

# User Manual for Hall Management

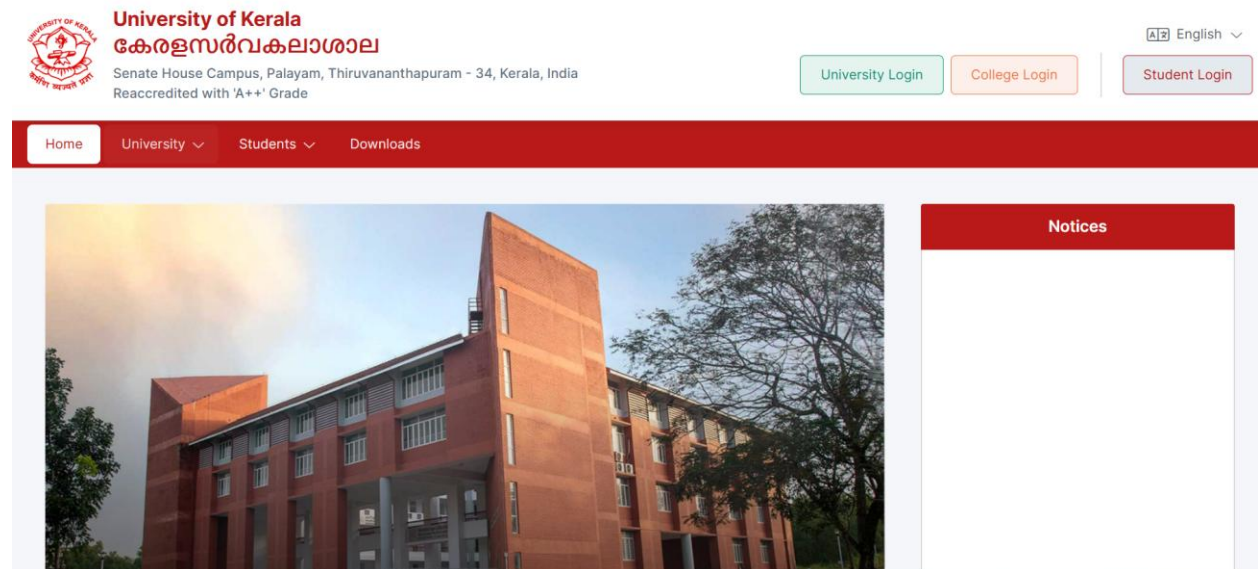
## Introduction

This manual provides a step-by-step guide for college K-REAP Users for Hall management and student allotment through the Portal

### Step 1: Access the College Login Portal

#### 1. Navigate to the College Login Portal

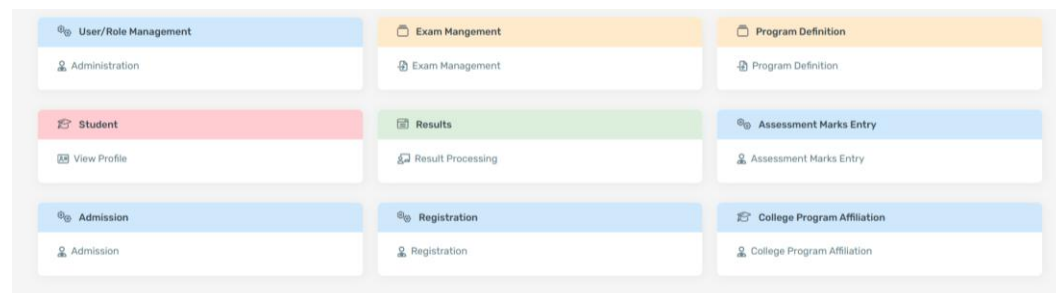
- Open the portal using the URL <https://kerala.kreap.co.in/>.
- Click on the **College Login** link to access the login page.



### Step 2: Access Exam Management

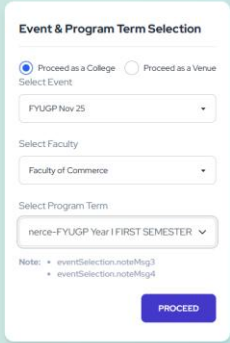
#### 1. Open the Exam Management Tab

- Click on the **Exam management**.



