



# **RABINDRA BHARATI UNIVERSITY**

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

**Admission Notice For the academic programmes in M.Lib.I.Sc., Diploma in Tagore Literature and Manuscriptology & Palaeography, & in the session of 2019-2020**

Admission Notice: FC/PG-D/01 /19

29/07/2019

The University invites online applications for admission to the academic programmes in M.Lib.I.Sc., Manuscriptology and Palaeography and Diploma in Tagore Literature under the Faculty of Arts in the session 2019-2020. Online Application can be made on the University Website : [www.rbu.ac.in](http://www.rbu.ac.in) & [admission.rbu.net.in](http://admission.rbu.net.in) from **06/08/2019 to 13/08/2019** (upto 5.00 p.m.). Last date for online payment Through Payment Gateway is **14/08/2019 upto 4:00 p.m.**

**1. Master of Library and Information Science (M.Lib.I.Sc.) : 1- year (Self-financing under Semester system)**

**Eligibility Criteria for admission:**

**i. Master of Library and Information Science (M.Lib.I.Sc.)**

**a.** Graduation with honours (10+2+3 pattern) or Master's degree (with honours) or a technical degree (of the pattern 10+2+4 or 10+2+5) such as Engineering, Computer Application, Pharmacy, Law etc. from any U.G.C recognized University or Institute.

**b.** Bachelor of Library and Information Science (B.Lib.I.Sc.) from any U.G.C. recognized University.

**For Deputed Candidate :**

Being a professional course of study at Master's Degree level, forty percent (40%) of the intake of students may be drawn from library professionals of recognized Libraries fulfilling the conditions of aforesaid eligibility criteria for admission. Such candidates need to submit a "No Objection Certificate" from the competent authority.

**For freshers: Break of study permissible up to – 2 years** i.e the candidates who have passed B.Lib.I.Sc. in 2019, 2018 & 2017 are only eligible to apply. No break of studies for the Deputed candidates.

**Admission Procedure:**

Admission to the M.Lib.I.Sc. course will be taken according to merit as per following norms prescribed by the University:

- (i) Marks obtained in the B.Lib.I.Sc. Examination will be counted towards preparation of merit list provided that the said B.Lib.I.Sc. Course has been done on regular mode of studies .ie. not on distance mode of studies from Open Universities.
- (ii) Candidates who have obtained B.Lib.I.Sc. degree on distance mode of studies from Open Universities will have to appear in the Written Entrance Test. Minimum qualifying marks would be 40% (30% for SC/ST/OBC/PH).

**Application Processing Fees & Course fees**

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

**iii) Course Fees to be paid at the time of admission:**

**(a) Programme : M.Lib.I.Sc.:**

- (i) **Rs. 7715/-** + additional Bank Charge for **internal** candidates (for 1<sup>st</sup> semester)
- (ii) **Rs. 7815/-** + additional Bank Charge for **external** candidates (for 1<sup>st</sup> semester)
- (iii) **Rs. 9615/-**+ additional Bank Charge for **foreign** candidates (for 1<sup>st</sup> semester)
- (iv) **Rs. 4800/-** for 2<sup>nd</sup> semester.

**2. Programme : Diploma in Tagore Literature: Rs. 759/-** + additional Bank Charge (for entire course)

a) : **Diploma in Tagore Literature (1 - year)**

**Minimum Eligibility:** Madhyamik or its equivalent. Students from any stream with Graduate or Post-Graduate qualifications may also apply.

**Intake capacity :** Up to 25 candidates

**b) Admission Procedure:** Admission to the Diploma in Tagore Literature\_will be taken according to the marks obtained in Madhyamik or its equivalent.

