



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  
KarigariBhavan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

**Memo No. SCTVSD-14016/2/2021-AO(WBSCTVESD): 301**

**Date: 24 June, 2026**

**NOTICE**

This is to notify all concerned that the portal for online form fill-up / Enrolment for the 2nd Semester Diploma Examination in Engineering & Technology/MOPM, 2026 will remain open from 24<sup>th</sup> June 2026 to 27<sup>th</sup> June 2026 for regular students.

The form fill-up / Enrolment process for Casual Students will commence on 25<sup>th</sup> June 2026 and will continue till 27<sup>th</sup> June 2026.

Students are required to complete the form fill-up / Enrolment process by visiting the official website: <https://sctvesd.wb.gov.in/> and accessing the appropriate link under "**Important Notice / Link Section**" within the specified time period.

Examination Fees:

- **Regular Students: Rs. 250/- (Rupees Two Hundred and Fifty only)**
- **Casual Students: Rs. 150/- (Rupees One Hundred and Fifty only)**

Payment of fees must be made through Net Banking, Debit Card, Credit Card, or UPI only.

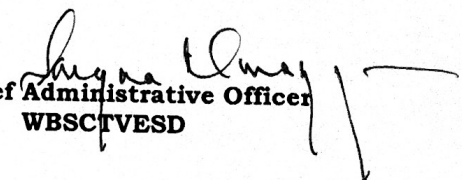
Students facing any difficulty during the form fill-up / Enrolment process are advised to contact their respective Institutes / Heads of Departments / Subject Teachers for necessary assistance.

Institutions will verify and validate student eligibility in the same portal (as the form fill up) using login credentials already available with them. The last date for completion of online validation by the respective institutes is 29<sup>th</sup> June 2026.

Eligible students will be able to download their **e-Admit Cards** through the designated link available on the official website. The date for downloading the e-Admit Cards will be notified separately.

All institutions are requested to take note of the above and disseminate the information among the students accordingly.

Date:

  
Chief Administrative Officer  
WBSCTVESD

Place: Kolkata

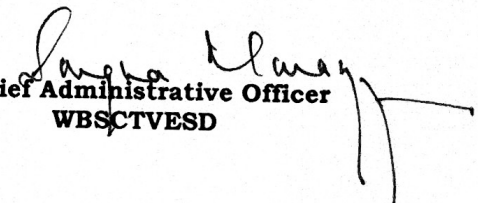
**Enclosed: Guideline for online form fill-up**

**Memo No. SCTVSD-14016/2/2021-AO(WBSCTVESD): 301**

**Date: 24 June, 2026**

Copy to:

1. The Controller of Examination, WBSCTVESD
2. Principal / Principal-in-Charge of all Polytechnics

  
Chief Administrative Officer  
WBSCTVESD

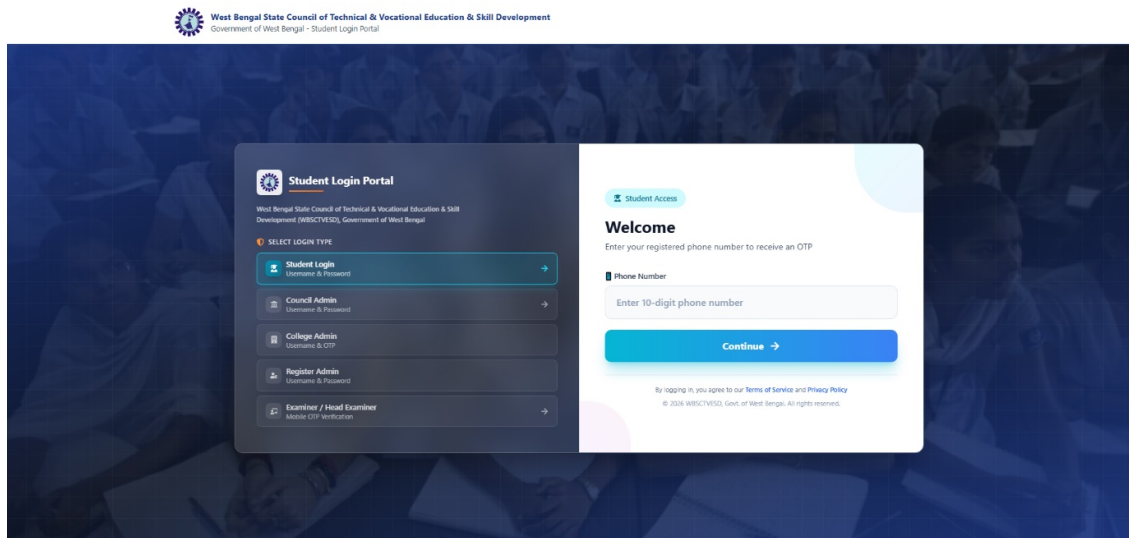
## Guidelines for Enrollment for External Theoretical/Sessional Examination of Semester II for the Academic Year 2025–2026

