SCHOOL REGISTRATION PROCEDURE

And

STUDENT PROFILE, BATCH CREATION & INTERNAL MARKS UPLOADING PROCEDURE FOR CSS-VSE

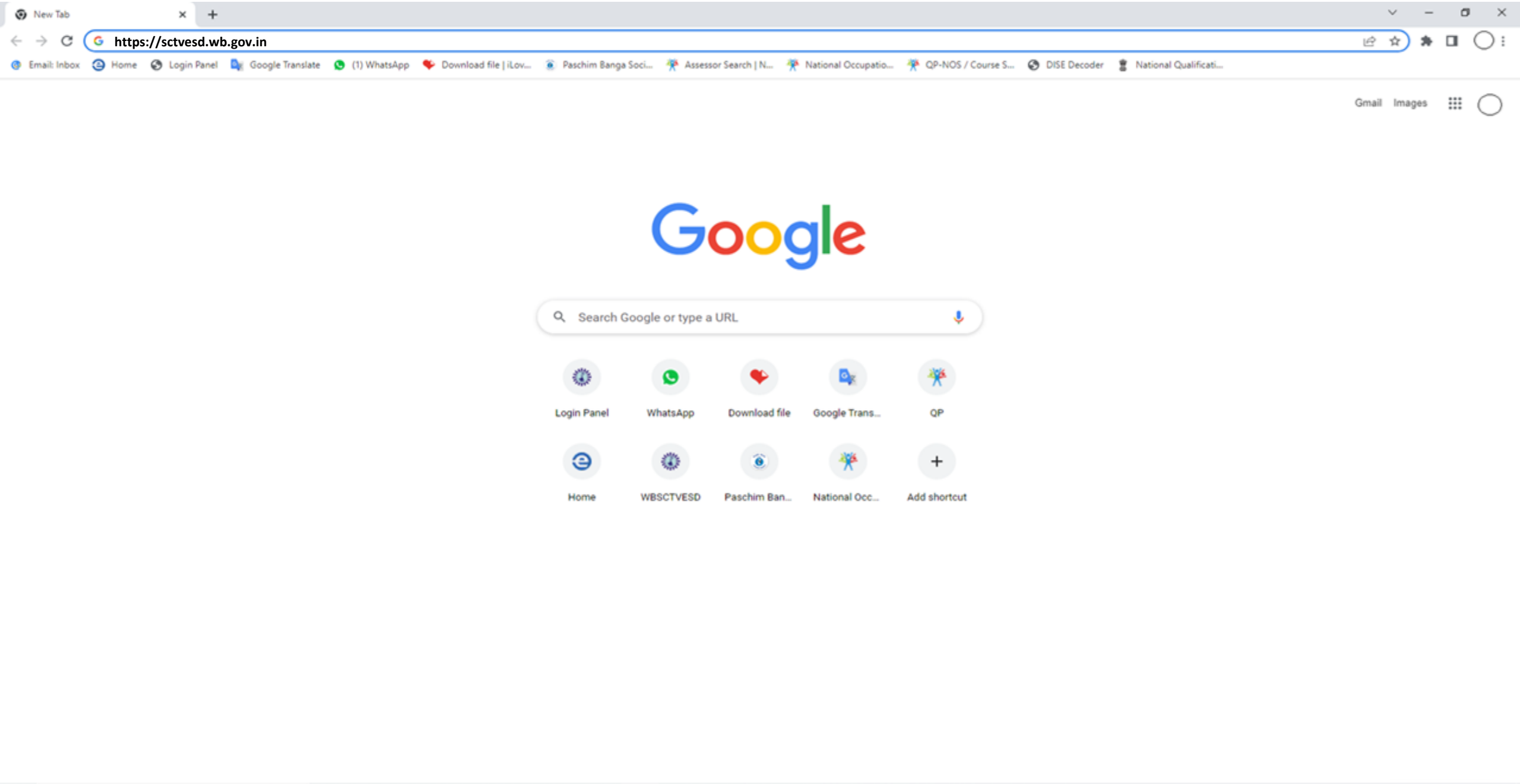
West Bengal State Council of Technical & Vocational Education & Skill Development

SCHOOL REGISTRATION PROCEDURE
(For New School only)

* If already registered (school participate in previous year CSS VSE exam) then skip this page and go to page no 12

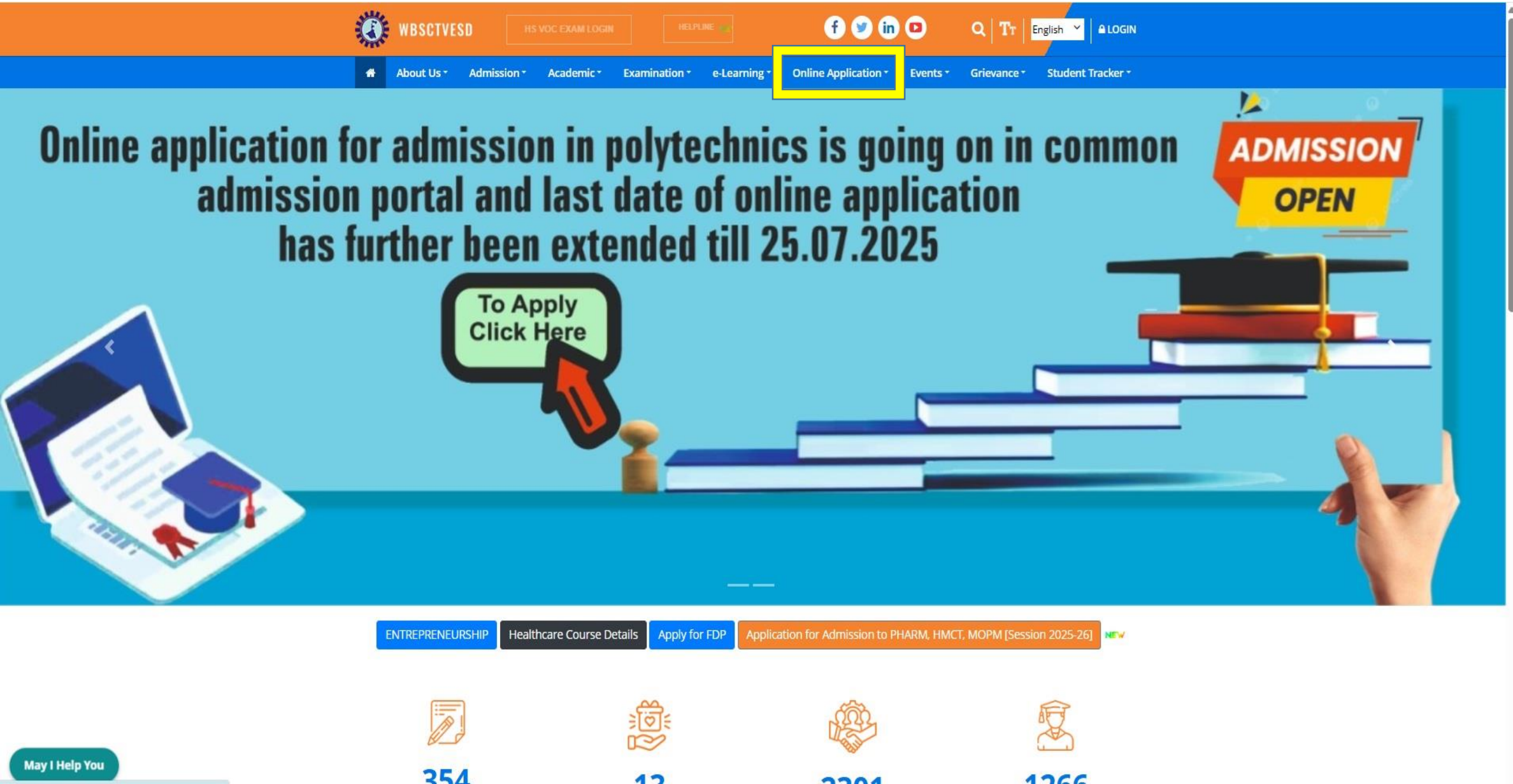
❖ How to register as School: (For New School)

Open any browser and type in the URL https://sctvesd.wb.gov.in



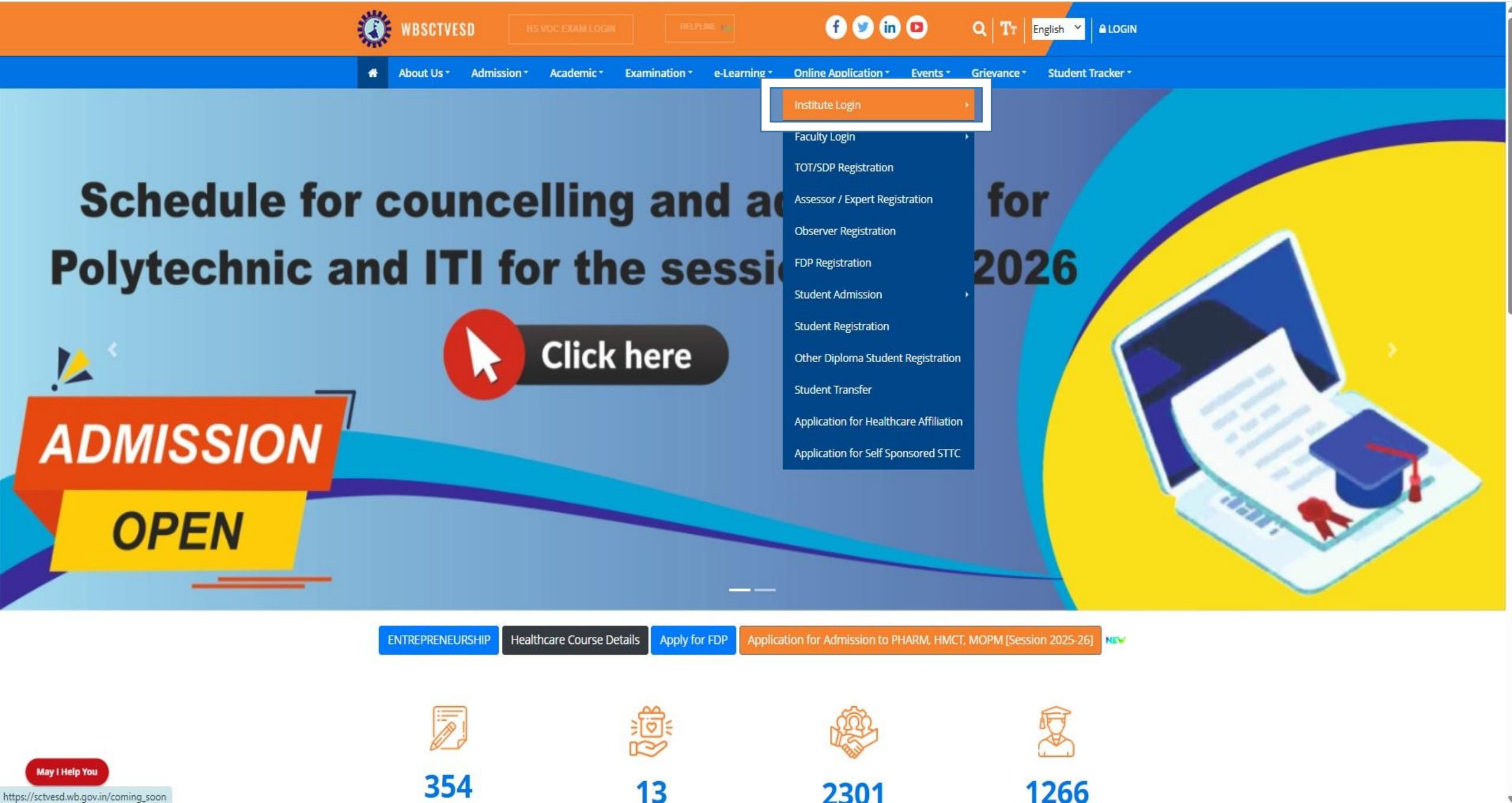
Below screen will be appeared.

Click on the "Online Application" button.



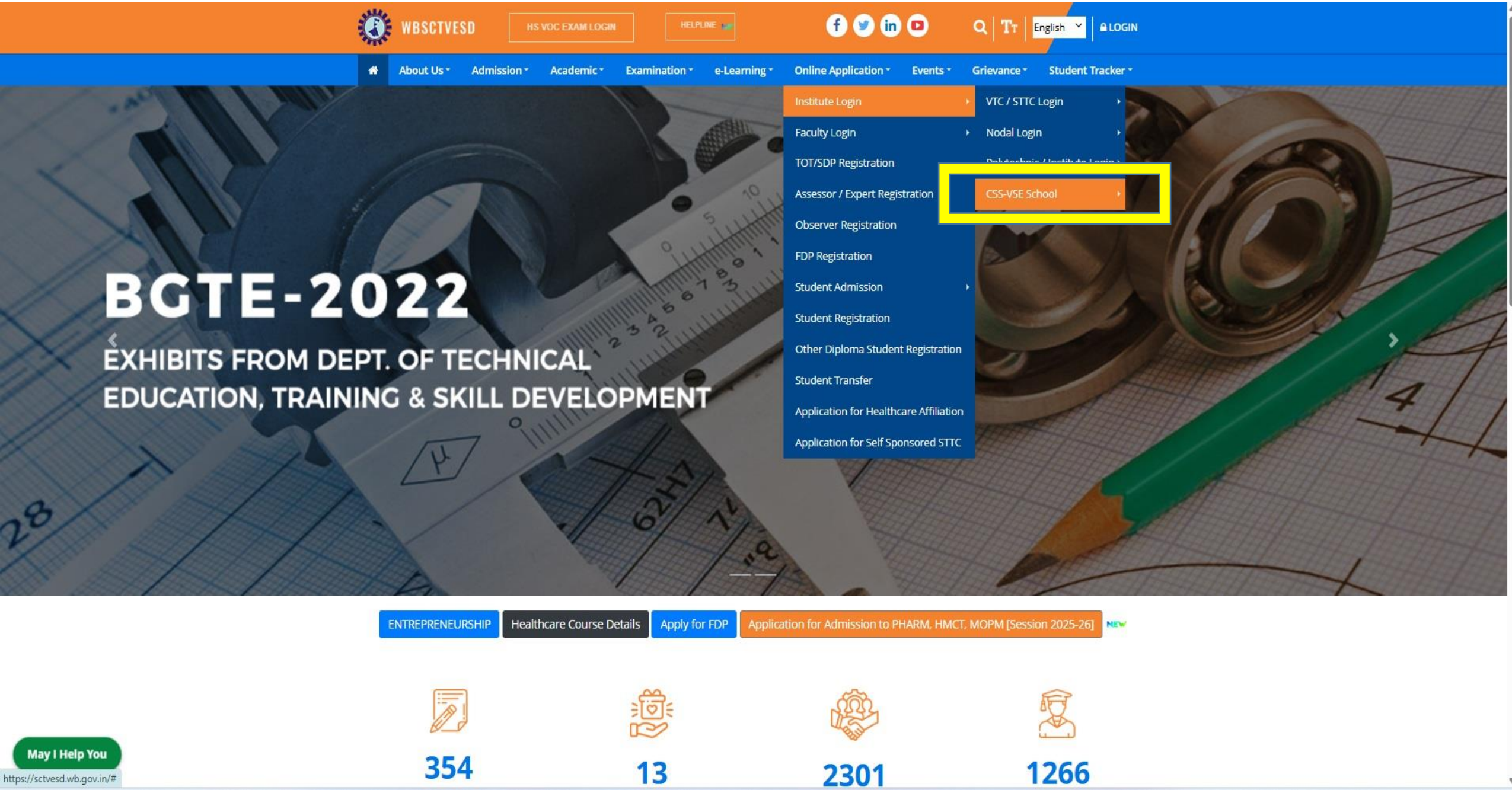
Below screen will be appeared.

Click on the "Institute Login" button.



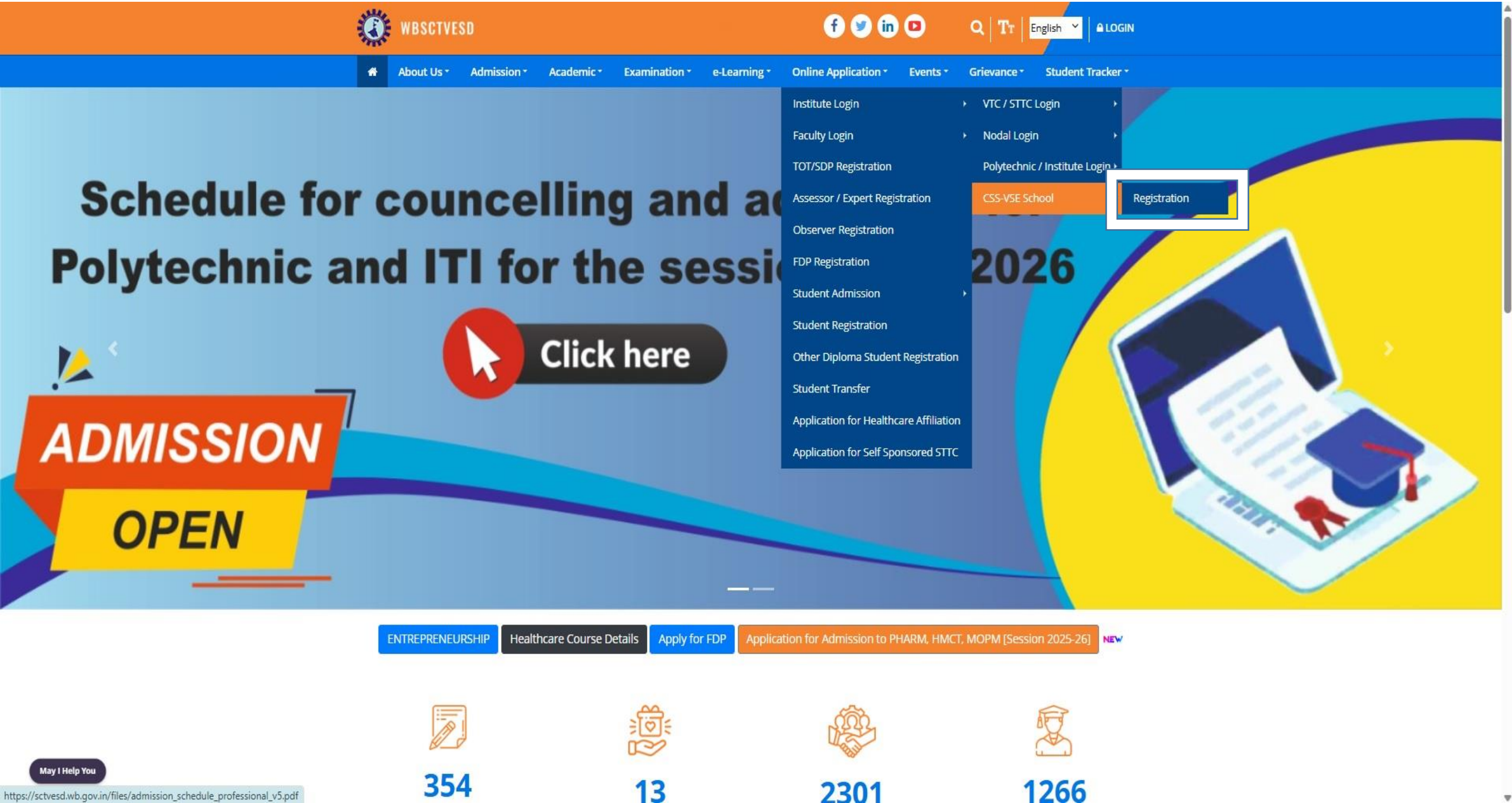
Below screen will be appeared.

Click on the "CSS-VSE School" button.



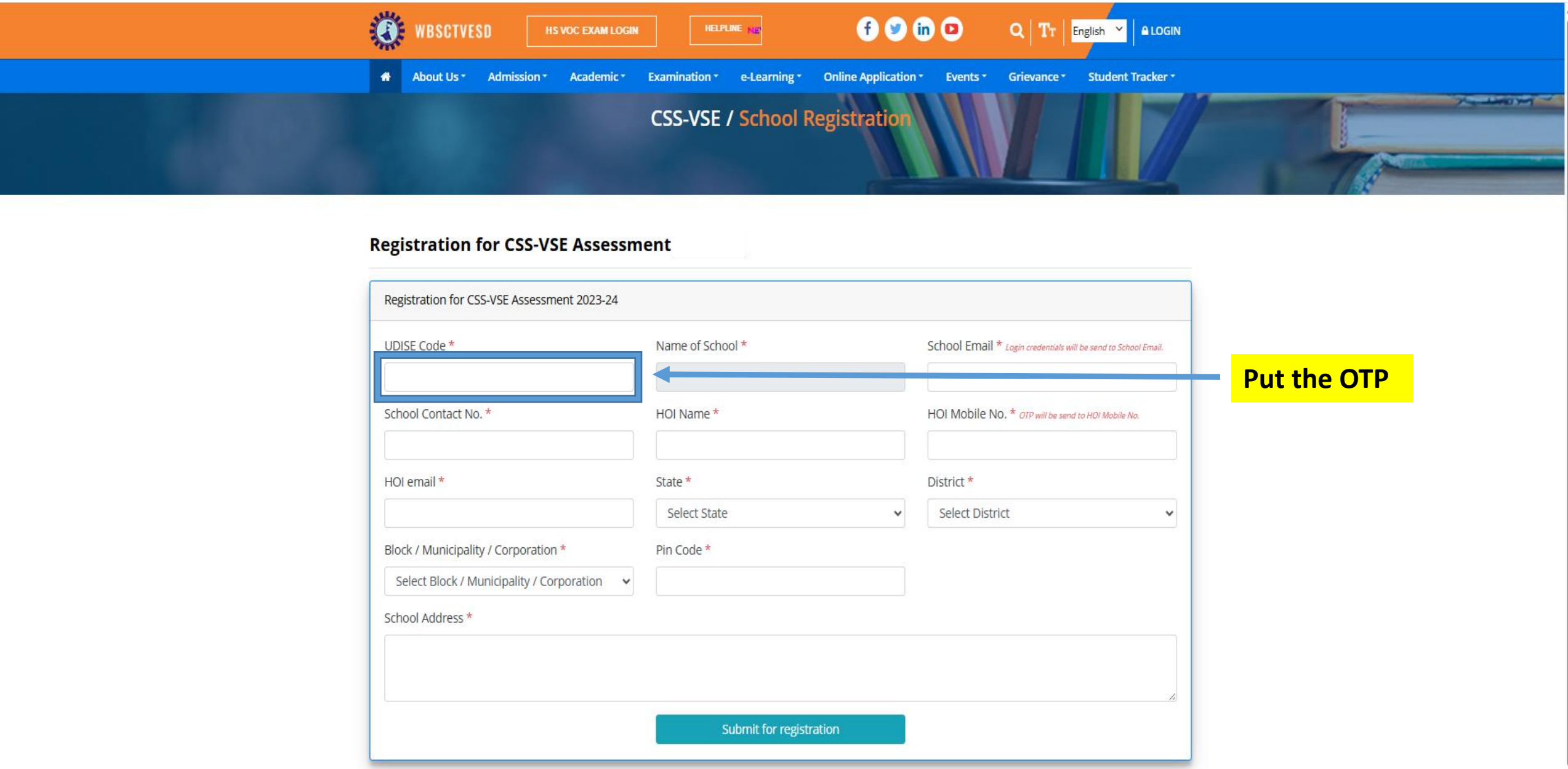
Below screen will be appeared.

Click on the "Registration" button to register as a school.

