



RABINDRA BHARATI UNIVERSITY

56A, B. T. ROAD, KOLKATA-700050

Admission Notice: FC/PG-Diploma/ 04 / 18

September 04, 2018

The University invites online applications for admission to 1-year PG Diploma Course in Manuscriptology and Palaeography at the School of Vedic Studies under the Innovative Programme – Teaching and Research in Interdisciplinary and Emerging Areas for the session 2018-19. Online Application can be made on the University Website : www.rbu.ac.in & www.admission.rbu.net.in from **07/09/2018 to 16/09/2018** (upto 4:00 p.m).

Last date for online payment through **Payment Gateway** is **17/09/2018 upto 4:00 p.m.**

Eligibility : a) **Essential :** Master's degree in any subject from any UGC recognized University.

b) **Desirable :** Knowledge in Sanskrit and Devanagari script.

Intake capacity : Up to 25 candidates

Reservation of Seats

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 States other than West Bengal will be treated as Unreserved Category.

Application Processing Fees & Course fees

1. Application Processing Fee : Rs.200/-+ additional charge of Bank (Rs.120/- + additional charge of Bank for PWD candidates)

2. Course Fees to be paid at the time of admission :

i) **For internal candidates: Rs. 2715 /-** + additional Bank Charge

ii) **For external candidates: Rs. 2815 /-** + 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 eligibility 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 2(two) 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 be auto 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** .

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 . Please note that in the case of payment through Net Banking or Credit Cards or Debit Cards, transaction history will be reflected immediately after successful transaction.

In the case of payment through Cash/Challan, transaction history will be reflected at least after 24 hours of payment at any branch of Allahabad Bank.

General Instructions to the Applicants

1. Candidates applying for more than one subject will have to apply separately following procedures mentioned above.
2. Duly filled-in downloaded application form should be signed by the candidate and his/her parent/guardian at the given spaces of the form.
3. 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. Applicants must preserve the acknowledgement receipt containing the Application Form ID No. etc. for the future reference.
4. **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 Viva-voce .

Publication of Lists & Modes of Admission

1. 1st Provisional Merit list of the candidates selected for admission and other details will be published on the University website on **20/09/2018** (after 4:00 pm) .
2. **Provisional Admission:** 21/09/2018 to 24/09/2018 .
3. **Prospective date for commencement classes: 25/09/2018**
4. **Admission Confirmation:** 26/09/2018 (between 11:30 a.m. and 3:30 p.m.)
For confirmation of admission, provisionally admitted candidates must bring all original marksheets, SC/ST/OBC-A & B /PWD certificates issued by the competent authority (in case of candidates belonging to SC/ST/OBC-A & B /PWD category), and other relevant documents for physical verification. Only after successful verification, the provisional admission will be confirmed .If any discrepancies are found during verification of documents, marks, scores, etc. the

provisional admission in the respective academic programme will be categorically cancelled and no refund of payment will be made. No further application for rectification will be entertained at this stage.

A set of 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.

General Instructions and Information 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 two or more concurrent degree courses in the same University (regular/external) in the same calendar year.
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. Candidates applying for more than one subject will have to apply separately following procedures mentioned above.
9. Duly filled-in downloaded application form should be signed by the candidate and his/her parent/guardian at the given spaces of the form.
10. 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.

11. **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 if the candidate is provisionally selected for admission .
12. In case of any disputes, the decision of the University will be final and binding to all concerned.

(Syam Sundar Chakrabortti)
Secretary, Faculty Councils