This guideline outlines the procedure for Semester Enrollment through the Student Portal of the West Bengal State Council of Technical & Vocational Education and Skill Development (WBSCTVESD). All eligible students must complete the enrollment process within the stipulated timeline to continue their studies in the upcoming semester from <https://sctedved.wb.gov.in/emp/loginlink>.

Steps are mentioned below.

### **Student Enrollment Part -**

Steps 1: Visit the Student Login Portal and provide registered phone number and student will get OTP.



Steps 2: After successful login, Locate the **Semester Enrollment / Form Fill-up** tab .

- Click on **Student Enrollment / Form Fill-up**.
- The Semester Enrollment page will display:
  - Candidate Name
  - Registration Number
  - Target Semester
  - Department Code
  - Enrollment Type
  - Enrollment Fee
    - Verify all information carefully.
    - Review the enrollment fee details displayed on the screen.

Click on the **Academic Profile** tab also and verify all details. In case of any discrepancy, immediately contact the concerned institute before proceeding with enrollment.

The screenshot displays the 'Academic Profile' page of the student login portal. The page is titled 'Academic & Personal Profile' and includes the following information:

- PERSONAL INFORMATION:**
  - STUDENT NAME: SUMAN GHOSH
  - GENDER: Male
  - FATHER'S NAME: SAMIR GHOSH
  - MOTHER'S NAME: MITHU GHOSH
- INSTITUTIONAL INFORMATION:**
  - INSTITUTE / COLLEGE: BIRLA INSTITUTE OF TECHNOLOGY
  - BRANCH / DEPARTMENT: MECHANICAL ENGINEERING (ME)
  - DEPARTMENT CODE: ME
  - REGISTRATION YEAR: 2025-2026
- Verified Contact Channels:**
  - Notifications and OTP queries will be routed here.
  - ghoshuman28556@gmail.com
  - 8388856339

The footer of the page reads: WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION & SKILL DEVELOPMENT - STUDENT LOGIN PORTAL FOR DIPLOMA IN ENGINEERING & TECHNOLOGY, DIPLOMA IN PHARMACY, AND OTHER DIPLOMA COURSES © 2026

### Step 3: Payment of Enrollment Fee

- Click on **Pay Enrollment Fee**.
- You will be redirected to the payment gateway.
- Complete the payment using the available payment methods.
- Do not refresh or close the browser window during the transaction.
- Wait for the payment confirmation page to appear.

The screenshot displays the 'Semester Enrollment' page of the student login portal. The page is titled 'Semester Enrollment' and includes the following information:

- VERIFICATION & REGISTRATION INFO:**
  - CANDIDATE NAME: SUMAN GHOSH
  - REGISTRATION NUMBER: D252611641
  - TARGET SEMESTER: Semester 2
  - DEPARTMENT CODE: ME
  - ENROLLMENT TYPE: REGULAR
- Enrollment Fees:**
  - Enrollment Fee: ₹1.00
  - Total Amount: ₹1.00

A 'Pay Enrollment Fee' button is visible at the bottom right of the enrollment section. The footer of the page reads: WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION & SKILL DEVELOPMENT - STUDENT LOGIN PORTAL FOR DIPLOMA IN ENGINEERING & TECHNOLOGY, DIPLOMA IN PHARMACY, AND OTHER DIPLOMA COURSES © 2026

### Step 4: Payment Status Verification

1. After successful payment, return to the Dashboard.
2. Click **Refresh Status** if required.
3. Verify that:
  - Enrollment status is updated.
  - Payment status reflects successfully.

4. Save or print the payment receipt for future reference from **Download Receipt** Button.

### Institute Verification and Approval Part -

After fee payment, the enrollment request is forwarded to the concerned institute.

Institute administrators will verify:

- Student eligibility
- Registration details
- Payment status
- Semester applicability

### Viewing Enrollment Applications

1. Login to the Institute login Portal using registered user id and password will be sent to your registered mail id.
2. Navigate to:  
**Examination → Student Enrollment**
3. Select:
  - Institute
  - Department
  - Enrollment Year
  - Enrollment Type
  - Semester
4. Click **Get Data**.

