



**RABINDRA BHARATI UNIVERSITY
KOLKATA**

EXAMINATION DEPARTMENT

NOTIFICATION

(ENROLLMENT CUM EXAMINATION FORM FILL UP FOR THE FINAL SEMESTER EXAMINATION)

Memo No. : Exam. / 6092

Date: 26.09.2020

Attention: All students of the UG, PG and Professional Courses Academic Programmes, who are eligible for the Final Semester Examination, 2020

Final Semester Examination, 2020 for the students of all Under-Graduate (like BA, BFA), Post-Graduate (like MA, MFA) and Professional Courses [like B.Lib.I.Sc, M.Lib.I.Sc, B.Ed., B.Ed. (Special Education)] academic programmes under the Faculties of Arts, Fine Arts and Visual Arts of the University will be conducted between 1st October, 2020 and 18th October, 2020 in the blended mode (offline and online) as per guidelines of University Grants Commission (U.G.C.). Students will 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. **Students are requested to visit the University website: www.rbu.ac.in regularly.**

The candidates of Under-Graduate (like BA, BFA), Post-Graduate (like MA, MFA) and Professional Courses [like B.Lib.I.Sc, M.Lib.I.Sc, B.Ed., B.Ed. (Special Education)] academic programmes under the Faculties of Arts, Fine Arts and Visual Arts, who are eligible to appear in the final semester examinations, are required to **fill up and submit the 'Enrollment Cum Examination Form' through online mode** for the Final Semester Examination, 2020 according to the following schedule:

PROGRAMME	DATE
All Under-Graduate (like BA, BFA), Post-Graduate (like MA, MFA) and Professional Courses [like B.Lib.I.Sc, M.Lib.I.Sc, B.Ed., B.Ed. (Special Education)] academic programmes under the Faculties of Arts, Fine Arts and Visual Arts.	28.09.2020 to 30.09.2020

Detailed modalities of online Enrollment Cum Examination Form fill up for the Final Semester Examination, 2020 are mentioned below:

1. In order to fill up and submit the 'Enrollment Cum Examination Form' through online mode, the applicants have to visit the Rabindra Bharati University Student Portal '<http://examonline.rbu.net.in>' to create a student account.
2. Students have to choose the 'create an account' option in the above-mentioned portal.
3. System will prompt for '**Student's Exam Roll No.**' and '**Registration No. with session**' for verification.
4. 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.
5. 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 'User Name' and '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.
6. 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>'.
7. Again, the students have to Log in to the Portal i.e. '<http://examonline.rbu.net.in>' using the newly created '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.**
8. 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. 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
9. Students can find different Courses like CC, DSE (for UG CBCS Programme); Honours, Specialisation (for UG NON CBCS Programme); CC, CEC and OEC (for PG CBCS Programme) and Main Course, Specialisation (for PG NON CBCS Programme), in which they have appear sit for the

Examination. If, all the details are correct for the respective students, then students are not required to do anything in those field.

10. 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 their respective HOD/ TIC/Coordinator.
11. If the students find 'blank' in any Course, then he/she can fill up the blank portion through the system and he/she should inform the matter to their respective HOD/ TIC/Coordinator.
12. **Candidates ('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 'candidate' 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 Candidate; any relevant identity card and last qualifying Marksheet or Grade Card of the Scribe).
13. **After successful completion of 'Enrollment Cum Examination Form fill up' process**, student should **download the Admit Card** from the Portal i.e. '<http://examonline.rbu.net.in>. before appearing in the final semester Examination.
14. 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.
15. **Project, Dissertation, Field work etc. need to be converted into a single .pdf file and should be uploaded by the student by 01.10.2020 through this portal after completing his/her 'Enrollment Cum Examination Form fill up' for the final semester examination.**
16. **If any candidate 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 : 7605866191**
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 candidate, his/her Examination will be liable to be cancelled by the University.
18. In case a student of final semester is **unable to fill up and submit the 'Enrollment Cum Examination Form' through online mode** as per schedule given by the University, for whatsoever the reason(s) may be, he/she **will not be able to appear in the Final Semester Examination, 2020**. However, he/she will be given opportunity to appear in special examinations for such course(s), which shall be conducted by the University as and when feasible. This provision shall be applicable only for the current academic session 2019-20 as a one-time measure.


Joint Registrar (Exam)