



**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**

## **Foreign Student Admission Policy, 2022 V1.0**

The committee constituted to Frame Admission Guidelines for Foreign Students ( MAKAUT /RE/FG/ 2022/01 Dated 05/09/2022) considered the UGC Guidelines for Admission and Supernumerary seats of International Students in Undergraduate and Postgraduate Programmes in Higher Educational Institutions in India (D.O. No. 1-1/ 2022 (CPP-II, Dated 30 September 2022), practice of Various Universities in this regard and finally arrived at the following decisions to be carried out.

MAKAUT WB must open an “Office for the International Students” “which may be named as **International Student Centre**. As per the UGC notification, MAKAUT WB must follow the following directives with the opening of the Internal Student Centre.

### **Objectives**

1. To facilitate a smooth and simple admission of international students in MAKAUT WB.
2. To create a favourable environment for attracting international students to MAKAUT WB.
3. To make MAKAUT WB a preferred destination for international students.

1. MAKAUT WB shall admit international students based on the equivalence of entry qualification held it. The equivalence is to be determined by the University Grants Commission (UGC) or any other body recognised by UGC for such purpose or the concerned regulatory bodies of the country. MAKAUT WB shall adopt a transparent admission process for admitting the international students.
2. MAKAUT WB shall create up to 25% supernumerary seats for international students, over and above of their total sanctioned enrolment for Undergraduate and Postgraduate programmes. The decision regarding 25% supernumerary seats has to be carried out by MAKAUT WB as per specific guidelines/regulations issued by the regulatory bodies considering the infrastructure, faculty and other requirements.
3. The 25% of the supernumerary seats for international students will not include the international students under exchange programmes or/and through Memorandum of Understanding (MoU) between MAKAUT WB or between Government of India and other countries.

4. Depending on the availability of infrastructure and qualified faculty, efforts should be made to distribute these 25% seats among all departments, schools, centres or any other academic unit of MAKAUT WB, wherever possible.
5. The supernumerary seats shall be exclusively meant for the international students both in the Undergraduate and Post-graduate programmes. A seat remained unfilled in the supernumerary category, shall not be allocated to anyone other than an international student. **International students in this context shall be defined as the one who shall possess a foreign passport.**
6. The provision of creating supernumerary seats for international students should be formalized by way of approval of statutory body/bodies of the MAKAUT WB in accordance with the guidelines/regulations issued by the regulatory bodies from time to time.
7. The supernumerary seats in professional and technical programs, shall be governed by the respective statutory bodies like AICTE, PCI, Architecture Council etc.
8. Supernumerary seats for Ph.D. programmes shall be governed by the Regulations notified by the University Grants Commission from time to time in this regard.
9. MAKAUT WB must have an '**Office for International Students**' (ISC). Year-wise details, i.e., country, number, programme/subject, duration etc., regarding the international students in MAKAUT WB be maintained by it and be made available on MAKAUT WB website.
10. All details regarding number of seats available for international students in each programme, fee prescribed for the same, admission process, eligibility conditions etc. shall be made available on the website of MAKAUT WB.
11. All existing rules/provisions notified by Government of India regarding visa/ Foreign Regional Registration Offices (I"RRO) etc. shall be followed by MAKAUT WB.

**The website of MAKAUT WB must have the following information about ISC in its website.**

## **INTERNATIONAL STUDENTS**

As per UGC International Students are those students who hold passports issued by foreign countries. People (Students) of Indian origin who have acquired the nationality of foreign countries and hold passport issued by foreign country will be considered thus as foreign student. Non-Resident Indians (NRI) students, who are holding Passport issued by Indian Government are thus not considered as Foreign Students. A Student holding a passport issued by a Foreign Country will thus be treated as a foreign student even if he or she has done any degree from any School or College of India.

The International Students Centre of MaulanaAbulKalam Azad University of Technology, West Bengal (MAKAUT WB to be abbreviated), with its main campus at Haringhata, Nadia, West Bengal subscribes to the meaning of the term International Students as UGC does and holds it as final and binding unless it is changed by the UGC.