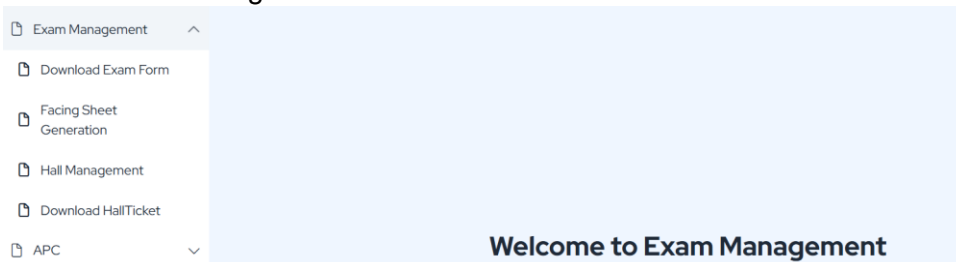
## 2. Event & Program Term Selection

- Select Proceed as College
- Select **Session Name**
- Select Faculty
- Select Program
- Click Proceed



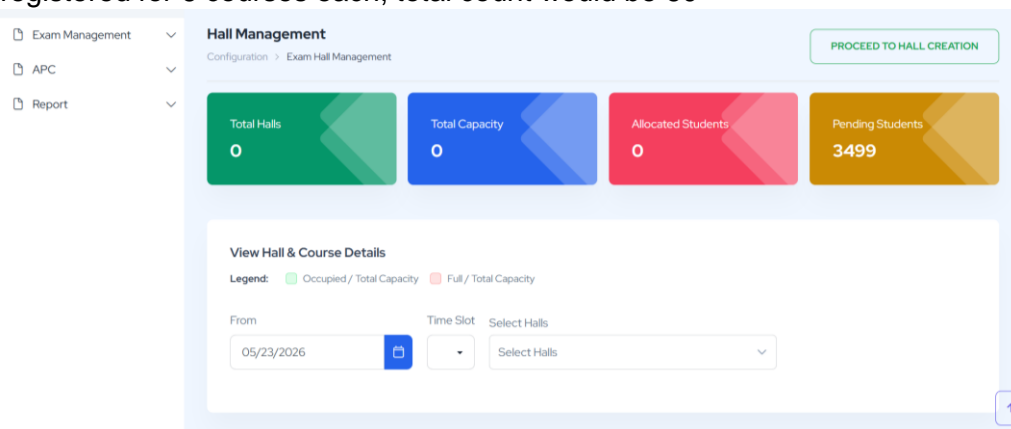
## Hall Management

### 3. Click on Hall Management from left menu



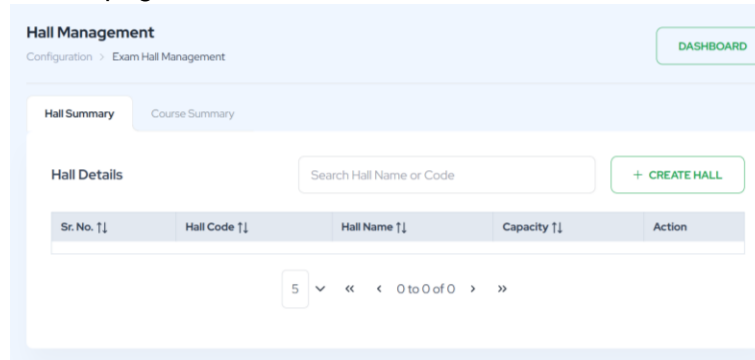
Following Hal Management Dashboard will load after some time based on the strength of the students

- The student count if the total of each course. So eg if 10 students have registered for 6 courses each, total count would be 60



#### 4. Hall Creation

- o Click **Proceed to Hall Creation** on right top
- o In new page click on **Create Hall**

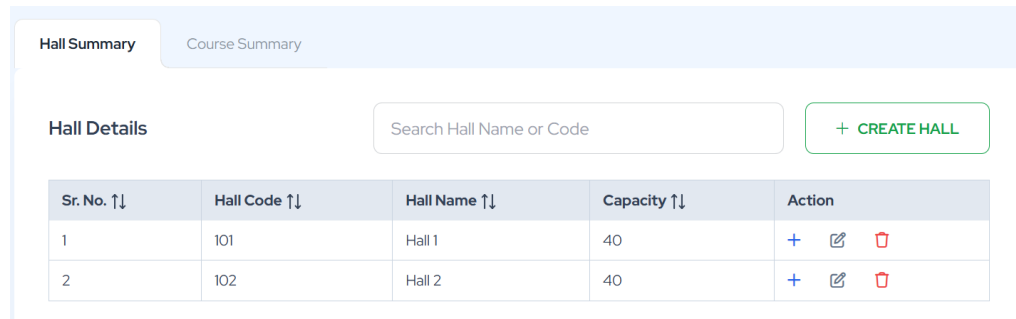


- o In the new popup window entire required details and click save changes

The 'Create Hall' popup form contains the following fields and buttons:

