RABINDRA BHARATI UNIVERSITY
56A, B.T. Road, Kolkata – 700050

Admission Notice :   FC/ Blib-2/18   Date : 08/03/2018

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 2018-2019 under the Faculty of Arts. Online application can be made on the University Website : **www.rbu.ac.in** only from **12/03/2018 to 26/03/2018** (upto 5:00 p.m.). Last date for online payment through **Payment Gateway** is **27/03/2018 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 2015.

 (e) The issue of break of studies is not applicable to **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 :

(i)Rs. 5215 /- (Bank charge extra) excluding examination fees (for external candidates)

(ii) Rs. 5115/- (Bank charge extra) excluding examination fees (for internal candidates)

Course fee to be paid at the time of admission in the 1st semester:

   (i)   for external candidates – Rs.- 4015/- (Bank charge extra)
   (ii)   for internal candidates - Rs. 3915/- (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 **28.03.2018 (within 5:00 p.m).**

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

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.

3. In **B.Lib.I.S.c 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 AIN 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. 2018-19, will get the chance 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
2.	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	
		(iv)) M.A./M.Sc or 10+2+5		30	
		(v) 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	
	(vi) For Deputed candidate: 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

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.3915.00 (For Internal Candidates) + additional charge of Bank (Internal Candidates having valid Registration Number of Rabindra Bharati University) and Rs. 4015.00 (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**: On 24-04-2018(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 : 01-06-2018

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. 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. 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.

9. In case of any disputes, the decision of the University will be final and binding to all concerned.

(……………………….)
Secretary, Faculty 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 : *   [   ]

6 5 8 1 2 5

Please enter the captcha displayed in the
image into the above input field.
This captcha is case sensitive.

Login   **Reset**

New User? Register now | Forgot Password? Click here

If student do not have their login credentials they can click **New User? Register now** to 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 : *   [   ]

2 4 3 8 1 6

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 : *   [   ]

7 2 1 5 9 5

Please enter the captcha displayed in the
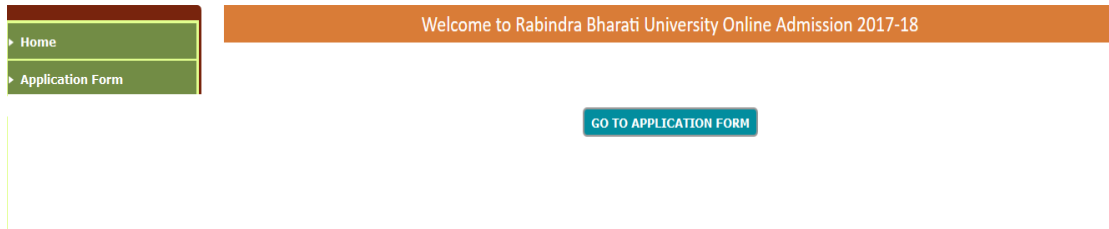image into the above input field.
This captcha is case sensitive.

Submit

2.   STEP: 2

After login user can fill-up their online form clicking **GO TO APPLICATION FORM** or
▶ **Application Form**

▸ 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.

Add Subject

Applying for admission to the Academic Programme *	2-Year B. Ed. Programme
Subject Name *	B. Ed
Department	Department of Education
Faculty	Faculty of Arts

Add Subject   **Clear**

Then click on
Added Subject will sh **Add Subject**

Admission Programme	Subject	Faculty	AIN No	Department			Payment	Regenerate Challan	Payment Status
2-Year B. Ed. Programme	B. Ed	Faculty of Arts		Department of Education	Click Here for Application	Delete Course x			

Now, user can fill-up the application form clicking on
They even can delete the selected course clicking on
Click Here for Application
Delete Course x

4.   STEP: 4

Clicking **Click Here for Application** user will get the Eligibility form of online application

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

Eligibility

Applying for admission to B. Ed (Department of Education) under the Faculty of Arts

Note : All * fields are mandatory during submit.

