



# MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)

Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249

City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

Website : [www.wbut.ac.in](http://www.wbut.ac.in)

Ref. No. PC/CDP/Regis. /001/2021-22

28<sup>th</sup> May, 2021

## **NOTICE**

It is hereby intimated that all Colleges/Institutes/Society/Trust/Company interested to apply for Certificate/Diploma/PG Diploma programs under the umbrella of MAKAUT, WB must apply through the following portal:

<http://insp.makautwb.ac.in/upc/>

All eligible applicants will be informed through registered mail / e-mail within 15 working days.

Last date for submission of application (July, 2021 session) – 07/06/2021

(Dr. Partha Pratim Lahiri)

Registrar,

MAKAUT, WB

28<sup>th</sup> May, 2021

# GUIDELINES

## Eligibility Criteria of Institutions

The following category of institutions can apply : A Society registered under the societies Registration Act, 1860 as amended from time to time or any other relevant Acts (ii) A Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts (iii) A Company established under Section 8 of Companies Act, 2013.

1. The institute must have their own space to deliver quality education.
2. The entry level of all courses must be from Under Graduate level or above.
3. The institute must demonstrate their expertise in the chosen field.

## Instructions regarding application process and uploading of documents –

### Step I

#### PART A

1. All eligible institutes are directed to go to the application portal through the following link – <http://insp.makautwb.ac.in/upc/>
2. Fill up the form.
3. Upload the following documents –
  1. Society/Trust/Company.
  2. Pan Card
  3. Bank Details
  4. Income Tax return of last 2 years
    - a. Land documents
    - b. Deed/Lease Agreement/Tenancy Agreement
    - c. Parcha
    - d. Tax Receipt
    - e. Mutation Papers
  5. Photos of land and building. Faculty details
  6. Syllabus
    - a. Certificate course – 3 months – 60 hrs min
    - b. Diploma Course – 6 months – 3 modules – 120 hrs min
    - c. Diploma/PG Diploma – 12 months – 6 modules - 240 hrs
    - d. Diploma/PG Diploma – 18 months – 9 modules – 360 hrs min
    - e. Diploma/PG Diploma – 18 months – 12 modules – 480 hrs min
  7. Fees structure of all the courses applied.
  8. Any relevant documents which may help us to approve the application

**Note : All the following details must be uploaded in one PDF file.**

### Step II

If the application is approved then login and password will be sent to the official mail of the institute to submit information sorted in PART B.

### Step III

1. All eligible institutes are directed to go to the application portal through the following link – <http://insp.makautwb.ac.in/upc/>
2. Fill FORM B in details.
3. All eligible institutes will be informed through their official mail.