



## West Bengal State Council of Technical Education

[A Statutory Body under West Bengal Act XXI of 1995]

Karigari Bhavan, (4<sup>th</sup> floor), Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata- 700160

Memo No. 359- SC(T)E

Dated: 17.06.2015

**From:** Saibal Mukhopadhyay  
Secretary  
West Bengal State Council of Technical Education

**To :** **The Principals / Officers-in-Charge**  
All concerned Polytechnics

**Sub :** **Reporting Centre for Counseling of JEXPO-2015 & VOCLET-2015**

Sir,

This is for kind information of the **Principals / Officers-in-Charge** of all concerned polytechnics of the annexed sheet (Annexure-1) that in the ongoing counseling process of JEXPO & VOCLET, candidates who will be successful in acquiring a seat in the first phase and second phase allotments, shall get the scope of availing **auto-up-gradation** facility, if they so desire. Successful candidates who will opt for auto-up-gradation will get provisional allotment of a seat and have to report to **any of the enlisted Reporting Centers** for provisional seat booking. Candidates have to bring a copy of the **Provisional Allotment Letter** downloaded from the website and cash of **Rs.2000/-** towards provisional seat booking fee.

All enlisted Reporting Centers have to form a team of **four (04)** members comprising two teaching faculties, one office staff and one Group-D staff for conduct of the whole process of provisional seat booking. All reporting centers have to **arrange two computers and one printer** for the purpose. Respective Principals / Officers-in-Charge will act as the Centre-in-Charge to oversee the process. All centers have to book the seats by logging in to the '**Reporting Centre Panel**' available in the online counseling website [www.wbscteonline.in](http://www.wbscteonline.in) and by following the procedure narrated in the annexed sheet (Annexure-2). All Reporting Centers have to complete the final status report on provisional seat booking **on the last date of seat booking** in each phase for preparation of vacancy seat matrix for the next phase. All reporting centers have to keep provision for printing of **allotment letters (if required)** and **online money receipt** for the candidates. All centers have to maintain **registers** for keeping records of their seat bookings. The Reporting Centres shall remain operational tentatively from **26.06.15 to 02.07.15 and from 05.07.14 to 09.07.14**. In case of any change of schedules, all centers will be informed accordingly.

Honorarium / remuneration to the Centre-in-Charge and members of the Team will be provided as per norms of the Council and approved by the competent authority.

All concerned principals / Officers-in-Charge are requested to attend the meeting being accompanied by one representative positively to make the admission process a great success.

Thanking you,

Sd/-  
Secretary, WBSCTE

**Copy for information to:**

1. The Vice Chairman, WBSCTE
2. The Director of T.E. & T., Govt. of West Bengal - with the request to depute an officer at the office of the WBSCTE on the date of the meeting.
3. All concerned Principals/Officers in Charge

  
17.6.15  
Secretary, WBSCTE

## Annexure - 1

### LIST OF REPORTING CENTERS

Candidates, successful in acquiring an allotment in 1<sup>st</sup> or 2<sup>nd</sup> phase counseling and opting for auto-up-gradation, have to report to any of the enlisted **Reporting Centers** for Provisional Booking of their allotted seats along with print out of **Provisional Allotment Letters** and **Rs.2,000/-** in cash (refundable for students who will get registered at the polytechnics after admission). Names of proposed **22 nos.** of **Reporting Centers** are furnished below.

District / Zone	Reporting Centers
KNSHH	APC Roy Polytechnic, Jadavpur Central Calcutta Polytechnic A.J.C. Bose Polytechnic, Berachampa North Calcutta Polytechnic Hooghly Institute of Technology Engg. Institute for Jr. Executives, Howrah Jnan Chandra Ghosh Polytechnic, Kolkata
Burdwan	MBC Institute of Engg. & Technology, Burdwan Asansol Polytechnic, Dhadka
Murshidabad	Murshidabad Institute of Technology
Midnapore (E)	Dr. Meghnad Saha Institute of Tech., Haldia Contai Polytechnic, Contai
Midnapore (W)	ICV Polytechnic, Jhargram Sidhu Kanho Birsa Polytechnic, Kesiary
Bankura	KG Engineering Institute, Bankura
Birbhum	Sree Ramkrishna Shilpa Vidyapith, Suri
Purulia	Purulia Polytechnic, Purulia
Coochbehar	Coochbehar Polytechnic, Coochbehar
Malda, Dinajpur (N & S)	Malda Polytechnic, Malda
Jalpaiguri	Jalpaiguri Polytechnic, Jalpaiguri
Darjeeling	Siliguri Government Polytechnic, Siliguri
Nadia	BPC Institute of Technology, Krishnanagar

*Aspmmw*  
17.6.15





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### Annexure-2

#### Guidelines and Information to the Reporting Centres related to the Provisional Seat Booking of JEXPO/ VOCLET

1. There will be 22 **Reporting Centers (RCs)** (all in Government Polytechnics) in the State covering all districts/zones.
2. Each RC will form a **four members committee** comprising **2 teaching faculties, 1 office staff and 1 Group D staff**.
3. **Principals/Officers-in-Charge** will be the Centre-in-Charge of the RCs.
4. One room with two Computers and one printer has to be arranged. The computers should have internet connectivity.
5. Two **separate registers** have to be maintained for JEXPO and VOCLET candidates respectively for keeping records of names, categories of admission, enrollment nos., ranks, branches and Polytechnics.
6. Provisionally allotted candidates (those opted for auto-up-gradation) of **any of the polytechnics** [Govt., Govt. Sponsored and self-financed] in the state will report to **any of the reporting centres** for booking of their provisionally allotted seats with following documents.
  - Downloaded provisional allotment letter( reporting centres have to keep provision for printing of provisional allotment letter for the candidates)
  - Provisional Seat Booking Fee of **Rs. 2000/-** (refundable for admitted and subsequently registered candidates at the Institute level) **in cash**.
7. Reporting centres need not to verify any original document of the candidates.
8. Candidates will be allowed provisional booking of their allotted seats only after payment of provisional seat booking fee and recording their details in the above mentioned registers. Money receipt will be generated online from the system.
9. "**Reporting Centres**" will be provided with "**Login Passwords**" to access to the "Reporting Centre" panel in the counseling website [www.wbscteonline.in](http://www.wbscteonline.in). The passwords will be sent to the mobile numbers of the respective Principals/Officers-in-Charge of the Reporting Centre Polytechnics.
10. The RCs shall remain operational tentatively from **26/6/15 to 02/7/15 (7 days)** and from **05/7/15 to 09/7/15 (5 days)**. In case of any change of schedule, all centres will be informed accordingly.
11. Collected provisional seat booking fee is to be deposited online to the SBI account of the WBSCTE and the bank receipt(s) are to be submitted to the office of the Council.
12. The Council will provide contingency fund and remuneration to the committee members and Centre-in-Charge of the RCs as per the standard norms and approval of the concerned authority.

#### 13. General Steps to be Followed:

[www.wbscteonline.in](http://www.wbscteonline.in) ----- Admin Login ..... JEXPO/VOCLET Admin (login here button) ..... JEXPO/VOCLET 2015-16 Login Panel ..... User Name (Drop Down Menu) ..... Reporting Centre ..... User ID ..... Password ..... Login ..... Type Enrollment Number of the Candidate ..... Proceed ..... Provisional Seat Booked ..... Receive the Provisional Seat Booking Fee (Rs.2000/-) and Print Money Receipt ..... Deposit collected fees online to the SBI account of the WBSCTE ----- Submit Bank Receipts to the Office of the Council at Rajarhat.

*Handwritten signature and date:*  
17-6-15