

**RABINDRA BIHARATI UNIVERSITY  
KOLKATA**

Date: 01.11.2019

**ENROLMENT NOTICE**

**ATTENTION: M.F.A., M.A. in Museology 1<sup>st</sup> SEMESTER 2019 Students under the Faculty of Visual Arts for the session 2019-2020,**

Since the Examination system of the M.F.A., M.A. in Museology academic programmes under the Faculty of Visual Arts have been computerized, the regular students of the M.F.A., M.A. in Museology 1<sup>st</sup> Semester 2019 under the Faculty of Visual Arts are required to enroll themselves in the computer process through submission of the **online Enrolment Form** according to the following schedule:

| PROGRAMME                       | SUBJECT | DATE                     |
|---------------------------------|---------|--------------------------|
| M.F.A., M.A. in Museology, 2019 | All     | 19.11.2019 to 21.11.2019 |

After submission of the online Enrolment form, the applicant has to come to the Examination Department, RBU from 19.11.2019 to 21.11.2019 between 11:30 a.m. to 3:30 p.m. on office days to verify and confirm the Enrolment process along with printed copy of Request Acknowledgement of Enrolment, photo copies of all documents (along with Originals) uploaded during online request i. e.

- i) Madhyamik / 10<sup>th</sup> 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 12<sup>th</sup>, UG and PG Degree(as and where applicable)
- vi) University Identity Card.

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.

*Sdas 01/11/19*  
**JOINT REGISTRAR / ASSISTANT 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 enrolment notice may be circulated in the relevant classes.
2. All Heads of the Departments under the Faculty of Visual Arts with a request to bring the notice to the students in the respective classes.
3. Dean, Students' Welfare (Acting)
4. Registrar
5. Secretary, Faculty Councils with a request to submit the list of students admitted at least 2 days (working) prior to the enrolment form fill up.
6. Assistant Registrar (Exam).
7. Information Scientist for uploading in the University Website
8. Finance Officer
9. University Engineer
10. Security Officer
11. Sports Officer
12. Secretary to the Vice Chancellor
13. Evaluation Cell (Exam.)
14. Registration Section.
15. Students' Bill Section
16. Enrolment and Form fill up Section
17. Examination Notice Board
18. Students' Union

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

## How to Request for Enrolment

1. In order to request for enrolment 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 enrolment.

| Sl. | Information       | Document to be Uploaded                                       | File Format          |
|-----|-------------------|---|----------------------|
| 1   | Gender            | None  | N/A                  |
| 2   | Registration No.  | Registration Certificate of<br>Rabindra Bharati University    | PDF, JPEG, JPG & BMP |
| 3   | Registration Year |   |                      |
| 4   | First Name        | Admit / Certificate of Madhyamik<br>or Class 10 <sup>th</sup> | 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 Enrolment 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 Enrolment 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 Enrolment in online.**

6. Further, the applicant can download the 'Request Acknowledgement' by clicking on 'Print' button at the bottom of Enrolment page, at any point of time.
7. Thereafter, the applicant has to come to the Examination Department, RBU from 19.11.2019 to 21.11.2019 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 Enrolment process.