



**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.: WBSCTVESD/TED/2024-25/2523

Dated, Kolkata, the 5th November, 2024

NOTIFICATION

Online Registration for Diploma in Engineering & Technology 2024-25

This is for information of the Principal/Principal-in-Charge/Institutional Head of all Polytechnics for Diploma in Engineering & Technology under the affiliation of this Council that **Online portal for Registration of the students admitted in the academic session 2024-25 will be opened in Council's website sctvesd.wb.gov.in from 7th November to 20th November, 2024.**

Students who have taken online admission to the above mentioned courses in the Academic Session 2024-25, will have to register themselves by clicking on the "**Online Application - Student Registration**" tab of the Council's website sctvesd.wb.gov.in by providing necessary information.

Students have to fill in the registration form online, upload recent colour photo & Signature and upload the required documents. (**Scanned from ORIGINALS only**), pay online, the registration fee of Rs.200/- (Rs.100/- for Kanyashree) through **online payment gateway (Debit Card / Credit Card / Net Banking / UPI)**. Registration fees will have to be submitted through online Portal of the Council only.

Institutes were asked to submit student's documents by 15/11/2024, in case of non submission of documents, registration number will not be issued against the students. Head of the Institutes can see the list of students applied for registration through "**Institute Login**" panel of the Council's website sctvesd.wb.gov.in and they will have to validate registration of each and every student after due verification of the data provided by the students. For the Kanyashree candidates, original document in respect of Kanyashree is to be verified at the Institute level prior to validation of registration.

User ID and Password of the Polytechnics will be same as received by them at the time of institution Affiliation in the online portal for 2024-25 AY. Institutes will have to validate the registration of the students through '**Institute Login**' as instructed.

All Institutes are requested to give a suitable notification on the notice boards advising their newly admitted students to complete online registration process within the specified last date.

Principals / Principals-in-Charge / Institutional Heads are requested to take note of the above and ensure that all students are registered within due time. Any prayer for extension of date for registration may not be entertained later.

**Chief Administrative Officer
WBSCTVE&SD**

**NOTE: Detailed procedure for student registration in the new Council portal is given in User Manual:
"STUDENT REGISTRATION PROCESS"**