

DELHI TECHNOLOGICAL UNIVERSITY



(Estd. by Govt. of Delhi vide Act No. 6 of 2009)

(Formerly Delhi College of Engineering)

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ACADEMIC (UG) SECTION

F.No 105(504)/DTU/Acad-UG/2020-21 /14970-80

Dated 08/11/23

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

Encls: Guiding steps for making attendance in 'SAMARTH' ERP.

F.No 105(504)/DTU/Acad-UG/2020-21 /14970-80 Dated 08/11/23

Copy to

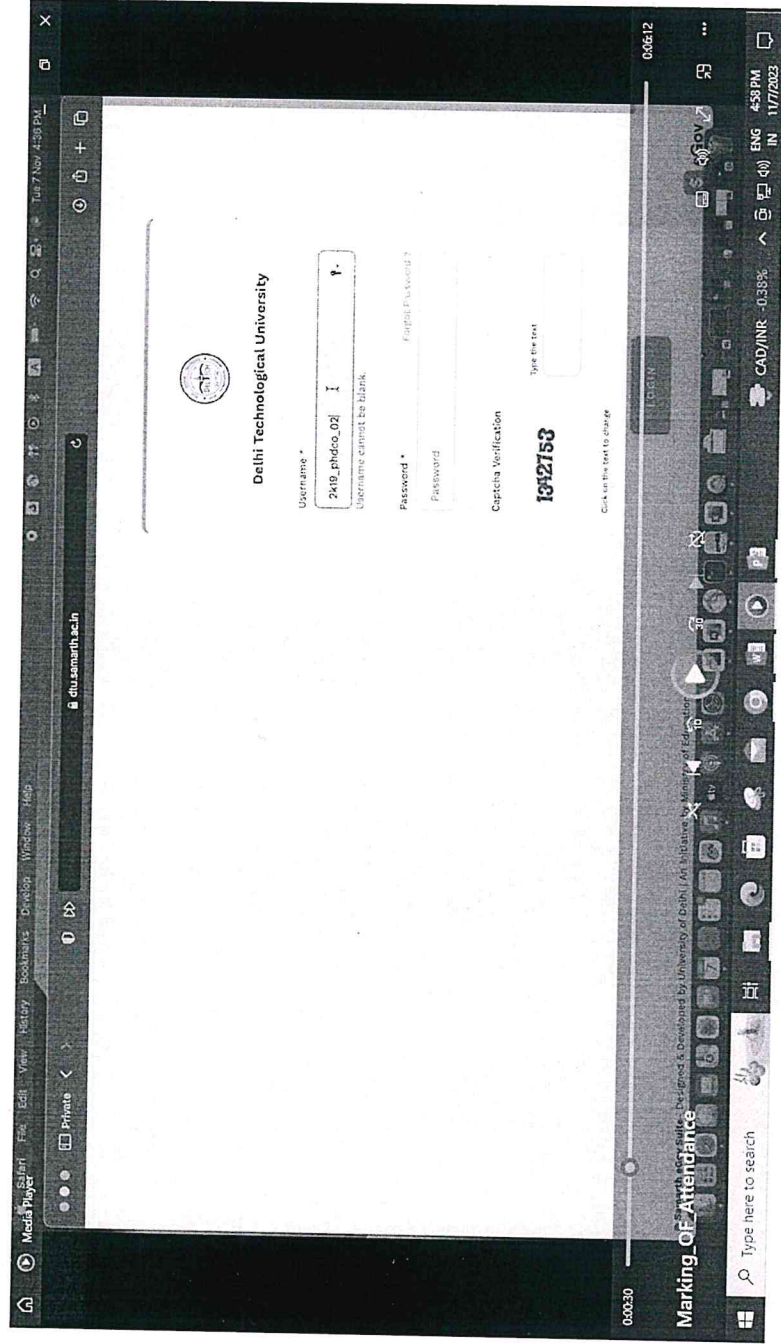
1. PA to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor.
2. Registrar,
3. COE
4. Guard file

