



SWAMI VIVEKANANDA SCHOOL OF DIPLOMA

MALANDIGHI, DURGAPUR-713212

Office of the Principal

Ref. No: SVS/OP/2022-23/0026

Date: 16/02/2023

NOTICE

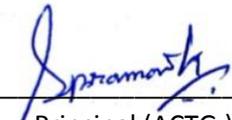
This is for information of the 1st year and 2nd year VOCLET entry students that online registration of the students admitted in the academic session 2022-23 has been opened in council's website sctvesd.wb.gov.in from **15th February, 2023 till 25th February, 2023**.

Students have to registrar themselves by clicking on the "**Online Application – Student Registration tab**" of the council's website 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.

If you are facing any problem related online registration contact with your mentors or HoD.

Manual of student registration process is given as an attachment with this notification so you all advised to go through document before starting online registration.


Principal (ACTG.)

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

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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.

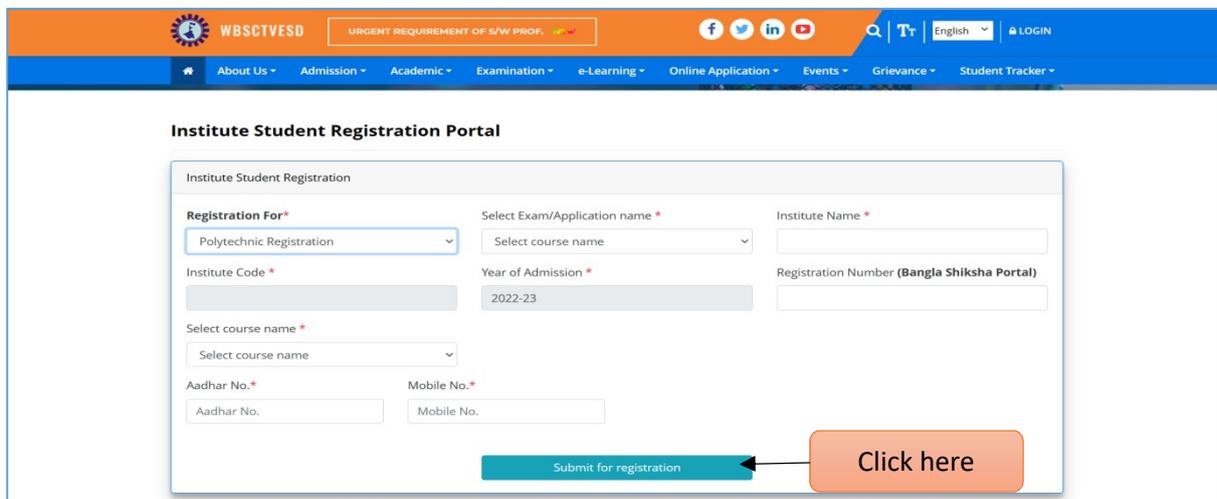
Step-5: Enter 1st three letter of “Institute Name” and institute Name drop down list will appear, select the suitable institute.

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.

