RABINDRA BHARATI UNIVERSITY
KOLKATA

Date: 28.03.2019

ENROLLMENT NOTICE

Attention : Research Scholars of the Ph. D. Coursework Examination, 2018 under the Faculties of Arts, Fine Arts and Visual Arts for the session 2018-2019

Since the examination system of the Ph.D. academic programme under the Faculties of Arts, Fine Arts and Visual Arts have been computerized, the regular research scholars of the Ph. D. Coursework Examination, 2018 under the Faculties of Arts, Fine Arts and Visual Arts are required to enroll themselves in the computer process through submission of the **ONLINE ENROLLMENT** forms according to the following schedule:

SUBJECT	DATE
Bengali, English, Sanskrit, History, Philosophy , Political Science, Economics, Education, Library & Information Science, Drama, Dance, Rabindra Sangeet, Graphics -Printmaking	08.04.2019 to 16.04.2019

After submission of the online enrollment the applicant has to visit the Examination Department, R.B.U. between 08.04.2019 to 16.04.2019 (11.30 a.m. to 03.30 p.m.) along with printed copy of the filled in Enrollment Form and copies of all documents (along with originals) uploaded during online request i.e.

i) Madhyamik / 10th Exam. Admit Card
ii) Registration Certificate of R.B.U.
iii) 10th to Post Graduate – All Marksheets / Grade Cards and Certificates.
iv) Caste Certificate (as and where applicable)
v) Coloured Passport sized Photograph
vi) Last pay slip
And University Identity Card to verify and confirm the Enrolment process

The candidates shall have to submit examination forms and fees in accordance with a subsequent schedule for which separate notification would be issued. It is to be noted that no candidate would be able to submit his/her examination form and fee without being enrolled beforehand in the computer system.

JOINT REGISTRAR /ASSISTANT REGISTRAR (EXAM)

Copy to :

1. Dean, Faculty of Arts / Fine Arts / Visual Arts with a request to look into the matter and take necessary steps so that this enrollment notice may be circulated in the relevant classes.
2. All Heads and Research Supervisors of the Department under the Faculty of Arts / Fine Arts / Visual Arts with a request to bring the notice to the research scholars in the respective classes.
3. Dean, Students Welfare
4. Secretary, Faculty Councils with a request to submit the list of students admitted at least 2 days (working) prior to the enrollment form fill up.
5. Assistant Registrar (Exam).
6. Registration Section.
7. Exam Cell (Sangeet Bhavan)
8. Examination Notice Board
9. Students' Union

***Please see the instructions 'How to do Online Enrollment'.

How to Request for Enrollment

1. In order to request for enrollment the applicant have to visit the RBU Student Portal 'http: //student.rbu.net.in', and log in with registered E-mail Id and Password.

2. After login, click on 'Enrollment' from left panel under Quick Link.

3. In Enrollment page, applicant shall find two sections – (a) 'Student Information' and (b) 'Correction Part'; each of these sections shall contained of applicant's personal information which were provided during Admission and Registration.

4. By using – 'Correction Part' applicant can request for change of following information and confirm enrolment-

Sl.	Information	Document to be Uploaded	File Format
1	Gender	None	N/A
2	Registration No.	Registration Certificate of Rabindra Bharati University	PDF, JPEG, JPG & BMP
3	Registration Year		
4	First Name	Admit / Certificate of Madhyamik or Class 10ᵗʰ	PDF, JPEG, JPG & BMP
5	Surname		
6	Father's Name		
7	E-mail	None	N/A
8	Phone	None	N/A
9	Photograph	Scanned Photograph	JPEG, JPG & BMP
10	Signature	Scanned Signature	

Note:

  a. While changing E-mail Id, after entering the new e-mail id applicant have to click on 'Get Security No.' button. An auto generated code shall be sent to applicant's newly entered e-mail id. Obtaining the same from there applicant have to enter it into the below box (enter Security No.) and click on 'Verify' button.

  b. While changing Mobile No., after entering the new mobile no. applicant have to click on 'Get Security No.' button. An auto generated code shall be sent to applicant's newly entered mobile no. Obtaining the same from there applicant have to enter it into the below box (enter Security No.) and click on 'Verify' button.

  c. While uploading scanned photograph, the same should have fulfil following criteria

    i. Photograph has to be Passport sized Coloured image.

    ii. Background of the image has to be White coloured

    iii. Applicant must wear Light shaded dress material

    iv. Face of the applicant must cover approx. 60% of the image area.

  d. While uploading scanned photograph, the same should have fulfil following criteria

    i. The signature has to be signed in Black ink

    ii. Background of the image has to be White coloured

5. After entering all desired information required to be changed, the applicant shall click on 'Request' button at the bottom of the Enrollment page. Upon successful request, an auto-generated e-mail enclosed with the 'Request Acknowledgement' shall be sent to applicant's registered or newly updated e-mail id.

  a. Note: In case the period of request for Enrollment extended by the University authority, subject to payment of certain **Late Fee (Rs.1000/-)** by the applicant – the applicant has to make payment of such Late Fee at Cash Counter and get approval from there, in prior to the initiating request for Enrollment in online.

6. Further, the applicant can download the 'Request Acknowledgement' by clicking on 'Print' button at the bottom of Enrollment page, at any point of time.

7. Thereafter, the applicant has to visit the Examination Department, RBU' along with printed copy of Request Acknowledgement, Copies of all documents (along with Originals) uploaded during online request and University Identity Card to verify and confirm the Enrollment Process.