

# Guidelines for Students for Online Registration to all Courses of WBUT for the session 2017-18

1. Enter Registration page through <http://203.200.188.5/registration> or through the link given for Registration on the [www.wbut.ac.in](http://www.wbut.ac.in) homepage. **Indian Students from Foreign Board/University and International Students will have to fill up a separate form as given on the homepage (will be ready shortly).**
2. Select appropriate form according to the course applying for, fill it up as instructed on the form, take printout, sign and submit to the college with required documents. Enter Father / Mother's names with correct spellings and other data should also be filled with accuracy. Otherwise your Form is liable to be rejected.
3. If your Board/Council/University or AICTE approved Diploma Institute is not in the list then you will have to ask your college to approach Registrar, MAKUT with relevant documents to prove it's validity. The Board/Univ./Institute will be added after approval and you can fill up the form after that.
4. All students have to fill up Online Affidavit at [http://www.antiragging.in/Site/Affidavits\\_Registration.aspx](http://www.antiragging.in/Site/Affidavits_Registration.aspx) or on Stamp paper before Oath Commissioner as per UGC rule and submit to their College.
5. While filling the Registration Form, upload photo of the student (passport type), crop it properly as required and proceed. If a photo has to be changed later for some reason like poor photograph etc., it can be done through the College Login or by applying to WBUT through your College(with good photo).
6. Enter Admission type (Counseling-non TFW / Counseling-TFW / Management Quota/Foreign National/PIO/ Direct Counseling at College etc.), Entrance Examination and, Enrollment No. The student's Name, Rank etc. will be automatically filled up from the University database (in cases where Data not available with WBUT or there were no examination, these fields will also have to be filled up by the student).
7. **JEE students admitted through counselling with WBJEE rank also to use the 10 digit WBJEE roll no, otherwise to use the 8 digit JEE Roll no.** Management Quota in 1 st year B.Tech/B.Pharm/B.Arch courses can be filled up by students having a WBJEE, JEE rank only.
8. Student will fill up the other fields (some are mandatory fields as indicated by \* mark) and submit after careful checking. In case of a mistake in the form submitted, they may fill up again with correct data. Take printout of the correctly filled Form only.
9. **For any problem regarding Registration you can intimate through the "Grievances" link on the home page, stating briefly but clearly the exact problem faced.**
10. Students will take a printout of only the correctly submitted Registration Form, put Parent/Guardian's and own signatures and submit along with photocopies of mark sheets of Qualifying examinations passed, Enrollment & allotment cards of WBJEE/ JELET or the Entrance Examination taken, DOB proof and the Registration Fee/other Fees through the respective college/institute. Students taking admission to Architecture courses have to additionally submit their NATA qualifying certificate.
11. Students from Nepal and Bhutan should submit No Objection certificate from their High Commission along with the Form hardcopy.
12. Foreign Students should submit No Objection certificate from their High Commission, valid VISA for full term of course and Passport copies along with the Form hardcopy. **Equivalence from AIU is a must.**
13. For more details see letter from Registrar, WBUT on the home page.
14. A student can also search, view and take printout of his submitted Application Form afterwards from the link "Click Here to Search your Application Form". You must also put your DOB and Mother's name as entered in the Online Application to open it.
15. To change any of the basic information like spellings of name, exam, marks, DOB etc. ask your College to send this request through the 'Submit Request for Changes' link in College login only. Once Registration Certificates are printed all corrections will be chargeable.

**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (full name of student with Institute Roll Number)  
s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having  
been admitted to \_\_\_\_\_ (name of the institution), have  
received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher  
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the  
provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the  
penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting  
ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the  
Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be  
constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the  
Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or  
any law for the time being in force.
- 5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country  
on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm  
that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
  - a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity  
while in and off the institution campus.
  - b. I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned  
clause (6.a).

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent  
Name: \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false  
and nothing has been concealed or misstated therein.

Verified at -----(place) on this the -----(day) of -----(month), -----(year) .

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the -----(day) of -----(month),  
----- (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

*Note : It is mandatory to submit this affidavit in the above format, if you desire to register for the  
forthcoming academic session.*

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_, (full name of student with University Roll Number) , having been admitted to \_\_\_\_\_ (name of the institution) , have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
  - a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
  - b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month) , (year) .

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) , \_\_\_\_\_ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

*Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.*