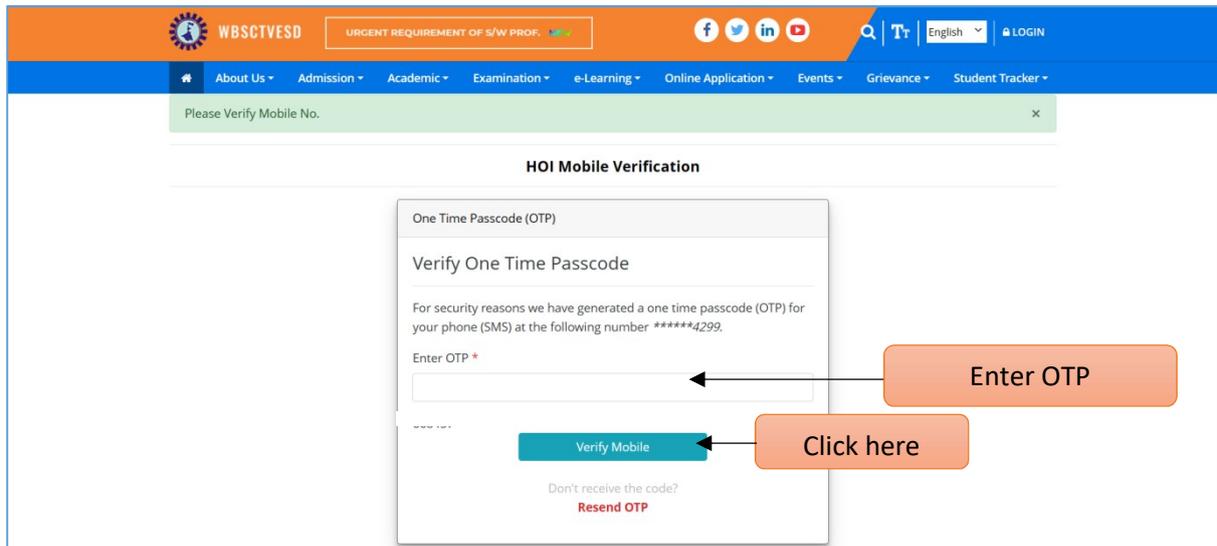
Step-7: Enter aadhaar number and mobile number.

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

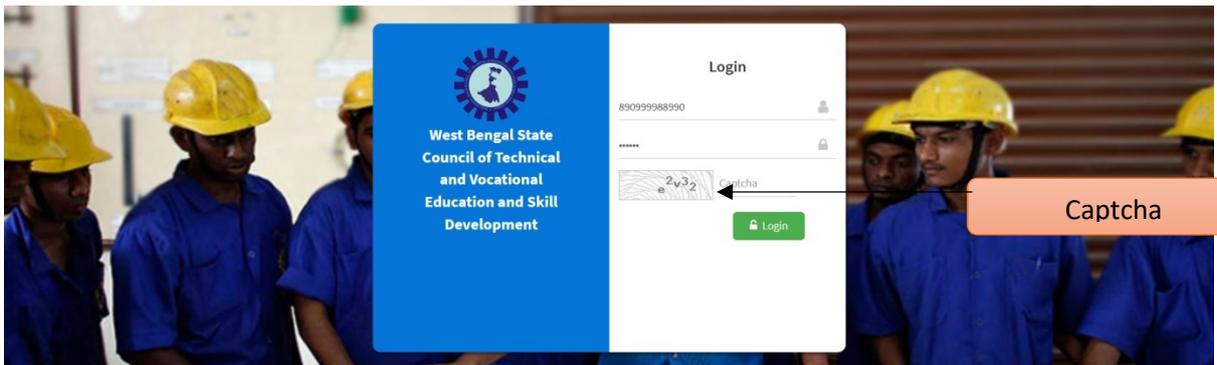
Step-8: Click on “Submit for registration” button to submit the application form.



