



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

**Department of Technical Education, Training and
Skill Development, Govt. of West Bengal**

User Manual: Student Transfer

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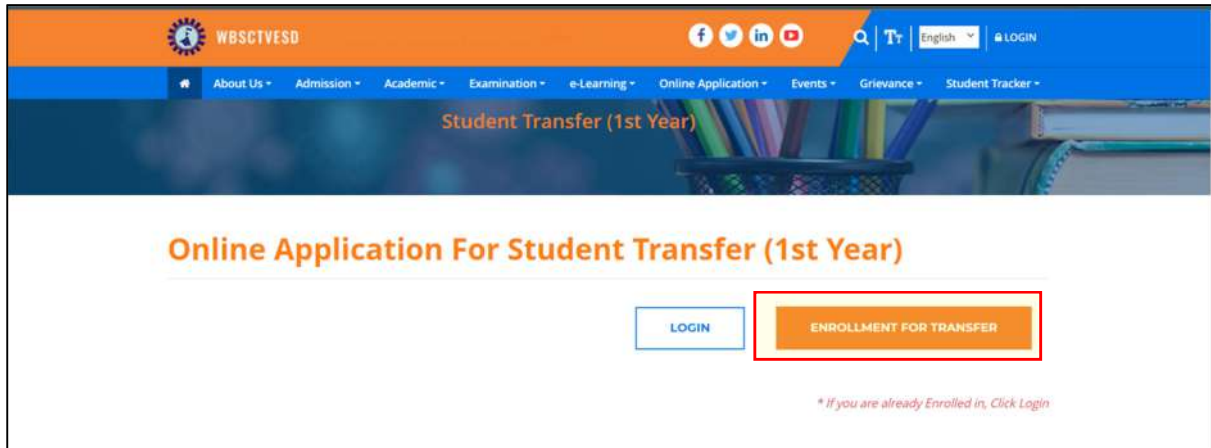
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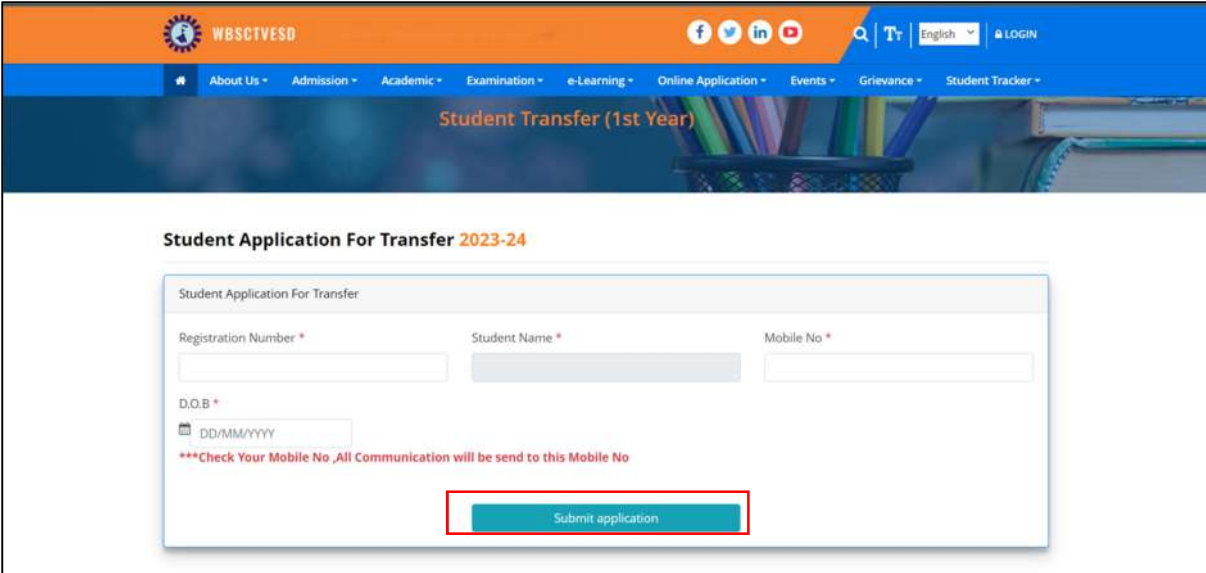
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1. How to Enroll for Student Transfer:

