



Office of the West Bengal Nursing Council  
"Purta Bhawan", Room No. 302, 3<sup>rd</sup> floor,  
D.F. Block, Sector – I, Salt Lake City,  
Kolkata – 700 091. ☎ (033) 2321 2059.  
Email: wbnc\_22302059@ymail.com  
Website: www.wbnc.in



No. 3781/488/NC

Date: 13/08/24

*From: Registrar, West Bengal Nursing Council.*

## **NOTICE**

### **GUIDELINES FOR ONLINE STUDENT REGISTRATION OF SHORT TERM COURSES (i.e. Cardio Vascular Thoracic Ng. / Psychiatric Ng. / Neuro Science Ng. / Neonatal Ng. / Oncology Ng. / N.P.M / N.P.M. Educator), October-2023**

The authorities of all the recognized SCHOOL OF NURSING & COLLEGE OF NURSING under West Bengal Nursing Council are hereby directed to follow the below specified steps for ONLINE Student Registration Form fill up of SHORT TERM COURSES (i.e. Cardio Vascular Thoracic Ng. / Psychiatric Ng. / Neuro Science Ng. / Neonatal Ng. / Oncology Ng. / N.P.M / N.P.M. Educator) course for the batch of **October-2023**. It should also be noted that those candidates who does not meet the eligibility criteria as per notice Indian Nursing Council rules, their online student registration can not be done by the institution in the portal. If any institute will fill up the online student registration of ineligible candidates, then the candidature of that candidate will be cancelled during physical submission of documents in WBNC. The Principal, School of Nursing / College of Nursing of the institution will be solely responsible for that type of mistake regarding registration.

Please use the <https://wbnc.wb.gov.in/> and **User Login Id & Password** which will be provided to the institution. FOR SECURITY REASON DO NOT SHARE YOUR USER ID & PASSWORD WITH ANYONE & CHANGE THE DEFAULT PASSWORD.

After successful online submission, the institution has to **Click on "STUDENT REGISTRATION" Menu and go to "STUDENT SUMMARY SHEET" option** to take entire print out copy and the copy is to be submitted to the WEST BENGAL NURSING COUNCIL.



Soabani Mandal  
13/08/2024  
Registrar  
West Bengal Nursing Council



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**IMPORTANT INSTRUCTION REGARDING STUDENT REGISTRATION OF  
SHORT TERM COURSES (i.e. Cardio Vascular Thoracic Ng. / Psychiatric Ng. / Neuro  
Science Ng. / Neonatal Ng. / Oncology Ng. / N.P.M / N.P.M. Educator), October-2023**

**Important dates for submission:**

- DATE OF STARTING ONLINE FORM FILL UP: **14<sup>th</sup> August, 2024 at 12:00 P.M**
- END DATE OF ONLINE FORM FILL UP: **20<sup>th</sup> August, 2024 at 11:59 P.M**
- SUBMISSION OF DOCUMENTS RELATING TO FORM FILL UP: **As per schedule which is attached with this notice.**

1. Online Form fill up should be allowed after completion of total admission process. Once enrolment of candidate/s is done by the institute, changes / alternation / deletion etc cannot be possible.
2. Last date of admission for October, 2023 is **30<sup>th</sup> October, 2023.**
3. **There will be no extension of date for the enrolment for whatever reason may be.**
4. **Application Form to be filled up according to their Madhyamik / Secondary Admit Card. Do not use any salutation before name.**

**5. LIST OF DOCUMENTS FOR SUBMISSION FOR ONLINE FORM SUBMISSION:**

- I. One forwarding letter by the Principal / PNO / Sr. Sister Tutor from the respective School of Nursing.
- II. One copy of renewal validity letter / final permission letter of the current academic year (i.e. 2023-2024) from WBNC as well as INC.
- III. One downloaded "Student Registration Summary Sheet" Hard Copy which is attested by the principal with official seal & also by the Course Co-ordinator.
- IV. One copy of permission letter or Institution List from Indian Nursing Council.
- V. Final copy of admission list, Selected & waiting list.
- VI. One copy of class 10<sup>th</sup> Admit Card with self-attested.
- VII. One copy marksheet of last year Nursing Qualification with self-attested.
- VIII. One copy of Nursing Registration Certificate (self attested) [Renewal should be updated].
- IX. NOC copy of respective nursing council (except West Bengal Nursing Council)
- X. NOC / T.R copy from employer (applicable for Govt. employee).
- XI. The total registration fees will be submitted by **SBI Collect / Demand Draft** only. The fee is **Rs. 150.00 per student**. The **Demand Draft** should be in favour of **"WEST BENGAL NURSING COUNCIL", PAYBLE AT KOLKATA, only from STATE BANK OF INDIA.**
- XII. SBI PAYMENT COPY has to be submitted to the council at the time of form submission.







