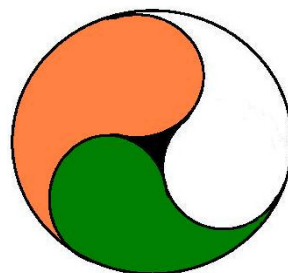


Postgraduate Professional Diploma Programme

A collaborative Programme of



**School of Management
West Bengal University of Technology**



Eternus Scientia

South-Asian Management Technologies Foundation

**Complete Course Syllabus and Application Forms
March 2010**

West Bengal University of Technology

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GENERAL INSTRUCTIONS

All participants of the courses organised by South Asian Management Technologies Foundation, whether affiliated to West Bengal University of Technology or not, will be governed by the following rules.

1. All courses, unless specified separately, are non residential course.
2. The course fee for non-residential workshop includes training fee and cost of material. Lunch is served during workshop days for full day programmes
3. The fee for residential course includes, in addition to above, accommodation at the designated hotel for 3 nights and buffet breakfast and dinner. If a participant wishes to make own accommodation arrangement, the non residential fee will apply.
4. Examination fee is charged separately and includes University fee, centre charges, and management fee. Candidates appearing in the examination must fill up the candidate information form. They may be required to fill up additional forms.
5. Participants outside India may note that there is no separate fee for attending the workshop in India. If the fee has been announced in Indian Rupee please confirm the applicable conversion rate.
6. Participants appearing in the University certification examination may note that that they must appear in the examination within six months from the date of completion of training. Those appearing in the online mode of training can appear in the examination only after 30 days from the date of admission.
7. A candidate can appear in examination thrice within six months. Opportunity will be provided to every candidate to appear in three examinations within six months. Of the three opportunities at least one will be at the place of training. The candidate may not get the opportunity of appearing at all three examinations in the venue of training.
8. Additional fee may be charged for the re-examination.
9. Candidate not qualifying in three attempts or after elapse of six months from the date of completion of training, whichever is earlier, will have to undertake the contact session / re-register by paying requisite fees.
10. In order to appear in the University examination the candidate must be a graduate before the date of the examination.
11. Candidate shall consult the website or the notice board to get information on date of examination. Candidates in India may register their mobile phone numbers for sms alerts.
12. Each subscription to a research material, wherever applicable, entitles one person to attend the explanatory workshop, wherever offered.

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NOMINATION FORM

The Manager – Training and Services
South-Asian Management Technologies Foundation
8 M M Rahaman Sarani, Kolkata 700 017, INDIA

Dear Sir,

We are nominating the following person(s) to the course/workshop mentioned below:

Name of the Workshop:			
Venue:		Date	

1	Name:		Appearing in Examination?		Y	N
	Designation:				Food	
	Phone:	E-mail			V	NV
2	Name:		Appearing in Examination?		Y	N
	Designation:				Food	
	Phone:	E-mail			V	NV
3	Name:		Appearing in Examination?		Y	N
	Designation:				Food	
	Phone:	E-mail			V	NV
4	Name:		Appearing in Examination?		Y	N
	Designation:				Food	
	Phone:	E-mail			V	NV

We have made/enclosed a SWIFT/RTGS/DD transfer for USD/INR_____ on __/__/20__ through _____ branch of _____ (Bank) reference no. _____ favouring **Account No. 720200301000147 Name: South-Asian Management Technologies Foundation, Bank: Vijaya Bank, Branch: Gariahat Road, Kolkata, India** towards subscription cost, participation and examination fees. The Information for SWIFT transfer is provided below:
Correspondent Bank: SCBLUS33 Account No: 3582021842001 of Vijaya Bank, SWIFT Code VIJBINBBOSC Account Number 720200301000147 with Gariahat Road Branch.

I have read the General Instructions for participation and agree to the same.