**3) 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 2019-20.

- i) **Eligibility :**
- a) **Essential :** Master's degree in any subject from any UGC recognized University.
  - b) **Desirable :** Knowledge in Sanskrit and Devanagari script.
- ii) **Intake capacity :** Up to 25 candidates

### **Application Processing Fees & Course fees**

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

#### **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**

### **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.

### **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 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.

## **Publication of Lists & Modes of Admission**

1. 1<sup>st</sup> Merit Lists of selected candidates for provisional admission will be published on the University website on **20/08/2019** (after 5:00 p.m.)
2. **Provisional Admission:** Provisional online admission of the candidates listed in the 1<sup>st</sup> Merit Lists will be open on **21/08/2019** to **23/08/2019** . The selected candidates will be required to pay the requisite Course fee 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.

- 4) Admission Confirmation:** On **28/08/2019** ( between 11:30 a.m. and 3:3:30 p.m.) provisionally admitted candidates must bring the duly filled –in downloaded Application Form bearing AIN and all original marksheets, 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 and confirmation of admission. 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.

**N.B:** 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 at the time of confirmation of admission.

- 5) Prospective date of commencement of classes: 26/08/2019**

### **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. Option will have to be submitted at the time of confirmation of admission. Details will be notified in due course.

### **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](http://www.rbu.ac.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 one 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.

Sd-

Secretary, Faculty Councils

Annexure -I

USER MANUAL (How to apply)

## 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 : \*

**658125**

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

**Login** **Reset**

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 : \*

**243816**

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

**Submit** **Reset**

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 : \*

**721595**

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

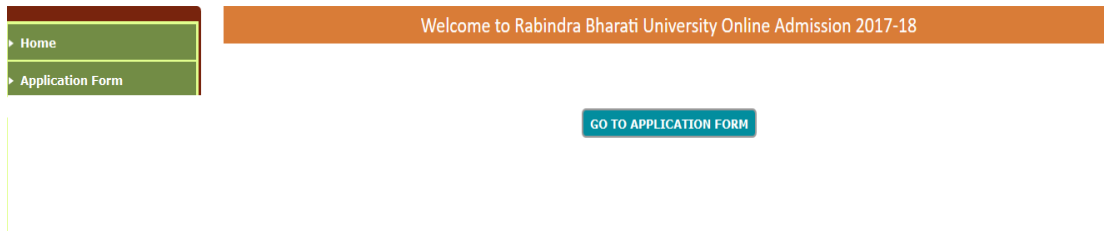
**Submit**



2. STEP: 2

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

**▶ 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 **Add Subject**  
Added Subject will

Admission Programme	Subject	Faculty	AIN No	Department		Payment	Regenerate Challan	Payment Status
B. A. (Hons.)	B. A. (Hons.) in Bengali	Faculty of Arts		Department of Bengali	<a href="#">Click Here for Application</a>	<b>Delete Course x</b>		

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

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.

## Eligibility

Applying for admission to B. A. (Hons.) 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

3. Year of passing Higher Secondary(Class 12) or its equivalent \*

(Year of passing Higher Secondary (Class 12) or its equivalent should not be prior to 2016. Candidates having break of studies for more than two years would not be eligible for admission)

4. Whether Person with Disability (PH)? \*  Yes  No

5. Are you applying under Sports Quota? \*  Yes  No

6. Subject \*

    Marks in Bengali in H.S. (Class 12)\*  Full Marks \*  Total Marks Obtained \*  % of Marks \*

7. Choice Elective Subject

8. 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)	<input type="text" value="-- Select --"/>	<input type="text" value="YYYY"/>	1st of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				2nd of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				3rd of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				4th of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For adding a new row click

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 B. A. (Hons.) 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\*

