PROCESS - INTERNAL ASSESSMENT 2021-2022

- The internal assessment test will be conducted using Orange books / TAB / MS Teams

- Subject rule setting to be updated in the examination software by the Examination Vertical Heads before the internal assessment test starts – schedule for the respective schools are already shared by Controller of Examinations

- Students master data available in the respective program to be checked

- Student mapping to subject to be done at school admin login – Hands on training was provided.

- IA marks entry user manual – Annexure 1

- The Faculty / User Login creation - Annexure 2

- The Student-wise Subject Mapping – Annexure 3

- Once all the above mentioned process are completed then the marks entry can be done by individual faculty members using their credentials for their respective subject.

- The respective faculty have to enter marks of all the students, either marks or absent to be entered. For absent enter "**-2**"

- It is mandatory for the faculty to take a print or save the soft copy of the marks entered report after the last date. Report to be saved for audit purpose at school level

- The extract of the Test / Examination schedule are shared by COE office, the time line needs to be adhered.

	SUBJECT RULE SETTINGS Internal Assessment 2021 – 2022 marks breakup			
	Maximum marks for UG & PG Programs			
Test	*Theory*	*Assignment*	*Seminar / Quiz*	*Practical's*
IA 1	15	5	5	-
IA 2	15	5	5	IA – 25& SEE-25
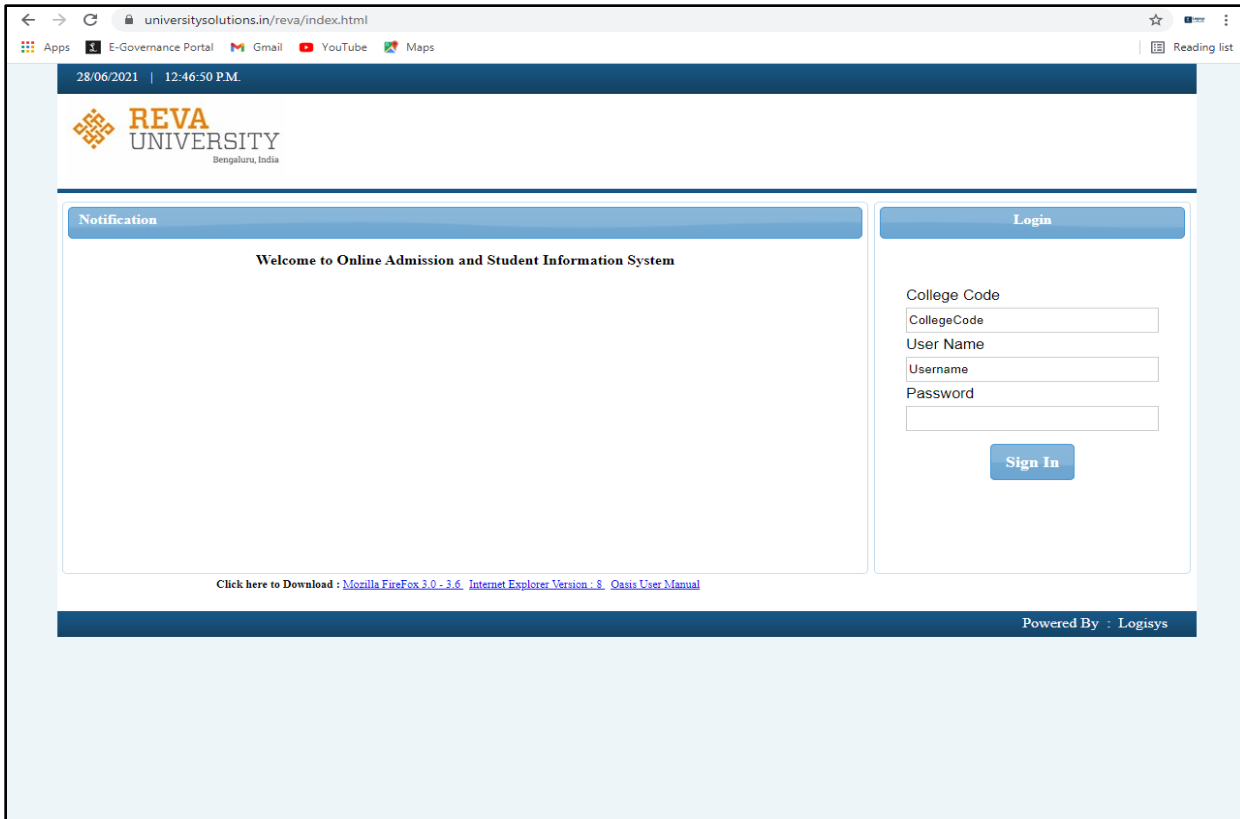
Course	Semester End Examination Marks		Internal Assessment Marks	
	≤ 2 Credits	> 2 Credits	≤ 2 Credits	> 2 Credits
Soft skills	25	50	25	50
Skill Development	25	50	25	50
MOOC / Swayam / Edx / Harvard / CM / Mini Project	25	50	25	50
Internship	25	50	25	50
Mini Project	25	50	25	50
Dissertation / Project Work	50	100	-	-
Moot Court	50	100	-	-
RULO*				
• Sports	25	50	25	50
• Yoga				
• Music				
• Dance				
• Theater				
*If offered				

