RABINDRA BHARATI UNIVERSITY  
56A, B.T. Road, Kolkata – 700050

Admission Notice : SFC/ PG-Diploma/ 02/19                                   Date: 27/03/2019

The University invites online applications from the eligible candidates from **05/04/2019 to 25/04/2019** (upto4:00 p.m.) for direct admission to the following **PG Diploma Courses** on ‘first-cum-first-served’ basis in the academic session 2019-2020 in the Department of Adult, Continuing Education, Extension Work and Field Outreach **under the Faculty of Arts**. Online Application can be filled-in on the University Website: [www.rbu.ac.in](http://www.rbu.ac.in).

**Academic Programmes: Number of seats for each course is mentioned against each in bracket.**

1. 1-year PG Diploma in Social Work (50)
2. 1-year PG Diploma in NGO Management (50)
3. 1-year PG Diploma in Acting in Different Media (50)
4. 1-year PG Diploma in Safety and Security Management (50)
5. 2-years PG Diploma in Art and Crafts (50)

**Minimum Eligibility Criteria for Admission:** Graduation in any discipline from any UGC recognized University.

**Requisite Admission Fees including Application Processing Fees**

1. 1-year PG Diploma in Social Work— Rs.8100+ Bank Charge
2. 1-year PG Diploma in NGO Management – Rs.8100+ Bank Charge
3. 1-year PG Diploma in Acting in Different Media – Rs.8100+ Bank Charge
4. 1-year PG Diploma in Safety and Security Management— Rs.10100+ Bank Charge
5. 2-year PG Diploma in Art and Crafts- – Rs.6100(1st Yrs.)+ Rs.6000(2nd Yrs.)+ Bank Charge.

**Commencement of Classes**

Notice for commencement of classes will be made in the 1st week of May, 2019.
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 Information:**

1. No student will participate in, abet or propagate ragging in the University campus and hostels.
2. Candidates interested in admission will be required to collect all information regarding the same from the University Website: [www.rbu.ac.in](http://www.rbu.ac.in).
3. Admission of a candidate will be cancelled if any information given by him/her is found to be wrong or suppressed.
4. Submission of application Forms for admission does not imply any right to admission and selection for admission does not assure accommodation in University Hostels.
5. From time to time admission related information shall be uploaded on the University website. Students are instructed to keep regular watch for the same. The University shall not be liable if an applicant fails to comply with the schedule.
6. In case of any disputes, the decision of the University will be final and binding to all concerned.

Sd-
Secretary, Faculty Councils
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/](http://admission.rbu.net.in/)

If student do not have their login credentials they can click to register themselves and get their login credentials through SMS and E-mail.

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
2. **STEP: 2**

After login user can fill-up their online form clicking on "GO TO APPLICATION FORM" or "Application Form".

![Application Form](image)

3. **STEP: 3**

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

![Add Subject](image)

Then click on "Add Subject". Added Subject will show like this:

![Added Subject](image)

Now, user can fill-up the application form clicking on "Click Here for Application". They can even delete the selected course clicking on "Delete Course".

4. **STEP: 4**

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.
After fill-up the Eligibility form they must click on Submit & Proceed.

And find a page like:

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**Eligibility**

Applying for admission to B. Ed (Department of Education) under the Faculty of Arts

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**Note:** All fields are mandatory during submit.

1. **Nationality**
   - Indian
   - Foreign National

2. **Category**
   - Select

3. **Whether Person with Disability (PhD)?**
   - Yes
   - No

4. **Whether Deputed Candidate?**
   - Yes
   - No

5. **Are you a registered student of B.Ed?**
   - Yes
   - No

6. **Academic Record (Secondary / Class-X onwards)**

   **Note (For Higher Secondary - Class XII)**

   A. For Higher Secondary (Class XII), 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.

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<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Examination Passed</th>
<th>Board / College / University</th>
<th>Year of Passing</th>
<th>Hons. / Specialization in</th>
<th>Subjects</th>
<th>Total Marks Obtained</th>
<th>Full Marks</th>
<th>% of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secondary (Class 10)</td>
<td></td>
<td>YYY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Higher Secondary (Class XII): Best 4 subjects excluding Environmental Studies (ENVS)</td>
<td>Select</td>
<td>YYY</td>
<td>1st of Best 4 Subjects excluding ENVS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2nd of Best 4 Subjects excluding ENVS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3rd of Best 4 Subjects excluding ENVS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4th of Best 4 Subjects excluding ENVS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Graduation</td>
<td></td>
<td>YYY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Post Graduation</td>
<td></td>
<td>YYY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>M. Phil.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Ph. D.</td>
<td>Date Of Award :</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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For adding a new row click Add Another Qualification.

- Having M. Phil degree will add 5 grade marks in Total Grade score, having Ph. D. degree will add 10 grade marks in Total Grade score. If you have both M. Phil and Ph. D. degrees, maximum 15 grade marks will be added in Total Grade score.

7. **Did you have Science and Mathematics as specialization in B.Ed/BTech?**
   - Select

8. **Name of Degree Obtained in Post Graduation level**
   - Select

9. **Year of obtaining last degree**
   - For freshers candidates only. Last degree obtained should not be prior to 2014. Candidates having break of studies for more than 10 years would not be eligible for admission.
   - Name of the degree Obtained last:

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**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

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After fill-up the Eligibility form they must click on Submit & Proceed.

