



Government of West Bengal  
Office of the Principal  
Babasaheb Ambedkar Govt. Polytechnic  
(Erstwhile Tehatta Govt. Polytechnic)  
Betai, Nadia.

**NOTICE**

No. 10

Date :15.10.2020

It is hereby notified to all the existing students (only valid for the registered students who are declared as 'Fail' and those who has not appeared in the last year examination) of this institute who seeks **readmission** to different semester/years due to various reasons that the readmission process will be done followed by guidelines which has been devised by the West Bengal State Council of Technical and Vocational Education and Skill Development (Technical Education Division) vide **Memo No.WBSCTVESD/TED//2019-20/1921 dated 9<sup>th</sup> October,2020**. Concerned students are advised to go through the above mentioned guideline and do the needful for readmission within **one month** from the date of this notice. For any query kindly contact with the mobile no. **9474579204**.

**\*\*[ It is also adviced to all the regular students of 2<sup>nd</sup> and 3<sup>rd</sup> year to avoid the above mentioned readmission process as this is not related to their admission process and no need to contact for any query about the above mentioned readmission process].**

Enclosure: Above mentioned Memo.

*B. Datta Banik.*  
15/10/2020.

Officer-in -Charge  
Babasaheb Ambedkar Govt. Polytechnic  
Betai, Nadia.

Officer-in-Charge  
Babasaheb Ambedkar Government Polytechnic  
(Govt. of W.B.)  
Betai, Nadia, Pin-741163



**West Bengal State Council of Technical and Vocational Education  
and Skill Development  
(Technical Education Division)**

Karigari Bhawan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Memo No. WBSCTVESD/TED/I/2019-20/1921

Dated, 9<sup>th</sup> October, 2020

**From: Koushik Bandyopadhyay**

Senior Administrative Officer (Examination)

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

**To: The Principal/Officer-in-Charge**

All Government/Government Sponsored/Self Financed Diploma Institutions

**Sub: Guidelines for Readmission of Students to Diploma Courses**

**Sir/Madam,**

You are already aware that the fresh students will soon take admission to your Institute in the academic session 2020-21. However, some existing students of your Institute may also seek readmission to different semesters/years due to various reasons. The Council has received several queries from different Institutes related to the readmission process of the existing students. So, to bring clarity and uniformity in the readmission process, the Council has devised the following guidelines for your convenience.

1. Readmission is allowed to the registered students only. Admitted but not registered students are not eligible for readmission.
2. As per the existing Examination Regulations (2013) of WBSCT&VE&SD, students who are declared as '**FAIL**' in any semester/year examinations, are not eligible for promotion to the next semester/year. Such students may take readmission in the semester/year in which they are declared as '**FAIL**'.
3. Similarly, newly admitted diploma students may also take readmission in the 1<sup>st</sup> semester/3<sup>rd</sup> semester/1<sup>st</sup> year (as applicable) subject to some **valid and sufficient** ground for discontinuity of study after admission & registration.
4. Registration of an eligible diploma student is valid for **consecutive** five (05) years including the year of his/her admission. As duration of the diploma courses in Engineering & Technology is three (03) years & two (02) years for the students admitted to the first year and second year respectively, readmission should be allowed to those students who may get total effective time of minimum three years (for students admitted in the first year) or minimum two years (for students admitted in the second year) for completion of diploma study. [**Example1:** A student admitted in the first year of diploma courses in Engg. & Tech. in 2020-21 may be allowed readmission in the **first** year till 2022-23, not beyond that. **Example2:** A student admitted to the second year of diploma courses in Engg. & Tech. in 2020-21 may be allowed readmission in the **second** year till 2023-24, not beyond that.] However, this time limit will vary for readmission in the subsequent years.

5. As duration of the diploma course in Pharmacy (DPharm) is two (02) years, readmission should be allowed to those students who may get total effective time of minimum two years. *[Example: A student admitted in first year of diploma course in Pharmacy in 2020-21 may be allowed readmission in the **first** year till 2023-24, not beyond that.]* However, this time limit will vary for readmission in the subsequent year.
6. In case of the diploma course in Hotel Management & Catering Technology (HMCT), duration of the course is Three (03) years. So, readmission should be allowed to those students who may get total effective time of minimum three years. *[Example: A student admitted in first year of diploma course in HMCT in 2020-21 may be allowed readmission in the **first** year till 2022-23, not beyond that.]* However, this time limit will vary for readmission in the subsequent years.
7. Newly admitted and registered students, who are unable to appear in the 1<sup>st</sup> semester /3<sup>rd</sup> semester/1<sup>st</sup> year examinations, may be allowed readmission in the same semester/year against sufficient medical ground or for any other serious unavoidable reasons. However, for such cases, concerned students or their guardians must intimate the Institute about discontinuity of study in writing and with documentary evidences immediately after taking decision of discontinuing the study. Submission of a medical certificate with the application may not be sufficient for allowing readmission to such cases. Such cases should be considered favourably only on submission of documents of hospital admission for major operation & hospital discharge, prolonged treatments, severe family problems etc.
8. Allowing readmission by the Institutes is not mandatory for the newly admitted students. However, for the students declared as 'FAIL' in a semester/year, allowing readmission to them is mandatory following the time limit for validity of their registration.
9. Readmission is absolutely an Institute-level activity. Before allowing readmission, Institutes must get appeal from the students in writing. Such applications must possess clear reason for seeking readmission and documentary evidences in support of the reason.
10. On receiving applications from the students for readmission, Institutes have to convene a meeting of the **Academic Council** (AC) and get the appeals permitted by the AC. AC may not permit readmission of a student if he/she is unable to produce valid and sufficient proof in favour of his/her claim.
11. Students are allowed readmission one time only in a particular semester/year.
12. A student, readmitted as regular one, has to continue study in the semester/year of his/her readmission afresh. He/she has to appear in all the theoretical and sessional papers of that semester/year. Marks on internal and teachers' assessment of the theoretical papers of that semester/year will be awarded to him/her afresh by the Institute.
13. All Institutes must upload a notification for readmission on their respective website seeking application from the eligible students and also display the notification on their notice board at least **one month** before commencement of the classes of the odd semesters/even semesters/annual system (as per the academic calendar) so that readmitted students may join their classes with the regular ones from the beginning.

14. Institutes have to prepare a list of the readmitted students including their details using the format given here in under and mail the same to [examcell@webscte.co.in](mailto:examcell@webscte.co.in) well in advance for preparation of correct eligibility list by the Council.

Sl. No.	Name of the Student (in block letters)	Registration Number	Discipline	Current Semester / year	Year of first admission	Reason for readmission

It is to reiterate that the Institute authority must judge the readmission appeals on the basis of their merits and genuineness from the submitted documents. In case of any doubtful case of readmission, Institutes may refer the case to the Council seeking opinion.

Thanking you,

Yours faithfully,



**Koushik Bandyopadhyay**

Senior Administrative Officer (Examination)

WBSCT&VE&SD

Copy for information to:

1. Chairperson, WBSCT&VE&SD
2. CAO, WBSCT&VE&SD
3. Director, DTET
4. PS to the Hon'ble Minister-in-Charge, Dept. of TET&SD
5. Sr. PA to the Principal Secretary, Dept. of TET&SD
6. SAO (TE), WBSCT&VE&SD
7. AO (Examination), WBSCT&VE&SD



**Koushik Bandyopadhyay**

Senior Administrative Officer (Examination)

WBSCT&VE&SD