

The Indian College of Arts & Draftsmanship

476, Dum Dum Cossipore Road Kolkata – 700074

date: 08.06.2018

Admission Notice

The Indian College of Arts & Draftsmanship invites online applications for admission to B.F.A. programme of 4 - year duration under Choice Based Credit System (CBCS) consisting of 8 Semesters of 6 - month each in following departments **PAINTING, APPLIED ART, GRAPHICS (PRINT MAKING), SCULPTURE** for day and evening section. GRAPHICS (PRINT MAKING) available only in Day section for the session 2018-2019. A candidate can apply maximum of 4 subjects separately with separate application form including Day and Evening section.

Online Application can be made on the College Website: www.indianartcollege.com only from **11/06/2018** (10:00 am onwards) **to 22/06/2018** (upto 5.00 p.m). **The last date for online payment of Application Processing Fee through Payment Gateway is 23/06/2018** (5:00 p.m). Subjects: **Painting, Applied Art, Graphics (Print Making) and Sculpture.**

Eligibility: Candidates having passed the H.S. Examination or its equivalent with special aptitude in the concerned subject are eligible to apply. Candidates willing to apply for more than one subject will have to apply separately. **Break of Studies: 2 years i.e the candidates who have passed H.S or its equivalent in 2018, 2017 & 2016 are only eligible to apply.**

Elective Subjects

At the undergraduate level of studies, students will have to take up any 1(one) out of the following Elective subjects of 200 marks each as per CBCS syllabus structure of the UGC guidelines.

1. Painting
2. Applied Art
3. Graphics (Print Making)
4. Sculpture

No student is allowed to choose the subject as Elective which is his/her Honours subject, i.e. A student of Painting cannot take Painting as Elective subject any more. He/she will have to choose any 1(one) out of the Elective subjects 1. Applied Art 2. Graphics (print Making) 3. Sculpture. Application for change of Elective subject will be entertained within one month from the date of his/her admission.

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- Admission to the B.F.A. programmes in the Subjects of Painting, Applied Art, Graphics (Print Making) and Sculpture would be made through admission test in Drawing/Practical, Written Test (essay writing on given topic) and Departmental Exam. If the candidate gets qualified in practical exam then one would have to appear for Viva – Voce.

Application Processing Fees & Course Fees

- Online Application Form Fee : Rs.700
- Course fee to be paid at the time of admission in the 1st & 2nd Semester : Rs. 14700/-

Publication of Lists & Modes of Admission

- Availability of Online Admission Form : **11/06/2018 (10:00 am onwards) to 22/06/2018 (5:00 pm)**
- Last date of Online Payment of Application Fees through Payment Gateway: **23/06/2018 (5:00 pm)**
- Date of Publication of the lists of Candidates Selected for Admission Test in the Subjects: Painting, Applied Art, Graphics (Print Making) and Sculpture : **26/06/2018** (after 4:00 p.m.) on the College website: www.indianartcollege.com only.
- Prospective Date for downloading Admit Card from the College website : **27/06/2018**
- Prospective Dates for Theoretical, Practical & Departmental test : **29/06/2018, 30/06/2018 & 02/07/2018**
- Prospective Date for Publication the result of Theoretical, Practical & Departmental test for Viva-Voce: **06/07/2018**
- Prospective Date of Viva-Voce: **10/07/2018, 11/07/2018 & 12/07/2018**
- Prospective Date for Publication of 1st Merit List (Selected for Online Admission): **16/07/2018 (12:00 pm)**
- Prospective Date for Online Admission to B.F.A. Course: **17/07/2018, 18/07/2018 & 19/07/2018**
- Prospective Date for Commencement of Class: **20/07/2018**

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Reservation of Seats

- Reservation of seats for the reserved categories of ST/SC/OBC/PWD will be as per the West Bengal Higher Educational Institutions (Reservation in Admission) Rules, 2013.
- Few seats are reserved for Foreign / NRI students against a higher rate of tuition fees in the subjects of Painting, Applied Art, Graphic Art (Print Making) & Sculpture. In case of non-availability of Foreign / NRI students, Indian students may be considered in those seats against the same higher rate of tuition fees. For these seats, application will be invited after the admission of 2nd merit list. Such applications will have to be downloaded from the College website by entering the system generated AIN which has already been submitted online for consideration of admission. Therefore, it is to be noted that only the candidates who have already submitted application form online for admission in this session i.e. 2018- 19, will get the chance to apply.

General Information

- No student will participate in, abet or propagate ragging in the College campus as per order of the Honorable Supreme Court.
- Candidates admitted elsewhere in any degree course must submit certificate or any other relevant document showing cancellation from the said degree course at the time of admission. Failing which, his/her candidature will be treated as cancelled.
- No candidate will be allowed for admission to two or more concurrent degree courses in the same University (regular/external) in the same calendar year.
- Candidates interested in admission will be required to collect all information regarding interview/test and admission dates in this regard from the College Website: www.indianartcollege.com
- Admission of a candidate will be cancelled if any information given by him/her is found to be wrong or suppressed.
- Submission of application Forms for admission does not imply any right to admission and selection for admission.
- The list of the Candidates selected for interview/written test /admission will generally be treated as cancelled as soon as the corresponding last date is over.
- In case of any disputes, the decision of the College Authority will be final and binding to all concerned.

