

No:14.9/Regis./Registration/2016

Dated: 31st August, 2016

To
The Principal/Director,
All Affiliated Colleges/Institutions,
MAKAUT, WB.

Dear Sir/Madam,

This is to inform you that the on-line registration process of our University for the academic year 2016-17 for admission to **B.Tech, B.Pharm, B. Optm, B. Arch, Hotel Mgmt, M. Tech, M. Sc, MHA, MCA, MBA and other Non-AICTE courses (UG & PG)** is going to **commence from 1st September, 2016 and will continue till 21st September, 2016.** The details are as follows:

For filling up the Registration Form, following guidelines should be followed:

1. Registration Form is available on-line at **www.wbut.ac.in Click Registration or 203.200.188.5/registration;**
2. Student will fill up the registration form on-line, after submission will take printout of the filled up form and will submit to the college along with supporting documents and requisite registration fees;
3. College will check the registration forms (duly filled in) from their own login I-d and approve the same after normal verification;
4. Registration Forms and documents are to be submitted to the Registrar's Department. The college will remain liable for providing all correct information;
5. Re-admitted and branch changed students are to fill up the Registration Form. The Colleges are directed to submit the same in separate packets to the University;
6. Those colleges who are taking admission in the Management Quota seats have to follow the Government Order;
7. **Registration Certificates will not be issued unless forms are submitted with relevant documents;**
8. New colleges are requested to collect their own login I-d for on-line registration from the Registrar's Department;

Important Dates:

Date of on-line submission of Registration Forms : 1st September to 21st September, 2016

**Date of submission of Registration Forms (hard Copy): 23rd, 24th, 26th & 27th September, 2016;
by the college to the University for Non-AICTE courses**

Date of submission of Registration Form (hard Copy) : 28th & 29th September and 1st, 3rd and 4th of October, 2016;
by the college to the University for AICTE courses
(B.Tech/ B.Pharm/ M. Tech/ M. Pharm/ MCA/MBA

Fees:

Registration Fees : Rs. 400/-

Development Fees : Rs. 550/- per year (to be paid at a time according to the duration of Course)

The fees should be submitted in a Draft drawn in favour of Maulana Abul Kalam Azad **University of Technology, West Bengal or MAKAUT, WB payable at Kolkata. Colleges are to bring the Draft seperately for Registration Fees and Development Fees.** Application, Inspection and Affiliation fees are to be paid at least one day prior to the date of submission of hard copies of registration. **Photocopies of challans of all fees paid should be produced at the time of submission of hardcopies.**

Log in Password is same as it was in previous years for existing Colleges.

To be noted: Colleges not opting for Management Quota allotted seats have to report at the earliest to the Registrar and also Colleges who have obtained PIO (NRI Quota) alongwith approval letter from AICTE annexed have to report to the Registrar through letter at the earliest. Also Lateral Entry final vacancy seat status has to be intimated to the Registrar, through letter, at the earliest.

Thanking you,

Yours faithfully,

(Syed Rafikul Islam)

Copy forwarded to : (1)Finance Officer
(2) Departmental Heads