RABINDRA BHARATI UNIVERSITY

56A, B.T. Road, Kolkata – 700050

Admission Notice: FC/ B.Ed-01/ 18 Date: 08/03/2018

The University invites online applications for admission to the B.Ed academic programe in the session 2018-2019 under the Faculty of Arts. Online Application can be made on the University Website at www.rbu.ac.in from 12/03/2018 to 26/03/2018.

Last date for online payment through Payment Gateway is 27/03/2018 upto 4:00 p.m

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

1. Academic Programme: B. Ed. NCTE Approved (2- year Course Under Semester System)

Eligibility criteria for admission::

- (a)As per NCTE Regulations 2014, candidates with at least 50% (45% for SC/ST/PH) marks either in the Bachelor's Degree and/or in the Master's degree in Sciences/Social Sciences/Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% (50% for SC/ST/PH) marks or any other qualification equivalent thereto, are eligible for admission to the programme.
- (b) Fresher candidates having break of studies for more than two years (i.e. the last degree obtained should not be prior to 2015) would not be eligible for admission.
- (c) The issue of break of studies is not applicable to **Deputed** candidates.
- (d) Deputed teachers applying for admission will have to be from the schools receiving grant-in-aid from the Govt.
- (e) Deputed teacher applying for admission must submit the certificate with the application form from the school authority to the effect that he/she is a permanent fulltime teacher who teaching for class IX onwards as per Govt. order and attach 'No Objection Certificate' issued by the school authority enclosing the resolution of the Managing Committee at the time of admission ,if selected.
- (f) Application of the Deputed teacher failing to comply with the **requirements** mentioned at (d) & (e) above will not be considered for admission.

Method Subjects for B.Ed Course in 2018-2019 session

Method Subjects to be offered in 2018-2019 session: Bengali, English, Sanskrit, History, Mathematics, Vocal Music and Education.

Allocation of method subjects to the admitted students will be done by the department after commencement of the class.

Reservation of Seats

- 1. In B.Ed. Course out of total intake of 50 seats, 25% seats will be reserved for Deputed Teachers teaching for Class IX onwards and 75% seats will reserved for fresher candidates and out of 75% seats for Fresher candidates, 10% seats will be reserved for the fresher candidates belonging to other universities and 90% seats will be reserved for the fresher candidates of home University as per Govt. Order No. 486-Edn(CS)/ES/EE/10M-16/15 dt.29.5.2015.
- 2. Reservation of seats for the reserved categories of ST/SC/OBC-A&B/PWD will be as per the West Bengal Higher Educational Institutions (Reservation in Admission) Rules, 2013.

Payment of Pay and Allowances of the Deputed Teachers

In terms of the Government Order No. 1022-SE(S)/2P-1/09 dt.15.9.2011, payment of pay and allowances, i.e. entire payment of the deputed teachers admitted at this University will be made by the concerned School Authority while undergoing the training of Bachelor of Education.

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 4 (four) semesters:
- (i)Rs. 26430 /- (Bank charge extra) excluding examination fees (for external candidates)
- (ii) Rs. 26330/- (Bank charge extra) excluding examination fees (for internal candidates)
- 3. Course fee to paid at the time of admission in the $\mathbf{1}^{\text{st}}$ semester :
- (i) for external candidates Rs.7315/- (Bank charge extra)
- (ii) for internal candidates Rs.7215/- (Bank charge extra)

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 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 **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 3(three) 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 Cash/Challan: A Pay-in-slip will have to be generated. The candidate can submit the fees through Cash/Challan in any of the branches of Allahabad Bank after 24 hours of printing the auto-generated Cash/Challan.

- 3. 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.

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 **28.03.2017** (within **5:00 p.m**).

No Application shall be entertained after the last date, whatsoever the reason may be.

