



**RABINDRA BHARATI UNIVERSITY
KOLKATA**

EXAMINATION DEPARTMENT

Date: 15.12.2021

NOTICE

Grade Card Distribution of BA & BFA Special Supplementary Examination, 2021 (Arts, Fine Arts and Visual Arts Faculties)

This is to notify that the **Grade Card of B.A. and B.F.A. Special Supplementary Semester Examination, 2021** under the Faculty of Arts, Fine Arts and Visual Arts of the University will be distributed from Examination Department from **16.12.2021 between 11a.m. to 2 p.m.**

To collect the Grade Card, candidates are requested to produce the following documents compulsorily:

1. Pay Slip for Admission to the respective Semesters (in original).
2. Print out of E-Receipt of Pay Slip for respective Semester Examination Fee.
3. Print out of Admit Card for respective Semester Examination.
4. Original Registration Certificate.

Candidates are requested to clear all the dues (including Admission Fee, if any) before collecting the Grade Card.

All candidates are also requested to observe all Covid-related safety measures while they are present at the Campus, as mentioned in orders issued by the Government of West Bengal in this regard.

Candidates will not be allowed to enter the campus without proper face mask.

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.



Joint Registrar (Examination)

Copy to :

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



Joint Registrar (Examination)