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

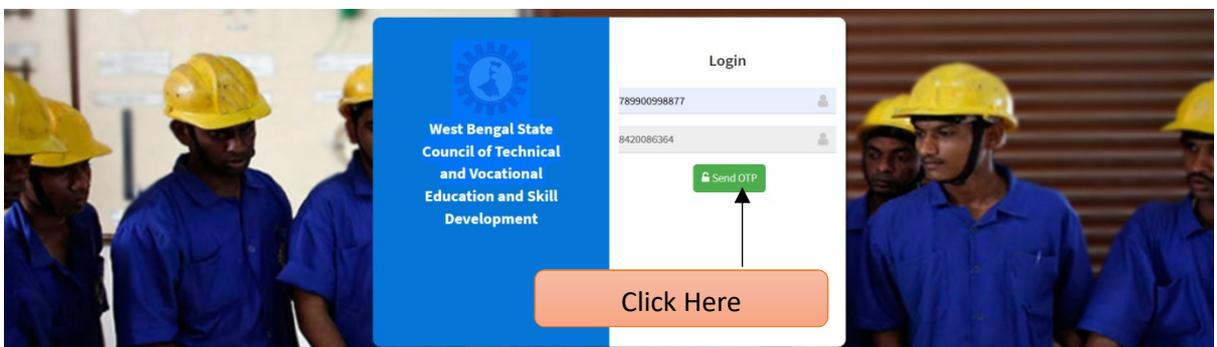


Step-10: Enter Captcha and click on “Login” button.

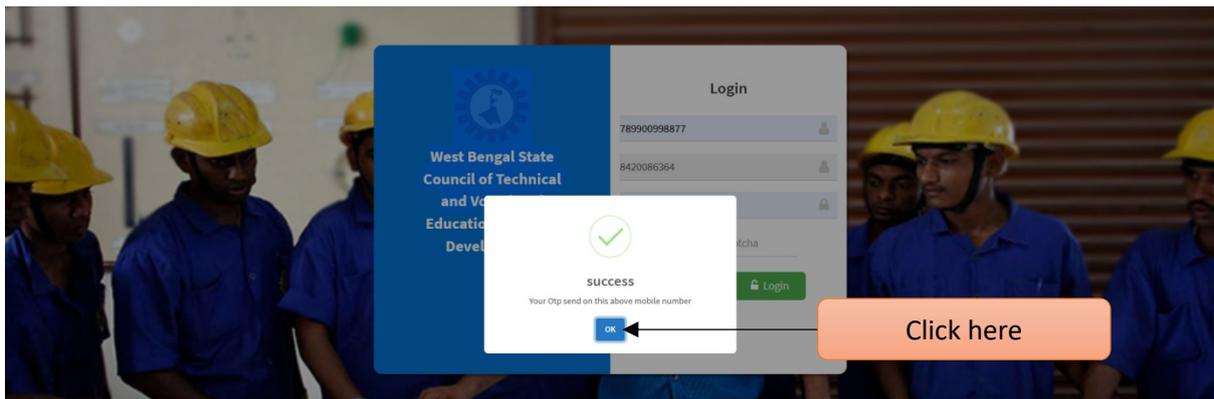


2. How to login as student:

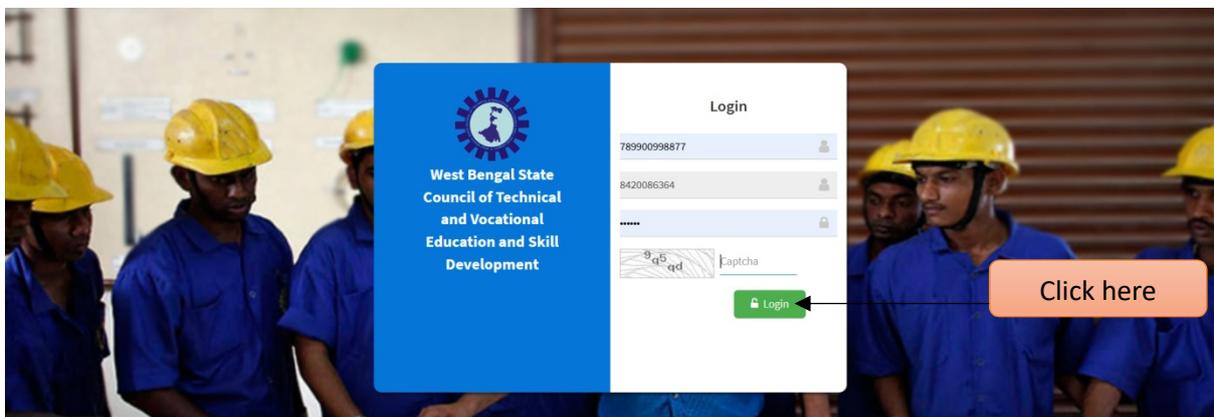
Step-1: To re-login as student, enter “Aadhaar Number” and mobile number will auto populate in the screen and click on “Send OTP” button.



