



SurTech



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**DR. SUDHIR CHANDRA SUR INSTITUTE OF  
TECHNOLOGY AND SPORTS COMPLEX**

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# **Admission Policy (W.E.F 05/07/2021)**

Revised and Approved by BOG  
Dated on 03/09/2021  
Under Agenda No. 12

<p>Ref. No: <u>DSCSITSC/POL1/2021-22/2</u></p> <p>Issue No- <u>3</u></p>	<p>Compiled &amp; Checked By:</p> <p><u>A. Das</u> (Admission Coordinator)</p>	<p>Approved By:</p> <p><u>[Signature]</u> PRINCIPAL Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex 540, Dum Dum Rd. Kolkata-74</p>
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# Admission Policy

## PREAMBLE:

Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex (formerly known as Dr. Sudhir Chandra Sur Degree Engineering College) was established under the auspices of JIS Foundation under Section 2(f) of the UGC Act, 1956.

This Institute, which was founded in 2009, is now well-known for its innovative and rigorous curriculum, which has produced experts in a variety of businesses and sectors in India and beyond.

This is being realized by offering admissions to eligible students irrespective of social, cultural, religious, economic and gender considerations. DSCSITSC offers seven undergraduate programs in engineering and two postgraduate programs in engineering.

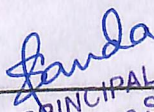
Standard procedures and guidelines pertaining to a self-financing minority institution given by AICTE, and MAKAUT are being followed in the admission process to admit the students. The Institute offers various scholarships to the deserving poor and meritorious students and facilitates other scholarships to the eligible students from the government in order that they pursue the course successfully.

## BACKGROUND:

The Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex, which has been known for its research culture and excellence in imparting Engineering, Science, and Management education for the past 12 years and is located near the Dum Dum Metro Railway Station and International Airport, is known for its research culture and excellence in imparting Engineering, Science, and Management education.

The institute is a virtual paradise of pristine environment and beautiful beauty, nestled in a rural setting of lush green fields. The beautiful avenue of trees and flowers on campus, aptly titled "Green Field," attests to the importance of ecology and the environment. The atmosphere on campus is ideal for academic endeavors.

SurTech has taken a worldwide approach to research and teaching, focusing on foreign viewpoints and knowledge. The Institute is dedicated to greatness and strives for it constantly, accepting nothing less than the best. Its faculty, which includes intellectual giants from India and internationally, is the Institute's bedrock. SurTech is in the forefront of using cutting-edge technology and preparing students for a globalized economy while also promoting holistic

  
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learning, unbiased knowledge, industry-focused skills, ethics, a cosmopolitan outlook, and accountability for actions.

SurTech is establishing a national and international footprint through partnerships with world-class universities, study abroad programmes, and overseas internships and research.

It provides a comprehensive curriculum across a wide range of engineering degree programmes. These programmes provide students with a variety of academic options.

The Institute provides great educational opportunities for youth from all over the world at a reasonable cost. Through its social responsibility efforts, the Institute also provides unwavering support for community services.

### **PURPOSE/OBJECTIVE**

The purpose of this policy statement is:

- to enumerate the policies and guidelines for the admissions to various Diploma, UG and PG programs.
- to make all the students, parents, and other stakeholders aware of the admission process and various schemes of scholarships available to support the students in academics.

### **POLICY**

The Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex is committed to ensure its admissions are accessible to diverse range of prospective students irrespective of social, cultural, religious, economic and gender considerations and make them graduate successfully by offering different facilitative schemes.


Our admission policies comply with relevant regulations given by AICTE, and MAKAUT.

DSCSITSC practices a transparent procedure in the admission process and is committed to providing accurate admissions information, which is clear, comprehensive, and easily accessible for applicants and the public.

All the information is published on the Institute website and updated regularly. For all the UG and PG programmes, an online application facility is provided on the Institute website.

### **ADMISSION PROCESS:**

The relevant government agencies duly announce the dates and the processes of registration, counselling, and admission of the students to the respective programs.

  
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of Technology & Sports Complex  
540, Dum Dum Rd. Kolkata-74 2 of 8



The website of the institute carries, from time to time, the dates of starting of admissions for UG and PG Programs. Leading newspapers also carry such information via advertisements.

Eligibility and selection criteria and fee structure for all the UG and PG programmes are displayed on the website of Institute.

