



West Bengal State Council of Technical and
Vocational Education and Skill Development

**Department of Technical Education, Training and
Skill Development, Govt. of West Bengal**

User Manual: Student Transfer

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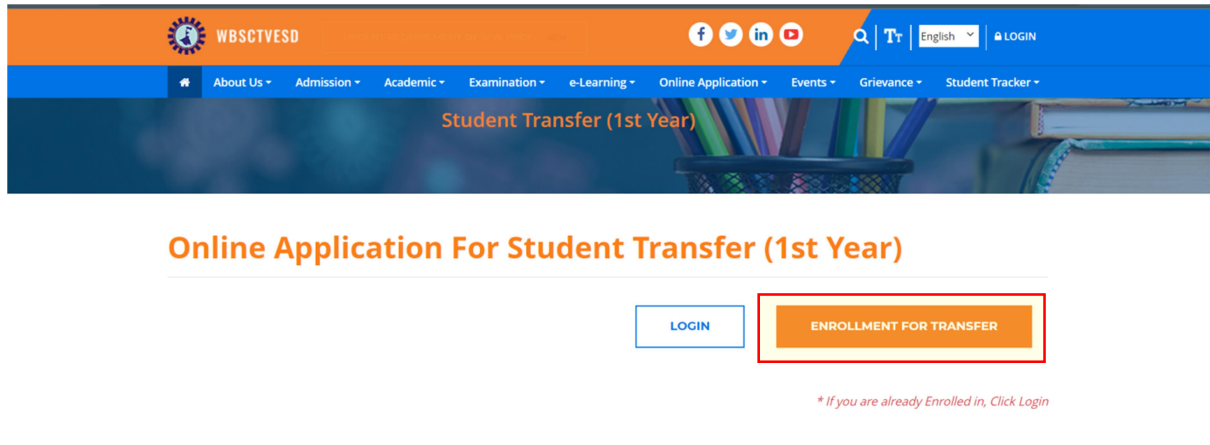
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1. How to register for Student Transfer:

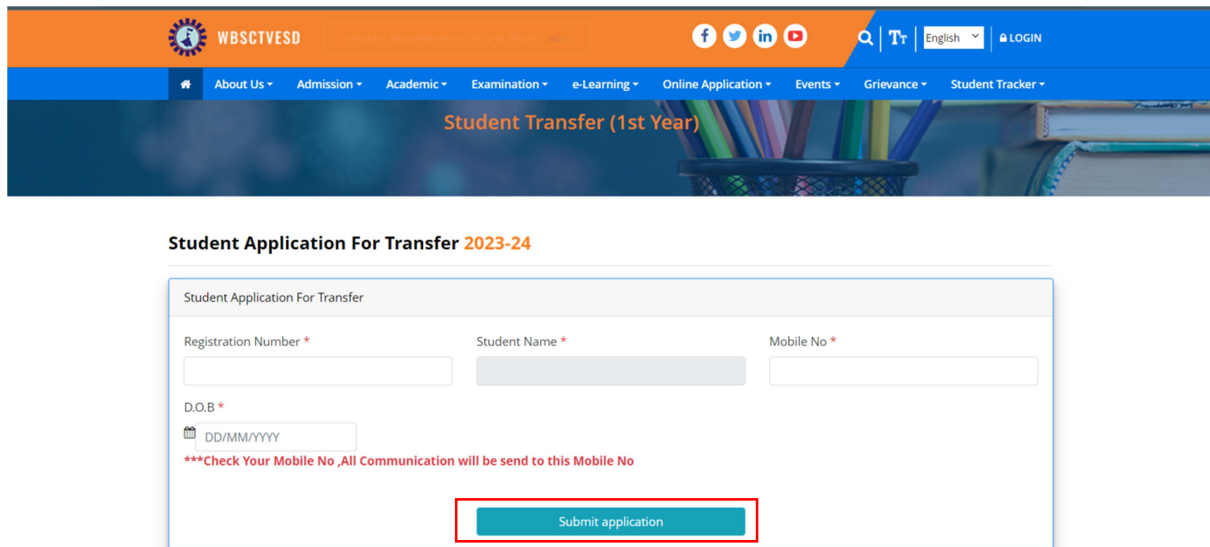
Step-1: Open any browser and type in the URL <https://sctvesd.wb.gov.in/admin>

Step-2: Go to main-menu "Online Application" then go to sub-menu "Student Transfer" for Student Transfer