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' section contains the following fields:

- Institute Name ***: Memari Government Polytechnic
- Institute Code ***: MEM
- Institute Category ***: Govt
- Year of Admission ***: 2022-23
- Course name ***: Civil Engineering
- Select Exam/Application name ***: 1st Year Diploma in Engineering & Technology

A blue 'Next >' button is located at the bottom left, with an orange callout box labeled 'Click here' pointing to it.

Tab-2

The screenshot shows the 'Student Profile' interface. The left sidebar contains a menu with 'Dashboard', 'Profile', 'Student Registration', and 'Payment Type List'. 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' section contains the following fields:

- First name ***: Enter First name
- Middle name**: Enter Middle name
- Last name ***: Enter Last name
- Father name**: Enter Father name
- Mother name**: Enter Mother name
- Guardian name ***: Enter Mother name
- Relationship with Guardian ***: Relationship with Guardian
- Citizenship ***: -- Select Citizenship --
- Aadhar No. ***: 789900998877
- Mobile No. ***: 8420086364
- Email ID ***: Email ID.
- Address 1 ***: Address 1
- Address 2**: Address 2
- Address 3**: Address 3
- State ***: Select state
- District ***:
- Pin Code ***:
- Caste ***: -- Caste --
- Religion**: -- Religion --
- Physically Challenged ***: -- Physically Challenged --
- D.O.B ***: DD-MM-YYYY
- Upload Aadhar * (PDF only, Max 200KB)**: Browse...
- Gender ***: -- Select Gender --
- Marital Status ***: -- Select Marital Status --

At the bottom, there are '< Previous' and 'Next >' buttons on the left, and a 'Save' button on the right. An orange callout box labeled 'Click here' points to the 'Save' 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

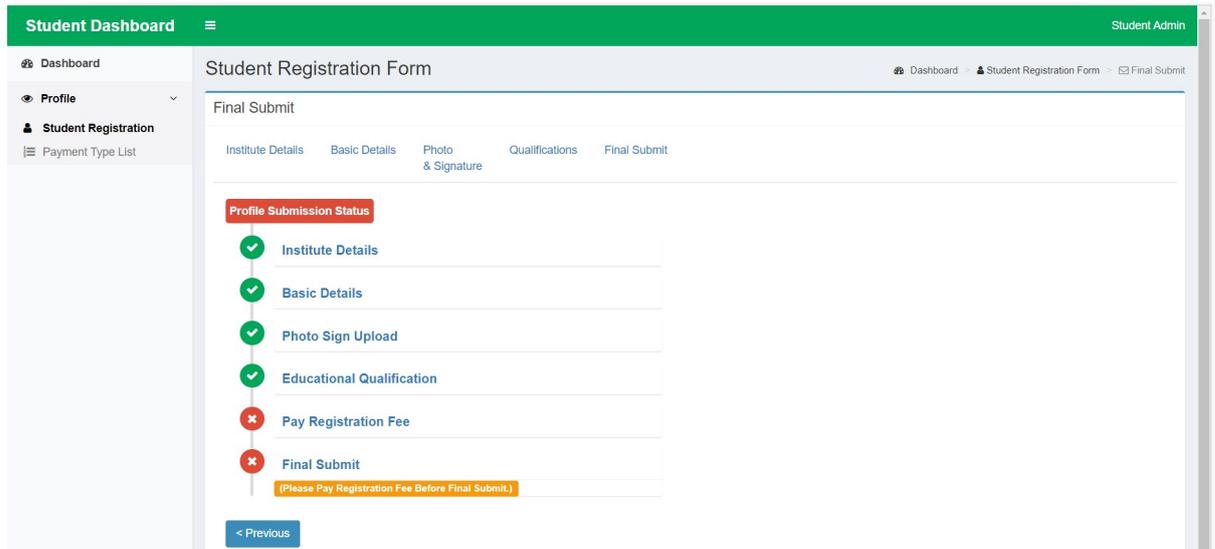
Step-5: Upload scan image of your signature in jpeg format within 100KB and Upload photo in jpeg format within 100KB, click on “Save” button. When saved successfully, click on “Next” button.

