



# RABINDRA BHARATI UNIVERSITY

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

Admission Notice: FC/UG-VA/ 03/2020

Date: 10/08/2020

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 2020-2021. 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) only from **11/08/2020 to 25/08/2020** (up to 4.00 p.m.).

The **last date** for online payment of Application Processing Fee through **Payment Gateway** is **26/08/2020** (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 2020, 2019 & 2018 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.

## **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. 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 2<sup>nd</sup> 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. 2020-21, will get the chance to apply.

### **Exercise of Option**

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

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

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

**1. 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 1<sup>st</sup> 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 eligibility first. Once found eligible he / she can fill up rest of the Admission Form.
- An applicant will be required to upload scanned copy of mark sheet of Secondary and Higher Secondary Examination, 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.

**Admission procedure in details like Publication of Lists, Modes of Admission, schedule of admission etc. will be notified later.**

### **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](http://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.

Secretary, Faculty Councils

Annexure –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 : \*

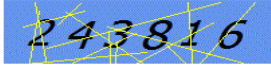

Email Id : \*

**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 : \*

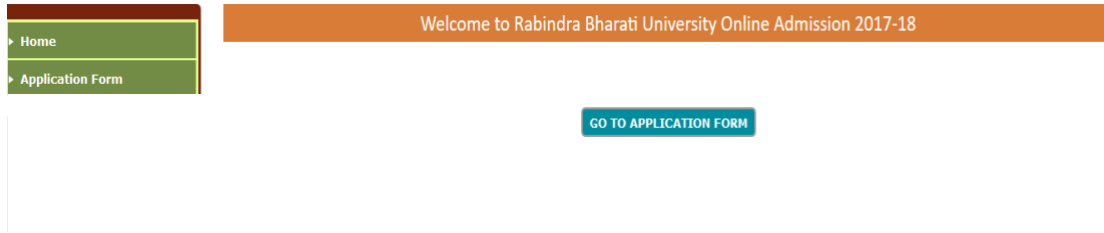
Please enter the captcha displayed in the image into the above input field.  
This captcha is case sensitive.

2. STEP: 2

After login user can fill-up their online form clicking

[▶ Application Form](#)

[GO TO APPLICATION FORM](#) or



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

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	<a href="#">Click Here for Application</a>	<input type="button" value="Delete Course x"/>		

Now, user can fill-up the application form clicking on [Click Here for Application](#)  
They even can delete the selected course clicking on

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. 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
- 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. 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 2018. 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. Upload Secondary (Class 10) Marksheet \* Browse... No file selected.
  7. Upload Higher Secondary (Class 12) Marksheet \* Browse... No file selected.
- Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB
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)	-- 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"/>

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.

**NEXT**

**PREVIOUS**

**Personal Details**

2.	Name of Applicant *	Frist Name <input style="width: 90%;" type="text"/> Surname <input style="width: 90%;" type="text"/>	
3.	Upload Scanned Photograph of Applicant*	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
Note: Upload .jpg / .jpeg format only			
4.	Upload Scanned Signature of Applicant	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
Note: Upload .jpg / .jpeg format only			
5.	Mother's Name	<input style="width: 90%;" type="text" value="Mrs."/>	
	Mother's Profession	<input type="text" value="-- Select Profession --"/>	
6.	Father's Name	<input style="width: 90%;" type="text" value="Mr."/>	
	Father's Profession	<input type="text" value="-- Select Profession --"/>	
7.	Name of Guardian	<input style="width: 90%;" type="text"/>	
	Relationship with applicant	<input style="width: 90%;" type="text"/>	
8.	Annual Income *	<input type="text" value="--Select--"/> Rs. <input style="width: 50%;" type="text"/>	
9.	Category	<input type="text" value="General"/>	
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			
10.	Gender *	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Third gender/Other	
11.	Aadhar No.	<input style="width: 90%;" type="text"/>	
12.	BPL / Antyodaya	<input type="radio"/> BPL <input type="radio"/> Antyodaya <input type="button" value="Clear"/>	
	Card No.	<input style="width: 90%;" type="text"/>	Issue Year <input style="width: 30%;" type="text"/>
13.	Blood Group *	<input type="text" value="-- Select --"/>	
14.	Whether Person with Disability (PH)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
15.	Sports Proficiency	<input type="radio"/> Yes <input checked="" type="radio"/> No	
16.	Whether belongs to Minority Group?*	<input type="radio"/> Yes <input type="radio"/> No	
17.	Nationality	<input checked="" type="radio"/> Indian <input type="radio"/> Foreign National	
	State *	<input type="text" value="-- Select State --"/>	
18.	Date of Birth (DD/MM/YYYY) *	<input style="width: 90%;" type="text"/>	
19.	Religion *	<input type="text" value="-- Select Religion --"/>	
20.	Mother Tongue *	<input style="width: 90%;" type="text"/>	
21.	Whether employed ? *	<input type="radio"/> Yes <input type="radio"/> 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*	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
	Village <input type="text"/> City / Town* <input type="text"/>
	State / Province * <input type="text" value="-- Select State --"/> District * <input type="text" value="-- Select District --"/>
	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
	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
	Village <input type="text"/> City / Town* <input type="text"/>
	State / Province * <input type="text" value="-- Select State --"/> District * <input type="text" value="-- Select District --"/>
	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	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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

[NEXT](#)

[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. F. A.	B. F. A. in Applied Art	Faculty of Visual Arts	R18BFAAPA00002	Department of Applied Art	<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.