



RABINDRA BHARATI UNIVERSITY

56A, B.T. Road, Kolkata – 700050

Admission Notice : FC/ B.Lib.I.Sc/ 02/16

Date : 27/04/2016

The University invites online applications for admission to the Bachelor of Library and Information Science (B.Lib.I.Sc.) course of one year duration (2 semesters of 6 months each) in the session 2016-2017 under the Faculty of Arts. Online application can be made on the University Website: www.rbu.ac.in only from **03.05.2016 to 19.05.2016** (upto 5:00 p.m.).

The last date for online payment of Application Processing Fee in SBI Bank is **20.5.2016 (upto 4:00 p.m)**

Eligibility criteria for admission:

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

(b) **For deputed candidate:** Graduation with honours and working experience as a full-time salaried staff in any Govt./ Govt. aided Libraries/recognized institution (Govt. or semi Govt.).

(c) **For Certificate holders in Library Science:** Graduation with honours with certificate in Library Science.

(d) **For Fresher candidates:** Fresher candidates having break of studies for more than two years would not be eligible for admission i.e. the last degree obtained should not be prior to 2013.

(e) No break of studies for **Deputed** candidates.

Application Processing Fees & Course Fees

1. **Application Processing Fee:** Rs.300/-+ additional charge of Bank (Rs.180/- + additional charge of Bank for PWD candidates)
2. **Total Course fee of 2(two) semesters to be paid at the time of admission:**
 - i) Rs. 5215 /- excluding examination fees (for external candidates)
 - ii) Rs. 5115/- excluding examination fees (for internal candidates)

How to Apply

The applicants are advised to follow the instructions noted hereunder while filling up the Application Forms online:

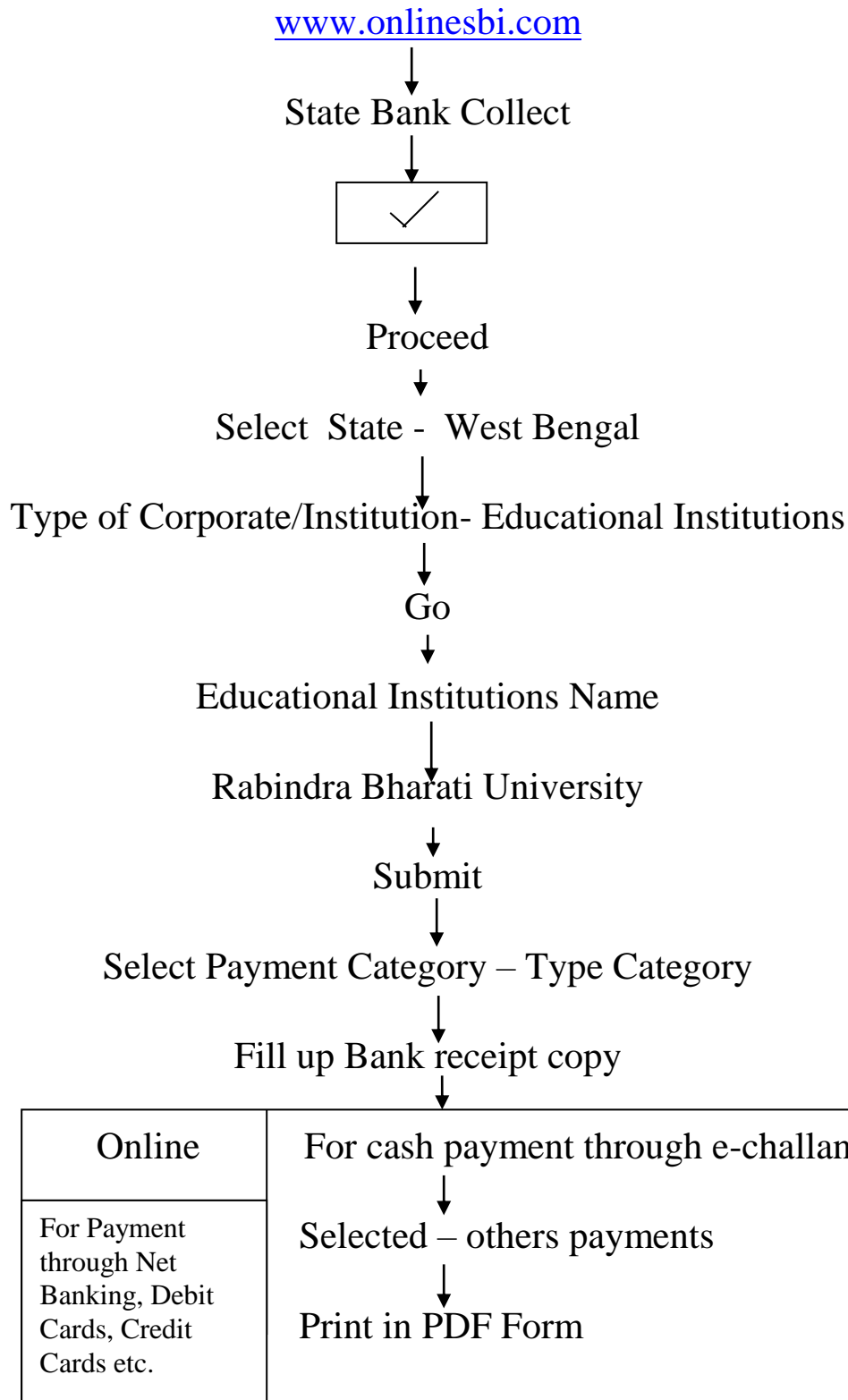
- In order to apply online, applicants have to register themselves first.
- During registration, applicant will be asked to provide an e-mail id and a mobile number, these must be valid ones because initial login password will be sent to the provided e-mail id and mobile number via SMS, and in future, all correspondences in this regards may be made to these e-mail id and the given mobile no. via SMS.
- Applicants must provide valid email id & mobile no. else the registration process will not be completed.
- After registration, the password will be sent to the registered e-mail id and mobile no.
- 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 ‘Save as Draft’ button) and log out. Later, by login back to his/her account again he/she may complete the rest of application form. Applicants are advised to save the data as draft mode after filling up information or any modification in each page.
- 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.
- In Step – 7 tab there will be a link to download and take print of a help manual for using State Bank Collect Portal.
- In the step – 7 tab applicants are advised to download and take print of the information required in the SB Collect Portal. This information will contain a **Fees Identification Number** which will be required to be entered in SB Collect Portal page while making payment.
- In order to complete the application process, in next step applicant will be entered into “Step – 7: Payment Information” Here he / she will be required to enter payment details. All applicants must pay their application fees through State Bank Collect portal. In this

