

## APPLICATION GUIDELINES TO UG, PG, CERTIFICATE, DIPLOMA & ADVANCED DIPLOMA COURSES, 2019

For the academic session 2019-2020, Visva-Bharati will admit students for various courses.

1. MODALITIES FOR ADMISSION ARE SPECIFIED IN THE RELEVANT SECTION IN EACH BHAVANA.
2. Students must apply through ONLINE: **vbu.ucanapply.com/entrance**
3. The Admission Tests for courses (wherever applicable) will be conducted at Santiniketan and Sriniketan respectively by the respective departments, the details of which will be available from the Adhyaksha of the Bhavana/Vibhaga (Institute) concerned or from the University website.
4. **The qualifying marks of Admission Test shall be 30 out of 100 for General & EWS candidates and 27 out of 100 for OBC candidates (wherever applicable). There shall be no qualifying marks in case of SC& ST candidates.**
5. Incomplete applications are liable to be summarily rejected.
6. Where no dates for admission tests are mentioned, notifications for dates will be given in the University website/Bhavana notice board.
7. **Applicants must produce their original final mark sheets of previous public examinations and other relevant documents along with self-attested photo-copies at the time of admission to various courses failing which his/her candidature will not be considered for admission.**
8. **In case of grading system in 10+2 result, the applicants must obtain the percentage of marks for their grades mentioned in the marksheets otherwise the minimum marks in the range against the grade will be considered for the calculation.**
9. Candidates coming from other Universities/Institutions must submit Migration Certificates from their respective Universities/Institutions within 3 (Three) months from the date of their admission to this University as per rules; otherwise their admissions are liable to be cancelled.
10. Candidates should collect, on their own, information about the exact dates of publication of the results of the admission tests 2019-2020 from the University website/offices of the respective Institute.
11.
  - i) Applicants who have passed the qualifying public examinations during the last three years (including the current year) will only be considered while seeking admission to Bachelors / Masters Degree courses.
  - ii) Applicants who have passed the qualifying public examinations during the last ten years (including the current year) will only be considered while seeking admission to Bachelors / Masters Degree and other courses of **Kala-Bhavana**. Foreign students, however, are exempted.
  - iii) Applicants who have passed the qualifying public examination during the last 5 years (including the current year) will be considered while seeking admission to Bachelors /Master Degree and other courses of **Sangit Bhavana**. Foreign Students however, are exempted.

- iv) Applicants who have passed the qualifying public examination during 2018 & 2019 will be considered while seeking admission to BSW and MSW Courses of **Department of Social Work.**
12. All under-graduate students will be required to study Compulsory Foundation Courses on Tagore Studies and Environmental Studies.
  13. Choice based credit system is offered by Visva-Bharati and students may opt for a range of allied subjects across the Bhavanas subject to the fulfillment of departmental criteria.
  14. There are two seats under supernumerary quota are reserved for admission of students from Jammu & Kashmir (as per Govt. of India Rules). Relaxation in cut-off percentage up to 10% subject to minimum eligibility requirement will be provided to the wards of Kashmiri migrants as per Govt. of India Rules.
  15. Total intake capacity printed in the Prospectus for each course includes the integrated candidates of Visva-Bharati.
  16. **The candidates must bring medical certificate from any hospital or doctor with registration number at the time of admission.**
  17. The Medical Insurance is mandatory. All candidates are required to pay medical insurance fee Rs.250/- (Approx only at the time of admission.)
  18. **It is mandatory for all admitted students to be present in the class for first seven working days from the commencement of class. Otherwise, his/her admission is liable to be cancelled.**
  19. **15% of intake capacity at the University level will be made available for international students/foreign students which will be calculated as supernumerary seats. 5% of seats out of the 15% supernumerary seats for admission of foreign students shall be earmarked for children of Indian workers in the Gulf and South East Asia.**
  20. Applicants are advised to visit our website: [www.visvabharati.ac.in](http://www.visvabharati.ac.in) for any updates (inclusion/omission) at regular intervals.
  21. **Candidates must be very careful during entry of the marks obtained in the last qualifying examinations on the basis of which merit list will be prepared. No claim shall be entertained subsequently for data entry mistakes committed by the applicant at the time of online application.**
  22. **Merit list for admission to various undergraduate courses will be made based on the results of 10+2 or equivalent examination.**
    - i. Merit list will be prepared on the basis of aggregate marks of best four subjects (in terms of marks obtained) along with the marks obtained in the subject in which the candidate is willing to take honours. Calculation will be made on total marks obtained out of 500 (four best subjects : 4x100 plus marks obtained in the subject in which the candidate is willing to take honours i.e. 100) .
    - ii. Some honours subjects offered at Undergraduate level at Visva-Bharati are not offered at 10+2 level by any Board/Institution. The following table shows the marks of the subject which will be considered for preparation of merit list in addition to the best four subjects (in terms of marks obtained) to make it total 500.

