



**DELHI TECHNOLOGICAL UNIVERSITY**  
(Formerly Delhi College of Engineering)  
Shahbad Daulatpur, Main Bawana Road, Delhi-110042

**EXAMINATION BRANCH**

F.No. DTU/Examination/40/2021-22/ 9982

Dated: 01.11.2021

To,  
The Head of Department  
Deptt of AC/AM/AP/BT/CE/CO/EC/EE/IT/ME/SE/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)2022**

The online course registration of the students for the odd semester JAN-MAY 2022 is likely to be started in the first week of December 2021. All 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 2022 **latest by 20.11.2021**. 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 to Next (at the top to Jan-May 2022).
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”.
  - a. The elective courses of B.Tech. VI semester should be entered in A, B, C, D group(slots).
  - b. The elective courses of B.Tech. VIII semester should be entered in P, Q, R, S groups(slots).
  - c. The foundation elective courses of B.Tech I/IV, B.Des. II/IV semester should be entered in slots S1, S2, S3 & S4.
  - d. The elective courses of M.Tech.II semester should be entered in slot/group 4-CR, 3-CR and 2-CR based on credit of the course.
  - e. The elective courses of BBA/BAE IV/VI semesters should be entered in slot/group BBA-IV/BBA-VI, BAE-IV/BAE-VI accordingly.
  - f. The elective courses of MBA(USME) should be entered in slot/group MBA-USME-IV.
  - g. The elective course of MBA(Business Analytics) should be entered in slot/group MBA-BA-IV.



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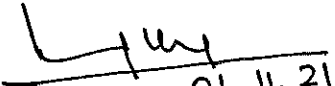
**EXAMINATION BRANCH**

- h. The elective courses of MBA(DSM) should be entered in slot/group MBA-DSM-II/MBA-DSM-IV.
  - i. The elective courses of EMBA(DSM) should be entered in slot/group EMBA-DSM-II/EMBA-DSM-IV.
  - j. The elective courses of M.Sc. should be entered into slot/group MSC-II/IV.
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 you want to add is not present 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, you can contact at Result Section(Phone Number : 011-27891638), Room no. 404, Administrative Building, DTU.

  
01. 11. 21.

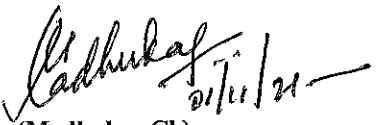
(Kamal Pathak)  
Controller of Examinations

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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 (Academic-UG/PG)
4. All HODs.
5. Deputy Registrar (Exam)
6. Head (CC) with a request to upload the information on University Website.
7. Sh. Prashant Saxena, M/s Libsys with a request to ensure the ERP portal functioning.
8. Guard File.

  
21/11/21

(Madhukar Ch)  
EDP Manager & OIC(Result)