



**RABINDRA BHARATI UNIVERSITY**  
**56A, B. T. ROAD, KOLKATA-700050**

## **Admission Notice for the Faculty of Visual Arts**

Admission Notice: FC/PGV/04 /2020

Nov.12,2020

The University invites online applications for admission to **Post-graduate** Courses (MFA/M.A) of 2-years duration consisting of 4 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) and [www.admission.rbu.net.in](http://www.admission.rbu.net.in) from **12/11/2020 to 17/11/2020**. Last date for online payment through **Payment Gateway** is 18/11/2020 upto 4:00 p.m.

**(i) Academic Programmes: M.F.A. : (2 - year under semester system)**

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

**Note:** Each candidate will be allowed to apply for one subject only.

**Eligibility:** At least 50% marks in B.F.A./B.V.A. / B. Fine. or its equivalent from any U.G.C. recognized University. (Relaxation up to 10% for SC/ ST/PH candidates)

**(ii) Academic Programmes: M.A. in Museology (2 -yr. self-financing under Semester System)**

**Eligibility:** Honours Graduate or its equivalent / Post Graduate with Honours in any subject from any UGC recognized University are eligible to apply.

**Admission Procedure:**

**1) : Admission to M.F.A. in Painting, Sculpture, History of Art, Graphics - Printmaking and Applied Art & M.A. in Museology:** Admission to M.F.A.( Painting, Sculpture, History of Art, Graphics - Printmaking and Applied Art) & M.A. in Museology would be made through admission test and the detailed modalities of which would be notified later .

### **Portfolio submission**

Candidates(only for MFA) should be submit a portfolio containing raw, unedited images of his/her 3 best art works (for admission to all Departments except, Department of Sculpture) or images of 3 best sculpture (for admission to Department of Sculpture) in PDF format at the time of online application. The post-production editing of the image is strictly prohibited.

### Reservation of Seats

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

2. Exercise of Option: As per Govt. Rules, the candidates belonging to reserved categories (SC / ST/ OBC-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.

3. Few seats are reserved in each course for Foreign / NRI students against a higher rate of tuition fees. In case of non-availability of Foreign / NRI students, Indian students may be considered in those seats against the same higher rate of tuition fees. For these seats, application will be invited after the admission of 2nd merit list. Such applications will have to be downloaded from the University website by entering the system generated Application Identification Number (AIN) and the date of birth as entered during online application for admission. Therefore, it is to be noted that only the candidates who have already submitted online application for admission in this session i.e. 2020-21, will get the chance to apply.

4. Sports quota is not applicable in the subjects under the Faculties of Visual Arts.

### Application Processing Fees & Course fees

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

**2. Course Fees to be paid at the time of admission for 1<sup>st</sup> Semester :**

**3. (i) Subjects:** Applied Art, Graphics - Printmaking, Painting, Sculpture, History of Art: Rs.1965/-+ additional Bank Charge and For Foreign Students : Rs. 5115/-+ additional Bank Charge

**4. (ii) Subject: Museology: Rs.7815/- + additional Bank Charge and For Foreign Students : Rs. 14115/-+ additional Bank Charge**

## 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 methods for payment of **Application Processing Fees** can be opted:

1. **Online payment** through Net Banking or Credit Cards or Debit Cards of any bank.
2. Through **NEFT**: A Pay-in-slip will have to be generated. The candidate can submit the fees through **NEFT** in any branch of the **Bank in which he/she has his/her Bank Account**.

**Example:** If a candidate has bank account in **State Bank of India (SBI)**, he/she can submit the fees through **NEFT** in any branches of the **State Bank of India (SBI)**.

**Step.3:** After payment of fees through any one of the aforesaid methods, the candidate is advised to log in again into the admission portal with his/her log in id and passwords and see payment history. Candidates are advised to see the **payment history** at least after 24 hours of successful transaction.

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

**General Instructions to the Applicants**

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 pursue two or more concurrent degree courses (regular/external) simultaneously as per UGC norms.
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. Duly filled-in downloaded application form should be signed by the candidate and his/her parent/guardian at the given spaces of the form.
9. 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.
10. **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 .
11. In case of any disputes, the decision of the University will be final and binding to all concerned.