iii)

Hons. Subjects offered	Marks of the subject which is considered for calculation of aggregate out of 500	Hons.Subjects offered	Marks of the subject which is considered for calculation of aggregate out of 500
<b>Agriculture</b>	Biology (Life Science). However, at +2 level, Zoology and Botany as a separate subject will not be considered.	<b>All subjects of B.Mus (Hons.) Sangit Bhavana</b>	Best of any subject
<b>AIHC&amp;A</b>	Best of concerned subjects (Subjects name are mentioned at Pg. 52)	<b>Japanese (Hons)</b>	Japanese
<b>Bengali</b>	Bengali	<b>Japanese (Prep)</b>	English
<b>Botany</b>	Biology/Biological Science/ Life Science	<b>Mathematics (B.Sc.)</b>	Mathematics
<b>Chemistry</b>	Chemistry	<b>Persian (Prep)</b>	English
<b>Chinese (Prep. followed by Hons)</b>	English	<b>Philosophy</b>	Best of any Subject
<b>Comparative Religion</b>	Best of any Subject	<b>Physics</b>	Physics
<b>Computer Science</b>	Mathematics	<b>Rural Studies</b>	Best of concerned subjects (Subjects name are mentioned at Pg. 86)
<b>Economics</b>	Best of Economics/ Mathematics/Business Economics including Business Mathematics	<b>Sanskrit</b>	Sanskrit
<b>English</b>	English	<b>Santali</b>	Best of any Indian Languages
<b>European Studies</b>	English	<b>Social Work</b>	Best of concerned subjects (Subjects name are mentioned at Pg. 84)
<b>Geography</b>	Geography	<b>Statistics</b>	Best out of Statistics/ Mathematics
<b>Hindi</b>	Hindi	<b>Yoga (B.Sc.)</b>	Best of any Subject
<b>History</b>	History	<b>Zoology</b>	Biological Science/Life Science
<b>Indo-Tibetan (Hons)</b>	Indo-Tibetan	<b>All subjects of BFA (Hons.) Kala Bhavana</b>	Best of any subject
<b>Indo-Tibetan (Prep)</b>	English	<b>Any other subjects not specified above</b>	Best of any subject
<b>B.A./B.Sc. Physical Education</b>	Best of any subject		

### Example

#### Sample 1:

Marks obtained: English-90, Bengali-80, Physics-95, Chemistry-92, Mathematics-98, Biology-90

Best four will be: Mathematics-98, Physics-95, Chemistry-92, Biology/English-90 = 375 out of 400

A candidate willing to take honours in Physics: Marks out of 500 will be: 375 + Physics - 95 = 470

A candidate willing to take honours in Botany/Zoology: Marks out of 500 will be: 375 + Biology-90 = 465

A candidate willing to take honours in Bengali: Marks out of 500 will be: 375 + Bengali-80 = 455

A candidate willing to take honours in Agriculture: Marks out of 500 will be: 375 + Biology(Life Science). - 90 = 465

A candidate willing to take admission in Chinese (Prep. followed by Hons.): Marks out of 500 will be: 375 + English-90 = 465

### Sample 2:

Marks obtained: English-90, Bengali-80, Philosophy-70, History-85, Geography-90, Stat.-75

Best four will be: Geography-90, English-90, History-85, Bengali-80 = 345 out of 400

A candidate willing to take honours in Philosophy: Marks out of 500 will be: 345 + Geo./Eng.-90 = 435

A candidate willing to take honours in History: Marks out of 500 will be: 345 + History-85 = 430

A candidate willing to take honours in Social Work/Rural Studies: Marks out of 500 will be: 345 + Eng./Geo.-90 = 435 (Eng./Geo. being the highest among all the subjects)

- d) If two or more applicants rank the same in the merit list, preference will be given in the following order:
- i) The candidate securing higher marks in the relevant subject (in which the candidates are willing to take honours as per above table) in the previous public examination conducted by a recognized Board / Council/ University / Institute.
  - ii) The candidate securing higher aggregate marks at 10+2 level in the previous public examination conducted by a recognized Board / Council/ University / Institute. For calculation of aggregate marks secured by a candidate whose statement of marks does not show the aggregate, marks obtained by the candidates in all the subjects offered and as shown in the mark sheet will be considered.
  - iii) The candidate securing higher marks in English in the previous public examination conducted by a recognized Board / Council/ University / Institute.
  - iv) The candidate senior by date of birth.

