



**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, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No.: WBSCTVESD/TED/2022-23/0975

Dated, Kolkata, the 15<sup>th</sup> February, 2023

**NOTIFICATION**

**Online Registration for Diploma in Engineering & Technology & Diploma in Pharmacy, 2022-23**

This is for information of the Principals/Principals-in-Charge/Institutional Heads of all Polytechnics and Pharmacy institutes under the affiliation of this Council that **Online Registration of the students admitted in the academic session 2022-23 has been opened in Council's website [sctvesd.wb.gov.in](http://sctvesd.wb.gov.in) from 15<sup>th</sup> February, 2023 till 25<sup>th</sup> February, 2023.**

Students who have taken admission to the above mentioned courses in the Academic Session 2022-23, will have to register themselves by clicking on the "**Online Application - Student Registration**" tab of the Council's website [sctvesd.wb.gov.in](http://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**), deposit 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.

All application for Registration and all fees related to the same will only be through the mentioned portal. 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](http://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 will be sent to the email address of respective Polytechnics / Institutes. Institutes will have to validate the registration of the students through '**Institute Login**' as instructed.

The 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 REGIATRITION PROCESS"

# **User Manual: STUDENT REGISTRATION PROCESS**



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

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

**Version: 1.0**

**Release Date: 15.02.2023**

Document No: NIC/Council/SRP/2023/15/02/10

## INDEX

<b>SL. No.</b>	<b>Item</b>	<b>Page No.</b>
<b>1.</b>	How to register as student	<b>2</b>
<b>2.</b>	How to login as student	<b>3</b>
<b>3.</b>	How to final submit the registration form	<b>4</b>

## 1. How to register as student:

Step-1: Open any browser and type in the URL <https://sctvesd.wb.gov.in>

Step-2: Click on “Student Registration” sub menu under the main menu “Online Application”.



Step-3: Select Registration category type from the drop down list as “Polytechnic Registration”.

Step-4: Select examination/application type from the drop down list as “Examination/Application Name” drop down list.

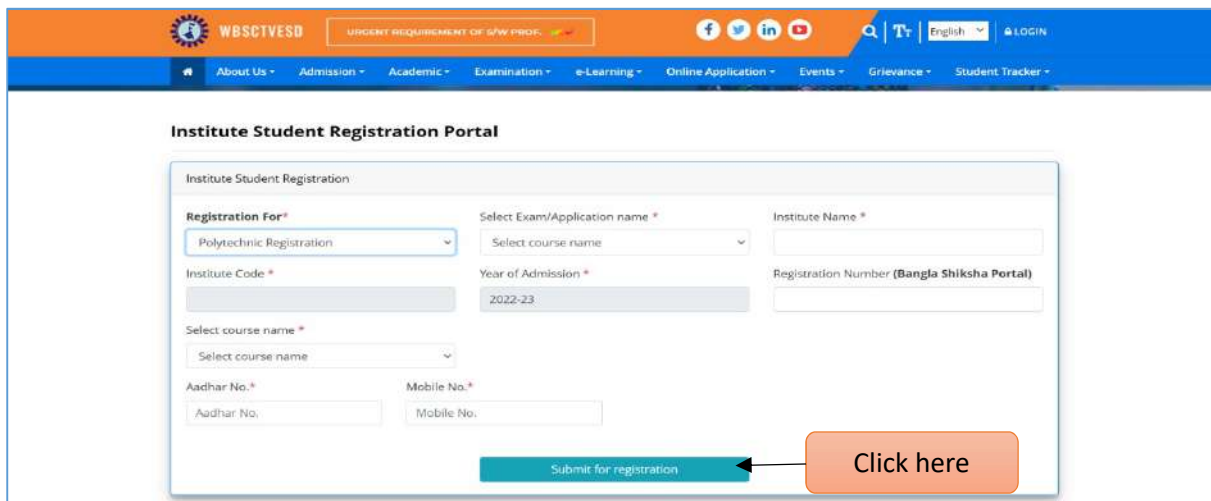
Step-5: Enter 1<sup>st</sup> three letter of “Institute Name” and institute Name drop down list will appear, select the suitable institute.

