

## **ONLINE COUNSELING / ADMISSION PROCEDURE TO DIPLOMA COURSES** **FOR THE ACADEMIC SESSION 2021-22**

### **Step 1 : Online Registration**

- In the “New Registration Section” do the following actions [Refer RANK CARD]:
  - Enter Application Form Number
  - Click “Proceed” button
- An OTP (One Time Password) will be sent to the registered mobile of the candidate
- Enter OTP and then submit
- Edit your Personal Details (if required)
- Enter Password of your choice and then click “Update” button. (Do not disclose this Password to anybody)
- Check your modified (if so) personal details and then proceed. Once ‘Confirm’ button is clicked, entered data cannot be edited.
- Only after successful registration, a candidate can fill-up choices.

### **Step 2 : Student Login**

- In the “Registered Candidate Login”, enter the followings:
  - Application Form Number
  - Password (Given by you during registration)
- Click ‘**Login**’ to enter into My Page

### **Step 3 : Choice Filling**

- Go to the choice filling section of the website.
- Choice means “Institute-Branch” combination (Example: APC Roy Polytechnic – Mechanical)
- Add combinations of Institute & Branch one by one as per your preference.
- Add maximum number of choices to increase your chance of getting allotted a seat.
- Save your given choices.
- Take print out of the choices filled by you.
- You can edit your choices as many times as you want till closure of registration. Every time you edit your choices, ‘Save’ the same.
- After final entry of choices, the same should be locked clicking the “Lock” button. The printout of locked choices should be taken and retained. If any candidate forgot to lock his/her choices, the system will automatically lock the same after closure of registration. **Given choices, once Locked, cannot be edited.**

### **Step 4 : Seat Allotment**

- Check your allotment in the result section of the website.
- A candidate who has been allotted a seat can participate in auto-up-gradation of the allotted seat OR can accept the allotted seat for admission. Candidates, having allotted their **first prioritized seats**, will not be allowed to participate in auto-up-gradation process.

- If no seat is allotted, wait for next phase of counseling, which will be made against the remaining vacant seats after admission.
- After each phase of allotment, results will be intimated to the candidates through SMS in their registered mobile.

### **Step 5 : Printing of Allotment Letter**

- Print your **Final Allotment Letter** at the earliest if you do not wish to participate in auto-up-gradation and desire to take admission to the allotted seat after payment of Final Seat Booking Fee through Debit Card / Credit Card / Net Banking / UPI.
- If you want to opt for auto-up-gradation of your allotted seat then carefully select the correct option.
- If you opt for auto-up-gradation, pay Provisional Seat Booking Fee through Debit Card / Credit Card / Net Banking / UPI.
- Read all instructions given in the allotment letter carefully.

### **Step 6 : Payment of Provisional or Final Seat Booking Fee**

- If you do not wish to participate in auto-up-gradation and desire to take admission to the allotted seat, you will have to pay Final Seat Booking Fee through Debit Card / Credit Card / Net Banking / UPI.
- If you opt for auto-up-gradation, you will have to pay Provisional Seat Booking Fee through Debit Card / Credit Card / Net Banking / UPI.
- If a candidate fails to pay either Final Seat Booking Fee or Provisional Seat Booking Fee, the candidature will be cancelled automatically.
- Opting for auto-up-gradation and payment thereof do not ensure up-gradation of the allotted seat. **However, the allotted seat shall remain booked for the candidate until a new seat from higher order choices is allotted.**
- If, any provisionally allotted seat is up-graded in subsequent phases of allotment, former will be automatically cancelled and will be replaced by the upgraded seat.

### **Step 7 : Sending of documents for verification**

- On taking printout of **Final Allotment Letter** after making Final Seat Booking Fee through Debit Card / Credit Card / Net Banking / UPI, a candidate will have to send the scanned copies of the documents mentioned in the Final Allotment Letter through mail to confirm admission on or before the specified last date for respective phases. He/she has to pay admission related fees separately to the Bank Account of the concerned Institution through NEFT/RTGS, the copy of which will also have to be sent through mail along with the required documents mentioned in the Final Allotment Letter. Admission to the allotted seat is subject to verification of all relevant documents. Candidature is liable to be cancelled if a candidate fails to produce any of the documents in original before the verifying authority or produces fake documents at the time of physical reporting at the institution after normalization of the present situation and his/her allotted seat will be cancelled automatically.

- Last date of sending scanned copy of documents to the Institute will be specified in the Allotment Letter. After the specified last date, no mail will be entertained by the Institute and will not allow provisional admission.
- Candidates must send the scanned copy of the following documents (scanned from **ORIGINALS** only) for verification and allowing provisional admission:

For admission to 1<sup>st</sup> year of Diploma Courses only:

- Rank Card
- Final Allotment Letter
- Admit Card of Madhyamik or equivalent examination as age proof and for determination of District of schooling (in case a candidate is allotted District Quota seat) at Madhyamik or equivalent examination level.
- Mark sheet of Madhyamik or equivalent examination.
- Reservation (SC, ST, PC, OBC-A, OBC-B, LLQ, TFW, ESM, EWS etc.) related certificates (as applicable)
- Proof of payment for payment of admission related fees through NEFT/RTGS

For admission to 2<sup>nd</sup> year of Diploma Courses only:

- Rank Card
- Final Allotment Letter
- Admit Card of Madhyamik / equivalent examination.
- Mark sheet / Certificate of (X+2) Vocational Stream Course issued by West Bengal State Council of Vocational Education & Training OR Higher Secondary OR Final Semester/Year Marksheet of 2 years' ITI (as applicable)
- Reservation (SC, ST, PC) related certificates (as applicable)
- Proof of payment for payment of admission related fees through NEFT/RTGS

