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

**TECHNICAL EDUCATION DIVISION**
**(A Statutory Body under Government of West Bengal Act XXVI of 2013)**
Karigari Bhavan, 4th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata–700160

Memo No. WBSCTVESD/TED/2019-20/1201        Dated, 27 November 2019

## NOTIFICATION
**Subject: Online Registration, Academic Session : 2019-20**
(For Short-term Vocational Training Courses and BOCE courses affiliated under the Council)

**Kind attention: Institutional Heads**
All concerned STVT & BOCE Institutes

This is for information of the Heads of all Institutes conducting Short-term Vocational Training Courses and BOCE courses affiliated under the Council that **Online Registration** of the students admitted in the **academic session 2019-20** will be held as per the following time-schedule.

| Sl. No. | Activity | Date |
|---|---|---|
| 1 | Start of **Online Registration** (by the students) | 27.11.2019 |
| 2 | **Last date** of Online Registration (by the students) | 14.12.2019 |
| 3 | **Last date** of **online validation** of registration by the respective Institutes | 18.12.2019 |
| 4 | **Last date** of submission of signed hard copy of the registration application form (downloaded) and self-attested photocopy of the prescribed eligibility documents **by the students** to the Institutes | 18.12.2019 |
| 5 | **Last date** of **submission of list of approved registrations** and registration application forms & eligibility documents (Mark sheet & Admit Card) of the students to the Council Office at **110 S N Banerjee Road, Kolkata-700013** | 20.12.2019 |

Students who have taken admission to the above mentioned courses in the Academic Session 2019-20, will have to register themselves through **"Student Login"** section on the website www.webscte.co.in by providing necessary information. They have to fill in the registration form online, upload a recent colour photo, upload scanned copies of relevant documents of admission & also of Kanyashree document (if applicable) and deposit the registration fee of **Rs.150/- (Rs.75/- for Kanyashree)** online through payment gateway. Finally, they shall have to submit the signed hard copy of the registration application form (downloaded) and self-attested photocopy of relevant eligibility documents to their respective Institutes. **There will be no collection of registration fee at the Institute level.** Institutes can see the list of students applied for registration for the institute through their respective **"Institute Login"** and they will have to validate registration of each and every student after due verification of the online data provided by them with the relevant eligibility documents furnished. 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 Institutes.** Institutes will have to submit the hard copy of the list of validated students through 'Institute Login' latest by 18.12.2019. After completion of online registrations, Institutes will have to take a printout of **the list of approved students** and submit the same along with all signed hard copies of registration application forms (Course-wise and course-duration-wise) and self-attested photocopies of relevant eligibility documents of the students to the Council office latest by **20.11.2019** with a forwarding letter. Eligibility documents are to be stapled with the respective registration application form.

Accordingly, concerned Institutes are requested to give a suitable **notice** for information related to the registration on the notice boards advising their newly admitted students to participate in the online registration process as per the stipulated time-schedule. **Online registration by the admitted students is mandatory.** Registration certificate will be issued only to the validated (approved) students of respective Institutes. Heads of Institution are requested to take note of the above and do the needful. For further queries, Institutes may contact Sri Sudip Samanta, PDEO (Mob-9433927739).

**OSD (Registration)**
WBSCT&VE&SD (TED)