

**West Bengal State Council of Technical and Vocational
Education and Skill Development**
(Technical Education Division)
Karigori Bhavan, Plot-b/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Memo No. WBSCTVESD/TED/1/2015-16/0040

Dated, 17 August 2015

NOTIFICATION
SUB: REGISTRATION OF STUDENTS (DIPLOMA)
SESSION: 2015-16

Kind attention: Principals / Officers-in-Charge
All Polytechnics & Other Diploma Institutions in the State

This is for kind information of the Principals / Officers-in-Charge of all Government, Government sponsored & Self-financed Polytechnics that the Council will issue blank OMR Registration Forms and Instruction Booklets to the polytechnics for registration of the admitted students in the 1st year and 2nd year in the academic session 2015-16 as per the following schedule. Schedule for submission of filled in OMR forms and other aspects of registration are also furnished below.

Activity	Subject	Details
Collection of OMR Forms & Instruction Booklets	Place of Issue	Karigori Bhavan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160
	Period of Issue	From 24.08.2015 to 04.09.2015 between 10.30 a.m. to 4.30 p.m. (Excluding Saturday and Sunday)
	Pre-requisites	1) Letter of Requisition containing branch-wise approved intakes separately for 1 st Year & 2 nd Year 2) Letter of Authorisation
Filling up the OMR Form	Precautions to be taken	1) All Institutes have to give a notification for registration of students mentioning schedule and other details. 2) Concerned Institutes should go through the Instruction Booklet and guide the students in filling up the forms. 3) Prior to allow registration, all Institutes must verify admission eligibility documents of the students once again. 4) It is advisable to get a photo copy of the form, fill it up and check for its correctness before filling the original form to avoid errors. 5) The OMR form should not be folded, stapled, torn or damaged. 6) Photo should be pasted by strong glue to avoid pilling of it during scanning. 7) A copy of the filled-in form must be retained by the candidate for future reference. 8) Candidates should be extra careful while blackening the bubbles for ' Institute Code ', ' Branch Code ' and ' Entry Through '. 9) All VOCLET candidates whether allotted through counseling or direct admission (for self-financed Institutes) must fill up " LATERAL ENTRY (VOC) " under 'Entry Through' column. 10) Candidates who have taken admission under Management Quota (MQ – 25%) have to fill up " MGMT QUOTA " under 'Entry Through' column.

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		<p>11) Candidates who have taken admission directly in the first year in the unfilled seats against Government order have to fill up “DIRECT” under ‘Entry Through’ column.</p> <p>12) All Institutes must verify the filled in forms thoroughly and put seal and signature of the Head of the Institution at the specified place in the form.</p>
Submission of filled-in OMR forms and eligibility documents	Place of Submission	Karigori Bhavan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160
	Collection & deposition of Seat Booking Fee	1) All admitted candidates of Government, Government Sponsored and self-financed Institutions (excluding 25% MQ in the 1 st year) in 2015-16 had to pay Rs.500/- in cash towards seat booking fee at the time of admission. All Institutes must ensure deposition of the collected fee to the Council through SBI Collect before submission of filled-in OMR Registration Forms.
	Collection & deposition of Registration Fee	<p>1) All admitted candidates (excluding Kanyashree Card holders) of 1st year & 2nd year of 2015-16 have to pay Registration fee of Rs.150/- in cash. Institutes have to collect the fee and deposit the money to the Council through SBI Collect before submission of filled-in OMR Registration Forms.</p> <p>2) Female candidates having “Kanyashree Unique ID No.” have to pay Rs.75/- towards Registration fee.</p>
	Submission of documents with OMR forms	<p>1) Covering letter with data on branch-wise admission in the 1st & 2nd years separately.</p> <p>2) Branch-wise list of admitted students in tabular format containing, Names, OMR form no., Entry through, Category & Kanyashree ID No.</p> <p>3) Copy of the receipts of deposition of Seat Booking Fee & Registration Fee.</p> <p>4) Branch-wise & Year-wise admission eligibility documents e.g. Mark sheet, Certificate, Admit Card, Allotment Letter, etc. (as applicable for each category of admission) of the candidates should be bunched separately in the same order of the OMR forms.</p> <p>5) Unused OMR forms</p>
	Packing of the Forms	Filled in OMR forms of 1 st year & 2 nd year should be packed branch-wise and separately.
	Last date of Submission of OMR forms	16.09.2015 - till 4.30 p.m. (No submission on Saturday & Sunday)
N.B. Above mentioned documents have to be submitted with the filled in OMR forms, otherwise the Council will not be in a position to receive the Forms.		

Principals / Officers-in-Charge of all Polytechnics and other diploma Institutions are requested to take a note of the above points and submit the forms with all necessary documents within the specified last date and time.

**Sd/-
Administrative Officer (Registration)**