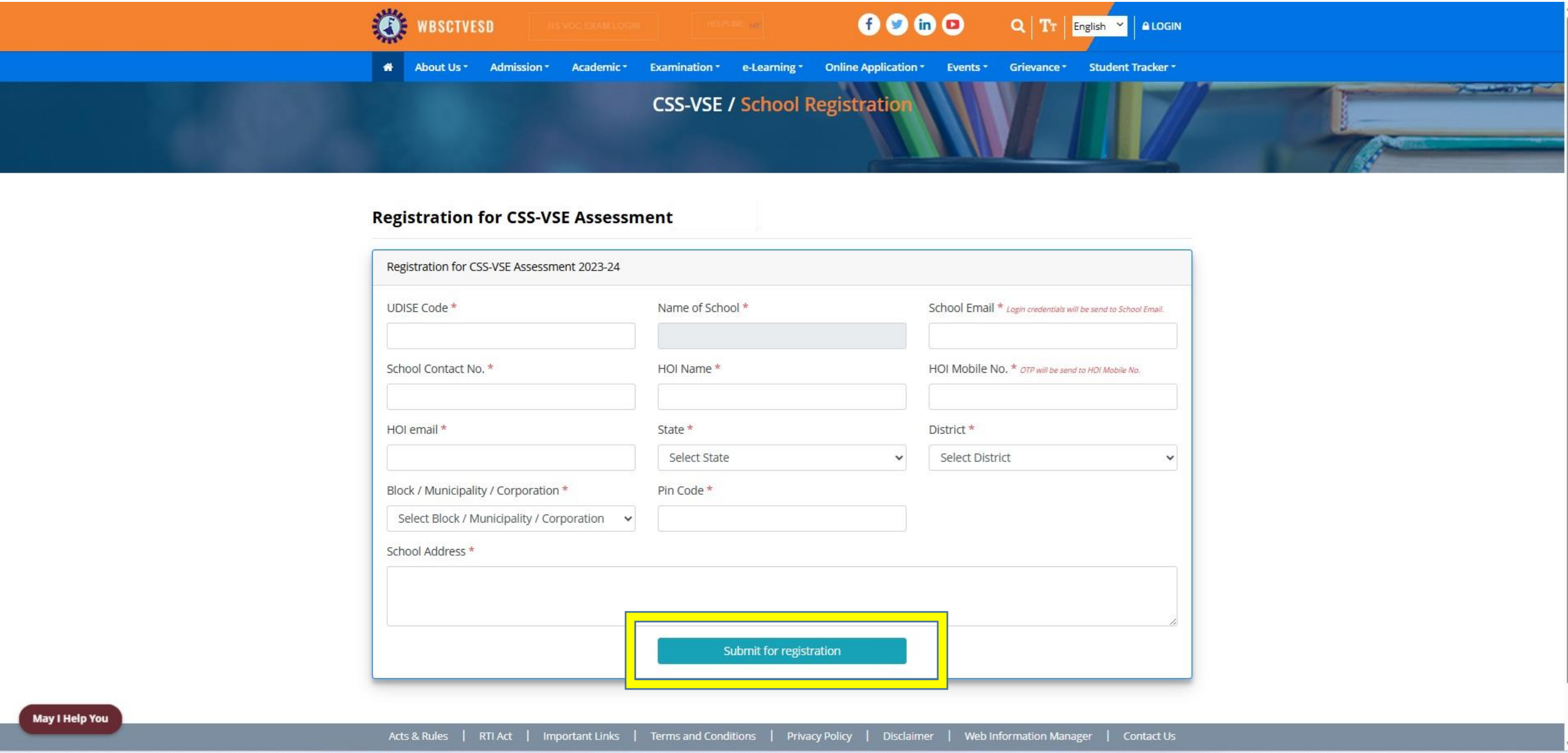


Below screen will be appeared.

Put the "UDISE Code" in the text box.



After giving “UDISE Code” some pre-field data will be appeared in the form.



User will fill up necessary details and will click on “Submit for Registration” button to submit the application form.

After successful submission of application form, verification link will be shared to the registered school mail id.

Welcome!

Dear Sir / Ma'am,

This is an automated mail sent to you with reference to your application for registration with WBSCTVESD.

If you have not applied for the same, kindly ignore this mail.

Confirm Account

You are just a few steps away from completing your application. To resume your application, **please click on the following email verification link:**

https://sctvesd.wb.gov.in/online_app/inst/cssvse/registration/email_verify/c20ad4d76fe97759aa27a0c99bff6710

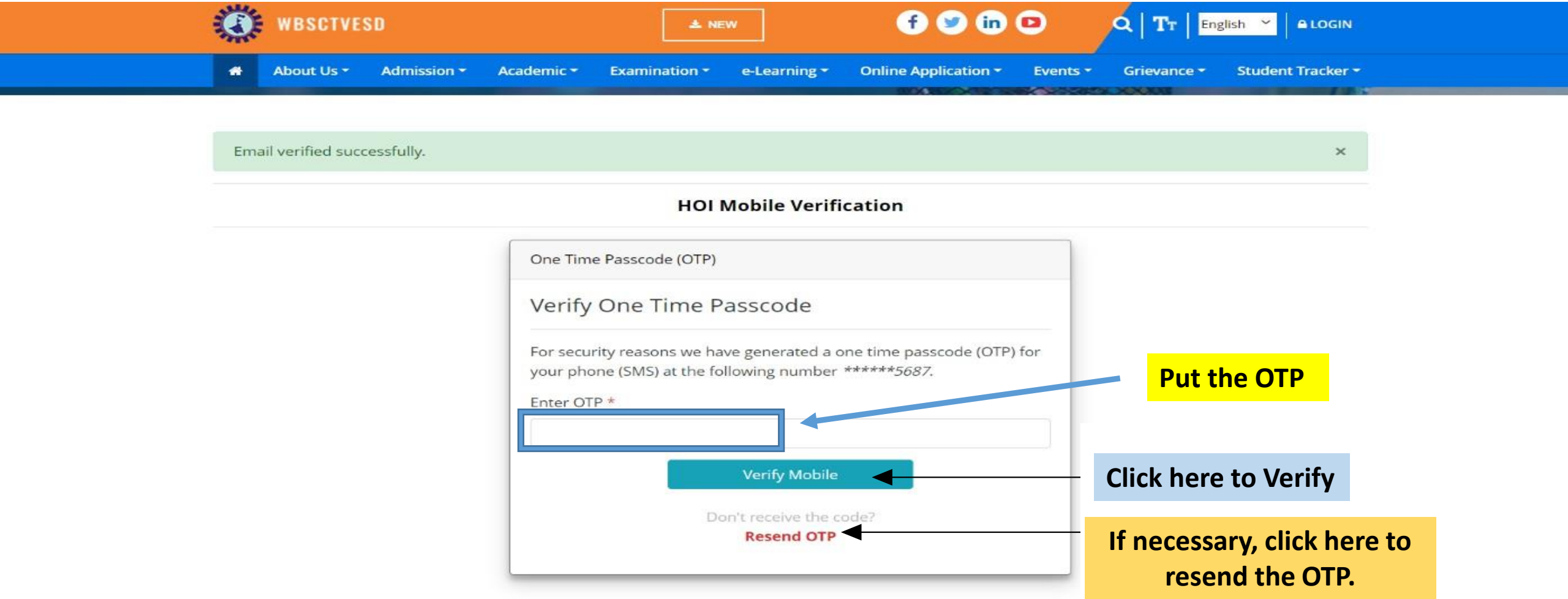
Just Click here

This is a system generated email, do not reply to this email id.

Best Wishes,
WBSCTVESD
Support team

After click on verification link, OTP will be send to registered HOI mobile number.

Put OTP in the "Enter OTP" text box and click on "Verify Mobile" button for final Verification.



If user will not get OTP due to any reason click on "Resend OTP" button to get the OTP once again.

STUDENT PROFILE, BATCH CREATION PROCEDURE FOR CSS-VSE

HOW TO LOGIN

HOW TO EDIT STUDENT PROFILE

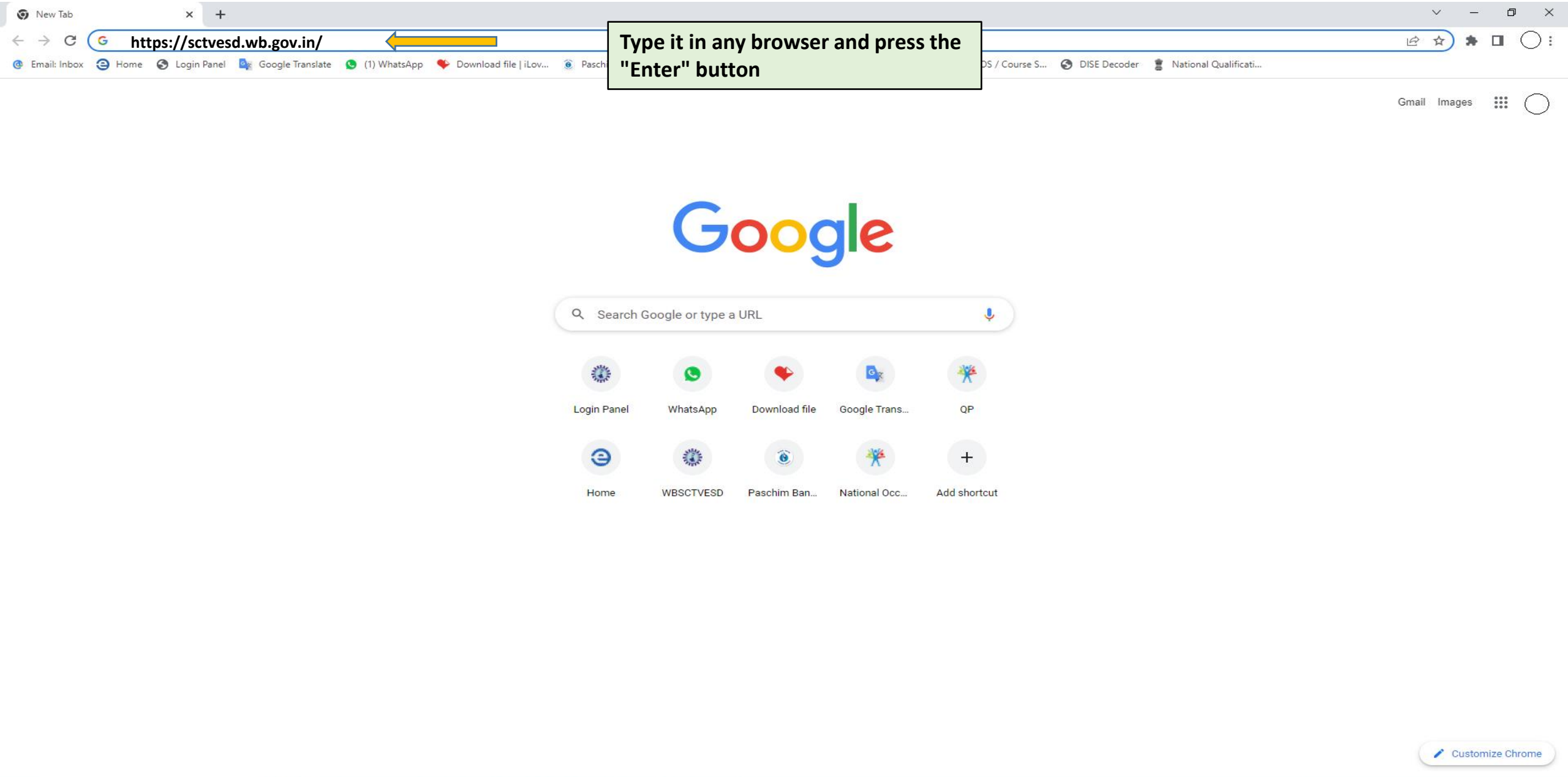
HOW TO CREATE BATCH FOR ASSESSMENT

HOW TO PUSH BATCH FOR ASSESSMENT

WHAT CHANGES ARE SEEN IN THE STATUS TAG AT DIFFERENT STAGES

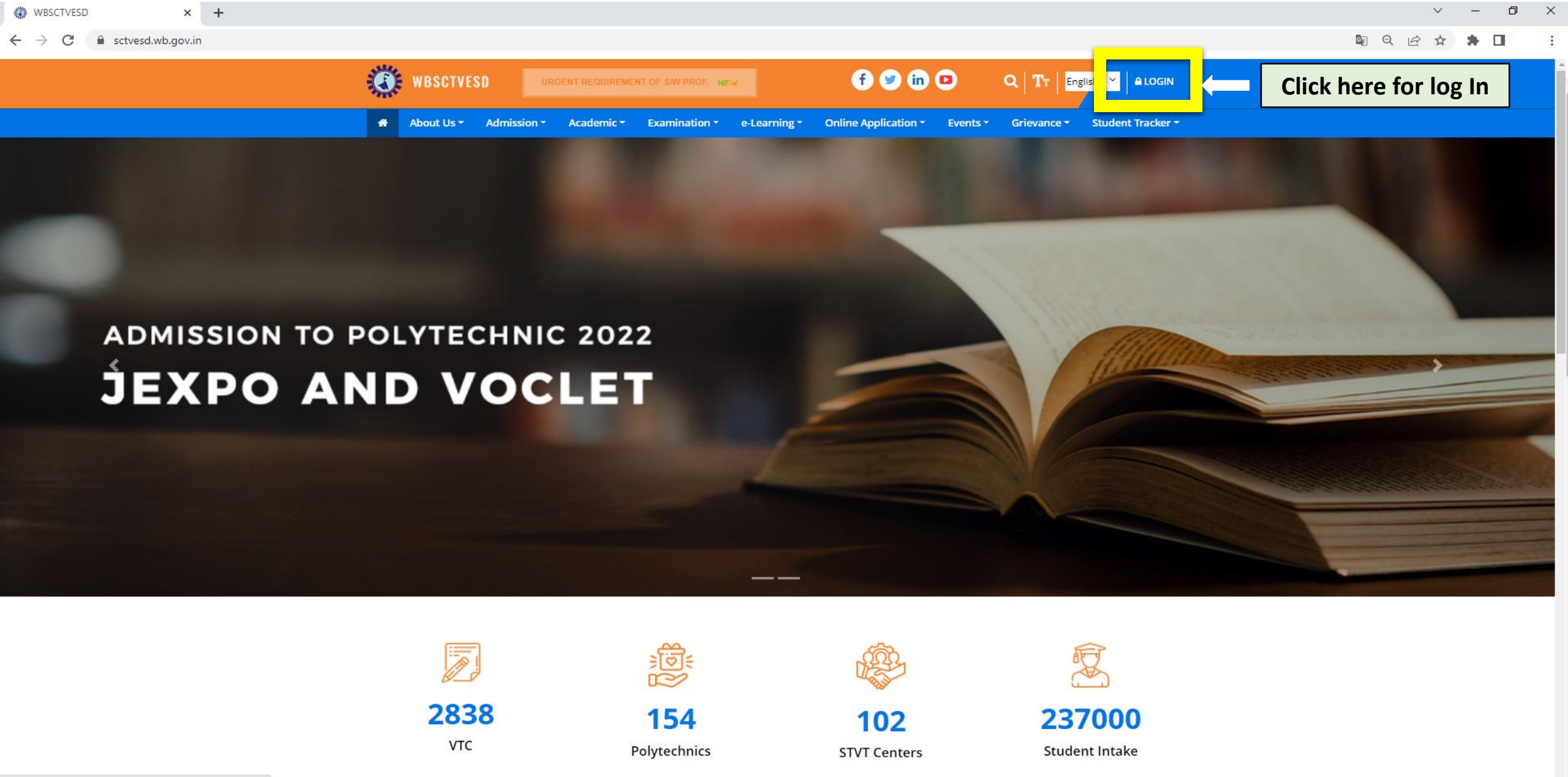
❖ How to login :

Open any browser and type in the URL https://sctvesd.wb.gov.in

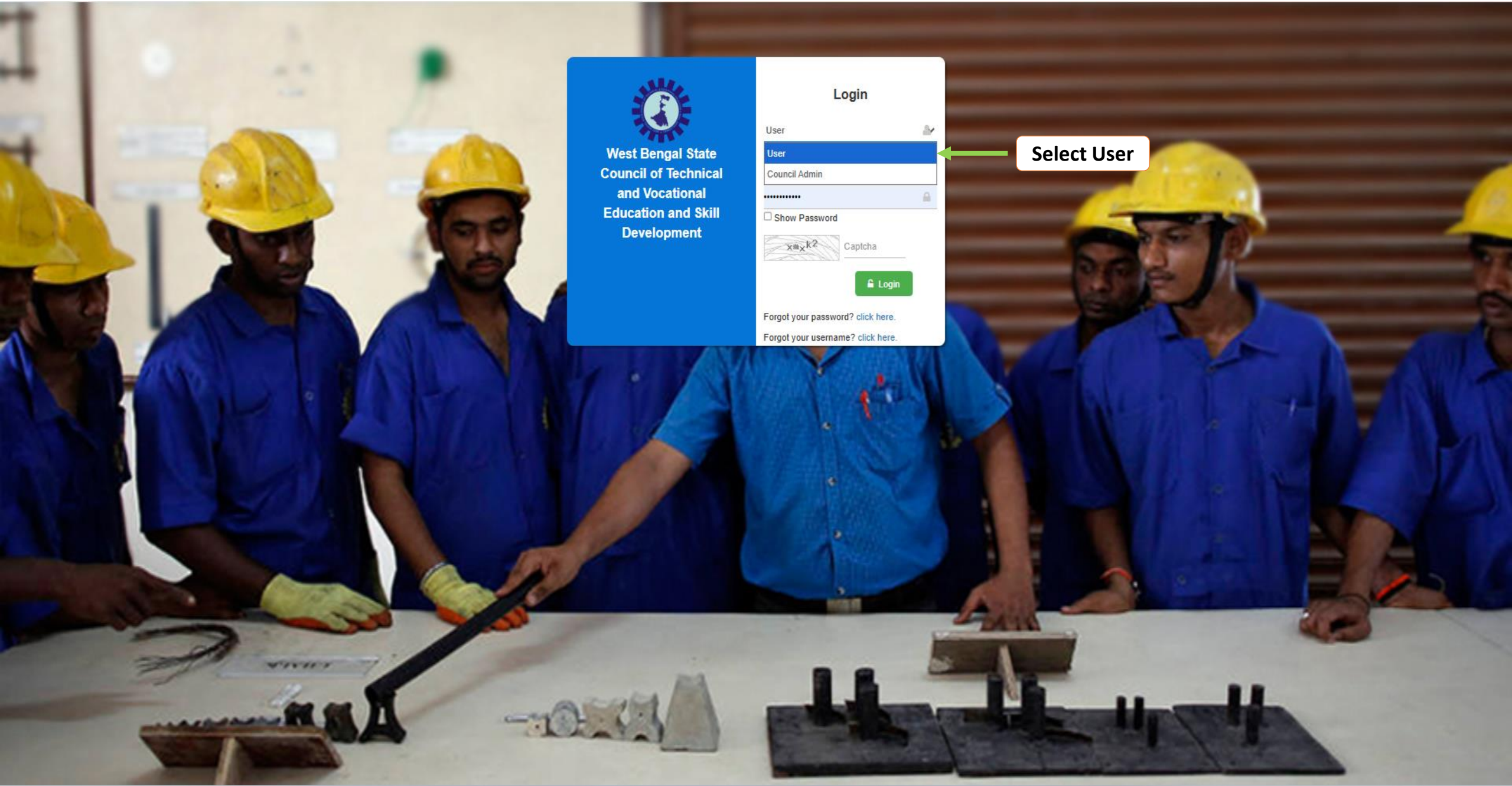


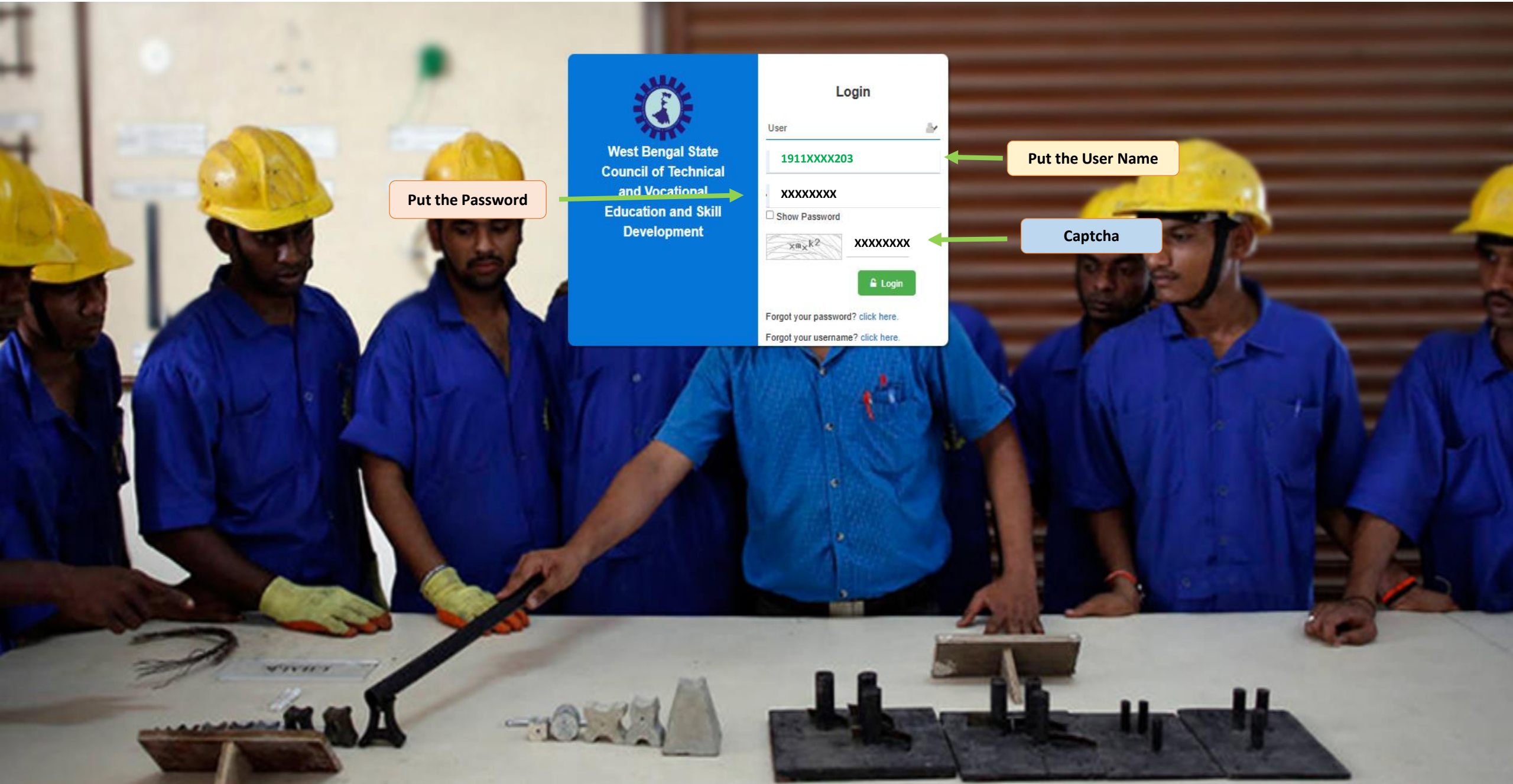
❖ How to login :

Use user credential and click on "Login" button for successful login.

