

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	<i>Theory</i>	<i>Assignment</i>	<i>Seminar / Quiz</i>	<i>Practical's</i>
IA 1	15	5	5	-
IA 2	15	5	5	IA – 25& SEE-25

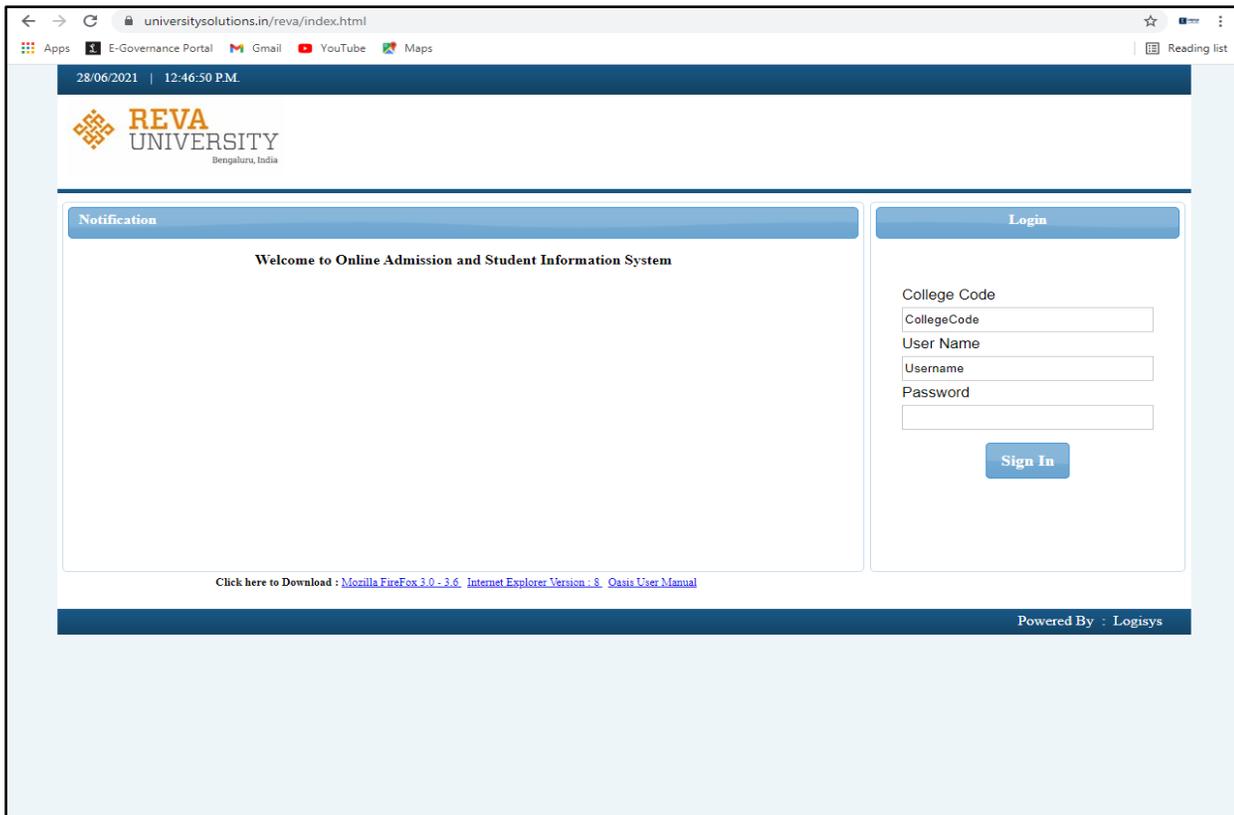
Course	Semester End Examination Marks		Internal Assessment Marks	
	≤ 2 Credits	> 2 Credits	≤ 2 Credits	> 2 Credits
Soft skills	25	50	25	50
Skill Development	25	50	25	50
MOOC / Swayam / Edx / Harvard / CM / Mini Project	25	50	25	50
Internship	25	50	25	50
Mini Project	25	50	25	50
Dissertation / Project Work	50	100	-	-
Moot Court	50	100	-	-
RULO*	25	50	25	50
• Sports				
• 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://universitiesolutions.in/reva/>

Login screen will be displayed as shown below.