Preparation of Merit Lists

Merits lists for admission to B.Ed course will be prepared as per the following chart:

Sl.no	Name of course	Name of course Name of examinations		Highest marks	Grade Marks
•			marks obtained	allotted	after conversion
		(i) M.P. or its equivalent		10	
		(ii) H.S. its equivalent		20	
		(iii) B.A (Hons.)		30	
		OR			
	B.Ed.	(iv) B.A. (Pass)		10	
		(v) M.A./M.Sc		30	
		(vi) M.Phil.		05	
		OR			
		(vii) Ph.D.		10	
	1			L	

Total Grade Marks

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Grade marks will be awarded only at single stage of Degree level i.e. either (iii)B.A (Hons.) OR (iv) B.A. (Pass)/vi) either M.Phil.OR (vii) Ph.D.

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

- 1. 1st Provisional Merit list of the candidates selected for admission and other details will be published on the University website on **19-04-2018** (after 5:00 pm).
- 2. **Provisional Admission:** From 20-04-2018 to 23-04-2018 the selected candidates will be required to pay the Course fee of Rs.7215.00 (For Internal Candidates) + additional charge of Bank (Internal Candidates having valid Registration Number of Rabindra Bharati University) and Rs. 7315.00 (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: 24-04-2018 (between 11:30 a.m. and 3:3:30 p.m.) For confirmation of admission, provisionally admitted candidates must bring all original mark sheets, 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. Deputed teacher selected for admission must submit the certificate from the school authority to the effect that he/she is teaching for class IX onwards as per Govt. order and must also submit 'No Objection Certificate' issued by the school authority enclosing the resolution of the Managing Committee at the time of confirmation of admission. 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 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: 016/2018

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.

General Information:

- 1. No student will participate in, abet or propagate ragging in the University campus and hostels.
- 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. 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.
 - 8. 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.
 - 9. In case of any disputes, the decision of the University will be final and binding to all concerned.

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Secretary, Facu	ilty Councils

USER MANUAL (How to apply)

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 :	Enter Email Id
Password :	Enter password
Captcha : *	
	Please enter the captcha displayed in the image into the above input field. This captcha is case sensitive.
	Login Reset
New User? Registe	now Forgot Password? Click here

If student do not have their login credentials they can click New User? Register now o register themselves and get their login credentials through SMS and E-mail.

Name: *	Enter Name
Email Id : *	Enter a valid Email Id
	Note: An auto generated password shall be sent to this Email Id. Please enter valid Email Id here
Mobile No. : *	Enter Contact No.
	Note: Enter your mobile no. Do not put '0' or '+91' as prefix
Captcha : *	
	243816
	Please enter the captcha displayed in the
	image into the above input field. This captcha is case sensitive.
	Submit Reset

If registered student forget their credentials they can get their PASSWORD click on Forgot Password? Click here

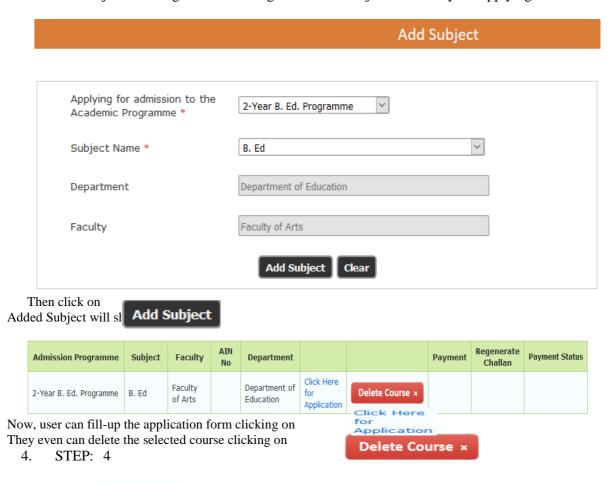
Enter a valid Email id to get a new password

Email Id :	Enter Email Id
Captcha : *	
	721595
	Please enter the captcha displayed in the image into the above input field. This captcha is case sensitive.
	Submit

After login user of Application	can fill-up their online form clicking GO TO APPLICATION FORM OF
▶ Home	Welcome to Rabindra Bharati University Online Admission 2017-18
► Application Form	
	GO TO APPLICATION FORM

3. STEP: 3

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



Click Here for Application

user will get the Eligibility form of online application

and they must provide right information and fill-up the form.