(Prof. Priya Mahajan)
Associate Dean Academic (UG)

①

Marking of Students Attendance on Samarth ERP

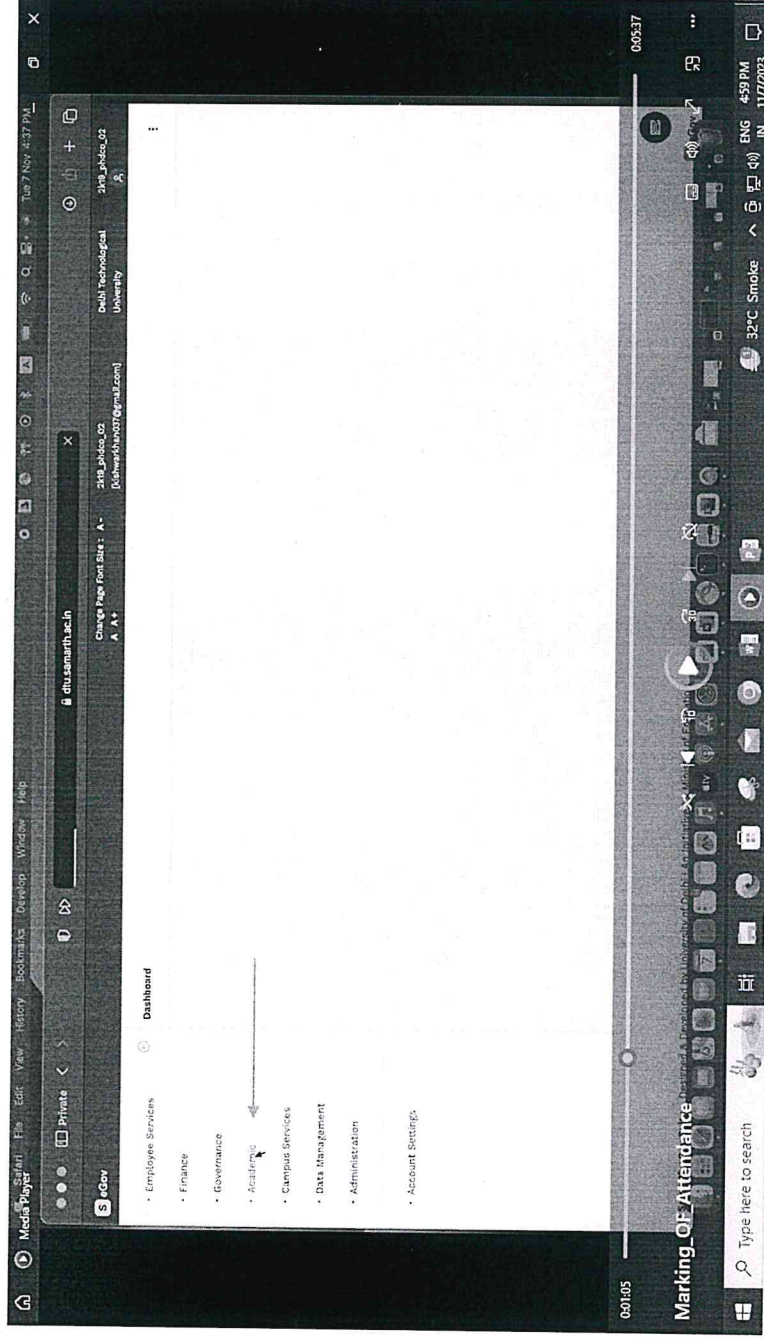
- login into the Samarth (with your login credential)