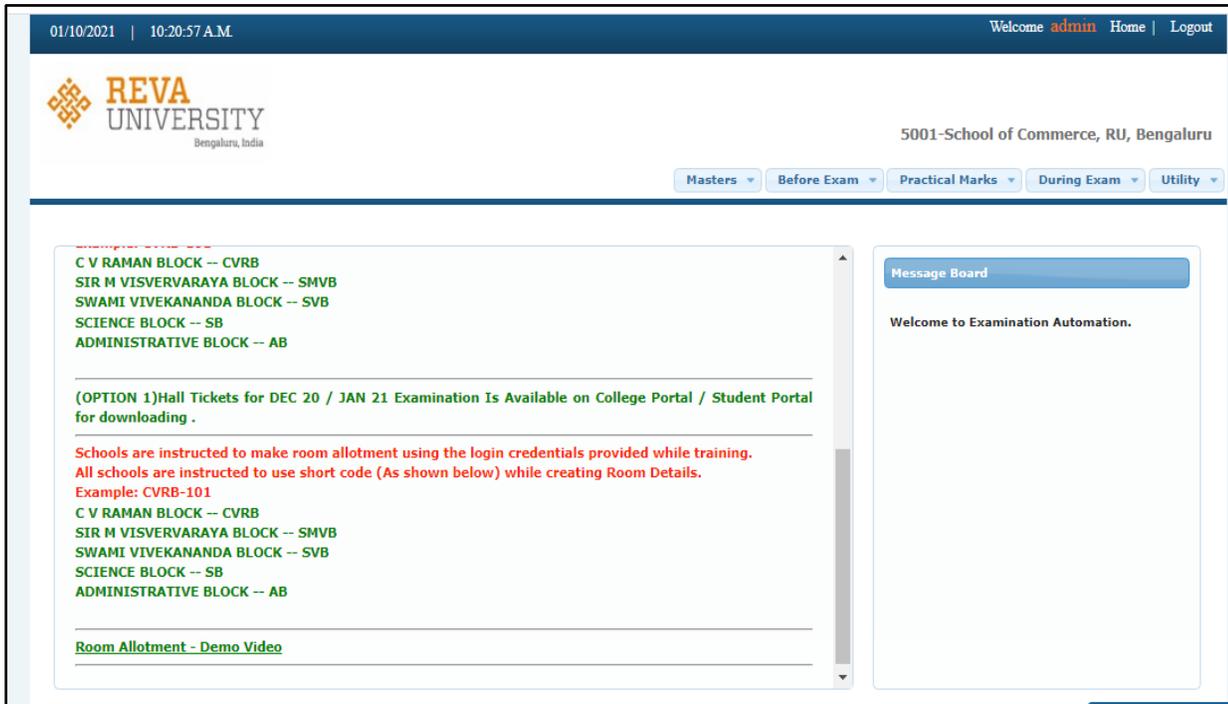
The screenshot displays the login interface for the REVA University Online Admission and Student Information System. The page header includes the date and time (28/06/2021 | 12:46:50 P.M.) and the REVA UNIVERSITY logo. The main content area is divided into two sections: a Notification box on the left and a Login box on the right. The Notification box contains the text "Welcome to Online Admission and Student Information System". The Login box contains the following fields and a button:

