

RABINDRA BHARATI UNIVERSITY

56A, B.T. Road, Kolkata – 700050

Admission Notice : SFC/ PG-Diploma/ 03/17

Date: 31/03/2017

The University invites online applications from the eligible candidates from **4/04/2017 to 28/04/2017** (upto4:00 p.m.) for direct admission to the following **PG Diploma Courses** on 'first-cum-first-served' basis in the academic session 2017-2018 in the Department of Adult, Continuing Education, Extension Work and Field Outreach **under the Faculty of Arts**. Online Application can be filled-in on the University Website : www.rbu.ac.in.

Academic Programmes: Number of seats for each course is mentioned against each in bracket.

1. 1-year PG Diploma in Social Work (50)
2. 1-year PG Diploma in NGO Management (50)
3. PG Diploma in Acting in Different Media (50)
4. 1-year PG Diploma in Safety and Security Management (50)
5. 2-year PG Diploma in Art and Crafts (50)

Minimum Eligibility Criteria for Admission: Graduation in any stream from any UGC recognized University.

Requisite Admission Fees including Application Processing Fees

1. 1-year PG Diploma in Social Work-- Rs.8100+ Bank Charge
2. 1-year PG Diploma in NGO Management – Rs.8100+ Bank Charge
3. 1-year PG Diploma in Acting in Different Media – Rs.8100+ Bank Charge
4. 1-year PG Diploma in Safety and Security Management-- Rs.10100+ Bank Charge
5. 2-year PG Diploma in Art and Crafts- – Rs.6100(1st Yrs.)+ Rs.6000(2nd Yrs.)+ Bank Charge.

Commencement of Classes

Notice for commencement of classes will be made in the 1st week of May, 2017.

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, which 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.
- After registration, the password will be sent to the registered e-mail id and mobile no.
- That the applicant may 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 of 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 Provisional Admission Fees including Application Processing Fees through SBI Collect Portal (www.onlinesbi.com). 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.

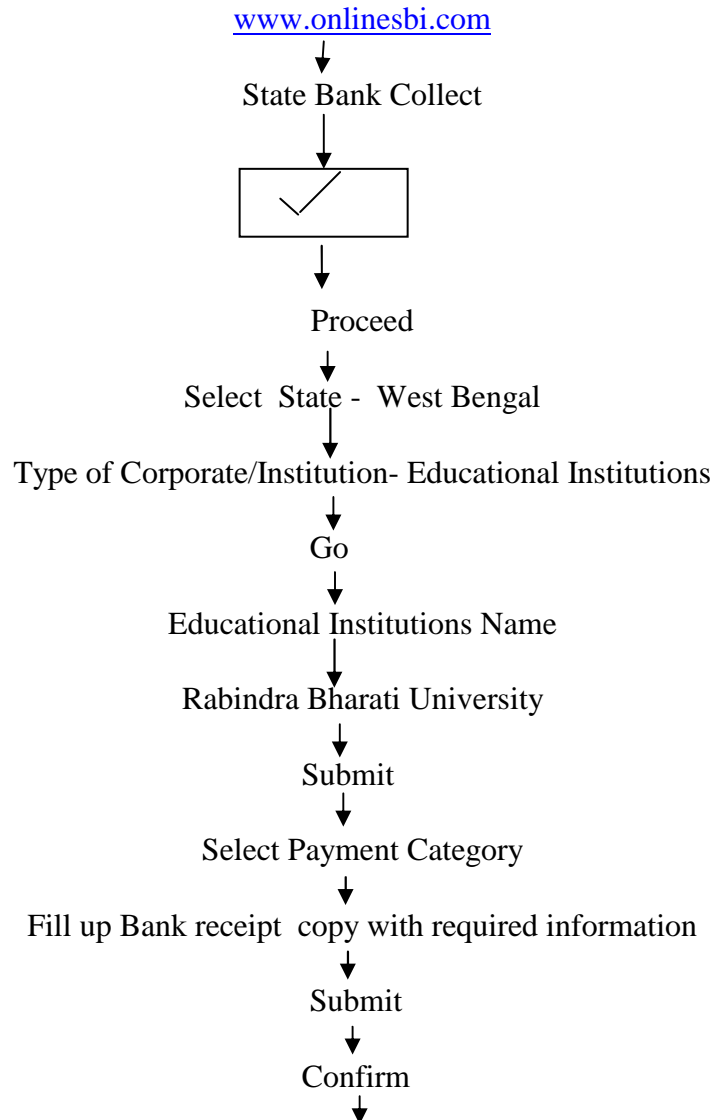
Confirmation of Provisional Admission taken online:

1. Confirmation of provisional Admission taken online will start on and from **05/04/2017** to till filling up of seats (between 11:30 a.m. and 3:30 p.m.) or up to 4:00 p.m. of **28/04/2017** whichever is earlier at the Admission Counter attached to the office of the Secretary, Faculty Councils, 56A, B.T.Road, Kolkata – 700050.
2. Please note that once the intake capacity of 50 seats is filled up, no more student will be permitted by the '**online admission management system**' to submit the application finally and complete the process of provisional admission even after making payment of admission fees in SBI portal successfully. In such cases, admission fees made by the applicant will be refunded on receipt of application with relevant documents. **Please note that the last date for payment of provisional admission fees through SBI Collect is 28/04/2017 (up to 4.00 p.m.).**
3. For confirmation of admission, provisionally admitted candidates must bring all original mark sheets, SC/ST/OBC-A & B /PWD certificates issued by the competent authority (in case of candidates belonging to SC/ST/OBC-A & B /PWD category), and other relevant documents for physical verification. Only after successful verification, the provisional admission will be confirmed .
- 4.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.
5. 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.

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. Please follow the following short-cut steps for making online

transactions/payments:



Online	For cash payment through e-challan
For Payment through Net Banking, Debit Cards, Credit Cards etc.	<p style="text-align: center;">↓</p> <p style="text-align: center;">Selected – others payments</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Print in PDF Form</p>

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 “Admission Fees including Application Processing Fees”. 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 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 **Admission Fees including Application Processing Fees** + additional charge of Bank for the concerned course 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 **Admission Fees including Application Processing Fees** + additional charge of Bank in the concerned course. The applicant must retain one copy of Challan (payment receipt) carefully for future reference.

General Information:

1. No student will participate in, abet or propagate ragging in the University campus and hostels.
2. Candidates interested in admission will be required to collect all information regarding the same from the University Website: www.rbu.ac.in.
3. Admission of a candidate will be cancelled if any information given by him/her is found to be wrong or suppressed.
4. Submission of application Forms for admission does not imply any right to admission and selection for admission does not assure accommodation in University Hostels.
5. 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.
6. 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)