Candidates can apply online for admission through the provisions available on the website of the institute.

Students are admitted to the various courses as per eligibility criteria declared by Regulatory Body like AICTE, West Bengal Joint Entrance Examination Board (WBJEEB), and Maulana Abul Kalam Azad University of Technology (MAKAUT).

1. For securing admission in any engineering & technology both in UG & PG aspiring students must registered himself in WBJEE / JEEMAINS / CEE-AMPAI and procured rank given by the concerned authority.

2. State quota seats: For admission to the state quota seat student must apply to WBJEE and follow the procedure laid down by the WBJEEB.

Students are advised to refer to the following website for the declaration of the registration date, choice filing and counselling. [www.wbjeeb.nic.in](http://www.wbjeeb.nic.in). Once the student gets the allotment on any seats of B. Tech from WBJEEB, he is required to report to the admission section of Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex within stipulated period and confirm his seat by paying the institute fees.

3. Vacant Seats: Even after the completion of the procedure of WBJEEB, if any seat remains vacant, those seats are to fill up as vacant quota seats. DSCSITSC offers admission on vacant seats as per the rules and regulations of West Bengal Higher Education Department through Decentralized Counselling.

**ELIGIBILITY CRITERIA:**

Program	Branch	Eligibility
B. Tech	1 Computer Science & Engineering (CSE)	10+2 standard or equivalent with Physics & Mathematics along with any one of Chemistry Biology / Biotechnology / Computer Science / Computer Application / Technical Vocational Subject as compulsory subjects with individual pass marks (Theory & Practical) and
	2 Computer Science & Engineering (CSE-AI & ML)	
	3 Electronics and Communication Engineering (ECE)	
	4 Electrical Engineering (EE)	
	5 Automobile Engineering (AUE)	
	6 Civil Engineering (CE)	
	7 Mechanical Engineering (ME)	

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PRINCIPAL  
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of Technology & Sports Complex 3 of 8  
540, Dum Dum Rd. Kolkata-74



			having minimum 45% marks in the above subjects (40% for reserve category) and at least 30% marks in English + valid score/rank in WBJEE / JEE(M) / CEEAMPAI-WB current academic year.
B. Tech Lateral	1	Computer Science & Engineering (CSE)	Diploma & B.Sc. Degree holders having at least 40% marks (40% in case of Reservation Category) with valid WBJELET Score (Pass marks in XII standard with B.Sc. Degree Holders.)
	2	Computer Science & Engineering (CSE-AI & ML)	
	3	Electronics and Communication Engineering (ECE)	
	4	Electrical Engineering (EE)	
	5	Automobile Engineering (AUE)	
	6	Civil Engineering (CE)	
	7	Mechanical Engineering (ME)	
M.Tech	1	Electronics and Communication Engineering (Specialization in Communication Engineering)	Bachelor's degree or equivalent in the relevant field with current year GATE / PG ET / CEE-AMPAI MASTERS rank or score
	2	Mechanical Engineering (Specialization in Manufacturing Engineering)	

#### 📌 DOCUMENTS REQUIRED AT THE TIME OF ADMISSION (WBJEE)

1. 10th Admit
2. 10th Result & 12th Result.
3. Rank Card.
4. Allotment Card & Admission Letter (issued by WBJEE board).
5. Domicile Certificate (WB Domiciled Candidates).
6. Income Certificate (Issued by BDO or SDO or equivalent) for TFW Allottee
7. Aadhar Card.
8. 2 Stamp size colour photos.

#### 📌 DOCUMENTS REQUIRED AT THE TIME OF ADMISSION (WBJELET / WBJECA)

1. 10th Admit.
2. 10th Result / Diploma Marksheets (All semester) / Graduation Marksheets (All semester).
3. Rank Card.
4. Allotment Card & Admission Letter (issued by board).

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of Technology & Sports Complex 4 of 8  
540, Dum Dum Rd. Kolkata-74

5. Domicile Certificate (WB Domiciled Candidates).
6. Aadhar Card.
7. 2 Stamp size colour photos.

### ✚ EDUCATION LOAN & STUDENT CREDIT CARD SYSTEM

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex provides all necessary assistance to the students for availing Educational Loan from different Bank. Concerned Bank sanction the loan based on the financial status of the applicant as per their criteria specified and few other parameters like marks obtained in last qualifying examination, Entrance examination rank, mode of admission etc. Institute certifies the student's candidature in a form of Bonafide Certificate along with the Institute's approval and affiliation status, which is a mandatory requirement for bank loan processing.

