



**RABINDRA BHARATI UNIVERSITY
KOLKATA
EXAMINATION DEPARTMENT
NOTIFICATION**

**ENROLLMENT CUM EXAMINATION FORM FILL UP FOR POST GRADUATE SPECIAL
SUPPLEMENTARY EXAMINATIONS, 2021**

Memo No. : Exam. / 9064

Date: 15.11.2021

**Attention: All the students of the PG Final Semesters, who are eligible for the Special Supplementary
Examinations, 2021**

PG Special Supplementary Examinations, 2021 will be commence from 29.11.2021 (Monday) and mode of examination will be blended mode (online + offline) as per guidelines of University Grants Commission (U.G.C.).

Fresh and re-admission candidates have to attend End-Term Examinations and should have completed the process of Continuous Internal Assessment (CIA).

Back candidates have to attend only End-Term Examinations for any supplementary course. They don't have to appear for Continuous Internal Assessment (CIA) for any supplementary course as they have already completed the process earlier. CIA marks would be carried forward from earlier examination of that course.

If any candidate inadvertently appears in any of the course in which he/she has already qualified / passed in earlier examination, then the result of the earlier examination shall be valid and the later shall stand cancelled.

Candidates have to abide by the rules and regulations of the University and maintain the sanctity of the Examination. University will announce the detailed schedule of Examination in due course of time.

Candidates are requested to visit the University website: (<http://www.rbu.ac.in/home/examinations>) in 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 PG Special Supplementary Examinations, 2021 [i.e. for PG (Arts, Fine Arts and Visual Arts) – MA and MFA 1 st to 4 th Semester (CBCS); for B.L.I.SC. 1 st Semester; under the Faculties of Arts, Fine Arts and Visual Arts of the University.	17.11.2021 (Wednesday) to 20.11.2021 (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 final semester 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. 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 immediately 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 successful completion of 'Enrollment Cum Examination Form fill up' process, student should download the Admit Card from the Portal i.e. '[http://exaonline.rbu.net.in.](http://exaonline.rbu.net.in)' before appearing in the UG Special Supplementary Examinations, 2021.
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 distribution of Grade Card.
16. 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
17. 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.
18. 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 cannot download the Admit Card from the Portal i.e. '<http://exaonline.rbu.net.in>', for whatsoever the reason(s) may be, he/she will not be able to appear in the PG Special Supplementary Examinations, 2021.


Joint Registrar (Exam)