

RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A, B.T. Road, Kolkata-700050

**PHONE: (033)** E.B. Campus: 25571028, 3028, 4028, 7161

Website : [www.rbu.ac.in](http://www.rbu.ac.in/) e-mail: registrar@rbu.ac.in

Ref. RBU/DSW/226/19 Date : 01.04.2019

NOTICE INVITING APPLICATION FOR

FEE CONCESSION 2018-19

The University invites online applications for applying of **Students’ Fee Concession** for the session 2018-19 under the Faculty of Arts, Fine Arts & Visual Arts. Online application can be made through the University website of **www.rbu.ac.in** from 04/04/2019 to 22/04/2019. Last date for online application is 22.04.2019 upto 4:00 p.m.

**Eligibility criteria for Applying:**

* Only those students who had not applied any State Govt./ Central Govt./ any Private Organization Scholarship/ Stipend/ any kind of financial assistance for the course, he/she is pursuing, can apply the Students’ Fee Concession form
* Maximum family income is less then Rs. 1,20,000/- annum
* Students who were admitted through NRI quota are not eligible to apply the Students’ Fee Concession form
* Students admitted through self financed course/ M.Phil/ Ph.D/ B.Ed Students are not eligible to apply the Fees Concession Form
* M.Phil / Ph.D / B.Ed Students are also not eligible to apply for the Fees concession.

**How to apply :**

The portal for online Students’ Fee Concession will be available on the University website at [**http://student.rbu.net.in/index.aspx**](http://student.rbu.net.in/index.aspx) to apply, students will have to follow the under mentioned steps:

* Login by using their User id & Password

**User id : Registered email of the applicant or Roll Number of the applicant**

**Password : Date of Birth or registered password.**

* Enter captcha code shown on the portal and login.
* Put your Details in the given / prescribed spaces.
* Carefully verify the input details
* Also carefully verify the pre- loaded information in the application form.
* If any change is required, take a print out of the copy and submit an application to the Dean, Students’ Welfare for such changes by enclosing the application print out copy.
* After rectification/ modification of the data, Log in again in the portal by using the same User Id & Password as done earlier.
* Once again check the data carefully
* If the data as reflected in the Application Form appear to be alright, then click on the Submit button.
* Finally, take a print out of the copy.

**Submission of Application Form:**

The hard copy of the Application Form needs to be submitted with all relevant documents to the Office of the **Dean, Students’ Welfare, 56A B.T Road, E.B. Campus, Kolkata – 700050 from 04.04.2019 to 22.04.2019**

Upto 4.00 p.m. No Application shall be entertained after the last date, whatsoever the reason may be.

Incomplete applications are likely to be rejected.

**Relevant Documents to be submitted:**

* Family Income Certificate

(Original and issued within six months from the date of application)

* PH / PWD Certificate (Xerox with self attested)
* BPL/ Antodaya Certificate (Xerox with self attested)
* Last exam Mark sheet (Xerox with self attested)
* RBU Admission Pay Slip both side (Xerox with self attested)

 Sd/-

 (Ujjwol Kumar Basumata)

 Dean, Students’ Welfare (Acting)

Copy to:

1. Dean, Faculty of Arts, Fine Arts & Visual Arts, R.B.U
2. HOD, Faculty of Arts, Fine Arts & Visual Arts, R.B.U
3. Finance Officer, R.B.U
4. Audit and Accounts Officer (I) & (II), R.B.U
5. General Secretary, Students’ Union, R.B.U
6. Office Of the Vice-Chancellor, R.B.U
7. Office of the Registrar, R.B.U
8. File Copy

 Dean, Students’ Welfare (Acting)