



RABINDRA BHARATI UNIVERSITY

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

Admission Notice For the Faculty of Arts

Admission Notice: FC/PGA/02 /2020

Nov.12, 2020

The University invites online applications for admission to **Post-graduate** academic programmes (M.A) of 2-years duration consisting of 4 Semesters of 6- months each in the following subjects under the Faculty of Arts in the session 2020-2021. Online Application can be made on the University Website : www.rbu.ac.in and www.admission.rbu.net.in from **12/11/2020 to 25/11/2020** . Last date for online payment through **Payment Gateway** is **26/11/2020**.

A. Academic Programmes : M.A. (2 – year under semester system):

- (i) **Subjects:** Bengali, English, Sanskrit, History, Economics, Philosophy, Political Science, and Education

Eligibility : Graduation with Honours or its equivalent under 10+2+3 system from any U.G.C. recognized University in the concerned subject.

Note: Honours Graduate or its equivalent under 10+2+3 system with B.Ed may also apply for M.A. in Education.

Break of study permissible up to only 2 years i.e the candidates who have passed Graduation with Honours or its equivalent in 2020, 2019 & 2018 are only eligible to apply.

Admission to the above courses will be taken according to merit as per norms prescribed by the University.

- (ii) **Subject:** Journalism and Mass Communication

Eligibility : Honours Graduate or Post Graduate with honours or its equivalent under 10+2+3 system from any U.G.C. recognized University in any subject are eligible to apply.

Break of study permissible up to only 2 years i.e the candidates who have passed Graduation with Honours or Post Graduation with honours or its equivalent in 2020, 2019 & 2018 are only eligible to apply.

B. Self-Financed Academic Programmes: M.A. (2 - year under semester system):

(i) Subjects: Geography, Sociology and Hindi

Eligibility : Graduation with Honours or its equivalent under 10+2+3 system from any U.G.C. recognized University in the concerned subject.

Break of study permissible up to only 2 years i.e the candidates who have passed Graduation with Honours or its equivalent in 2020, 2019 & 2018 are eligible to apply.

Admission to the above courses will be taken according to merit as per norms prescribed by the University.

(ii) Subjects: Environmental Studies and Human Rights and Human Development

(a)Environmental Studies : Graduation with Honours or its equivalent under 10+2+3 System in any subject from any U.G.C. recognized University.

Break of study permissible up to only 2 years i.e the candidates who have passed Honours or its equivalent in 2020, 2019 & 2018 are eligible to apply.

Admission to the above courses will be taken according to merit as per norms prescribed by the University.

(i) Human Rights and Human Development : Graduation with Honours or its equivalent from any UGC recognized University in any subject of Social Sciences, management and law (3yrs/5yrs) under 10+2+3 system with 50% marks in aggregate (30% for SC/ST and 36% for OBC-A & OBC-B candidates).

(ii) For freshers: Break of study permissible up to only 2 years i.e the candidates who have passed Graduation with Honours or its equivalent in 2020, 2019 & 2018 are eligible to apply.

Exception may be made for the candidates already working in Army / Paramilitary force / Police or in any human rights organization / NGO.

(iii) Academic Programmes : Master of Social Work (MSW) (2 – year self financing under semester system)

Minimum Eligibility : Graduation with Honours or its equivalent under 10+2+3 system from any U.G.C. recognized University in any subject.

Break of study permissible up to only 2 years i.e the candidates who have passed Graduation with Honours or its equivalent in 2020, 2019 & 2018 are only eligible to apply. Admission to the above courses will be taken according to merit as per norms prescribed by the University.

C.Norms being adopted for preparation of merit list:

1. For the subjects : Bengali, English, Sanskrit, Political Science, History, Philosophy, Economics, Education. Geography, Sociology, Hindi, Environmental Studies and M.S.W:

(a) H.S or its equivalent - 50 (on pro-rata basis when full score will be considered equivalent)

[(best 4 subjects other than Environmental Education (ENVS)]

(b) Honours or its equivalent - 50 (on pro-rata basis when full score will be considered equivalent)

Aggregate of the total score (a +b = total score) will be counted towards preparation of provisional merit lists which will be subject to verification.