SL No	Examination Passed	Board / College / University	Year of Passing	Hons. / Specialization in	Subjects	Total Marks Obtained	Full Marks	% of Marks	
1	Secondary (Class 10)		YYYY						
				1st of Best 4 Subjects excluding ENVS					
	Higher Secondary (Class 12): Best 4 subjects			2nd of Best 4 Subjects excluding ENVS					
2	excluding Environmental Studies (ENVS)	Select 💌	YYYY	3rd of Best 4 Subjects excluding ENVS					
				4th of Best 4 Subjects excluding ENVS					
3	Graduation Select		YYYY						
4	Post Graduation		YYYY						
5	M. Phil.		YYYY						
6	Ph. D.		Date Of Award :						
* Having maximu Did you B.E/B.	m 10 grade marks will b u have Science and I Tech ?	e added in Total Grade s	Grade score. Having Picore. alization in	h. D. degree will add 10 gr	rade marks in Total (Grade score. If yo	ou have both M. F	Phil and Ph. D. de	egrees,
		in Post Graduation lev		Select 💟					
(For fre 2014. C		st degree obtained shoul of studies for more than	d not be prior to	Select					
Name	of the degree Obtain	ted last							

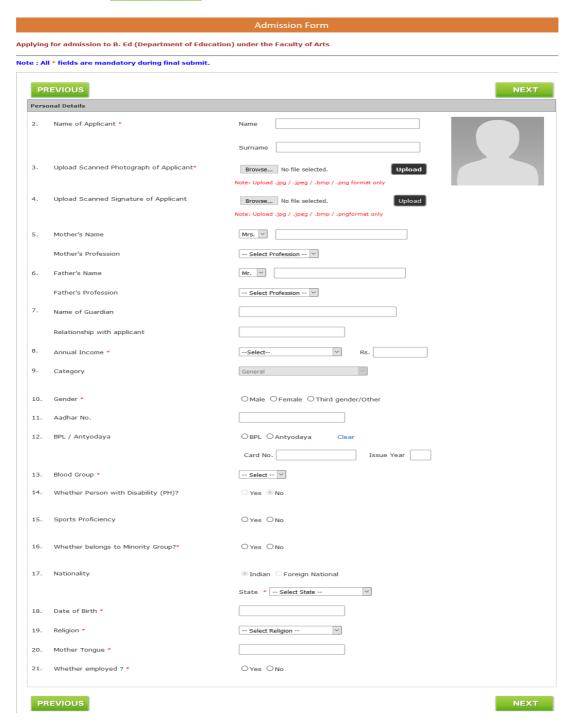
Note: Before clicking on the 'Submit & Proceed' button you are advised to make sure that you have entered all information correctly. Once submitted you can not alter the same any more.

Submit & Proceed

After fill-up the Eligibility form they must click on And find a page like



Clicking on user will get the Personal Details page



At the time of form fill-up user can go to the next page click on

The next page is Contact Details.

Cont	act Details		
22.	Address for Communication*		
		Village	City / Town*
		State / Province • Select State V	District * Select District
		PIN / ZIP *	
	Mobile No.	9007702902	
	E-mail id	kalyanghosh@gmail.co.in	Fax
23.	Permanent Address*	☐Same as Communication Address	
		Village	City / Town*
		State / Province * Select State	District * Select 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.*		

STEP: 7 7.

•	DILI. /			
A	nd the next page	is (Dualification	Details

Quali	Qualification Details							
26.	Are you pursuing any course? •	○Yes ○No						
27.	Are you a registered student of RBU? * (Those who have not taken migration yet)	○Yes ®No						
28.	Name of the Institute / College / University last attended *	Year *						
	Registration No. * Registration Ye	ear *						
29.	Last Exam passed through*	O Regular Mode O Distance Mode						

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 : 200.00 Date : 02/03/2018 Place :* KOLKATA									
☐ 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. Once the application is submitted you can't change any information. Make sure all the required information that you provide are proper.									
PREVIOUS									

Here they must check $\ \ \square$ I Agree With Above Declaration before Submit

9. STEP: 9

After final submit it will generate a 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
2-Year B. Ed. Programme	B. Ed	Faculty of Arts	R18BED00001	Department of Education	Click Here to View Application	Click Here for Payment		Your application fees payment status is not verified yet.