## **INTERNATIONAL STUDENT CENTRE (ISC)**



The International Students Centre (ISC) of MaulanaAbulKalam Azad University of Technology, West Bengal has been founded in the academic year 2022-23 through a University Circular No..... dated ..... with the twin objectives of

1. assisting the International Student Community by providing information about the various programs offered, admission procedure, eligibility criteria, accommodation, fee to be charged etc, and
2. arranging for their admissions, helping them settle down quickly and happily in their studies, and taking care of their welfare.
3. ISC deals with the affairs of:
  - a) Foreign Students: Students who hold passport of Foreign Countries taking admission in supernumerary seat.
  - b) Persons of Indian Origin (PIO): PIO shall mean the Persons who are citizens of other countries (except Pakistan and Bangladesh) who at any time held an Indian Passport, or who or either of his parents of any of his grandparents was a citizen of India by virtue of the provisions of the Constitution of India or Sec 2 (b) of Citizenship Act, 1955 (Act No. 57 of 1955).
  - c) Non-Resident Indians (NRIs): Only those Non-Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be treated as international students. This will include the students studying in the schools or colleges situated in the foreign countries even if affiliated to the Boards of Secondary, Higher secondary Education or Universities located in India, but will not include students studying in those schools and colleges (situated in India) and affiliated to the Boards Secondary Higher Secondary examinations from Boards or Universities located in foreign countries as external students and Dependents of NRI studying in India will not merit the status of international Students.
  - d) The international students under exchange programmes or/and through Memorandum of Understanding (MoU) between MAKAUT WB or between Government of India and other countries.

Since its inception, the ISC coordinates all the activities related to the admission of international students through a Single Window System. It coordinates with Indian Council for Cultural Relations (ICCR), Union Ministry of External Affairs (MEA), Union Minister

Human Resource Development (MHRD), Union Ministry of Home Affairs (MHA), and with different Embassies and Consulates for various purposes including assisting the international students to obtain Student or Research Visa, Scholarships etc.

Prof..... and Prof..... are acting as advisors for the International Student Centre (ISC) of MAKAUT WB and Prof..... has been appointed the Director of the ISC with effect from .....

MAKAUT WB nominates senior professors for Higher Education Fair organized by the UGC, New Delhi in Foreign countries for admission of International Students.

ISC will not be associated and be responsible for admission of international students in affiliated Institutions. Affiliated Colleges must follow the concerned UGC regulations and take necessary steps.

## ELIGIBILITY FOR ADMISSION

The eligibility for admission to different programs may be checked in detail from the prospectus of MAKAUT WB available in MAKAUT WB website. MAKAUT WB will consider only those students who have qualified from foreign Universities or Boards of Higher Education recognized as equivalent by the Association of Indian Universities (AIU) as eligible for admission.

Prospective applicants are advised to apply to The Evaluation Officer, Association of Indian Universities, AIU House, 16 Comrade Indrajit Gupta Marg, New Delhi – 110 002, or by e-mail (evaluation@aiuweb.org), using the following form made available on this website, and paying the relevant fee to make sure that they are eligible.

In case they fail to do so, the ISC may make a reference to AIU to check the equivalence and, in that case, the applicant shall be required to bear the expenditure involved in the process. To find out whether or not eligible for admission to Bachelor's, Master's or PhD programmes, please refer to the University Prospectus available on the website before applying.

### Foreign examinations recognized as equivalent to +2 by AIU

The following foreign examination have been recognized by AIU as equivalent to +2 stage qualification of an Indian Board giving access to the Bachelor Degree programme at Indian Universities, including Professional Courses

- 12 years Baccalaureate Certificate of Afghanistan, France, Iraq and Tunisia
- 12 years General Secondary Education Certificate of the Ministry of Education – Bahrain, Egypt, Iran, Jordan, Kuwait, Oman, Saudi Arabia, United Arab Emirates and other Gulf countries



