



Ref. No. :

Date :

Ref.No. COE/MAKAUT,WB/31/2026

Date: 03/08/2026

NOTIFICATION

Subject: Enrolment Fee and other fees for examination

It is notified for the information of all students and the Principals/Directors of all affiliated Colleges of MAKAUT, WB that, on the recommendations of the Committee constituted vide Notification No. MAKAUT/Regis/Committee/088/2026-27 dated 16.01.2026, and upon consideration of the matter by the University's Finance Committee, the Competent Authority has approved the fee structure and late fee/penalty provisions set out below, with effect from the ensuing academic session/semester.

The University wishes to place on record that these measures have been introduced keeping in view the interest and convenience of the students. It has been observed that certain students, owing to genuine difficulties beyond their control, are occasionally unable to complete the enrolment formalities or submit examination forms within the originally notified schedule. Rather than close the process at the due date and thereby risk a student losing an academic semester, the University has decided to extend a further opportunity to such students, on payment of a modest late fee, so that they are not deprived of the chance to enrol or to appear in the examinations. The introduction of the Enrolment Fee has similarly been undertaken to institutionalise and strengthen the enrolment process and the student services associated with it. The relevant provisions are summarised below.

(A) Examination Fee — No Change

The Examination Fee shall remain unchanged, viz. Rs. 1,200/- (Rupees One Thousand Two Hundred only) per student for Regular candidates, and Rs. 1,000/- (Rupees One Thousand only) per student for Backlog candidates. In respect of Backlog students, this Examination Fee shall continue to be collected at the time of enrolment itself, since such students are already eligible to appear in the examinations; accordingly, no separate Enrolment Fee shall be charged from Backlog students.

(B) Enrolment Fee — Newly Introduced

An Enrolment Fee of Rs. 100/- (Rupees One Hundred only) per student shall be introduced for all Regular students, to be collected at the time of enrolment at the commencement of each semester.

(C) Late Fee for Enrolment After Due Date

Where a student is unable to complete enrolment within the last date originally notified, a second enrolment window shall be opened, on payment of a late fee of Rs. 500/- (Rupees Five Hundred only) per student, applicable to both Regular and Backlog students, so as to afford them an additional opportunity to enrol.

(D) Late Fee for Submission of Examination Forms After Due Date

Where a Regular or Back Paper candidate is unable to submit the examination form within the last date originally notified, an additional date shall be provided for submission, on payment of a late fee/penalty of Rs. 2,000/- (Rupees Two Thousand only), lump sum, so as to give such candidates a further opportunity to appear in the examinations.



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(E) Schedule

The specific dates and duration for enrolment, the second enrolment window, and the additional date for submission of examination forms shall be determined and notified separately by the Controller of Examinations, having regard to the Academic Calendar of the University and other academic, examination, and administrative activities.

Summary of Fees

Fee Head	Regular Students	Backlog Students	Status	Fees submission
Examination Fee	Rs. 1,200/- (during semester form fill-up)	Rs. 1,000/- (at enrolment)	Unchanged	17-18.08.2026
Enrolment Fee	Rs. 100/-	Not applicable	New	

All students and Principals/Directors of affiliated Colleges are requested to take note of the above and to guide the students accordingly. Further details, including the exact schedule of dates, shall be communicated in due course.

This issues with the approval of the Competent Authority.

Sd/-

Controller of Examinations

Maulana Abul Kalam Azad University of Technology, West Bengal

CC:

1. The Hon'ble Vice-Chancellor, MAKAUT, WB.
2. The Finance Officer (Acting), MAKAUT, WB.
3. The Registrar (Addl Charge), MAKAUT, WB.
4. Principals/Directors of all affiliated Colleges, for information and necessary action.
5. Office file.

(Dr. Subhashis Datta)
Controller of Examinations