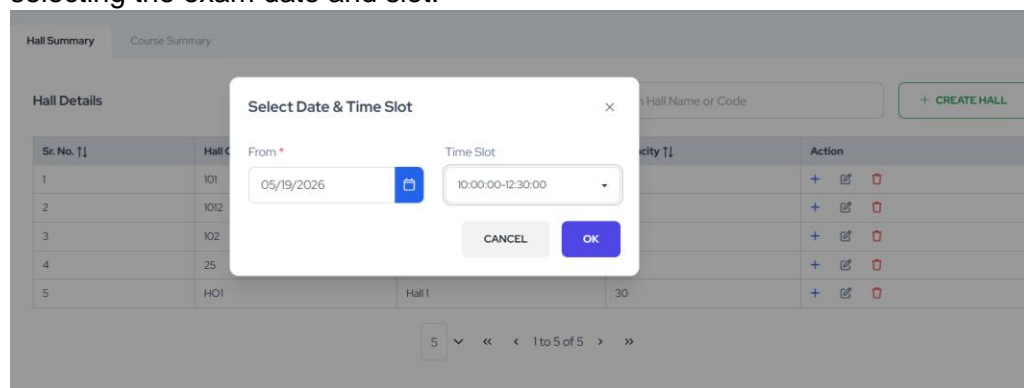
- Hall Name: Input field with 'Hall 1' entered.
- Hall Code: Input field with '101' entered.
- Hall Capacity: Input field with '40' entered.
- Invigilator Name: Input field with 'Manu K K' entered.
- Buttons: 'CANCEL' and 'SAVE CHANGES'.

- o The hall will be created & List of crated hall will be visible as below



#### 5. Allotting student to hall

- o Click on the + icon and then select the exam date and click proceed after selecting the exam date and slot.



- The list of courses scheduled on the exam day will be listed.

Hall Summary Course Summary

Hall 1 - Examination Details

Sr. No. ↑↓	Group Name ↑↓	Course Code ↑↓	Course Name ↑↓	Date ↑↓	Time ↑↓	Student Count ↑↓	Action	Download
1	MDC	UK3DSCCAP203	Digital Systems & Introduction to Microprocessors	2026-05-17	10:00 AM - 12:30 PM	9 (0/2)	Select	↓
2	DSC - 1	UK3DSCJMC203	Documentary Film Production	2026-05-17	10:00 AM - 12:30 PM	5 (0/5)	Select	↓

5 « < 1 to 2 of 2 > »

BACK

- Total student count is provided in the against each course
- The number of students allotted in the hall will be indicated in green and that is available to be allotted will be highlighted in red

Hall 1 - Examination Details

Sr. No. ↑↓	Group Name ↑↓	Course Code ↑↓	Course Name ↑↓	Date ↑↓	Time ↑↓	Student Count ↑↓	Action	Download
1	MDC	UK3DSCCAP203	Digital Systems & Introduction to Microprocessors	2026-05-17	10:00 AM - 12:30 PM	9 (0/2)	Select	↓
2	DSC - 1	UK3DSCJMC203	Documentary Film Production	2026-05-17	10:00 AM - 12:30 PM	5 (0/5)	Select	↓

- As in above case for 1<sup>st</sup> course 2 students are available for allocation in this hall. Click on Select
- Select the students and click on assign to allot the student to the hall

Digital Systems & Introduction to Microprocessors (UK3DSCCAP203) Hall: Hall1 Group: MDC Date: 2026-05-17 Time: 10:00 AM - 12:30 PM

Unassigned Candidates (2)

Search Candidate  Select Range

Sr. No. ↑↓	Candidate ↑↓	Seat ↑↓	Select
1	MINHA SHAMEER PV	DB24CSYR003	<input checked="" type="checkbox"/>
2	ANSAL JOSE	DB24CSYR008	<input checked="" type="checkbox"/>

Hall is currently empty. Start assigning from the left list.

50 « < 1 to 2 of 2 > »

ASSIGN STUDENTS BACK

- Once assigned the student list will move to right side as shown below. For removing a student click on delete

Unassigned Candidates (0)

Search Candidate:  Select Range:  Eg. 20

Search Allocated:  Search Allocated...

Sr. No. ↑↓	Candidate ↑↓	Seat ↑↓	Action
1	MINHA SHAMEER PV	DB24CSYR003	<input type="checkbox"/>
2	ANSAL JOSE	DB24CSYR008	<input type="checkbox"/>

50 << < 0 to 0 of 0 > >>

50 << < 1 to 2 of 2 > >>

[ASSIGN STUDENTS](#) [BACK](#)

- o Click on back to go back to previous page to see the allotment updated as below. So in this hall currently there are only two students. The course summary page will give an idea on remaining students.

Hall Summary [Course Summary](#)

Hall 1 - Examination Details

Sr. No. ↑↓	Group Name ↑↓	Course Code ↑↓	Course Name ↑↓	Date ↑↓	Time ↑↓	Student Count ↑↓	Action	Download
1	MDC	KU3DSCCAP203	Digital Systems & Introduction to Microprocessors	2026-05-17	10:00 AM - 12:30 PM	9 (2/0)	<a href="#">Select</a>	<a href="#">↓</a>
2	DSC - 1	KU3DSCJMC203	Documentary Film Production	2026-05-17	10:00 AM - 12:30 PM	5 (0/5)	<a href="#">Select</a>	<a href="#">↓</a>

5 << < 1 to 2 of 2 > >>

[BACK](#)

- o Click on download icon to download the Hall Allocation and Signing sheet
- o Facing sheet will be available 1 day before the exam.