## Annexure –I

**Schedule for Admission in MFA/MA in the Faculty of Visual Arts :-**

As desired by the Hon'ble Vice-Chancellor, the following schedule for admission to P.G Courses in the Various Subjects under the Faculty of Visual Arts in 2020-21 session is hereby notified for information to all concerned:

- i) Publication and Notification of Advertisement in the Newspaper : on or before 10/11/2020.
- ii) Online Application for Admission and Portfolio submission : 12/11/2020 to 17/11/2020 .
- iii) Last date of online payment of application fees through Payment Gateway: 18/11/2020.
- iv) Date of Portfolio Evaluation : 21/11/2020
- v) Date of Portfolio Evaluation Report Publication : 24/11/2020
- vi) Date of online Interview of selected Candidates – 25/11/2020
- vii) Publication of 1<sup>st</sup> Provisional Merit List : 27/11/2020.
- viii) Provisional Admission of 1<sup>st</sup> Merit List through Payment Gateway: 28/11/2020 to 01/12/2020.
- ix) Commencement of Classes of the provisionally admitted Students : will be notified later
- x) Confirmation of Admission through verification of original documents in the Faculty office: will be notified later

## Annexure –II

**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 : \*

**999914**

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 : \*

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

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

Enter a valid Email id to get a new password

Email Id :

Captcha : \*

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

## 2. STEP: 2

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

**Application Form**



Welcome to Rabindra Bharati University Online Admission 2020-21

**GO TO APPLICATION FORM**

## 3. STEP: 3

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

**Add Subject**

Applying for admission to the Academic Programme \*  ▼

Subject Name \*  ▼

Department

Faculty

**Add Subject** **Clear**

Then click on

Added Subject with

**Add Subject**

Admission Programme	Subject	Faculty	AIN No	Department		Payment	Regenerate Challan	Payment Status
M. F. A.	M. F. A. in Painting	Faculty of Visual Arts		Department of Painting	<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 M. F. A. in Painting (Department of Painting) under the Faculty of Visual Arts

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

1. Nationality \*  Indian  Foreign National / NRI

2. Category

If your SC, ST, OBA-A, or OBC-B certificate is issued by other than state of West Bengal, you have to apply under General category

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

4. Upload Secondary (Class 10) Marksheet \*  No file selected.   
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB

5. Upload Higher Secondary (Class 12) Marksheet \*  No file selected.   
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB

6. Upload Undergraduate Degree (UG) Marksheet \*  No file selected.   
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB

7. Upload Postgraduate Degree (PG) Final Marksheet  No file selected.   
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB

8. Upload Portfolio Picture 1 \*  No file selected.   
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB

9. Upload Portfolio Picture 2 \*  No file selected.   
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB

10. Upload Portfolio Picture 3 \*  No file selected.   
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB

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"/>	100	<input type="text"/>	<input type="text"/>
2nd of Best 4 Subjects excluding ENVS				<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	
3rd of Best 4 Subjects excluding ENVS				<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	
4th of Best 4 Subjects excluding ENVS				<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	
3	Graduation <input type="text" value="-- Select --"/>	<input type="text"/>	<input type="text" value="YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Post Graduation	<input type="text"/>	<input type="text" value="YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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.**

After fill-up the Eligibility form, they must click on

and find a page like

## Admission Form

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

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

## Subject Details

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

[NEXT](#)

## 5. STEP: 5

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

PREVIOUS
NEXT

**Personal Details**

2. Name of Applicant \*  
 First Name   
 Surname

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

4. Upload Scanned Signature of Applicant  
 No file selected.   
Note: Upload .jpg / .jpeg 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   
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

Caste Certificate Issued Which State ? \*   
 Caste Certificate No. \*   
 Caste Certificate Issued on (DD/MM/YYYY) \*

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

i) PH Type \*

ii) Disability percentage \*

iii) PH Certificate No. \*

iv) PH Certificate Issued on (DD/MM/YYYY) \*

v) PH Certificate Valid Upto \*

vi) Upload PH Certificate \*  
 No file selected.   
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB

15. Sports Proficiency  Yes  No

If any, Mention\*  National Participant  State Participant  District Participant  International Participant  
   
 No file selected.   
Note: Upload .JPG / .JPEG / .PDF format only and less than 2 MB

16. Whether belongs to Minority Group?\*  Yes  No

17. Nationality  Indian  Foreign National  
 State \*

18. Date of Birth (DD/MM/YYYY) \*

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.

PREVIOUS

NEXT

Contact Details

22. Address for Communication\*

Village

City / Town\*

State / Province \*

District \*

PIN / ZIP \*

Mobile No.

E-mail id

Fax

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

23. Permanent Address\*

Same as Communication Address

Village

City / Town\*

State / Province \*

District \*

PIN / ZIP\*

Mobile / Land Line No. (Alternate)

E-mail id (Alternate)

Fax

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

Address

PIN / ZIP

Mobile No

Relationship with applicant

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

PREVIOUS

NEXT

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

28. Name of the Institute / College / University last attended \*  Year \*   
 Registration No. \*  Registration Year \* -- Select 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 an AIN for the application and filled up application can be downloaded

[Click Here to View Application](#)

Admission Programme	Subject	Faculty	AIN No	Department		Payment	Regenerate Challan	Payment Status
M. F. A.	M. F. A. in Painting	Faculty of Visual Arts	R20MFAPNT00001	Department of Painting	<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 of [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** the left menu. They also, can get their online payment challan again if required from in the **▶ Regenerate Challan**