



**RABINDRA BHARATI UNIVERSITY  
KOLKATA**

**Instructions to the Applicants**

**Step by Step Guide of How to download the Questions and submit your Answers  
for Practical Test**

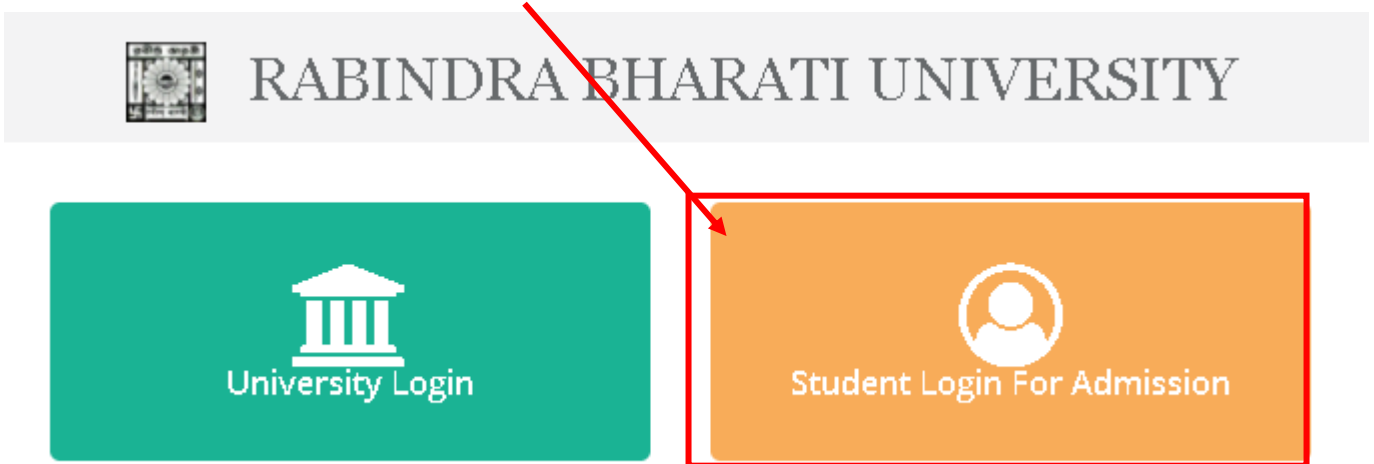
1. Log in to the **Portal** – <http://online.rbu.net.in> from **Student Login For Admission**
2. In Main Page You will Find a Link “**Click Here To Give Exam**”
3. **Click on the link**
4. It will take you to the **admission test portal**
5. Under current tab – you will find all active exams scheduled today. Click on the **Green** Icon at the extreme right hand side and Select **Proceed** to Forward.
6. **Download/View the Question Paper** by clicking on the Link has shown in the page.
7. Read the Instructions provided in the page for your scheduled exam and Click on the “**I Agree**” Check box and Click on the “**Start Test**” Button.
8. Click On **Proceed**
9. Click on **question numbers** (green circled) to move to a particular question
10. Read carefully the question from the question paper Click on the Check Box named **Mark as Attempt** if you really want to answer. If you do not want to answer, you may de-select the same check box and your answer will be treated as un-attended
11. Upload your answer script / Art work as per respective question in .pdf / .jpg format.
12. You can always **go back** by clicking on **previous button** and change your uploaded documents in case of any mistakes.
13. All your attempted questions will be marked in blue.
14. In the **last page/question**, you will see an **Orange Button** named **End Test**. Be **Extremely Careful** with this Button. When you are finished answering all your questions, Click on the **End Test** button to **Finally Submit** and end your Exam.
15. In case of any **network breakage** or internet issue you can continue with the point where you left the test.
16. Remember a Test Once Submitted cannot be resumed.
17. Duration of the test will be 180 minutes. Candidates are requested to login the portal at least 15 minutes before the commencement of examination.
18. After the scheduled time, there is no scope for submission of answer script.

✓ **Step by Step Guide of How to submit your Answers for Practical Admission Test: Phase-II: Practical Test for Admission to different UG Programmes Under Visual of Fine Arts**

*\*The screenshots are used for indicative purpose only, though the layout will remain same but the data shown in the images may change based on case to case basis.*

1. Go to the site: <https://online.rbu.net.in>

2. Click on “Student Login For Admission” Button



3. Provide your existing **UserName** and **Password** and Click on **Login** Button to Log in to the portal.

### Student Login

Once you have created your account details Please Login to access all Admission resources and get updates on Admission-related activates.

The image shows a login form with the following elements: a 'Username' input field, a 'Password' input field, a green 'Login' button, a green 'Create New account' button, a link for 'Forgot password?' with a red square icon, a link for 'I need help?' with a red square icon, and a 'Go to Home' button at the bottom. A red arrow points from the text 'Click on Login Button' to the 'Login' button.