2

Marking of Students Attendance on Samarth ERP

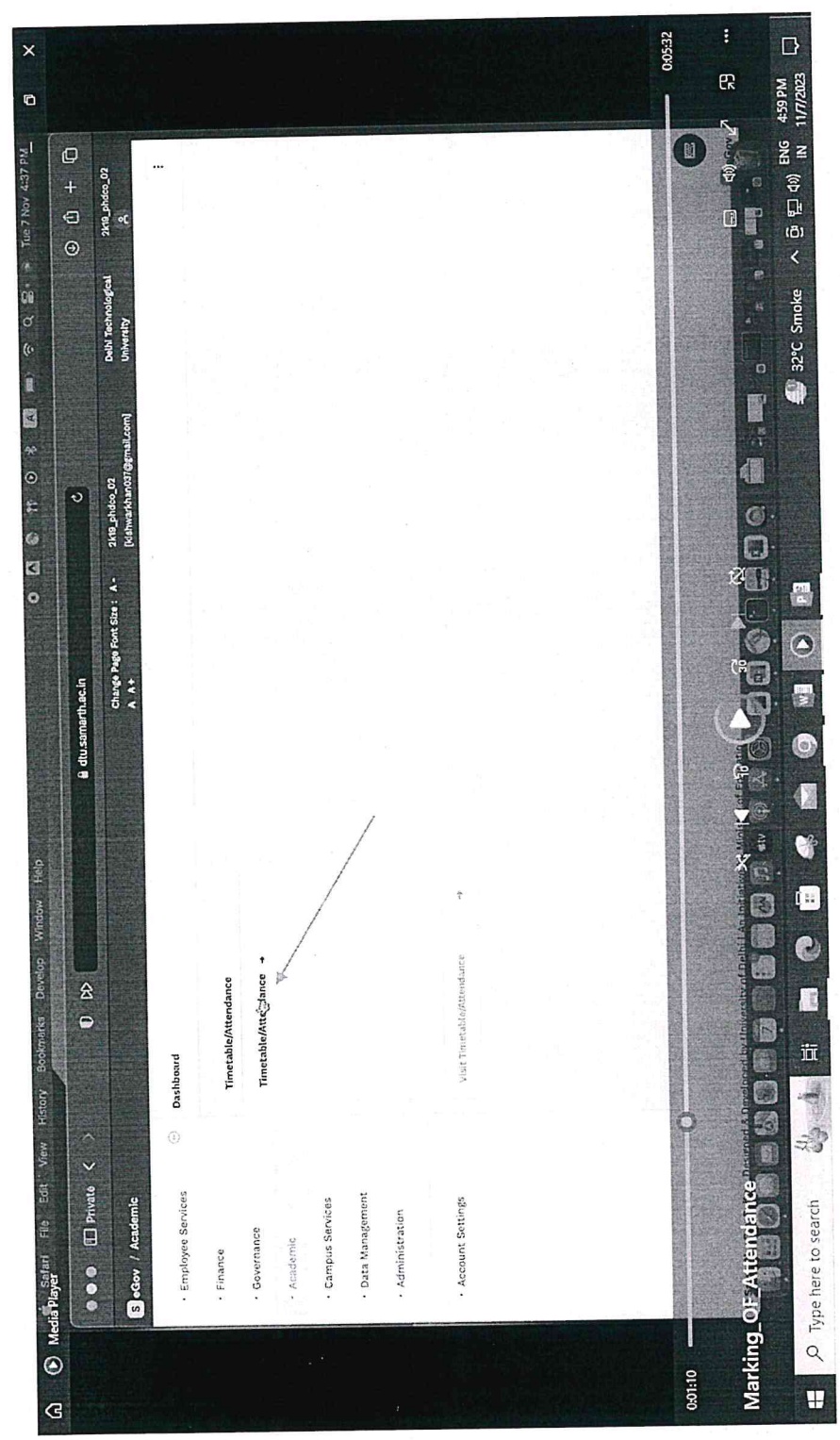
- select Academic



3