- GCE or IGCSE or GCSE examinations of the approved British Examining Bodies in UK, Singapore, Hong Kong, and Mauritius with passes in 5 subjects at 'Ordinary Level' and 2 subjects at 'Advanced Level'. For admission to professional courses – medical or engineering – Advanced level passes in Physics, Chemistry, Biology or Mathematics and English are essential besides 5 (Five) passes at GCE 'Ordinary Level'
- High School Diploma from accredited School of USA
- Intermediate/Senior Secondary or Higher Secondary of the approved Boards in Pakistan, Bangladesh and Nepal
- 12 years Secondary stage qualification of National Examination Board or Council of the Ministry of Education – Kenya, Nigeria, Ethiopia, Sudan, Uganda and Tanzania
- 12-years Secondary Stage Examination conducted by various Provinces in Australia and Canada
- GCE 'Ordinary and Advanced' level examinations of the Department of Examination, Government of Sri Lanka
- 12-years STPM examination of Malaysia
- 12-years Secondary Stage qualification of Indonesia, Japan, Korea, Socialist Republic of Vietnam and Yemen Arab Republic
- 'Abitur' of Germany
- 12-year High School Diploma awarded by the accredited American School or International Schools in other countries following American pattern of education.

## **DOCUMENTS FOR ADMISSION**

### **For Admission to UG Programme**

1. Final School (12 years of schooling required) Examination Marksheet
2. Passing Certificate/ Transcript from the School Board, if any
3. Copy of the Passport
4. Copy of VISA
5. Proof of Residence
6. AIU equivalence, if applicable
7. Medical fitness certificate from registered medical practitioner (including report of HIV test)
8. Migration / transfer certificate (in original), if Applicable
9. Two recommendation letters – at least one recommendation letter should be about academic performance issued by the faculty members of the institute last attended
10. Documentary proof to illustrate fluency in English language
11. The medical insurance coverage during the study period in India should be submitted after registration at the University.

Based on the availability of the above documents, provisional admission is being offered to the foreign applicants subject to granting of S1 Visa by the Competent Authority.

### **For Admission to PG Programme**

1. Final School (12 years of schooling required) Examination Marksheet
2. Passing Certificate from the School Board, if any
3. Bachelor's Degree Marksheet
4. Bachelor's Degree Passing Certificate/ Transcript
5. Copy of the Passport
6. Copy of VISA
7. Proof of Residence
8. AIU equivalence, if applicable
9. Medical fitness certificate from registered medical practitioner (including report of HIV test)
10. Migration / transfer certificate (in original), if Applicable
11. Two recommendation letters – at least one recommendation letter should be about academic performance issued by the faculty members of the institute last attended
12. Documentary proof to illustrate fluency in English language  
The medical insurance coverage during the study period in India should be submitted after registration at the University.

### FEE STRUCTURE

(Detail fee structure for International Students IN USD)

All selected foreign students for UG, PG and Ph.D. Programmes will be required to pay a prescribed tuition fees as per the Table below. The students from SAARC countries, Asian countries (other than Japan) and African Countries will be eligible for 50% tuition fee waiver. This fee covers tuition, computer use and library fee. Fees except caution money are not refundable.

Accommodation charges for ICCR, MEA, GOI sponsored candidates are as per HRA provided in their offer or as applicable.

| FEE STRUCTURE FOR UG TECHNICAL PROGRAMS (B. Tech) |                                      |                      |               |
|---|--------------------------------------|----------------------|---------------|
| SL. No.   | Particulars                          | Frequency of Payment | Amount in USD |
|   | Application fee                      | Onetime              | 30            |
| 1   | Admission Fee                        | Onetime              | 200           |
| 2   | Registration Fee                     | Onetime              | 200           |
| 3   | Library Fee                          | Onetime              | 100           |
| 4   | Development Fee                      | Onetime              | 100           |
| 5   | Caution Money (Refundable)           | One time             | 200           |
| 6   | Misc Fee                             | Onetime              | 100           |
| 7   | Medical Fee                          | Onetime              | 50            |
|   | <b>Total Onetime Fee</b>             |                      | <b>980</b>    |
| 8   | Tuition Fee per Year (Two Semesters) | Yearly               | 2300          |