- College Code
- CollegeCode
- User Name
- Username
- Password
- Sign In

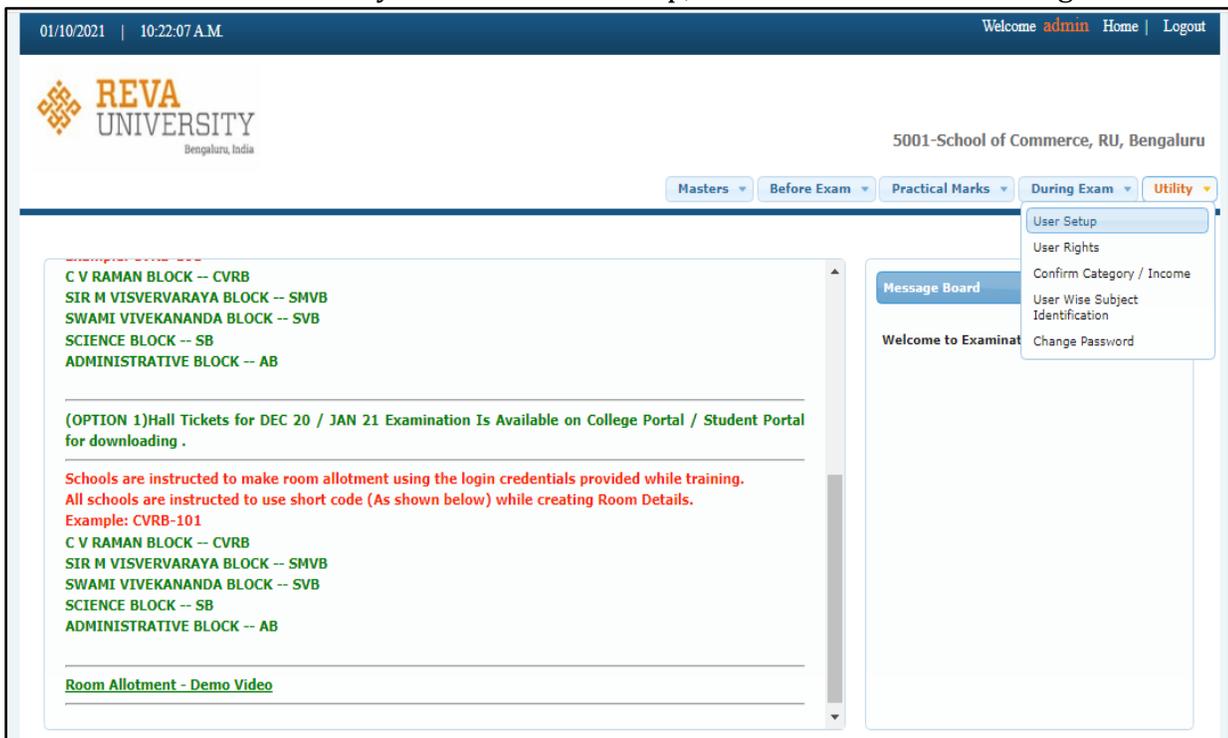
At the bottom of the page, there is a footer with the text "Powered By : Logisys" and a link to download the user manual: "Click here to Download : [Mozilla FireFox 3.0 - 3.6](#) [Internet Explorer Version - 8](#) [Oasis User Manual](#)".

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.

01/10/2021 | 10:38:11 A.M. Welcome admin Home | Logout

REVA UNIVERSITY
Bengaluru, India

5001-School of Commerce, RU, Bengaluru

Masters Before Exam Practical Marks During Exam Utility

User Set up Save | Clear

User Setup

User Type:

College Code:

Login Id: [Change Pwd](#)

Real Name:

Email Id:

Super Wiser:

User Group:

Theme:

Can Edit Help Text

[Add New Users](#)

Save | Clear

I Need Help

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 displayed as new user has been inserted successfully.

01/10/2021 | 1:03:44 P.M. universitiesolutions.in says New user has been inserted Successfully OK

REVA UNIVERSITY
Bengaluru, India

5001-School of Commerce, RU, Bengaluru

Masters Before Exam Practical Marks During Exam Utility

User Set up Save | Clear

User Setup

User Type: User

Login Id: reva0000

* New PassWord: *****

* Retype PassWord: *****

Real Name: abc

Email Id: abc@gmail.com

Super Wiser: Select One

User Group: Select One

Theme:

Can Edit Help Text

[Add New Users](#)

Save | Clear

I Need Help

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.

01/10/2021 | 1:06:25 PM Welcome admin Home | Logout

REVA UNIVERSITY
Bengaluru, India

5001-School of Commerce, RU, Bengaluru

Masters Before Exam Practical Marks During Exam Utility

Utility dropdown menu:
User Setup
User Rights
Confirm Category / Income
User Wise Subject Identification
Change Password

Notice Board

Schools are here by to inform that Subject Correction in Exam Application is Enabled In College portal. Procedures to be followed for Subject Correction.

1. Before Exam----> Exam Application----> Subject Correction(Exam Application).
2. Enter the Particular Student Register Number and Click on Tab, degree and Exam number will be displayed, Then Click on View.
3. Enter the Correct subject Code or Click on F1 button in Sub Code Field and Select the Correct subject and Save.

