



**RABINDRA BHARATI UNIVERSITY**

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

Admission Notice: FC/UG/ 0 1/16

Date:12.5.2016

The University invites online applications for admission to **B.A. Honours** Course of 3-year duration consisting of 6 Semesters of 6- month each in the following subjects under the Faculty of Fine Arts in the session 2016-2017. Online Application can be made on the University Website : [www.rbu.ac.in](http://www.rbu.ac.in) only from **19/05/2016 to 30/05/2016** (upto 5.00 p.m.).

The **last date** for online payment of Application Processing Fee through SBI Collect is **31.5.2016** (4:00 p.m).

**Subjects:** Rabindra Sangeet, Vocal Music, Dance, Drama, Instrumental Music, Percussion and Western Classical Music

Note:

- (i) **Instrumental Music** includes the following instruments: Sitar, Sarod, Violin, Flute, Esraj, Harmonium, Santoor and Guitar (Hawaiian)
- (ii) **Western Classical Music** includes the following instruments: Piano, Violin, Guitar
- (iii) **Percussion** includes the musical instruments: Tabla, Pakhwaj and Khole

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

**Upper Age limit:** 26 years as on 30<sup>th</sup> June, 2016 (for SC/ST/PH candidates: 28 years as on 30<sup>th</sup> June, 2016).

### Norms being adopted for preparation of merit list

**Subjects:** Rabindra Sangeet, Vocal Music, Dance, Drama, Instrumental Music (Indian Classical and Western Classical) & Percussion.

(a) H.S / Class 12 or its equivalent - 20 (score)

(b) Admission Test - 80 (score)

(including theory, practical etc)

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

### Application Processing Fees & Course Fees

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

**2.Total Course fee of 4 (four) semesters :** Rs. 5945 /- excluding examination fees

**3.Course fee to paid at the time of admission in the 1<sup>st</sup> semester :**

Rs. 1665/- excluding examination fees .

### Elective Subjects

At the undergraduate level of studies under the faculty of Fine Arts, students will have to take up 2 (two) Elective subjects of 300 marks each.

Following Groups of Elective Subjects are offered for the undergraduate students of Fine Arts Faculty in 2015-16 academic session:

<b>Group</b>	<b>Subjects</b>	<b>Provision</b>
A	Political Science, Rabindra Sangeet and Instrumental Music ( <b>can not take Percussion any more</b> )	Only one subject can be taken from Group A
B	Drama, Mass Communication & Videography, Philosophy and Economics	Only one subject can be taken from Group B
C	English, Bengali, Sanskrit and Dance	Only one subject can be taken from Group C
D	History, Mathematics (Only for the Economics honours students) ,Vocal Music and Percussion ( <b>can not take Instrumental Music any more</b> )	Only one subject can be taken from Group D

**Note:**

1. Mathematics will be the compulsory Elective subject for the students of Economics honours.
2. Students opting for **Instrumental Music** as Elective subject is not allowed to take **Percussion** as Elective subject any more and vice-versa.
3. No student is allowed to choose the subject as Elective which is his/her Honours subject, i.e. A student of Bengali honours cannot take Bengali as Elective subject any more.
4. Other than usual fees, additional fees of Rs. **2000/-** will have to be paid by the students opting to take up Mass Communication & Videography as Elective subject within one month from the date of his/her admission.
5. No application for change of Elective subjects will be entertained after 2 (two) months from the date of his/her admission.

**How to Apply:**

For submission of Application Form online, it will be mandatory for the candidates to make proper entry of the requisite information in the prescribed spaces provided on the website.

Before filling in online , keep all the information required in this form ready.

Please follow the under mentioned instructions and steps to fill-in the application form online :

**Step:1. Creation of User ID:** First of all, each and every applicant needs to register his/her email id and a password by entering the requisite information in the spaces provided to proceed further. A verification link will be sent to the registered email id. The applicant should click on the verification link sent to the registered email id for

verification. Once the email is verified, the applicant will be allowed to login using the registered email and password to proceed for online application for admission.

**Step:2. Online application:** The applicant will be required to enter the requisite information and academic marks very carefully into the given spaces of the Application Format. Please go through and check carefully whether the information furnished by you are correct or not. If found erroneous, please correct it before proceeding to the next step. Once submitted, the data cannot be edited or corrected.

**Step: 3. Uploading photo and signature:** A recent passport size colour photograph and signature of the applicant needs to be scanned and uploaded. The scanned photograph and signature of the applicant should be in JPG format and within 100KB.

**Step: 4. Print application details:** After uploading the photograph and signature, an Application details page will be displayed. At this stage, the applicant will be required to PRINT the page and proceed for making online payment.

**Please note that if payment process is not completed in the next steps, the application thus submitted will be invalid and shall be treated as rejected.**

### **How to Make Payment**

**Step: 1. Application Processing fee Payment:** The printed page generated in Step 4 above should be kept handy before proceeding for online payment. Now for payment of Application Processing fee, please login to the university portal with your registered email id and password and click the **Payment Button**. Once the **Payment Button** is clicked, the website will be redirected to SBI Collect portal of State Bank of India (SBI) for payment.

**Step: 2. Accepting Disclaimer and Terms and Conditions:** The applicant is advised to go through the disclaimer and terms and conditions of SBI Collect and click the "I have

read and accepted the terms and conditions stated above” check box and then click the “Proceed” button.

**Step: 3. Select State and Type of Corporate / Institution:** Now the applicant should select “West Bengal” under “Select State” and “Educational Institution” under “Select Type”. Then click the “Go” button.

