



**RABINDRA BHARATI UNIVERSITY
KOLKATA
EXAMINATION DEPARTMENT
NOTIFICATION**

**ENROLLMENT CUM EXAMINATION FORM FILL UP FOR THE M.PHIL. 1ST SEM EXAM, 2019
(COURSEWORK)**

Memo No. : Exam. / 9029

Date: 29.09.2021

Attention: All the examinees of the M.Phil. 1st Sem Exam, 2019 (Coursework)

M.Phil. 1st Sem Exam, 2019 (Coursework) of all departments under the Faculties of Arts, Fine Arts and Visual Arts of the University will be conducted in the blended mode (online + offline) as per resolutions adopted by the Examination Task Force, RBU in its meetings held on 30.06.2021 and 20.07.2021 and approved by the E.C. in its meeting held on 29.07.2021. University shall strictly abide by the Guidelines issued by the University Grants Commission (UGC) regarding modalities of examinations and spirit in the best interest of candidates maintaining the sanctity of examination.

In case a candidate 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.

Candidates 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 Candidate Portal (<http://examonline.rbu.net.in>) according to the following schedule:

PROGRAMME	DATE
All candidates of M.Phil. 1st Sem Exam, 2019 (Coursework)	01.10.2021 (Friday) to 05.10.2021 (Tuesday)

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, Candidates have to visit the Rabindra Bharati University Candidate Portal '<http://examonline.rbu.net.in>' to create a Candidate account. Candidates are requested choose the 'create an account' option in the above-mentioned portal and follow the below-mentioned instructions.
2. System will prompt for 'Candidate's Exam Roll No.' and 'Registration No. with session' for verification.
3. Candidates have to put the registered 'Candidate's Exam Roll No.' and 'Registration No. with session', which may be found in their Provisionally Eligible List.
4. If the 'Exam Roll No.' and 'Registration No. with session' are correctly provided by the Candidate, then the system will allow the Candidate to create a 'Password'. Where 'User Name' will be the 'Exam. Roll No.' of the Candidates and it will be fixed for a candidate and candidate cannot change the 'User Name'. For 'Password', candidate can set their 'Password' which should be of minimum eight (08) character or more.

5. Candidates need to be very careful during the creation of 'Password', because a 'Password' once created cannot be changed later. **Candidates 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', candidates should log out from the Portal i.e. <http://examonline.rbu.net.in>.**
6. Again, candidates 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.**
7. Candidates can find their personal details in 'My profile' and if all the details are correct then Candidates are not required to do anything in those field.
If required, candidates can update their personal details 'My profile' i.e. Photograph, Signature, DOB, Gender, Nationality, SUIN (in case not mentioned in the Form), Name of Supervisor 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
8. If, all the details are correct for the respective candidates, then candidates are not required to do anything in those field. Finally, they have to click on 'Submit' button.
9. **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 Candidate Portal (<http://examonline.rbu.net.in>) before appearing in the Examination. Without downloading and print out the Admit Card from the Rabindra Bharati University Candidate Portal (<http://examonline.rbu.net.in>), candidate will not get his/her Marksheet/Grade Card.**
10. 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 Marksheet/Grade Card.
11. **Candidates are requested to submit the exact Examination Fees 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 Marksheet/Grade Card. Without print out of e-Receipt, admit Card and University Registration Certificate, no Marksheet/Grade Card will be distributed.**
12. 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 : 7605866207, 7605866191, 9163838965
13. 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.


Joint Registrar (Exam)