And find a page like:

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**Subject Details**

1. **Applying for admission to the Academic Programme**
   - 2-Year B. Ed. Programme

2. **Subject Name**
   - B. Ed

3. **Department**
   - Department of Education

4. **Faculty**
   - Faculty of Arts

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NEXT
5. **STEP: 5**

Clicking on **NEXT** user will get the Personal Details page

At the time of form fill-up user can go to the next page click on **NEXT**
6. **STEP: 6**

The next page is Contact Details.

<table>
<thead>
<tr>
<th>22. Address for Communication*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village</td>
</tr>
<tr>
<td>State / Province *</td>
</tr>
<tr>
<td>PIN / ZIP *</td>
</tr>
<tr>
<td>Mobile No.</td>
</tr>
<tr>
<td>8007702902</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>23. Permanent Address*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village</td>
</tr>
<tr>
<td>State / Province *</td>
</tr>
<tr>
<td>PIN / ZIP *</td>
</tr>
<tr>
<td>Mobile / Land Line No. (Alternate)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>24. Name of local contact person (in case of emergency) (If any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>PIN / ZIP</td>
</tr>
<tr>
<td>Mobile No</td>
</tr>
<tr>
<td>Relationship with applicant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>25. Distance from nearest railway station / bus stop to the University in K.M.*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
7. **STEP: 7**

And the next page is Qualification Details

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you pursuing any course?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Are you a registered student of RBU? (Those who have not taken migration yet)</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Name of the Institute / College / University last attended</td>
<td></td>
</tr>
<tr>
<td>Registration No.</td>
<td></td>
</tr>
<tr>
<td>Registration Year</td>
<td></td>
</tr>
<tr>
<td>Last Exam passed through</td>
<td>Regular Mode, Distance Mode</td>
</tr>
</tbody>
</table>

At the time of form fill-up user can go to the previous page click on [PREVIOUS](#).

8. **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, KALVIN, 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: 200.00

**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.

Here they must check [I Agree With Above Declaration](#) before submitting.

9. **STEP: 9**

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

<table>
<thead>
<tr>
<th>Admission Programme</th>
<th>Subject</th>
<th>Faculty</th>
<th>AIN No</th>
<th>Department</th>
<th>Payment</th>
<th>Regenerate Challenge</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Year B. Ed. Programme</td>
<td>B. Ed</td>
<td>Faculty of Arts</td>
<td>R1BED00001</td>
<td>Department of Education</td>
<td><a href="#">Click Here to View Application</a></td>
<td><a href="#">Click Here for Payment</a></td>
<td>Your application fee payment status is not verified yet.</td>
</tr>
</tbody>
</table>

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

Now they can pay clicking on [Online Payment](#).

User can get the instruction from the [Click Here for how to make payment](#) link.
10. **STEP: 10**

After payment user can get their payment history from **Payment History** in the left menu. They also can get their online payment challan again if required from **Regenerate Challan** in the left menu.
HOW TO MAKE PAYMENT

After successful submission of Online Application Form; provision for making fees payment shall be activated. In the page "Application Form" or alternatively "Download Application Form (filled-up)", there will be separate links "Click here for payment" in the "Payment" column (of the table), for each of the successfully submitted applications. By clicking on any of those, the applicant will reach payment page for that particular application only. In that page, there shall be a "Online Payment" button, by clicking on which applicant shall be redirect to the Payment Gateway Portal - there he/she has to make payment of fees by using any of the following Payment Modes:

**Payment Modes:** When the Payment page will open, you will have 4 modes of Payment on left hand side of page.
1. Debit card
2. Credit card
3. Net Banking
4. Cash (eChallan)

**Option 1: Debit Card Mode**
I. If you want to pay through Debit Card then select "Debit Card" option and then click on "atom" option. Then click on "Continue" button.
II. The Payment Summary Page will open. Here total amount will show which is to be paid by the applicant. Now click on "I accept the payment terms and conditions" and click on "Confirm" button.
III. In next page, fill the details of the debit card and click on "Pay Now" button.
IV. Don’t refresh or reload the page while it’s in process. On successful completion, you will be redirect to the Payment Acknowledgement page of the Online Admission Portal of the University.

**Option 2: Credit Card Mode**
I. If you want to pay through Credit Card then select "Credit Card" option and then click on "atom" option. Then click on "Continue" button.
II. The Payment Summary Page will open. Here total amount will show which is to be paid by the applicant. Now click on "I accept the payment terms and conditions" and click on "Confirm" button.
III. In next page, fill the details of the credit card and click on "Pay Now" button.
IV. Don’t refresh or reload the page while it’s in process. On successful completion, you will be redirect to the Payment Acknowledgement page of the Online Admission Portal of the University.

**Option 3: Net Banking Mode**
I. If you want to pay through Net Banking then select "Net Banking" option and then click on "atom" option. Then click on "Continue" button.
II. The Payment Summary Page will open. Here total amount will show which is to be paid by the applicant. Now click on "I accept the payment terms and conditions" and click on "Confirm"
Schedule

1. Publication and Notification of Advertisement in the website (www.rbu.ac.in) : 02/04/2019
2. Publication and Notification of Advertisement in the Newspaper : 02/04/2019
3. Availability of online Admission form: 05/04/2019 to 25/04/2019 (up to 5.00 p.m.).
4. Commencement of Classes : 1st week of May, 2019

Sd.-
Secretary, Faculty Councils.