

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

Admission Notice : SFC/ PG-Diploma/ 02/19

Date: 27/03/2019

The University invites online applications from the eligible candidates from **05/04/2019 to 25/04/2019** (upto 4:00 p.m.) for direct admission to the following **PG Diploma Courses** on 'first-cum-first-served' basis in the academic session 2019-2020 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. 1-year PG Diploma in Acting in Different Media (50)
4. 1-year PG Diploma in Safety and Security Management (50)
5. 2-years PG Diploma in Art and Crafts (50)

Minimum Eligibility Criteria for Admission: Graduation in any discipline 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, 2019.

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 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 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.

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.

Sd-
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 :

Password :

Captcha : *



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

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 : *


Email Id : *

Note: An auto generated password shall be sent to this Email Id. Please enter valid Email Id here

Mobile No. : *

Note: Enter your mobile no. Do not put '0' or '+91' as prefix

Captcha : *



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

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 :

Captcha : *

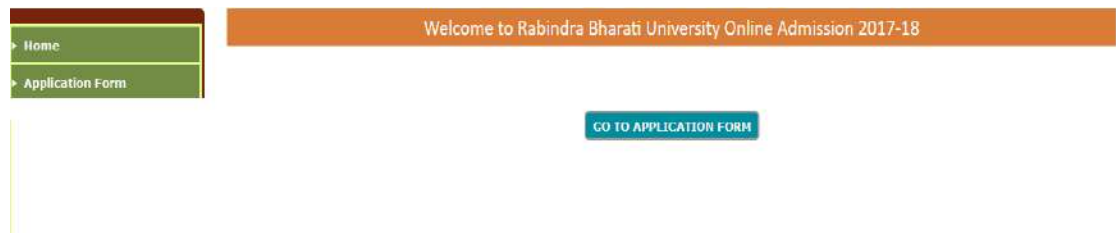


Please enter the captcha displayed in the image into the above input field.
This captcha is case sensitive.

2. STEP: 2

After login user can fill-up their online form clickir **GO TO APPLICATION FORM** or

▶ **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 *

Subject Name *

Department

Faculty

Add Subject **Clear**

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

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 [Click Here for Application](#)
 They even can delete the selected course clicking on **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)	<input type="text"/>	<input type="text" value="YYYY"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Higher Secondary (Class 12): Best 4 subjects excluding Environmental Studies (ENVS)	-- Select -- <input type="text"/>	<input type="text" value="YYYY"/>	1st of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				2nd of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				3rd of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				4th of Best 4 Subjects excluding ENVS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Graduation -- Select -- <input type="text"/>	<input type="text"/>	<input type="text" value="YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Post Graduation	<input type="text"/>	<input type="text" value="YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	M. Phil.	<input type="text"/>	<input type="text" value="YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Ph. D.	<input type="text"/>	Date Of Award : <input type="text" value="DD/MM/YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 Obtained 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 Obtained 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*
 No file selected.
Note: Upload .jpg / .jpeg / .bmp / .png format only

4. Upload Scanned Signature of Applicant
 No file selected.
Note: Upload .jpg / .jpeg / .bmp / .png format only

5. Mother's Name
Mrs.
Mother's Profession

6. Father's Name
Mr.
Father's Profession

7. Name of Guardian
Relationship with applicant

8. Annual Income *
 Rs.

9. Category

10. Gender *
 Male Female Third gender/Other

11. Aadhar No.

12. BPL / Antyodaya
 BPL Antyodaya
Card No. Issue Year

13. Blood Group *

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 *

18. Date of Birth *

19. 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*	<input type="text"/>
Village	<input type="text"/>
City / Town*	<input type="text"/>
State / Province *	<input type="text" value="-- Select State --"/>
District *	<input type="text" value="-- Select District --"/>
PIN / ZIP *	<input type="text"/>
Mobile No.	<input type="text" value="9007702902"/>
E-mail id	<input type="text" value="kalyanghosh@gmail.co.in"/>
Fax	<input type="text"/>
23. Permanent Address*	<input type="checkbox"/> Same as Communication Address
	<input type="text"/>
Village	<input type="text"/>
City / Town*	<input type="text"/>
State / Province *	<input type="text" value="-- Select State --"/>
District *	<input type="text" value="-- Select District --"/>
PIN / ZIP*	<input type="text"/>
Mobile / Land Line No. (Alternate)	<input type="text"/>
E-mail id (Alternate)	<input type="text"/>
Fax	<input type="text"/>
24. Name of local contact person (in case of emergency) (if any)	<input type="text"/>
Address	<input type="text"/>
PIN / ZIP	<input type="text"/>
Mobile No	<input type="text"/>
Relationship with applicant	<input type="text"/>
25. Distance from nearest railway station / bus stop to the University in K.M.*	<input type="text"/>

7. STEP: 7

And the next page is Qualification Details

Qualification Details	
26. Are you pursuing any course? *	<input type="radio"/> Yes <input type="radio"/> No
27. Are you a registered student of RBU? * <small>(Those who have not taken migration yet)</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No
28. Name of the Institute / College / University last attended *	<input type="text"/>
Year *	<input type="text"/>
Registration No. *	<input type="text"/>
Registration Year *	<input type="text"/>
29. Last Exam passed through*	<input type="radio"/> Regular Mode <input type="radio"/> 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 : Date : Place : *

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** he 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.
- 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"

Schedule

1. Publication and Notification of Advertisement in the website (www.rbu.ac.in) : 02/04/2019
2. Publication and Notification of Advertisement in the Newspaper : 02/04/2019
3. Availability of online Admission form: 05/04/2019 to 25/04/2019 (up to 5.00 p.m.).
4. Commencement of Classes : 1st week of May, 2019

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Secretary, Faculty Councils.