



**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/2025-26/0980

Date: 18.11.2025

NOTICE

**Guidelines in respect of filling-up of the ONLINE APPLICATION FORM
of External Theoretical Examinations by the Part-I Diploma in Pharmacy students
(Academic Session 2024-25)**

GUIDELINES FOR THE STUDENTS	
	Guidelines
College Login, Student Eligibility Declaration and Examination Fee Payment Guidelines for the External Theoretical Examinations	A link captioning “Pharmacy Registration and Examination Portal” is available in the Council’s website, https://sctedved.wb.gov.in/polyadm/. • Declaration of student eligibility by the Institute: 20/11/2025 to 22/11/2025 • Examination Fee Payment by the Students: 20/11/2025 to 25/11/2025 (Only after declaration of the eligibility by the institute, a student will get the payment option) • Payment of Fee can be paid through Net Banking, Debit Card, Credit Card or UPI. • Regular students will have to pay fee of Rs. 250/- (Rupees two hundred and fifty) only and Casual students will have to pay fee of Rs.150/- (Rupees one hundred and fifty) only towards Examination Fee <u>College Login:</u> (https://sctedved.wb.gov.in/polyadm/pharmacy) 1. Enter your user type “College Admin”, Username and Password 2. Click Submit and provide OTP to access the dashboard. <u>Student Eligibility Checking by the Institution:</u> 1. On the dashboard, navigate to Examinations > Student Eligibility 2. Select the following options: ○ Part/Semester: Part-I ○ Enroll Year: 2025 ○ Choose Enroll Type 3. After selecting the above fields, click Get Data. 4. The system will display all registered student data, on the basis of applied filters <u>Selecting Students for Declaration of Eligibility:</u> 1. From the displayed list, select the student record you want to select 2. Click on Eligible for Form Fill-Up

Payment Option for Students:

Once marked as eligible by the Institution:

1. The **student must log-in separately** to their own account
2. The **Payment Option** will be available in the student's profile
3. In the dashboard, they can see the **Examination Fee Payment** option
4. The student should proceed with "Selecting Payment Method"
5. Completing the fee payment

Downloading the Money Receipt: After successful payment, a student can download Money Receipt.

Availability of e-Admit Card: Students will get their e-Admit Card from their dashboard tentatively on 28.11.2025

All eligible diploma students of are advised to contact their respective Institutes / HODs / Subject Teachers in case of facing any difficulty in filling-up of the online application form for the aforesaid examination.

Sandip K du 18.11.25
Senior Administrative Officer (TE)
WBSCT&VE&SD

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