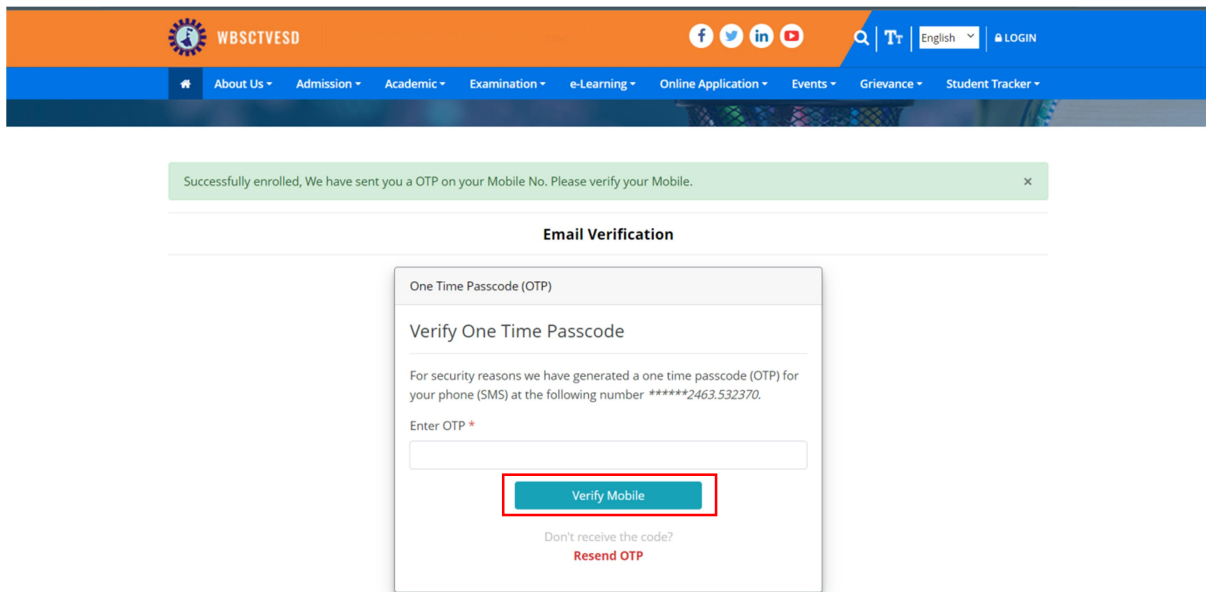
Step-3: Click on "Enrollment For Transfer" button to apply for Transfer



Step-4: Fill-up registration form and click on "Submit Application" button



Step-5: Enter OTP (will be sent to registered mobile number) and click on "Verify Mobile" button



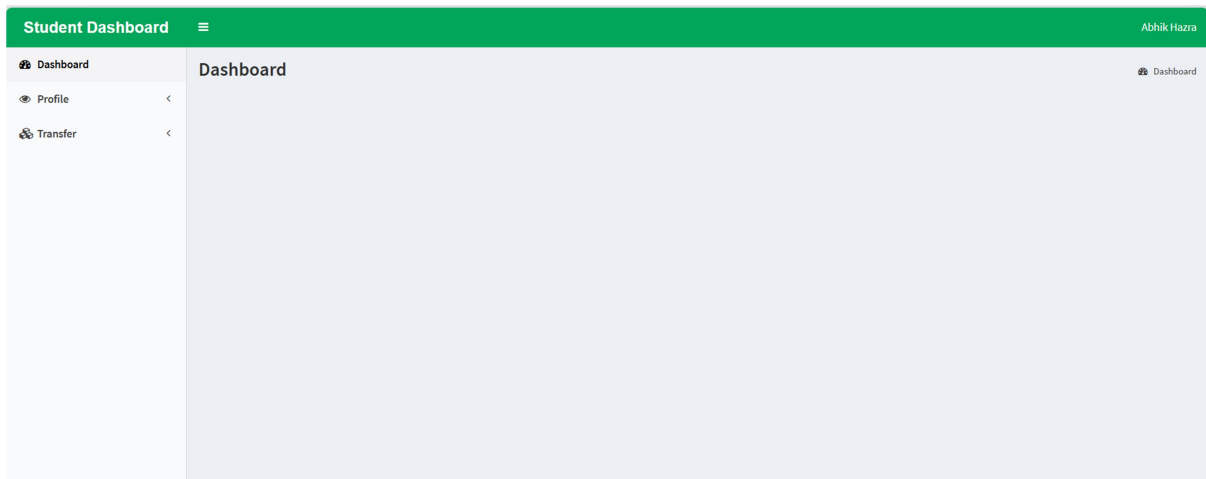
Note: User will get the login credentials by through SMS in registered mobile number