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

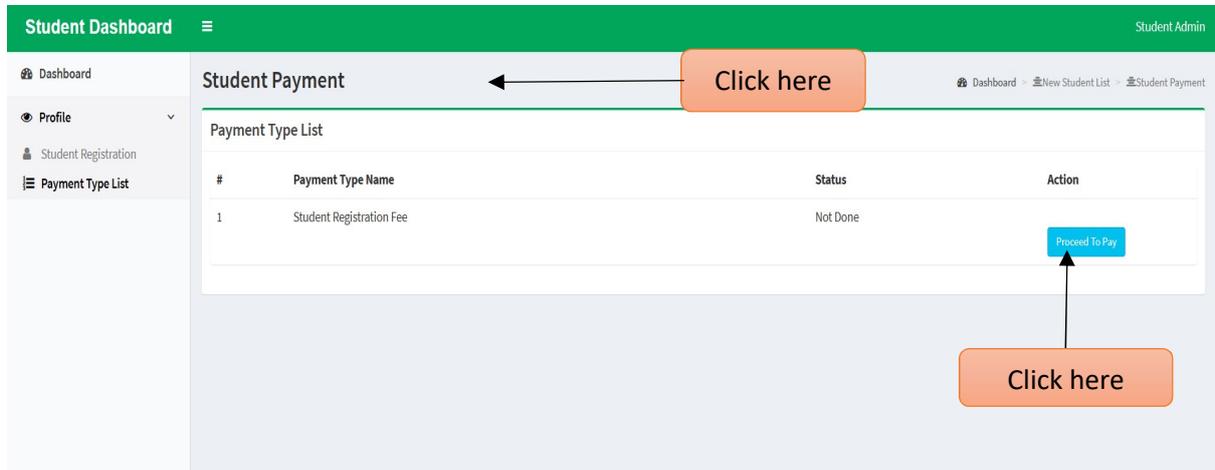
Tab-5



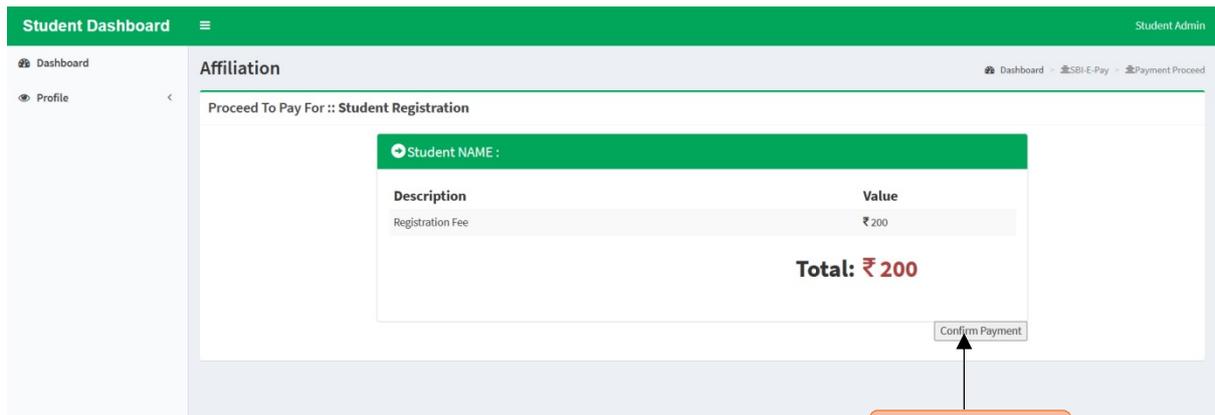
Note:

- 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.