2. Admission procedure for the subject of **Journalism and Mass Communication & Human Rights and Human Development** will be notified later.

Publication of Master Lists, Provisional Merit Lists & Modes of

Admission:

Subjects: Bengali, English, Sanskrit, Political Science, History, Philosophy, Economics, Education, Geography, Sociology, Hindi, Environmental Studies and M.S.W:

Master Lists of the Candidates for the above subjects will be published on the University website on 01/12/2020.

Rectification of Master List(if any): 02/12/2020 & 03/12/2020

Rectified Master List Published: 04/12/2020

: 1st Provisional Merit list of the candidates selected for admission in the above subjects and other details will be published on the University website on **08/12/2020**.

Online Provisional Admission through Payment Gateway: On 09/12/2020 to 10/12/2020 the selected candidates will be required to pay the Course fee. Once again the candidate will be offered to pay through **Payment Gateway**. After successful transaction of payment of Course fee, the candidate will be treated as admitted provisionally . Please note that this

provisional admission will be categorically treated as cancelled , if the information particularly marks entered during the filling up of Application Form do not tally with the actual marks reflected on the original mark sheets.

Date of commencement of classes: will be notified later.

Admission Confirmation: For confirmation of admission, provisionally admitted candidates must bring the duly filled-in downloaded Application Form bearing AIN and all original mark-sheets, SC/ST/OBC/PWD certificates issued by the competent authority (in case of candidates belonging to SC/ST/OBC/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. **Date of Confirmation will be notified later.**

D. Reservation of Seats:

1. Reservation of seats for the reserved categories of ST/SC/OBC-A&B/PWD(PH) will be as per the West Bengal Higher Educational Institutions (Reservation in Admission) Rules, 2013. **Reserved category candidate whose Reservation Certificate issued by the Competent authority, Govt. of West Bengal are only will be treated as reserved category.**
2. Exercise of Option:

As per Govt. Rules, the candidates belonging to reserved categories (SC/ST/OBC) 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.

3. 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 Identification Number (AIN) and the date of birth as entered during online application for admission. Therefore, it is to be noted that only the candidates who have already submitted online application for admission in this session i.e. 2020-2021, will get the chance to apply.

4. Sports quota is applicable only in the subjects under the Faculty of Arts.

E.Application Processing Fees & Course fees:

1.Application Processing Fee :

(i) For all subjects other than Journalism and Mass Communication and Human Rights and Human Development: Rs.200/-+ additional charge of Bank (Rs.120/- + additional charge of Bank for PWD candidates)

(ii)For the subjects- Journalism and Mass Communication and Human Rights and Human Development: 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 in 1st Semester :

3. (i) Subjects: Bengali, English, History, Political Science, Sanskrit and Philosophy: **Rs.1765/-**+ additional Bank Charge and for Foreign Students Rs. **4415/-**+ Additional Bank Charge

4. (ii) Subject: Economics: **Rs.1965/-** + additional Bank Charge and for Foreign Students Rs. **4415/-**+ Additional Bank Charge

5. (iii) Subject: Education: **Rs. 3015/-**+ additional Bank Charge and for Foreign Students Rs. **4315/-** + Additional Bank Charge

6. (iv) Subject: Journalism and Mass Communication: **Rs. 6415/-**+ additional Bank Charge and for Foreign Students Rs. **7315/-**+ Additional Bank Charge

7. (vi) Subject : Geography , Environmental Studies: Rs. 6815/-+ additional Bank Charge and for Foreign Students Rs. **7315/-**+ Additional Bank Charge

(vii) Subject : Hindi, Sociology, Human Rights and Human Development Studies :

8. Rs. 5815/- + additional Bank Charge and for Foreign Students Rs. **7315/-**+ Additional Bank Charge

9. (viii) Subject : Master of Social Work : **Rs. 10568/-** + additional Bank Charge and for Foreign Students Rs. **11888/-**+ Additional Bank Charge

F.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.

G.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 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 **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.

