RABINDRA BHARATI UNIVERSITY

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

Admission Notice: FC/UG-VA/ 0 3/18   Date: 27/05/2019

The University invites online applications for admission to **B.F.A.** programme of 4-year duration under Choice Based Credit System (CBCS) consisting of 8 Semesters of 6- month each in the following subjects under the Faculty of Visual Arts in the session 2019-2019. Online Application can be made on the University Website : www.rbu.ac.in   & admission.rbu.net.in only from **29/05/2019 to 13/06/2019** (up to 4.00 p.m.).

The **last date** for online payment of Application Processing Fee through **Payment Gateway** is **14/06/2019** (4:00 p. m).

Subjects: Painting, Sculpture, Graphics-Printmaking, History of Art and Applied Art.

 Eligibility: Candidates having passed the H.S. Examination or its equivalent with special aptitude in the concerned subject are eligible to apply.

 Candidates willing to apply for more than one subject will have to apply separately.

Break of Studies: 2 years i.e the candidates who have passed H.S or its equivalent in the year 2019, 2018 & 2017 are only eligible to apply.

Pool of subjects of Generic Elective (G.E.)

At the undergraduate level of studies under the faculty of Visual Arts, students will have to take up any 1(one) out of the following **G.E course** as per CBCS syllabus structure of the UGC guidelines.

1. Applied Art
2. Painting
3. History of Art
4. Sculpture
5. Graphics-Printmaking
6. No student is allowed to choose the subject as **G.E course** which is his/her Honours subject, i.e. A student of Applied Art cannot take Applied Art as Elective subject any more. He/she will have to choose any 1(one) out of the Elective subjects

1. Painting
2. History of Art
3. Sculpture
4. Graphics-Printmaking

Application for change of **G.E course** will be entertained within one month from the date of his/her admission.

Norms adopted for preparation of merit list:

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

1. For the subjects of Applied Art, Painting, Graphics-Printmaking and Sculpture:
(a) 1st Phase - Full marks : 70
(i) Drawing/Practical – 50 marks
(ii) Written test (essay writing on given topic)- 20 marks
(b) 2nd Phase –Full marks : 30
(i) Viva-voce- 20 marks
(ii) Academic marks of H.S.or its equivalent- Full score-10

2. For the subject of History of Art:
(a) 1st Phase - Full marks : 70
(i) Written test (essay writing on given topic)- 50 marks
(ii) Drawing/Practical – 20 marks
(b) 2nd Phase –Full marks : 30
(i) Viva-voce- 20 marks
(ii) Academic marks of H.S.or its equivalent- Full score-10

The candidates obtaining at least 40% each in (i) Drawing and (ii) Written Test separately (30% for SC/ST/OBC-A&B/PWD candidates) would qualify in the 1st phase of Admission Test and the qualified candidates would be eligible for the Viva-voce. The result of the qualified candidates would be published on the University website.

In the 2nd phase of admission test, 40% (30% for SC/ST/OBC-A&B/PWD candidates) marks would be the qualifying marks in the Viva-voce of 20 marks.

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

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 candidates from the state other than West Bengal will be treated as unreserved category.

2. Few seats are reserved in each course for Foreign / NRI students against a higher rate of tuition fees. In case of non-availability of Foreign / NRI students, Indian students may be considered in those seats against

the same higher rate of tuition fees. For these seats, application will be invited after the admission of 2nd merit list. Such applications will have to be downloaded from the University website by entering the system generated Application 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. 2019-20, will get the chance to apply.

Application Processing Fees & Course Fees

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

2. **2.Total Course fee of 8 (eight) semesters :** Rs. 7860 /- excluding examination fees

3.Course fee to be paid at the time of admission in the 1st semester : Rs. 1665/- excluding examination fees .

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 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 **Challan** in any of the branches of **Allahabad Bank of the 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 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 to submit to the University on the day of Viva-voce.

