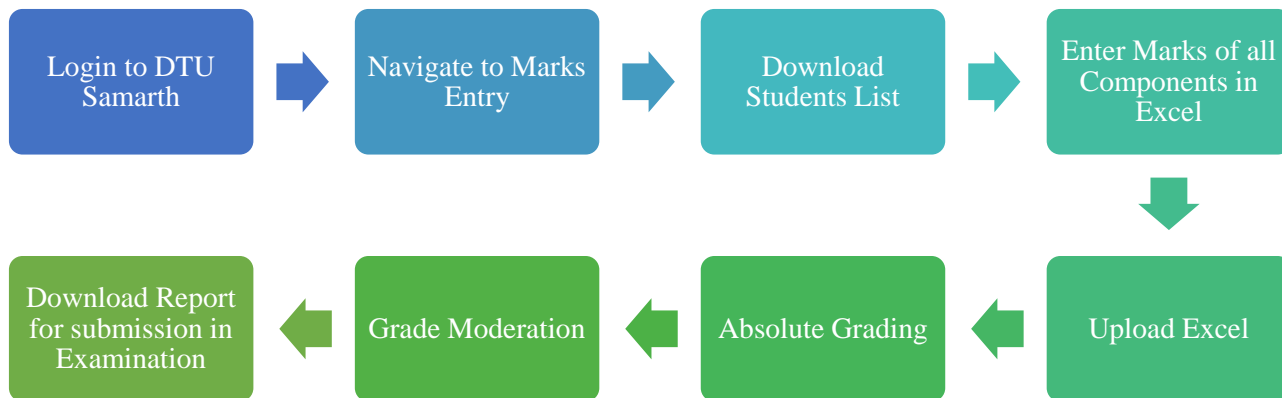




# DELHI TECHNOLOGICAL UNIVERSITY EXAMINATION DEPARTMENT

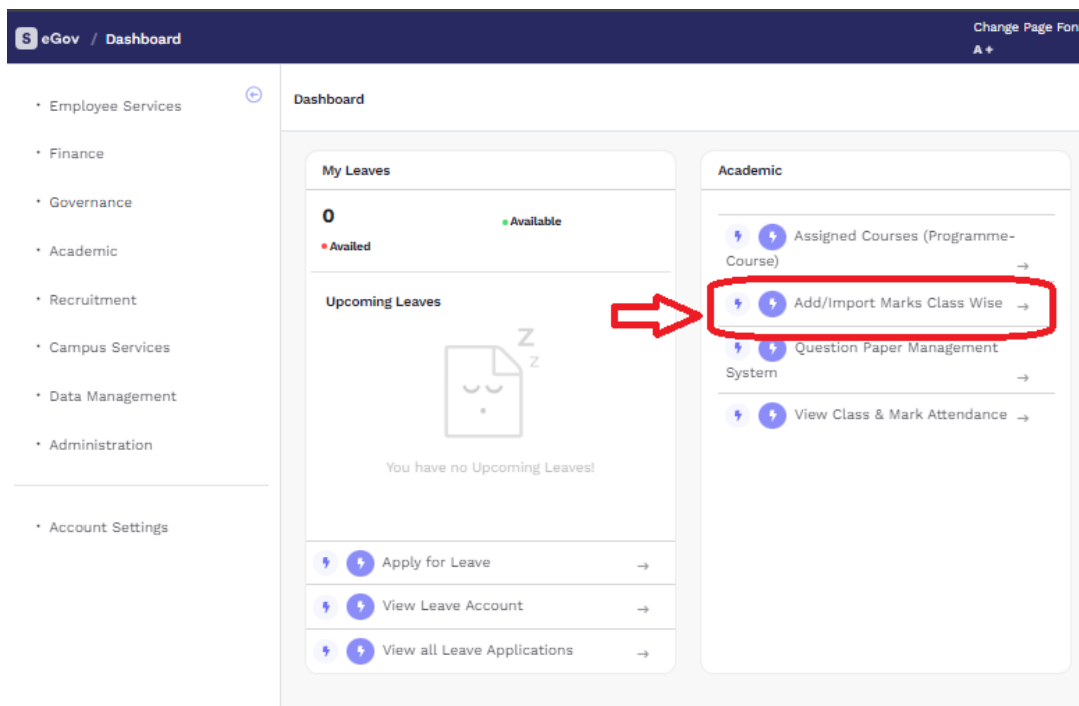
Instructions for Marks Entry and Grading in Samarth Portal

A brief overview of the process of marks entry and grading in Samarth Portal is presented below:



The detailed steps of marks entry and grading are given below:

1. Login into DTU-Samarth portal with the URL - <https://dtu.samarth.ac.in/> .
2. Click on ‘Add/Import Marks Class Wise’ from Dashboard.