|    |   |  |             |
|----|---|--|-------------|
| 9  | Examination Fee per Year (Two Semesters)                              | Yearly   | 200         |
| 10 | Laboratory Fee  | Yearly   | 100         |
|    | <b>Total Yearly Charges</b>   |  | <b>2600</b> |
|    | <b>HOSTEL FEES</b>  |  |             |
| 1  | Admission Fee   | Onetime  | 150         |
| 2  | ID Card   | Onetime  | 10          |
| 3  | Caution Money (Refundable)  | Onetime  | 350         |
| 4  | <b>Total Onetime Hostel Charge</b>                                    |  | <b>510</b>  |
| 5  | Semester Charge (Hostel)  | Yearly   | 50          |
| 6  | Hostel Charge (Room Rent)   | Yearly   | 700         |
| 7  | Misc. Charge (Hostel)   | Yearly   | 150         |
|    | <b>Total Yearly Charge (Hostel)</b>                                   |  | <b>900</b>  |
| 8  | Mess Charges (Hostel) per Month                                       | Monthly  | 300         |
|    | <b>Total Monthly charges (Hostel)</b>                                 |  | <b>300</b>  |
|    | <b>OTHER CHARGES</b>  |  |             |
| 1  | Convocation Charge payable at the time of completion of degree course |  | 50          |
| 2  | Supplementary Examination Charge for each paper, if applicable        |  | 10          |
| 3  | Medical Insurance Fee   | To be arranged by candidate for the full duration of his stay at the institute |             |

| <b>FEE STRUCTURE FOR PG TECHNICAL PROGRAMS (M. Tech, MCA)</b> |  |                      |               |
|---|--|----------------------|---------------|
| SL. No.   | Particulars                              | Frequency of Payment | Amount in USD |
|   | Application fee                          | Onetime              | 30            |
| 1   | Admission Fee                            | Onetime              | 200           |
| 2   | Registration Fee                         | Onetime              | 200           |
| 3   | Library Fee                              | Onetime              | 100           |
| 4   | Development Fee                          | Onetime              | 100           |
| 5   | Caution Money (Refundable)               | One time             | 200           |
| 6   | Misc Fee                                 | Onetime              | 100           |
| 7   | Medical Fee                              | Onetime              | 50            |
|   | <b>Total Onetime Fee</b>                 |                      | <b>980</b>    |
| 8   | Tuition Fee per Year (Two Semesters)     | Yearly               | 2400          |
| 9   | Examination Fee per Year (Two Semesters) | Yearly               | 200           |
| 10  | Laboratory Fee                           | Yearly               | 100           |
|   | <b>Total Yearly Charges</b>              |                      | <b>2700</b>   |
|   | <b>HOSTEL FEES</b>                       |                      |               |
| 1   | Admission Fee                            | Onetime              | 150           |
| 2   | ID Card                                  | Onetime              | 10            |
| 3   | Caution Money (Refundable)               | Onetime              | 350           |
| 4   | <b>Total Onetime Hostel Charge</b>       |                      | <b>510</b>    |
| 5   | Semester Charge (Hostel)                 | Yearly               | 50            |
| 6   | Hostel Charge (Room Rent)                | Yearly               | 700           |
| 7   | Misc. Charge (Hostel)                    | Yearly               | 150           |
|   | <b>Total Yearly Charge (Hostel)</b>      |                      | <b>900</b>    |



|   |   |  |            |
|---|---|--|------------|
| 8 | Mess Charges (Hostel) per Month                                       | Monthly  | 300        |
|   | <b>Total Monthly charges (Hostel)</b>                                 |  | <b>300</b> |
|   | <b>OTHER CHARGES</b>  |  |            |
| 1 | Convocation Charge payable at the time of completion of degree course |  | 50         |
| 2 | Supplementary Examination Charge for each paper, if applicable        |  | 10         |
| 3 | Medical Insurance Fee   | To be arranged by candidate for the full duration of his stay at the institute |            |