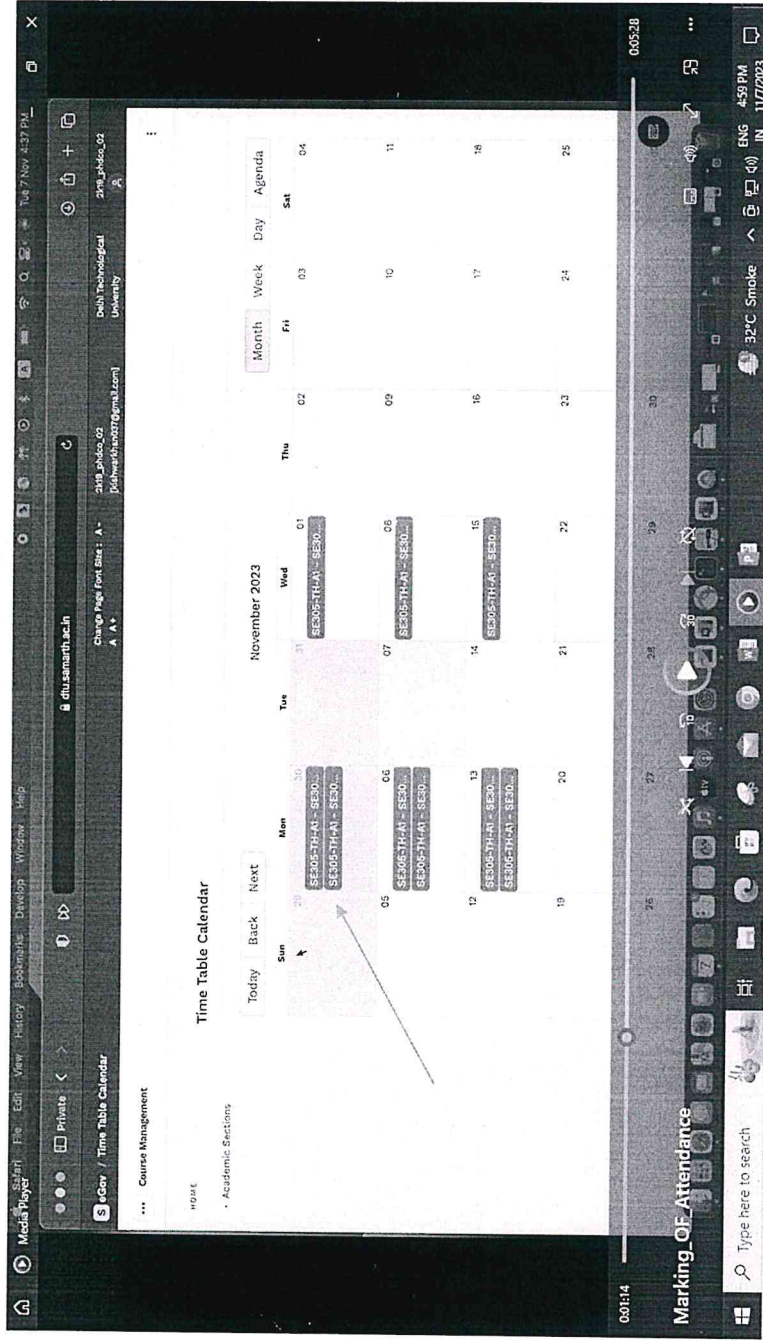
Marking of Students Attendance on Samarth ERP

- Choose time table/attendance section.