**All candidates, who will be admitted provisionally, will have to submit the following documents in ORIGINAL at the time of physical reporting at the concerned institute after normalization of the present situation**

- Medical Fitness Certificate
  - Anti-Ragging Affidavit
  - Domicile Certificate
- Medical Fitness Certificate: Candidates must satisfy medical fitness with reference to (a) No Colour Blindness, (b) Physically & Mentally Fit, (c) Able to pursue technical course. Candidates seeking admission to the courses under the WBSCT&VE&SD should possess good health and physique with sound mind. They should not be suffering from any disease/physical or mental infirmity. All candidates (including Physically Challenged) have to produce Medical Fitness Certificate mentioning the above criteria issued by the Registered Medical Practitioner, at the time of admission. Such Medical Certificate must possess signature, seal and registration number of the Medical Practitioner.
  - Filled-in Anti Ragging Affidavit in A4 size paper in the format given hereunder will have to be submitted in original at the time of taking admission at the Institute.

- SC / ST / OBC-A / OBC-B candidates are required to produce Caste Certificates in original issued by competent authority of West Bengal at the time of admission without which their claims for reserved seats will not be entertained and thereby, allotment will be cancelled.
- Physically Challenged (PC) candidates are required to produce Physically Challenged Certificates (disability: 40% or above) in original issued by competent authority at the time of admission without which their claim for reserved seats will not be entertained and thereby, allotment will be cancelled.
- For candidates allotted seats under Land Loser Category (For admission to 1<sup>st</sup> year only):
  - 2% of total seats in all Government and Government Sponsored Polytechnics shall be kept reserved for the candidates of Land Looser Category and having valid rank. Certificate issued in the name of parents/legal guardians by the BDO / SDO / First Class Magistrates / Group 'A' Gazetted Officers shall be considered. The candidates opted for and allotted with "Land Loser" (LLQ) category seats will have to produce the relevant certificate in original issued by competent authority of the Government of West Bengal at the time of admission, without which such claim will not be entertained and thereby, allotment will be cancelled.
- For candidates allotted seats under TFW Category (For admission to 1<sup>st</sup> year only):
  - Candidates who are domiciled in West Bengal and whose annual family income from all sources during the financial year 2020-2021 is less than Rs.2.50 lakhs and having valid ranks will be considered for admission under TFW scheme. For the purpose of determining the annual income of parents/guardian from all sources, an officer of the State Government in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate or District / Group-A Gazetted Officer of the State or Central Government of similar rank or above in the rural region or Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate / Group-A Gazetted Officer of State or Central Government of similar rank or above in the urban region, will be competent to issue INCOME CERTIFICATE in the following format. It may be noted that Income Certificate issued by any other person will not be entertained in this regard.
- For candidates allotted seats under 'Wards of Ex-servicemen' Category (For admission to 1<sup>st</sup> year only):
  - Must produce original documents in the name of his/her parents/legal guardians in respect of his/her claim as wards of ex-servicemen died in action at the time of admission, otherwise such claim will not be entertained and thereby, allotment will be cancelled.

**Format for Certificate of Family Income for the applicant applying under TFW Scheme**

Certified that the Annual Family Income from all sources in respect of \_\_\_\_\_, son/daughter of \_\_\_\_\_ of \_\_\_\_\_, Post Office \_\_\_\_\_, District \_\_\_\_\_, West Bengal for the financial year 2020-2021 is less than Rs.2.50 lakhs (Rupees two lakhs and fifty thousand) only and which stands at Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only approximately.

Passport size  
colour  
photograph,  
same as given in  
the Application  
Form

Date: \_\_\_\_\_ Signature of Competent Authority \_\_\_\_\_

Place: \_\_\_\_\_ Designation with Official Seal \_\_\_\_\_

- Candidates who will be allotted seats under TFW quota will have to produce aforesaid certificate in original at the time of physical reporting at institution after normalization of the present situation, without which such claim will not be entertained and thereby, allotment will be cancelled.

Undertaking from students (Annexure I) & their parents/guardian (Annexure II) will have to be submitted positively at the time of admission as per the directive contained in the anti-ragging verdict by the Hon'ble Supreme Court

**ANNEXURE I**

**AFFIDAVIT BY STUDENT**

A recent passport size coloured photo of the student is to be affixed in this space and self-attested

1. I, ..... (full name of student with admission/registration/enrolment number) S/o D/o Mr./Mrs./Ms....., having been admitted to .....(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

**Declared this .....day of .....month of.....year.**

**Signature of deponent** \_\_\_\_\_

**Name:** \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the .....(day).....of.....(month).....(year).....

**Signature of deponent** \_\_\_\_\_

Solemnly affirmed and signed in my presence on this the.... (day)....of.... (month),.....(year).....after reading the contents of this affidavit.

**OATH COMMISSIONER**

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

1. I, Mr./Mrs./Ms.....(full name of parent/guardian)father/mother/guardian of .....(full name of student with admission/registration/enrolment number....., having been admitted to .....(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

**Declared this .....day of .....month of.....year.**

**Signature of deponent** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone/Mobile No.:** \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the .....(day).....of.....(month).....(year).....

**Signature of deponent**

Solemnly affirmed and signed in my presence on this the....(day)....of....(month),...  
....(year).....after reading the contents of this affidavit.

**OATH COMMISSIONER**