2. How to select institute for transfer by students:

Step-1: Enter Username, Password and enter captcha for login

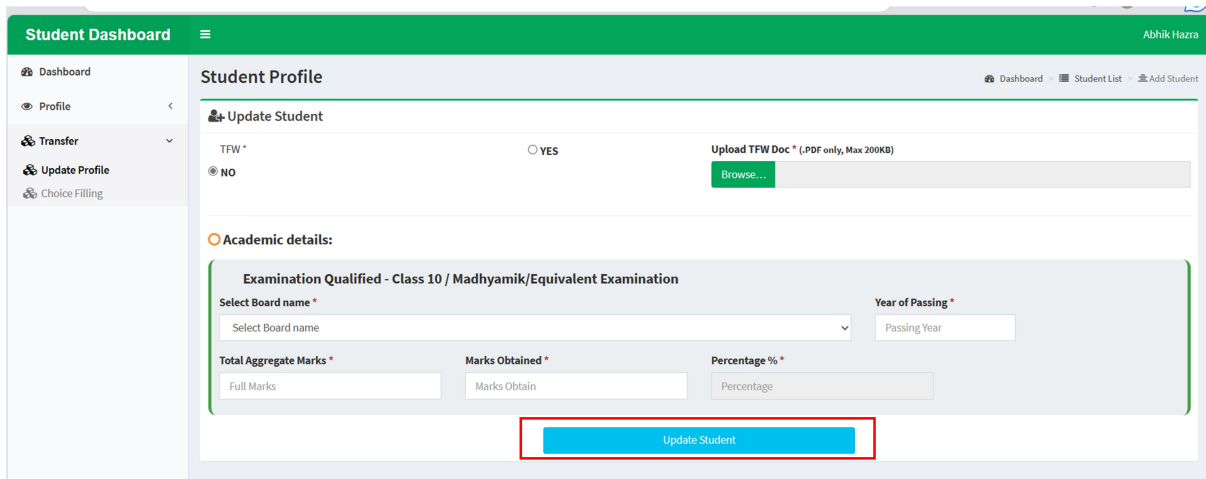


Step-2: After successful log in "Student Dashboard" will open



Step-3: Click on "Update Profile" sub-menu under "Transfer" main menu to view student details

Step-4: Enter necessary details and click on "Update Student" button to update student profile



Note:

- ✓ Unless user update their profile, user will not be able to select institute for student transfer
- ✓ User will get option to update their profile for one time only

Step-5: Click on "Choice Filling" sub-menu under "Transfer" main menu

Step-6: Select Institute for transfer by clicking "Add" button

Note:

- ✓ User will get option to select multiple institute for transfer
- ✓ To save selected institute, clicking on "Save" button

✓ To remove institute, clicking on "Remove" button

Student Dashboard

Student Choice Filling

SL	Institute Name	Course	Available Intake	Type	Choice
1.	Jnan Chandra Ghosh Polytechnic	Electronics & Tele-Communication Engineering	14	Govt	Add
2.	Jnan Chandra Ghosh Polytechnic	Mechanical Engineering	9	Govt	Add
3.	Jnan Chandra Ghosh Polytechnic	Electrical Engineering	10	Govt	Add
4.	Jnan Chandra Ghosh Polytechnic	Civil Engineering	16	Govt	Add
5.	Acharyya Prafulla Chandra Roy Polytechnic	Mechanical Engineering	1	Govt	Add

Student Selected Institute

Priority	Institute Name	Course	Type	Choice
1	Jnan Chandra Ghosh Polytechnic	Electronics & Tele-Communication Engineering	Govt	Remove
2	Acharyya Prafulla Chandra Roy Polytechnic	Mechanical Engineering	Govt	Remove

Click "Final Submit" at the end to confirm your choice

Save Final Submit

Click here

Step-7: To finally submit the selected choice click on "Final Submit" button.

Note: Once user will Final Submit the selected institutes, "Add Institute", "Remove Institute", "Save Institute" button will be disappeared and user will no longer be able to edit or delete their choice (Please select and save institute carefully and click on final submit button)

Student Dashboard

Student Choice Filling

SL	Institute Name	Course	Available Intake	Type	Choice
1.	Jnan Chandra Ghosh Polytechnic	Electronics & Tele-Communication Engineering	14	Govt	Add
2.	Jnan Chandra Ghosh Polytechnic	Mechanical Engineering	9	Govt	Add
3.	Jnan Chandra Ghosh Polytechnic	Electrical Engineering	10	Govt	Add
4.	Jnan Chandra Ghosh Polytechnic	Civil Engineering	16	Govt	Add
5.	Acharyya Prafulla Chandra Roy Polytechnic	Mechanical Engineering	1	Govt	Add

Student Selected Institute

Priority	Institute Name	Course	Type	Choice
1	Jnan Chandra Ghosh Polytechnic	Electronics & Tele-Communication Engineering	Govt	Remove
2	Acharyya Prafulla Chandra Roy Polytechnic	Mechanical Engineering	Govt	Remove

Click "Final Submit" at the end to confirm your choice

Save Final Submit