| <b>FEE STRUCTURE FOR UG NONTECHNICAL PROGRAMS (B. Sc, BCA)</b> |   |  |               |
|--|---|--|---------------|
| SL. No.  | Particulars   | Frequency of Payment   | Amount in USD |
|  | Application fee   | Onetime  | 30            |
| 1  | Admission Fee   | Onetime  | 200           |
| 2  | Registration Fee  | Onetime  | 200           |
| 3  | Library Fee   | Onetime  | 100           |
| 4  | Development Fee   | Onetime  | 100           |
| 5  | Caution Money (Refundable)  | One time   | 200           |
| 6  | Misc Fee  | Onetime  | 100           |
| 7  | Medical Fee   | Onetime  | 50            |
|  | <b>Total Onetime Fee</b>  |  | <b>980</b>    |
| 8  | Tuition Fee per Year (Two Semesters)                                  | Yearly   | 2200          |
| 9  | Examination Fee per Year (Two Semesters)                              | Yearly   | 200           |
| 10   | Laboratory Fee  | Yearly   | 100           |
|  | <b>Total Yearly Charges</b>   |  | <b>2500</b>   |
|  | <b>HOSTEL FEES</b>  |  |               |
| 1  | Admission Fee   | Onetime  | 150           |
| 2  | ID Card   | Onetime  | 10            |
| 3  | Caution Money (Refundable)  | Onetime  | 350           |
| 4  | <b>Total Onetime Hostel Charge</b>                                    |  | <b>510</b>    |
| 5  | Semester Charge (Hostel)  | Yearly   | 50            |
| 6  | Hostel Charge (Room Rent)   | Yearly   | 700           |
| 7  | Misc. Charge (Hostel)   | Yearly   | 150           |
|  | <b>Total Yearly Charge (Hostel)</b>                                   |  | <b>900</b>    |
| 8  | Mess Charges (Hostel) per Month                                       | Monthly  | 300           |
|  | <b>Total Monthly charges (Hostel)</b>                                 |  | <b>300</b>    |
|  | <b>OTHER CHARGES</b>  |  |               |
| 1  | Convocation Charge payable at the time of completion of degree course |  | 50            |
| 2  | Supplementary Examination Charge for each paper, if applicable        |  | 10            |
| 3  | Medical Insurance Fee   | To be arranged by candidate for the full duration of his stay at the institute |               |

**FEE STRUCTURE FOR UG MANAGEMENT, ARTS & MATH**



| PROGRAMS (BBA, B.Sc in Math/Stats) |   |  |               |
|------------------------------------|---|--|---------------|
| SL. No.                            | Particulars   | Frequency of Payment   | Amount in USD |
|                                    | Application fee   | Onetime  | 30            |
| 1                                  | Admission Fee   | Onetime  | 200           |
| 2                                  | Registration Fee  | Onetime  | 200           |
| 3                                  | Library Fee   | Onetime  | 100           |
| 4                                  | Development Fee   | Onetime  | 100           |
| 5                                  | Caution Money (Refundable)  | One time   | 200           |
| 6                                  | Misc Fee  | Onetime  | 100           |
| 7                                  | Medical Fee   | Onetime  | 50            |
|                                    | <b>Total Onetime Fee</b>  |  | <b>980</b>    |
| 8                                  | Tuition Fee per Year (Two Semesters)                                  | Yearly   | 2200          |
| 9                                  | Examination Fee per Year (Two Semesters)                              | Yearly   | 200           |
|                                    | <b>Total Yearly Charges</b>   |  | <b>2400</b>   |
| <b>HOSTEL FEES</b>                 |   |  |               |
|                                    | Admission Fee   | Onetime  | 150           |
| 1                                  | ID Card   | Onetime  | 10            |
| 2                                  | Caution Money (Refundable)  | Onetime  | 350           |
| 3                                  | <b>Total Onetime Hostel Charge</b>                                    |  | <b>510</b>    |
| 4                                  | Semester Charge (Hostel)  | Yearly   | 50            |
| 5                                  | Hostel Charge (Room Rent)   | Yearly   | 700           |
| 6                                  | Misc. Charge (Hostel)   | Yearly   | 150           |
| 7                                  | <b>Total Yearly Charge (Hostel)</b>                                   |  | <b>900</b>    |
|                                    | Mess Charges (Hostel) per Month                                       | Monthly  | 300           |
| 8                                  | <b>Total Monthly charges (Hostel)</b>                                 |  | <b>300</b>    |
| <b>OTHER CHARGES</b>               |   |  |               |
|                                    | Convocation Charge payable at the time of completion of degree course |  | 50            |
| 1                                  | Supplementary Examination Charge for each paper, if applicable        |  | 10            |
| 2                                  | Medical Insurance Fee   | To be arranged by candidate for the full duration of his stay at the institute |               |