H.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 Hon'ble Supreme Court.
2. Candidates applying for more than one subject will have to apply separately following procedures mentioned above.
3. 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.
4. No candidate will be allowed for admission to pursue two or more concurrent degree courses (regular/external) simultaneously as per UGC norms.
5. 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. and www.admission.rbu.net.in from time to time.
6. Admission of a candidate will be cancelled if any information given by him/her is found to be wrong or suppressed.
7. Submission of application Forms for admission does not imply any right to admission and selection for admission does not assure accommodation in University Hostels.
8. 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.
9. Candidates applying for more than on subject will have to apply separately following procedures mentioned above.

10. Duly filled-in downloaded application form should be signed by the candidate and his/her parent/guardian at the given spaces of the form.
11. 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.
12. **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 .
13. In case of any disputes, the decision of the University will be final and binding to all concerned.

Secretary, Faculty Councils

Annexure –I

Schedule for Admission in MA in the Faculty of 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 Arts in 2020-21 session is hereby notified for information to all concerned:

- 1 A) Faculty of Arts & Fine Arts (Except the Journalism & Mass Comm. and Human Rights & Human Development)
- i) Publication and Notification of Advertisement in the website (www.rbu.ac.in & admission.rbu.net.in) : 12/11/2020.
- ii) Publication and Notification of Advertisement in the Newspaper : on or before 10/11/2020
- iii) Availability of online Admission form : 12/11/2020 to 25/11/2020
- iv) Last date of online payment of application fees through Payment Gateway: 26/11/2020
- v) Master List of Faculty of Arts will be published : 01/12/2020 .
- vi) Rectification date : 02/12/2020 & 03/12/2020 .
- vii) Rectified list of Faculty of Arts will be published on : 04/12/2020.
- viii) Publication of 1st Provisional Merit List : 08/12/2020.
- ix) Provisional Admission Fees Payment of 1st Merit List through Payment Gateway : 09/12/2020 to 10/12/2020.
- x) Publication of 2nd Provisional Merit List : 16/12/2020 after 5 p.m.
- xi) Provisional Admission Fees Payment of 2nd Merit List through Payment Gateway : 17/12/2020 to 18/12/2020.
- xii) Commencement of Classes of the provisionally admitted Students : will be notified later.
- xiii) Confirmation of Admission through verification of original documents in the Faculty office: will be notified later.

Journalism and Mass Communication

- i) Details regarding admission process will be notified later

For Human Rights & Human Development

- i) Details regarding admission process will be notified later

Annexure –I I USER MANUAL

1. STEP: 1


Registered user can fill-up online application form using their login credentials (E-mail Id & Password)

URL: <http://admission.rbu.net.in/>

Email Id :

Password :

Captcha : *



Please enter the captcha displayed in the image into the above input field.
This captcha is case sensitive.

[New User? Register now](#) | [Forgot Password? Click here](#)

If student do not have their login credentials they can click [New User? Register now](#) to register themselves and get their login credentials through SMS and E-mail.

Name : *


Email Id : *

Note: An auto generated password shall be sent to this Email Id. Please enter valid Email Id here

Mobile No. : *

Note: Enter your mobile no. Do not put '0' or '+91' as prefix

Captcha : *




Please enter the captcha displayed in the image into the above input field.
This captcha is case sensitive.

If registered student forget their credentials they can get their PASSWORD click on [Forgot Password? Click here](#)

Enter a valid Email id to get a new password

Email Id :

Captcha : *

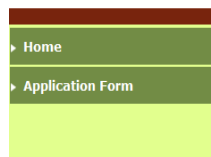


Please enter the captcha displayed in the image into the above input field.
This captcha is case sensitive.

2. STEP: 2

After login user can fill-up their online form clicking **GO TO APPLICATION FORM** or

Application Form



Welcome to Rabindra Bharati University Online Admission 2020-21

GO TO APPLICATION FORM

3. STEP: 3

User can add subject selecting Academic Programme and Subject Name they are applying for.