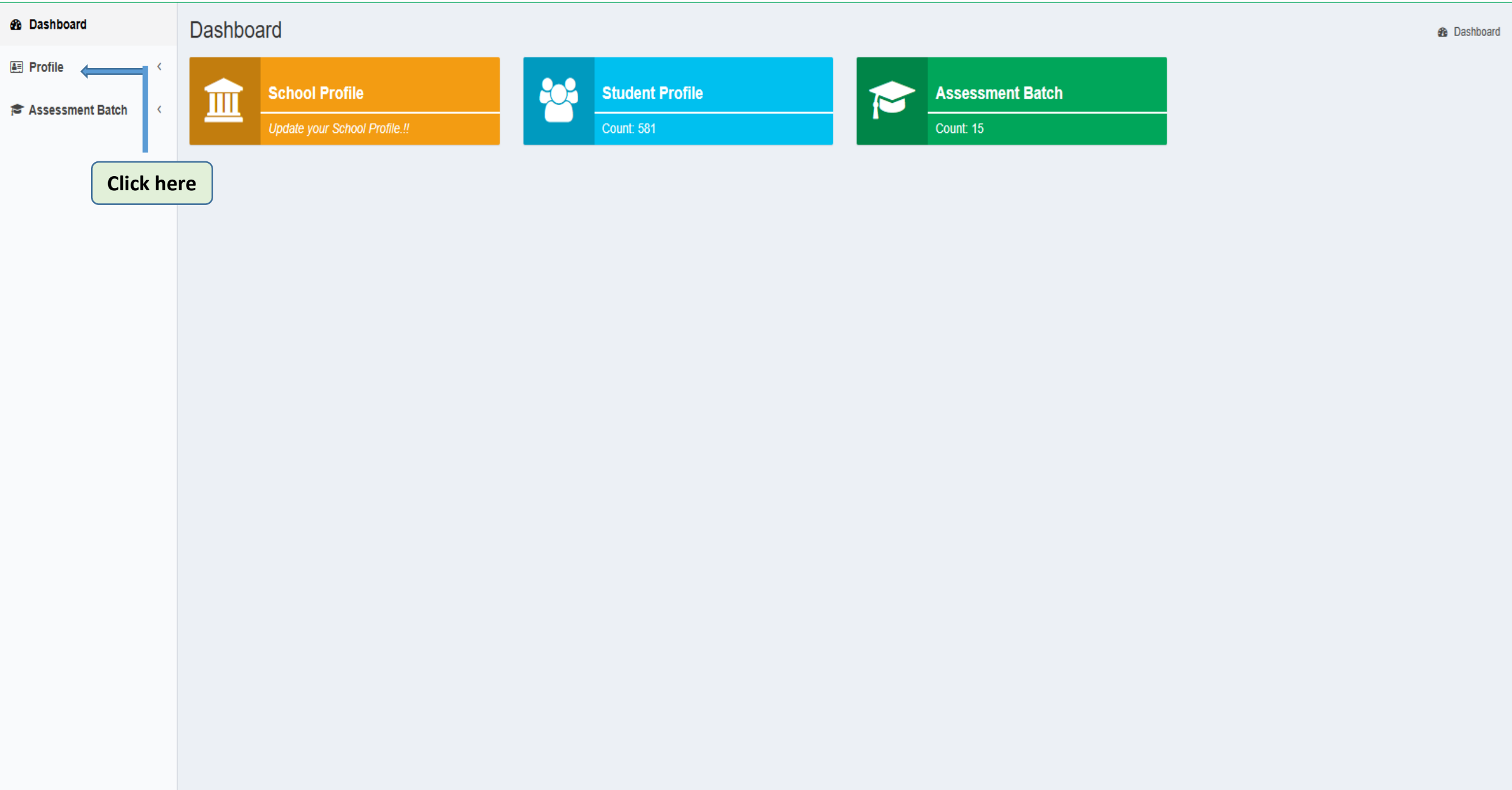


Below screen will be appeared, Select the “User” stake only from dropdown.

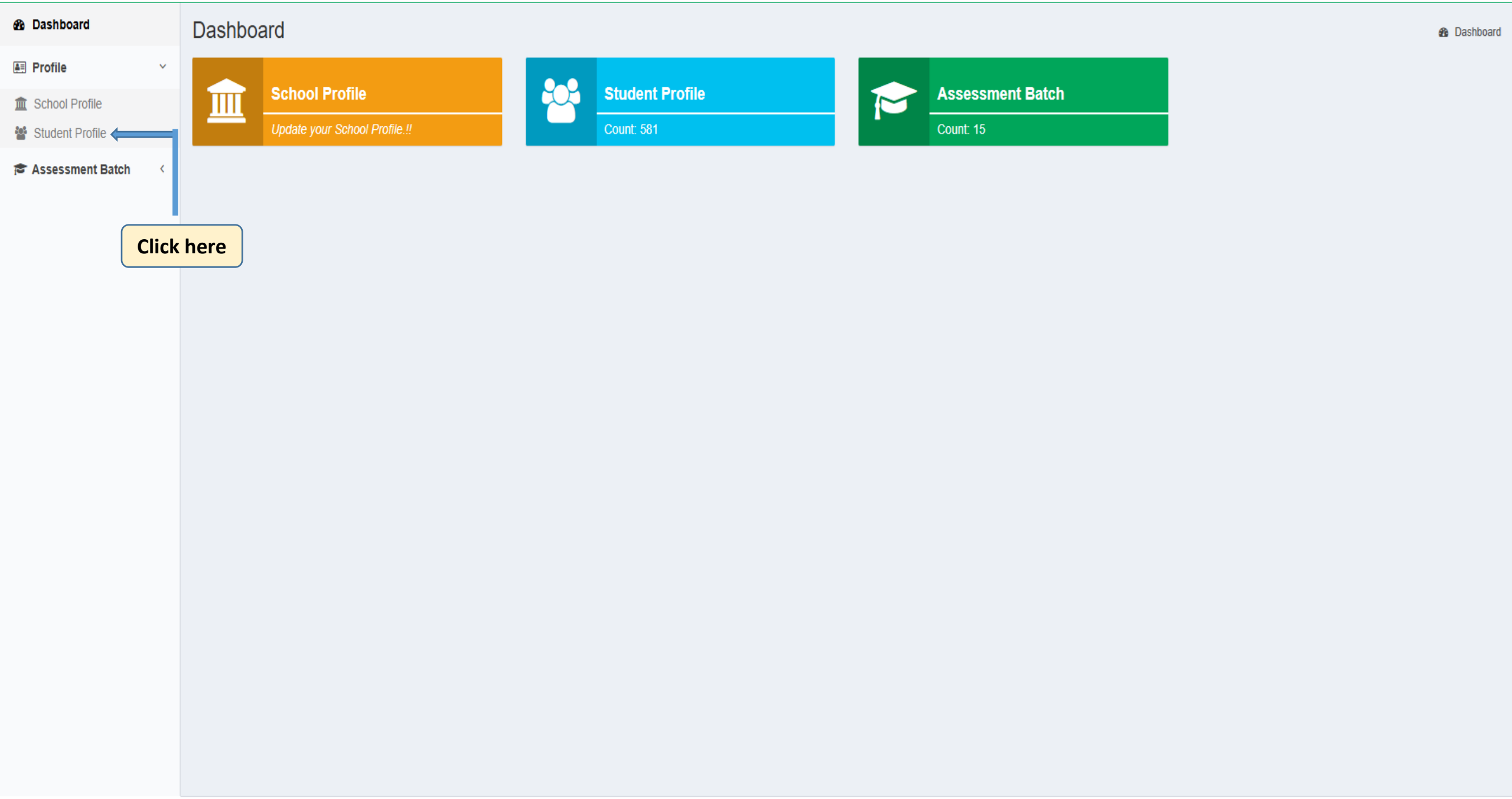



West Bengal State Council of Technical and Vocational Education and Skill Development
Login
User
1911XXXX203
XXXXXXXX
Show Password
XXXXXXXX
Login
Forgot your password? click here.
Forgot your username? click here.
Put the Password
Put the User Name
Captcha

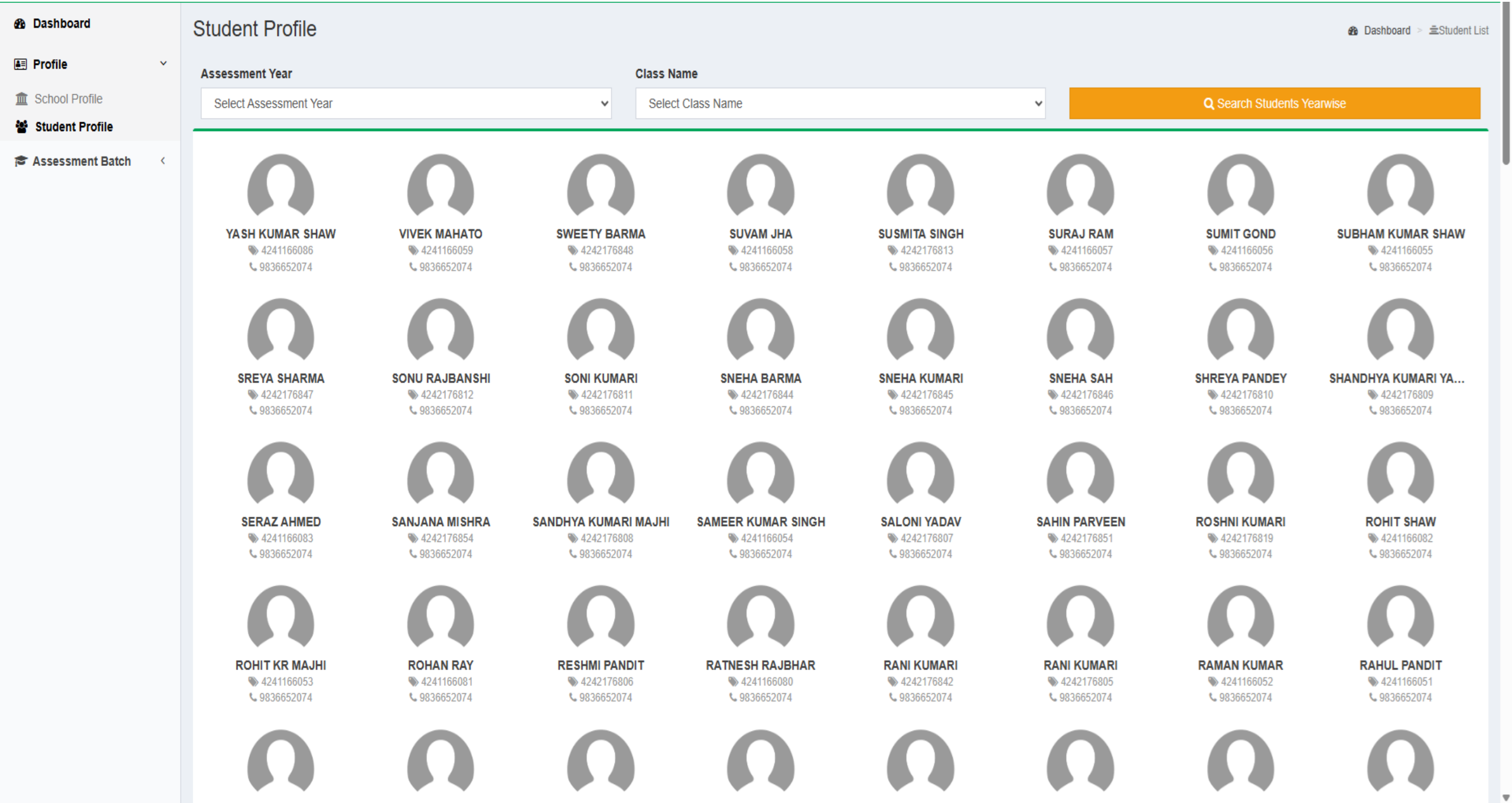
Below screen will be appeared, Click on the “Profile” menu .



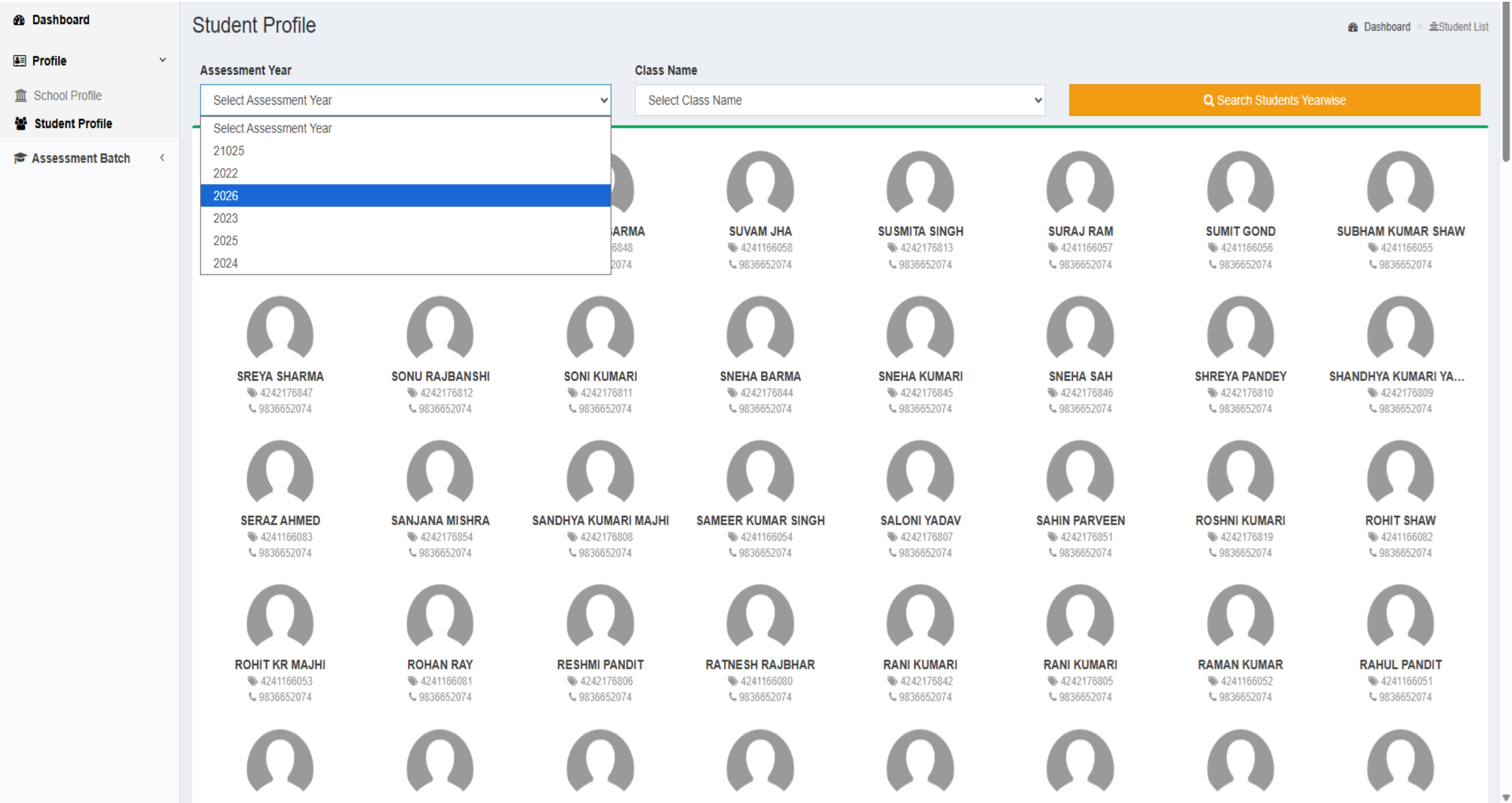
Below screen will be appeared, then click on the “Student Profile” menu.



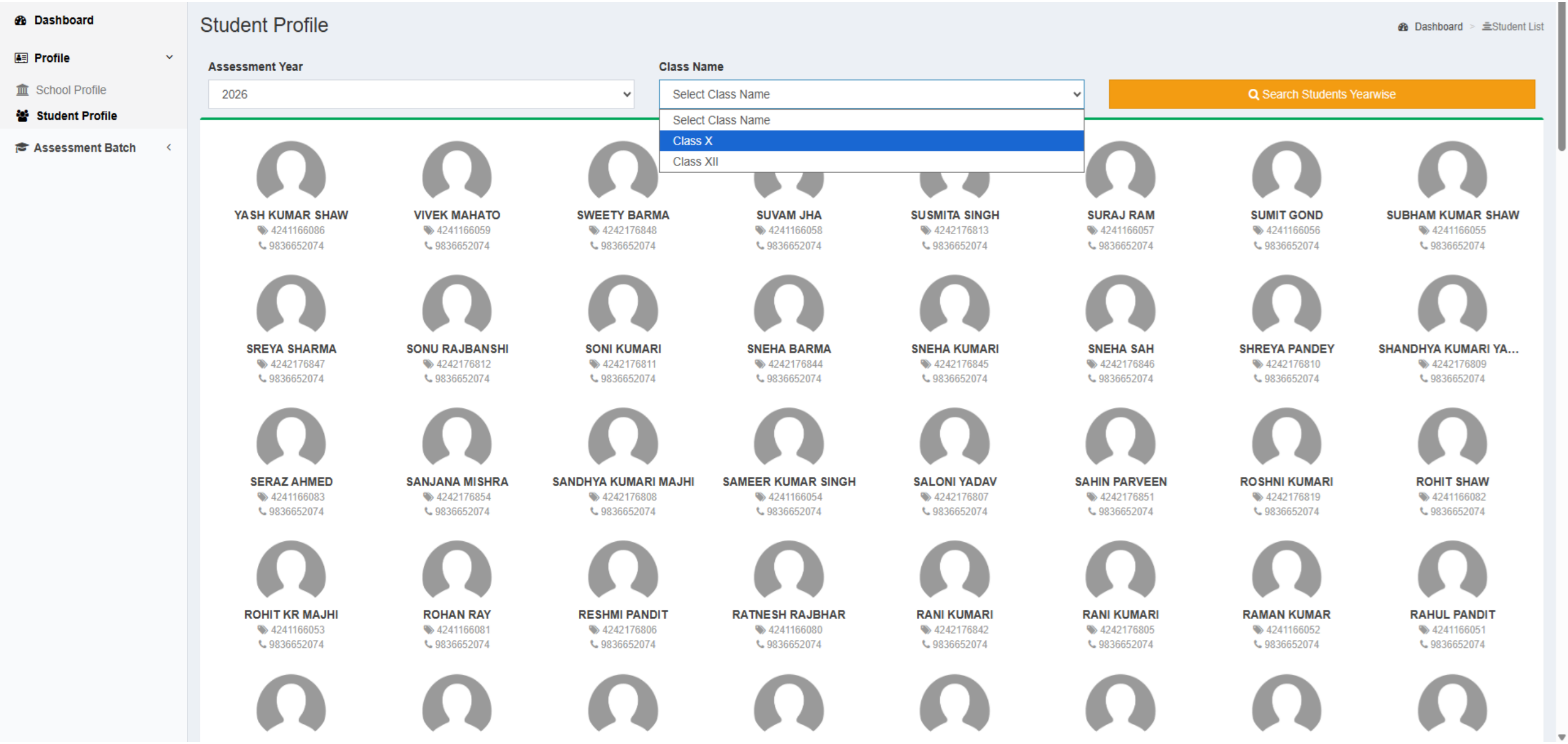
Below screen will be appeared.



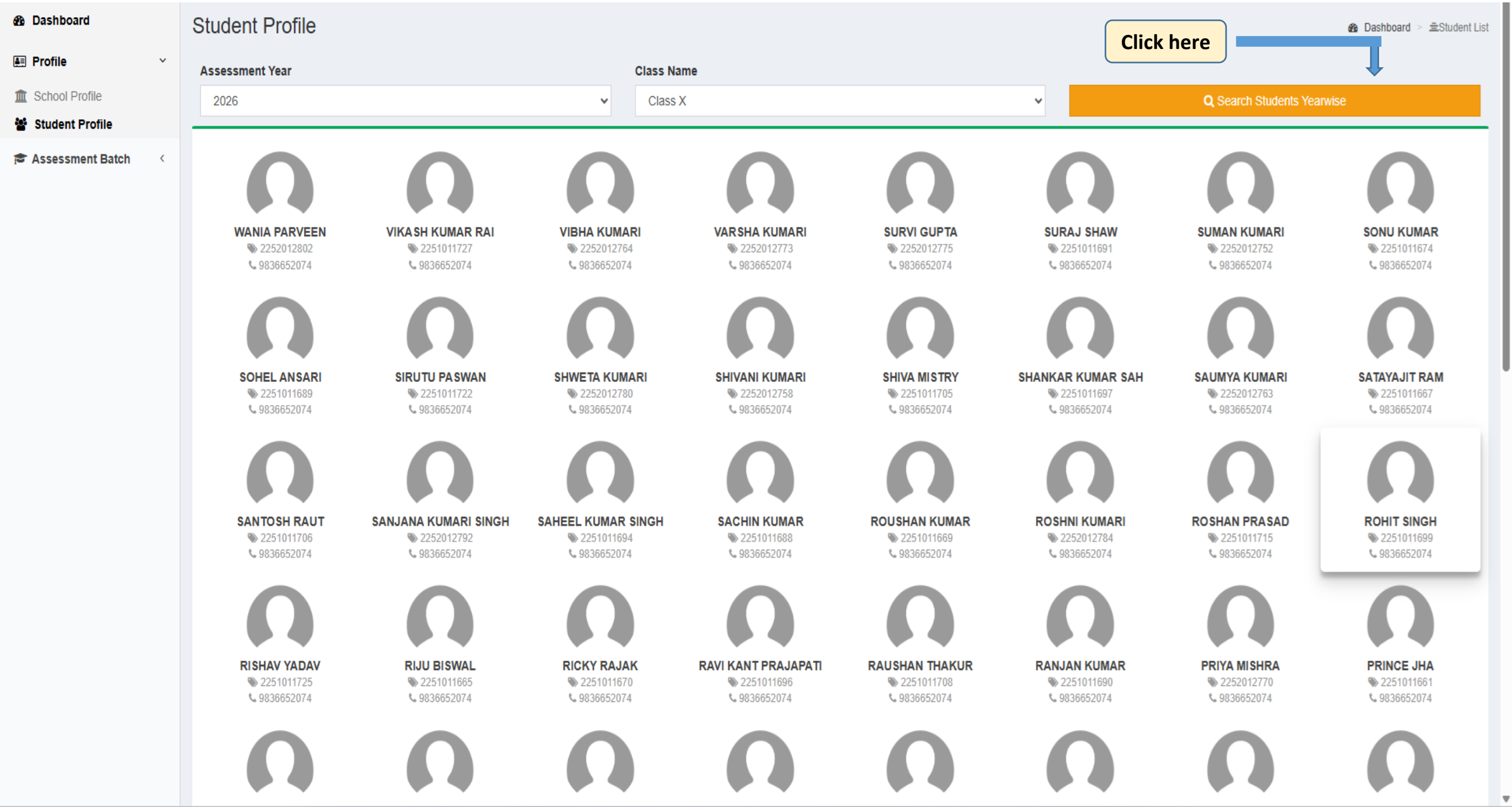
Select the required year by clicking on the drop down of “Assessment Year”.



