



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/2020-21/01950

Dated October 16, 2020

NOTIFICATION

**Subject: Online Registration, Academic Session : 2019-20
for 6 Months' courses conducted during 01-01-2020 to 30-06-2020**
(For Short-term Vocational Training Courses and BOCE courses affiliated under the Council)

Kind attention: 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)	19.10.2020
2	Last date of Online Registration (by the students)	10.11.2020
3	Last date of online validation of registration by the respective Institutes	14.11.2020
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	23.11.2020
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	27.11.2020

Students who have taken admission to the above mentioned courses in the Academic Session 2019-20 (**For 6 Months' courses conducted during 01-01-2020 to 30-06-2020**), will have to register themselves by clicking "**Online Registration (Academic Session 2019-20)**" tab 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.200/- (Rs.100/- 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 **14.11.2020**. 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 **27.11.2020** 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.

N.B. However, it is of utmost importance that each Head of Institute is to submit an undertaking in the annexed format within 17.11.2020 in respect of the affiliated courses at the institute for which the enrolled strength is not exceeding 10 (ten). Non-submission of such undertaking to that effect will lead to withholding of registration of students applicants in respect of courses having enrolled strength not exceeding 10 (ten).


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

To be printed on the letter-head of the Institute

UNDERTAKING

Subject : Registration of students in the STVT / BOCE course(s) having enrolled strength not exceeding 10 in the academic session 2019–2020

Reference: i) Council's Notification No.WBSCTVESD/TED/2019-20/01950 dt.16.10.2020

ii) Council's Affiliation letter bearing No._____ dated : _____

Drawing due reference to the above this is to bring out that of the affiliated courses conducted being conducted at this institute for the academic session 2019–2020, the following courses have enrolled strength less than 10, the minimum strength for conducting STVT / BOCE courses.

Sl. No.	Name of the Course	Duration	Approved Intake	Enrolled strength
1				
2				
3				
4				
5				
6				

In connection with the registration of students in the above-mentioned courses, having enrolment strength less than the prescribed minimum 10, on behalf of the STVT/BOCE center

_____,
I, the undersigned, hereby undertake that

- a) The course(s) mentioned in the table above, are being conducted at this centre in compliance with the prescribed academic norms of the Council except only that of the enrolment-strength and are viable academically.
- b) In public interest and interest of the admitted students, the course(s) mentioned in the table above, will not be discontinued in midway till the completion of the course or till the affiliation expires, whichever is later.

Signature : _____

Head of the Institute
(Name & seal of office)