Step-6: After giving “Registration Name”, “Exam/Application Name” and “Institute Name”, “Institute Code” and “Course Name” list will auto populate accordingly. User will select course from course list.

Step-7: Enter aadhaar number and mobile number.

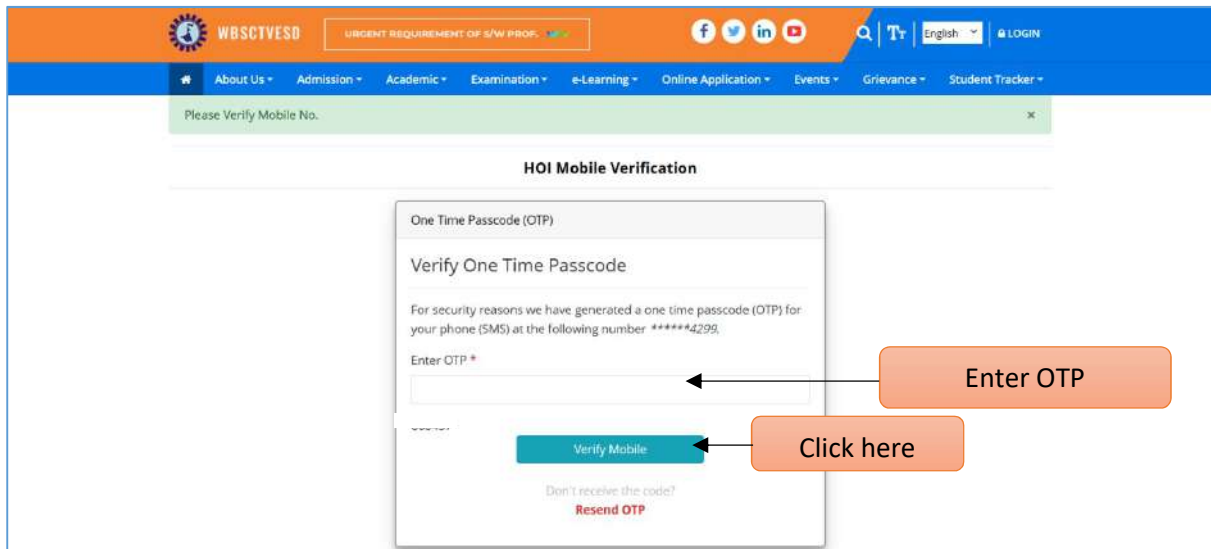
*Note: Previously registered mobile number will auto populate after entering the Aadhaar number.*

Step-8: Click on “Submit for registration” button to submit the application form.

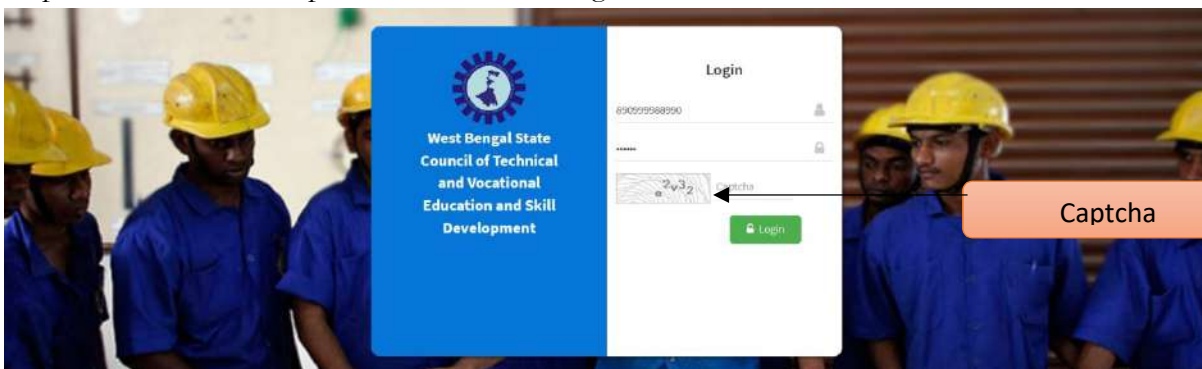




Step-9: Enter OTP which will be sent to respective mobile number and click on “Verify Mobile” button.

