



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

Admission Notice for the Faculty of Visual Arts

Admission Notice: FC/PGV/03 /16

June 30, 2016

The University invites online applications for admission to **Post-graduate** Courses (MFA/M.A) of 2-year duration consisting of 4 Semesters of 6- month each in the following subjects under the Faculty of Visual Arts in the session 2016-2017. Online Application can be made on the University Website : www.rbu.ac.in only from **05/07/2016 to 17/07/2016** (upto 5.00 p.m.). Last date for online payment in SBI Bank is 18/07/2016 upto 4:00 p.m.

No application form will be available from the University Sales Counter.

Faculty of Visual Arts:

(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.

1. **Admission to** the academic programmes under the Faculty of Visual Arts will be made through admission test. Only the **marks obtained in the admission test** will be counted towards preparation of merit list.

Publication of Lists

For the subjects under the Faculty of Visual Arts: Provisional lists of the candidates selected for admission test will be published on the University website on 20/07/2016 after 4:00 p.m.

Distribution of Admit Cards

Downloading of Admit Cards: 22/07/2016 to 24/07/2016

Admit Cards will have to be downloaded by the candidates themselves by entering their Application Identification Number (AIN) printed on their downloaded Application Form. The candidates must print two copies of the downloaded admit card. The admit Card 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.

Schedule of Admission Test and Admission

1. A) Prospective dates of Admission Test for Visual Arts (Practical): 25/07/2016 & 26/07/2016
 B) Prospective dates of Admission Test for Visual Arts (viva-voce): 01/08/2016
2. Publication of 1st provisional merit list (on the website): 05/08/2016 (after 4.00 p.m.)
3. Admission of 1st provisional merit list : 06/08/2016 to 08/08/2016 (from 11:30 a.m to 3.30 p.m)
4. Confirmation of Admission : 09/08/2016
5. Prospective date of commencement of classes : **10/08/2016**

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.

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 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 for consideration of admission.

Therefore, it is to be noted that only the candidates who have already submitted application form for admission in this session i.e. 2016-17, will get the chance to apply.

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

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. **Course Fees to be paid at the time of admission for 1st Semester :**
3. **(i) Subjects:** Applied Art, Graphics - Printmaking, Painting, Sculpture, History of Art: Rs.1965/-+ additional Bank Charge
(ii) Subject: Museology: Rs.7815/- + additional Bank Charge

How to Apply

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

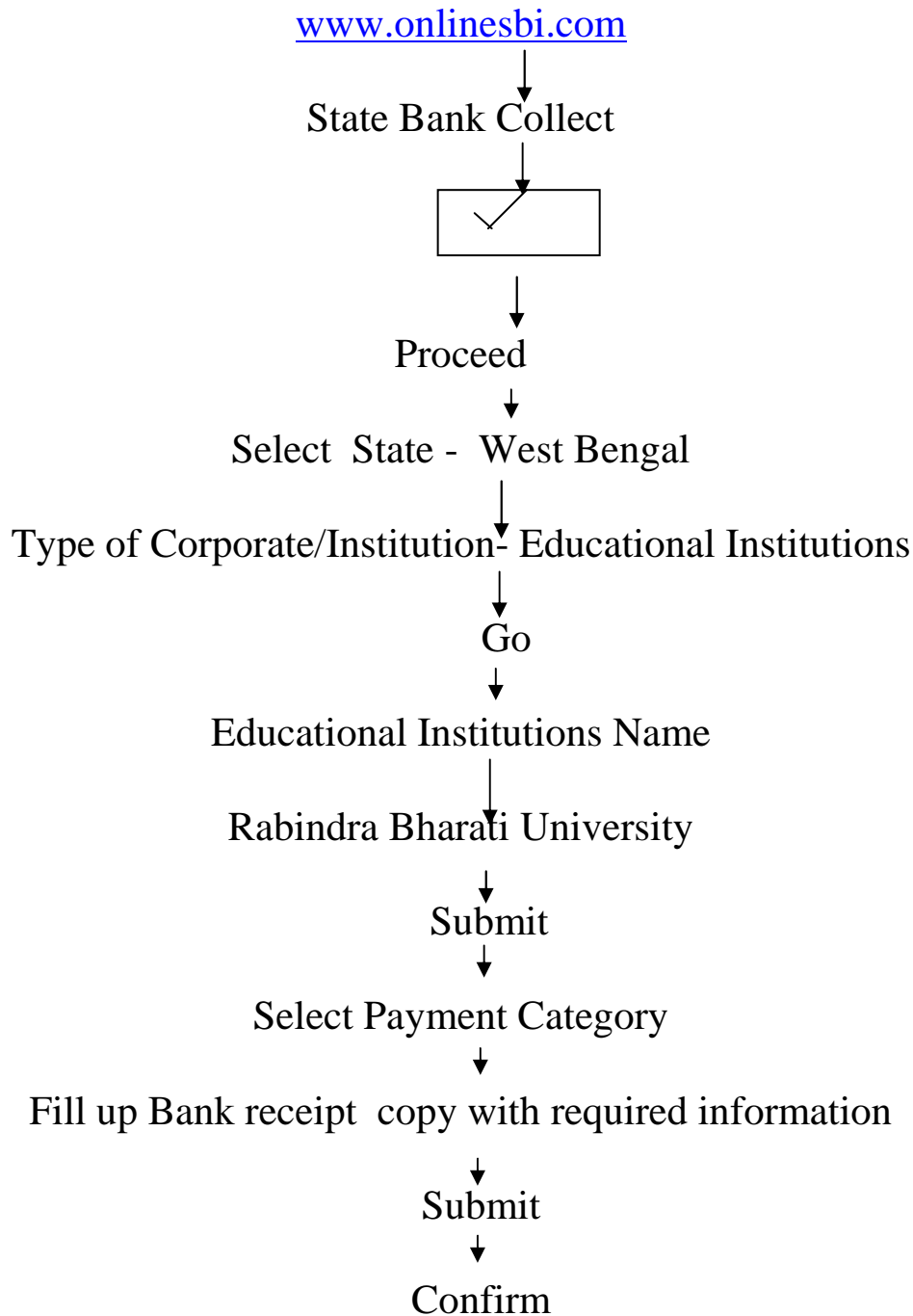
- In order to apply online, applicants have to register themselves first.
- During registration, applicant will be asked to provide an e-mail id and a mobile number, these must be valid ones because initial login password will be sent to the provided e-mail id and mobile number via SMS, and in future, all correspondences in this 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 '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 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**.

- **Candidates must submit the Application Form at the time of Admission Test:**
The candidate must take a printout and retain the same with him/her. If the candidate is selected for Admission Test, then only 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 be submitted at the time of Admission Test in the respective department.
- 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.
- No Application shall be entertained after the last date, whatsoever the reason may be.
- 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. Please follow the following short-cut steps for making online transactions/payments:



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| Online | For cash payment through e-challan |
| | ↓ |
| For Payment through Net Banking, Debit Cards, Credit Cards etc. | Selected – others payments |
| | ↓ |
| | Print in PDF Form |

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 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.250/-+ additional charge of Bank (Rs.150/- + 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.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.

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.

General Instructions and Information 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 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. Candidates applying for more than one subject will have to apply separately following procedures mentioned above.
9. Duly filled-in downloaded application form should be signed by the candidate and his/her parent/guardian at the given spaces of the form.
10. 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.
11. **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 .
12. In case of any disputes, the decision of the University will be final and binding to all concerned.

(Ujjwol Kumar Basumata)
Secretary, Faculty Councils (Actg)