Annexure 2:Guidelines for Creating New User

Open internet browser – such as Mozilla Firefox, Chrome.

To Login type - https://universitysolutions.in/reva/

Login screen will be displayed as shown below.

Here Admin should enter valid college code, username and password.

Upon successful login the Home page will be displayed.
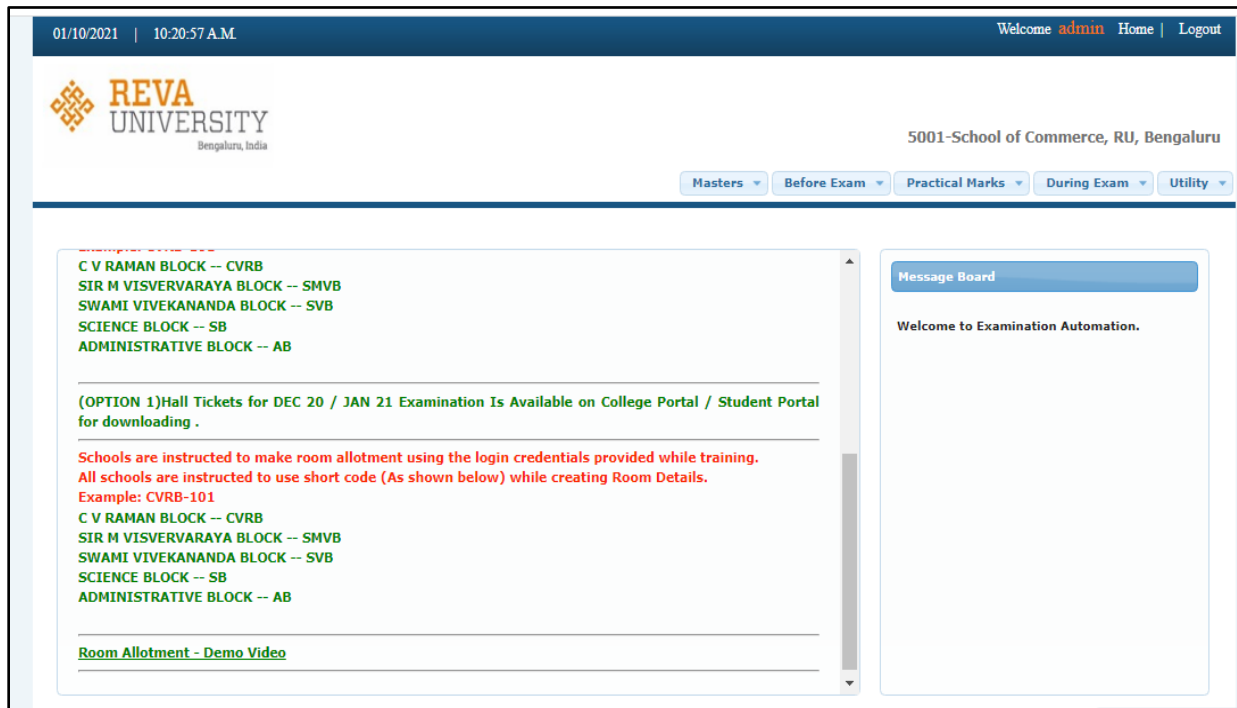
Admin should click on utility and select user setup, as shown in the below image
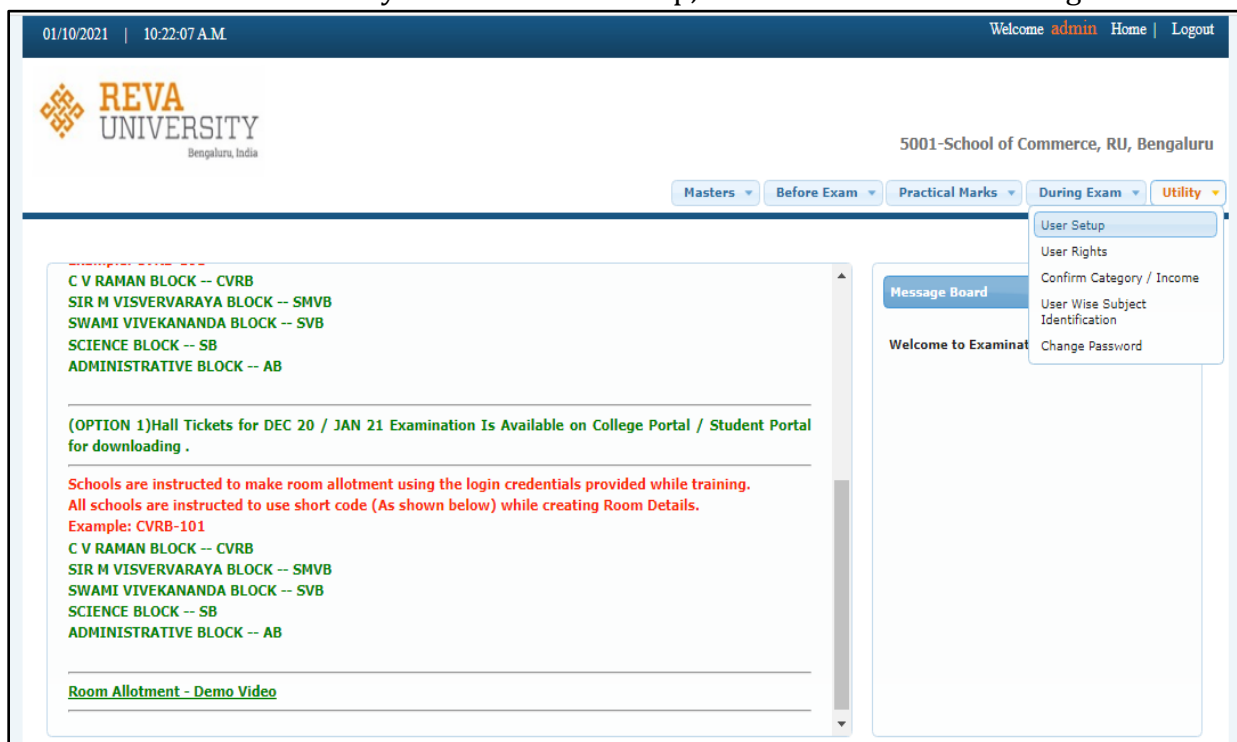
The User Set up page will be displayed after selecting user setup option.