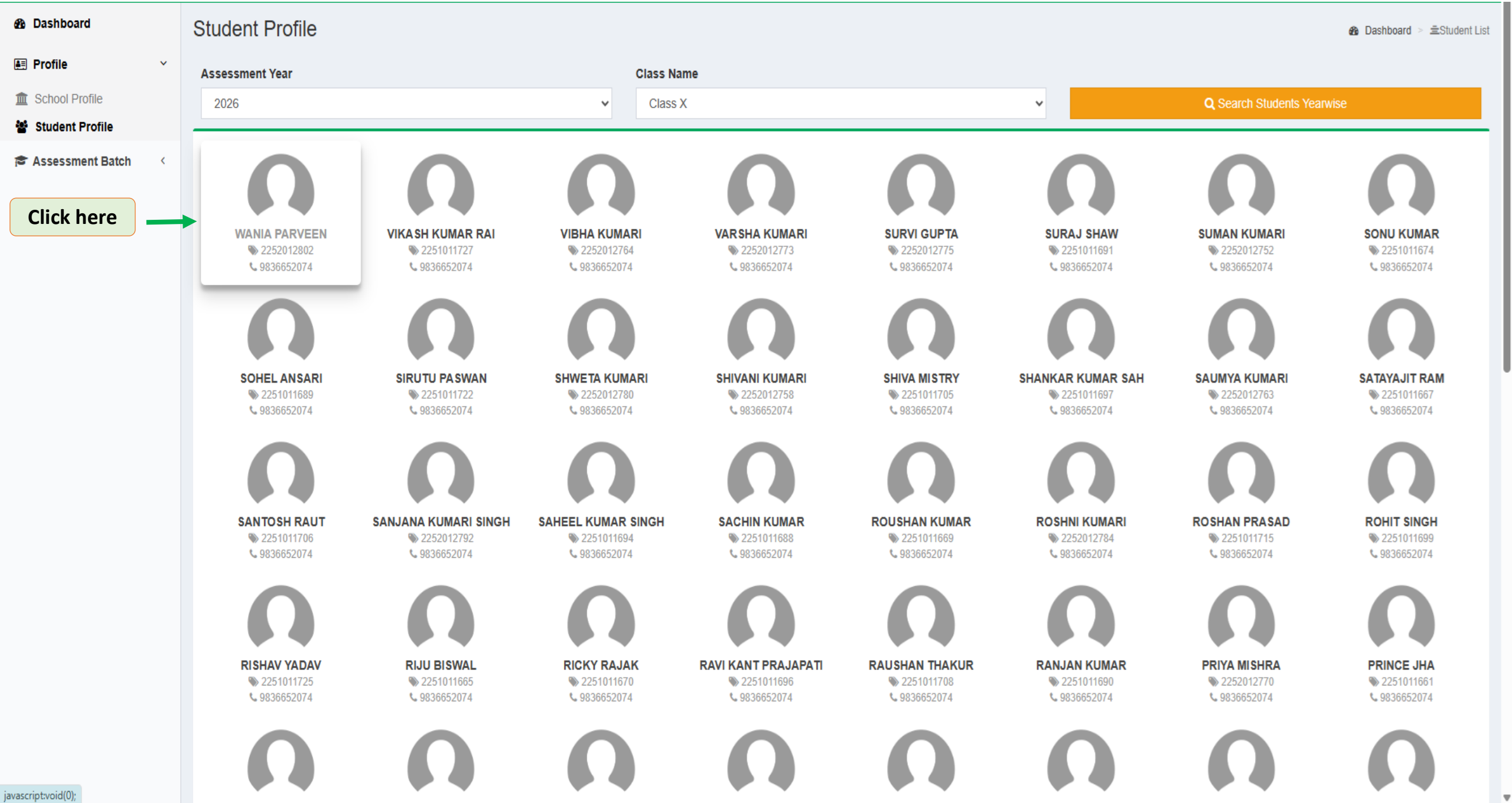
Select the required class by clicking on the drop down of “Class Name”.



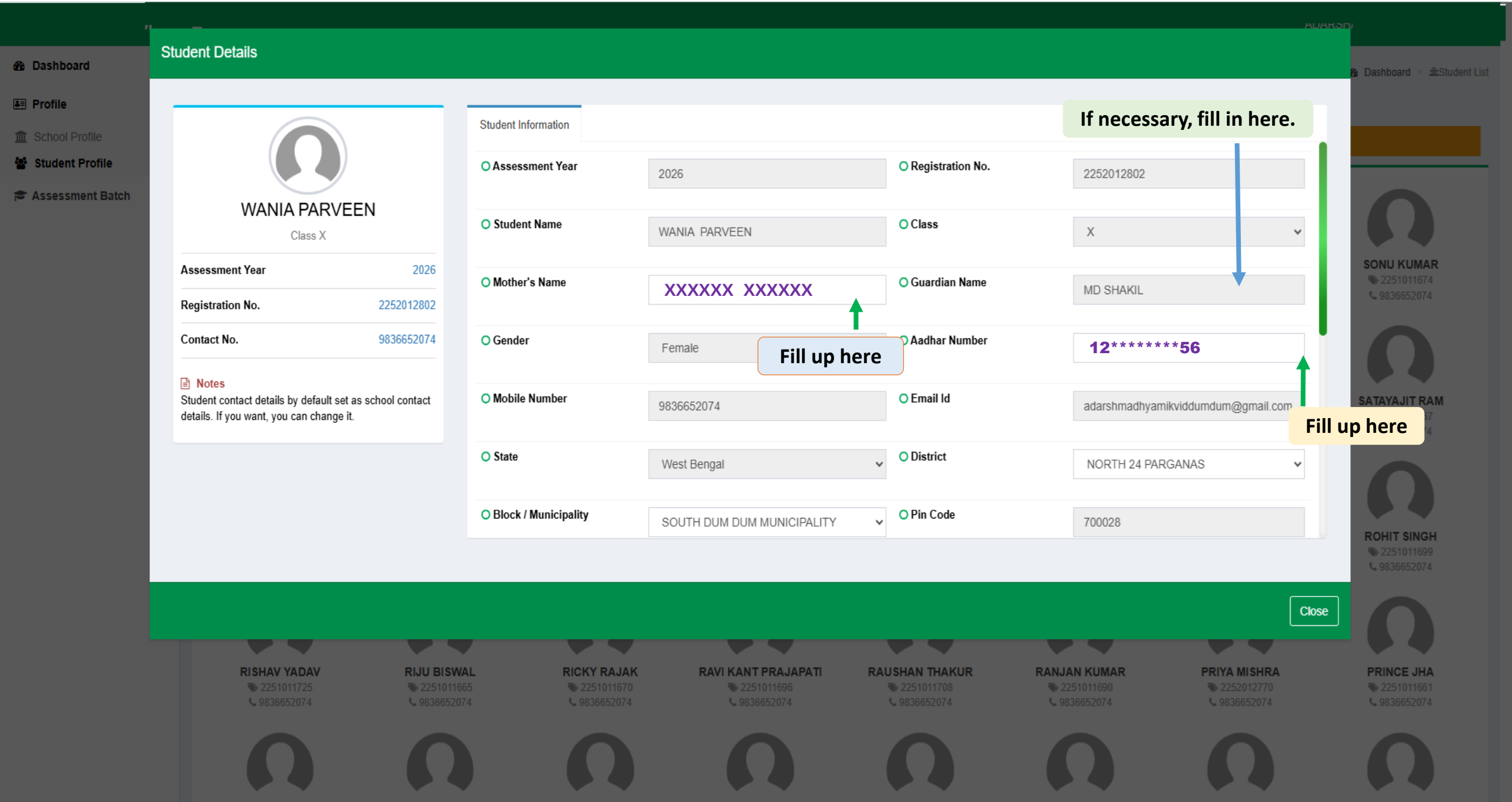
The following screen will appear, click on the “Search Students Year wise” button to find students based on the selected year and class.



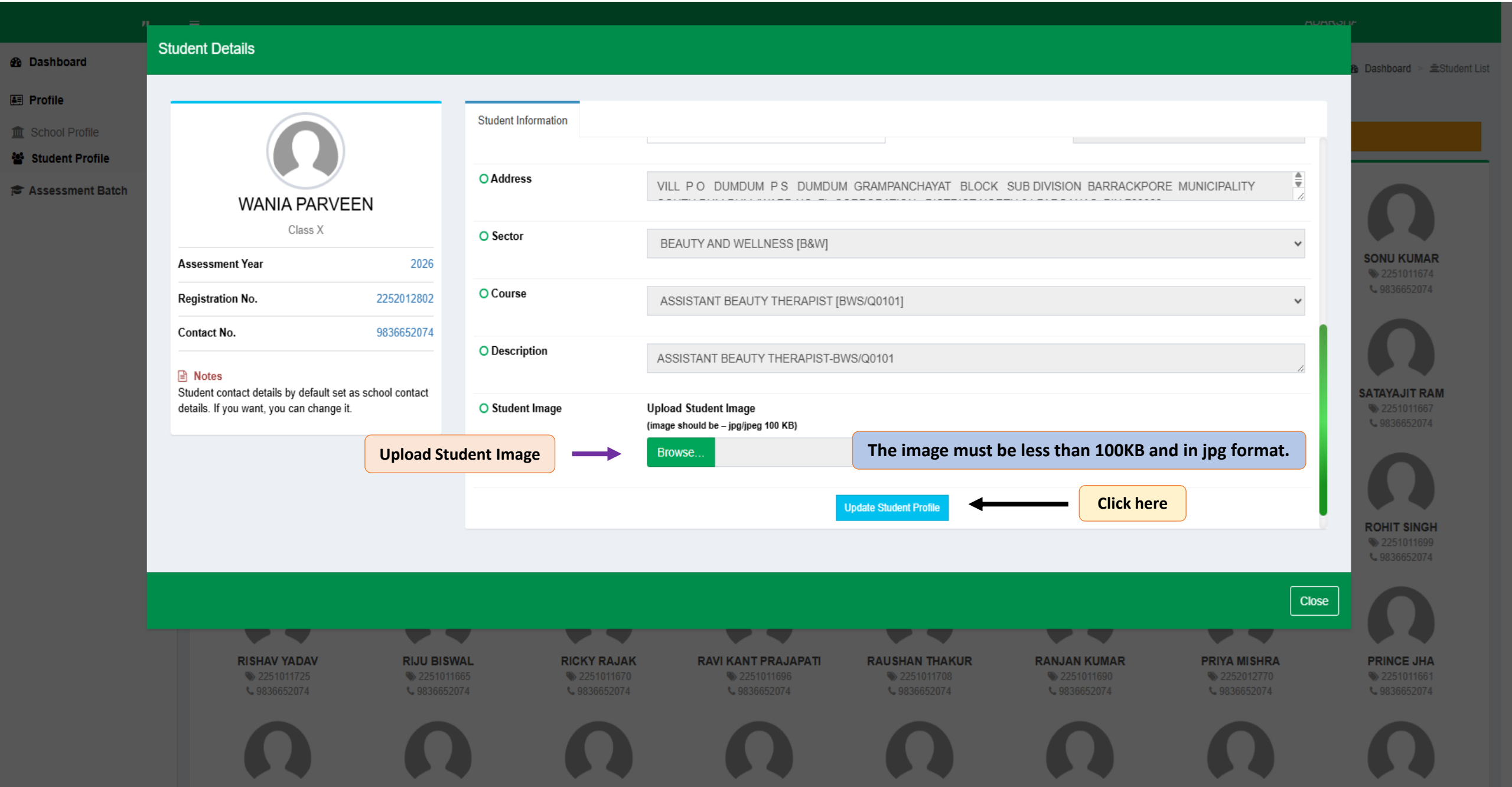
Below screen will be appeared, To update student profile click on “Student Name”.



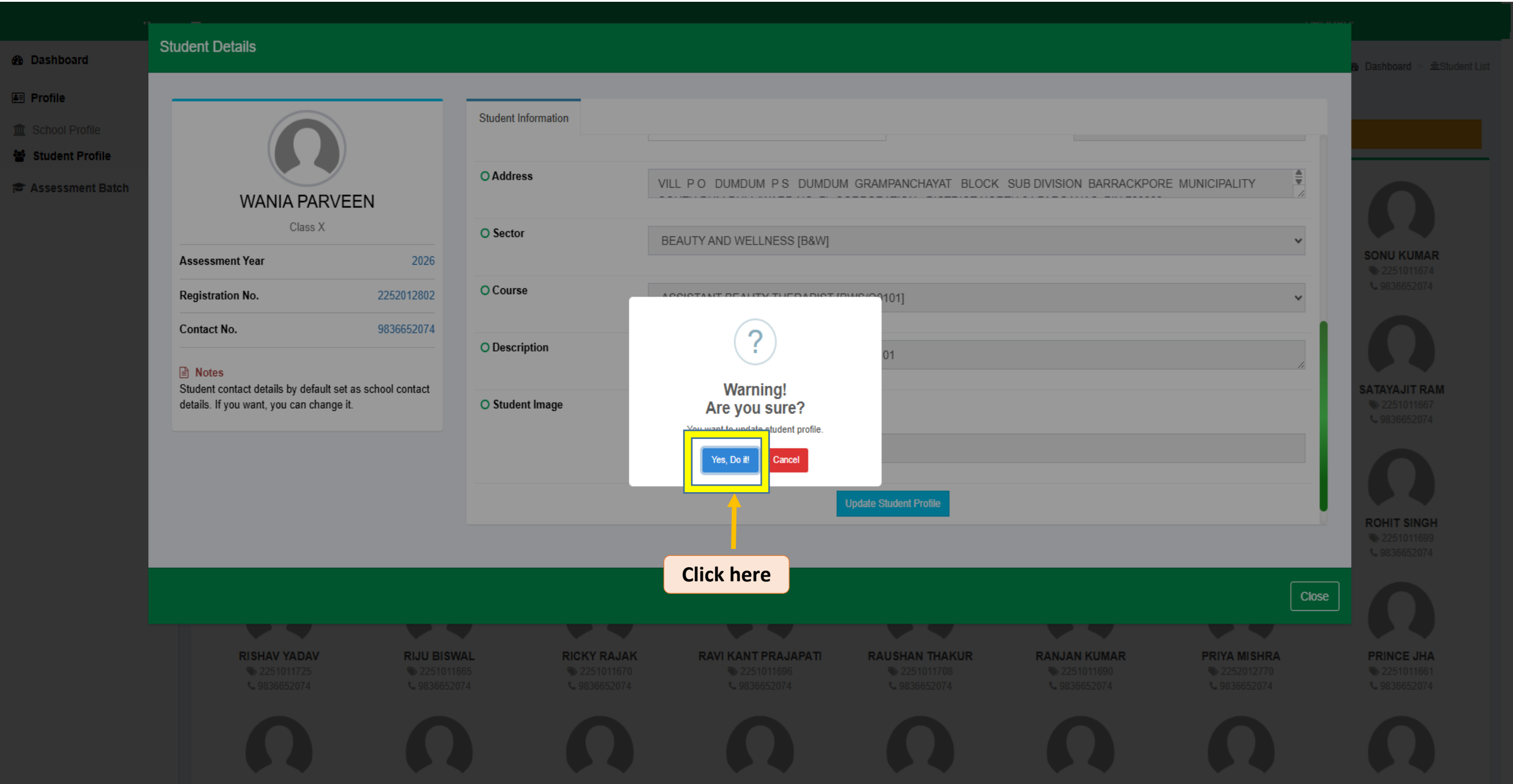
The screen below will contain the previously filled information, fill in the details if necessary.



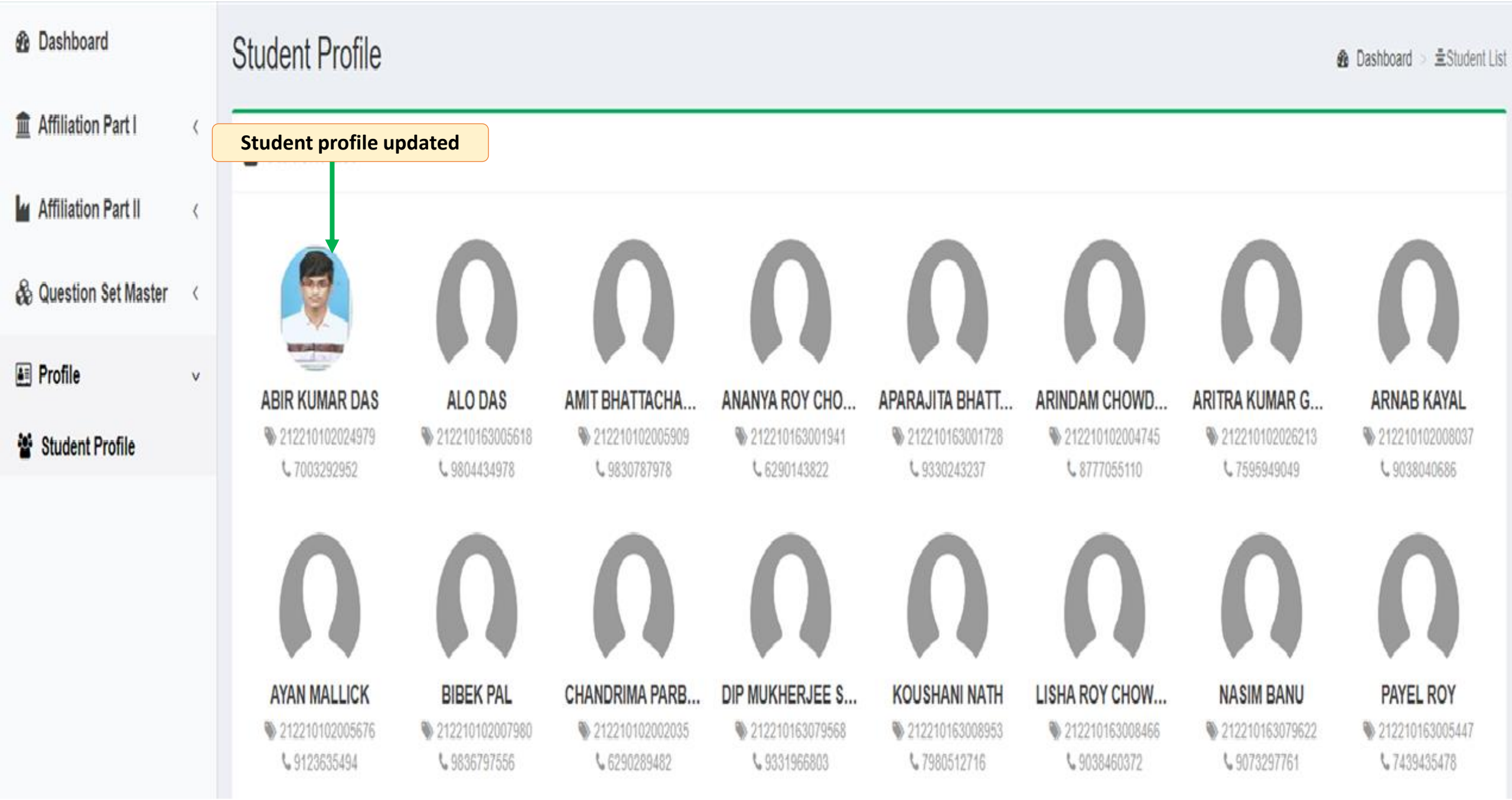
Scroll down the screen, upload the student photo, and click "Update Student Profile" to submit.



Click on the “Yes, do it" button.

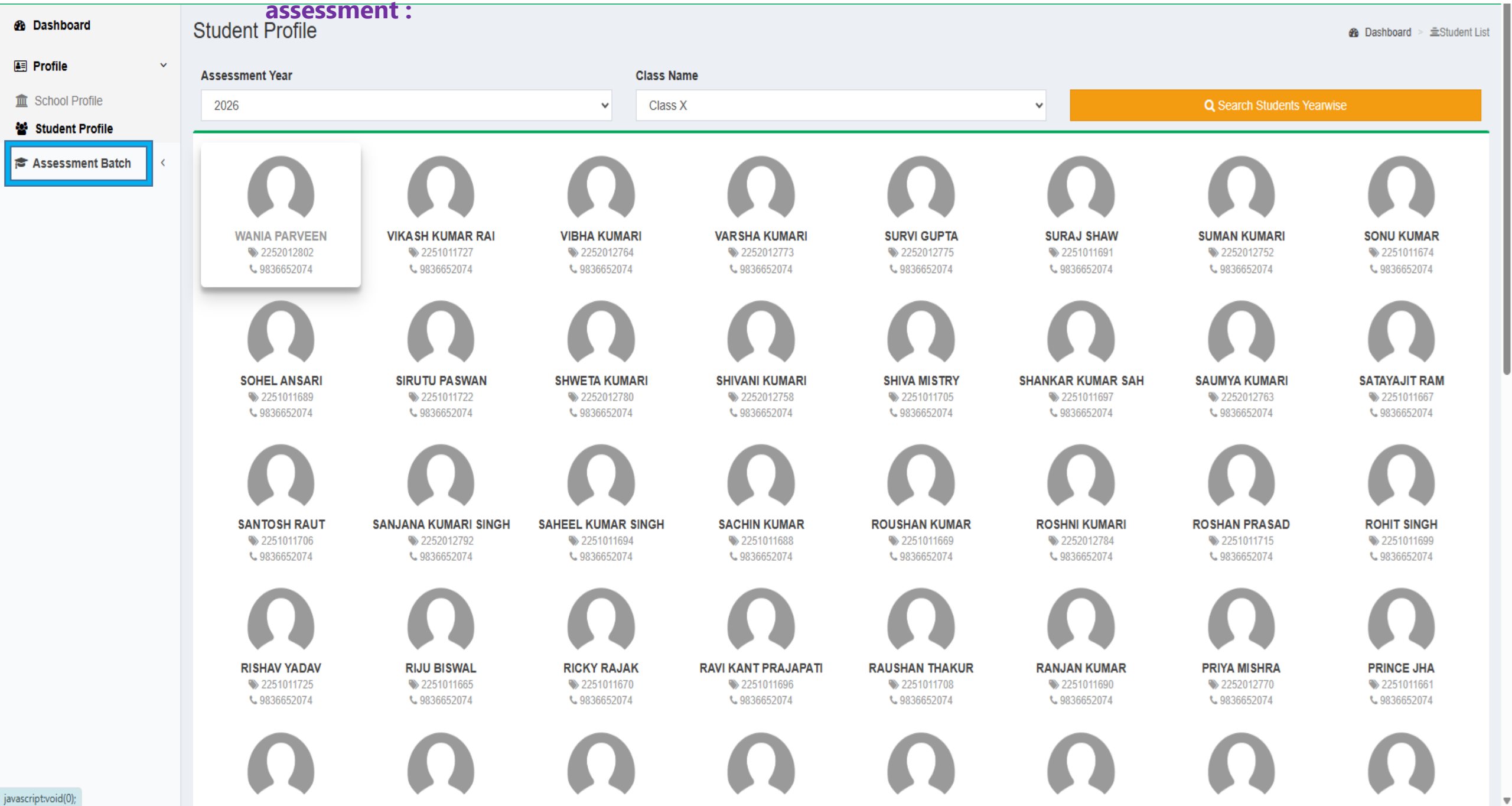


Similarly update student profile for each and every students.