| FEE STRUCTURE FOR PG MANAGEMENT PROGRAMS (MBA) |  |                      |               |
|--|--|----------------------|---------------|
| SL. No.  | Particulars                              | Frequency of Payment | Amount in USD |
|  | Application fee                          | Onetime              | 30            |
| 1  | Admission Fee                            | Onetime              | 200           |
| 2  | Registration Fee                         | Onetime              | 200           |
| 3  | Library Fee                              | Onetime              | 100           |
| 4  | Development Fee                          | Onetime              | 100           |
| 5  | Caution Money (Refundable)               | One time             | 200           |
| 6  | Misc Fee                                 | Onetime              | 100           |
| 7  | Medical Fee                              | Onetime              | 50            |
|  | <b>Total Onetime Fee</b>                 |                      | <b>980</b>    |
| 8  | Tuition Fee per Year (Two Semesters)     | Yearly               | 2400          |
| 9  | Examination Fee per Year (Two Semesters) | Yearly               | 200           |
|  | <b>Total Yearly Charges</b>              |                      | <b>2600</b>   |



| <b>HOSTEL FEES</b>   |   |  |            |
|----------------------|---|--|------------|
| 1                    | Admission Fee   |  |            |
| 2                    | ID Card   | Onetime  | 150        |
| 3                    | Caution Money (Refundable)  | Onetime  | 10         |
| 4                    | <b>Total Onetime Hostel Charge</b>                                    | Onetime  | <b>350</b> |
| 5                    | Semester Charge (Hostel)  | Yearly   | 50         |
| 6                    | Hostel Charge (Room Rent)   | Yearly   | 700        |
| 7                    | Misc. Charge (Hostel)   | Yearly   | 150        |
|                      | <b>Total Yearly Charge (Hostel)</b>                                   |  | <b>900</b> |
| 8                    | Mess Charges (Hostel) per Month                                       | Monthly  | 300        |
|                      | <b>Total Monthly charges (Hostel)</b>                                 |  | <b>300</b> |
| <b>OTHER CHARGES</b> |   |  |            |
| 1                    | Convocation Charge payable at the time of completion of degree course |  | 50         |
| 2                    | Supplementary Examination Charge for each paper, if applicable        |  | 10         |
| 3                    | Medical Insurance Fee   | To be arranged by candidate for the full duration of his stay at the institute |            |