#### Benefits:


- Quicker processing and easy availability of Loan.
- Lower rate of Interest and repayment period from 5 to 15 years.
- Expenses for Hostel facility and others covered.
- Moratorium period ranging from six months to one year.

#### West Bengal Students Credit Card Loan Scheme:

Students of West Bengal studying in Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex can avail the educational loan under the Students Credit Card Loan Scheme for their study in Diploma, UG and PG level of courses, as introduced by the Hon'ble Government of West Bengal. Students within the age limit of 40 Yrs. (at the time of applying) studying in any year/semester of courses can apply for the said Loan scheme. The terms and conditions specified in the scheme are most beneficial for the applicants. Any type of Co-lateral securities is not required for applying the Loan. Students may obtain the loan amount upto a maximum limit of 10 Lakh with 4% per annum simple interest from the State/Central Cooperative Bank, Public/Private sector bank. Repayment period is 15 years for any loan availed under this scheme including moratorium period. 1% interest concession shall also be provided to the applicants if the repayment of total loan amount is made during the study period.

### ✚ INSTITUTE SCHOLARSHIP

Name of the scheme	Description
Freeship schemes	The Institute has decided to offer Full Freeship and Half Freeship to the students belonging to poor economic background. To avail this scholarship, the students need to submit relevant documents

  
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	relating to family income which are to be verified thoroughly before granting the free ship. Students, who are receiving Scholarship/Assistantship from other external funding agencies or under TFW scheme are not considered under this scholarship scheme.
Institute UG Scholarship	The Institute offers a scholarship of Rs.60,000/- @ Rs.10,000/- per semester to the students who have studied their three years Diploma in Engineering in the institute.
Institute PG Scholarship	<p>The Institute offers a scholarship of 20% on tuition fees i.e Rs.10000/- per semester is applicable to the external students who have scored DGPA of 7.0 and above in their last qualifying examination for pursuing M.Tech. Assistance ship of Rs.3000 per month will also be given to M.Tech students.</p> <p>The Institute offers a scholarship of 20% of the tuition fees to any student who has completed a B.Tech programme from this institute and secures admission to M.Tech program in the same institute. Assistance ship of Rs.3000 per month will also be given to M.Tech students.</p>
Sikh Scholarship	The Sikh students of the Institute also receive financial assistance from Gurudwara who provide financial support to the Sikh students from economically poor family background. Students belong to Sikh community may apply for 50% free ship/scholarship on their tuition fees. 50% free ship/scholarship is provided only on tuition fees. The scholarship is only applicable from second semester.
Scholarship Scheme for the Northeast States	<p>Scholarship of Rs.40, 000/- will be given for the Admission in Lateral Entry (B. Tech courses) for students from the Northeast Region. The details of the Scholarship policy are mentioned below:</p> <ul style="list-style-type: none"><li>• Candidate must have valid Aadhaar Card.</li><li>• Candidate must secure minimum requisite qualification for admission in B. Tech Lateral course.</li><li>• Scholarship will be available @ Rs. 7000/- each for 3rd &amp; 4th Semester in (2nd year) and Rs. 6500/- each from 5th to 8th Semester (3rd &amp; 4th Year) from the existing fees structure.</li><li>• To continue availing the existing scholarship, the student must not have any year lag.</li></ul>
Sibling Scholarship Scheme	Scholarship of 20% on the tuition fee will be given to the immediate sibling of existing and former students for B.Tech, M.Tech and MCA programs. Proof of relation is required to be submitted.