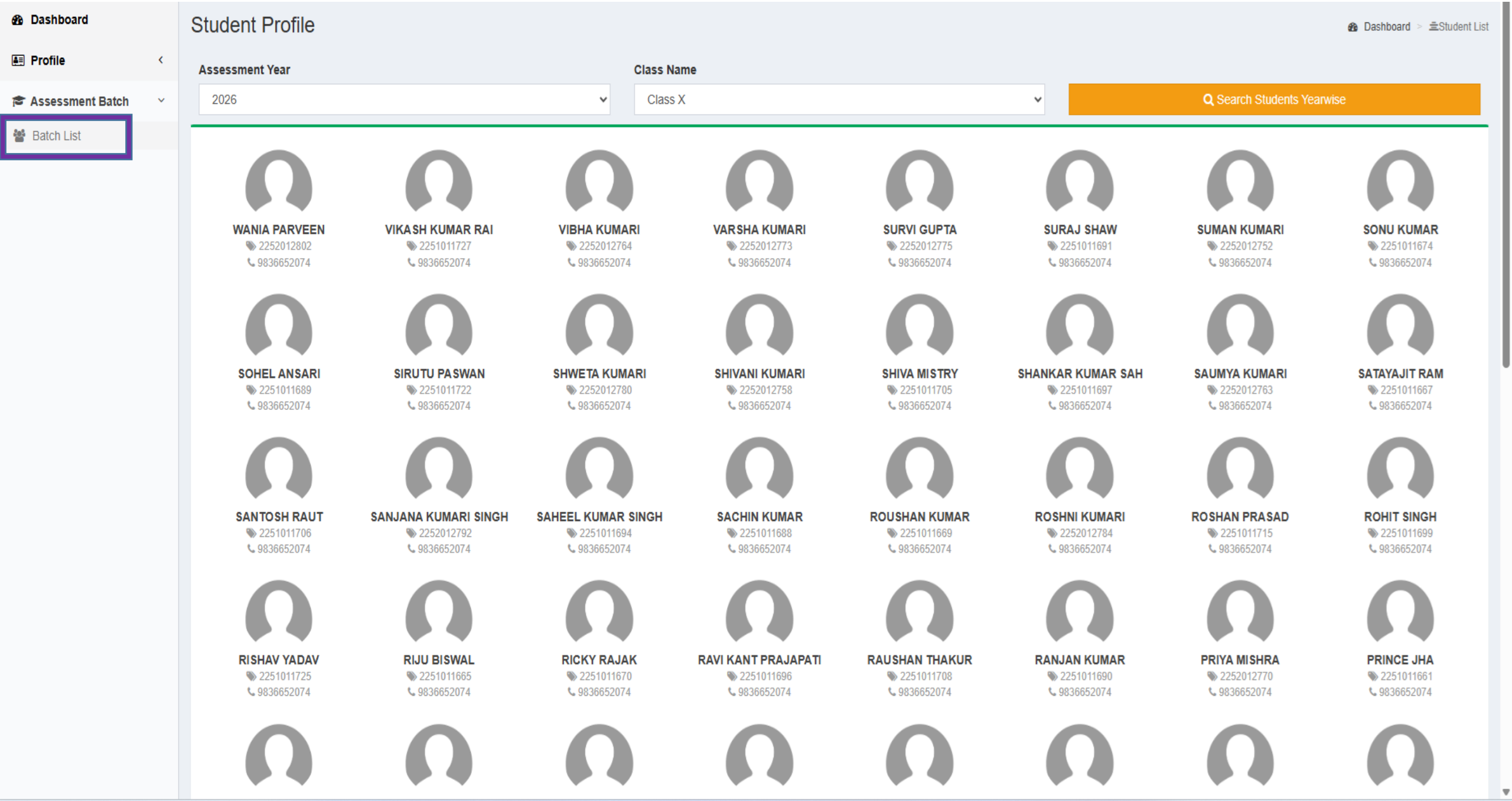
❖ **How to create batch for assessment :**

Click on the "Assessment Batch" menu.

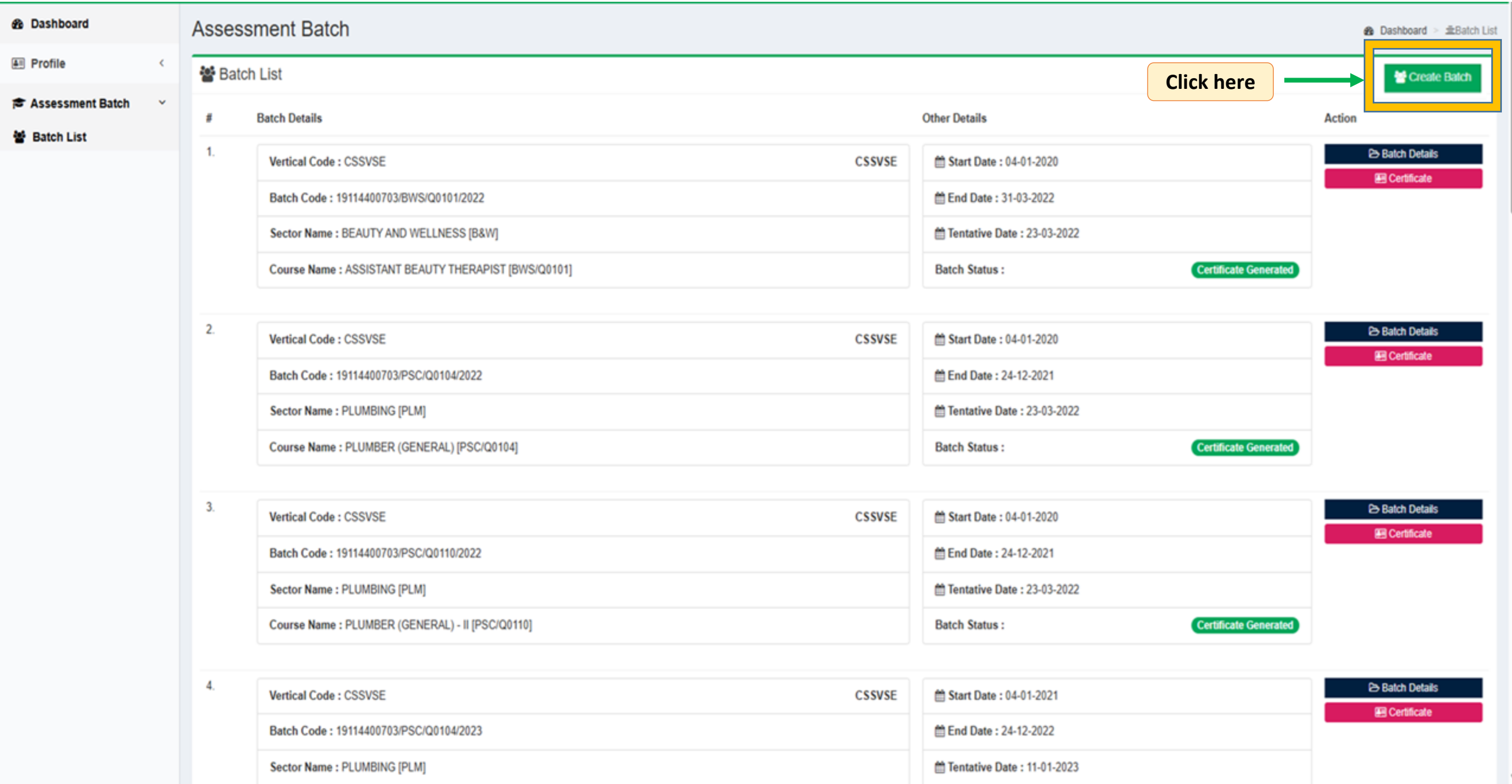


javascript:void(0);

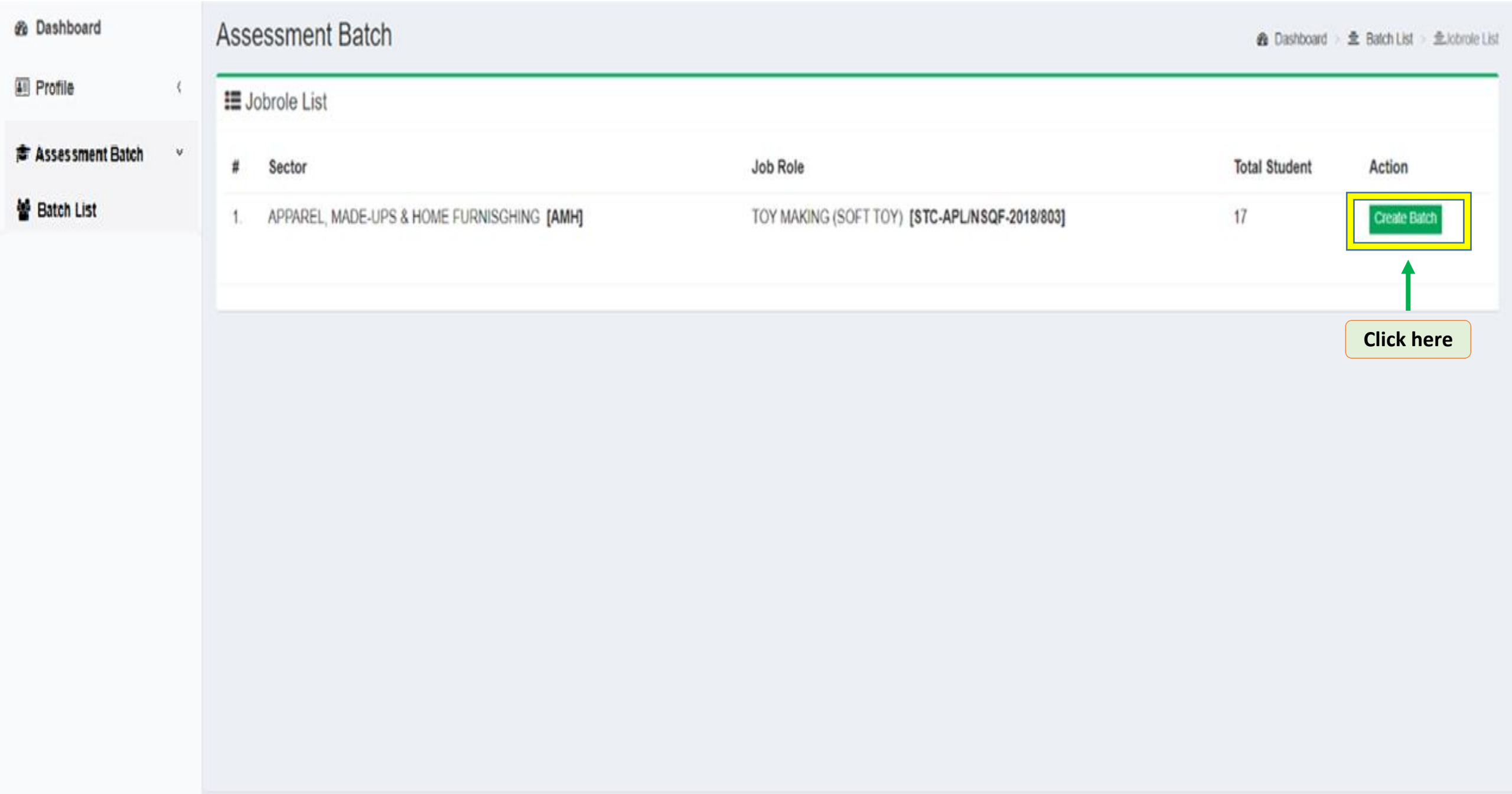
Now click on the “Batch List” menu.



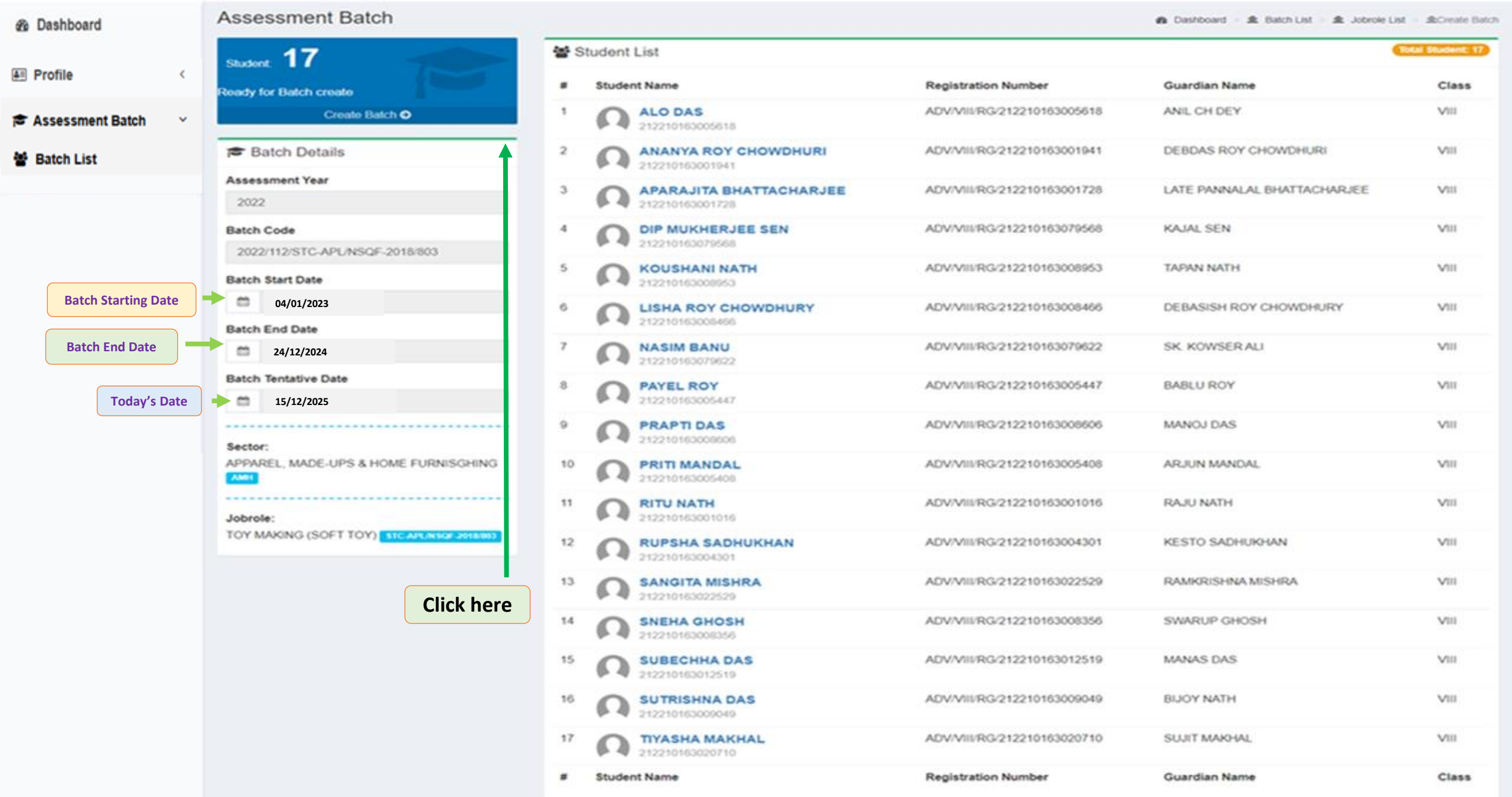
The following screen will appear, click on the “Create Batch” button to create a new batch.



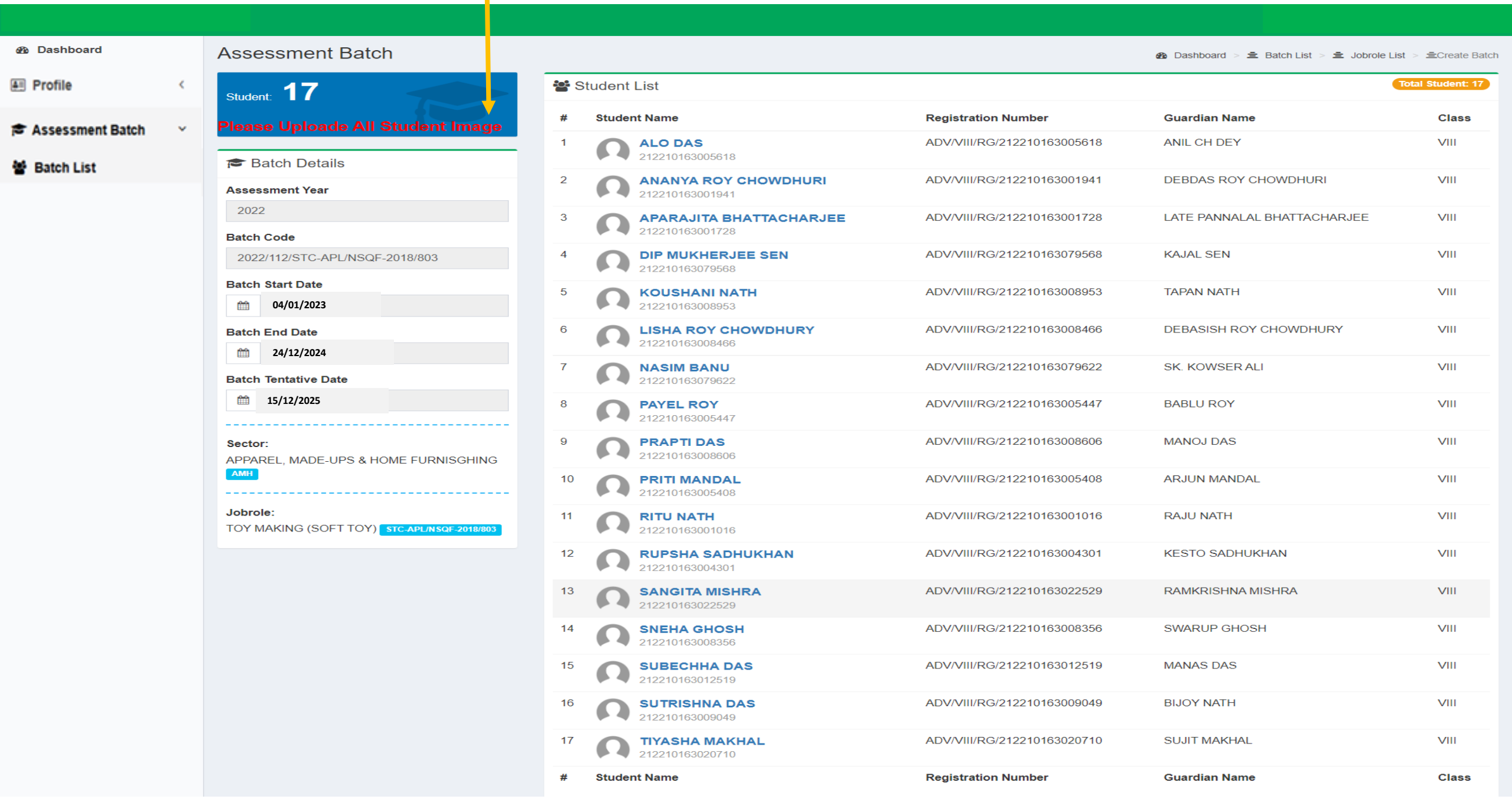
The following screen will appear, click on the “Create Batch” button to create the batch.



Below screen will be appeared, Fill necessary details and click on “Create Batch” button.



Note: If any error message come, please rectify the same.



Dashboard
Profile
Assessment Batch
Batch List

Assessment Batch

Dashboard > Batch List > Jobrole List > Create Batch

Student: 17

Please Uploade All Student Image

Batch Details

Assessment Year
2022

Batch Code
2022/112/STC-APL/NSQF-2018/803

Batch Start Date
04/01/2023

Batch End Date
24/12/2024

Batch Tentative Date
15/12/2025

Sector:
APPAREL, MADE-UPS & HOME FURNISGHING
AMH

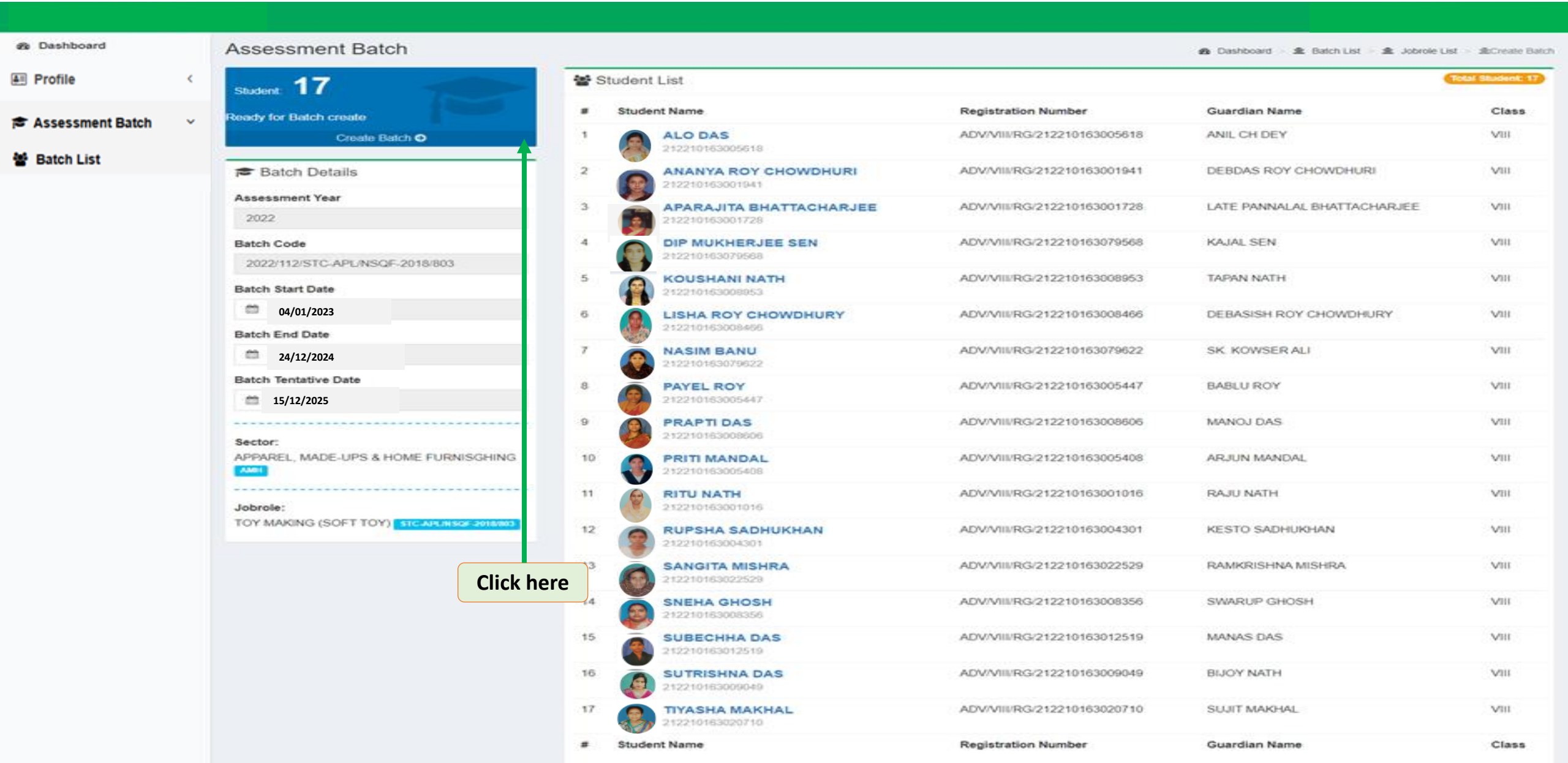
Jobrole:
TOY MAKING (SOFT TOY) STC-APL/NSQF-2018/803