NOTE :Clear browsing history before subject correction.
(To clear browsing history press CTRL+Shift+Del)

NOTE : School are instructed to select option II while preparing room allotment for the below details
1st semester Regular Non-engineering, 1st and 2nd semester repeater Non-engineering batch Higher semester (3rd to 10th semester) Regular and repeater Non engineering batch

Schools are instructed to make room allotment using the login credentials provided while training.
All schools are instructed to use short code (As shown below) while creating Room Details.
Example: CVRB-101
C V RAMAN BLOCK -- CVRB
SIR M VISVERVARAYA BLOCK -- SMVB
SWAMI VIVEKANANDA BLOCK -- SVB

I Need Help

Utility → User Rights

After selecting user rights option the User Rights page will be displayed.

01/10/2021 | 1:06:25 PM Welcome admin Home | Logout

REVA UNIVERSITY
Bengaluru, India

5001-School of Commerce, RU, Bengaluru

Masters Before Exam Practical Marks During Exam Utility

User Rights Save | Clear

General

User/Group: Select One

Module Type: Select One Search Check All: Check All Dep-Users:

User Rights

Module Name	View	Add	Edit	Delete
All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

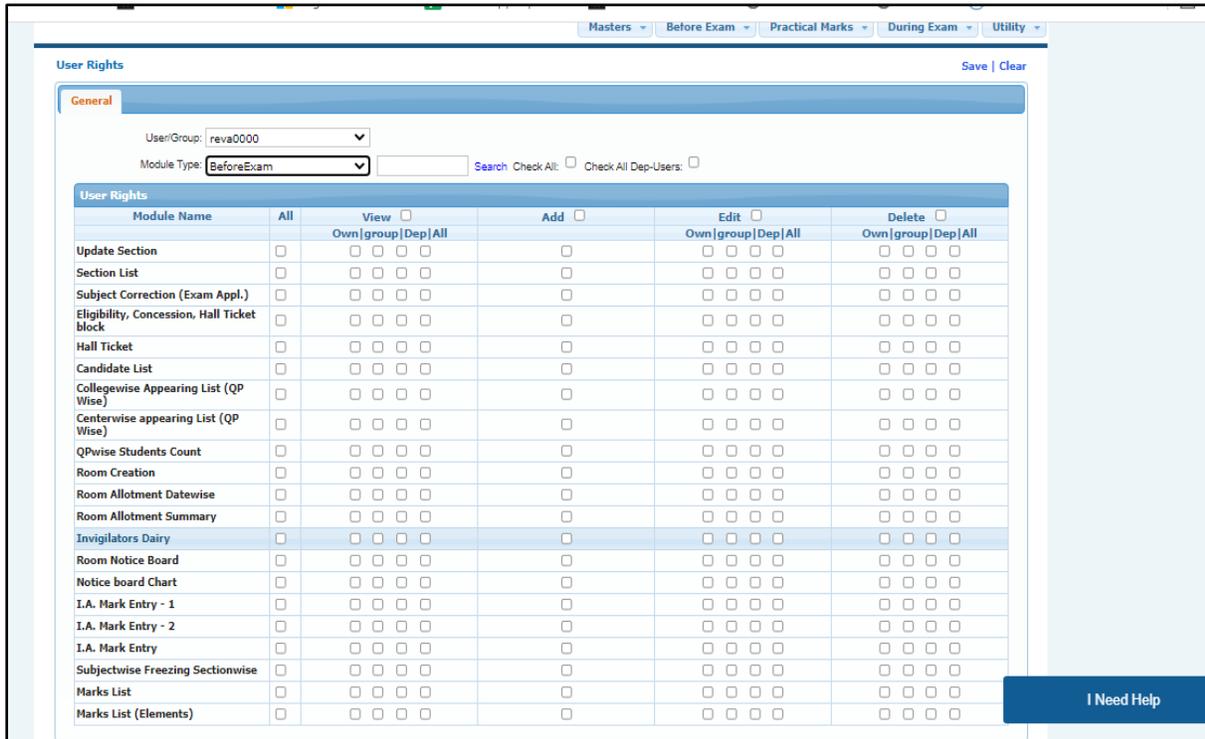
Own|group|Dep|All Own|group|Dep|All Own|group|Dep|All Own|group|Dep|All

