

# Guidelines for Colleges for Online student Registration

1. Enter Registration page through the link given on given on **www.wbut.ac.in** homepage or through <http://203.200.188.5/registration>. **CET is mandatory for Non AICTE courses.**
2. Put your College Login and Password to enter College Administrator page. You may change your password from the Change Password menu. New Colleges will have to collect their Login & Password from Registrar's section, MAKAUT.
3. Click on Applications menu to view the online submitted applications list. Enter Application ID (as given above the Photo in Application Form printout) and click view to open the online Form. Put a tick mark in the 'Approved' check box and click 'Submit' to approve the Registration Form after normal verification procedure. This confirms that the student has taken admission in that course and College and the information provided is correct.
4. **Please note that the Online Registration Form for Indian Citizens from Indian Board/Univ. is different from the Form for Foreign National or Indians from foreign Board/University. The hardcopies of these to be submitted separately.**
5. **The College Authority is responsible for all entries on the Registration Form. So, please ensure that properly verified copies of Mark sheet/s, DOB proof, Allotment card/ rank card etc. are attached with Form hardcopy. Approach Registrar, MAKAUT with relevant documents in case any valid Indian Board/Univ./AICTE approved Council/Diploma Institute is not in the Regn. Website and the student is unable to complete the Online Regn form.**
6. **Please confirm seat availability, eligibility and regulations with Registrar, MAKAUT before admitting foreign students. Foreign students have to submit copies of Visa for full term of course and Passport, Equivalence of Degree/Qualification from AIU besides valid mark sheet & other documents. Refer to the notifications from Registrar, MAKAUT regarding Foreign students admission.**
7. **Colleges admitting foreign students have to fill up Form-S/Form-C as applicable. (Necessary information in this regard available in MHRD website <http://indianfrro.gov.in/fsis>). Colleges will have to submit copy of these Form S and/or Form C to University separately.**
8. Colleges must get the Affidavit of anti-ragging from all Students and Guardians as per UGC guideline. It can be either done Online at [http://www.antiragging.in/Site/Affidavits\\_Registration.aspx](http://www.antiragging.in/Site/Affidavits_Registration.aspx) or on stamp paper before Oath Commissioner and presented to University if required.
9. Once a student's form is approved online by the college any duplicate forms he may have submitted online are removed from the list. In case of any corrections required the student/college will have to contact WBUT or through the 'Request for changes' link in your login. Submit the Approved form (and not any duplicate form) to MAKAUT.
10. Once a student's Application Form is approved online it moves from the Submitted Application list to Approved Applications list and can be viewed by College Administrator accordingly.
11. The status of the Application Form after scrutiny of the hardcopies and documents can be seen with comment/reason for failing, if any. Scrutiny Failed rows of forms are displayed in red and passed in green. College/Student can contact MAKAUT with appropriate documents to pass a scrutiny-failed student.
12. After allotment of Registration Number to the students the list of registered students can be also seen in the College login.
13. Contact Registrar MAKAUT's Office for any query regarding online Registration procedure or mail through Grievances link.
14. **Please note that any correction once the Registration Certificates are printed will be charged correction fee.**