23. Total intake capacity In case of Post Graduate courses includes integrated students. At least 6 seats in each subject in case of Postgraduate course shall be filled up

through admission tests. However, all seats in Postgraduate in Environmental Science and M.Sc.(Ag.) courses in Agriculture shall be filled up through admission test.

24. Generic elective courses under choice based credit system(CBCS):

Undergraduate students can opt for Generic Elective Courses (Sem I - Sem IV) under CBCS curricula after confirmation of Admission.

25. Admit cards for Admission Tests of Post-Graduate courses (wherever applicable) to be collected from the respective departments.

Applicants will have to report at least one and a half hours before the commencement of admission tests.

26. However, for some undergraduate courses of Sangit Bhavana, Kala Bhavana, Palli Samgathana Vibhaga and Vinaya Bhavana separate admission tests will be conducted. Details of modalities will be published in the University website.

27. All matters of dispute shall be taken to Bolpur Court, District Birbhum under the jurisdiction of Calcutta High Court.

## 28. RESERVATION GUIDELINES FOR ADMISSION

i. **Reservation in admission to all courses of the University shall strictly be done as per government of India rules.**

ii. **Percentage of Reservation:** Not less than 5% seats for PWD candidates, 15% seats for SC candidates, 7.5% seats for ST and 27% seats for OBC candidates.

iii. **Economically Weaker Sections (EWS)**

[UGC (MHRD) Order F.No.81-1/2019 (CU) dated 18th January, 2019]

CRITERIA OF INCOME & ASSETS:

- a. Candidates who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh) only are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e., salary, agriculture, business, profession, etc. for the financial year prior to the year of application. Further candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:
  - 5 acres of agricultural land and above;
  - Residential flat of 1000 sq. ft and above;
  - Residential plot of 100 sq. yards and above in notified municipalities;
  - Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- b. The property held by a "Family" in different location or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
- c. The term "Family" for the purpose will include the person who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

**Income and Asset certificate issuing Authority and Verification of certificate:**

- a. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset certificate issued by any one of the following authorities in the prescribed format only be accepted as proof of candidate's claim as belonging to EWS:
  - District Magistrate/Additional District Magistrate /Collector/ Deputy Commissioner/ Additional Deputy Commissioner/1st Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner;
  - Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
  - Revenue Officer not below the rank of Tehsildar and
  - Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- b. The officers who issue the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective state/UT.
- c. The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application.
- iv. **Relaxation of Marks:** 5% marks for PWD candidates and 10% marks for OBC candidates in minimum qualifying marks/standard. SC/ST candidates passed in qualifying examination shall be admitted in the order of merit going down the inter-se merit list up to the point necessary to fulfill their reservation percentage and no restriction of percentage shall be applicable in this regard.
- v. **Upper Age Relaxation:** 5 years for SC/ST/PWD candidates (10 years for SC/ST PWD and 8 years for OBC PWD candidates.) and 3 years for OBC candidates.
- vi. Only 'non-creamy layer' OBC candidates as per 'Central list of OBC' ([http://www.ncbc.nic.in/user\\_panel/centralliststateview.aspx](http://www.ncbc.nic.in/user_panel/centralliststateview.aspx)) shall get the benefit of reservation in admission.
- vii. PWD, SC, ST and OBC candidates shall have to produce original disability certificate/ caste certificate issued by competent authority at the time of admission.
- viii. Any change in Govt. of India Reservation Policy prior to the date of admission shall be applicable during the admission process.
- ix. Certificates in respect of SC/ST/OBC/Differently abled candidates should be issued by appropriate authorities authorized by the respective Government in this regard within their respective jurisdictions (e.g. District Magistrate/District Collector/ Additional District Magistrate/Sub-Divisional Officer/Sub-Divisional Magistrate/ Deputy Collector/Executive Magistrate/Taluka Magistrate/ Stipendiary Assistant Commissioner (not below the rank of First Class Magistrate)/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/ Revenue Officer not below the rank of Tehsildar/Deputy Commissioners/First Class Stipendary Magistrate/ Chief Metropolitan Magistrate, Calcutta/Additional Chief Metropolitan Magistrate, Calcutta/ Metropolitan Magistrate, Calcutta/ Collector of

Stamp Revenue, Calcutta/Deputy Collector of Land Revenue, Calcutta). Certificates issued by an appropriate authority, who have been authorized by the Government to issue such certificates in case of candidates claiming to be Scheduled Caste/ Scheduled Tribe candidates and ordinarily residing within such jurisdictions, may only be accepted.

