RABINDRA BHARATI UNIVERSITY
56A, B. T. ROAD, KOLKATA-700050
Admission Notice for the Faculty of Visual Arts

Admission Notice: FC/PGV/07/19   3rd July, 2019

The University invites online applications for admission to **Post-graduate** Courses (MFA/M.A) of 2-year duration consisting of 4 Semesters of 6- month each in the following subjects under the **Faculty of Visual Arts** in the session 2019-2020. Online Application can be made on the University Website : www.rbu.ac.in and www.admission.rbu.net.in from **04/07/2019 to 11/07/2019**. Last date for online payment through **Payment Gateway** is 12/07/2019 upto 4:00 p.m.

(i) Academic Programmes: M.F.A. : (2 - year under semester system)

> **Subjects:** Painting, Sculpture, History of Art, Graphics - Printmaking and Applied Art.
>
> **Note:** Each candidate will be allowed to apply for one subject only.
>
> **Eligibility:**   At least 50% marks in B.F.A./B.V.A. / B. Fine. or its equivalent from any U.G.C. recognized University. (Relaxation up to 10% for SC/ ST/PH candidates)
>
> **(ii) Academic Programmes: M.A**. **in Museology (2-yr. self-financing under Semester System)**
>
> **Eligibility:** Honours Graduate or its equivalent / Post Graduate with Honours   in any subject from any UGC recognized University are eligible to apply.

Admission Procedure:

1: Admission to the M.F.A. programmes in the Subjects of Painting, Applied Art, Sculpture, Graphics and History of Art would be made through admission test. Total marks of Admission Test would 100. Admission Test would be taken in 2 (two) phases as noted below :

1. (a) For the subjects of Applied Art, Painting, Graphics-Printmaking and Sculpture:

> **(a) 1st Phase** - Full marks : 25
> Written test – 25 marks
> **(b) 2nd Phase** –Full marks : 75
> (i) Evaluation of works – 50 marks
> (ii) Viva-voce- 25 marks

2. For the subject of History of Art:

(a) 1st Phase -   Full marks : 50
Written test – 50 marks

(b) 2nd Phase –Full marks :50
(i) Evaluation of works – 25 marks
(ii) Viva-voce – 25 marks

The candidates obtaining at least 40% marks in the Written Test (30% for SC/ST and 36% for OBC- A&B candidates) would qualify in the 1st phase of Admission Test and only the qualified candidates would be eligible for the Viva-voce and Evaluation of Works. The result of the qualified candidates would be published on the University website.

In the 2nd phase of admission test, 40% (30% for SC/ST and 36% for OBC-A&B candidates) marks would be the qualifying marks in the Viva-voce and Evaluation of Works taken together.

Aggregate of the total score (a + b = total score) would be counted towards preparation of merit lists which would be subject to verification. Only the **marks obtained in the admission test** will be counted towards preparation of merit list.

2B.4.2: Admission to M.A. in Museology: Admission to M.A. in Museology would be made through admission test and the detailed modalities of which would be notified at the time of publication of eligibility lists of candidates .

<u>**Publication of Lists**</u>

For the subjects under the Faculty of Visual Arts: Provisional lists of the candidates selected for admission test will be published on the University website on 17/07/2019.

<u>**Downloading of Admit Cards**</u>

Downloading of Admit Cards: 19/07/2019 to 21/07/2019

Admit Cards will have to be downloaded by the candidates themselves by entering their Application Identification Number (AIN) printed on their downloaded Application Form. The candidates must print two copies of the downloaded admit card. The admit Card will be required to be produced at the time of Admission Test. Candidate will not be allowed to sit for the Admission Test without Admit Card.

Schedule of Admission Test and Admission

1. A)Prospective dates of Admission 1st Phase of Admission Test for Visual Arts (Written Test): 23/07/2019 and 24/07/2019

    B) Publication of Selected List of Candidates for 2nd Phase of Admission Test for Visual Arts (viva-voce) on basis of the result of 1st Phase of Admission Test for Visual Arts (Written & Practical) : 30/07/2019

    B) Prospective dates of 2nd Phase of Admission Test for Visual Arts (viva-voce): 01/08/2019 and 02/08/2019

2. Publication of 1st provisional merit list (on the website): 07/08/2019

3. Admission of 1st provisional merit list through payment gateway: 08/08/2019 to 12/08/2017 (from 11:30 a.m to 3.30 p.m)

