

Rabindra Bharati University

INSTRUCTION FOR ATTENDANCE

Go to <u>http://online.rbu.net.in</u> > 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 <u>http://online.rbu.net.in</u>
- Click on University Login Button
- Enter your login credential and click on the Login button



| RABINDRA BH. | ARATI UNIVERSITY | |
|---|--|--|
| University Login This portal will facilitate universities to upload details of various events /activities undertaken by them. | Username username required Password password required | |
| | Login Go to Home | |

Select Exam name and Exam Year and click on the Capture Attendance button -

| Internal Marks Capture & Status | | 🗘 Log out |
|---|---|-----------|
| Exam: Exam Year: M. A. 1st Semester Examination, 20; 2023 Attendance Status: OPEND FROM 04JAN-2024 12:00:01 AM TO 09-JAN-2024 1 | Capture Internal Assessment Capture Attendance 2:00:01 AM | |



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 -

| Total N | o of Class : | | | | | | | | | | | | |
|---------|-------------------|------------------------|-----------------------|----------------|-------------------|---------|--------------------------|---|----------------------------------|--------------------------|---------------------|--------------|--|
| Сору | | | | | | | | | | All Captured No | t Captured Approved | Not Approved | |
| # 11 | Student I Name | Reg. No 🗐 | Class Roll No 👫 | SUIN IT | Total No of Class | | Number of Class Attended | | Attendance | Is Minimum Percentage | Is IA Eligible? | Save 1 | |
| 1 | DEBRAJ RAY | 170299 of 2017-2018 | MAEMSL/22- 23/0001 | BAH17HIS000235 | 0 | | 0 | • | -select- | J | 0 | - | |
| 2 | SUSHAMA SAHA | 211671 of 2021-2022 | MAEMSL/21- 22/0001 | R2100001970 | 0 | | 0 | | 100/75 Enter Attende -select- | | 0 | Save | |
| 3 | TRIMA SEN | 211674 of 2021-2022 | MAEMSL/21- 22/0002 | R2100001972 | 0 | | 0 | | 100/75 Enter Attende -select- | | □ ◀ | C mark | |
| 4 | MRINMOY SAMADDER | 211666 of 2021-2022 | MAEMSL/21- 22/0003 | R2100001974 | 0 | | 0 | | 100/75 Enter Attende -select- | | D | Save | |
| | | | | | Save Cur | rent Pa | | | | | | • | |

- ✓ 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

| Eligible | students for enrolment | | | | | | | | | | | | |
|-----------------------|---|---|--|--|--|---------------------------------|----------------------------------|--|--------------------------|-----------------------------------|--|-----------------------|--|
| RBU I | te: Main Campus | • | Schedule Group Nam M. A. 1st Semester Ex | 1e: ramination, 20 | Schedule | Name: A. 1st Semester Examin | atic 🗸 S | how Candidates | Generate for | Enrolement | a Approve&Lock | | |
| arks l | Entry Summary | | | | | | | | | | | | |
| igibili | ity in detail | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Сору | CSV Excel PDF | Print | | | | | | | | | Search: | | |
| Copy #↓1 | CSV Excel PDF Exam Name | Print Exam | Applicant ↓↑ Name | Reg. ↓↑ No | suin 🗍 | Exam Roll No 👫 | Applicant ↓↑ Status | Attendance ↓↑ Status | ls ↓† Eligible | ls IA ↓↑ Eligible | Search: | t Enrolled If Status | |
| Copy #11 1 | CSV Excel PDF Exam Name II M. A. 1st Semester Examination, 2023 in MUSE OLOGY (CBCS)- MUSH (Faculty of Visual Arts) | Print Exam ¹⁷ Year 2023 | Applicant II Name DEBRAJ RAY | Reg. 11 No 170299 of 2017- 2018 | SUIN II BAH17HIS000235 | Exam Roll No | Applicant Status | Attendance Status | Is It Eligible Yes | Is IA IT Eligible | Search: Eligible Subjects MUSH CC 1.1 - HISTORY AND PHILOSOPHY OF MUSEUMS - GLOBAL AND NATIONAL, MUSH CC 1.2 - MUSEUM ACQUISITION AND DOCUMENTATATION, MUSH CC 1.3 - MUSEUM MANAGEMENT, MUSH CC 1.4 - MUSEUM SECURITY AND LEGISLATIONS, MUSH CC 1.5 - MUSEUM APPLICATION | IT Enrolled IT Status | |
| Copy #11 1 2 | CSV Excel PDF Exam Name II M. A. 1st Semester Examination, 2023 in MUSEOLOGY (CBCS)- MUSH (Faculty of Visual Arts) MUSEOLOGY (CBCS)- MUSH (Faculty of Visual Arts) | Print Exam Year 2023 2023 | Applicant II Name DEBRAJ RAY SUSHAMA SAHA | Reg. II No 170299 of 2017- 2018 211671 of 2021- 2022 | SUIN 41 BAH17HIS000235 R2100001970 | Exam Roll No | Applicant II Status R R | Attendance II Status 100% Eligible 80% Eligible | Is If Eligible | Is IA If Eligible Yes No | Search: Eligible Subjects MUSH CC 1.1 - HISTORY AND PHILOSOPHY OF MUSEUMS - GLOBAL AND NATIONAL MUSH CC 1.2 - MUSEUM ACQUISITION AND DOCUMENTATATION, MUSH CC 1.3 - MUSEUM MANAGEMENT, MUSH CC 1.4 - MUSEUM SECURITY AND LEGISLATIONS, MUSH CC 1.5 - MUSEUM APPLICATION | I Enrolled I Status | |