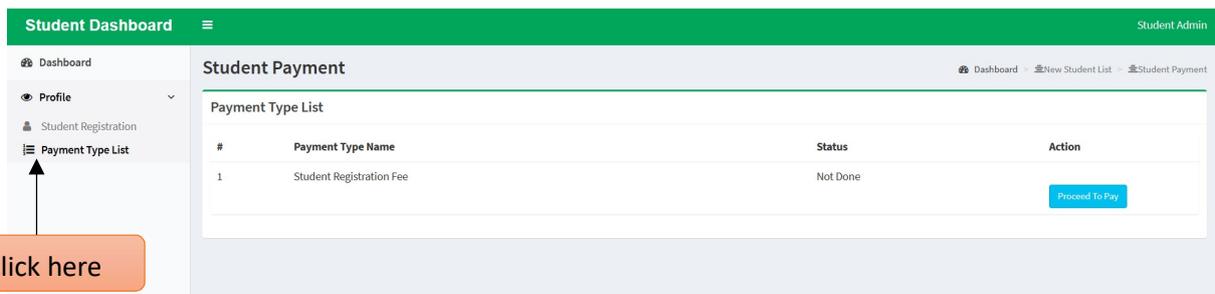
Step-8: Click on “Confirm Pay” button to move forward.



Click here

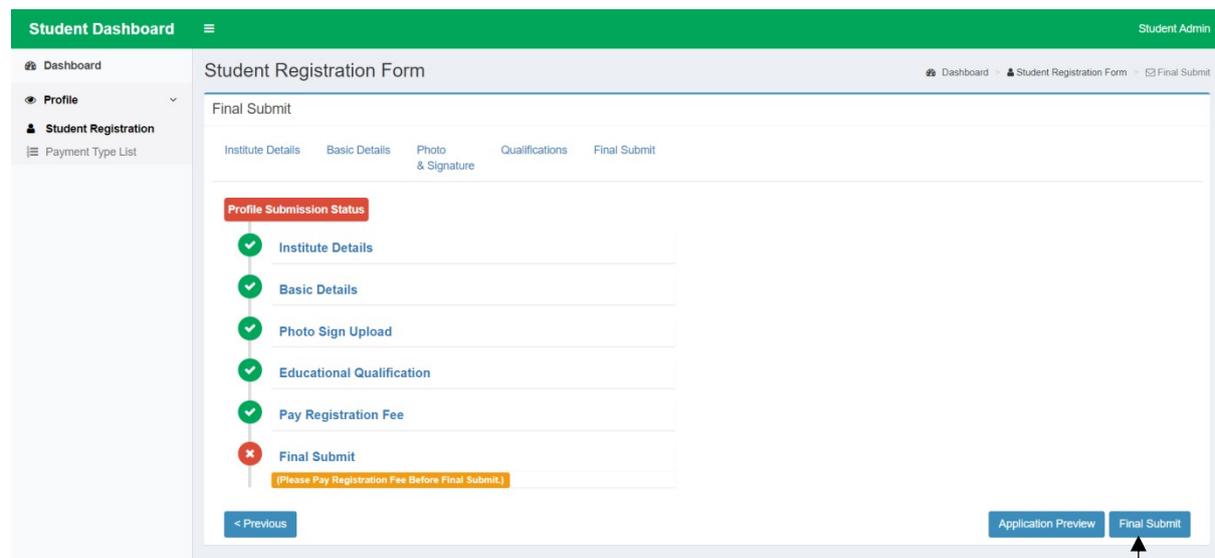
Step-9: User will get option to pay the registration fee from the “Payment Type List” sub-menu. You will be directed to the payment site for online payment of the Registration fees.

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



Click here

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.



Click here