# DELHI TECHNOLOGICAL UNIVERSITY EXAMINATION DEPARTMENT

Instructions for Marks Entry and Grading in Samarth Portal

### 3. Click on Examination Session

Home / Examination

#### Examination

Showing 1-1 of 1 item.

#	Code	Session Name	Academic Year	Status
1	2023-2024-DEC-2023ODD:REGULAR	2023-2024 ODD	2023-2024	Active

### 4. Click on 'Enter Marks Class-wise'

Home / Examination / 2023-2024-DEC-2023ODD:REGULAR

#### ANALYSE GRADE

ANALYSE THE GRADE GROUP

LAUNCH

#### ENTER MARKS CLASS-WISE

ADD/IMPORT MARKS CLASS-WISE

Launch

5. List of Assigned Courses will be shown. If no courses are shown, you may contact respective department time table incharge for creation of classes and enrollment of students in Samarth portal.  
Click on 'Manage' button against the course for which marks entry to be done.

Home / Examination / 2023-2024-DEC-2023ODD:REGULAR / Class List

#### 2023-2024 ODD

Total 1 item.

#	ID	Programme Id	Class Name	Course	Evaluator	OU	Import Marks Start Date	Import Marks End Date	Students Summary	Actions
1	2208	28	GTE503-TH	GTE503: ADVANCE FOUNDATION ENGINEERING (COMPULSORY-THEORY AND PRACTICAL)	(8059) Ashutosh Trivedi	DTU_DCE: Department of Civil Engineering	Dec 1, 2023, 9:45:00 AM	Jan 12, 2024, 9:45:00 AM	Total Students : 11	Manage



# DELHI TECHNOLOGICAL UNIVERSITY EXAMINATION DEPARTMENT

Instructions for Marks Entry and Grading in Samarth Portal

6. Four options will be shown on Course screen – ‘Students List’, ‘Import Marks’, ‘Imported Marks List’ and ‘Analyze Grade’

The screenshot shows a grid of four menu items. Each item has a title and a 'LAUNCH' button. Red arrows point to each 'LAUNCH' button.

- STUDENT LIST**: LAUNCH
- IMPORT MARKS**: LAUNCH
- IMPORTED MARKS LIST**: LAUNCH
- ANALYSE GRADE**: LAUNCH

7. Click on ‘Launch’ under ‘Student List’. It will display the list of students. Click on ‘Export Student List’ to download an excel file.

If there is any discrepancy in the list of students, contact the Time Table Incharge of the respective department for resolution.

### Students List



Showing 1-11 of 11 items.

#	Enrolment No	Roll Number	Name	Course ID
1	23/GTE/01	23/GTE/001	ANURAG KRISHNA MISHRA	ADVANCE FOUNDATION ENGINEERING
2	23/GTE/02	23/GTE/002	KOMAL SINGH	ADVANCE FOUNDATION ENGINEERING
3	23/GTE/03	23/GTE/003	NEHA PAWAR	ADVANCE FOUNDATION ENGINEERING
4	23/GTE/04	23/GTE/004	JEEVISH JINDAL	ADVANCE FOUNDATION ENGINEERING
5	23/GTE/05	23/GTE/005	SHIVAKAR SHARMA	ADVANCE FOUNDATION ENGINEERING
6	23/GTE/06	23/GTE/006	VASU YADAV	ADVANCE FOUNDATION ENGINEERING



# DELHI TECHNOLOGICAL UNIVERSITY EXAMINATION DEPARTMENT

Instructions for Marks Entry and Grading in Samarth Portal

8. Enter the marks of all components into the downloaded Excel template.  
If any student is absent, their marks may be left blank and Status shall be marked as 'Absent'.

Enrolment Number	Roll No.	Student Name	Maximum Marks (Classwork Sessional)	Status	Maximum Marks (Practical Sessional)	Status	Maximum Marks (Mid)
2K20/CEME/13		PARAS TIWARI	15	Present	25	Present	20
2K20/CEME/20		SUBHASH KUMAR	15	Present	25	Present	20
2K20/CEME/05		DEVSRAT SAH	15	Present	25	Present	20
2K20/CEME/11		NAVEEN MALIK	15	Absent	25	Present	20
2K20/CEME/04		DEEPENDER SINGH	15	Withheld	25	Present	20
2K20/CEME/19		SHASHANK KUMAR PA	15	UMC	25	Present	20
2K20/CEME/15		PRINCE KUMAR	15	UFM	25	Present	20
				Not Submitted			
				Present			