Name:		(Signature)
Designation:		
Name of the Organisation:		
Address:		
Phone:		E-mail:

Send your nomination form to South-Asian Management Technologies Foundation, Administrative Office, 2A, Shamsul Huda Road, Kolkata 700017, INDIA or email to knowledge@south-asian.org

West Bengal University of Technology

APPLICATION FORM

The Manager – Training and Services
South-Asian Management Technologies Foundation
8 M M Rahaman Sarani, Kolkata 700 017, INDIA

Dear Sir,

I would like to join the following course/workshop mentioned below:

Name of the Workshop: _____

Venue: _____ Date: _____

Name: _____			
Designation: _____	Food _____		
Phone: _____	E-mail: _____	V	NV

Mode of Training: Contact Online Open Courseware

I subscribe to sms alert service over my mobile phone number _____. I understand that this service includes announcement regarding course, examination, and results.

I have made/enclosed a SWIFT/RTGS/DD transfer for USD/INR_____ on __/__/20__ through _____ branch of _____ (Bank) reference no. _____ favouring **Account No. 720200301000147 Name: South-Asian Management Technologies Foundation, Bank: Vijaya Bank, Branch: Gariahat Road, Kolkata, India** towards subscription cost, participation and examination fees. The Information for SWIFT transfer is provided below.

I understand that if am participating in the Open Courseware, I cannot appear in the certification examination. In case I need a certificate of participation, I will have to pay the stipulated fee to cover the printing and postage charge of the certificate.

I am participating in the Open Courseware and I would like to pay the requisite fee for printing and postage charge for the certificate of participation. I have made/enclosed a SWIFT/RTGS/DD transfer for USD/INR_____ on __/__/20__ through _____ branch of _____ (Bank) reference no. _____ favouring **Account No. 720200301000147 Name: South-Asian Management Technologies Foundation, Bank: Vijaya Bank, Branch: Gariahat Road, Kolkata, India** towards cost of printing and postage of participation certificate.

I have read the General Instructions for participation and agree to the same.

Information for SWIFT Transfer: Correspondent Bank: SCBLUS33 Account No: 3582021842001 of Vijaya Bank, SWIFT Code VIJBINBBOSC Account Number 720200301000147 with Gariahat Road Branch.

Name: _____	(Signature)
Designation: _____	
Name of the Organisation: _____	
Address: _____	
Phone: _____	E-mail: _____

Send your nomination form to South-Asian Management Technologies Foundation, Administrative Office, 2A, Shamsul Huda Road, Kolkata 700017, INDIA or email to knowledge@south-asian.org

West Bengal University of Technology

CANDIDATE INFORMATION FORM

This form must be completed by participants who will appear in the certification examination

Course Enrolled			
Personal Details:	Mr./Miss/Mrs./ (Others: _____)	Gender	Male / Female
First Name		Surname	
Nationality		Date of Birth(dd/mm/yy)	
Fathers Name			
Mothers Name			

Residential Address:					
				State	
PIN/ZIP		City		Country	
Email:		Phone No:			

Office Address:					
				State	
PIN/ZIP		City		Country	
Email:		Phone No:			

For existing students of West Bengal University of Technology,	
Registration No:	

Academic Details, preferably from school level. Information about graduation is compulsory					
Year	Examination	Institution	Examining Authority	%	Grade/ Division

Enclose two copies of passport sized photograph and attested photocopies of academic certificate.

DECLARATION

I hereby declare that the information provided herein is true and correct to the best of my belief. I understand that any misstatement herein or subsequently may cause cancellation of my registration. I am also agreeable to provide such other information and fill up additional forms as may be required.

Date:	Signature of the Applicant:
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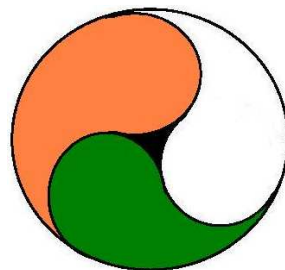
Note: If photographs and copies of academic qualifications are not submitted, the participant may not be allowed to appear in the certification examination or their result may be withheld.

You may also be required to fill up University Registration Form

West Bengal University of Technology



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Kolkata 700064, West Bengal
Phone: (033) 2321 0731 / 132
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Kolkata Knowledge Centre: 8 M M Rahaman Sarani; Kolkata 700 017, INDIA
(Formerly 219/3 A J C Bose Road; Beside UNICEF and Alliance Francoise)
Sikkim Knowledge Centre: Kanchan View Complex, National Highway 31A,
Upper Deorali, Gangtok 737102, Sikkim, INDIA