

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

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

Department of Technical Education, Training & Skill Development, Government of West Bengal

Karigari Bhawan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No: SCTVSD-16021/1/2024-A0(WBSCTVESD):309

Date: 28th January, 2005

NOTIFICATION

Sub: Online Registration of Short Term Healthcare Courses for affiliated institutes

Ref: Earlier notification no: 16021/1/2024-A0(WBSCTVESD):280

dated, 6th January, 2025

This is to inform all Heads of Institutes (HOIs) of training centers, including affiliated VTCs, conducting Short-Term Healthcare Courses under the Council's affiliation, that the Online Portal for student registration for these courses is open on the Council's website <sctvesd.wb.gov.in>.

Affiliated institutes that have already admitted trainees but have not yet registered them are advised to complete the registration process promptly. Institutes can log in to the portal using their credentials and select correct choice under the "Initiate Training" tab to proceed further.

Registration fees for admitted trainees must be paid through the portal using the "Registration Fees" tab. Institutes are required to create course-wise batches before making payments.

The deadline for registering admitted trainees is 4th February 2025.

After successfully completing the payment of registration fees for all trainees in a trade, institutes must print the consolidated trainee list, have it signed by the HOIs, affix the institute seal, and submit it to the Council Office no later than 21st February 2025, along with documents collected during admission.

Chief Administrative Officer WBSCTVESD

Enclo: Annexure for guideline for online students/ trainee registration.

Memo No SCTVSD-16021/1/2024-AO(WBSCTVESD):309

Date: 28th January, 2005

Copy forwarded for information and necessary action to:-

a) The Chairperson, WBSCTVESD

b) All HOls of Training Institutes affiliated to run Short Term Healthcare Courses

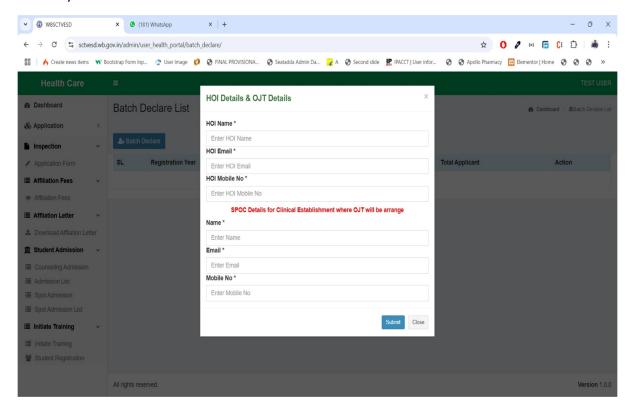
c) Office copy

Chief Administrative Officer
WRSCTVESD

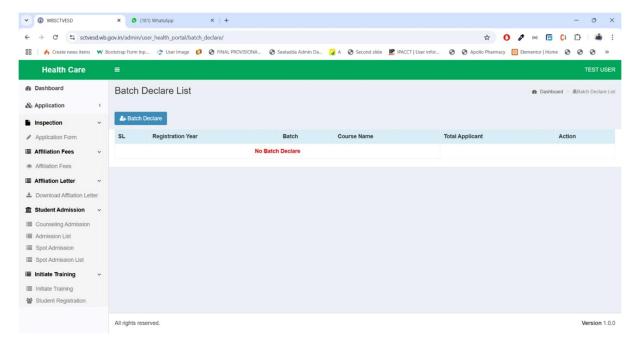
Annexure to Memo No: SCTVSD-16021/1/2024-A0(WBSCTVESD):309 dated 28th January, 2005 Guideline for online students/ trainee registration.

1)

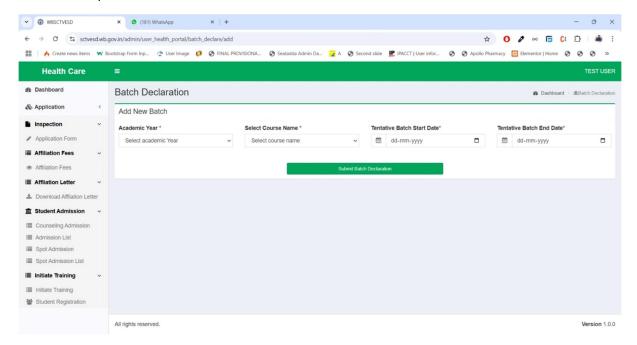
• Go to sctvesd.wb.gov.in -> Click on Login -> Give user name, Password, Captcha -> enter into your dashboard.



