

CSS for VHSE WB : Assessment and Certification process

1 message

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To: Director Vocational <wbdvvet@gmail.com>

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Dear Sir

This is in reference to our discussion on the assessment and certification process in CSS for VHSE.

Please find the following information on the said process, followed as on date:

1. Assessment:

- a. Department (In this case DVET, WB) to share the student data in the prescribed format shared by NSDC
- b. NSDC to issue practical assessment guidelines (aligned to the guidelines issued by Education Board / Council, approved by the Department) and share student database with respective SSCs
- c. SSCs to work with their approved assessment bodies and schedule assessments as per the block dates provided by Department and allocate assessors
- d. NSDC to collate information pertaining to '1.c.' as provided by SSC and share with Department for further notification to schools
- e. Assessors to conduct assessments and share award list (mark sheet) as specified in the approved guidelines

2. Certification:

- a. Board/ Council to collate marks as follows:
 - i. CCE / Internal (provided by trainer to HMs / Principals)*
 - ii. Practical (provided by SSC to HMs / Principals)*
 - iii. Theory (conducted by Board / Council)

* HMs / Principals to collate and provide to Board / Council

- b. Board / Council to validate and share the final database of successful students with NSDC with a request for certificate generation on approved template (format to be shared shortly) – Board / Council the soul authority to validate the data
- c. Department to share the high definition logo; name, designation and scanned signature of authorized signatory from Board / Council to be printed on the joint-certificates issued to students, with NSDC
- d. NSDC to coordinate with respective SSC and Certificate Generation body for generation of certificate (soft copies)
- e. SSCs to bear the certificate generation (soft copies) cost
- f. NSDC to collate and share the certificate soft copies with Department (to retain soft copies with

easily, if he / she has misplaced / tampered / destroyed unintentionally, as per Department / Board / Council norms)

g. Department to coordinate for printing and distribution of certificates

In case of any further clarification, please feel to revert.

Regards

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