



**RABINDRA BHARATI UNIVERSITY
KOLKATA
EXAMINATION DEPARTMENT
NOTIFICATION**

**ENROLLMENT CUM EXAMINATION FORM FILL UP FOR THE INTERMEDIATE EVEN
SEMESTER EXAMINATIONS, 2021**

Memo No. : Exam. / 9005

Date: 27.08.2021

**Attention: All the examinees of the Intermediate Even Semesters, who are eligible for the
Intermediate Even Semesters Examinations, 2021**

Intermediate Even Semester Examinations, 2021 for eligible Students [i.e. for UG (Arts and Fine Arts) - 2nd and 4th Semester; for UG (Visual Arts) - 2nd, 4th and 6th Semester; for PG (Arts, Fine Arts and Visual Arts) - 2nd Semester] of UG and PG academic programmes (for both CBCS and non CBCS semester system), B.Ed. (Spl. Edu.) – 2nd Semester] of all departments under the Faculties of Arts, Fine Arts and Visual Arts of the University will be conducted by composite of 50% marks for each course on the basis of the Continuous Internal Assessment (CIA) and the remaining 50% marks for each course can be awarded on the basis of performance in previous semester SGPA only (if available). In the situations where previous semester SGPA is not available, 100% evaluation for each course may be done on the basis of Continuous Internal Assessment (CIA). Concerned Department will conduct the Continuous Internal Assessment (CIA) of theoretical and practical examinations (wherever applicable) of Intermediate Even Semester Examinations, 2021 for eligible students as per UGC guidelines.

Candidates having any supplementary course/s in intermediate even semester examinations [i.e. for UG (Arts and Fine Arts) - 2nd and 4th Semester; for UG (Visual Arts) - 2nd, 4th and 6th Semester; for PG (Arts, Fine Arts and Visual Arts) - 2nd Semester, B.Ed. (Spl. Edu.) – 2nd Semester], have to sit for Continuous Internal Assessment (CIA) afresh for that supplementary course, if not, previous marks will be carried forwarded and candidates should approach to the HOD of the concerned Department regarding this.

Full marks of Continuous Internal Assessment (CIA) for the courses like CC, AECC, SEC, CEC, OEC (if any), DSE etc. will be 25 and for GE course it will be 50 under the Faculties of Arts and Fine Arts of the University. Full marks of Continuous Internal Assessment (CIA) for all the courses will be 25 under the Faculty of Visual Arts of the University.

In case a student is unable to fill up and submit the 'Enrollment Cum Examination Form' through online mode as per schedule given by the University and/or unable to complete the Continuous Internal Assessment (CIA) process, for whatsoever the reason(s) may be, his/her candidature will be cancelled.

Students are requested to visit the University website: (<http://www.rbu.ac.in/home/examinations>) regularly.

All such examinees under the Faculties of Arts, Fine Arts and Visual Arts of the University would be required to undergo the online Examination Form fill up process through the Rabindra Bharati University Student Portal (<http://examonline.rbu.net.in>) according to the following schedule:

PROGRAMME	DATE
All candidates of Intermediate Even Semester Examinations, 2021 for eligible Students [i.e. for UG (Arts and Fine Arts) - 2nd and 4th Semester; for UG (Visual Arts) - 2nd, 4th and 6th Semester; for PG (Arts, Fine Arts and Visual Arts) - 2nd Semester] of UG and PG academic programmes (for both CBCS and non CBCS semester system), B.Ed. (Spl. Edu.) – 2nd Semester] of all departments under the Faculties of Arts, Fine Arts and Visual Arts of the University.	02.09.2021 (Thursday) to 04.09.2021 (Saturday)

Detailed modalities of online Enrollment Cum Examination Form fill up are mentioned below:

1. In order to fill up and submit the 'Enrollment Cum Examination Form' through online mode, Students have to visit the Rabindra Bharati University Student Portal '<http://examonline.rbu.net.in>' to create a student account.
2. Students who have already created his/her student account during any of the online examination, then they can use their existing student account, where 'User Name' will be the 'Exam. Roll No.' of the students and 'Password' as previously set by the candidate.
3. Students who don't have any student account, they are requested choose the 'create an account' option in the above-mentioned portal and follow the below-mentioned instructions.
4. System will prompt for 'Student's Exam Roll No.' and 'Registration No. with session' for verification.
5. Students have to put the registered 'Student's Exam Roll No.' and 'Registration No. with session', which may be found in their latest Admit Card and Grade Card.
6. If the 'Exam Roll No.' and 'Registration No. with session' are correctly provided by the student, then the system will allow the Student to create a 'Password'. Where 'User Name' will be the 'Exam. Roll No.' of the students and it will be fixed for a student and student cannot change the 'User Name'. For 'Password', student can set their 'Password' which should be of minimum eight (08) character or more.
7. Students need to be very careful during the creation of 'Password', because a 'Password' once created cannot be changed later. Students should write down the 'User Name' and 'Password' immediately after creation, as it will be required in future also. After creation of 'User Name' and 'Password', students should log out from the Portal i.e. '<http://examonline.rbu.net.in>'.
8. Again, Students have to Log in to the Portal i.e. '<http://examonline.rbu.net.in>' using 'User Name' and 'Password' and go to 'My profile' and put the presently working Email Id and Mobile Phone No. in the relevant places, without completing this process, form fill up cannot be done.
9. Students can find their personal details in 'My profile' and if all the details are correct then students are not required to do anything in those field.
If required, students can update their personal details 'My profile' i.e. Photograph, Signature, DOB, Gender, Nationality, SUIN (in case not mentioned in the Form) etc.

If they find that there is no 'Photograph' or 'Signature', they should upload the same as per format mentioned below.

- a. While uploading scanned Photograph, the same should have fulfil following criteria
 - i. Photograph has to be Passport sized Coloured image.
 - ii. Applicant must wear Light shaded dress material
 - iii. Face of the applicant must cover approx. 60% of the image area.
 - b. While uploading scanned Signature, 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
10. Students can find different Courses and Specialisation in which they have to appear for the Examination. If, all the details are correct for the respective students, then students are not required to do anything in those field.
11. If the students find any mismatch in any Course, then he/she can generate notification through this portal and he/she should inform the matter to the Examination Department through their respective HOD/ TIC/Coordinator.
12. If the students find 'blank' in any Course, then he/she should inform the matter to the Examination Department through their respective HOD/ TIC/Coordinator and filled the blank Course.
13. **Students ('Persons with Benchmark Disabilities')**, who want to write Examination with 'Scribe', should download the Format and fill up the format with all details of the 'Student' and the 'Scribe' and upload the same with other enclosures (like, Photocopies of Admit Card and Grade Card of last or available Semester Examination, PWD Certificate of the Student; any relevant identity card and last qualifying Marksheet or Grade Card of the Scribe).
14. After completion of Examination Form fill up process, candidate must download and take a print out of the Admit Card from the Rabindra Bharati University Student Portal (<http://examonline.rbu.net.in>) before appearing in the Examination. Without downloading and print out the Admit Card from the Rabindra Bharati University Student Portal (<http://examonline.rbu.net.in>), candidate will not get his/her Grade Card.
15. It is to be noted that due to paucity of time the Examination Fees, Admission Fees (if any) and any other Fees would be collected during the distribution of Grade Card.
16. Students are requested to submit the exact Examination Fees for each Semester of Examination after 20 (twenty) days from the date of submission of examination form fill up through online payment using State Bank Collect from SBI Portal Internet Banking and take a print out of the e-Receipt before collecting the Grade Card. Without print out of e-Receipt, admit Card and University Registration Certificate, no Grade Card will be distributed.
17. If any student faced any problem during the fill up and submission of the 'Enrollment Cum Examination Form' through online mode, they can use the following helpdesk :
- a. E-mail Id : query.rburegularexam2020@gmail.com
 - b. Phone Number : 7605866207, 7605866191, 9163838965
18. If any of the statements made in the application be found to be not true or if it appears that the provisions of the University Rules and Regulations relating to the Examination have been contravened by the student, his/her Examination will be liable to be cancelled by the University.


Joint Registrar (Exam)