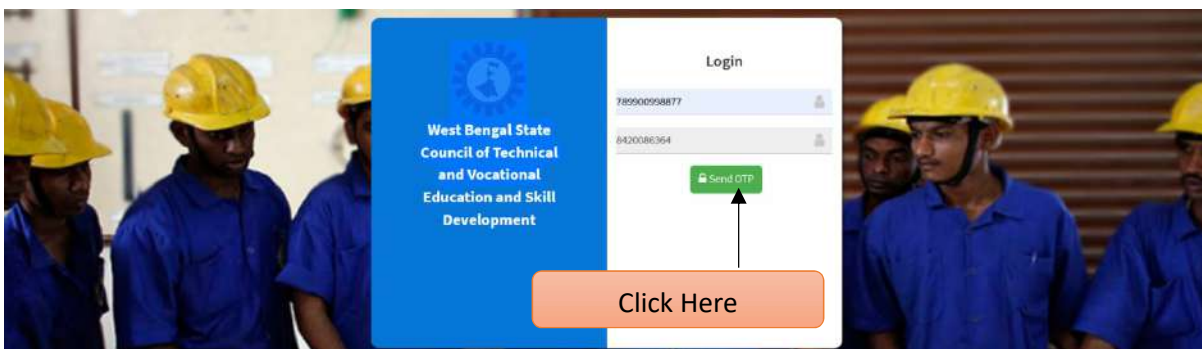


Step-10: Enter Captcha and click on “Login” button.

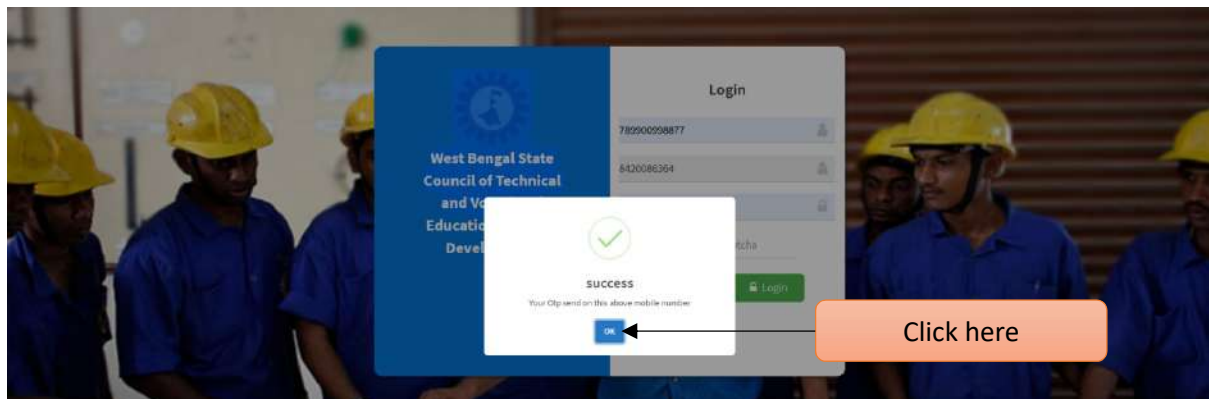


## 2. How to login as student:

Step-1: To re-login as student, enter “Aadhaar Number” and mobile number will auto populate in the screen and click on “Send OTP” button.