Add Subject

Applying for admission to the Academic Programme *

Subject Name *

Department

Faculty

Add Subject **Clear**

Then click on

Added Subject with

Add Subject

Admission Programme	Subject	Faculty	AIN No	Department		Payment	Regenerate Challan	Payment Status
M. A.	M. A. in Bengali	Faculty of Arts		Department of Bengali	Click Here for Application	Delete Course x		

Now, user can fill-up the application form clicking on

They even can delete the selected course clicking on

4. STEP: 4

[Click Here for Application](#) **Delete Course x**

Clicking [Click Here for Application](#) user will get the Eligibility form of online application

and they must provide right information and fill-up the form.

Eligibility

Applying for admission to M. A. in Bengali (Department of Bengali) under the Faculty of Arts

Note : All * fields are mandatory during submit.

1. Nationality * Indian Foreign National / NRI
 2. Category Select
- If your SC, ST, OBA-A, or OBC-B certificate is issued by other than state of West Bengal, you have to apply under General category
3. Whether Person with Disability (PH)? * Yes No
 4. Whether Person Passed Graduation from Open Universities/ODL system? * Yes No
 5. Upload Secondary (Class 10) Marksheet * Browse... No file selected.
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB
 6. Upload Higher Secondary (Class 12) Marksheet * Browse... No file selected.
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB
 7. Upload Undergraduate Degree (UG) Marksheet * Browse... No file selected.
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB
 8. Upload Postgraduate Degree (PG) Final Marksheet Browse... No file selected.
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB
 9. Academic Record (Secondary / Class-X onwards)*

Note (for Higher Secondary - Class 12)

- A. For Higher Secondary (Class 12), put marks obtained in best 4 subjects excluding Environmental Studies (ENVS).
- B. Marks for Environmental Studies (ENVS) is optional, and will not add any grade marks in Total Grade score.

SL No	Examination Passed	Board / College / University	Year of Passing	Hons. / Specialization in	Subjects	Total Marks Obtained	Full Marks	Grade	% of Marks
1	Secondary (Class 10)	<input type="text"/>	<input type="text" value="YYYY"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Higher Secondary (Class 12): Best 4 subjects excluding Environmental Studies (ENVS)	-- Select -- <input type="text"/>	<input type="text" value="YYYY"/>	1st of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>
				2nd of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>
				3rd of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>
				4th of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>
3	Graduation -- Select -- <input type="text"/>	<input type="text"/>	<input type="text" value="YYYY"/>	Bengali	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	Post Graduation	<input type="text"/>	<input type="text" value="YYYY"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

For adding a new row click

10. Year of obtaining Graduation(Honours) / Post Graduation with Honours * --Select--

Note : Before clicking on the 'Submit & Proceed' button you are advised to make sure that you have entered all information correctly. Once submitted you can not alter the same any more.

Submit & Proceed

After fill-up the Eligibility form, they must click on and find a page like

Admission Form

Applying for admission to M. A. in Bengali (Department of Bengali) under the Faculty of Arts

Note : All * fields are mandatory during final submit.

Subject Details

1.	Applying for admission to the Academic Programme*	M. A.
	Subject Name *	M. A. in Bengali
	Department	Department of Bengali
	Faculty	Faculty of Arts

[NEXT](#)

5. STEP: 5
6. STEP: 1


Registered user can fill-up online application form using their login credentials (E-mail Id & Password)

URL: <http://admission.rbu.net.in/>

Email Id :

Password :

Captcha : *



Please enter the captcha displayed in the image into the above input field.
This captcha is case sensitive.

[New User? Register now](#) | [Forgot Password? Click here](#)

If student do not have their login credentials they can click [New User? Register now](#) to register themselves and get their login credentials through SMS and E-mail.

Name : *


Email Id : *

Note: An auto generated password shall be sent to this Email Id. Please enter valid Email Id here

Mobile No. : *

Note: Enter your mobile no. Do not put '0' or '+91' as prefix

Captcha : *



Please enter the captcha displayed in the image into the above input field.
This captcha is case sensitive.

If registered student forget their credentials they can get their PASSWORD click on [Forgot Password? Click here](#)

Enter a valid Email id to get a new password

Email Id :

Captcha : *



Please enter the captcha displayed in the image into the above input field.
This captcha is case sensitive.

