



No. 2139 /dt. 11/10/23

To

The Principals of all Affiliated Polytechnics/ PDIS Institutions,
Odisha.

Sub: SCTE&VT Registration of Diploma & PDIS students during 2023-24 (1st Semester & 3rd Semester Lateral Entry)

Sir/Madam,

With reference to the above subject, I am to say that, Students Registration of newly admitted students of 1st Semester and lateral Entry 3rd Semester shall be done in the New Examination Portal in SCTE&VT Website. The Process of Pre-registration shall be as per the following steps.

1. Download the list of candidates admitted with details from the New Examinations Portal. For any discrepancy in names of admitted candidates the same may be reported/ clarified to Deputy Director (CDC&FD) and Deputy Director (T.T) in the Office of the DTE&T, Odisha, Cuttack.
2. Entry of Source of TC/ SLC/CLC i.e. from Institutions under Board/ University of Odisha or outside Odisha. If a student has *not submitted* TC/SLC/CLC at the admitted Institution, then in such case it is to be entered as Not submitted and *such candidate shall not be allotted Registration Number by SCTE&VT, Odisha.*
3. *Finally submit at the end of entry within due date and time.*
4. *Printing of list of valid students seeking for Registration at the SCTE&VT for which TC/SLC/CLC information have been entered as submitted.*
5. *Submission of list of students for Registration at the Nodal Centre with Migration Certificate in original as due for those students who have submitted TC/SLC/CLC from Institutions of outside the State Board/ University (without Cancellation). Submission of students list generated from the Portal at Nodal Centre is mandatory even if there is no Migration Certificate is to be submitted.*
6. *Nodal Centre will collect and verify the Migration Certificates and make necessary entries against such students. They will furnish a copy of the list of valid students for Registration generated from the Portal after entry of Migration Certificates. (One copy to be retained at Nodal Centre and one copy to be handed over to the concerned Institution with signature of both).*
7. Demand Notes shall be generated for the students for which TC/ SLC/ CLC status entered as submitted @Rs.150/- per student.
8. *Institution shall make payment against Demand Notes for allotment of Registration Numbers to students.*
9. *Institutions shall download the list of registered students with Registration numbers along with Registration Card.*



The Timeline for the above activities are as follows:

Lateral entry candidates.

1.	Date of Opening of Portal	13.10.2023
2.	Last date of Entry of TC/SLC/CLC status	17.10.2023
3.	Submission of List at Nodal Centre and entry of Migration Certificate submission status.	19.10.2023 to 20.10.2023
4.	Demand Notes generation in the Portal	27.10.2023
5.	Last date of payment of Registration fees online against Demand Note.	31.10.2023
6.	Generation of Registration Number for Registered students.	01.11.2023

1st Semester candidates

1.	Date of Opening of Portal	01.11.2023
2.	Last date of Entry of TC/SLC/CLC status	04.11.2023
3.	Submission of List at Nodal Centre and entry of Migration Certificate submission status.	06.11.2023 to 08.11.2023
4.	Demand Notes generation in the Portal	13.11.2023
5.	Last date of payment of Registration fees online against Demand Note.	16.11.2023
6.	Generation of Registration Number's for Registered students.	17.11.2023

Each Institute can login into the Portal using their *existing user ID and Password*. The **Nodal Centres** shall be the Govt. Polytechnics of the respective District except the following arrangements.

Institution/ District	Nodal Centre of Diploma Institutions	Nodal Centres of PDIS Institution
Sundargarh	UGIE, Rourkela	SKDAV, Govt. Polytechnic, Rourkela.
Ganjam	UCPES, Berhampur	
Cuttack	BOSE, Cuttack	
SES, Kirei.	JES, Jharsuguda	
IGIT, Sarang	IGIT, Sarang	
ITT, Choudwar	ITT, Choudwar	

Each Institution has to deposit the following documents at the Nodal Centre during the above period.

- Copy of list of admitted students generated from the New Portal duly signed by the Principals with seal of the Institution.
- Migration certificate as applicable, of the students, arranged in the same order as in the students list at (a) above, without cancellation.



It is to be mentioned here that the original CLC/ SLC/ TC of the student has to be from the Institution last attended by student. Such CLC/ SLC/ TC are to be cancelled by the Institution concerned and retained by them. Responsibilities shall lie on the Institution on collection and verification of genuinity of such certificate. The Migration certificate is required to be deposited for the students, who have passed the last examination from any Board/ University located outside Odisha. This has to be ascertained from the CLC/ SLC/ TC or Pass Certificate submitted by the students.

Demand Note shall be generated for the students for those, for which Institution has entered in the Portal to have submitted TC/SLC/CLC to them and as entered in the Portal. Institutions shall make payment of Registration Fees @Rs.150/- per student in online mode against the Demand Note for allotment of Registration Numbers in the New Portal.

The Principals of Nodal Centres are requested to make necessary arrangements of sufficient manpower, computers, internet connectivity and power backup facility for online entry of submission of these certificates. After completion of submission and entry of these certificates in the Portal, a print out of the list of students with status of submission of Migration Certificate shall be taken from the Portal at the Nodal Centre and to be verified about its correctness. Thereafter the list is to be signed by both the Institution representative and Nodal Centre representative on each page. One copy of such report shall be kept at Nodal Centre and the other is to be handed over to the Institution concerned.

After the closure of the above Registration Document submission activity by different Institutions, the Nodal Centre shall pack (i) the students list submitted by the Institute (ii) Migration Certificates so submitted by the Institution in order (iii) the report generated at the Nodal Centre for each of the Institution in separate packet and deposit at the council by 30.11.2023 through **SPEED POST**.

No request for extension of dates for Registration shall be entertained. For any problem, message through e-Mail may be sent to ID cont.sctevtodisha2016@gmail.com within due date. For any assistance, Help line No.7396062627 may be contacted.

This may kindly be treated as urgent.

Yours Faithfully,

Secretary.

Memo No. 2140 /dt. 11/10/23

Copy to Sri P.K.Nayak, Deputy Director (CDC&FD), O/O DTE&T, Odisha, Cuttack for information and necessary action.

Secretary.