# LAST CHANCE FOR ENROLLMENT

## ATTENTION:  B.F.A. 1ST SEMESTER 2017 Students of ICAD under the Faculty of Visual Arts for the session 2017-2018

Since the Examination system of the B.F.A. academic programme under the Faculty of Visual Arts have been computerized, the regular students of the B.F.A. 1st Semester 2017 under the Faculty of Visual Arts are required to enroll themselves in the computer process through submission of the **online Enrollment Form** according to the following schedule:

| PROGRAMME | SUBJECT | DATE |
|---|---|---|
| B.F.A. 1ST SEMESTER 2017 | All | 24.10.2017 and 25.10.2017 |

After submission of the online Enrollment form, the applicant has to come to the Examination Department, RBU from 24.10.2017 to 25.10.2017 between 11:30 a.m. to 3:30 p.m. on office days to verify and confirm the Enrollment process along with printed copy of Request Acknowledgement of Enrollment, photo copies of all documents (along with Originals) uploaded during online request i. e.

i)    Madhyamik / 10th Exam Admit Card
ii)   Registration Certificate of R.B.U.
iii)  Caste Certificate (as and where applicable)
iv)   Coloured Passport sized Photograph
v)    Marksheet / Grade Card  of 12th Exam.
vi)   University Identity Card.

Candidates are also requested to get the University Registration Certificate within 23.10.2017.

The candidates shall have to submit examination forms and fees in accordance with a subsequent schedule for which separate notification would be issued. It is to be noted that no candidate would be able to submit his/her examination form and fee without being enrolled beforehand in the computer system.

**ASSISTANT REGISTRAR / DEPUTY REGISTRAR (EXAM)**

Copy to:

1.  Dean, Faculty of Visual Arts with a request to look into the matter and take necessary steps so that this enrollment notice may be circulated in the relevant classes.
2.  Dean, Students' Welfare
3.  Registrar (Acting)
4.  Secretary, Faculty Councils' (Acting)
5.  Assistant Registrar (Exam).
6.  Principal / Teacher – in – Charge, The Indian College of Arts and Draftsmanship (ICAD)
7.  Information Scientist for uploading in the University Website
8.  Finance Officer
9.  A & AO - I
10. University Engineer
11. Security Officer
12. Sports Officer
13. Secretary to the Vice Chancellor
14. Evaluation Cell (Exam.)
15. Registration Section.
16. Students' Bill Section
17. Enrollment and Form fill up Section
18. Examination Notice Board
19. Students' Union

*** Please see the instructions 'How to do online Enrollment' overleaf.

# How to Request for Enrollment

1. In order to request for Enrollment the applicant have to visit the RBU Student Portal **'http://student.rbu.net.in/loginPage.aspx'**, and log in with registered SUIN, Password, Captcha.

2. After login, click on 'Enrollment' from left panel under Quick Link.

3. In Enrollment page, applicant shall find two sections – (a) **'Student Information'** and (b) **'Correction Part'**; each of these sections shall contained of applicant's personal information which were provided during Admission and Registration.

4. By using – 'Correction Part' applicant can request for change of following information and confirm Enrollment.

| Sl. | Information | Document to be Uploaded | File Format |
|---|---|---|---|
| 1 | Gender | None | N/A |
| 2 | Registration No. | Registration Certificate of Rabindra Bharati University | PDF, JPEG, JPG & BMP |
| 3 | Registration Year | | |
| 4 | First Name | Admit / Certificate of Madhyamik or Class 10th | PDF, JPEG, JPG & BMP |
| 5 | Surname | | |
| 6 | Father's Name | | |
| 7 | E-mail | None | N/A |
| 8 | Phone | None | N/A |
| 9 | Photograph | Scanned Photograph | JPEG, JPG & BMP |
| 10 | Signature | Scanned Signature | |

Note:

a. While changing E-mail Id, after entering the new e-mail id applicant have to click on 'Get Security No.' button. An auto generated code shall be sent to applicant's newly entered e-mail id. Obtaining the same from there applicant have to enter it into the below box (enter Security No.) and click on 'Verify' button.

b. While changing Mobile No., after entering the new mobile no. applicant have to click on 'Get Security No.' button. An auto generated code shall be sent to applicant's

newly entered mobile no. Obtaining the same from there applicant have to enter it into the below box (enter Security No.) and click on 'Verify' button.

c. While uploading scanned photograph, the same should have fulfil following criteria

    i.    Photograph has to be Passport sized Coloured image.

    ii.    Background of the image has to be White coloured

    iii.    Applicant must wear Light shaded dress material

    iv.    Face of the applicant must cover approx. 60% of the image area.

d. While uploading scanned photograph, 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

5. After entering all desired information required to be changed, the applicant shall click on **'Request'** button at the bottom of the Enrollment page. Upon successful request, an auto-generated e-mail enclosed with the 'Request Acknowledgement' shall be sent to applicant's registered or newly updated e-mail id.

**Note: In case the period of request for Enrollment extended by the University authority, subject to payment of certain Late Fee by the applicant – the applicant has to make payment of such Late Fee at Cash Counter and get approval from there, in prior to the initiating request for Enrollment in online.**

6. Further, the applicant can download the 'Request Acknowledgement' by clicking on 'Print' button at the bottom of Enrollment page, at any point of time.

7. Thereafter, the applicant has to come to the Examination Department, RBU from 24.10.2017 to 25.10.2017 between 11:30 a.m. to 3:30 p.m. on office days along with printed copy of Request Acknowledgement, Copies of all documents (along with Originals) uploaded during online request, University Identity Card etc. to verify and confirm the Enrollment process.