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How to Apply

The applicants are advised to follow the instructions noted hereunder while filling up the Application Forms online:

- In order to apply online, applicants have to register themselves first.
- During registration, Applicant will be asked to provide an **e-mail id and a mobile number (candidates own) , these must be valid ones because initial login password will be sent to the provided e-mail id and mobile number via SMS, and in future Communication**, all correspondences in this regard may be made to these e-mail id and the given mobile no. via SMS.
- Applicants must provide valid email id & mobile number. else the registration process will not be completed.
- After registration, the password will be sent to the registered e-mail id and mobile number.
- After successful login, applicant will be required to select course(s) he / she may wish to apply and check the eligibly first. Once found eligible he / she can fill up rest of the Admission Form.
- An applicant will be required to upload his / her scanned Photograph and Signature during filling up the admission form, therefore, he/she is advised to keep these ready before filling up the admission form.
- If the applicant does not have all required information at the time of filling the form, he/she can save the incomplete application as a draft (by clicking on 'Next' or 'Previous' button) and log out. Later, by login back to his/her account again he/she may complete the rest of application form.
- After filling up all required information to submit the same, applicant must agree with the given declaration, clicking on check box. It is important to note that, once it is submitted, the information already entered cannot be altered under any circumstances. Therefore, they are advised to be sure about the accuracy and relevance of the filled up information before clicking the submit button.
- After Submission of the application, applicant will be able to download or take print out of the filled up 'Application Form' bearing the AIN (Application Identification Number) and his / her other information relating to instructions for payment of Application Processing Fees through SBI Portal. Application shall be summarily rejected, if payment is not made as per instructions given.
- **The Candidate will have to wait for one or two day to make the final payment of Application Form fees through online (Payment Gateway) where candidate has to enter few fields as filled up during application process i.e Application Number, Candidates Name, Fathers Name, Mobile No. etc. to make the final payment of Fees from the available payment options.**
- The automatically generated AIN (Application Identification Number) number shall be treated as unique identification number for an application during the admission process. Therefore, any Application Form erroneously downloaded and printed without automatically generated AIN (Application Identification Number) will not be accepted under any circumstances.

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- ➔ The applications, once applied by the Applicant cannot be cancelled or altered and the amount paid for the same by the Applicant is not refundable. All amount(s) paid by the Applicant, for application to the course(s) offered by 'The Indian College of Arts & Draftsmanship' shall stand appropriated. In case of multiple payments, being processed for a single application, the extra amount may be refunded to the Applicant after verification, if applied for. How to Make Payment After successful Submission of the application, applicant will be able to download or take print out of the filled up 'Application Form' bearing the AIN (Application Identification Number) and his / her other information relating to instructions for payment of Application Processing Fees through SBI Portal.
- ➔ Application shall be summarily rejected, if payment is not made as per instructions given

After successfully filling up the form the applicant will have to wait for one or two day to make the payment. After again logging in the candidate will get the option to make the payment. The Applicant will be asked to click on the Payment Button. Once it is clicked on the Payment Button, the applicant will be redirected to the SBI Portal for payment of requisite Application Processing Fees.

Any one of the following 2(two) methods for payment of Application Processing Fees can be opted:

1. Online payment through Net Banking or Credit Cards or Debit Cards of any bank.
 2. Through Cash/Challan: A Pay-in-slip will be auto generated. The candidate can submit the fees through Challan in any of the branches of State Bank of India of the 24 hours of printing the auto-generated Cash/Challan.
- ➔ After payment of fees through any one of the aforesaid methods, the candidate is advised to log in again into the admission portal with his/her log in id and passwords and see payment history. Please note that in the case of payment through Net Banking or Credit 5 Cards or Debit Cards, transaction history will be reflected immediately after successful transaction. In the case of payment through Cash/Challan, transaction history will be reflected at least after 24 hours of payment at any branch of State Bank of India.

General Instructions to the Applicants

1. Candidates applying for more than one subject will have to apply separately following procedures mentioned above.
2. Duly filled-in downloaded application form should be signed by the candidate and his/her parent/guardian at the given spaces of the form.
3. The duly filled-in application form along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of Bank payment receipt, has to be retained by the candidate. Applicants must preserve the acknowledgement receipt containing the Application Form ID No. etc. for the future reference.

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4. The applicant is not required to submit the hard copy of duly filled-in downloaded Application Form to the College. However, the hard copy of duly filled-in downloaded Application Form along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of payment receipt will be required only at the later stage during Viva-voce.

Debashis Mitra

Teacher in Charge
The Indian College of Arts & Draftsmanship.