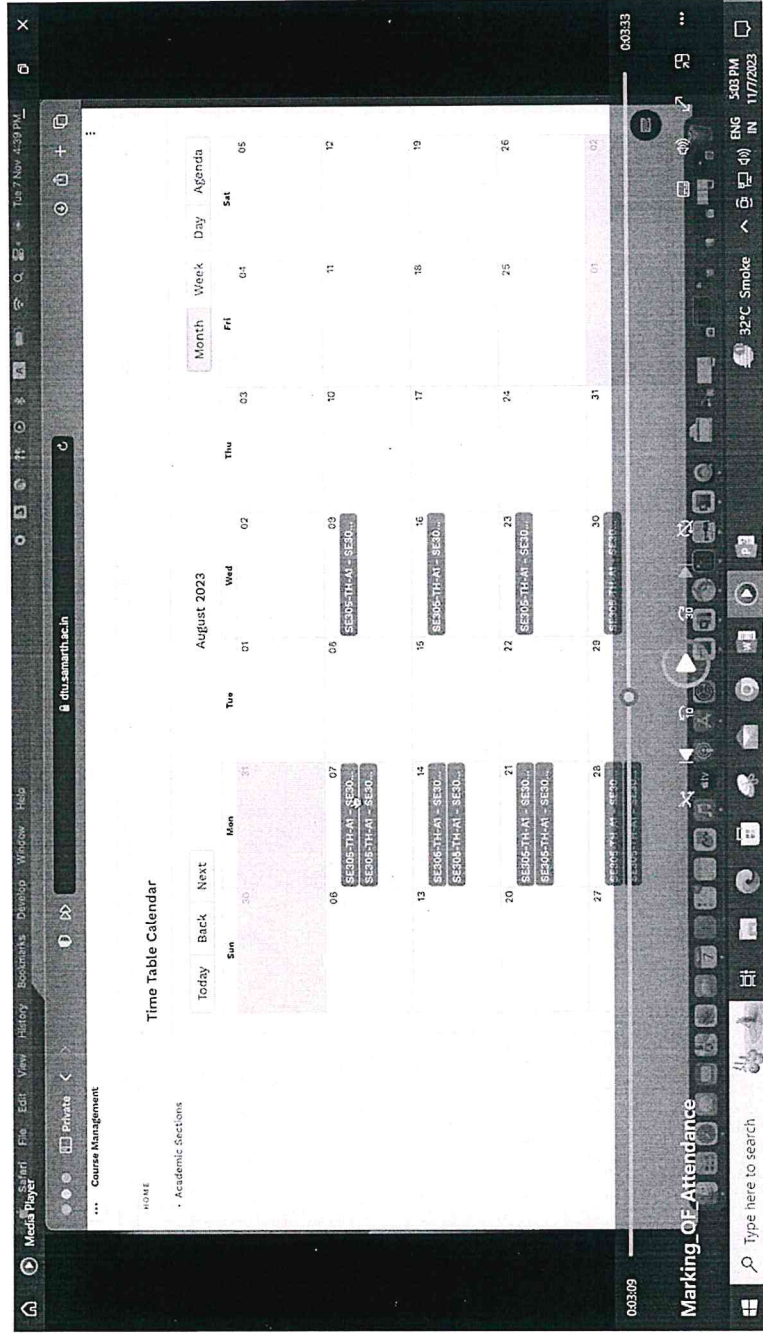
Marking of Students Attendance on Samarth ERP

- Here you will see all your scheduled classes on weekly calendar view.



