



**RABINDRA BHARATI UNIVERSITY  
KOLKATA  
EXAMINATION DEPARTMENT**

Memo No.: Exam. / 9003

Date: 26.08.2021

**NOTICE**

As decided by the Examination Task Force, RBU in its meetings held on 11.08.2021, this is to notify that University will collect all the Examination Fees through online payment using State Bank Collect from SBI Portal Internet Banking. Candidates are requested to submit the exact Examination Fees for each Semester of Examination and take a print of e-Receipt before collecting the Grade Card. Candidates are also requested to follow the distribution schedule of Grade Card as published by the Examination Department from time to time. Candidates are requested to visit the university website (<http://www.rbu.ac.in/home/examinations>) regularly.

**Procedure of Payment through State Bank Collect from SBI Portal**

1. Go to **www.onlinesbi.com**
2. Select **SB Collect** Top Horizontal Bar.
3. Read and Tick Mark ( check box).
4. Click on **Proceed**.
5. Select State: **All India** (from drop down menu).
6. Select Type: **Educational Institutions** (from drop down menu).
7. Click on **GO**.
8. Select Educational Institutions : **Rabindra Bharati University**.
9. Click on **Submit**.
10. Under Payment Category: Select the appropriate **Examination Name**.
11. Enter **Exam Roll Number**.
12. Click on **Submit**.
13. Enter **Your Name** as entered in University records.
14. Enter Your **Date of Birth**.
15. Enter Your **Mobile Phone Number**.
16. Enter the Text as shown in the Image appearing on screen (**Captcha**).
17. Click on **Submit**.
18. Please verify the entries carefully for its correctness. Once transaction is completed cannot be reverted.
19. Click to **Confirm**.
20. You will see State Bank Multiple Payment System (MoPS).
21. After payment, **print e-Receipt** from SB Collect.
22. Copy of e-Receipt, Admit Card and Registration Certificate is required to collect the Grade Card as per the distribution schedule of Grade Card as published by the Examination Department from time to time.

**Joint Registrar (Examination)**

Copy to :

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|--|---------------------------------------|
| 1. Dean, Faculty of Arts / Fine Arts /Visual Arts.   | 8. A & AO –II                         |
| 2. Dean, Students Welfare                            | 9. Librarian (Acting).                |
| 3. HODs of Faculty of Arts / Fine Arts /Visual Arts. | 10. Security Officer.                 |
| 4. Registrar   | 11. Information Scientist.            |
| 5. Finance Officer                                   | 12. Secretary, Faculty Councils.      |
| 6. Development Officer                               | 13. Secretary to the Vice Chancellor. |
| 7. A & AO –I   | 14. Students' Union                   |
|  | 15. University Website                |