I.D. Note

With reference to letter No 105(504)/DTU/Acad-UG/2020-21/14892-99 dated 02 Nov 23 regarding use of ‘Samarth’ as ERP platform.

Consequent upon successful completion of workshop/training to all Time Table Incharges on 03 Nov 2023 and uploading of students data on Samarth ERP, all HoDs are requested to direct Time Table Incharges of their departments to upload time table on Samarth ERP latest by 10 Nov 2023. This is to be followed by updating attendance by individual faculty so that the attendance shortage report may be generated at the end of the odd semester 2023.

Matter may be treated as Urgent and time bound. This issues with prior approval of the Competent Authority.

(Prof. Rajeshwari Pandey)
Dean Academic (UG)

All HoDs

Ends: Guiding steps for making attendance in Samarth ERP.

Copy to

1. PA to the Vice-Chancellor for kind information to the Hon’ble Vice Chancellor.
2. Registrar,
3. COE
4. Guard file

(Prof. Priya Mahajan)
Associate Dean Academic (UG)
Marking of Students Attendance on Samarth ERP

- login into the Samarth (with your login credential)
Marking of Students Attendance on Samarth ERP

- select Academic
Marking of Students Attendance on Samarth ERP

- Choose time table/attendance section.
Marking of Students Attendance on Samarth ERP

- Here you will see all your scheduled classes on weekly calendar view.
Marking of Students Attendance on Samarth ERP

- select your class for which you want to mark the attendance.
Marking of Students Attendance on Samarth ERP

Once you select the class, you will see the list of the students enrolled in the class. By-default all are present, you have to mark the selective absent. For any discrepancy in the list of the students, please bring it to the notice of your time-table in charge.
Marking of Students Attendance on Samarth ERP

- If you want to search a student, you can find the student in the list by simply typing his/her name or roll no. Then you can mark it either absent or present.
Marking of Students Attendance on Samarth ERP

- You will see the summary of the attendance on top as well as bottom of the screen. Total present, absent and leave will be shown. Once you are done, you can submit the attendance.
Marking of Students Attendance on Samarth ERP

- time slot for which you are marking the attendance will be shown on the header as shown in the screenshot.
Marking of Students Attendance on Samarth ERP

- The class for which you have already edited the attendance record will be shown as red.