Employee Scholarship Scheme	This open	Tenure of Service	Scholarship %	Scholarship Scheme is to the
		3 years - 5 years	10% on Tuition fee	
		5 years - 10 years	15% on Tuition fee	
		10 years - 15 years	25% on Tuition fee	
		15 years+	40% on Tuition fee	

children/immediate sibling of the permanent Employees working in any of the unit of the institute and on a regular payroll. The employee should have minimum 3 years of continuous work experience in the institute as of 30th June of the concerned Academic session. Scholarship will be available to only one child/immediate sibling of the employee. The scholarship % will be as following:

#### ✚ GOVERNMENT SCHOLARSHIP SCHEMES

Name of the scheme	Link
AICTE – Swanath Scholarship Scheme- 2022 – 2021	AICTE – SWANATH SCHOLARSHIP SCHEME
National Scholarship Portal	<a href="https://scholarships.gov.in/">https://scholarships.gov.in/</a>
Prime Ministers Scholarship Scheme	<a href="https://www.desw.gov.in/prime-ministers-scholarship-scheme-pmss">https://www.desw.gov.in/prime-ministers-scholarship-scheme-pmss</a>
Swami Vivekananda Scholarship	<a href="https://svmcm.wbhed.gov.in/">https://svmcm.wbhed.gov.in/</a>
Kanyashree Scheme	<a href="https://wbkanyashree.gov.in/kp_4.0/index.php">https://wbkanyashree.gov.in/kp_4.0/index.php</a>
Aikasree Scholarship	<a href="https://wbmdfcscholarship.org/">https://wbmdfcscholarship.org/</a>
Ekalyan	<a href="https://ekalyan.cgg.gov.in/">https://ekalyan.cgg.gov.in/</a>
West Bengal Freeship Scheme	<a href="https://wbhed.gov.in/wbfs/">https://wbhed.gov.in/wbfs/</a>
Oasis Scholarship	<a href="https://oasis.gov.in/">https://oasis.gov.in/</a>
Pragati And Saksham Scholarship	<a href="https://www.aicte-pragati-saksham-gov.in/">https://www.aicte-pragati-saksham-gov.in/</a>

#### ✚ REGISTRATION PROCESS FOR APPLICATION:

- Click on “Application for Admission 2021: Apply Now”.
- Then Click on “New Registration”.
- Enter Name (in Capital), Valid Mobile No., Valid email id.
- An OTP will send the given Mobile No and email id.
- Put the OTP and click on “Save and Continue”.





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- An application Id and Password will be generated and same will be sent to the given email id.
- Click on “Next” (if logged out then click on “Continue Partially Filled form 2021” then put application Id and Password.

#### **✚ APPLICATION FORM FILL UP:**

Fill ‘Course Details’, ‘Personal Details’, ‘Family Details’, Academic Details’ accordingly and then ‘Upload’ the required documents as per specified format and size and submit the application form.

#### **✚ FINAL ADMISSION PROCESS:**

- Admission offer will be sent after successfully verification of the uploaded documents.
- Log in again to accept the admission offer (Refresh if already logged in).
- After accepting the admission offer college will activate the “Payment Option”.
- Then click on the “Proceed to Pay” and pay the requisite fees for admission.

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8 of 8  
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


**DR. SUDHIR CHANDRA SUR DEGREE  
ENGINEERING COLLEGE**



**Admission Policy  
(W.E. F 04/07/2018)**

Revised and Approved by BOG  
Dated on 03/07/2018  
Under Agenda No. 18

Ref. No: <i>DSDEC/POLI/2018-19/2</i>	Compiled & Checked By:   (Admission Coordinator)	Approved By:   Principal Dr. Sudhir Chandra Sur Degree Engineering College 540, Dum Dum Road, Supermath (Principal) - 74
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Issue No- 2





## Admission Policy

### PREAMBLE:

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This Institute, which was founded in 2009, is now well-known for its innovative and rigorous curriculum, which has produced experts in a variety of businesses and sectors in India and beyond.

This is being realized by offering admissions to eligible students irrespective of social, cultural, religious, economic and gender considerations. DSDEC offers seven undergraduate programs in engineering and two postgraduate programs in engineering.


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### BACKGROUND:

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The institute is a virtual paradise of pristine environment and beautiful beauty, nestled in a rural setting of lush green fields. The beautiful avenue of trees and flowers on campus, aptly titled "Green Field," attests to the importance of ecology and the environment. The atmosphere on campus is ideal for academic endeavors.

DSDEC has taken a worldwide approach to research and teaching, focusing on foreign viewpoints and knowledge. The Institute is dedicated to greatness and strives for it constantly, accepting nothing less than the best. Its faculty, which includes intellectual giants from India and internationally, is the Institute's bedrock. DSDEC is in the forefront of using cutting-edge technology and preparing students for a globalized economy while also promoting holistic learning, unbiased knowledge, industry-focused skills, ethics, a cosmopolitan outlook, and accountability for actions.