| <b>FEE STRUCTURE FOR Ph. D. PROGRAMS</b> |   |                      |               |
|--|---|----------------------|---------------|
| SL. No.                                  | Particulars                                 | Frequency of Payment | Amount in USD |
|  | Application fee                             | Onetime              | 50            |
| 1  | Enrolment Interview Fee                     | Onetime              | 150           |
| 2  | Admission Fee                               | Onetime              | 300           |
|  | Registration Fee                            | Onetime              | 200           |
| 3  | Course Work Fee                             | Onetime              | 1500          |
| 4  | Thesis Submission Fee                       | Onetime              | 500           |
| 5  | Caution Money (Refundable)                  | One time             | 200           |
| 6  | Misc Fee                                    | Onetime              | 100           |
| 7  | Medical Fee                                 | Onetime              | 50            |
|  | <b>Total Onetime Fee</b>                    |                      | <b>3050</b>   |
| 8  | Annual Session Fee per Year (Two Semesters) | Yearly               | 700           |
|  | <b>Total Yearly Charges</b>                 |                      | <b>700</b>    |
| <b>HOSTEL FEES</b>                       |   |                      |               |
| 1  | Admission Fee                               | Onetime              | 150           |
| 2  | ID Card                                     | Onetime              | 10            |
| 3  | Caution Money (Refundable)                  | Onetime              | 350           |
| 4  | <b>Total Onetime Hostel Charge</b>          |                      | <b>510</b>    |
| 5  | Semester Charge (Hostel)                    | Yearly               | 50            |
| 6  | Hostel Charge (Room Rent)                   | Yearly               | 700           |
| 7  | Misc. Charge (Hostel)                       | Yearly               | 150           |
|  | <b>Total Yearly Charge (Hostel)</b>         |                      | <b>900</b>    |
| 8  | Mess Charges (Hostel) per Month             | Monthly              | 300           |
|  | <b>Total Monthly charges (Hostel)</b>       |                      | <b>300</b>    |
| <b>OTHER CHARGES</b>                     |   |                      |               |
| 1  | Convocation Charge payable at the time of   |                      | 50            |



|   |  |  |    |
|---|--|--|----|
|   | completion of degree course                                    |  |    |
| 2 | Supplementary Examination Charge for each paper, if applicable |  |    |
| 3 | Medical Insurance Fee  |  | 10 |
|   |  | To be arranged by candidate for the full duration of his stay at the institute |    |
| 4 | Thesis Resubmission Fee, if applicable                         | 500  |    |
| 5 | Adjudication Fee, if applicable                                | 500  |    |

## CODE OF CONDUCT FOR STUDENTS

1. Every student is required to attend classes regularly. If a student attends classes less than the required number i.e. 75%, then he/she can be detained from appearing in the examinations.
2. A student should always wear his/her ID Card around his/her neck on the Campus. The same should be shown when identity proof is required by the University officials.
3. No student will be allowed to enter any office, hostel, library, auditorium, administrative & examination blocks, etc., if he/she fails to show his/her University Identity Card. Students will be allowed to attend cultural programmes, sports events, or other programmes of the University only when they are in possession of their ID cards.
4. All the students must fill in the required information correctly in the Students' Information Form. The address and contact numbers of parents should be correct so that they can be contacted in case of any emergency.
5. If a student gets accommodation allotted in his/her name in a hostel and allows some other person(s) to stay in his/her allotted room and/or to take meals, in that case the admission of both the students, i.e. the allottee and the illegal occupant, shall be cancelled from the Department/Institute as well as from the hostel without assigning any reason.
6. Non-residents of university hostels will not be allowed to stay in the hostels without prior permission of the competent authority. Strict disciplinary action would be taken against the student/s who violate/s this rule. International Students should stay in the hostel allotted to them.
7. MAKAUT WB is a Ragging Free Campus. All students must follow the University guidelines regarding Anti-Ragging. To report incident/s of any kind of ragging, helpline numbers are displayed at major places on the campus and the University website also.
8. All students should behave decently with female students, teachers and employees. No student should involve in any incident of eve-teasing. Anyone found indulging in such activity shall be liable to stringent disciplinary action. The University strictly follows its policy of zero tolerance towards eve-teasing and act/s of sexual harassment.
9. Students should use decent language with everyone on the campus.
10. The University property should not be harmed in any manner. If a student is found damaging the University property, strict action will be taken against him/her.
11. Use of alcohol, tobacco and drugs in any form is strictly prohibited on the University Campus. Every student must observe these instructions on the Campus failing which strict action will be taken against him/her to the extent of expulsion from the University and the course.
12. Every student must follow University rules and regulations in maintaining discipline on the campus. If a student is found involved in any act/s of indiscipline, unlawfulness or misbehaviour then he/she will be punished as per university rules.

Sd/-  
Prof. Indranil Mukherjee

Sd/-  
Mr. Sagar Ratan Basu





Chairman

Sd/-

**Prof. T.S. Sinha,**  
Member

Convener

Sd/-

**Prof. Sibamay Dasgupta,**  
Member