Subject Name \*

Department

Faculty

5. STEP: 5

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

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

**PREVIOUS** **NEXT**

**Personal Details**

2. Name of Applicant \*  
Name   
Surname

3. Upload Scanned Photograph of Applicant\*  
 No file selected.   
Note: Upload .jpg / .jpeg / .bmp / .png format only

4. Upload Scanned Signature of Applicant\*  
 No file selected.   
Note: Upload .jpg / .jpeg / .bmp / .png format only

5. Mother's Name  
Mrs.   
Mother's Profession

6. Father's Name  
Mr.   
Father's Profession

7. Name of Guardian   
Relationship with applicant

8. Annual Income \*  
 Rs.

9. Category

10. Gender \*  
 Male  Female  Third gender/Other

11. Aadhar No.

12. BPL / Antyodaya  BPL  Antyodaya   
Card No.  Issue Year

13. Blood Group \*

14. Whether Person with Disability (PH)?  Yes  No

15. Sports Proficiency  Yes  No

16. Whether belongs to Minority Group?  Yes  No

17. Nationality  Indian  Foreign National  
State \*

18. Date of Birth \*

19. Religion \*

20. Mother Tongue \*

21. Whether employed ? \*  Yes  No

**PREVIOUS** **NEXT**

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.

Contact Details	
22. Address for Communication*	<input type="text"/>
Village	<input type="text"/>
City / Town*	<input type="text"/>
State / Province *	-- Select State -- <input type="text"/>
District *	-- Select District -- <input type="text"/>
PIN / ZIP *	<input type="text"/>
Mobile No.	<input type="text" value="9007702902"/>
E-mail id	<input type="text" value="kalyanghosh@gmail.co.in"/>
Fax	<input type="text"/>
23. Permanent Address*	<input type="checkbox"/> Same as Communication Address
	<input type="text"/>
Village	<input type="text"/>
City / Town*	<input type="text"/>
State / Province *	-- Select State -- <input type="text"/>
District *	-- Select District -- <input type="text"/>
PIN / ZIP*	<input type="text"/>
Mobile / Land Line No. (Alternate)	<input type="text"/>
E-mail id (Alternate)	<input type="text"/>
Fax	<input type="text"/>
24. Name of local contact person (in case of emergency) (If any)	<input type="text"/>
Address	<input type="text"/>
PIN / ZIP	<input type="text"/>
Mobile No	<input type="text"/>
Relationship with applicant	<input type="text"/>
25. Distance from nearest railway station / bus stop to the University in K.M.*	<input type="text"/>

## 7. 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

Registration No. of RBU \*

Registration Year of RBU \*

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

## 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, **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


## 9. STEP: 9

After final submit it will generate a 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
B. A. (Hons.)	B. A. (Hons.) in Bengali	Faculty of Arts	R18BAHBNG00003	Department of Bengali	<a href="#">Click Here to View Application</a>		<a href="#">Click Here for Payment</a>	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.

## 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.

Annexure –II

**Schedule For the academic programmes in M.Lib.I.Sc, Manuscriptology and Palaeography, & Diploma in Tagore Literature in the session of 2019-2020 :-**

**As desired by the Hon'ble Vice-Chancellor, the following schedule for admission For the academic programmes in M.Lib.I.Sc, B.Ed.Spl.Edn (VI&IE), & Diploma in Tagore Literature in 2018-2019 session under the Faculty of Arts in 2018-19 session is hereby notified for information to all concerned:**

1. Publication and Notification of Advertisement in the website ([www.rbu.ac.in](http://www.rbu.ac.in) & [admission.rbu.net.in](http://admission.rbu.net.in)) : 05/08/2019
2. Availability of online Admission form: 06/08/2019 13/08/2019 (up to 5.00 p.m.).
3. Last date of online payment of application fees through Payment Gateway: 14/08/2019 (up to 4.00 p.m.)
4. Publication of list of all applicants (Master List) : 16/08/2019
5. If any anomalies found in the Master list , the candidates are strongly advised to contact the office of the Secretary, Faculty Councils for rectification in the Master: 19/08/2019
6. Publication of 1<sup>st</sup> Provisional Merit List : 20/08/2019 after 5 p.m.
7. Provisional Admission through online payment gateway on basis of the 1<sup>st</sup> Merit List 21/08/2019 to 23/08/2019
8. Confirmation of Admission at Faculty office: 26/08/2019
9. Commencement of Classes: 28/08/2019