1. Nationality *   ○ Indian ○ Foreign National
2. Category   `Select ▾`
3. Whether Person with Disability (PH)? *   ○ Yes ○ No
4. Whether Deputed Candidates? *   ○ Yes ○ No
5. Are you a registered student of RBU? *   ○ Yes ○ No
   (Those who have not taken migration yet)
6. Academic Record (Secondary / Class-X onwards)*

Note (for Higher Secondary - Class 12)

A. For Higher Secondary (Class 12), put marks obtained in best 4 subjects excluding Environmental Studies (ENVS).

B. Marks for Environmental Studies (ENVS) is optional, and will not add any grade marks in Total Grade score.

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					
2	Higher Secondary (Class 12): Best 4 subjects excluding Environmental Studies (ENVS)	-- Select -- ▾	YYYY	1st of Best 4 Subjects excluding ENVS				
				2nd of Best 4 Subjects excluding ENVS				
				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 : DD/MM/YYYY					

For adding a new row click   **Add Another Qualification**

* Having M. Phil degree will add 5 grade marks in Total Grade score. Having Ph. D. degree will add 10 grade marks in Total Grade score. If you have both M. Phil and Ph. D. degrees, maximum 10 grade marks will be added in Total Grade score.

7. Did you have Science and Mathematics as specialization in B.E/B.Tech ?   --Select-- ▾
8. Name of Degree Obtainted in Post Graduation level   --Select-- ▾
9. Year of obtaining last degree   --Select-- ▾
   (For fresher candidates only. Last degree obtained should not be prior to 2014. Candidates having break of studies for more than two years would not be eligible for admission)
   Name of the degree Obtainted 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 **Submit & Proceed**
And find a page like

Subject Details		
1.	Applying for admission to the Academic Programme*	2-Year B. Ed. Programme ▾
	Subject Name *	B. Ed ▾
	Department	Department of Education
	Faculty	Faculty of Arts

NEXT

5.   STEP: 5

Clicking   on   [NEXT]   user will get the Personal Details page

Admission Form

Applying for admission to B. Ed (Department of Education) under the Faculty of Arts

Note : All * fields are mandatory during final submit.

[PREVIOUS]   [NEXT]

Personal Details

2.	Name of Applicant *	Name	[_____]	
		Surname	[_____]	
3.	Upload Scanned Photograph of Applicant*	[Browse...] No file selected. [Upload]		
		Note: Upload .jpg / .jpeg / .bmp / .png format only		
4.	Upload Scanned Signature of Applicant	[Browse...] No file selected. [Upload]		
		Note: Upload .jpg / .jpeg / .bmp / .pngformat only		
5.	Mother's Name	[Mrs. ▾] [_____]		
	Mother's Profession	[-- Select Profession -- ▾]		
6.	Father's Name	[Mr. ▾] [_____]		
	Father's Profession	[-- Select Profession -- ▾]		
7.	Name of Guardian	[_____]		
	Relationship with applicant	[_____]		
8.	Annual Income *	[--Select-- ▾] Rs. [_____]		
9.	Category	[General ▾]		
10.	Gender *	○ Male ○ Female ○ Third gender/Other		
11.	Aadhar No.	[_____]		
12.	BPL / Antyodaya	○ BPL ○ Antyodaya Clear		
		Card No. [_____] Issue Year [____]		
13.	Blood Group *	[-- Select -- ▾]		
14.	Whether Person with Disability (PH)?	○ Yes ◉ No		
15.	Sports Proficiency	○ Yes ○ No		
16.	Whether belongs to Minority Group?*	○ Yes ○ No		
17.	Nationality	◉ Indian ○ Foreign National		
		State * [-- Select State -- ▾]		
18.	Date of Birth *	[_____]		
19.	Religion *	[-- Select Religion -- ▾]		
20.	Mother Tongue *	[_____]		
21.	Whether employed ? *	○ Yes ○ No		

[PREVIOUS]   [NEXT]

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

6.   STEP: 6

The next page is Contact Details.

Contact Details

22.   Address for Communication*

Village [   ]   City / Town* [   ]

State / Province * [-- Select State --   ▾]   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.*   [   ]

7.   STEP: 7

And the next page is Qualification Details

Qualification Details

26.   Are you pursuing any course? *   ○ Yes ○ No

27.   Are you a registered student of RBU? *   ○ Yes ◉ No
       (Those who have not taken migration yet)

28.   Name of the Institute / College / University last attended *   [   ]   Year * [   ]

       Registration No. * [   ]   Registration Year * [   ]

29.   Last Exam passed through*   ○ Regular Mode ○ 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.
       2. Once the application is submitted you can't change any information. Make sure all the required information that you provide are proper.

PREVIOUS   **Submit**

Here they must check ☐ 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 from

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.

Now they can pay clicking on Click Here for Payment → **Online Payment**

User can get the instruction from the **Click Here for how to make payment**   link.

10.   STEP: 10

After payment user can get their payment history from **▶ Payment History** the left menu. They 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.

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

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

Sd.-
Secretary, Faculty Councils.