7. STEP: 2

After login user can fill-up their online form clicking **GO TO APPLICATION FORM** or

Application Form



Welcome to Rabindra Bharati University Online Admission 2020-21

GO TO APPLICATION FORM

8. STEP: 3

User can add subject selecting Academic Programme and Subject Name they are applying for.

Add Subject

Applying for admission to the Academic Programme *

Subject Name *

Department

Faculty

Add Subject **Clear**

Then click on

Added Subject with

Add Subject

Admission Programme	Subject	Faculty	AIN No	Department		Payment	Regenerate Challan	Payment Status
M. A.	M. A. in Bengali	Faculty of Arts		Department of Bengali	Click Here for Application	Delete Course x		

Now, user can fill-up the application form clicking on

They even can delete the selected course clicking on

9. STEP: 4

Click Here for Application Course x

Clicking **Click Here for Application** user will get the Eligibility form of online application

and they must provide right information and fill-up the form.

Eligibility

Applying for admission to M. A. in Bengali (Department of Bengali) under the Faculty of Arts

Note : All * fields are mandatory during submit.

1. Nationality * Indian Foreign National / NRI
 2. Category Select
- If your SC, ST, OBA-A, or OBC-B certificate is issued by other than state of West Bengal, you have to apply under General category
3. Whether Person with Disability (PH)? * Yes No
 4. Whether Person Passed Graduation from Open Universities/ODL system? * Yes No
 5. Upload Secondary (Class 10) Marksheet * Browse... No file selected.
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB
 6. Upload Higher Secondary (Class 12) Marksheet * Browse... No file selected.
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB
 7. Upload Undergraduate Degree (UG) Marksheet * Browse... No file selected.
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB
 8. Upload Postgraduate Degree (PG) Final Marksheet Browse... No file selected.
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB
 9. Academic Record (Secondary / Class-X onwards)*

Note (for Higher Secondary - Class 12)

- A. For Higher Secondary (Class 12), put marks obtained in best 4 subjects excluding Environmental Studies (ENVS).
- B. Marks for Environmental Studies (ENVS) is optional, and will not add any grade marks in Total Grade score.

SL No	Examination Passed	Board / College / University	Year of Passing	Hons. / Specialization in	Subjects	Total Marks Obtained	Full Marks	Grade	% of Marks
1	Secondary (Class 10)	<input type="text"/>	<input type="text" value="YYYY"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Higher Secondary (Class 12): Best 4 subjects excluding Environmental Studies (ENVS)	-- Select -- <input type="text"/>	<input type="text" value="YYYY"/>	1st of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>
				2nd of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>
				3rd of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>
				4th of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>
3	Graduation -- Select -- <input type="text"/>	<input type="text"/>	<input type="text" value="YYYY"/>	Bengali	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	Post Graduation	<input type="text"/>	<input type="text" value="YYYY"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

For adding a new row click

Add Another Qualification

10. Year of obtaining Graduation(Honours) / Post Graduation with Honours * --Select--

Note : Before clicking on the 'Submit & Proceed' button you are advised to make sure that you have entered all information correctly. Once submitted you can not alter the same any more.

Submit & Proceed

After fill-up the Eligibility form, they must click on Submit & Proceed and find a page like

Admission Form

Applying for admission to M. A. in Bengali (Department of Bengali) under the Faculty of Arts

Note : All * fields are mandatory during final submit.

Subject Details

1.	Applying for admission to the Academic Programme*	M. A.
	Subject Name *	M. A. in Bengali
	Department	Department of Bengali
	Faculty	Faculty of Arts

[NEXT](#)

10. STEP: 5

Clicking **NEXT** onuser will get the Personal Details page

The screenshot shows a web form titled "Personal Details" with a "PREVIOUS" button on the top left and a "NEXT" button on the top right. The form contains 21 numbered fields:

- 2. Name of Applicant * (First Name, Surname)
- 3. Upload Scanned Photograph of Applicant* (Browse... No file selected., Upload, Note: Upload .jpg / .jpeg format only)
- 4. Upload Scanned Signature of Applicant (Browse... No file selected., Upload, Note: Upload .jpg / .jpeg format only)
- 5. Mother's Name (Mrs. dropdown, text input), Mother's Profession (dropdown)
- 6. Father's Name (Mr. dropdown, text input), Father's Profession (dropdown)
- 7. Name of Guardian (text input), Relationship with applicant (text input)
- 8. Annual Income * (dropdown, Rs. text input)
- 9. Category (dropdown, SC selected), Caste Certificate Issued Which State ? * (West Bengal dropdown), Caste Certificate No. * (text input), Caste Certificate Issued on (DD/MM/YYYY) * (text input)
- 10. Gender * (Male, Female, Third gender/Other radio buttons)
- 11. Aadhar No. (text input)
- 12. BPL / Antyodaya (BPL, Antyodaya radio buttons, Clear link), Card No. (text input), Issue Year (text input)
- 13. Blood Group * (dropdown)
- 14. Whether Person with Disability (PH)? (Yes, No radio buttons)
- i) PH Type * (dropdown)
- ii) Disability percentage * (text input)
- iii) PH Certificate No. * (text input)
- iv) PH Certificate Issued on (DD/MM/YYYY) * (text input)
- v) PH Certificate Valid Upto * (text input)
- vi) Upload PH Certificate * (Browse... No file selected., Upload, Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB)
- 15. Sports Proficiency (Yes, No radio buttons), If any, Mention* (National Participant, State Participant, District Participant, International Participant radio buttons, dropdown, text input, Browse... No file selected., Upload, Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB)
- 16. Whether belongs to Minority Group?* (Yes, No radio buttons)
- 17. Nationality (Indian, Foreign National radio buttons), State * (dropdown)
- 18. Date of Birth (DD/MM/YYYY) * (text input)
- 19. Religion * (dropdown)
- 20. Mother Tongue * (text input)
- 21. Whether employed ? * (Yes, No radio buttons)

At the bottom of the form, there are "PREVIOUS" and "NEXT" buttons.

At the time of form fill-up user can go to the next page click on **NEXT**

11. STEP: 6

The next page is Contact Details.

PREVIOUS

NEXT

Contact Details

22. Address for Communication*

Village City / Town*

State / Province * District *

PIN / ZIP *

Mobile No.

E-mail id Fax

* Address for Communication, City / Town, State / Province, District & PIN / ZIP are not mandatory for Foreign / NRI student.

23. Permanent Address*

Same as Communication Address

Village City / Town*

State / Province * District *

PIN / ZIP*

Mobile / Land Line No. (Alternate)

E-mail id (Alternate) Fax

24. Name of local contact person (in case of emergency) (If any)

Address

PIN / ZIP

Mobile No

Relationship with applicant

25. Distance from nearest railway station / bus stop to the University in K.M.*

PREVIOUS

NEXT

12. STEP: 7

And the next page is Qualification Details

PREVIOUS
NEXT

Qualification Details

26. Are you pursuing any course? * Yes No

27. i. Are you a registered student of RBU? * Yes No

ii. Have you (ever) been migrated from RBU? * Yes No

28. Name of the Institute / College / University last attended * Year *

Registration No. * Registration Year *

29. Last Exam passed through* Regular Mode Distance Mode

PREVIOUS
NEXT

At the time of form fill-up user can go to the previous page click on PREVIOUS

13. STEP: 8

Clicking on “NEXT” after filling up Qualification Details page user will get Verify & Submit page. Here user can see all the details they have provided and verify all the details. Scrolling down they will get it like

DECLARATION OF THE CANDIDATE

I, **KALYAN**, do hereby declare that I will always obey all the rules and regulations, manners and customs prescribed by the University and will maintain class percentage (80% in theory classes and 90% in practical classes) as stated above. Otherwise I will not be treated as eligible to appear at the examination and/or to get promotion for the next class and I will never claim for the same. I declare that all the information furnished above are true and correct.

I also solemnly declare that I shall not participate in, abet or propagate ragging in the university campus and hostels.

Application Processing Fee to be deposited within stipulated date : Date : Place : *

I Agree With Above Declaration

Note : 1. In order to submit this application you must agree with above declaration. Please click the checkbox ahead of 'I Agree With Above Declaration' to submit this application.
2. Once the application is submitted you can't change any information. Make sure all the required information that you provide are proper.