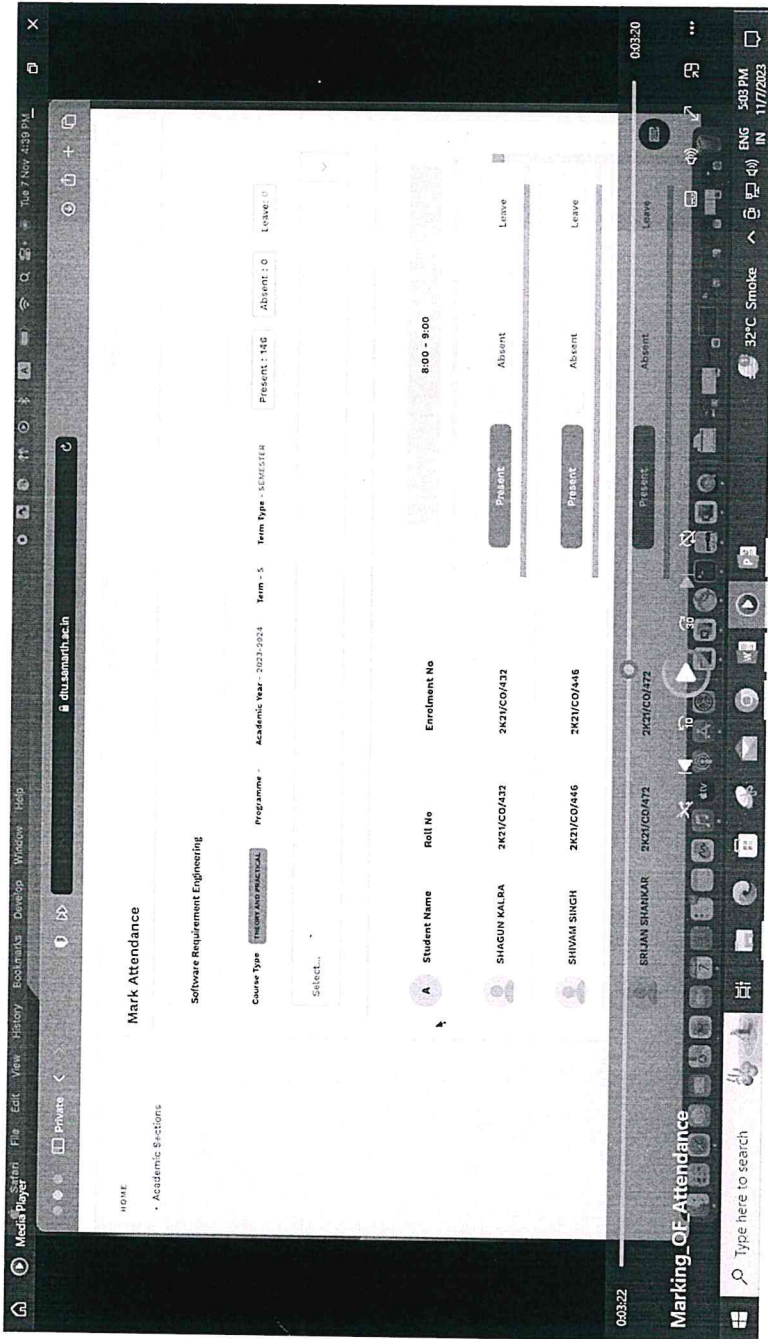
Marking of Students Attendance on Samarth ERP

- 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.

Course Management

HOME

Academic Sections

Software Requirement Engineering

Course Type: THEORY/ANALYTICAL Academic Year: 2022-2024 Term: S Semester: I Present: 156 Absent: 0 Leave: 0

Search...

SHAGUN KALRA (2K21/CO/432) (2K21/CO/432)
SHIVAM SINGH (2K21/CO/448) (2K21/CO/448)
SRIJAN SHANKAR (2K21/CO/473) (2K21/CO/473)
SPARSH DANVIYA (2K21/CO/471) (2K21/CO/471)
ANVAY SHARMA (2K21/SE/45) (2K21/SE/45)
BALADITYA RAMANUJ DHANAK (2K21/SE/51) (2K21/SE/51)
HRIADV BHARDWAL (2K21/SE/88) (2K21/SE/88)
DHRUV KUCHHAL (2K21/SE/65) (2K21/SE/65)

08406

Marking_OF_Attendance

Type here to search

ENG 5:04 PM 11/7/2023

32°C Smoke

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.