  
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Kolkata - 74



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Kolkata - 74 2 of 8



Eligibility and selection criteria and fee structure for all the UG and PG programmes are displayed on the website of Institute. Candidates can apply online for admission through the provisions available on the website of the institute.

Students are admitted to the various courses as per eligibility criteria declared by Regulatory Body like AICTE, West Bengal Joint Entrance Examination Board (WBJEEB), and Maulana Abul Kalam Azad University of Technology (MAKAUT).


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3. Vacant Seats: Even after the completion of the procedure of WBJEEB, if any seat remains vacant, those seats are to fill up as vacant quota seats. DSDEC offers admission on vacant seats as per the rules and regulations of West Bengal Higher Education Department through Decentralized Counselling.

#### ✦ ELIGIBILITY CRITERIA:

Program	Branch	Eligibility
B. Tech	1 Computer Science & Engineering (CSE)	10+2 standard or equivalent with Physics & Mathematics along with any one of Chemistry Biology / Biotechnology / Computer Science / Computer Application / Technical Vocational Subject as compulsory subjects with individual pass marks (Theory & Practical) and having minimum 45% marks in the above subjects (40% for reserve category) and at least 30% marks in
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	3 Electrical Engineering (EE)	
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	5 Civil Engineering (CE)	
	6 Mechanical Engineering (ME)	

  
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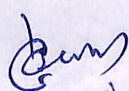
			English + valid score/rank in WBJEE / JEE(M) / CEEAMPAI-WB current academic year.
B. Tech Lateral	1	Computer Science & Engineering (CSE)	Diploma & B.Sc. Degree holders having at least 40% marks (40% in case of Reservation Category) with valid WBJELET Score (Pass marks in XII standard with B.Sc. Degree Holders.)
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M.Tech	1	Electronics and Communication Engineering (Specialization in Communication Engineering)	Bachelor's degree or equivalent in the relevant field with current year GATE / PG ET / CEE-AMPAI MASTERS rank or score
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**✚ DOCUMENTS REQUIRED AT THE TIME OF ADMISSION (WBJEE)**

1. 10th Admit
2. 10th Result & 12th Result.
3. Rank Card.
4. Allotment Card & Admission Letter (issued by WBJEE board).
5. Domicile Certificate (WB Domiciled Candidates).
6. Income Certificate (Issued by BDO or SDO or equivalent) for TFW Allottee
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**✚ DOCUMENTS REQUIRED AT THE TIME OF ADMISSION (WBJELET / WBJECA)**

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## ✦ EDUCATION LOAN & STUDENT CREDIT CARD SYSTEM

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### Benefits:


- Quicker processing and easy availability of Loan.
- Lower rate of Interest and repayment period from 5 to 15 years.
- Expenses for Hostel facility and others covered.
- Moratorium period ranging from six months to one year.

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## ✦ INSTITUTE SCHOLARSHIP

Name of the scheme	Description
Freeship schemes	The Institute has decided to offer Full Freeship and Half Freeship to the students belonging to poor economic background. To avail this scholarship, the students need to submit relevant documents relating to family income which are to be verified thoroughly before granting the free ship. Students, who are receiving Scholarship/Assistantship from other external funding agencies or under TFW scheme are not considered under this scholarship scheme.