The screenshot displays the 'Student Enrollment' portal interface. At the top, there is a navigation bar with the logo of the West Bengal State Council of Technical & Vocational Education & Skill Development, the text 'Student Enrollment', the date 'Wed, Jun 24', and the user profile 'Institute Admin'. Below the navigation bar, there is a summary dashboard with six cards: TOTAL (125), SELECTED (0), PENDING (89), PAID (23), ENROLLED (13), and REJECTED (0). The main content area features a search and filter section with dropdown menus for Institute (AIM), Department (ELECTRICAL ENGINEERING (EE)), Enrollment Year (2026), and Semester (Semester 2), along with a 'GET DATA' button. Below this, there are buttons for 'Select All', 'Approve Selected', and 'Reject Selected', and a 'Download PDF' button. A search bar is present with the text 'Search records...'. The main table displays a list of student records with the following data:

Sl. NO	REGISTRATION NO	REG YEAR	STUDENT NAME	FATHER NAME	TXN DATE	STATUS
1	D242516331	2026	SAYAN MONDAL	SANOJ KUMAR MANDAL	24-06-2026 17:18	Paid
2	D242516340	2026	SHUBHA CHATTERJEE	BINDU CHATTERJEE	24-06-2026 17:18	Paid
3	D242516394	2026	SOUGATA MAJI	PRAKASH CHANDRA MAJI	24-06-2026 17:18	Paid
4	D242516461	2026	AMAN SINGH	KRISHNA SINGH	24-06-2026 17:18	Paid
5	D242516479	2026	ANJANA KUMARI	RAJENDRA RAM	24-06-2026 17:18	Paid
6	D242516496	2026	SOURAV DHIBAR	TARAKNATH DHIBAR	24-06-2026 17:18	Paid

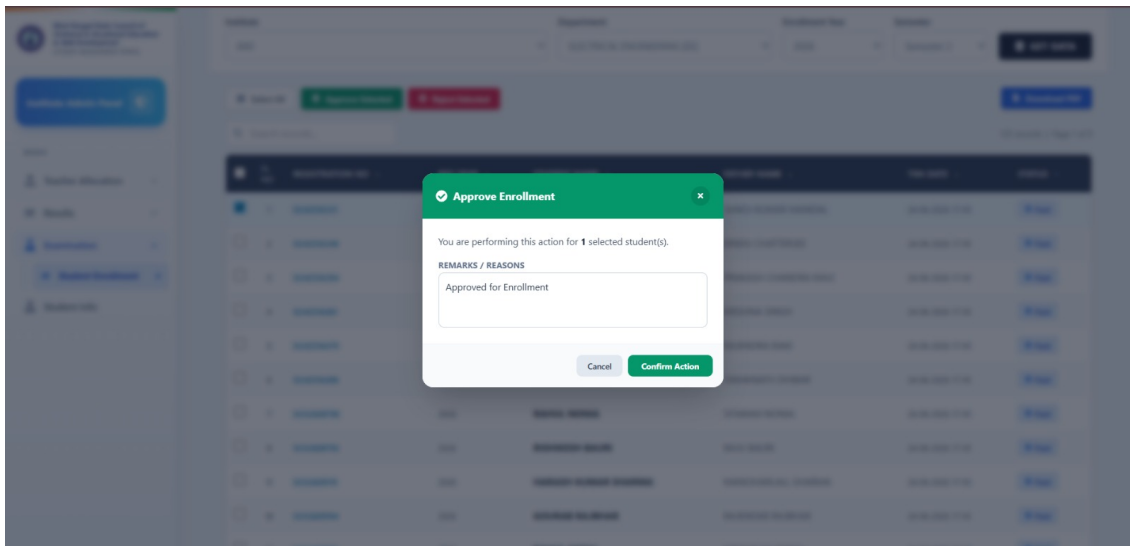
At the bottom right of the table, it indicates '125 records | Page 1 of 9'.

**Approving Enrollment**

1. Select eligible student(s).
2. Click **Approve Selected**.
3. Enter remarks/reasons.
4. Click **Confirm Action**.

**Rejecting Enrollment**

1. Select the student(s).
2. Click **Reject Selected**.
3. Enter valid reasons for rejection.
4. Confirm the action.

**Important Instructions**

1. Enrollment must be completed within the notified schedule.
2. Students should verify profile information before fee payment.
3. Students are advised to retain payment receipts and acknowledgements.
4. Any technical issue should be reported immediately through the designated support mechanism.
5. Institute approval is mandatory for completion of enrollment.
6. Institutes are requested to download the enrolment list for future reference.