tab (step) there will be a link redirecting to the State Bank Collect portal where applicant has to put the required information and pay the fees by using selective payment methods.

- Once payment of Fees is done through SB Collect Portal, the applicant has to enter the **SB Collect Reference No.** and other required detailed (received from SB Collect Portal Receipt after making payment) in order to submit the application finally and complete the process. **Until it is done, the process of online Application is not complete and this process must be completed within the stipulated period that is within 4:00 p.m. of 20.05.2016.**
- After Final 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.
- **Submission of Application Form:** The candidate must take a printout and submit the same along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of payment receipt to the office of the Secretary, Faculty Councils, 56A, B.T.Road, E.B. Campus of the University, either in person or by post within **20.05.2016.**
- 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.**
- **Application shall be summarily rejected, if payment is not made properly.**
- 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.
- No Application shall be entertained after the last date what so ever the reasons may be.
- Incomplete Admission Form in any respect will be rejected.
- From time to time admission related information shall be uploaded on the University website. Students are instructed to keep regular watch for the same. The University shall not be liable if an applicant fails to comply with the schedule.
- For any kind of dispute regarding admission related matters, the decision of the University Authority shall be final.

How to Make Payment

Step: 1. Application Processing fee Payment: Now for payment of Application Processing fee, please directly log in to www.onlinesbi.com or 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. Please follow the following short-cut steps for making online transactions/payments:



Detailed Instructions for payment:

Step: 1. Accepting Disclaimer and Terms and Conditions: Please log in to www.onlinesbi.com. 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: 2. 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: 3. Select from Educational Institutions: Now the applicant should select "RABINDRA BHARATI UNIVERSITY" under "Select Educational Institutions" and then click the "Submit" button.

Step: 4. Provide details of payment: Now here the applicant should select "Application Processing fee". It will automatically redirect to "Provide details of payment" page.

Step: 5. 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: 6. 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.300/-+ additional charge of Bank (Rs.180/- + additional charge of Bank for PWD candidates) online through Internet Banking, 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.300 + additional charge of Bank (Rs.180/- + additional charge of Bank for PWD candidates) .The applicant must retain one copy of Challan (payment receipt) carefully for future reference.

Step: 7. Download Admission Form: After submission of Application Processing fee through **online** or **offline** payment mode, the admission form can be downloaded. 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 instructed to print the downloaded form for submission of the same to University within 5:00 p.m of 20.5,2016 along with relevant documents as mentioned above under the head 'How to Apply'.

Preparation of Merit Lists

Merit list for admission to B.Lib.I.Sc. course will be prepared as per the following chart:

Sl.no	Name of course	Name of examinations	Percentage of marks obtained	Highest marks allotted	Grade Marks after conversion
	B.Lib.I.Sc.	(i) M.P. or its equivalent		10	
		(ii) H.S. its equivalent		20	
		(iii) B.A (Hons.)or 10+2+4		30	
		(v)) M.A./M.Sc or 10+2+5		30	
		(vi) Certificate courses	Below 40%	01	
			40 to 50	02	
			51 to 60	03	
			61 to 70	04	
			71 to 80	05	
			81 to 90	06	
			91 to 100	07	
		(vii) For Deputed candidate (for BLISc course only) : 1 (one) mark for each completed year of service in Library (No fraction of year would be counted)			
Total					
Grade Marks =					

How to Convert

In order to convert the marks to credit marks, % (percentage) of marks obtained in any examination be divided by 100 and multiplied by the highest marks allotted in the self assessment form e.g. an applicant obtaining 60 % marks in Madhyamik Examination be divided by 100 and multiplied by 10 to get Grade marks of 6.

Publication of Lists and Modes of Admission

- 1st Provisional Merit list of the candidates selected for admission and other details will be published on the University website on 07 /06 /2016(after 4:00 pm).
2. **Provisional Admission:** On 08 /06 /2016 to 10/06/2016 the selected candidates will be required to pay the Course fee of Rs.5115.00 (For Internal Candidates) + additional charge of Bank (Internal Candidates having valid Registration Number of Rabindra Bharati University) and Rs. 5215.00 (For External Candidates) + additional charge of Bank (External Candidates having valid Registration Number of other University) 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.

3. **Admission Confirmation:** 13/06/2016 & 14/6/2016 (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.
4. **Tentative date of Commencement of Class : 04/07/2016**

Exercise of Option

As per Govt. Rules, the candidates belonging to reserved categories (SC/ST/OBC –A&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 done online. Details will be notified in due course.

Reservation of Seats

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.

Reservation / Distribution of seats amongst the fresher candidates including Internal & external candidates, certificate holders and deputed candidates will be notified on the University website in due course.

In **B.Lib.I.Sc. Course**, 04 (four) seats are reserved 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 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.
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 (Acting)