Once the form has been submitted User can't delete the course.

Click Here **Online Payment** Now they can pay clicking or payment

link.

After payment user can get their payment history from also can get their online payment challan again if required from

▶ Regenerate Challan in the left menu.

HOW TO MAKE PAYMENT

After successful submission of Online Application Form; provision for making fees payment shall be activated. In the page "Application Form" or alternatively "Download Application Form (filled-up)", there will be separate links "Click here for payment" in the "Payment" column (of the table), for of each of the successfully submitted applications. By clicking on any of those, the applicant will reach payment page for that particular application only. In that page, there shall be a "Online Payment" button, by clicking on which applicant shall be redirect to the Payment Gateway Portal - there he/she has to make payment of fees by using any of the following Payment Modes -

Payment Modes: When the Payment page will open, you will have 4 modes of Payment on left hand side of page.

- 1. Debit card
- 2. Credit card
- 3. Net Banking
- 4. Cash (eChallan)

Option 1: Debit Card Mode

- I. If you want to pay through Debit Card then select "Debit Card" option and then click on "atom" option. Then click on "Continue" button.
- II. The Payment Summary Page will open. Here total amount will show which is to be paid by the applicant. Now click on "I accept the payment terms and conditions" and click on "Confirm" button. III. In next page, fill the details of the debit card and click on "Pay Now" button.
- IV. Don't refresh or reload the page while it's in process. On successful completion, you will be redirect to the Payment Acknowledgement page of the Online Admission Portal of the University.

Option 2: Credit Card Mode

- I. If you want to pay through Credit Card then select "Credit Card" option and then click on "atom" option. Then click on "Continue" button.
- II. The Payment Summary Page will open. Here total amount will show which is to be paid by the applicant. Now click on "I accept the payment terms and conditions" and click on "Confirm" button. III. In next page, fill the details of the credit card and click on "Pay Now" button.
- IV. Don't refresh or reload the page while it's in process. On successful completion, you will be redirect to the Payment Acknowledgement page of the Online Admission Portal of the University.

Option 3: Net Banking Mode

- I. If you want to pay through Net Banking then select "Net Banking" option and then click on "atom" option. Then click on "Continue" button.
- II. The Payment Summary Page will open. Here total amount will show which is to be paid by the applicant. Now click on "accept the payment terms and conditions" and click on "Confirm

Schedule

- 1. Publication and Notification of Advertisement in the website (www.rbu.ac.in): 09/03/2018
- 2. Publication and Notification of Advertisement in the Newspaper: 10/03/2018
- Availability of online Admission form: 12/03/2018 to 26/03/2018 (up to 5.00 p.m.). 3.
- 4. Last payment for online submission Admission Form.: 27/03/2018
- 5. Last submission of Admission Form in the Faculty Office: 28/03/2018
- Interview of PWD candidates: 17/04/2018 at 12 noon. (Only for the subjects under the Faculty of Arts) 6.
- Publication of 1st Provisional Merit List: 19/04/2018 after 5 p.m. 7.
- Provisional Admission of 1st Merit List: 20/04/2018 to 23/04/2018 8.
- Confirmation of Admission: 24/04/2018 9.
- Publication of 2^{nd} Provisional Merit List: 26/04/2018 after 5 p.m. (if seats remain vacant) Provisional Admission of 2^{nd} Merit List: 27/04/2018 02/05/2018 10.
- 11.
- 12. Confirmation of Admission: 03/05/2018
- 13. Commencement of Classes: 01/06/2018

Sd.-Secretary, Faculty Councils.