DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Main Bawana Road, Delhi-42
EXAMINATION BRANCH

F.No.-DTU/ResultSection/2019/ Dated: 16.04.2020

NOTICE

Subject: **Entry of Marks of Continuous assessment of courses of all semesters/programs in Even semester 2019-20 in CUMS DTU-ERP platform.**

I.   The link for entry of marks of continuous assessment of courses of all semesters of all programs in Even semester 2019-20 in CUMS DTU-ERP platform has been opened from **16.04.2020 to 15.06.2020**.

II. All the faculty are requested to complete the assessments as per their scheme and enter the marks of all relevant components (CWS, MTE, PRS, PRE, ETE, STS, STE) in the **CUMS DTU-ERP platform** through their login. ETE/PRE/STE marks may be entered after the conduct of end semester examination as notified by the university.

III. Prior to entry of marks faculty should ensure that the list of students shown in the faculty portal of the CUMS DTU-ERP System is correct. In case of any discrepancy, faculty may contact Mr. Madhukar (Mob: 9030514191), OIC(Results).

IV. Course-Coordinators of **final year courses** are requested to ensure that the marks of their course(s) are entered by the faculty and **submit the moderated grades** latest by **31.05.2020**.

V.   The procedure to enter marks in the faculty Portal is explained below:

   1. Open the faculty portal through url https://cumsdtu.in/staff_dtu

   2. Login with your login id and password. On successful login, portal will display all the assigned course(s) along with section(s).

   3. Click on Course and Section for which marks entry is to be done.

   4. Click on 'Pencil' icon at the bottom of that course dashboard. The list of all students of that section will be displayed.

   5. At the right end top, click on 'Pencil' icon to enter/edit marks of the students.

   6. Marks entry can be done in two modes:

   6.1 Direct Marks Entry in the System:
   6.1.1   If the student is absent, change status to 'Absent'. No need to enter marks for this student.
   6.1.2   Enter the marks of students

6.1.3 Click on 'Save' at the bottom to save the marks entry. Entry in multiple sessions (partial save) is allowed.

6.2 Marks Entry through Excel File:

6.2.1 Click 'Download Format' at the top and select component to be entered. This will download an excel file with list of students.

6.2.2 Open the excel file.

6.2.3 If the student is absent, change status to 'Absent'. No need to enter marks for this student.
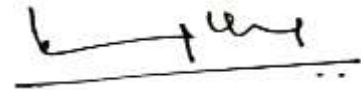
6.2.4 Enter the marks of students and Save the excel file.

6.2.5 Open the faculty portal and click 'Upload Marks' to upload the excel file.

7. Click on 'Notify' to notify the marks the students. A message may also be sent to the students through this notification.

8. Changes can also be made to marks entered after the answer sheets are shown to the students.

9. Once all the correction(s) are done, click on 'lock' icon to submit marks to Examination Branch. Once submitted, no changes can be made to marks entered.
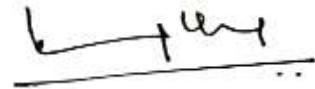
Kamal Pathak
(Controller of Examinations)

F.No.-DTU/ResultSection/2019/   Dated: 16.04.2020

Copy to :-
1. PA to Hon'ble VC, DTU for kind information.
2. Registrar, DTU for kind information.
3. Dean(PG/UG).
4. All HODs with a request to issue necessary instructions to the faculty members of their Deptt. for the marks entry.
5. HOD, USME.
6. OIC (B.Tech -Evening).
7. Chief Operating Officer
8. Mr. Piyush Vaish, KNM with a request to upload on university website
9. Mr. Prashant Saxena, LibSys, with the request to support in resolving issues.
10. Guard file.

Kamal Pathak
(Controller of Examinations)