



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

(Technical Education Division)

Karigari Bhawan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

MemoNo. WBSCTVESD/TED/2021-22/0929

Dated, February 3, 2022

NOTIFICATION

Subject: Online Registration, 2021-22

- Short-Term Vocational Training (STVT Courses)
- Board of Commercial Education (BOCE Courses)

Kind attention: Institutional Heads

All concerned Institutions/Centers

This is for information of the Institutional Heads of all Institutions / Centers under the academic control of this Council that Online Registration of the students admitted in the academic session 2021-22 will be held as per the following schedule.

Sl. No.	Activity	Date
1	Start of Online Registration (by the students)	07.02.2022
2	Closing of Online Registration (by the students)	20.02.2022
3	Last date for submission of signed hardcopy of the registration application form (downloaded) and self-attested photocopy of the eligibility documents by the students to the Institutes / Centers	23.02.2022
4	Closing of VALIDATION of registration through Institute Panel by the authority of Institutions / Centers	28.02.2022
5	Last date for submission of list of approved registrations, registration application forms and eligibility documents (Mark sheet & Admit Card of qualifying examination) of the students	04.03.2022
6	Last date of validation from Council	21.03.2022

Students who have taken admission to the above mentioned courses in the Academic Session 2021-22, will have to register themselves by clicking on the "**Online Registration (Academic Session 2021-22)**" tab of the Council's website www.webscte.co.in by providing necessary information.

They have to fill in the registration form online, upload recent colour photo, upload scanned copy of mark sheet, admit card & Kanyashree document, etc. (scanned from **ORIGINALS** only) and deposit the registration fee of Rs.200/- (Rs.100/- for Kanyashree) [For HMCT course, registration fee of Rs.300/- (Rs.150/- 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.

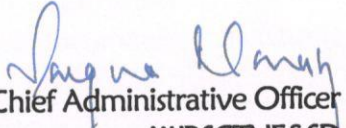
Finally, they have to submit the signed copy of the registration application form (downloaded) and self-attested photocopy of eligibility documents (Mark sheet, Admit Card, Kanyashree document) to their respective Polytechnics / Institutes / Centers. Student's admission will be considered as cancelled if any declaration is found to be false.

There will be no collection of registration fee at the Institute level. Institutes / Centers can see the list of students applied for registration through "Institute Login" panel of the Council's website www.webscte.co.in and they will have to validate registration of each and every student after due verification of the data provided by them. 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 / Centers. Institutes / Centers will have to validate the registration of the students through 'Institute Login' latest by **28.02.2022**. After completion of online validation, Institutes / Centers will have to take a printout of the list of approved students along with all signed copies of registration application forms (branch/trade-wise and year-wise) and self-attested photocopies of eligibility documents (Mark Sheet, Admit Card, Kanyashree document) of the students and submit the same at the office of the Council in a four-fold cover file latest by 04.03.2022 under a forwarding letter.

Accordingly, concerned Institutes / Centers are requested to give a suitable notification on the notice boards advising their newly admitted students to participate in the online registration process within the specified last date. **Online registration by the admitted students is mandatory.** Registration certificate will be issued only to the validated (approved) students of respective Institutes / Centers. **Institutional Heads** are requested to take note of the above and do the needful.

The Heads of the Institutes offering STVT and BOCE courses are also hereby intimated that provisional affiliation will not be given to those having students enrolled at less than the prescribed norms.


Chief Administrative Officer
WBSCTVE&SD