Step-2: Click on “OK” button to move forward.

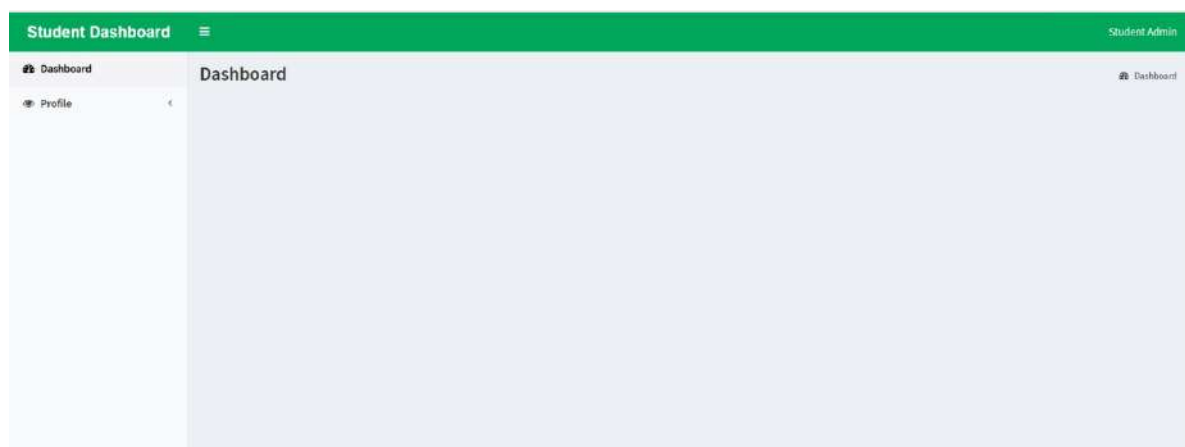


Step-3: Enter OTP which will be sent to respective mobile number, enter captcha and click on “Login” button.



### 3. How to final submit the registration form:

Step-1: After successful log in “Student Dashboard” will be open.



Step-2: Click on main menu “Student Registration” under sub-menu “Profile”.

Step-3: Student registration form will be shown in the screen. Click on “Next” to Continue

Tab-1

The screenshot shows the 'Student Registration Form' interface. The left sidebar contains a menu with 'Dashboard', 'Profile', 'Student Registration', and 'Payment Type List'. The main content area is titled 'Student Registration Form' and has a breadcrumb trail 'Dashboard > Student Details View'. Below the title are tabs for 'Institute Details', 'Basic Details', 'Photo & Signature', 'Qualifications', and 'Final Submit'. The 'Basic Details' tab is active. The form contains several input fields: 'Institute Name \*' (Memari Government Polytechnic), 'Institute Code \*' (MEM), 'Institute Category \*' (Govt), 'Year of Admission \*' (2022-23), 'Course name \*' (Civil Engineering), and 'Select Exam/Application name \*' (1st Year Diploma in Engineering & Technology). A blue 'Next >' button is at the bottom left, with an orange callout box containing the text 'Click here' and an arrow pointing to the button.

Tab-2

The screenshot shows the 'Student Profile' interface. The left sidebar is the same as in Tab-1. The main content area is titled 'Student Profile' and has a breadcrumb trail 'Dashboard > Student Details View'. Below the title are tabs for 'Institute Details', 'Basic Details', 'Photo & Signature', 'Qualifications', and 'Final Submit'. The 'Basic Details' tab is active. The form contains several input fields: 'First name \*', 'Middle name', 'Last name \*', 'Father name', 'Mother name', 'Guardian name \*', 'Relationship with Guardian \*', 'Citizenship \*', 'Aadhar No.\*', 'Mobile No.\*', 'Email ID \*', 'Address 1', 'Address 2', 'Address 3', 'State \*', 'District \*', 'Pin Code \*', 'Caste \*', 'Religion', 'Physically Challenged \*', 'D.O.B \*', 'Upload Aadhar \* (.PDF only, Max 200KB)', 'Gender \*', and 'Marital Status \*'. At the bottom left are buttons for '< Previous' and 'Next >'. At the bottom right is a blue 'Save' button, with an orange callout box containing the text 'Click here' and an arrow pointing to the button.