4. Prospective date of commencement of classes : **16/08/2019**
5. Confirmation of Admission : 21/08/2019

Reservation of Seats

1. Reservation of seats for the reserved categories of ST/SC/OBC/PH will be as per the West Bengal Higher Educational Institutions (Reservation in Admission) Rules, 2013. Reserved category candidates from the state other than West Bengal will be treated as unreserved category

2. **Few seats are reserved in each course for Foreign / NRI students against a higher rate of tuition fees. In case of non-availability of Foreign / NRI students, Indian students may be considered in those seats against the same higher rate of tuition fees.** For these seats, application will be invited after the admission of 2nd merit list. Such applications will have to be downloaded from the University website by entering the system generated application form number which has already been submitted for consideration of admission.

Therefore, it is to be noted that only the candidates who have already submitted application form for admission in this session i.e. 2019-20, will get the chance to apply.

3.Sports quota is not applicable in the subjects under the Faculties of Visual Arts.

Exercise of Option:

1. As per Govt. Rules, the candidates belonging to reserved categories (SC / ST/ OBC-A / OBC-B) who have found place in the general merit list on the basis of their merit will also be placed in the merit list for the reserved categories of candidates. It is mandatory for such candidates to exercise their option on whether they would like to be placed in the general merit list or the separate merit list for reserved categories of candidates. Admission would be made as per the option exercised by the candidates. The option once exercised shall not be altered under any circumstances.

Application Processing Fees & Course fees

1. **Application Processing Fee :** Rs.250/-+ additional charge of Bank (Rs.150/- + additional charge of Bank for PWD candidates)

2. **Course Fees to be paid at the time of admission for 1st Semester :**

3. **(i) Subjects:** Applied Art, Graphics-Printmaking, Painting, Sculpture, History of Art: Rs.1965/-+   additional Bank Charge and For Foreign Students : Rs. 5115/-+ additional Bank Charge

4. **(ii) Subject:** Museology**: Rs.7815/-** + additional Bank Charge and For Foreign Students : Rs. 14115/-+ additional Bank Charge

How to Apply

The applicants are advised to follow the instructions noted hereunder while filling up the Application Forms online:

- In order to apply online, applicants have to register themselves first.

- During registration, applicant will be asked to provide an e-mail id and a mobile number, these must be valid ones because initial login password will be sent to the provided e-mail id and mobile number via SMS, and in future, all correspondences in this regard may be made to these e-mail id and the given mobile no. via SMS.

- Applicants must provide valid email id & mobile number. else the registration process will not be completed.

- After registration, the password will be sent to the registered e-mail id and mobile number.

- It is recommended that the applicant should change their password on the first log in, if required.

- After successful login, applicant will be required to select course(s) he / she may wish to apply and check the eligibly first. Once found eligible he / she can fill up rest of the Admission Form.

- An applicant will be required to upload his / her scanned Photograph and Signature during filling up the admission form, therefore, he/she is advised to keep these ready before filling up the admission form.

- If the applicant does not have all required information at the time of filling the form, he/she can save the incomplete application as a draft (by clicking on 'Next' or 'Previous' button) and log out. Later, by login back to his/her account again he/she may complete the rest of application form.

- After filling up all required information to submit the same, applicant must agree with the given declaration, clicking on check box. It is important to note that, once it is submitted, the information already entered cannot be altered under any circumstances. Therefore, they are advised to be sure about the accuracy and relevance of the filled up information before clicking the **submit** button.

- After **Submission** of the application, applicant will be able to download or take print out of the filled up 'Application Form' bearing the **AIN (Application Identification Number)** and his / her other information relating to instructions for payment of Application Processing Fees through **Payment Gateway**. Application shall be summarily rejected, if payment is not made as per instructions given in the auto-generated **Instruction Sheet for Payment.**

- The automatically generated **AIN (Application Identification Number)** number shall be treated as unique identification number for an application during the admission process. Therefore, any Application Form erroneously downloaded and printed without automatically generated **AIN (Application Identification Number) will not be accepted under any circumstances.**

- The applications, once applied by the Applicant cannot be cancelled or altered and the amount paid for the same by the Applicant is not refundable. All amount(s) paid by the Applicant, for application to the course(s) offered by 'Rabindra Bharati University' shall stand appropriated. In case of multiple payments, being processed for a single application, the extra amount may be refunded to the Applicant after verification, if applied for.