Save | Clear

I Need Help

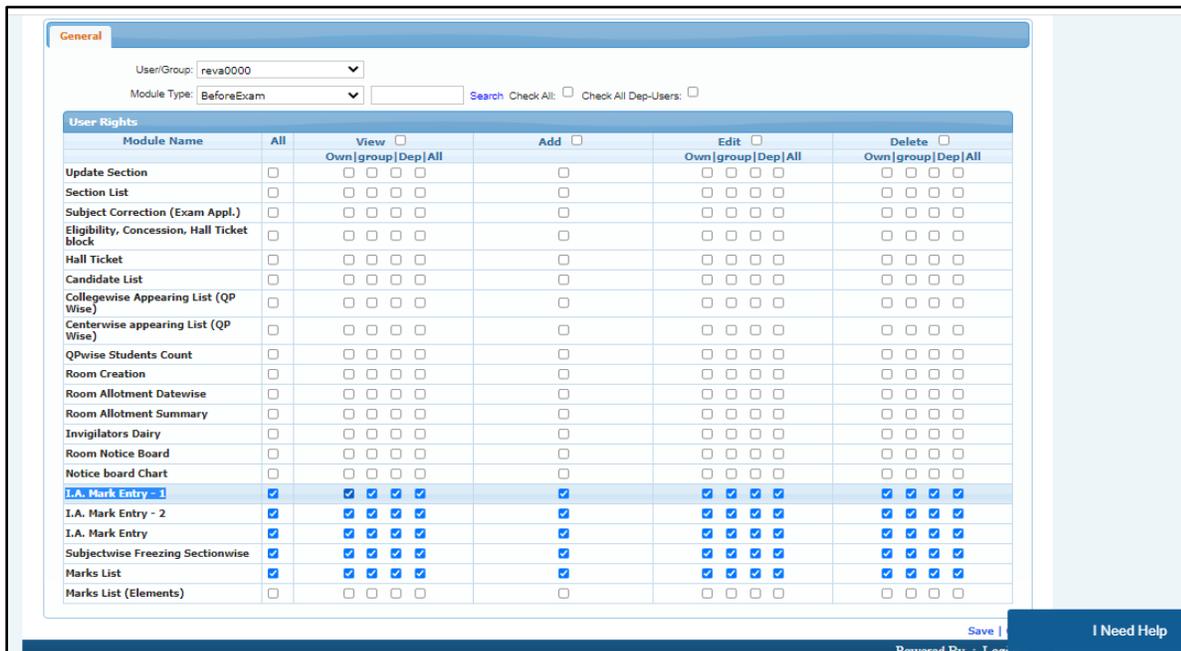
Here the admin should select User Group and Module type.

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



After selecting User Type and Module press tab, the below screen will 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.

universitiesolutions.in says
User rights inserted Successfully

OK

01/10/2021 | 2:11:34 P.M.

REVA UNIVERSITY
Bengaluru, India

Welcome admin Home | Logout

Exam Course Defini...

Masters Before Exam Practical Marks During Exam Utility

User Rights Save | Clear

General

User Group: reva0000

Module Type: BeforeExam Search Check All: Check All Dep-Users:

Module Name	All	View <input type="checkbox"/>			Add <input type="checkbox"/>	Edit <input type="checkbox"/>			Delete <input type="checkbox"/>				
		Own	group	Dept		All	Own	group	Dept	All	Own	group	Dept
Update Section	<input type="checkbox"/>												
Section List	<input type="checkbox"/>												
Subject Correction (Exam Appl.)	<input type="checkbox"/>												
Eligibility, Concession, Hall Ticket block	<input type="checkbox"/>												
Hall Ticket	<input type="checkbox"/>												
Candidate List	<input type="checkbox"/>												
Collegewise Appearing List (QP Wise)	<input type="checkbox"/>												
Centerwise appearing List (QP Wise)	<input type="checkbox"/>												
QPwise Students Count	<input type="checkbox"/>												
Room Creation	<input type="checkbox"/>												
Room Allotment Datewise	<input type="checkbox"/>												
Room Allotment Summary	<input type="checkbox"/>												
Invigilators Dairy	<input type="checkbox"/>												
Room Notice Board	<input type="checkbox"/>												
Notice board Chart	<input type="checkbox"/>												
I.A. Mark Entry - 1	<input checked="" type="checkbox"/>												
I.A. Mark Entry - 2	<input checked="" type="checkbox"/>												
I.A. Mark Entry	<input checked="" type="checkbox"/>												
Subjectwise Freezing Sectionwise	<input checked="" type="checkbox"/>												
Marks List	<input checked="" type="checkbox"/>												
Marks List (Elements)	<input type="checkbox"/>												

I Need Help