# West Bengal State Council of Technical and Vocational Education and Skill Development

(Technical Education Division)

Karigari Bhawan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Memo No. WBSCTVESD/TED/2020-21/02129                    Dated, January 4, 2021

## NOTIFICATION

### Subject: Online Registration, 2020-21

- For Diploma in Engineering & Technology
- Part-Time Diploma in Engineering & Technology
- Diploma in Pharmacy
- Diploma in Hotel Management & Catering Technology
- Diploma in 3D Animation & Graphics
- Diploma in Modern Office Practice & Management
- Post-Diploma in Medical Electronics / Petrochemical Engineering
- Advanced Diploma in Industrial Safety
- Advanced Diploma in Fire Safety Management
- Post Graduate Diploma in Human Resource Development & Labour Welfare
- Advanced Certificate Course in Boot, Short & Leather Goods Manufacture

## Kind attention: Principals / Officers-in-Charge / Institutional Heads
### All concerned Polytechnics/Institutions/Centers

In supersession of Council earlier Notification No.WBSCTVESD/TED/I/2020-21/2089 dated, December 29, 2020 on the above subject, this is for information of the Principals/Officers-in-Charge/Institutional Heads of all Polytechnics / Institutions / Centers under the academic control of this Council that Online Registration of the students admitted in the academic session 2020-21 will be held as per the following schedule.

| Sl. No. | Activity | Date |
|---|---|---|
| 1 | Start of Online Registration (by the students) | 04.01.2021 |
| 2 | Closing of Online Registration (by the students) | 22.01.2021 |
| 3 | Last date of submission of signed soft copy of the registration application form (downloaded) and self-attested photocopy of the eligibility documents by the students (duly converted to a single pdf file-format) by email to the Polytechnics/Institutes/Centers | 27.01.2021 |
| 4 | Closing of validation of registration by the Polytechnics / Institutions / Centers | 30.01.2021 |
| 5 | Last date of uploading of list of approved registrations and registration application forms & eligibility documents (Mark sheet & Admit Card) of the students ON GOOGLE DRIVE | 05.02.2021 |

Students who have taken admission to the abovementioned courses in the Academic Session 2020-21, will have to register themselves through **"Online Registration (Academic Session 2020-21)"** section on the website www.webscte.co.in by providing necessary information. They have to fill in the registration form online, upload recent colour photo, upload scanned copy of **original** mark sheet, admit card & Kanyashree document (as applicable) and deposit the registration fee of Rs.200/- (Rs.100/- for Kanyashree) through **online payment gateway (Debit Card / Credit Card / Net Banking / UPI).** Finally, they have to submit the signed soft-copy of the registration application form (downloaded) and self-attested photocopy of eligibility documents (Mark sheet, Admit Card, Kanyashree document) ==(All requisite documents to be scanned and duly converted to a single file in pdf file-format before submission. The pdf file should be named with the Registration Application Form Number)== to their respective Polytechnics / Institutes / Centers by ==email.== There will be no collection of registration fee at the Institute level. Polytechnics / Institutes / Centers can see the list of students applied for registration through **"Institute Login"** and they will have to validate registration of each and every student after due verification of the data provided by them. For the Kanyashree candidates, original document in respect of Kanyashree is to be verified at the Institute level prior to validation of registration.

In connection with the validation of applicants for online registration by the Institutes, it is pertinent to mention here that consequent upon the prevalent threat of the COVID-19, the submission of registration application form (downloaded) and self-attested photocopy of eligibility documents (Mark sheet, Admit Card, Kanyashree document, etc.) is to be made ONLINE and not in person to the respective Institutes. All requisite documents to be scanned and duly converted to a single file in pdf file-format before submission. The file is to be named as the **Registration Application Form Number.** However, Institutes shall have to collect all such named files against each application of the registration at the institutes, keep it in a folder named as the **Institute Code** (e.g. APC, BPC, CCP……. etc.) and upload the folder on google drive by clicking on the link to be provided through mail in due course of time.

User ID and Password will be sent to the email address of respective Polytechnics / Institutes / Centers. ==Polytechnics / Institutes / Centers will have to validate the registration of the students through 'Institute Login' latest by 30.01.2021.== After completion of online validation, Polytechnics / Institutes / Centers will have to take a printout of the list of approved students and submit the same along with all scanned signed soft copies of registration application forms (branch-wise and year-wise) and self-attested photocopies of eligibility documents (Mark Sheet, Admit Card, Kanyashree document, etc.) of the students to the google drive ==latest by 05.02.2021 with a scanned forwarding letter== under a folder in the name of the institute and **strictly not physically** to ==Council office at 110, S.N. Banerjee Road, Kolkata-700013==.

Accordingly, concerned Polytechnics/Institutes/Centers are requested to give a suitable notification on the notice boards advising their newly admitted students to participate in the online registration process within the specified last date. ==Online registration by the admitted students is mandatory.== Registration certificate will be issued only to the validated (approved) students of respective Polytechnics / Institutes / Centers. **Principals / Officers-in-Charge / Institutional Heads** are requested to take note of the above and do the needful.

**OSD (Registration)**
WBSCT&VE&SD (TED)