Step-4: Fill-up basic details thoroughly and Upload documents wherever applicable, then

click on “Save” button. When it shows “All data saved successfully”, click on “Next” button.

Tab-3

Step-5: Upload scan image of your signature in jpeg format within 100KB and Upload photo in jpeg format within 100KB, click on “Save” button. When saved successfully, click on “Next” button.

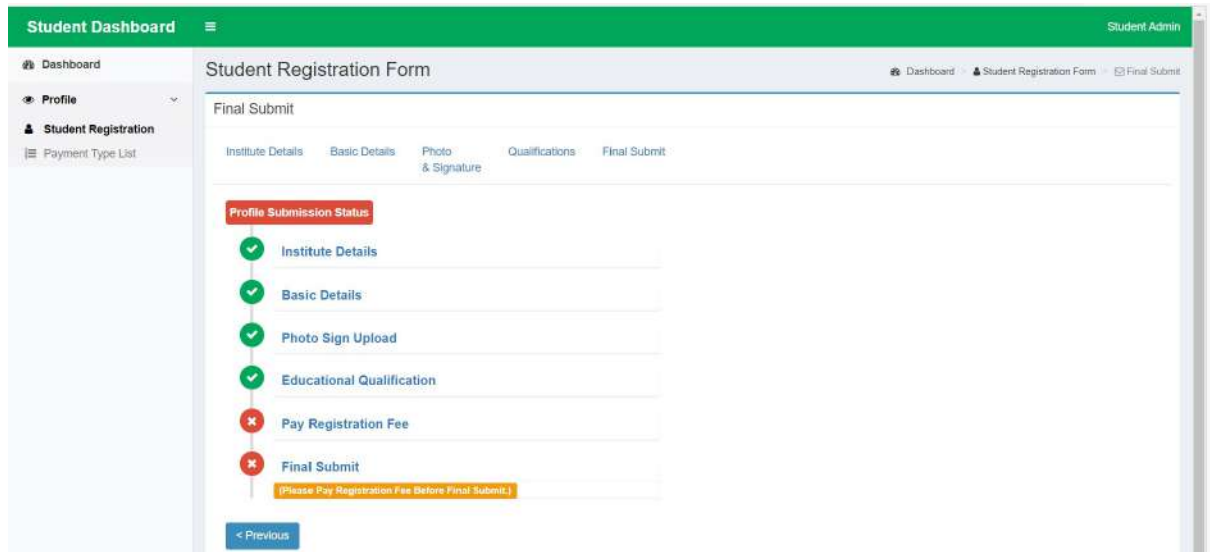
Tab-4

Step-6: In the Qualification Details Page, select the Board of the Qualifying exam as per eligibility criteria. Select the Board of the qualifying examination from the drop down list and input details of institute name, year of passing, total marks and the marks obtained out of the total marks in the respective fields. Once filled-up, click on “Save” button. When saved successfully, click on “Next” button.

Examination Name	Qualifying Examination
1st Year Diploma in Engineering & Technology	Class 10 / Madhyamik /Equivalent Examination
Lateral entry in Engineering & Technology	Class 12/Higher Secondary/Higher Secondary (Vocational)/Equivalent Examination/ITI (2 years continuous)
Pharmacy	Class 12/Higher Secondary in Science Stream