Student List

Total Student: 17

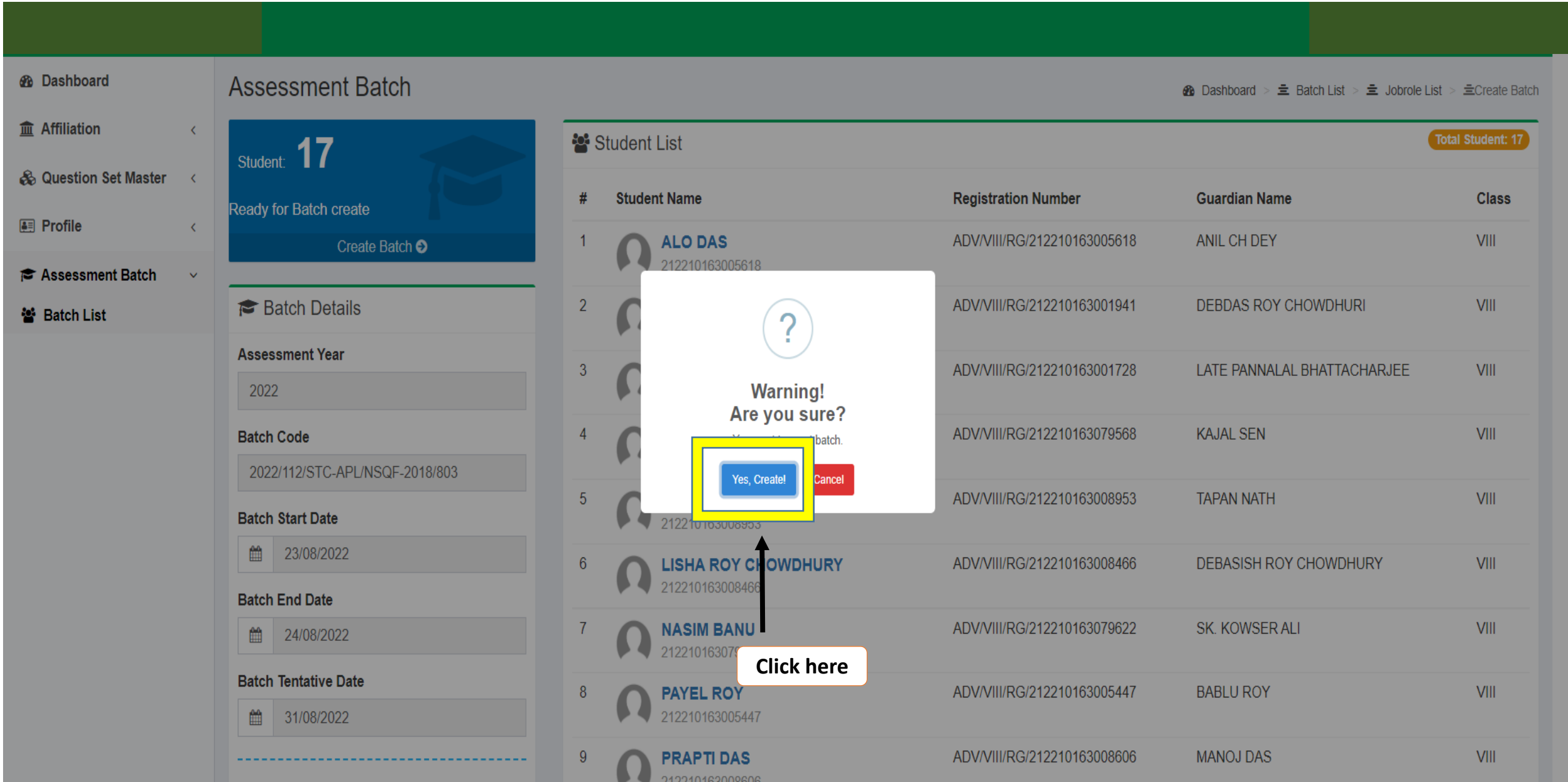
#	Student Name	Registration Number	Guardian Name	Class
1	ALO DAS 212210163005618	ADV/VIII/RG/212210163005618	ANIL CH DEY	VIII
2	ANANYA ROY CHOWDHURI 212210163001941	ADV/VIII/RG/212210163001941	DEBDAS ROY CHOWDHURI	VIII
3	APARAJITA BHATTACHARJEE 212210163001728	ADV/VIII/RG/212210163001728	LATE PANNALAL BHATTACHARJEE	VIII
4	DIP MUKHERJEE SEN 212210163079568	ADV/VIII/RG/212210163079568	KAJAL SEN	VIII
5	KOUSHANI NATH 212210163008953	ADV/VIII/RG/212210163008953	TAPAN NATH	VIII
6	LISHA ROY CHOWDHURY 212210163008466	ADV/VIII/RG/212210163008466	DEBASISH ROY CHOWDHURY	VIII
7	NASIM BANU 212210163079622	ADV/VIII/RG/212210163079622	SK. KOWSER ALI	VIII
8	PAYEL ROY 212210163005447	ADV/VIII/RG/212210163005447	BABLU ROY	VIII
9	PRAPTI DAS 212210163008606	ADV/VIII/RG/212210163008606	MANOJ DAS	VIII
10	PRITI MANDAL 212210163005408	ADV/VIII/RG/212210163005408	ARJUN MANDAL	VIII
11	RITU NATH 212210163001016	ADV/VIII/RG/212210163001016	RAJU NATH	VIII
12	RUPSHA SADHUKHAN 212210163004301	ADV/VIII/RG/212210163004301	KESTO SADHUKHAN	VIII
13	SANGITA MISHRA 212210163022529	ADV/VIII/RG/212210163022529	RAMKRISHNA MISHRA	VIII
14	SNEHA GHOSH 212210163008356	ADV/VIII/RG/212210163008356	SWARUP GHOSH	VIII
15	SUBECHHA DAS 212210163012519	ADV/VIII/RG/212210163012519	MANAS DAS	VIII
16	SUTRISHNA DAS 212210163009049	ADV/VIII/RG/212210163009049	BIJOY NATH	VIII
17	TIYASHA MAKHAL 212210163020710	ADV/VIII/RG/212210163020710	SUJIT MAKHAL	VIII
#	Student Name	Registration Number	Guardian Name	Class

After all the corrections, repeat the same procedure for batch creation.

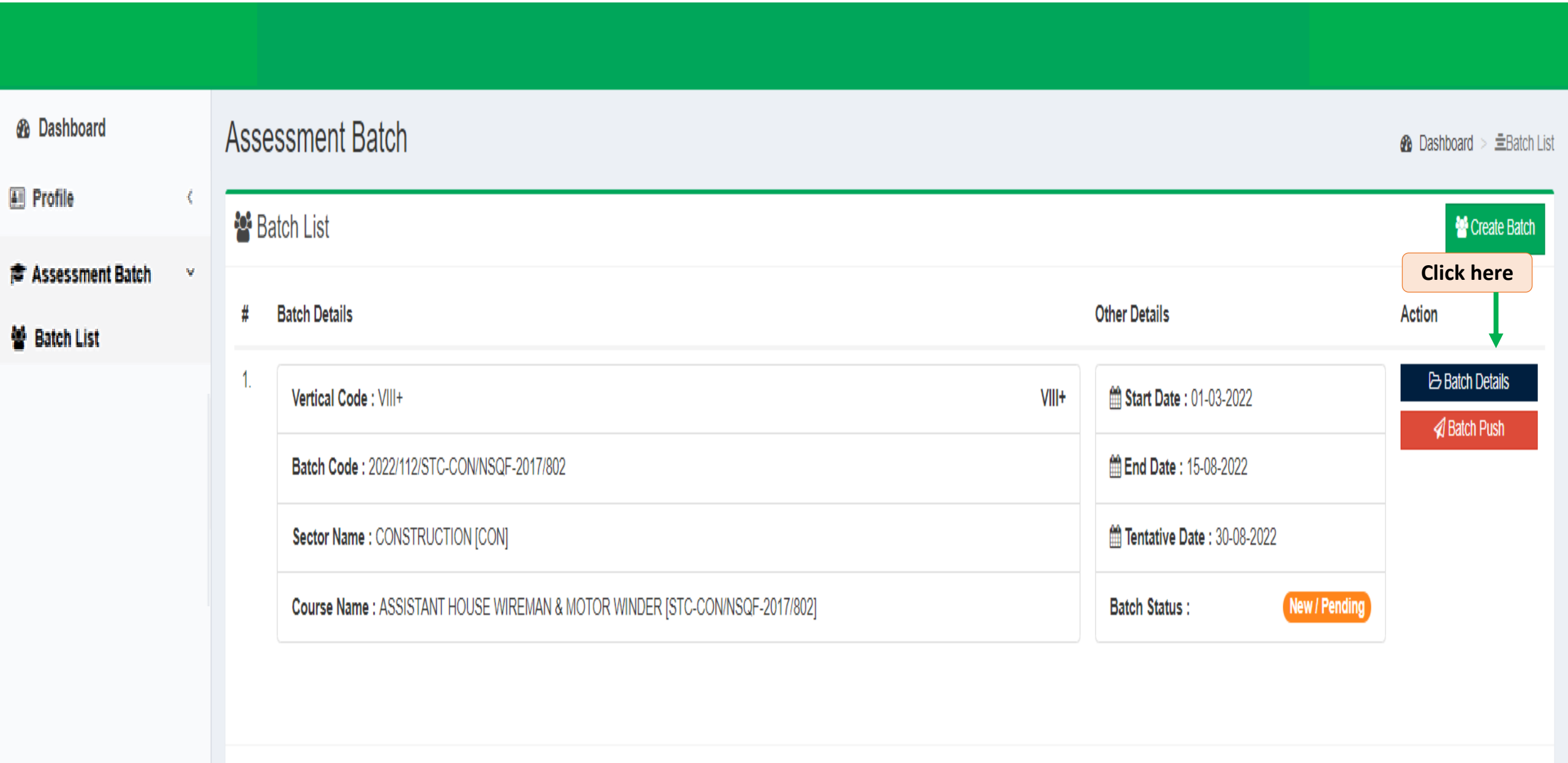


❖ How to create batch for assessment

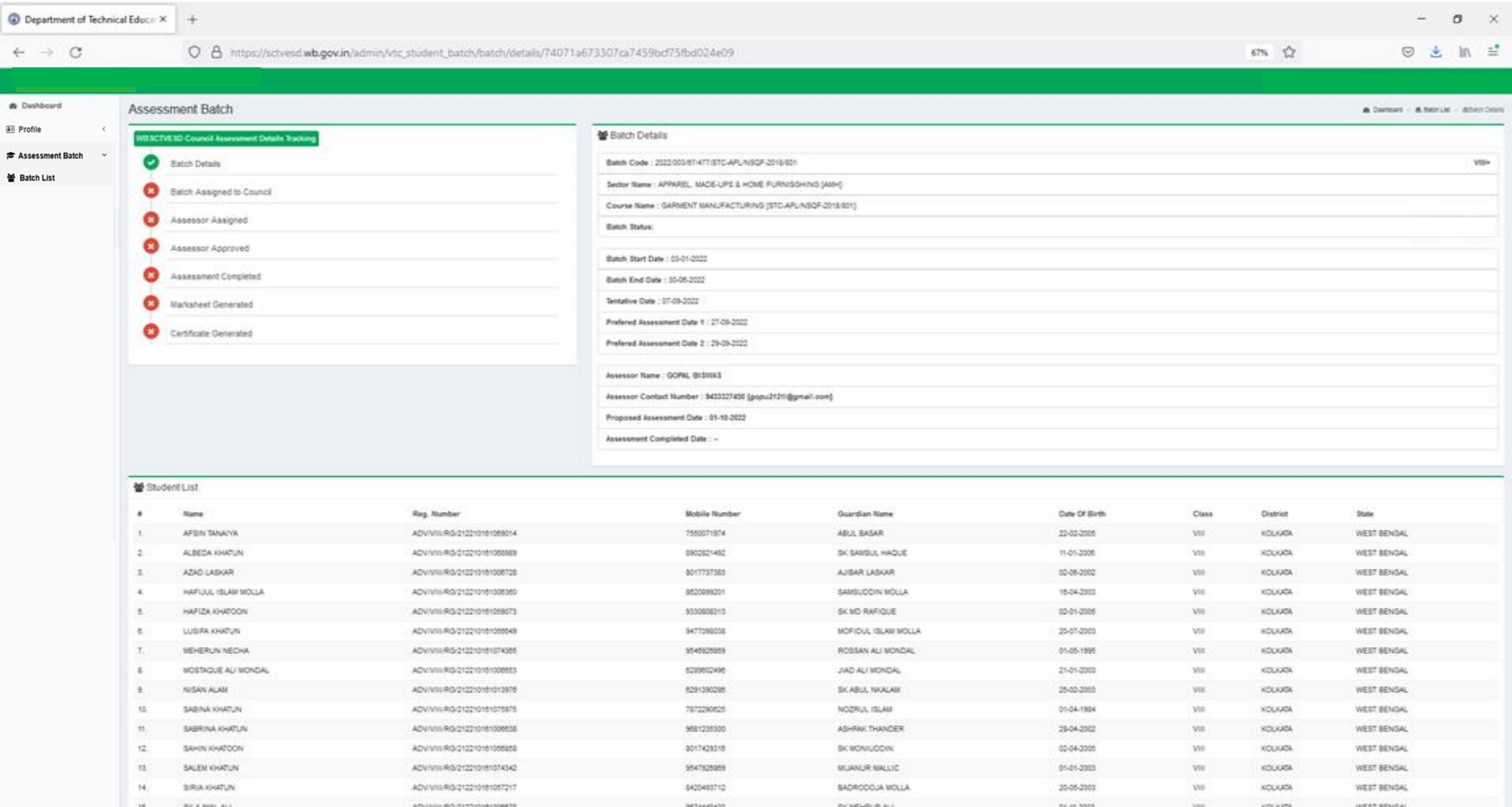
Click on "Yes create" button on the confirmation pop-up to create the batch.



Below screen will be appeared, To view batch details click on "Batch Details" button.

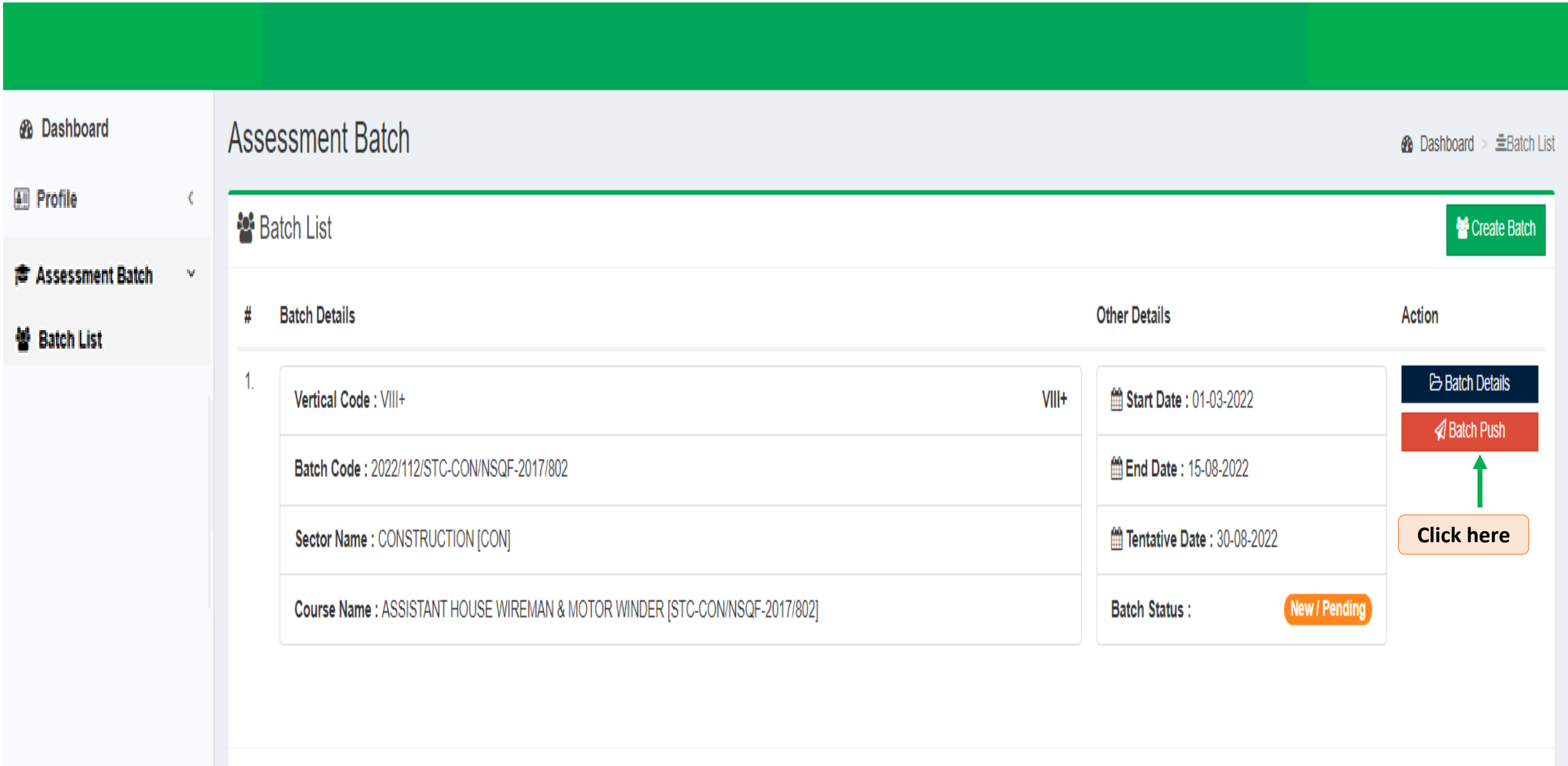


Below screen will be appeared with the Batch details



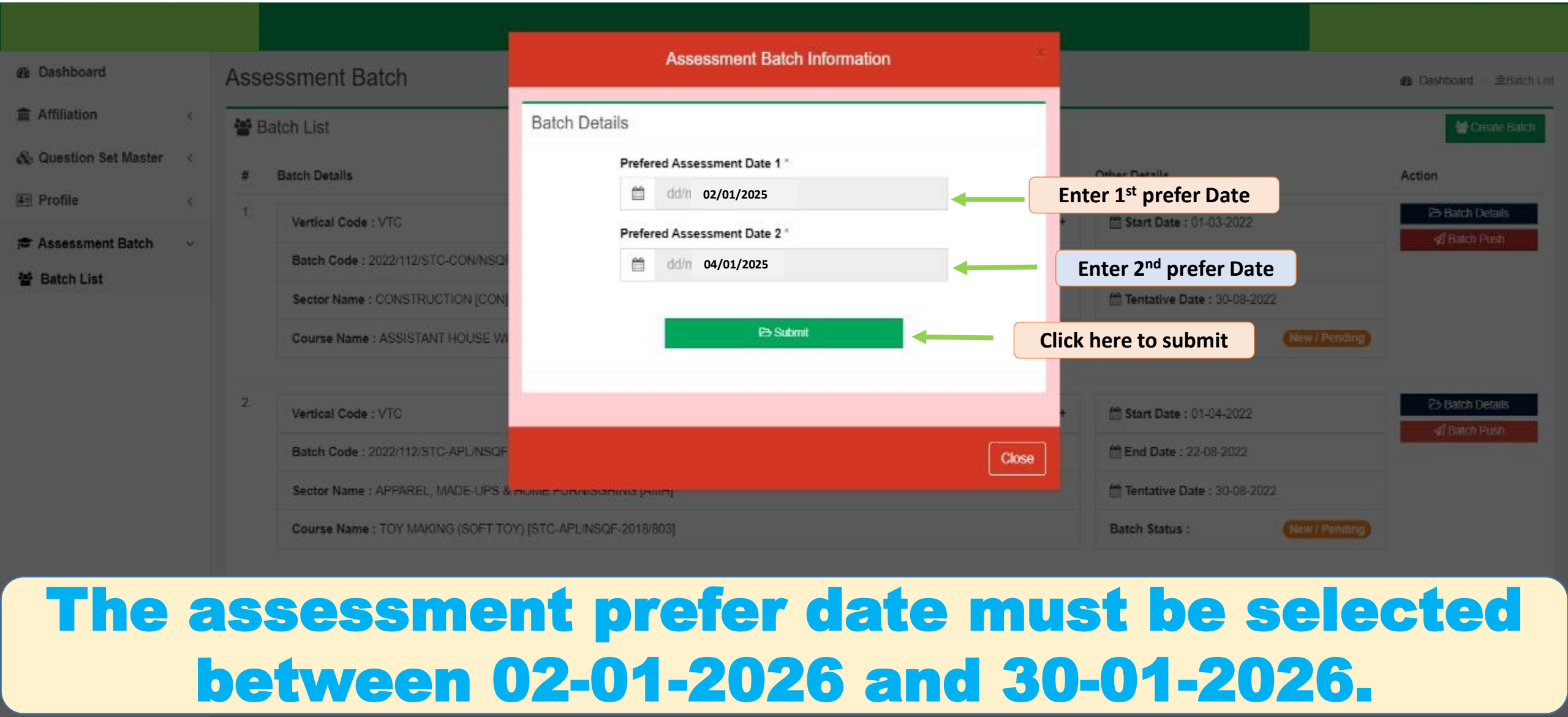
❖ How to push the batch for assessment :

Below screen will be appeared, To push batch click on "Batch Push" button.



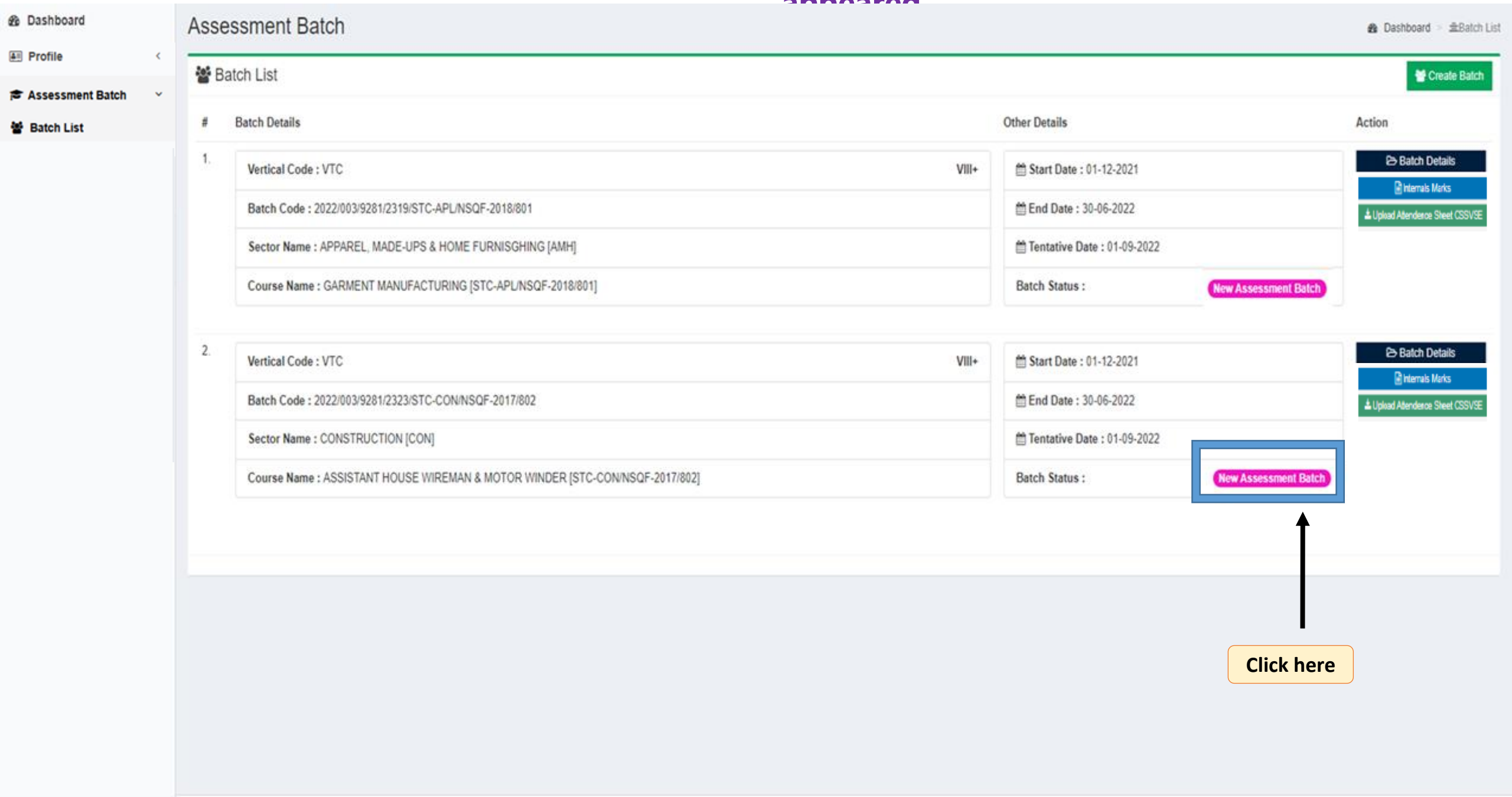
❖ How to select prefer date for assessment and send the batch to council.

