



# WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

## TECHNICAL EDUCATION DIVISION

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Karigari Bhavan, 4<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No. WBSCTVESD/TED/2020-21/02222

Dated, 26<sup>th</sup> February 2021

### NOTIFICATION

**Subject: Online Registration, Academic Session: 2021-22**  
(For the following courses affiliated under the Council)

- For Short-Term Vocational Training
- For Board of Commercial Education

#### Kind attention: Institutional Heads

All concerned STVT & BOCE Institutes

This is for information of the Heads of all Institutes conducting Short-term Vocational Training Courses and BOCE courses affiliated under the Council that **Online Registration** of the students admitted in the **academic session 2020-21** will be held as per the following time-schedule.

Sl. No.	Activity	Date
1	Start of <b>Online Registration</b> (by the students)	01.03.2021
2	<b>Last date</b> of Online Registration (by the students)	16.03.2021
3	<b>Last date of submission of signed soft copy of the registration application form (downloaded) and eligibility documents by the students (duly converted to a single pdf file-format) by email to the Polytechnics/Institutes/Centers</b>	26.03.2021
4	Closing of validation of registration by the Institutions / Centers	30.03.2021
5	Last date of sending of soft copies of list of approved registrations (with photo) and registration application forms & eligibility documents of the candidates (Mark sheet & Admit Card) of the students	05.04.2021

Students who have taken admission to the above-mentioned courses in the Academic Session 2020-21, will have to register themselves through "**Online Registration (Academic Session 2020-21)**" on the website [www.webscte.co.in](http://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 (if 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 eligibility documents (scanned Mark sheet, Admit Card, Kanyashree document from originals) **(all requisite documents to be scanned and duly converted to a single file in pdf file-format before submission)** to their respective Institutes / Centers by **email**. **There will be no collection of registration fee at the Institute level.** Institutes / Centers will see the list of candidates applied for registration through their "**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.



# WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

## TECHNICAL EDUCATION DIVISION

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Karigari Bhavan, 4<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

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 eligibility documents (Mark sheet, Admit Card, Kanyashree document) has to be made ONLINE and not in person to the respective Institutes latest by 26-03-2021. All requisite documents to be scanned and duly converted to a single file in pdf file-format before submission. The file has to be named as the registration application form no. However, Institutes shall have to collect all such named files against each application of the registration at the institutes and to be mailed at [entrancecell@webscte.co.in](mailto:entrancecell@webscte.co.in)

User ID and Password will be sent to the email address of respective Institutes/Centers. Institutes/Centers will have to validate the registration of the students through 'Institute Login' latest by 30.03.2021. After completion of online validation, Institutes/Centers will have to take a printout of the list of approved students (with photo) and send the same along with all scanned signed soft-copies of registration application forms (trade-wise) and eligibility documents of the students (scanned Mark Sheet, Admit Card, Kanyashree document from originals) at the mail id [entrancecell@webscte.co.in](mailto:entrancecell@webscte.co.in) latest by 05.04.2021 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.

The Heads of the Institutes are also hereby requested to present the duly-signed undertaking-format on their Institute's Letter-Head, annexed to this notification, in respect of the courses in which the enrolment-strength not only less than the approved intake but also less than the Council prescribed minimum enrolment-strength of 10 (TEN). The undertaking is also to be mailed to the Council along with the documents related to registration within 05-04-2021.

Accordingly, concerned 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 Institutes / Centers after due verification. Institutional Heads are requested to take note of the above and do the needful.

Heads of Institutions are requested to take note of the above and do the needful. For further queries, Institutes may contact Council's Office at 110, S.N. Banerjee Road.

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



# WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

## TECHNICAL EDUCATION DIVISION

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Karigari Bhavan, 4<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Annexure

### PROFORMA

(to be printed on the letter-head of the Institute)

### Undertaking

Reference: Council's Notification No.WBSCTVESD/TED/2020-21/02222 dt. 26.02.2021

Drawing due reference to the above this is to bring out that the following courses under affiliation of the Council being conducted at this institute for the academic session 2021–2022, have the enrolment strength against approved intake as mentioned in the table below,

Sl. No.	Name of the Course	Duration	Approved Intake	Enrolled strength	Date of intimating admission status
1					
2					
3					

The enlisted course(s) at sl. No.(s) \_\_\_\_\_ have/has enrolled strength on admission is found to be less than the prescribed minimum 10. It is, therefore, undertaken that

- The course(s) mentioned in the table above, will be conducted at this centre in compliance with the prescribed academic norms of the Council except only that of the enrolment-strength and all these courses are viable academically.
- In public interest and interest of the admitted students, the course(s) mentioned in the table above, will not be discontinued midway till the completion of the course or till the affiliation expires, whichever is later and.
- The admission status of each of the courses being continued or not being continued will be shall be presented to the Council by 31-03-2021.

Signature : \_\_\_\_\_

**Head of the Institute**  
(Name & seal of office)