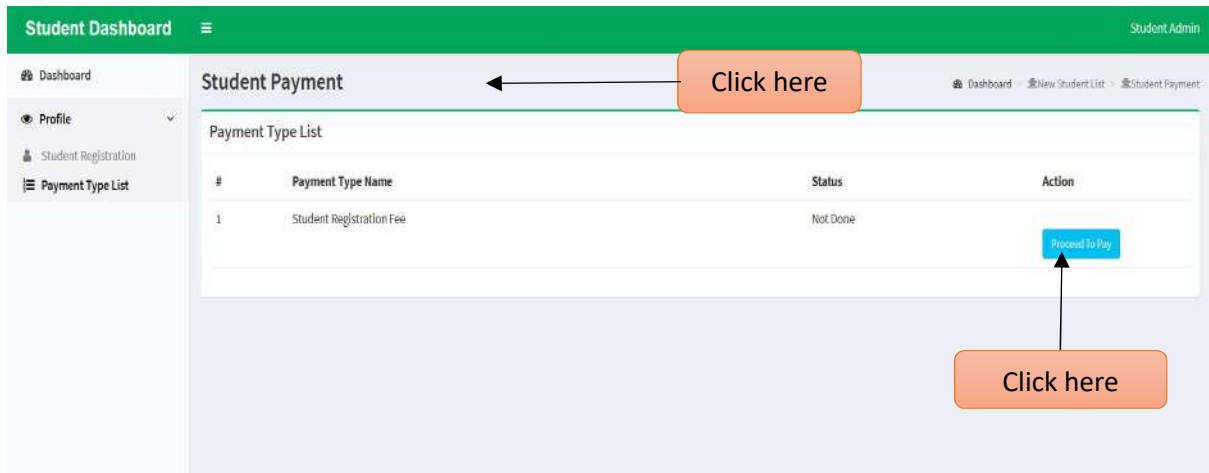
Tab-5



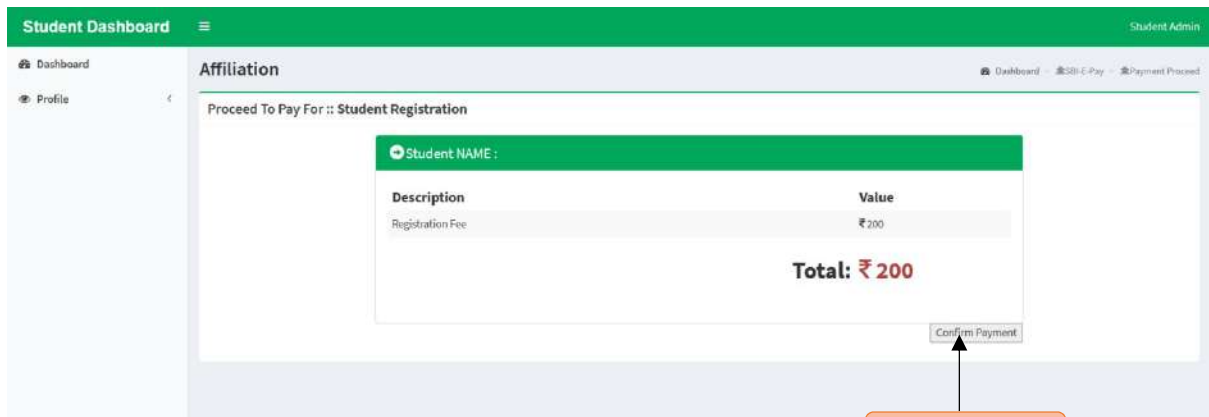
Note:

- Before final submit, please pay the registration fee by clicking on “Please pay registration fee before final submit” button.
- All the steps of Institute Details, Basic details, Photo Sign Upload, Educational Qualification need to be complete with a Green tick.

Step-7: Click on “Proceed to Pay” button.



Step-8: Click on “Confirm Pay” button to move forward.



Step-9: User will get option to pay the registration fee from the “Payment Type List” sub-menu. You will be directed to the payment site for online payment of the Registration fees.

*Note: After successful payment user will get a payment receipts.*



Step-10: After successful payment, go through the Application Preview, save or print a copy of the Application form and click on “Final Submit” button.

