad framework of the course intended to be introduced compatible with the requirements for the relevant Industry Sector for which the course is proposed to be introduced.

(b) The Courses will be subject to scrutiny and approval of the Board of Studies/ Syllabus Committee, WBSCVT.

(c) Upon issue of approval of the Courses, necessary Affiliation may be accorded.

(d) On successful completion of the approved courses & assessment, the candidates will be awarded Certificates by the WBSCVT. Authority of WBSCVT will decide upon the modalities of Admission, Registration & Assessment of Trainees.
3. The Training Agencies will be an entity which may be a Registered Society/ Trust/ Partnership/ Proprietorship Firm/ Corporate Body/ Statutory Body/ Educational Institution.
4. The Training Agencies should have in its possession the requisite Infrastructure/Equipments suitable for the Course applied for. The Training Agencies will furnish details of faculty members/Infrastructure/Equipments. Details of faculty members along with their credentials will be submitted at the time of application. The faculty members should possess adequate professional qualification.



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5. The Training Agencies should have the capacity/requisite experience credentials in conducting Vocational/Skill Development Programmes.
6. All Statutory clearances as may be necessary for running the Training Centre should be furnished by the Training Agencies at the time of application along with copies of Audited Accounts for the last Three (03) Financial Years and Copy of PAN Card.
7. Affiliation will be granted by the WBSCVT after all parameters are found to be satisfactory in all respect on Inspection of the premises of the Training Centres and scrutiny of documents.
8. The entity will have adequate solvency necessary for running the courses. A solvency certificate from the Banker of the Training Agencies may be asked for if deemed necessary.
9. The Training Agencies may charge necessary fees from the Candidates should be reasonable and sufficient to sustain the expenditure necessary for running the courses and also ensure financial viability.
10. The charges payable to WBSCVT by the Training Agencies was approved in the 3rd Executive Body Meeting as follows:—

Sl. No.	Item	Type of Fees	Category of Institution	
			Skill Training Organization or Institution run by Society or Private Entity	Govt. ITIs/ Govt. Polytechnics / Govt. Institutions/PTP ITIs
1.	Provisional / Regular Affiliation (For First Application for affiliation)	Application Fee (one time)	Rs. 20,000	Nil
		Processing Fees per Course	Rs. 15,000	Nil
2.	Renewal of Provisional / Regular Affiliation	Per Course	Rs. 15,000	Nil
3.	Enhancement of Intake capacity	Per Unit	Rs. 15,000	Nil
4.	Late Fee	Per Course/day	Rs. 500.00	Nil



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5.	Administrative Charge		10% of the Total Course Fee collected from Student	Nil
6.	Examination Fee		Rs. 250 per Student	

Validity Period of Regular / Provisional Affiliation- The validity period of Regular Affiliation is 03(Three) Years & The validity period of Provisional Affiliation is 06 (Six) Months

11. Duration of courses: Three (03) Months/Six (06) Months/One (01) Year or as may deem fit for a training course.
12. Agreement: The Private Training Agencies will enter into an Agreement with the WBSCVT in Stamp Paper of adequate value in the pro-forma prescribed by the WBSCVT.


 Secretary
 WBSCVT