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**N.B.:**

- Student Registration hard copy will only be accepted by hand; it is not accepted via Speed Post / Courier. If any institution is sent via Speed Post / Courier, then their hard copy would be returned to the institution.
- For the Non-Govt. Institution, the panel list must be signed by the Registrar at the time of submission, without Registrar's sign it will not be accepted.
- The Principal, School of Nursing / College of Nursing of the institution will be solely responsible for any discrepancies / mistakes / wrong information in the admission forms & documents regarding registration.
- During Hard Copy of Student Registration Form submission, the representative from the Nursing Institution has to be updated their head of the institution Mobile No. & E-mail id to the dealing person in the WBNC Portal.
- For any information or assistance, please send us an email on : i) [wbnc\\_22302059@ymail.com](mailto:wbnc_22302059@ymail.com) ii) [wbnursingcouncil@gmail.com](mailto:wbnursingcouncil@gmail.com).

**Instructions for uploading Photograph & Signature:**

The institution is required to upload candidate's **PHOTOGRAPH & SIGNATURE** in **JPG/JPEG format** of his/her recent **colour photograph & signature**. The size of the **PHOTOGRAPH & SIGNATURE** should be between **10KB – 70 KB**.

**STEPS FOR ONLINE FORM FILL-UP FOR SHORT TERM COURSES (i.e. Cardio Vascular Thoracic Ng. / Psychiatric Ng. / Neuro Science Ng. / Neonatal Ng. / Oncology Ng. / N.P.M / N.P.M. Educator), October-2023**

**STEP-1:** Go to <https://wbnc.wb.gov.in/>

**STEP-2:** **LOG IN** using User Id & Password (Already sent to the Colleges)

**STEP-3:** **Click on Student Tab, Click on "+" Tab & GO THE FOLLOWING PAGES**

West Bengal Nursing Council

Hello COLLEGE AND SCHOOL OF NURSING, R.N. TAGORE HOSPITAL Academic Year: 2024-25

Student Registration

Full Name	Gender	Form No	Birth Place	Action
Test Test	Male	FRM-46590-20191	Kol	Print
Test Test	Male	FRM-46591-20197	Kol	Print
TEXT GANGULEY	Female	FRM-46602-20199	KOLKATA	Print
Aika Karmakar	Male	FRM-46603-20179		Print



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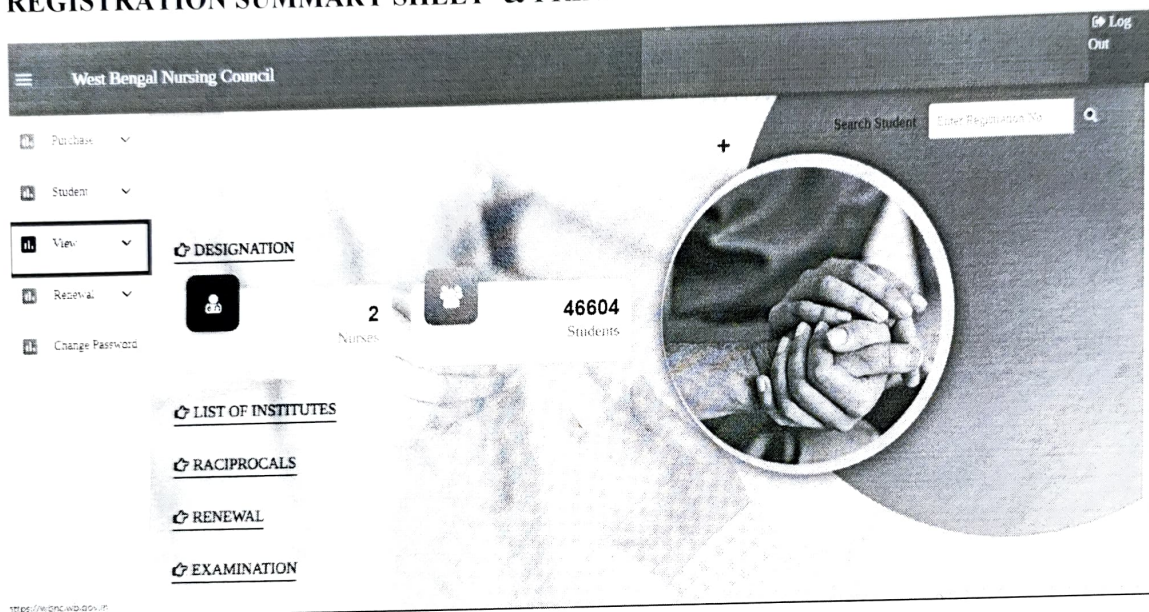
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**N.B.: FILL UP ALL '\*' MARK FIELD VERY CAREFULLY (FILLUP IN CAPITAL LETTERS ONLY), AFTER FILL UP UPLOAD CANDIDATE'S IMAGE AND SIGNATURE CAREFULLY**