Publication of Lists & Modes of Admission

 1). The list of applicants for Admission Test in the Subjects of Painting, Applied Art, Sculpture, Graphics and History of   Art. will be published on **18/06/2019 (after 4:00 p.m.) in the University website: www.rbu.ac.in**

The applicants whose names are not in the List, or any anomalies found in the List are strongly advised to contact the office of the Secretary, Faculty Councils, with all relevant documents like downloaded admission form, bank payment receipts, copies of marksheets etc. on any working day between 11.30 a.m. to 4.00 p.m. on or before 19/06/2019.

2. Downloading of Admit Cards from the concerned website from: 21/06/2019 to 23/06/2019.

3. Prospective Dates for Theoretical and Practical Test: 26/06/2019 and 27/06/2019 from 11:00 a.m. onwards at the Emerald Bower Campus, 56A, B.T.Road, Kolkata-700050

4. Publication the result of Theoretical and Practical Test for Viva-voce: 04/07/2019 at 4.00 p.m.

5. Prospective Date for **Viva-Voce** : 08/07/2019 and 09/07/2019 from 11:00 a.m. onwards.

6. 1st Provisional Merit list of the candidates selected on the basis of admission test for admission and other details will be published on the University website on **12/07/2019 (after 4:00 pm) .**

7. (i) Online Payment: The candidates will have the options to pay through **Online** either by Net banking or by using their credit cards or debit cards of any bank.

(ii) **Payment through Cash/Challan:** The candidates may also opt to pay through Cash/Challan . If this mode of payment is opted, 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.

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.

(iii) Admission Confirmation: At the time of confirmation of admission on **23/07/2019** (between 11:30 a.m. and 3:30 p.m.), 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.

For confirmation of admission, **provisionally admitted candidates must also bring 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. 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.

(iv) Prospective date of commencement of classes: 18/07/2019

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.

Reservation of Seats

1. Reservation of seats for the reserved categories of ST/SC/OBC/PWD will be as per the West Bengal Higher Educational Institutions (Reservation in Admission) Rules, 2013.

2. Few seats are reserved for Foreign / NRI students against a higher rate of tuition fees in the subjects of Painting, Sculpture, Graphics, History of Art and Applied Art. 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 AIN which has already been submitted online for

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

General Information:

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. 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)
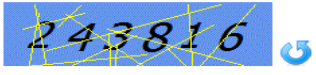
1.   STEP: 1

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

URL: **http://admission.rbu.net.in/**

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.
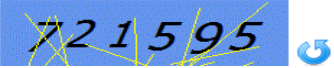
If registered student forget their credentials they can get their PASSWORD click on Forgot Password? Click here

Enter a valid Email id to get a new password

Email Id : [Enter 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**

| ▸ Home | Welcome to Rabindra Bharati University Online Admission 2017-18 |
| ▸ Application Form | |

GO TO APPLICATION FORM
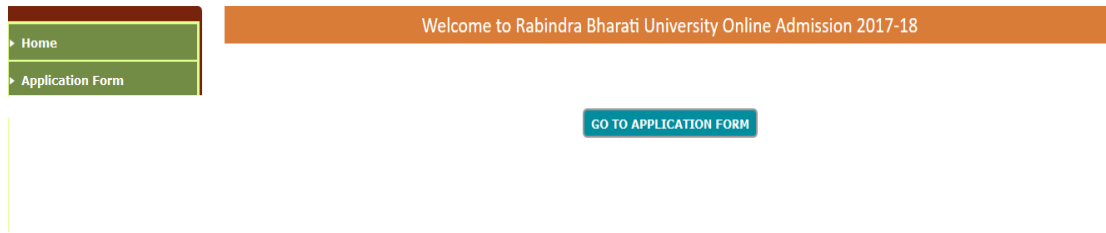
3.	STEP:	3

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

Add Subject

Applying for admission to the Academic Programme *	B. F. A.
Subject Name *	B. F. A. in Applied Art
Department	Department of Applied Art
Faculty	Faculty of Visual Arts

Add Course **Clear**

Then click on Added Subject will show like this **Add Subject**

Admission Programme	Subject	Faculty	AIN No	Department			Payment	Regenerate Challan	Payment Status
B. F. A.	B. F. A. in Applied Art	Faculty of Visual Arts		Department of Applied Art	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 **Click Here for Application**

4.	STEP:	4

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 B. F. A. in Applied Art (Department of Applied Art) under the Faculty of Visual Arts

Note : All * fields are mandatory during submit.