**Step: 4. Select from Educational Institutions:** Now the applicant should select “RABINDRA BHARATI UNIVERSITY” under “Select Educational Institutions” and then click the “Submit” button.

**Step: 5. Provide details of payment:** Now here the applicant should select “Application Processing fee”. It will automatically redirect to “Provide details of payment” page.

**Step: 6. Provide details of payment:** Now the applicant will be asked to enter the requisite information in the given spaces of Payment Format. The applicant should use the Application Details page printed earlier to fill-up the required information in this page. Before submission, the applicant must verify that all the entries made here are correct. If the information entered here are not correct then the **application will be rejected and no refund will be made.**

**Step: 7. Choosing Payment Option:** At this stage applicant will be asked to choose **online** or **offline** payment mode.

If **Online** mode of payment is chosen, the applicant will be able to pay requisite amount of Application Processing Fee of Rs.250/- + additional charge of Bank online through Internet Banking (Rs.150/- + additional charge of Bank for PWD candidates), SBI ATM Card/Debit Card or through ATM Card/Debit Card of any other Banks as shown on the dropdown box.

On successful transaction of payment, an e-receipt will be generated. Please take a print out of it and retain it carefully for future reference.

And if **Offline** mode of payment is chosen, a pre-printed Challan in duplicate will be generated. The applicant will be required to take print out of the Challan thus generated and submit the same at any SBI branches to deposit the Application Processing Fee of Rs.250/- + additional charge of Bank(Rs.150/- + additional charge of Bank for PWD candidates) .The applicant must retain one copy of Challan (payment receipt) carefully for future reference.

**Step: 8. Download Admission Form:** After submission of Application Processing fee through **online** or **offline** payment mode, the admission form can be downloaded **after two working days**. To download the Admission form the applicant should login to the university portal using the registered email id and password and click on the “Download Admission Form” button. The applicant is advised to print the downloaded form and retain it for future reference.

### **General Instructions to the Applicants**

1. It is to be noted that the information entered in the prescribed places on the website will be reflected on the downloaded Application Form and the same information will be saved in the database for further processing of the form for admission. Candidates are advised to take special care to make correct entry only. Therefore, application forms with manual corrections will not be accepted.
2. Please enter genuine **Mobile Phone Number and email address** for future communication regarding admission , if required. No fictitious information should be entered.
3. No application for change of information already reflected on the downloaded

application form will be entertained.

4. Incomplete application form, if downloaded and submitted, will be treated as cancelled.
5. Duly filled-in downloaded application form should be signed by the candidate and his/her parent/guardian at the given spaces of the form.
6. The duly filled-in application form along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of payment receipt, has to be retained by the candidate.
7. Applicants must preserve the acknowledgement receipt containing the Application Form ID No. etc. for the future reference.
8. **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 if the candidate is provisionally selected for admission .

### **Reservation of Seats**

1. 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.
2. Few seats are reserved in each course for Foreign / NRI students as supernumerary seats against a higher rate of tuition fees as per UGC guidelines. 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 completion of the online booking of seats. Such applications will have to be downloaded from the University website by entering the system generated application form number which has already been submitted 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. 2016-17, will get the chance to apply.

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

**1. Date of Publication of Eligibility lists of the Candidates Selected for Admission Test In the Subjects: Rabindra Sangeet, Vocal Music, Dance, Drama, Instrumental Music, Percussion and Western Classical Music: 03.6.2016 (after 4:00 p.m. on the website)**

**(i) Prospective Dates for Practical :** 09.6.2016 and 10.6.2016 from 12:00 noon onwards at the Emerald Bower Campus, 56A, B.T.Road, Kolkata-700050

**(ii) Prospective Dates for Written Test:** 16.06.2016 and 17.06.2016 from 12:00 noon onwards.

**(iii) Downloading of Admit Cards:** 06.06.2016 to 07.06.2016

**(iv) Verification of Admit Cards:** 06.06.2016 to 08.06.16 between 11:00 A.M. to 4:00 P.M. Admit Cards will have to be downloaded by the candidates themselves by entering their Form Number printed on their downloaded Application Form. The candidates must print two copies of the downloaded admit card and submit both the copies of the Admit Cards at the Admission Section of the University for verification and signature. After verification and signature, one copy of the admit card will be returned to the candidate which will be required to be produced at the time of Admission Test. Candidate will not be allowed to sit for the Admission Test without Admit Card.



(v) 1<sup>st</sup> 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 **21/06/2016** (after 4:00 pm) .

**(vi) Provisional Admission:** On 22/06/2016 to 23/06/2016 the selected candidates will be required to pay the Course fee for Visual Arts & Fine Arts of Rs.1665/- + additional charge of Bank for + additional charge of Bank for the subjects of Painting, Sculpture, Graphics, History of Art and Applied Art. For Visual Arts & Rabindra Sangeet, Vocal Music, Dance, Drama, Instrumental Music (Indian Classical and Western Classical) & Percussion. For Faculty of Fine Arts. online using his/her previous Login ID and Password, Application ID etc. Once again the candidate will be offered to pay through Online or Offline mode. 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.

**(vii) Admission Confirmation:** 24/06/2016 ( between 11:30 a.m. and 3:30 p.m.) For confirmation of admission, provisionally admitted candidates must 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.

(vii) 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.

### **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. For Visual Arts & Rabindra Sangeet, Vocal Music, Dance, Drama, Instrumental Music (Indian Classical and Western Classical) & Percussion. For Faculty of Fine Arts. 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 form number 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. 2016-17, 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](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.

(Ujjwol Kumar Basumata)

Secretary, Faculty Councils (Acting)