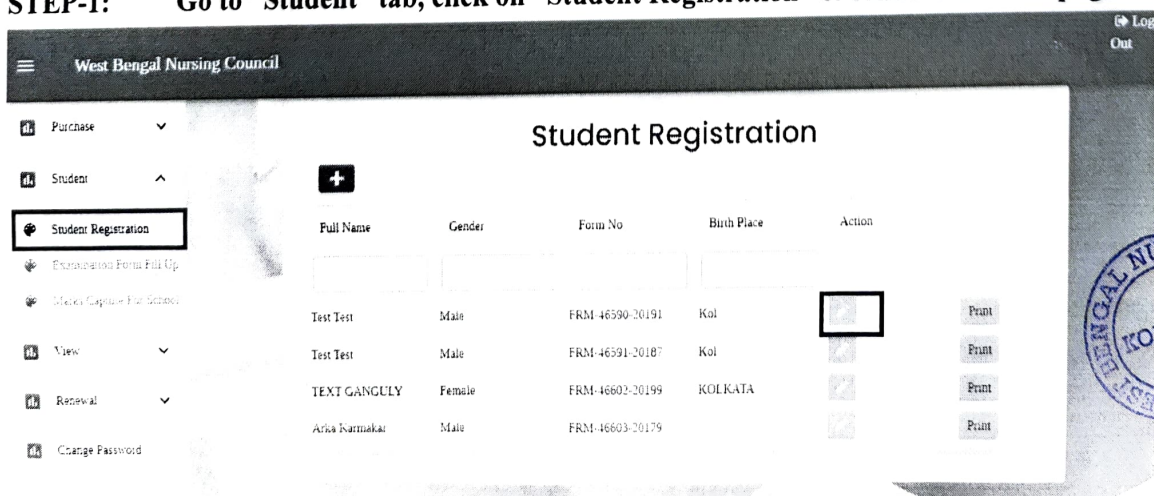
**STEP-4: THEN "SAVE" the Student Registration Form  
AFTER SUCCESSFUL SUBMISSION, GO TO 'VIEW' MENU & CLICK 'STUDENT  
REGISTRATION SUMMARY SHEET' & PRINT**



**STEP-5: Log Out**

**IF THE INSTITUTION WANT TO EDIT THE PARTICULARS OF STUDENT  
REGISTRATION FORM, THEN THEY MAY FOLLOW THE BELOW STEPS:**

**STEP-1: Go to "Student" tab, click on "Student Registration" & follow the below page**







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STEP-2: AFTER THAT A LIST OF CANDIDATE WILL APPEAR IN THE SAME SCREEN, THEN CLICK ON 'EDIT' FOR ANY CORRECTION, AFTER EDITING CLICK ON SAVE.

**SCHEDULE FOR DOCUMENTS SUBMISSION FOR SHORT TERM COURSES (i.e. Cardio Vascular Thoracic Ng. / Psychiatric Ng. / Neuro Science Ng. / Neonatal Ng. / Oncology Ng. / N.P.M / N.P.M. Educator), October-2023**

Sl. No.	NAME OF THE INSTITUTION	DATE FOR SUBMISSION	TIME FOR SUBMISSION
1.	COLLEGE AND SCHOOL OF NURSING, R.N TAGORE HOSPITAL	21 <sup>st</sup> August, 2024	11:00 A.M – 3:00 P.M
2.	N.R.S. MEDICAL COLLEGE & HOSPITAL, COLLEGE OF NURSING, KOLKATA.		
3.	INSTITUTE OF NEUROSCIENCES KOLKATA		
4.	WEST BANK SCHOOL OF NURSING		
5.	CHITTARANJAN NATIONAL CANCER INSTITUTE		
6.	INSTITUTE OF PSYCHIATRY, KOLKATA		
7.	National Midwifery Training Institute (NMTI), College of Nursing, N.R.S. MEDICAL College & Hospital, Kolkata.		

N.B. Please follow the above-mentioned schedule for submission of documents.



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