PREVIOUS
Submit

Here they must check I Agree With Above Declaration before Submit

14. STEP: 9

After final submit it will generate an AIN for the application and filled up application can be downloaded from

[Click Here to View Application](#)

Admission Programme	Subject	Faculty	AIN No	Department		Payment	Regenerate Challan	Payment Status
M. A.	M. A. in Bengali	Faculty of Arts	R20MAEBNG00002	Department of Bengali	Click Here to View Application		Click Here for Payment	Your application fees payment status is not verified yet.

Once the form has been submitted User can't delete the course.

Now they can pay clicking on Click Here for Payment Online Payment

User can get the instruction from the Click Here for how to make payment link.

15. STEP: 10

After payment user can get their payment history from **▶ Payment History** he left menu. They also, can get their online payment challan again if required from in the **▶ Regenerate Challan**

16. STEP: 6

The next page is Contact Details.

PREVIOUS
NEXT

Contact Details

22. Address for Communication*

Village City / Town*

State / Province * -- Select State -- District * -- Select District --

PIN / ZIP *

Mobile No.

E-mail id Fax

* Address for Communication, City / Town, State / Province, District & PIN / ZIP are not mandatory for Foreign / NRI student.

23. Permanent Address*

Same as Communication Address

Village City / Town*

State / Province * -- Select State -- District * -- Select District --

PIN / ZIP*

Mobile / Land Line No. (Alternate)

E-mail id (Alternate) Fax

24. Name of local contact person (in case of emergency) (If any)

Address

PIN / ZIP

Mobile No

Relationship with applicant

25. Distance from nearest railway station / bus stop to the University in K.M.*

PREVIOUS
NEXT

17. STEP: 7

And the next page is Qualification Details

PREVIOUS
NEXT

Qualification Details

26. Are you pursuing any course? * Yes No

27. i. Are you a registered student of RBU? * Yes No

ii. Have you (ever) been migrated from RBU? * Yes No

28. Name of the Institute / College / University last attended * Year *

Registration No. * Registration Year *

29. Last Exam passed through* Regular Mode Distance Mode

PREVIOUS
NEXT

At the time of form fill-up user can go to the previous page click on PREVIOUS

18. STEP: 8

Clicking on “NEXT” after filling up Qualification Details page user will get Verify & Submit page. Here user can see all the details they have provided and verify all the details. Scrolling down they will get it like

DECLARATION OF THE CANDIDATE

I, **KALYAN**, do hereby declare that I will always obey all the rules and regulations, manners and customs prescribed by the University and will maintain class percentage (80% in theory classes and 90% in practical classes) as stated above. Otherwise I will not be treated as eligible to appear at the examination and/or to get promotion for the next class and I will never claim for the same. I declare that all the information furnished above are true and correct.

I also solemnly declare that I shall not participate in, abet or propagate ragging in the university campus and hostels.

Application Processing Fee to be deposited within stipulated date : Date : Place : *

I Agree With Above Declaration

Note : 1. In order to submit this application you must agree with above declaration. Please click the checkbox ahead of 'I Agree With Above Declaration' to submit this application.
2. Once the application is submitted you can't change any information. Make sure all the required information that you provide are proper.

PREVIOUS
Submit

Here they must check I Agree With Above Declaration before Submit

19. STEP: 9

After final submit it will generate an AIN for the application and filled up application can be downloaded from

[Click Here to View Application](#)

Admission Programme	Subject	Faculty	AIN No	Department		Payment	Regenerate Challan	Payment Status
M. A.	M. A. in Bengali	Faculty of Arts	R20MAEBNG00002	Department of Bengali	Click Here to View Application		Click Here for Payment	Your application fees payment status is not verified yet.

Once the form has been submitted User can't delete the course.

Now they can pay clicking on Click Here for Payment Online Payment

User can get the instruction from the Click Here for how to make payment link.

20. STEP: 10

After payment user can get their payment history from **▶ Payment History** he left menu. They also, can get their online payment challan again if required from in the **▶ Regenerate Challan**