

FORMAT - 'A'

Commencement Report

For - _____
Month & Year

From

Institute Code No (Vocational Council Code): _____.

Name of the Institution: _____.

To

The Secretary

West Bengal State Council of Vocational Education & Training
Kolkata Karigari Bhavan (3rd Floor), 110, S. N. Banerjee Road, Kol-13

Sir,

The following information in respect of courses commenced at each level, with date of commencement, no. of students, particulars of Contractual Teachers / Instructors and Part-timers engaged, their qualification, are submitted herewith for information and for necessary action for sanction of both recurring and non-recurring grant to run this VTC.

Information regarding courses started

At X+2 Level

Sl. No.	Discipline. [Tick (✓) Only]	Vocational Subject	Duration of Class Time		No. of Student Enrolled		Date of Commencement	
			Starting Time	End Time	Enrolled In XI	Contg. In XII	XI	XII
1.	ET ()/BC ()/ HS ()/AG ().	VP – I : VP – II :						
2.	ET ()/BC ()/ HS ()/AG ().	VP – I : VP – II :						
3.	ET ()/BC ()/ HS ()/AG ().	VP – I : VP – II :						

At VIII+ Level

Sl. No.	Discipline. [Tick (✓) Only]	Trade	Duration of Class Time		No. of student Enrolled	Date of Commencement
			Starting Time	End Time		
1.	ET /BC /HS / AG /PM.					
2.	ET /BC /HS / AG /PM.					
3.	ET /BC /HS / AG /PM.					

Information regarding Teaching Staff

Sl. No.	Descriptions	Total Numbers	Number of total classes per week
At X+ Level			
1.	Contractual Teachers engaged @ Rs. 7,800/- month.		
2.	Part Time Teachers engaged @ Rs. 150/- class.		
3.	Contractual Instructors engaged @ Rs. 5,850/- month		
4.	Part Time Instructors engaged @ Rs. 100/- class.		
At VIII+ Level			
1.	Part Time Teachers engaged @ Rs. 150/- class.		
2.	Contractual Instructors engaged @ Rs. 5,850/- month		
3.	Part Time Instructors engaged @ Rs. 100/- class.		

- N. B:**
1. Submit single CR for both VIII+ & X+2 for the month of July every year.
 2. Submit single CR for only VIII+ level of the month of January every year.
 3. No column will remain blank.
 4. Date of submission of CR (Last working day of the month of July & January every year).
 5. Revised CR will not be entertained.

Details of Teaching Staff engaged under Vocational Scheme

For X+ Level

Type of engagement	Sl. No.	Name of the Teacher	Qualification (Certificate to be attached)	Subjects	Numbers of classes per week
Contractual Teachers engaged @ Rs. 7,800/month	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
Part Time Teachers engaged @ Rs. 150/class	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
Contractual Instructors @ Rs. 5,850/month	1.				
Part Time Instructors engaged @ Rs. 100/class	1.				
	2.				

For VIII+ Level

Type of engagement	Sl. No.	Name of the Teacher	Qualification (Certificate to be attached)	Subjects	Numbers of classes per week
Contractual Instructors engaged @ Rs. 5,850/month	1.				
	2.				
	3.				
Part Time Teachers engaged @ Rs. 150/class	1.				
	2.				
	3.				
Part Time Instructors engaged @ Rs. 100/class	1.				
	2.				
	3.				

Total Number of Contractual Teacher	Total Number of Contractual Instructors (X+ & VIII+)	Total Number of Part Time Teachers (X+ & VIII+)	Total Number of Part Time Instructors (X+ & VIII+)	Category (Contractual)			
				Gen	SC	ST	OBC
X+ :	X+ : VIII:	X+ : VIII:	X+ : VIII:				

Certified that (1) the information submitted in this format as regards, Vocational subject / trade shown to be started, date of commencement and no. of students enrolled in each, no. of Contractual Teachers / Instructors and Part-time Instructors / Teachers reported to have been engaged in presence of expert approved by the Nodal Centre, are true to records maintained here (2) no. of **admissible** Contractual Teachers / Instructors engaged, their qualification and workload calculated to be borne by them as reported above are all within the prescribed norms of the Department of Technical Education & Training and the WBSCE&T .

Place : _____.

**Signature with Full Name, Seal of the
Head of the Institution.**

Date : ____ / ____ / ____.