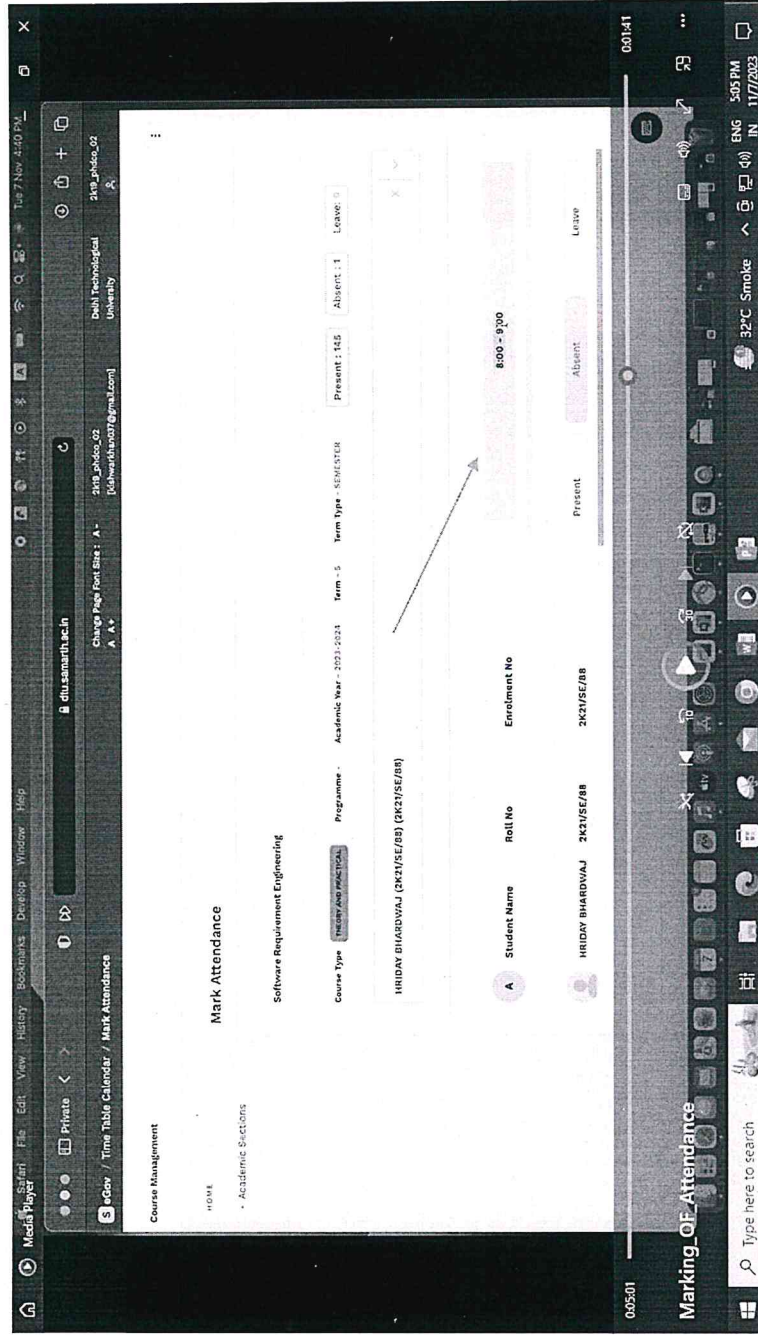
The screenshot displays the attendance marking interface on the Samarth ERP system. The interface is divided into several sections:

- Summary:** Located at the top, it shows the total attendance for the section: Present: 145, Absent: 1, Leave: 0.
- Student Information:** Displays the student's name, roll number, and enrollment number. In this case, the student is HRIDAY BHARDWAJ (2421/SE/08) with roll number 2421/SE/08.
- Attendance Record:** Shows the attendance status for a specific time slot. The record indicates 'Present' for the time slot '8:00 - 9:00'.
- Buttons:** Includes a 'Submit & Mark Attendance' button at the bottom and a 'Skills & Mark Attendance' button on the right side.
- Search Bar:** A search bar is located at the bottom left of the interface.

The interface also includes a search bar and a 'Skills & Mark Attendance' button. The overall layout is clean and user-friendly, designed for easy navigation and data entry.

Marking of Students Attendance on Samarth ERP

- time slot for which you are marking the attendance will be shown on the header as show in the screen shot.



Marking of Students Attendance on Samarth ERP

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

