F.No. DTU/Examination/40/2020-21/ 7966   Dated: 27.11.2020

To,
The Head of Deapartment
Deptt of **AC/AM/AP/BT/CE/CO/EC/EE/IT/ME/Design/DSM/USME/MCG/HU**

Subject: Entering of Elective courses to be offered by your department in ERP System for course registration of Even Semester (JAN-MAY)2021

The online course registration of the students for the odd semester JAN-MAY 2021 is likely to be started in the mid of Dec 2021. The departments are requested to enter the list of elective courses offered by their department of the forthcoming session/semester in the ERP System for the course registration of JAN-MAY 2021 **latest by 06.12.2020**. The steps for entering the courses into the ERP system is as under :

1. **Login to ERP system with the credentials already with you.**
2. **Change Session (at the top to→Next(Jan-May) : JAN-MAY 2020-2021).**
3. **Navigate to Academic Structure→Course Areas→Department(All)→Select the Name of group(slot)→"Search Courses to add in Group"{find course by department or course code)→Tick the courses you want to add→ click on "Add Selected Courses". The Slot must be selected as per following :**

S.No.	Program	Semester	Slot
1	B.Tech.	VIII	P, Q, R, S
		VI	A, B, C, D
		IV	S1, S2, S3, S4
2	B.Des.	II & IV	
3	M.Tech.	II	MTII-C4, MTII-C3, MTII-C2
4	M.Sc.	IV	MSC-IV
5	MBA - DSM	IV	MBA-DSM-IV
	EMBA - DSM	IV	EMBA-IV
6	MBA – USME	IV	MBA-USME-IV
7	MBA(Business Analytics)	IV	MBA-BA-IV
8	BBA	IV	BBA-IV
		VI	BBA-VI
9	BAE	IV	BAE-IV
		VI	BAE-VI

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4. Mention the strength of the class. The standard size for 1 section is 75 students (total) and 20 students from outside department. Multiply the strength based on no of sections:

   e.g. : For 2 sections, total : 150 students and outside department : 40 students.
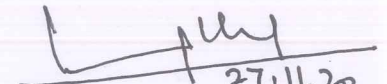
   : For 3 section total : 225 students and outside department: 60 students.

5. If the course which you want to add is not available in the above step, then add that course in the following way :

   Academic Structure→Courses→Select Department→Click on "New" tab→Enter the details of new course→press Submit button.

   Now perform step 3 in order to add this course in the elective list.

In case of any inconvenience, please contact at Result Section(Phone Number : 011-27891638), Room no. 404, Administrative Building, DTU.
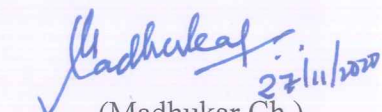
27.11.20

(Kamal Pathak)
Controller of Examinations

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Copy to:
1. PA to VC for kind information to the Hon'ble Vice Chancellor, DTU.
2. Registrar, DTU.
3. Dean Acad (UG)/ Dean Acad (PG)/ OIC- B.Tech.(Evening).
4. All HOD's with the request to submit electives for the Even Semester(Jan-May) 2020-21.
5. Head (CC).
6. Sh. Prashant Saxena, M/S Libsys to provide support in case of technical issue(s).
7. Guard File.

27/11/2020

(Madhukar Ch.)
EDP Manager(Exams)