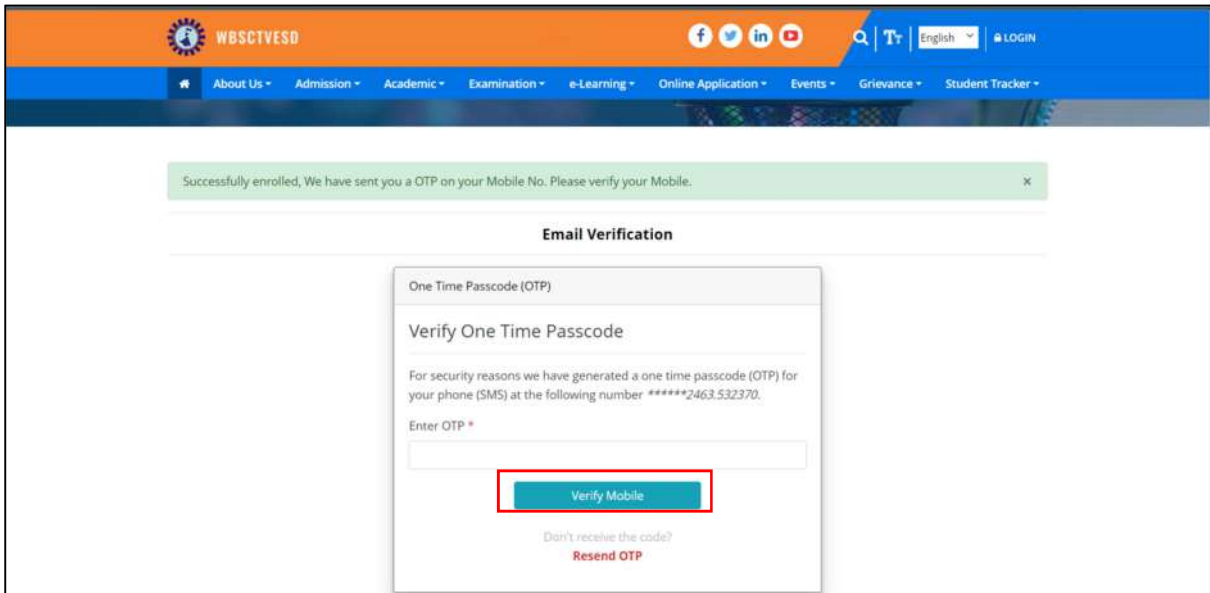
- Step-1:** Open any browser and type in the URL <https://sctvesd.wb.gov.in/admin>
- Step-2:** Go to main-menu "**Online Application**" then go to sub-menu "**Student Transfer**" for Student Transfer
- Step-3:** Click on "**ENROLMENT FOR TRANSFER**" button to apply for Transfer



- Step-4:** Fill-up "**Student Application for Transfer**" form and click on "**Submit Application**" button



Step-5: Enter OTP (sent to registered mobile number in Step 4) and click on "Verify Mobile" button



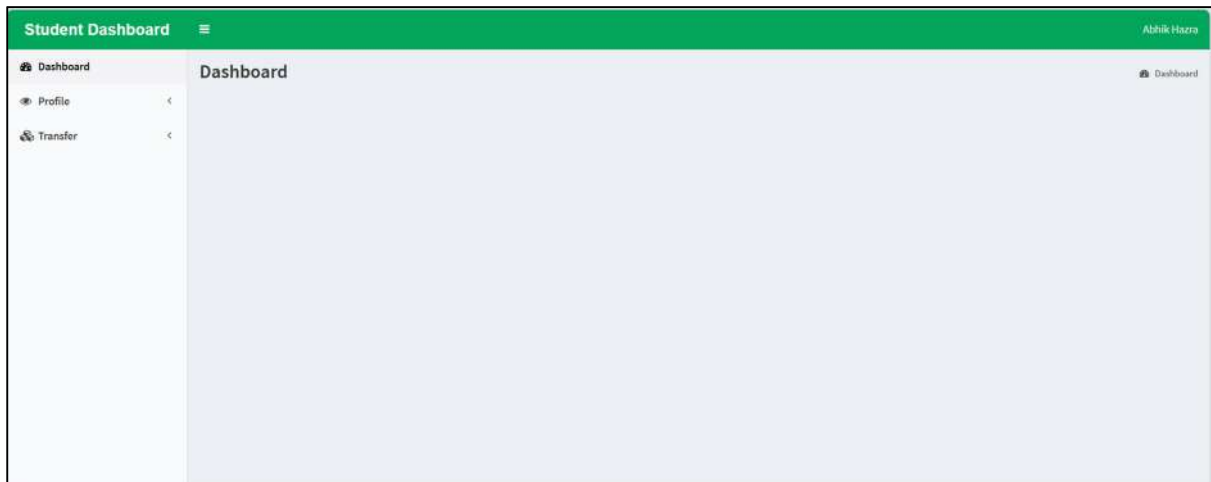
Note: User will get the login credentials by SMS in registered mobile number