Here the admin should click on Add New Users, which is the bottom right corner of the page.

The admin should fill the following details as shown in the below picture to create new User.

1. **Login Id** – Should be REVA Employee ID.
2. **New Password** – Password of user choice (**Note : don't use'#' symbol for password**).
3. **Retype Password** – same password should be retyped.
4. **Real Name** – Name of faculty.
5. **Email Id** – Faculty mail ID.

NOTE : Super wiser and User group need not be selected.

After the details are filled click on save. A dilogue box or Pop Up message will be diaplayed as new user has been inserted successfully.

Guidelines for Assigning User Rights to New User

After creating the user , user rights should be given.For that, go to home page and click on Utility and select User Rights as shown below.
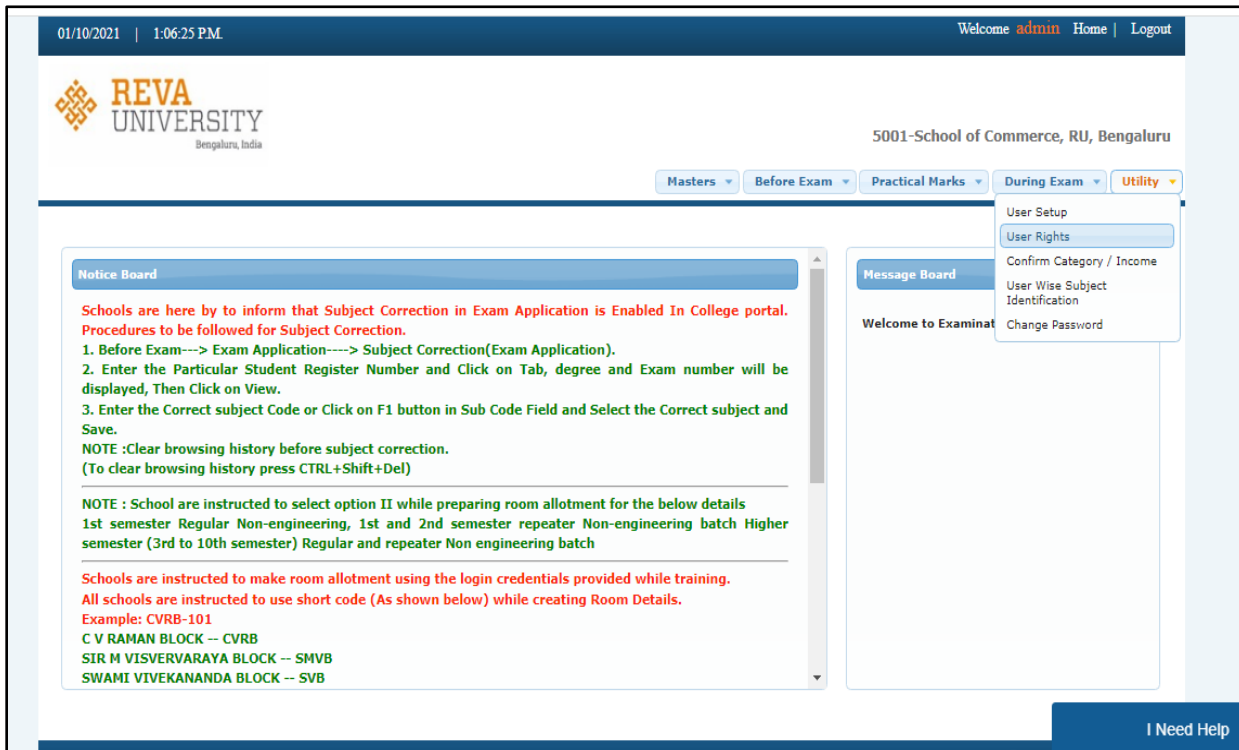
Utility → User Rights

After selecting user rights option the User Rights page will be displayed.
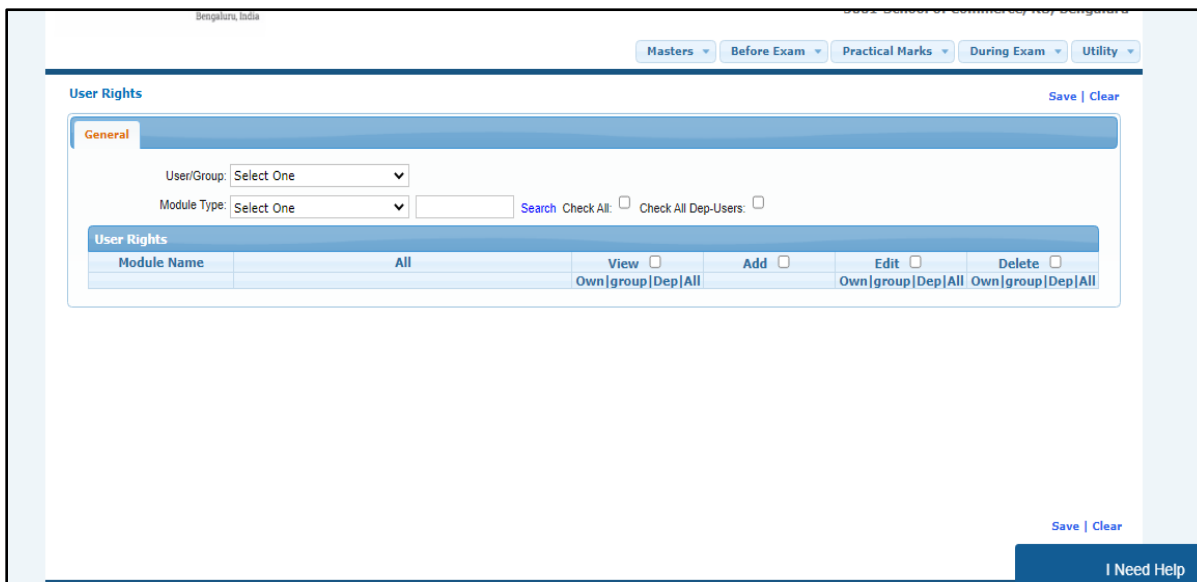
Here the admin should select User Group and Module type.

1. User Group – Reva Employee ID
2. Module type – Before Exam

After selecting User Type and Module press tab, the below screen wil be displayed . Here few check boxes should be selected and they are

1. I.A Mark Entry – 1
2. I.A Mark Entry – 2
3. I.A Mark Entry
4. Subject wise freezing section wise
5. Marks list.

After Selecting the Check boxes , click on save.