9. On the Samarth portal, go back to previous Course screen. Click on 'Launch' under 'Import Marks'.

Manage Class: GTE503-TH , Course: GTE503 : ADVANCE FOUNDATION ENGINEERING

**STUDENT LIST**

STUDENT LIST

LAUNCH

**IMPORT MARKS**

IMPORT MARKS

LAUNCH

**IMPORTED MARKS LIST**

IMPORTED MARKS LIST

LAUNCH

**ANALYSE GRADE**

ANALYSE GRADE CLASS WISE

LAUNCH



# DELHI TECHNOLOGICAL UNIVERSITY EXAMINATION DEPARTMENT

Instructions for Marks Entry and Grading in Samarth Portal

10. Upload excel template with marks in the 'Import Marks' screen either through 'Drag & Drop file' or 'Browse file from the Computer'. Click on 'Upload the file' button to upload the selected excel template.

Import Student Marks

Upload Excel / CSV File

Drag & drop files here ...

Browse File From Computer

Upload The File Cancel

11. Once the file is uploaded, system will ask to verify and submit the Marks. Click on 'Submit' to finalize the marks entry.

Verify the Marks List

Serial Number	Enrolment Number	Roll No.	Student Name	Maximum Marks (Classwork Sessional)	Classwork Sessional	Status	Maximum Marks (Practical Sessional)	Practical Sessional	Status	Maximum Marks (Mid Term Examination)	Mid Term Examination	Status	Maximum Marks (End Term Examination)	End Term Examination
1	2K20/CEME/13		PARAS TIWARI	15		Present	25		Present	20		Present	40	
2	2K20/CEME/20		SUBHASH KUMAR	15		Present	25		Present	20		Present	40	
			DEVIKAT WICENA											
20	2K20/CEME/16		PUNEET	15		Present	25		Present	20		Present	40	
21	2K20/CEME/01		ABHISHEK BHARDWAJ	15		Present	25		Present	20		Present	40	

Submit



# DELHI TECHNOLOGICAL UNIVERSITY EXAMINATION DEPARTMENT

Instructions for Marks Entry and Grading in Samarth Portal

12. On the Samarth portal, go back to previous Course screen. Click on ‘Launch’ under ‘Imported Marks’.

Manage Class: GTE503-TH , Course: GTE503 : ADVANCE FOUNDATION ENGINEERING

**STUDENT LIST**

STUDENT LIST

**IMPORT MARKS**

IMPORT MARKS

**IMPORTED MARKS LIST**

IMPORTED MARKS LIST

←

**ANALYSE GRADE**

ANALYSE GRADE CLASS WISE

13. On ‘Imported Marks List’ screen, follow 3-step process by clicking in order –

- i. Calculate Aggregate Marks
- ii. Verify and Submit Marks
- iii. Calculate Grade/Credit

After these steps, component marks will be aggregated and absolute grades will be generated.

Click on ‘Single Row View’ to view marks with absolute grade and download reports.

SE103 : COMPUTER WORKSHOP - I-Bachelor of Technology(Software Engineering)), 2023 (Section A), ODD 2023, 2023-2024

Single Row View
1. Calculate Aggregate Marks
2. Verify and Submit the Marks
3. Calculate Grade/Credit

Showing 1-20 of 177 items.

#	Enrolment Number	Roll Number	Term	Name	Component ID	Evaluation Process ID	Evaluation Category	Assessment ID	YES/NO	Maximum Marks	Marks Obtained	Final Marks	P=>pass/F=>failed	Cou Cre
1	23/SE/023	23/SE/023	1	ANIRUDDH A MAJUMDAR	Practical Examination	EE	PRACTICAL	PRE	NO	50.00	35	35.00	P	2.00



# DELHI TECHNOLOGICAL UNIVERSITY EXAMINATION DEPARTMENT

Instructions for Marks Entry and Grading in Samarth Portal

- On the Samarth portal, go back to previous Course screen. Click on 'Launch' under 'Analyze Grade'.

Manage Class: GTE503-TH , Course: GTE503 : ADVANCE FOUNDATION ENGINEERING

**STUDENT LIST**  
STUDENT LIST  
LAUNCH

**IMPORT MARKS**  
IMPORT MARKS  
LAUNCH

**IMPORTED MARKS LIST**  
IMPORTED MARKS LIST  
LAUNCH

**ANALYSE GRADE**  
ANALYSE GRADE CLASS WISE  
LAUNCH

- If students are less than 30, no grade moderation to be done.
- If students are greater than 30, grade moderation can be done as in the following steps
- Click on 'Add Grade Group' to define relative grade ranges and 'Save'.