Below screen will be appeared, Enter the prefer date for assessment.

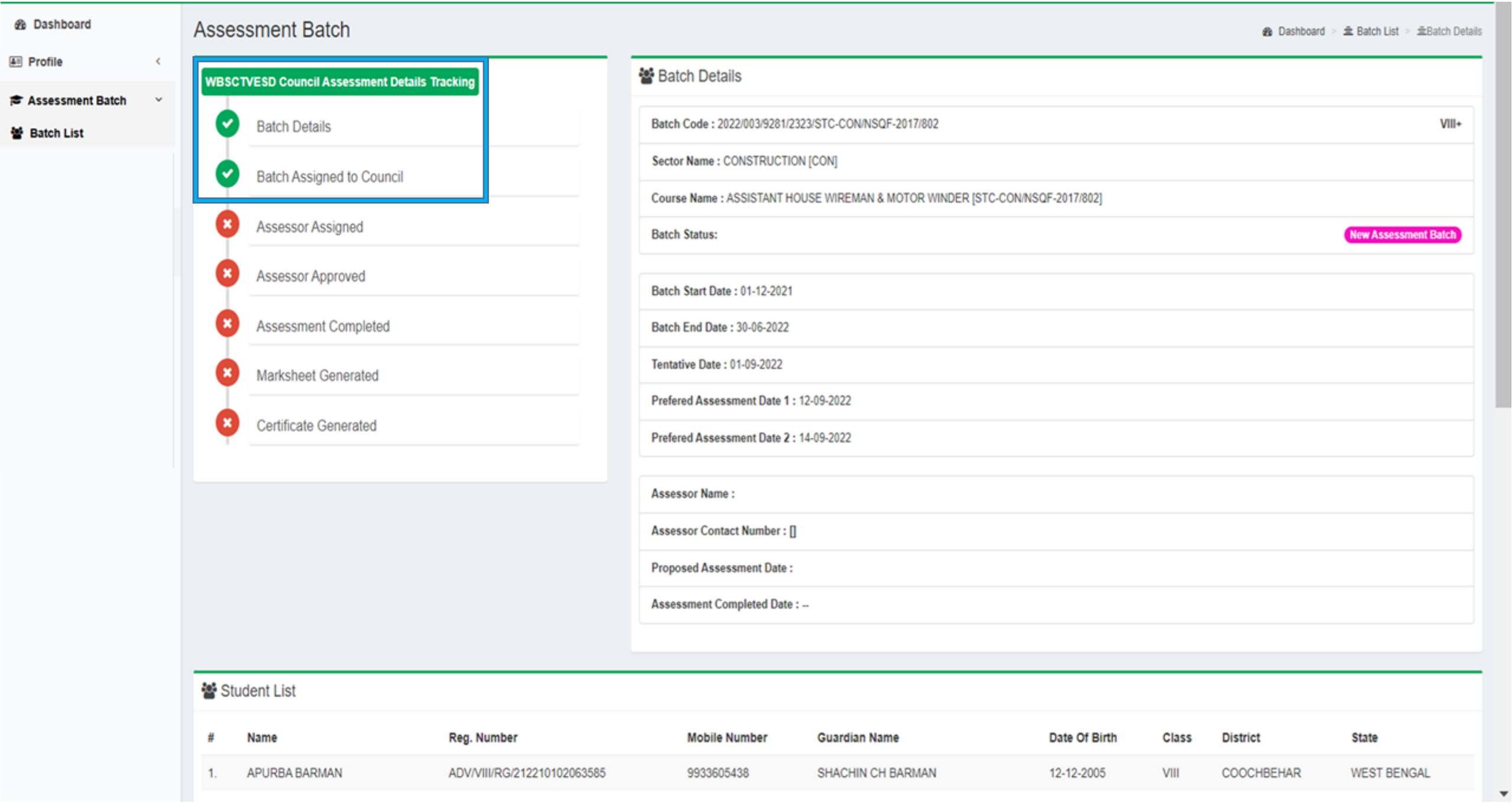


The assessment prefer date must be selected between 02-01-2026 and 30-01-2026.

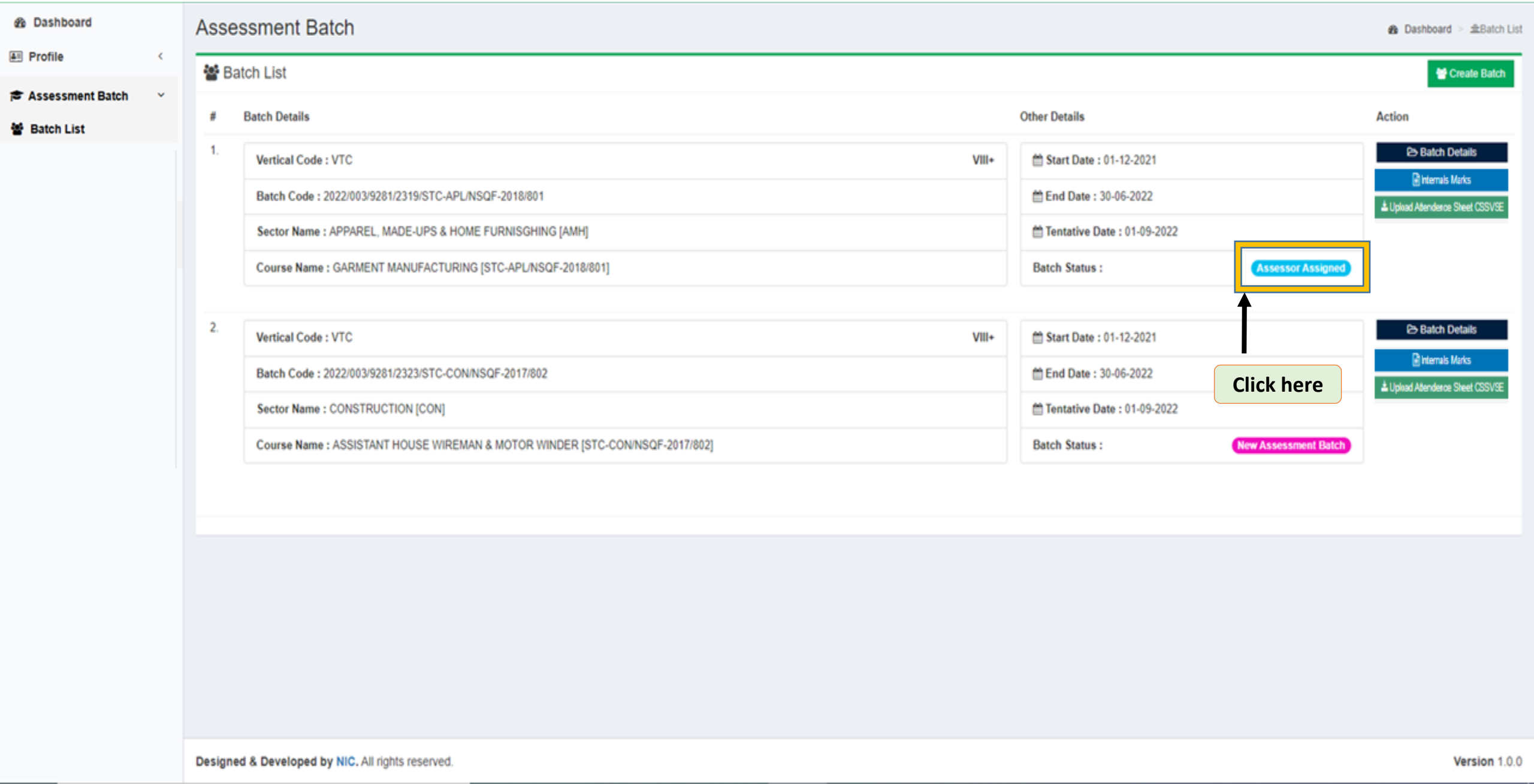
❖ After Batch push from school end, below screen will be appeared



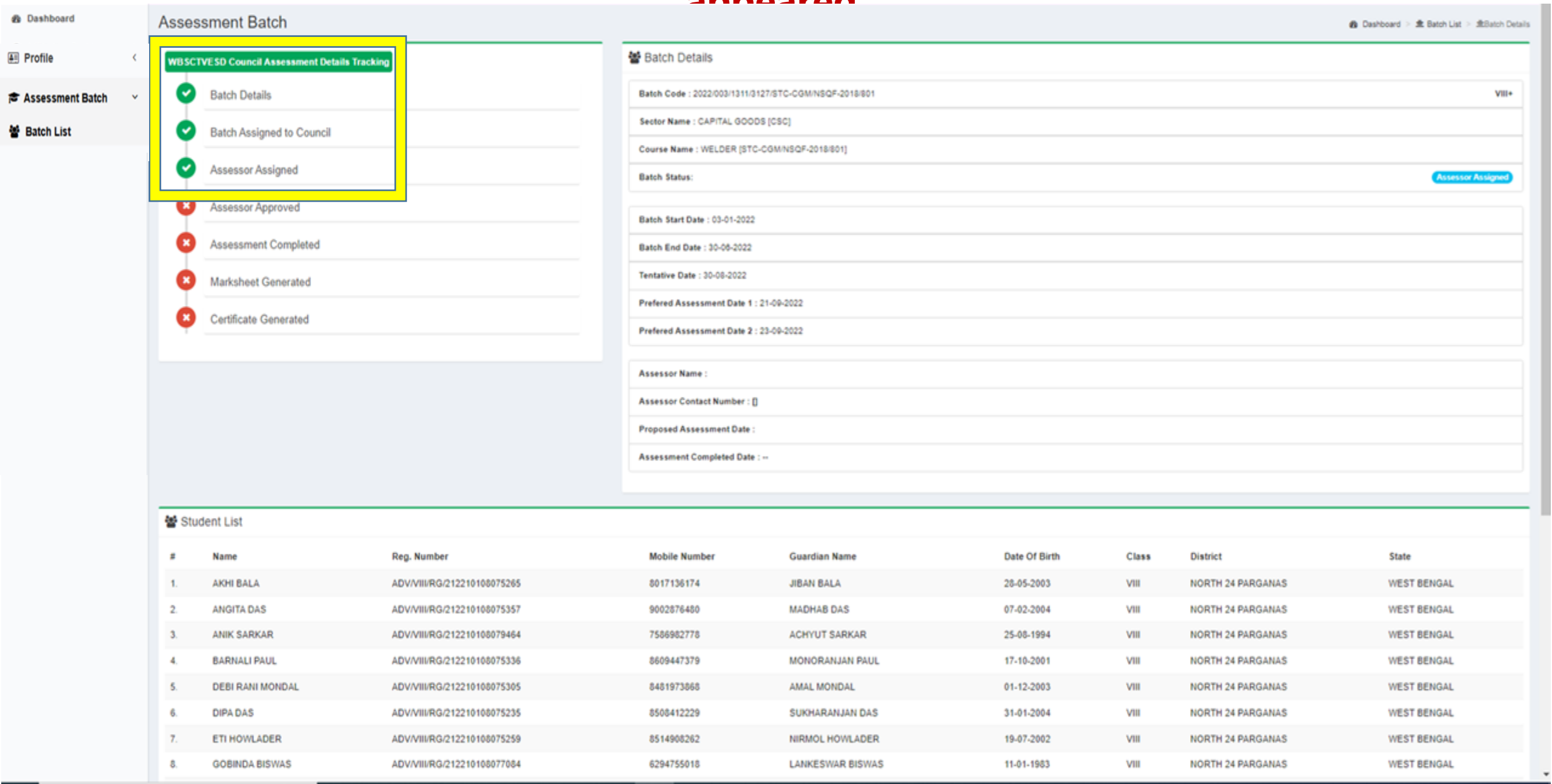
Clicking on "Batch Details" below screen will be appeared.



❖ After Assessor assign from council, below screen will be displayed.

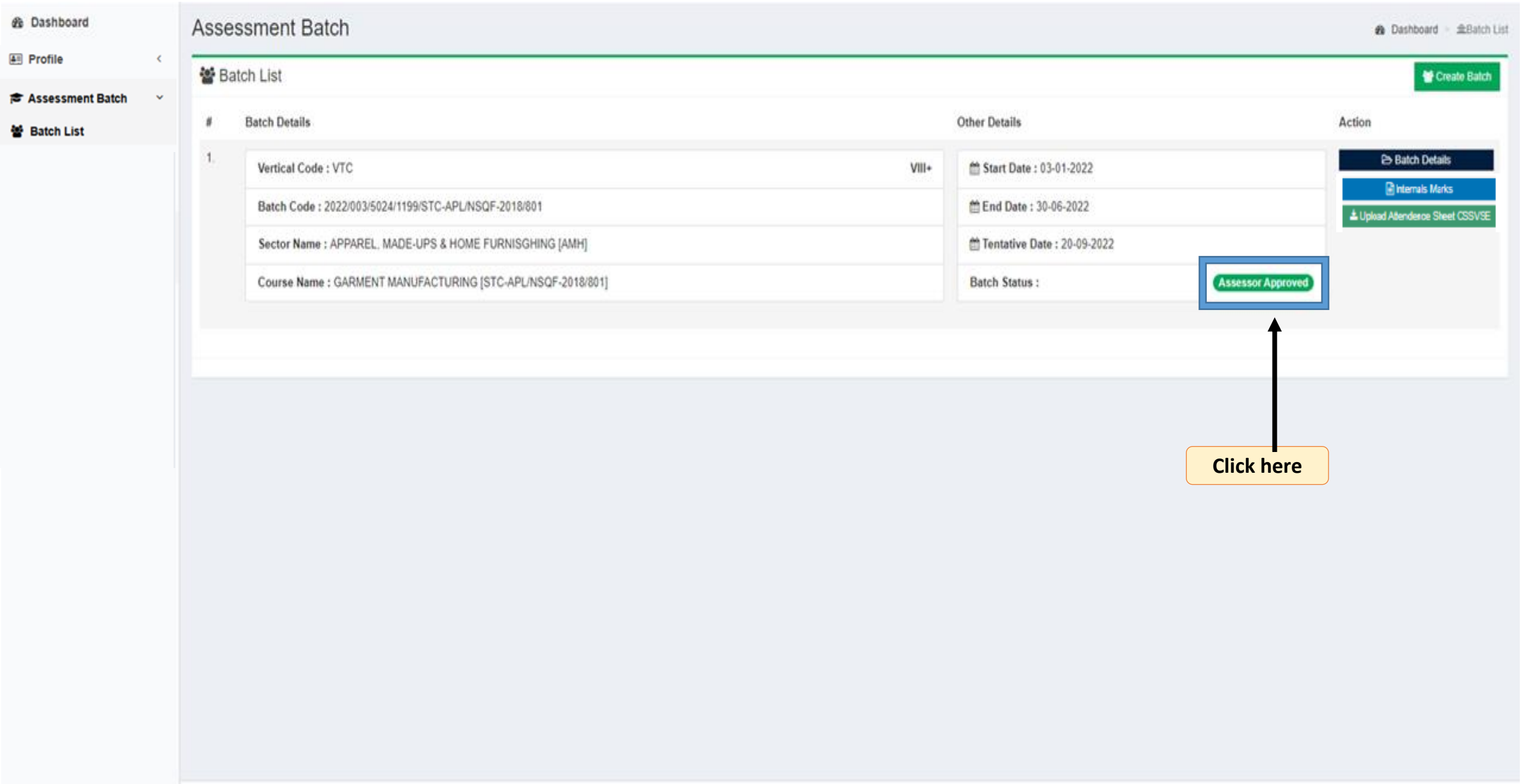


Clicking on "Batch Details" below screen will be appeared

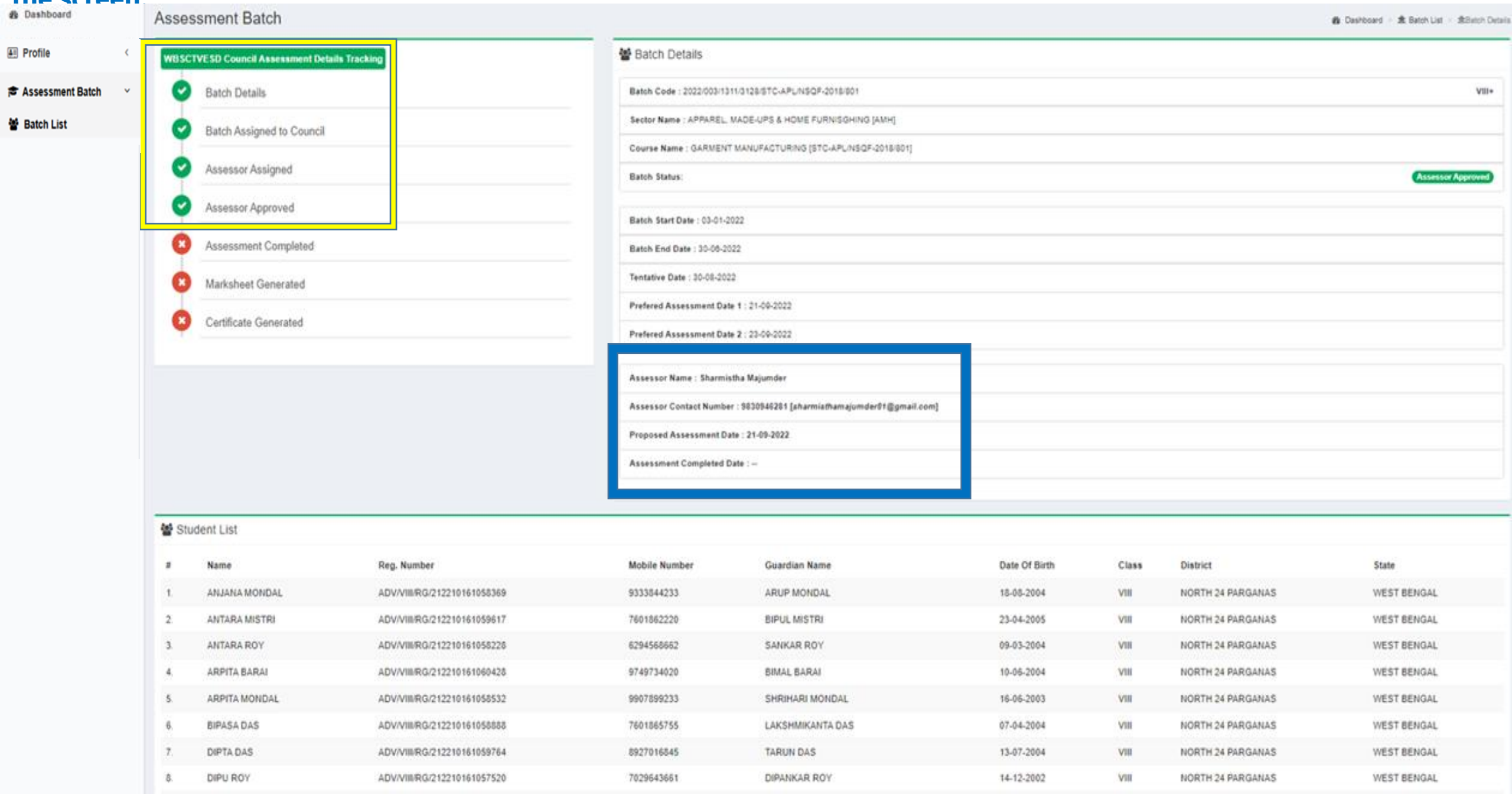


#	Name	Reg. Number	Mobile Number	Guardian Name	Date Of Birth	Class	District	State
1.	AKHI BALA	ADV/VIII/RG/212210108075265	8017136174	JIBAN BALA	28-05-2003	VIII	NORTH 24 PARGANAS	WEST BENGAL
2.	ANGITA DAS	ADV/VIII/RG/212210108075357	9002876480	MADHAB DAS	07-02-2004	VIII	NORTH 24 PARGANAS	WEST BENGAL
3.	ANIK SARKAR	ADV/VIII/RG/212210108079464	7586982778	ACHYUT SARKAR	25-08-1994	VIII	NORTH 24 PARGANAS	WEST BENGAL
4.	BARNALI PAUL	ADV/VIII/RG/212210108075336	8609447379	MONORANJAN PAUL	17-10-2001	VIII	NORTH 24 PARGANAS	WEST BENGAL
5.	DEBI RANI MONDAL	ADV/VIII/RG/212210108075305	8481973868	AMAL MONDAL	01-12-2003	VIII	NORTH 24 PARGANAS	WEST BENGAL
6.	DIPA DAS	ADV/VIII/RG/212210108075235	8508412229	SUKHARANJAN DAS	31-01-2004	VIII	NORTH 24 PARGANAS	WEST BENGAL
7.	ETI HOWLADER	ADV/VIII/RG/212210108075259	8514908262	NIRMOL HOWLADER	19-07-2002	VIII	NORTH 24 PARGANAS	WEST BENGAL
8.	GOBINDA BISWAS	ADV/VIII/RG/212210108077084	6294755018	LANKESWAR BISWAS	11-01-1983	VIII	NORTH 24 PARGANAS	WEST BENGAL