1. Nationality *   ⦿ Indian   ◯ Foreign National / NRI

2. Category *   General ▾

3. Year of passing Higher Secondary (Class 12) or its equivalent   * --Select-- ▾

(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. Choice Elective Subject *   -- Select Elective -- ▾

6. 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)		YYYY							
2	Higher Secondary (Class 12): Best 4 subjects excluding Environmental Studies (ENVS)	-- Select -- ▾	YYYY	1st of Best 4 Subjects excluding ENVS						
				2nd of Best 4 Subjects excluding ENVS						
				3rd of Best 4 Subjects excluding ENVS						
				4th of Best 4 Subjects excluding ENVS						

For adding a new row click   **Add Another Qualification**

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 B. F. A. in Applied Art (Department of Applied Art) under the Faculty of Visual Arts

Note : All * fields are mandatory during final submit.

Subject Details

1. Applying for admission to the Academic Programme*   B. F. A. ▾

   Subject Name *   B. F. A. in Applied Art ▾

   Department   Department of Applied Art

   Faculty   Faculty of Visual Arts

NEXT

5.   STEP: 5

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

Note : All * fields are mandatory during final submit.

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*		
		Village	City / Town*
		State / Province * -- Select State --	District * -- Select District --
		PIN / ZIP *	
	Mobile No.	9007702902	
	E-mail id	kalyanghosh@gmail.co.in	Fax

23. Permanent Address*

☐ Same as Communication Address

Village   City / Town*

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

7.   STEP: 7

And the next page is Qualification Details

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

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

Here they must check I Agree With Above Declaration before

9.   STEP: 9

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

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

Now they can pay clicking on

User can get the instruction from the 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 Admission in BFA in the Faculty of Visual Arts :

As desired by the Hon'ble Vice-Chancellor, the following schedule for admission to U.G Courses in the Various Subjects under the Faculty of Visual Arts in 2019-20 session is hereby notified for information to all concerned:

1. Publication and Notification of Advertisement in the website (www.rbu.ac.in) : 28/05/2019
2. Publication and Notification of Advertisement in the Newspaper on: 28/05/2019
3. Availability of online Admission form: 29/05/2019 to 13/06/2019 (up to 5.00 p.m.).
4. Last date of online payment of application fees through Payment Gateway: 14/06/2019 (up to 4.00 p.m.)
5. Publication of the lists of candidates for Admission Test (on the Website) : 18/06/2019 (After 4 p.m.)
6.   If any anomalies found in the list , the candidates are strongly advised to contact the office of the Secretary, Faculty Councils for rectification of the list: 19/06/2019 (up to 4p.m.)
7. Downloading the Admit Card from the University Website : 21/06/2019 and 23/06/2019
8. Admission Test :
    a.   Date of Theoretical and Practical Test: 26/06/2019 and 27/06/2019
9. Publication the result of Theoretical and Practical Test for Viva-Voce: 04/07/2019 at 4.00 p.m.
10. B) Date of Viva-Voce for Visual Arts: 08/07/2019 and 09/07/2019
11. Publication of 1st Provisional Merit List in the RBU website: 12/07/2019 after 5 p.m.
12. Provisional Admission through Payment Gateway on the basis of 1st Merit List: 13/07/2019 to 15/07/2019
13. Confirmation of Admission at Faculty Office: 23/07/2019
14, Commencement of Classes :   18/07/2019