How to Make Payment

After successful **Submission** of the application, applicant will be able to download or take print out of the filled up 'Application Form' bearing the **AIN (Application Identification Number)** and his / her other information relating to instructions for payment of Application Processing Fees through **Payment Gateway**. Application shall be summarily rejected, if payment is not made as per instructions given in the auto-generated **Instruction Sheet for Payment.**

Step.1: The Applicant will be asked to click on the **Payment Button.** Once it is clicked on the Payment Button, the applicant will be redirected to the Payment Gateway for payment of requisite **Application Processing Fees.**

Step.2: Any one of the following 3(three) methods for payment of **Application Processing Fees** can be opted:

1. **Online payment** through Net Banking or Credit Cards or Debit Cards of any bank.

2. Through **Cash/Challan:** A Pay-in-slip will have to be generated. The candidate can submit the fees through **Cash/Challan** in any of the branches of **Allahabad Bank after 24 hours of printing the auto-generated Cash/ Challan.**

3. Through **NEFT**: A Pay-in-slip will have to be generated. The candidate can submit the fees through **NEFT** in any branch of the **Bank in which he/she has his/her Bank Account.**

   Example: If a candidate has bank account in State Bank of India (SBI) , he/she can submit the fees through **NEFT** in any branches of the **State Bank of India (SBI).**

   Step.3: After payment of fees through any one of the aforesaid methods, the candidate is advised to log in again into the admission portal with his/her log in id and passwords and see payment history . Candidates are advised to see the **payment history** at least after 24 hours of successful transaction.

General Instructions to the Applicants

1. No student will participate in, abet or propagate ragging in the University campus and hostels as per order of the Honorable Supreme Court.

2. Candidates admitted elsewhere in any degree course must submit certificate or any other relevant document showing cancellation from the said degree course at the time of admission. Failing which, his/her candidature will be treated as cancelled.

3. No candidate will be allowed for admission to pursue two or more concurrent degree courses (regular/external) simultaneously as per UGC norms.

4. Candidates interested in admission will be required to collect all information regarding interview/test and admission dates in this regard from the University Website: www.rbu.ac.in.

5. Admission of a candidate will be cancelled if any information given by him/her is found to be wrong or suppressed.

6. Submission of application Forms for admission does not imply any right to admission and selection for admission does not assure accommodation in University Hostels.

7. The list of the Candidates selected for interview/written test /admission will generally be treated as cancelled as soon as the corresponding last date is over.

8. Duly filled-in downloaded application form should be signed by the candidate and his/her parent/guardian at the given spaces of the form.

9. The duly filled-in application form along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of Bank payment receipt, has to be retained by the candidate.

10. **The applicant is not required to submit the hard copy of duly filled-in downloaded Application Form to the University.** However, the hard copy of duly filled-in downloaded Application Form along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of payment receipt will be required only at the later stage during **admission test** and if the candidate is provisionally selected for admission .

11. In case of any disputes, the decision of the University will be final and binding to all concerned.

Secretary, Faculty Councils

Annexure –II

Schedule for Admission in MA in the Faculty of Visual Arts :-

As desired by the Hon'ble Vice-Chancellor, the following schedule for admission to P.G Courses in the Various Subjects under the Faculty of Visual Arts in 2019-19 session is hereby notified for information to all concerned:

1. Publication and Notification of Advertisement in the website (www.rbu.ac.in & admission.rbu.net.in) : 01/07/2019
2. Publication and Notification of Advertisement in the Newspaper : on or before 01/07/2019
3. Availability of online Admission form: 04/07/2019 to 11/07/2019 (up to 5.00 p.m.)
4. Last date of online payment of application fees through Payment Gateway: 12/07/2019 (up to 4.00 p.m.)
5. Publication list for admission test : 17/07/2019
6. To download Admit Card from the University Website : 19/07/2019 to 21/07/2019
7. Date of Written Test – 23/07/2019 & 24/07/2019
8. Publication result of Written Test – 30/07/2019
9. Date of Viva-voce : 01/08/2019 & 02/08/2019
   At the time of Viva-voce Candidate must bring at lest 5 numbers of his/her original Art works (for History of Art at lest 3 numbers)
10. Publication of 1st Provisional Merit List : 07/08/2019 after 5.00 p.m.
11. Provisional Admission of 1st Merit List through Payment Gateway: 08/08/2019 to 12/08/2019
12. Commencement of Classes of the provisionally admitted Students : 16/08/2019
13. Confirmation of Admission through verification of original documents in the Faculty office: 21/08/2019