❖ After the assessor agrees, below screen will be displayed

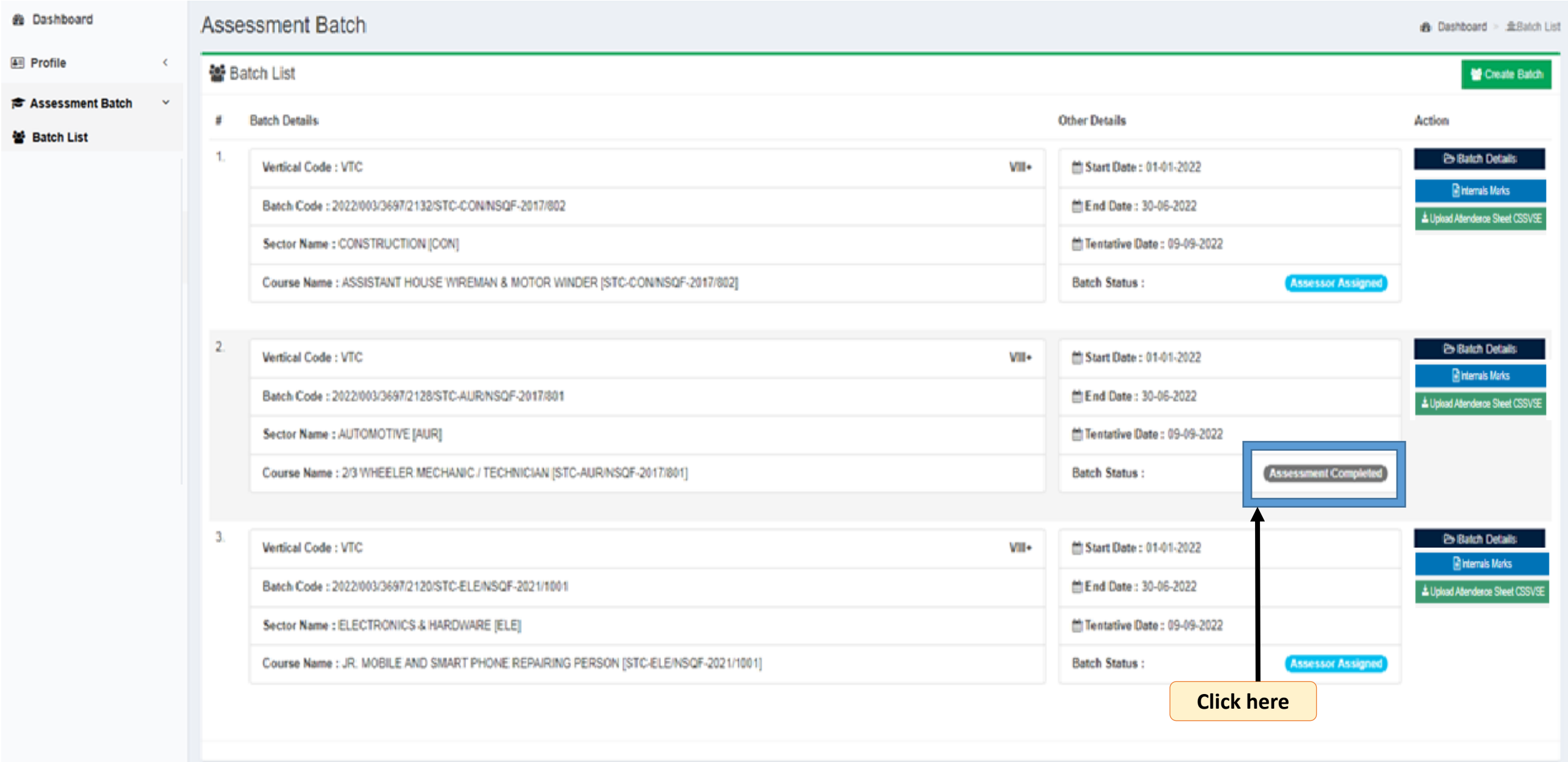


Clicking on the "Batch Details" below screen will be appeared. **The details of the assessor will be displayed on the screen**

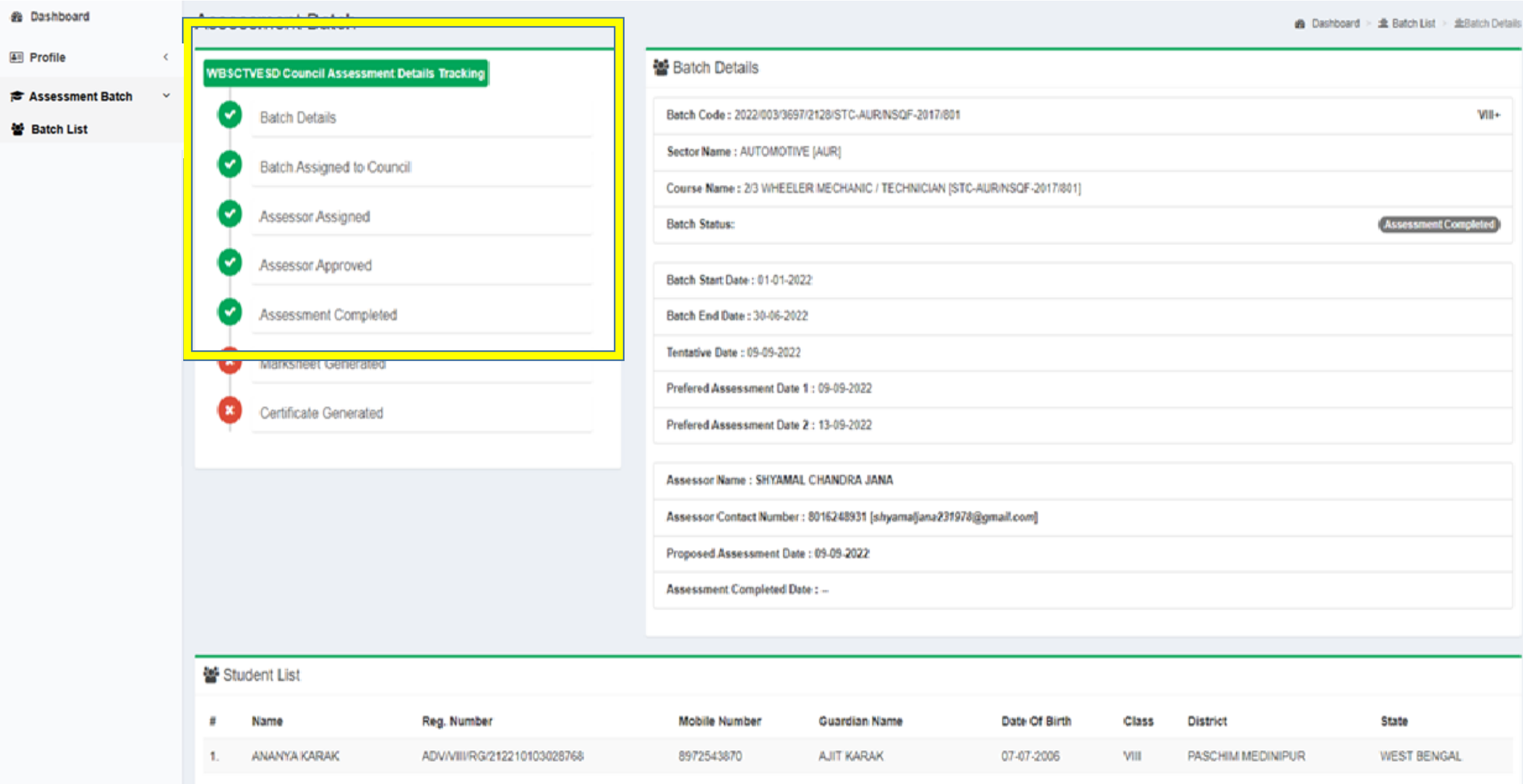


#	Name	Reg. Number	Mobile Number	Guardian Name	Date Of Birth	Class	District	State
1.	ANJANA MONDAL	ADV/VIII/RG/212210161058369	9333844233	ARUP MONDAL	18-08-2004	VIII	NORTH 24 PARGANAS	WEST BENGAL
2.	ANTARA MISTRI	ADV/VIII/RG/212210161059617	7601862220	BIPUL MISTRI	23-04-2005	VIII	NORTH 24 PARGANAS	WEST BENGAL
3.	ANTARA ROY	ADV/VIII/RG/212210161058226	6294568662	SANKAR ROY	09-03-2004	VIII	NORTH 24 PARGANAS	WEST BENGAL
4.	ARPITA BARAI	ADV/VIII/RG/212210161060428	9749734020	BIMAL BARAI	10-06-2004	VIII	NORTH 24 PARGANAS	WEST BENGAL
5.	ARPITA MONDAL	ADV/VIII/RG/212210161058532	9907899233	SHRIHARI MONDAL	16-06-2003	VIII	NORTH 24 PARGANAS	WEST BENGAL
6.	BIPASA DAS	ADV/VIII/RG/212210161058888	7601865755	LAKSHMIKANTA DAS	07-04-2004	VIII	NORTH 24 PARGANAS	WEST BENGAL
7.	DIPTA DAS	ADV/VIII/RG/212210161059764	8927016845	TARUN DAS	13-07-2004	VIII	NORTH 24 PARGANAS	WEST BENGAL
8.	DIPU ROY	ADV/VIII/RG/212210161057520	7029643661	DIPANKAR ROY	14-12-2002	VIII	NORTH 24 PARGANAS	WEST BENGAL

❖ After the assessment completed, below screen will be displayed



❖ Screen will be displayed



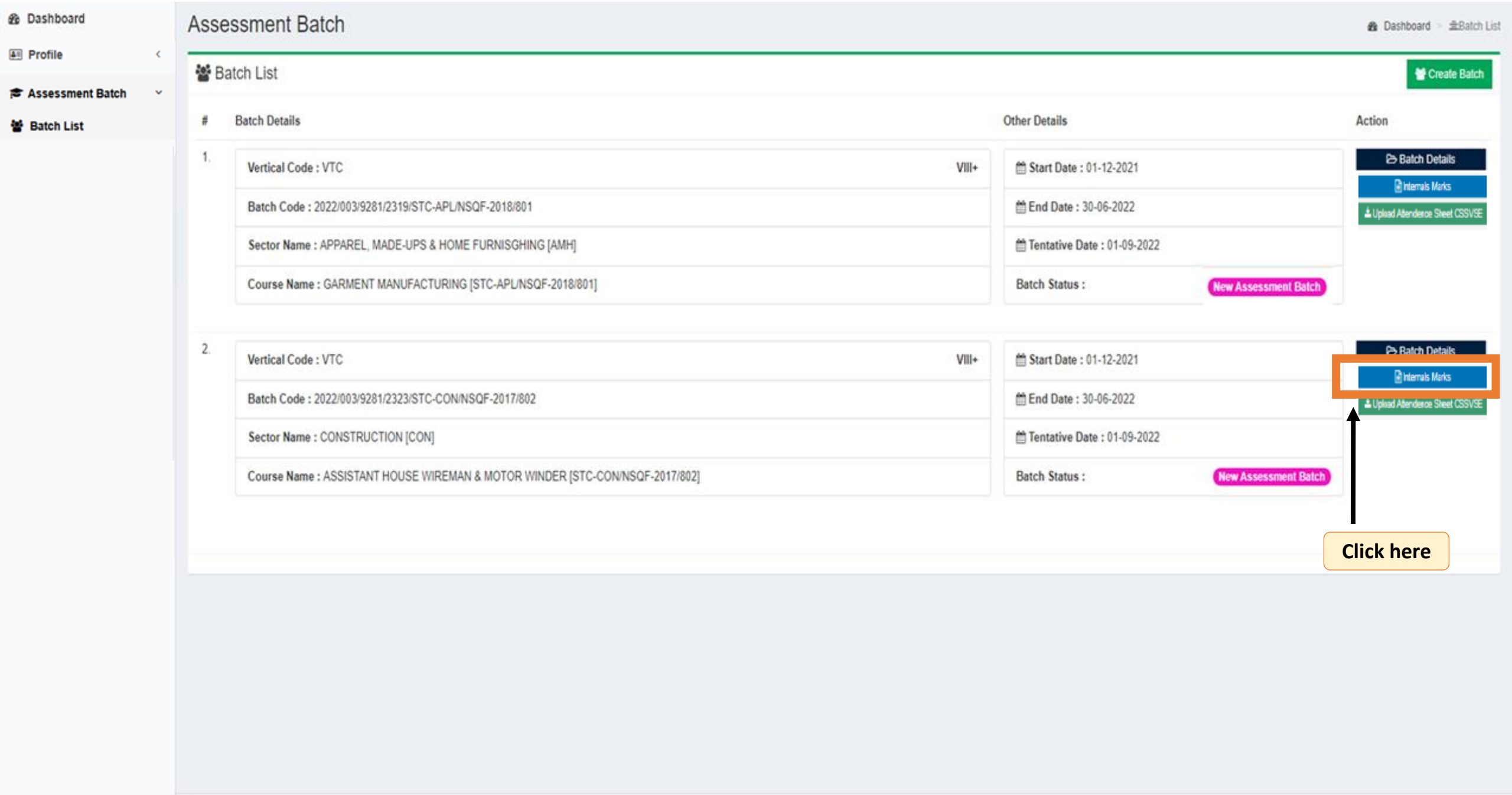
To add students to the respective assessment batch of 2026:-

Click on the link https://forms.gle/vjRiWv9TLaJ7dMvw8 and provide the required details.

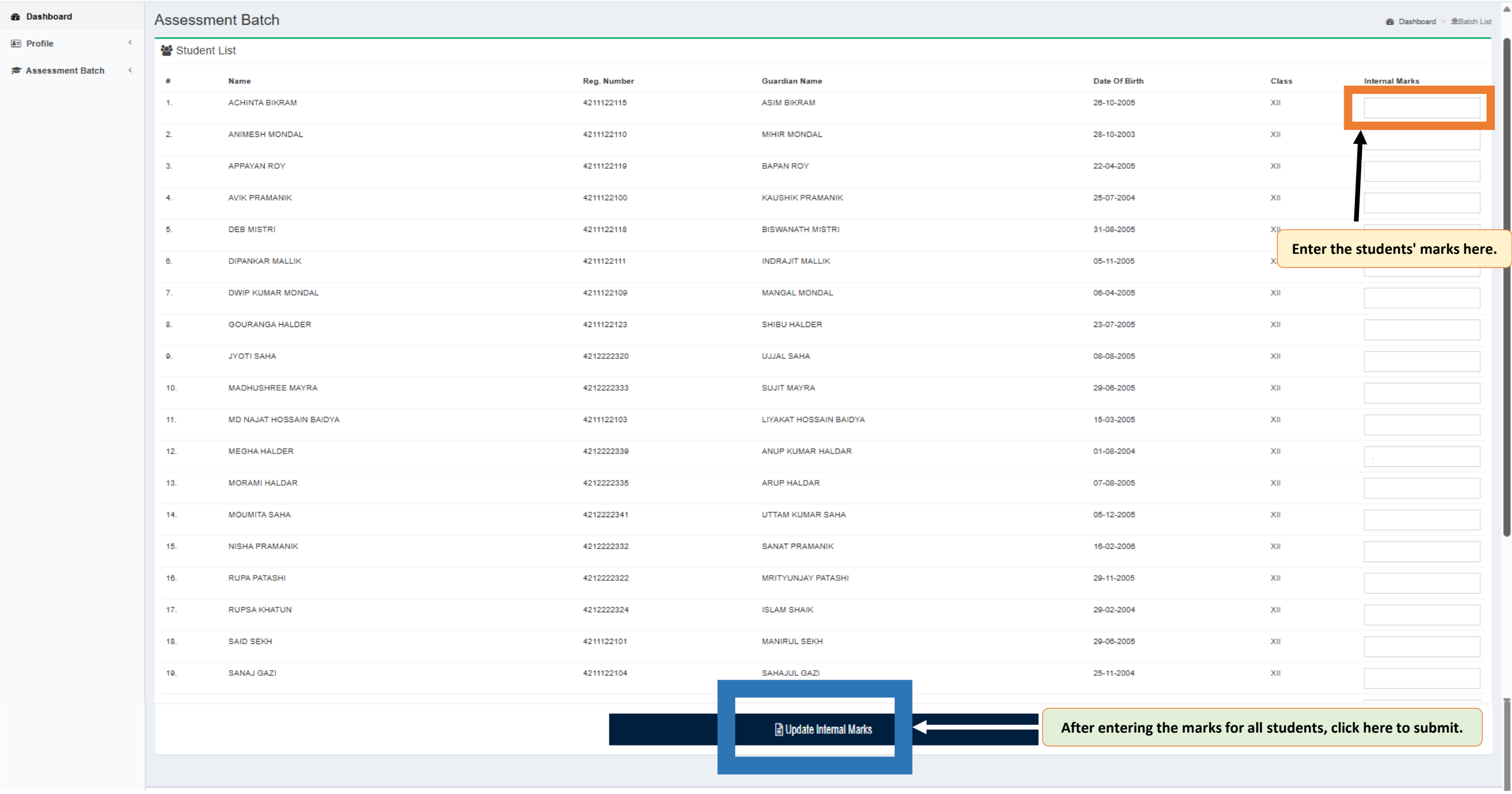
If schools are facing any issues in creating/pushing batches, please share a mail at cssvse2026.exam@gmail.com to solve it.

INTERNAL MARKS UPLOADING PROCEDURE FOR CSS-VSE

❖ Click here to upload students' internal marks to the council portal.

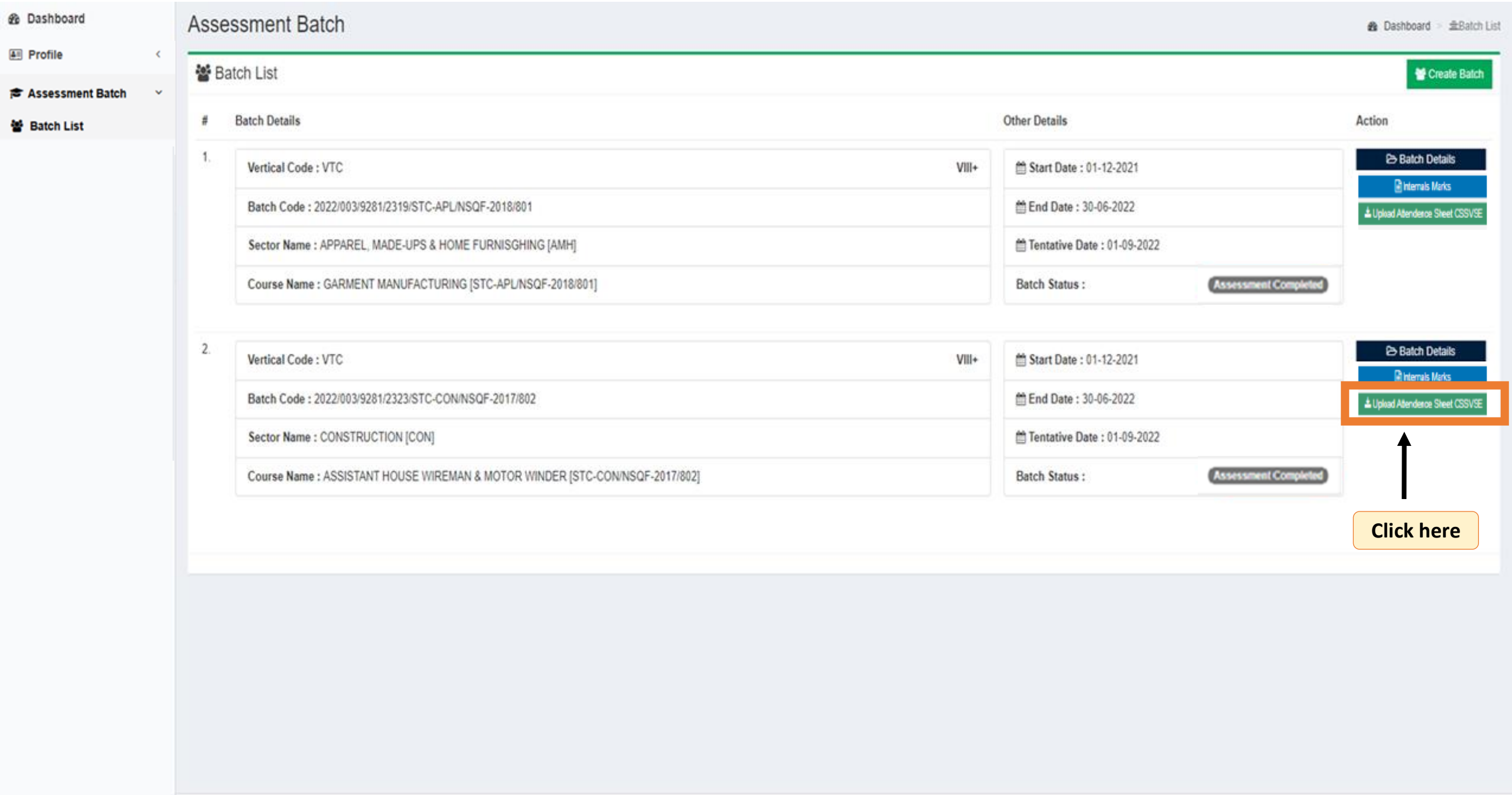


The following screen will be displayed; enter the internal marks for each student.

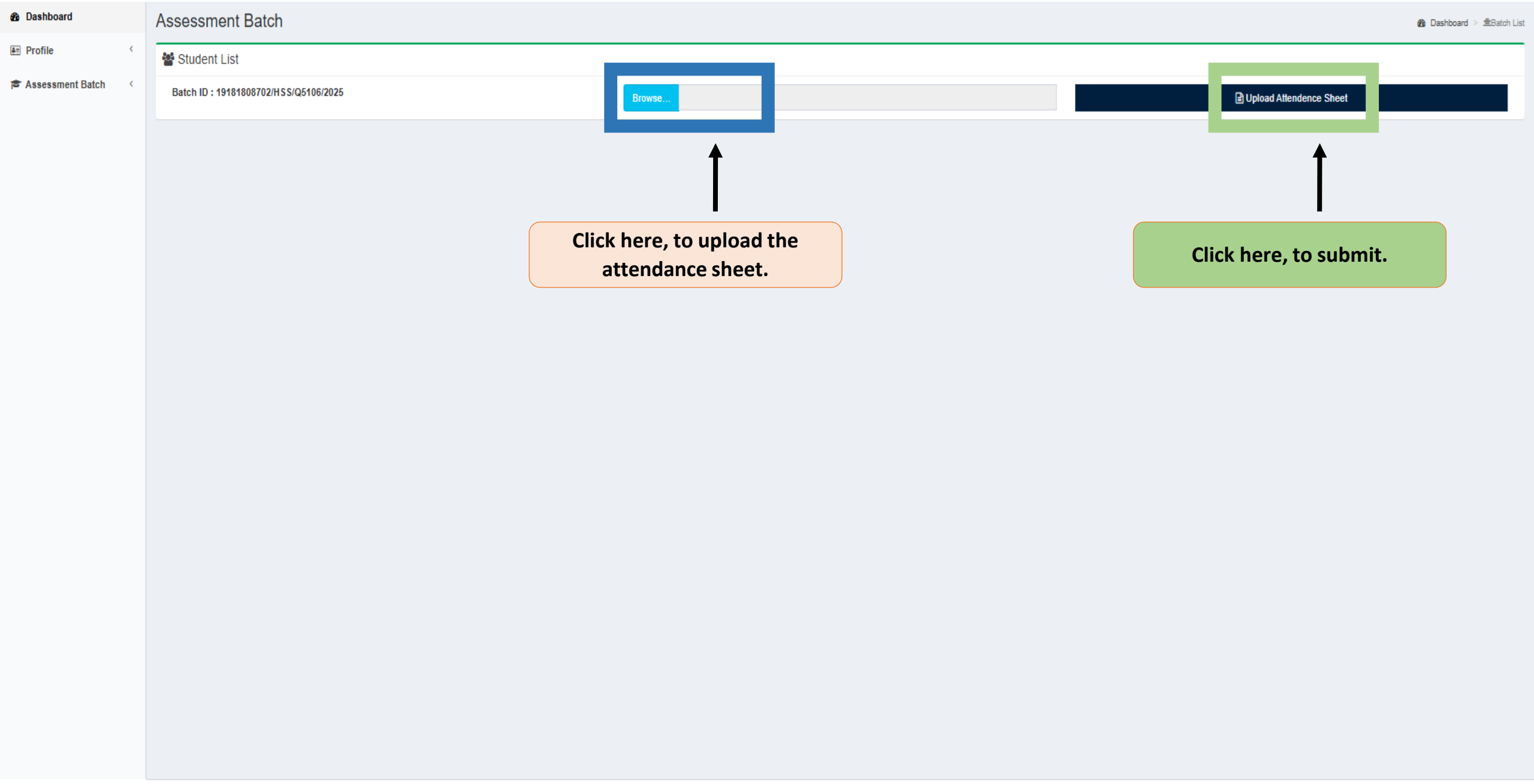


THE PROCEDURE FOR UPLOADING ATTENDANCE SHEET FOR CSS-VSE AFTER THE ASSESSMENT IS COMPLETE.

❖ Click here to upload attendance sheet of this batch to the council portal.



The following screen will be displayed; upload the attendance sheet & submit.



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Thank you