



Ref. No. :

Date :

**No-COE/MAKAUT,WB/REVISED/52/2020**

**Date: 27/07/2020**

**NOTICE**

This is for information of all concerned that University has introduced online facility for the convenience of the students for obtaining Transcripts, Verified documents, Duplicate Certificates etc. of this university. The prescribed fee for obtaining academic credentials are as follows:

Item	Mode of Application	Fee in Rupees
<b>WES Transcript to be issued within 7 working days</b>	<b>Online</b>	<b>Rs. 2000/-</b>
Transcript (normal) to be issued within 21 working days	Online/Offline	Rs. 500/- per Grade Card
Duplicate Grade card (Normal) to issue within 30 working days	Online/Offline	Rs. 500/- per Grade Card
Duplicate Grade card (Urgent) to issue within 7 working days	Online/Offline	Rs. 800/- per Grade Card
Duplicate Certificate to issue within 7 working days	Online/Offline	Rs. 1000/- per
Others		
Examination Fee for Regular Candidate		1200
Examination fee for Backlog Candidates		1000
Provisional Certificate		200
Confidential Communication of Result		500
Verification of Per Academic Document		1000
Copy of Verified Academic Document		1000

To avail this facility, student should visit [www.wbut.ac.in](http://www.wbut.ac.in) / [www.makautexam.net](http://www.makautexam.net) and apply online by paying prescribed fees.

The courier or postal charges are applicable as notified on website.

Applications in offline mode by submitting filled in prescribed form (available in website) along with fees to the Controller of Examinations, MAKAUT, WB would also continue. Offline fees could be paid by Demand Draft in favour of MAKAUT, WB, payable at Kolkata or through POS or cash payment may be made at the Indian Bank, Saltlake campus.

. We encourage submitting the applications in online mode only.

**(Dr. Subhashis Datta)**  
Controller of Examinations