2. How to select institute for transfer by students:

Step-1: Enter Username, Password (as received in the SMS) and enter captcha for login

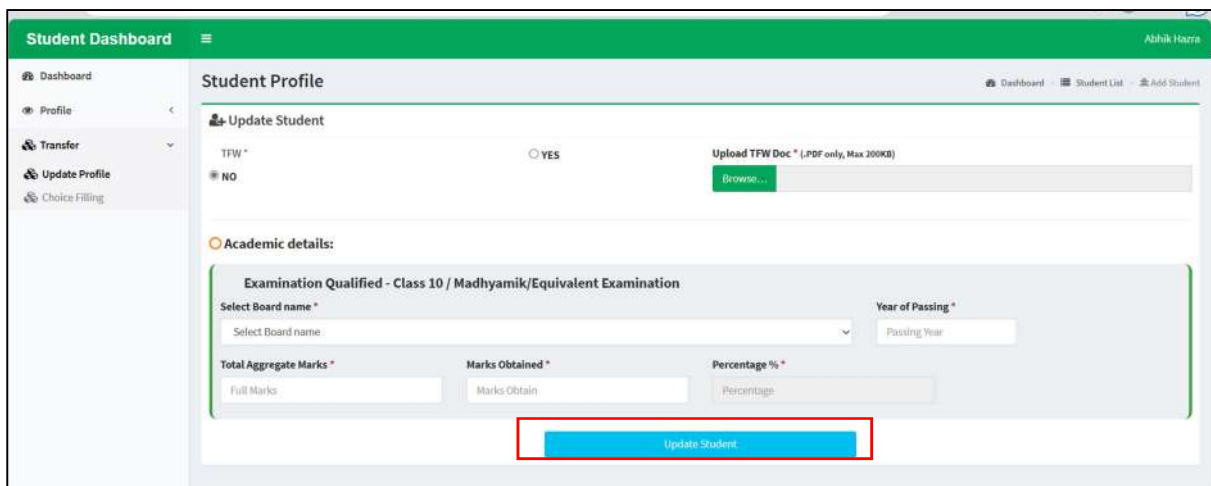


Step-2: After successful log in "Student Dashboard" will open



Step-3: **FIRST** Click on "Update Profile" sub-menu under "Transfer" main menu to view student details

Step-4: Enter necessary details and click on "Update Student" button to update student profile



Note:

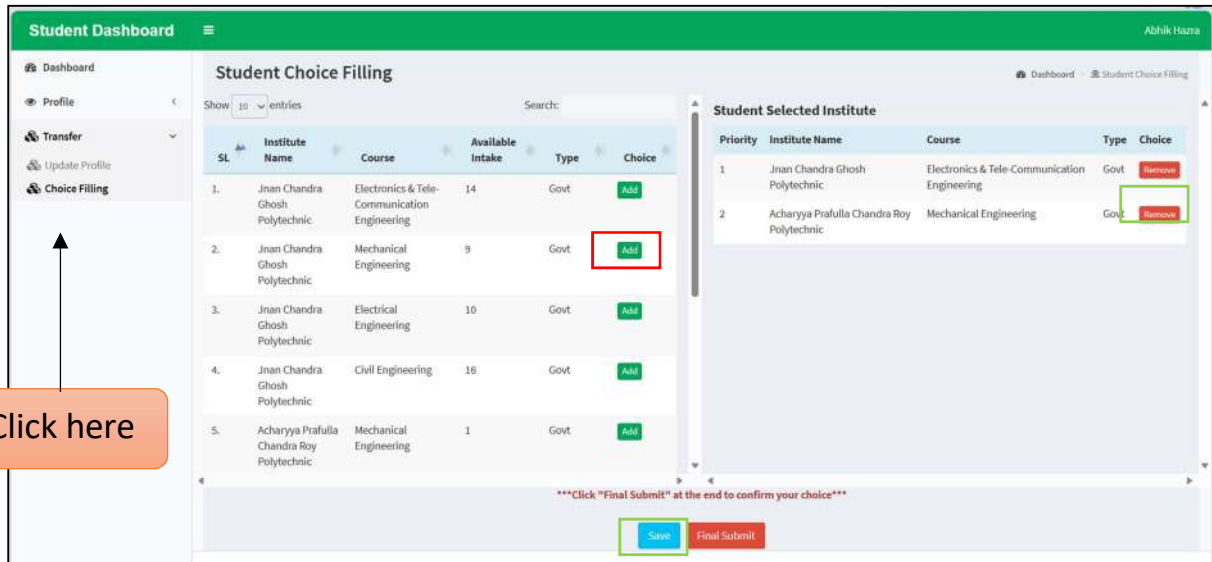
- ✓ **Unless user update their profile, user will not be able to select institute/Discipline for student transfer**
- ✓ **User will get option to update their profile for one time only**

Step-5: THEN Click on "Choice Filling" sub-menu under "Transfer" main menu

Step-6: Select Institute/Discipline for transfer by clicking "Add" button

Note:

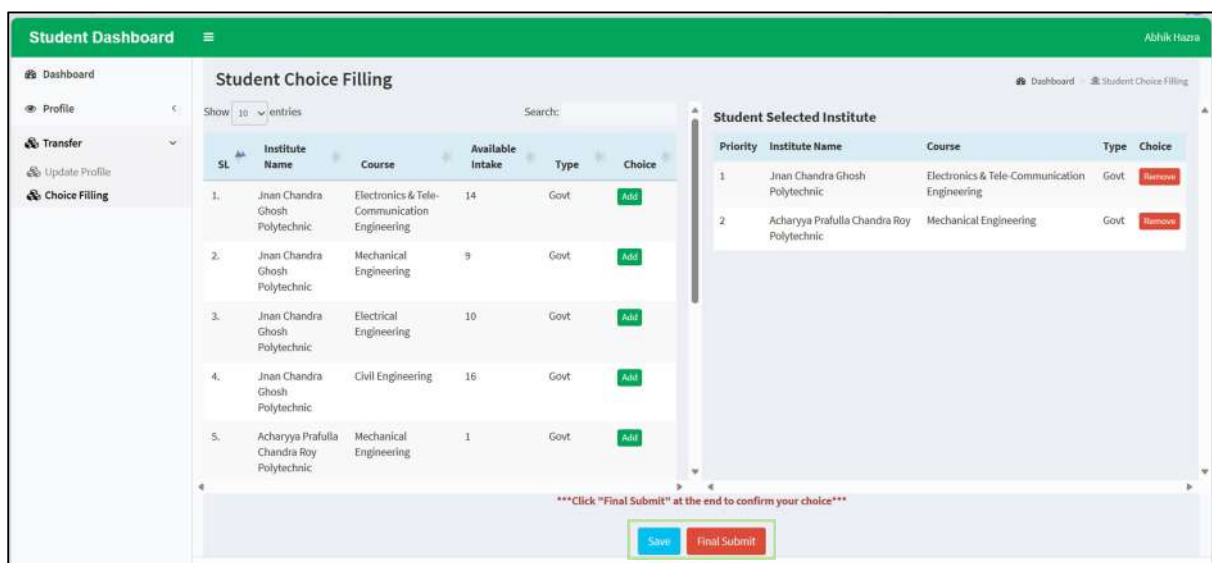
- ✓ User will get to select only **TWO options** for transfer
- ✓ To save selected institute, click on **"Save"** button
- ✓ To remove institute, clicking on **"Remove"** button



Step-7: To finally submit the selected choice click on **"Final Submit"** button.

Note:

Once user clicks the **"Final Submit"** button, the options **"Add"**, **"Remove"**, **"Save"** button will disappear and user will no longer be able to edit or delete their choice (**Please select and save institute carefully and click on final submit button**)



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