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

F.No.-DTU/ResultSection/2019/   Dated: 18.03.2019

NOTICE

Subject: Entry of Marks of Mid-Term Examination of Even semester 2018-19 in CUMS DTU-ERP platform.

I.   The link for entry of Marks of Mid-Term Examination (MTE) of Even semester 2018-19 in CUMS DTU-ERP platform has been opened from **15.03.2019 to 31.03.2019** through your login ID.

II.   All the faculty are requested to collect the answer sheets of MTE of their course(s) from their respective HOD, evaluate and enter the marks in the CUMS DTU-ERP platform.

III.   Prior to entry of MTE 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. Prashant Saxena (Mob: 9958296056), Mr. Piyush Vaish (Mob: 9873337918) & Mr. Madhukar (Mob: 9030514191).

IV.   Course-Coordinators are requested to ensure that the marks of MTE of their course are entered by the faculty latest by 31.03.2019.

V.   The procedure to enter marks in the faculty Portal is explained in the user manual detailed 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 MTE. 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.
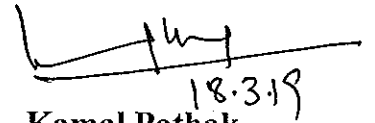
6.2.4 Enter the marks of students and Save the excel file.

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.

18.3.19

Kamal Pathak
Controller of Examinations

F.No.-DTU/ResultSection/2019/ 6743   Dated: 18.03.2019

Copy to :-
1. PA to Hon'ble VC, DTU for kind information.
2. PA to Pro VC, DTU for kind information.
3. Registrar, DTU for kind information.
4. All HODs with a request to issue necessary instructions to the faculty members of their Deptt. for the marks entry.
5. Head, USME.
6. OIC (B.Tech -Evening).
7. In charge (Results).
8. Mr. Piyush Vaish, KNM.
9. Mr. Prashant Saxena, LibSys.
10. Guard file.