Rabindra Bharati University

INSTRUCTION FOR ATTENDANCE

Go to http://online.rbu.net.in > Click on **'University Login'** > Click on **Login** Button with your UserName & Password> Click on Menu ▣ Button > Click on the "**Capture IA**" > Choose Exam Name and Exam Year> Click on the Capture Attendance > Go to **not captured** tab> Enter the number of classes attended by the student> Tick on the **"Is IA Eligible?" Box** > Click on the **SAVE** button.

✓ Go to http://online.rbu.net.in
✓ Click on **University Login** Button
✓ Enter your login credential and click on the **Login** button
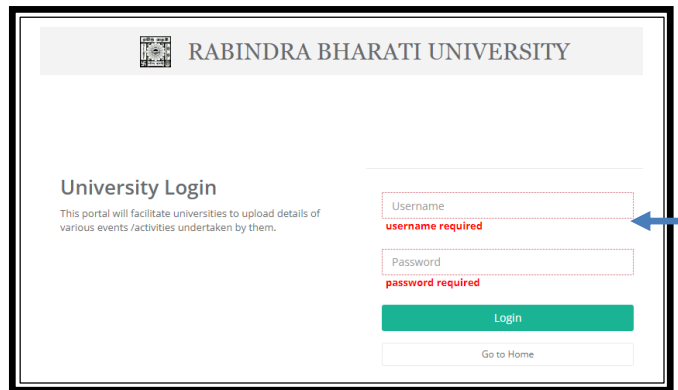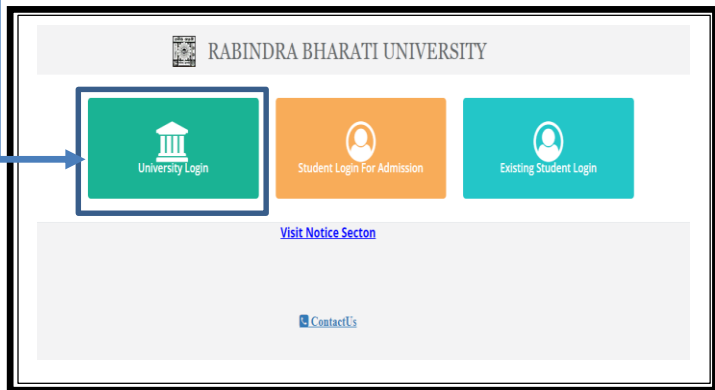
✓ Select Exam name and Exam Year and click on the Capture Attendance button
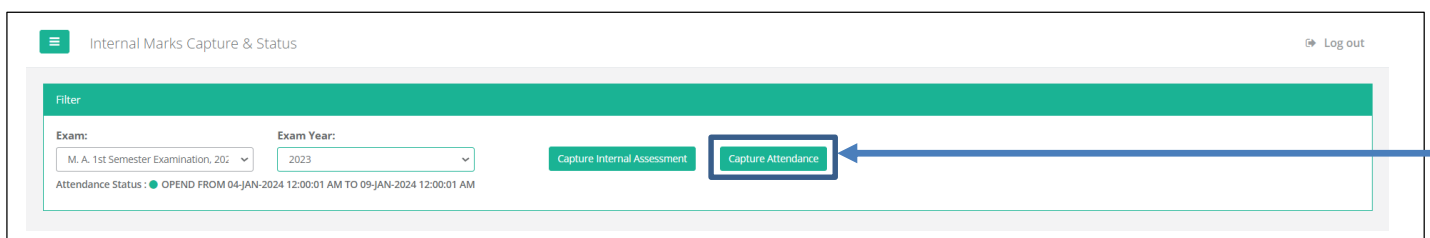
Rabindra Bharati University

- ✓ Input **Total Number of Class** and Click on the **Apply** Button
- ✓ Enter Student wise **Class Attendant**
- ✓ Tick on the "**Is IA Eligible**?" check box and click on the save button
- ✓ To save all the details together click on the "**Save Current Page**" button

- ✓ To verify the candidate list for particular exam click on the **Show Candidates** button
- ✓ Click on the "**Generate for Enrollment**" button to generate the eligibility
- ✓ *****Please NOTE:** After the verification you must click on the **Approve & Lock** button. Until then student will not be able to fill up the examination form
- ✓ You can check the Student enrollment status