### **Differently Abled Persons (Divyangans)**

(Certificates from at least Sub-Divisional level Govt. hospitals are necessary)

Minimum degree of disability should be 40% in order to be eligible for any benefits.

Orthopaedically Handicapped/Locomotor disability/Cerebral Palsy .

The Orthopedically handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints. All cases of orthopedically handicapped persons would be covered under this category.

### **Visually Handicapped (Blind and partially blind)**

A person inflicted with any of the following disabilities shall be considered:

- i) Total absence of sight
  - ii) With visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses
  - iii) With limitation of the field of vision subtending an angle of 20 degrees or worse
- The Visually Handicapped (VH) candidates should possess the latest certificates issued by an authorized hospital under the Govt. of India/State Governments.

### **Hearing Impairment/Deafness**

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear or understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss for more than 60 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

- Certificate of Category (SC/ST/OBC/PWD etc) must be produced during counselling. If a candidate fails to produce the above certificate, he/she will be dropped from the panel and the next candidate in the panel will be given the chance.
- Presence of Natural Guardian of a Candidate during admission is desirable.

**The Differently abled (PWD) candidates with not less than 40% disability shall be given a relaxation in the minimum eligibility in the qualifying examination of 5%.**

### **Outstanding Sports person**

2 seats per Bhavana will be reserved for outstanding sports person.

Outstanding sports persons are required to submit their Inter-University / Inter-State / International level certificates of achievement in games and sports mentioning the year of the tournament & position there of i.e. 1st/2nd/3rd place holder in the above mentioned level of participation within the last three years only.

- **Not more than one type of relaxation shall be granted to any candidate.**

## 29. Application fee

Category	For first subject	For each additional subject
For General, EWS & OBC candidates	Rs. 1000/-	Rs. 400/-
For SC, ST & PWD candidates	Rs. 300/-	Rs. 150/-

**(Application fee for first subject is Rs.300/- for SC/ST/PWD candidates and Rs.1000/- for all other candidates. For each additional subject an additional application fee of Rs. 150/- for SC/ST/PWD candidates and Rs. 400/- for all other candidates is required)**

## 30. ONLINE APPLICATION PROCEDURE

Candidates have to apply through our online application system (**[vbu.ucanapply.com/entrance](http://vbu.ucanapply.com/entrance)**). The online application allows the candidate to provide all information and also to upload scanned photograph (4 cm x 3 cm) and signature.

Details of the courses, eligibility criteria and relevant information are available in the University website – [www.visvabharati.ac.in](http://www.visvabharati.ac.in).

The application fee in case of an online application may be paid by any one of the following ways:

- Candidate can make the payment online using any of the online payment methods of Net Banking, Debit Card, Credit Card, Cash Card, Payment through mobiles (A nominal TDR charge would be applicable). Candidates would get INSTANT confirmation of their payments and submissions when they pay through online payment methods as listed.

In case a candidate does not have access to an online payment method he or she can deposit the required amount at the different HDFC branches using a Bank Challan generated online : Details of the Bank will be printed in the Challan.

Prospective candidates are advised to visit our website ([www.visvabharati.ac.in](http://www.visvabharati.ac.in)) as well as Bhavana Notice Board at regular intervals for updates.

31. Rights of cancellation or selection/admission lie with the Admission Committee of the Institute concerned: The University reserves the right to limit the number of eligible applicants to be called for admission test (wherever applicable).

32. Admission Test Centres:

Admission Tests for the courses (wherever applicable) will be held at Santiniketan and Sriniketan. The dates and venues, will be notified on the University website and Bhavana Notice Board.



### 33. Important Dates and Times:

Submission of Application (Online)	Deadline for all courses: 10th June, 2019 up to midnight
Online publication of results	To be announced in the University website: <a href="http://www.visvabharati.ac.in">www.visvabharati.ac.in</a>
Admission from First Merit List	
Admission from Second Merit List	
Commencement of Classes	

Note: Visva-Bharati remains closed on Wednesdays and Thursdays. However all the Bhavanas (Institutes)/Administrative offices work from 9.30 am 6.00 pm. Schools have their own working hours.

Registrar  
Visva-Bharati