Notice No. _1981_/Date _2.11.2024_.

SCTE (D)-13/2022

To,

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

Sub: - **Registration of Diploma students (1st semester, 3rd semester Lateral entry & Working professionals) & PDIS students under SCTE&VT during 2024-25.**

Sir/Madam,

With reference to the above subject, I am to say that students Registration of newly admitted students of 1st semester, 3rd semester Lateral entry & Working professionals during the academic session 2024-25 shall be done in the New Examination Portal in SCTE&VT website. The process of Pre-registration shall be done in the following manner:

1. Download the list of candidates admitted with details from the New Examination Portal. For any discrepancy in names of admitted candidates the same may be reported to /clarified from Deputy Director (CDC&FD) & OIC (Adm.) of the DTE&T, Odisha, Cuttack.
2. Entry of Source of TC/SLC/CLC/ i.e. from the Institution 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 in the Portal "Not submitted" and such candidate shall not be allotted Registration Number by SCTE&VT, Odisha".*
3. After entry of all required particulars within due time, the same to be submitted in the Portal by clicking on the submit button at the end.
4. Printing of list of valid students seeking for Registration under 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 Center with Migration Certificate (without cancellation) in Original as due for those students who have submitted TC/SLC/CLC from Institutions of outside the State Board/University.
6. Submission of students list generated from the Portal at Nodal Center is mandatory even if there is no Migration Certificate to be submitted.
7. Nodal center 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 Certificate status. One copy of such list shall be retained at Nodal Center and another copy of the same to be handed over to the concerned Institution with signature of representatives of both Institutions.
8. Demand Notes shall be generated for the students for which TC/SLC/CLC status entered as submitted @ Rs. 150/- per student.
9. Institution shall make payment against Demand Notes for allotment of Registration numbers to students.
10. Institutions shall download the list of registered students with Registration Numbers along with Registration Card.

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The Timeline for Registration related activities are as follows:

For 1st semester & 3rd semester Lateral entry candidates and Working Professionals

01	Date of opening of Portal	04.11.2024
02	Date of entry of TC/SLC/CLC/ status at Institute level	04.11.2024 to 06.11.2024
03	Submission of list at Nodal center and entry of Migration Certificate submission status at Nodal center	07.11.2024 to 11.11.2024
04	Demand Note generation in the Portal	13.11.2024
05	Last date for payment of Registration fees online through payment gateway against Demand Note	14.11.2024
06	Generation of Registration number for registered students	16.11.2024

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

Institution/District	Nodal Center of Diploma Institution	Nodal Centers of PDIS Institution
Sundargarh	UGIE, Rourkela	SKDAV Govt. Polytechnic, Rourkela
Ganjam	UCPES, Berhampur	
Cuttack	BOSE, Cuttack	
SES, Kirei, Sundargarh	JES, Jharsuguda	
IGIT, Sarang	IGIT, Sarang	
ITT, Choudwar	ITT, Choudwar	
G.P.,Darlipalli, Sundargarh	G.P.,Darlipalli, Sundargarh	

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

(a) Copy of list of admitted students generated from the New Portal duly signed by the Principals with seal of the Institution

(b) Migration Certificates as applicable of the students arranged in the same order as in the students at (a) above, without cancellation.

It is to be mentioned here that the original TC/SLC/CLC of the students has to be submitted from the Institution last attended by the student. Such TC/SLC/CLC is to be cancelled by the Institution concerned and retained by them. The Migration Certificates are to be deposited for the students, who have passed their last examination from any Board/ University outside Odisha. This has to be ascertained from the TC/SLC/CLC or Pass Certificates submitted by the students.

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Verification of genuineness of TC/CLC/SLC is the responsibility of the concerned Institution where the student has been admitted.

Demand Notes shall be generated for those students, for which Institutions have submitted TC/SLC/CLC and entered in the Portal. Institutions shall make payment of Registration fees @Rs.150/- per student in online mode against the Demand Note generated.
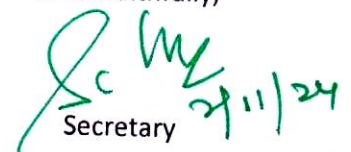
The Principals of Nodal Centers are requested to make necessary arrangements of sufficient manpower, computers, internet connectivity and power backup facility for online entry of particulars related to submission of TC/CLC/SLC and Migration Certificates. After completion of submission and entry of the Certificates in the Portal, a printout of the list of students with status of submission of Migration Certificates shall be taken from the portal at the Nodal Centers and to be verified about its correctness. Thereafter, the list is to be signed by the representative of the Institution as well as the Nodal Centre representative on each page. One copy of such report shall be kept at Nodal Centre and other is to be handed over to the Institution concerned.

After the completion of the above the registration related activities by different Institutions, the Nodal Centers shall pack (i) the students list submitted by the Institute (ii) Migration Certificate so submitted by the Institution in order as per list (iii) Report generated at the Nodal Centre for each of the Institutions shall be sent in sealed packet so as to reach the Council by **30.11.2024 through Speed Post**.

No request for extension of dates for registration shall be entertained. For any problem, contact through Mail 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. 1962 /date 2.11.2024.

Copy to the Principal & I/c (TT)/Deputy Director (CDC&FD), O/o DTE&T,Odisha, Cuttack for information and necessary action.

Secretary

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