4. Your Examination Portal will be open with the details of your scheduled Exam name and Subject and Course

Student Admissions								Apply For New Program
Copy	CSV	Excel	PDF	Print	Search: <input type="text"/>			
Name	Admission Program	Subject	Faculty Date	AIN NO	Department	Application Form	Payment	
BIDHAN MAITI S	B.A. (Hons)(Fine Arts)	DRAMA - DRAH	Faculty of Fine Arts		Department of Drama	-	Payment Not Complete	

Showing 1 to 1 of 1 entries

Previous 1 Next

5. Click on “**Click here for Exam**” link in Application Form section respective of the Admission Program as mentioned below. Please note: **This link will appear only after the exam time is started.**

Student Admissions								Apply For New Program
Copy	CSV	Excel	PDF	Print	Search: <input type="text"/>			
Name	Admission Program	Subject	Faculty Date	AIN NO	Department	Application Form	Payment	
BIDHAN MAITI S	B.A. (Hons)(Fine Arts)	DRAMA - DRAH	Faculty of Fine Arts		Department of Drama	-	Payment Not Complete	

Showing 1 to 1 of 1 entries

Previous 1 Next

**Click here for Exam**

6. Read the Instructions provided in the page and Click On the **I Agree Check box** and **Click On the Start Test Button**

SINDHUNIL ROY Candidate Log out

Test Instructions & Acknowledgment Acceptance

Duration: 300.00 Minutes	Full Marks: 40.00
Question Answerable: 1 out of 1	Full Marks: 40.00

**Instructions**  
Please Copy Your PDF File in Local Drive, Check your Internet Connection and try upload, Size Not Exceeding 15 MB

**Acknowledgment Acceptance**

I Agree

Start Test

7. Click On **Proceed**

**Dissertation / Project report**

Question Answerable: 1 out of 1 Group Total Marks: 40.00

**Description**  
Upload a single PDF file size not exceeding 15 MB. Do Not upload files multiple times if you receive File Uploaded Successfully Message

**Questions**

Proceed

8. Click on the Check Box named **Mark as Attempt** to enable the File Picker Button



Dissertation / Project report

Question Id: 1 Marks: 40.00

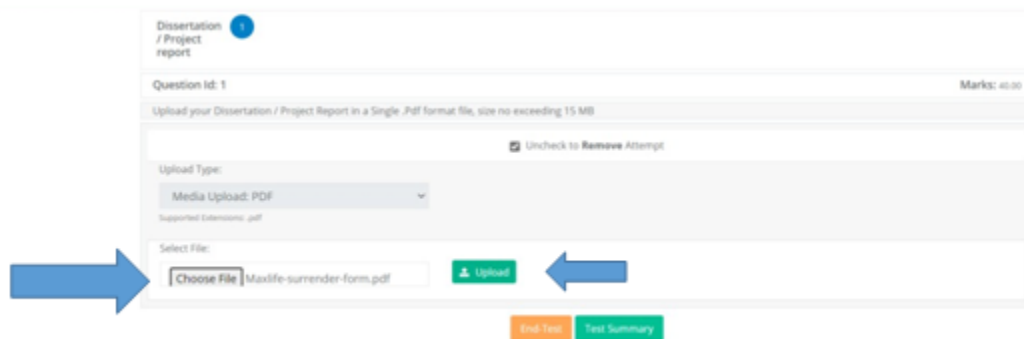
Upload your Dissertation / Project Report in a Single .Pdf format file, size no exceeding 15 MB

Uncheck to Remove Attempt

Upload Type:  
Media Upload: PDF  
Supported Extensions: .pdf

Select File:  
 No file chosen

9. Click on the **Choose File** to select the File you want to upload. and click on the **Upload** Button



Dissertation / Project report

Question Id: 1 Marks: 40.00

Upload your Dissertation / Project Report in a Single .Pdf format file, size no exceeding 15 MB

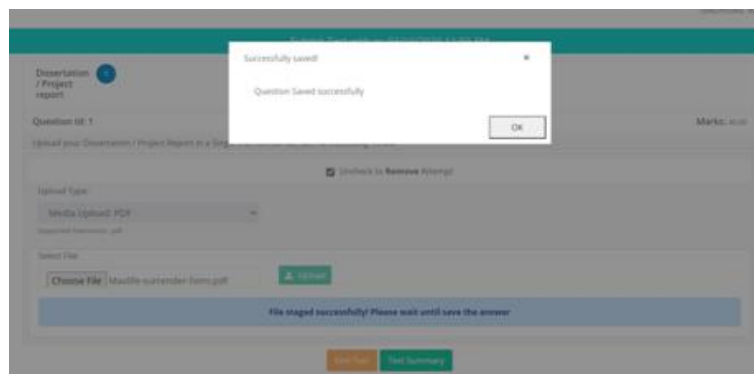
Uncheck to Remove Attempt

Upload Type:  
Media Upload: PDF  
Supported Extensions: .pdf

Select File:  
 Maxlife-surrender-form.pdf

10. A Dialogue Box will appear as “File Upload is successful” for your confirmation.

**Please Note:** In case of any error, due to network breakage or anything else, upload the file again until it's successfully update.



Successfully saved!

Question Saved successfully

OK

Dissertation / Project report

Question Id: 1 Marks: 40.00

Upload your Dissertation / Project Report in a Single .Pdf format file, size no exceeding 15 MB

Uncheck to Remove Attempt

Upload Type:  
Media Upload: PDF  
Supported Extensions: .pdf

Select File:  
 Maxlife-surrender-form.pdf

File staged successfully! Please wait until sees the answer

11. When Done, click on the **Submit Test** button to Finally Submit your Document .  
**Remember a Test Once Submitted cannot be resumed.**

The screenshot shows a web interface for submitting a test. At the top, a teal banner reads "Submit Test with in: 03/10/2020 11:59 PM". Below this, the question title is "Dissertation / Project report" with a blue circle containing the number "1". The question ID is "1" and the marks are "40.00". The instruction is "Upload your Dissertation / Project Report in a Single .Pdf format file, size no exceeding 15 MB". There is a checkbox labeled "Uncheck to Remove Attempt" which is currently checked. Under "Upload Type:", a dropdown menu is set to "Media Upload: PDF" with "Supported Extensions: pdf" listed below it. The "Select File:" section contains a "Choose File" button, a text box showing "No file chosen", an "Upload" button with a green arrow, and a "View File" button with a green arrow. At the bottom, there are two buttons: "End Test" (orange) and "Test Summary" (green).