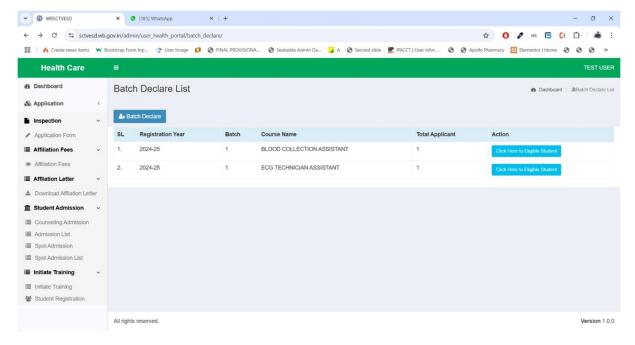
- log in to the portal using their credentials and select correct choice under the "Initiate Training" tab to proceed further.
- Fill-up HOI Details and OJT details then Submit.



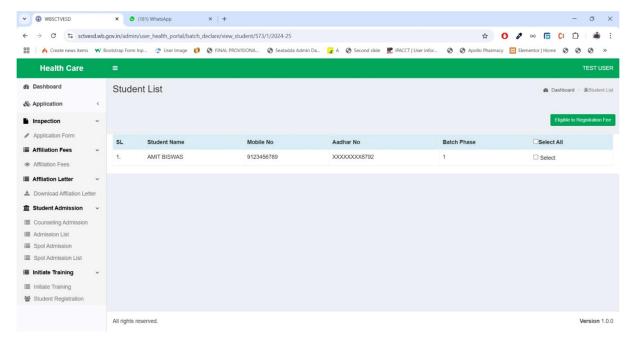
- Click on "Batch Declare" button
- Fill-up Batch Declare List (save your data frequently to avoid data loss due to login time out error).



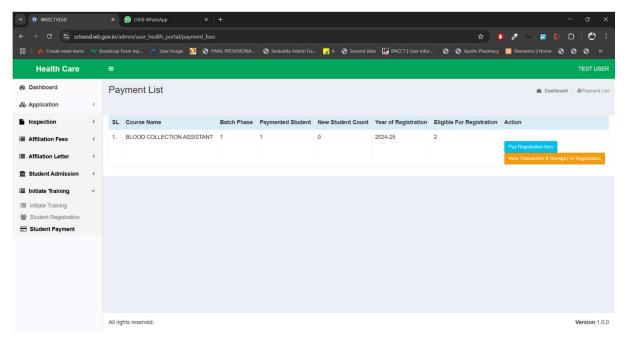
 You need to declare separate batch for separate course name for which admission of trainees was made. For each batch start date and a Tentative Batch end date need to be mentioned. Please consider Theory, Practical, OJT duration while putting tentative batch end date. Please remember OJT duration in hours has to be completed not before the mandatory no of months as mentioned in course curriculum.



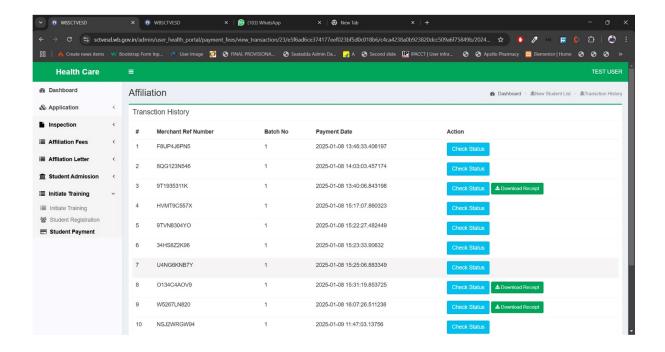
 Once batch is declared, go for registration of trainees by clicking on "Click here to Eligible Student" button beside each course name.

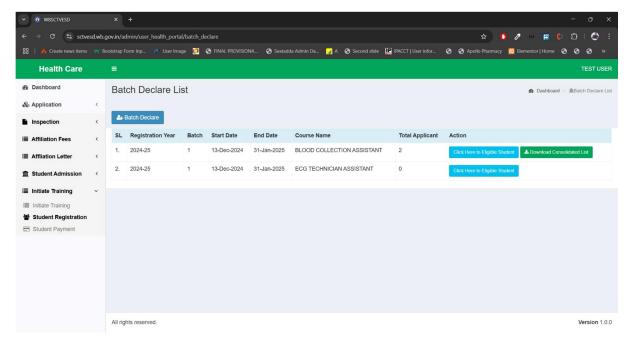


- The display will show names of all trainees admitted in a particular course. Select trainees for which you will proceed for registration. Click on "Select all" to select all admitted trainees.
- Click on "Eligible to Registration Fees" only after selecting all eligible trainees at one go.



- Click on "Pay Registration Fees" to go for Payment of Registration Fees for a batch
- You may view transation history also.





- Click on "Student Registration" Tab. "Download Consolidated List" button will appear only after successful payment of Registration Fees for a batch.
- Click as this button to get a print out of list of students registered.
- This list need to be submitted to council under seal & signature of Head of Institutes along with documents collected during admission.