  
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Institute UG Scholarship	The Institute offers a scholarship of Rs.60,000/- @ Rs.10,000/- per semester to the students who have studied their three years Diploma in Engineering in the institute.
Institute PG Scholarship	<p>The Institute offers a scholarship of 20% on tuition fees i.e Rs.10000/- per semester is applicable to the external students who have scored DGPA of 7.0 and above in their last qualifying examination for pursuing M.Tech. Assistance ship of Rs.3000 per month will also be given to M.Tech students.</p> <p>The Institute offers a scholarship of 20% of the tuition fees to any student who has completed a B.Tech programme from this institute and secures admission to M.Tech program in the same institute. Assistance ship of Rs.3000 per month will also be given to M.Tech students.</p>
Sikh Scholarship	The Sikh students of the Institute also receive financial assistance from Gurudwara who provide financial support to the Sikh students from economically poor family background. Students belong to Sikh community may apply for 50% free ship/scholarship on their tuition fees. 50% free ship/scholarship is provided only on tuition fees. The scholarship is only applicable from second semester.
Scholarship Scheme for the Northeast States	<p>Scholarship of Rs.40, 000/- will be given for the Admission in Lateral Entry (B. Tech courses) for students from the Northeast Region. The details of the Scholarship policy are mentioned below:</p> <ul style="list-style-type: none"><li>• Candidate must have valid Aadhaar Card.</li><li>• Candidate must secure minimum requisite qualification for admission in B. Tech Lateral course.</li><li>• Scholarship will be available @ Rs. 7000/- each for 3rd &amp; 4th Semester in (2nd year) and Rs. 6500/- each from 5th to 8th Semester (3rd &amp; 4th Year) from the existing fees structure.</li><li>• To continue availing the existing scholarship, the student must not have any year lag.</li></ul>
Sibling Scholarship Scheme	Scholarship of 20% on the tuition fee will be given to the immediate sibling of existing and former students for B.Tech, M.Tech and MCA programs. Proof of relation is required to be submitted.
Employee Scholarship Scheme	<p>This Scholarship Scheme is open to the children/immediate sibling of the permanent Employees working in any of the unit of the institute and on a regular payroll. The employee should have minimum 3 years of continuous work experience in the institute as of 30th June of the concerned Academic session. Scholarship will be available to only one child/immediate sibling of the employee.</p> <p>The scholarship % will be as following:</p>

  
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540, Dum Dum Road, Siremath  
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Tenure of Service	Scholarship %
3 years - 5 years	10% on Tuition fee
5 years - 10 years	15% on Tuition fee
10 years - 15 years	25% on Tuition fee
15 years+	40% on Tuition fee

### ✚ GOVERNMENT SCHOLARSHIP SCHEMES

Name of the scheme	Link
AICTE – Swanath Scholarship Scheme- 2022 – 2021	AICTE – SWANATH SCHOLARSHIP SCHEME
National Scholarship Portal	<a href="https://scholarships.gov.in/">https://scholarships.gov.in/</a>
Prime Ministers Scholarship Scheme	<a href="https://www.desw.gov.in/prime-ministers-scholarship-scheme-pmss">https://www.desw.gov.in/prime-ministers-scholarship-scheme-pmss</a>
Swami Vivekananda Scholarship	<a href="https://svmcm.wbhed.gov.in/">https://svmcm.wbhed.gov.in/</a>
Kanyashree Scheme	<a href="https://wbkanyashree.gov.in/kp_4.0/index.php">https://wbkanyashree.gov.in/kp_4.0/index.php</a>
Aikasree Scholarship	<a href="https://wbmdfcscholarship.org/">https://wbmdfcscholarship.org/</a>
Ekalyan	<a href="https://ekalyan.cgg.gov.in/">https://ekalyan.cgg.gov.in/</a>
West Bengal Freeship Scheme	<a href="https://wbhed.gov.in/wbfs/">https://wbhed.gov.in/wbfs/</a>
Oasis Scholarship	<a href="https://oasis.gov.in/">https://oasis.gov.in/</a>
Pragati And Saksham Scholarship	<a href="https://www.aicte-pragati-saksham-gov.in/">https://www.aicte-pragati-saksham-gov.in/</a>

### ✚ REGISTRATION PROCESS FOR APPLICATION:

- Click on “Application for Admission 2021: Apply Now”.
- Then Click on “New Registration”.
- Enter Name (in Capital), Valid Mobile No., Valid email id.
- An OTP will send the given Mobile No and email id.
- Put the OTP and click on “Save and Continue”.
- An application Id and Password will be generated and same will be sent to the given email id.
- Click on “Next” (if logged out then click on “Continue Partially Filled form 2021” then put application Id and Password.

  
Principal  
Dr. Sudhir Chandra Sur Degree  
Engineering College  
540, Dum Dum Road, Subarnath  
Kolkata - 74




### ✚ APPLICATION FORM FILL UP:

Fill 'Course Details', 'Personal Details', 'Family Details', 'Academic Details' accordingly and then 'Upload' the required documents as per specified format and size and submit the application form.

### ✚ FINAL ADMISSION PROCESS:

- Admission offer will be sent after successfully verification of the uploaded documents.
- Log in again to accept the admission offer (Refresh if already logged in).
- After accepting the admission offer college will activate the "Payment Option".
- Then click on the "Proceed to Pay" and pay the requisite fees for admission.

  
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