Home / Examination / 2023-2024-DEC-2023ODD:REGULAR / Course List / Analyse Grade

**Add Grade group**

### SE103 : COMPUTER WORKSHOP - I

#### Grade Group Bell Curve

Grade	Count
O	5
A+	5
A	4
B+	7
B	8
C	8
P	5
F	17

#### Grade Group Applied

S.No	Grade Group	Lower Boundary	Letter	Point	Name	Total
1	CBCS1	91.00000	O	10.000	Outstanding	5
2	CBCS1	82.00000	A+	9.000	Excellent	5
3	CBCS1	73.00000	A	8.000	Very Good	4
4	CBCS1	64.00000	B+	7.000	Good	7
5	CBCS1	55.00000	B	6.000	Above Average	8
6	CBCS1	46.00000	C	5.000	Average	8
7	CBCS1	35.00000	P	4.000	Pass	5



# DELHI TECHNOLOGICAL UNIVERSITY EXAMINATION DEPARTMENT

Instructions for Marks Entry and Grading in Samarth Portal

### Add Grade Group

1. Give name for grade range in format Coursecode-section-session

Group Name:

Lower Boundary	Letter	Point	Name
<input type="text" value="85"/>	<input type="text" value="O"/>	<input type="text" value="10"/>	<input type="text" value="Outstanding"/>
<input type="text" value="75"/>	<input type="text" value="A+"/>	<input type="text" value="9"/>	<input type="text" value="Excellent"/>
<input type="text" value="65"/>	<input type="text" value="A"/>	<input type="text" value="8"/>	<input type="text" value="Very Good"/>
<input type="text" value="55"/>	<input type="text" value="B+"/>	<input type="text" value="7"/>	<input type="text" value="Good"/>
<input type="text" value="45"/>	<input type="text" value="B"/>	<input type="text" value="6"/>	<input type="text" value="Above Average"/>
<input type="text" value="40"/>	<input type="text" value="C"/>	<input type="text" value="5"/>	<input type="text" value="Good"/>
<input type="text" value="35"/>	<input type="text" value="P"/>	<input type="text" value="4"/>	<input type="text" value="Pass"/>
<input type="text" value="0"/>	<input type="text" value="F"/>	<input type="text" value="0"/>	<input type="text" value="Fail"/>

2. Enter lower boundary for all the grades

3. Save

18. Choose the 'Grade Group Name' that is defined and click 'Analyze Grade Group' to apply grade range.

#### Grade Group Bell Curve

Group Name \*

#### Grade Group Applied

S.No	Grade Group	Lower Boundary	Letter	Point	Name	Total
1	CBCS1	91.00000	O	10.000	Outstanding	5
2	CBCS1	82.00000	A+	9.000	Excellent	5
3	CBCS1	73.00000	A	8.000	Very Good	4
4	CBCS1	64.00000	B+	7.000	Good	7
5	CBCS1	55.00000	B	6.000	Above Average	8
6	CBCS1	46.00000	C	5.000	Average	8
7	CBCS1	35.00000	P	4.000	Pass	5
8	CBCS1	0.00000	F	0.000	Fail	17





# DELHI TECHNOLOGICAL UNIVERSITY EXAMINATION DEPARTMENT

Instructions for Marks Entry and Grading in Samarth Portal

### Grade Group Bell Curve

Grade Group	Count
O	8
A+	5
A	6
B+	10
B	8
C	3
P	2
F	17

Group Name \* Select

Do you want to Finalise the Applied Grade Group?  
 **Note: Once the Grade group is finalised, this cannot be Reversed**

### Grade Group Applied

S.No	Grade Group	Lower Boundary	Letter	Point	Name	Total
1	SE103-A-ODD2023	85.00000	O	10.000	Outstanding	8
2	SE103-A-ODD2023	75.00000	A+	9.000	Excellent	5
3	SE103-A-ODD2023	65.00000	A	8.000	Very Good	6
4	SE103-A-ODD2023	55.00000	B+	7.000	Good	10
5	SE103-A-ODD2023	45.00000	B	6.000	Above Average	8
6	SE103-A-ODD2023	40.00000	C	5.000	Good	3
7	SE103-A-ODD2023	35.00000	P	4.000	Pass	2
8	SE103-A-ODD2023	0.00000	F	0.000	Fail	17

19. Click on checkbox below ‘Do you want to Finalise the applied Grade Group’ to finalize the grade moderation and click on ‘Submit Marks’.
20. Click on ‘Print’ and ‘Export’ to download Graph and Marks/Grade Report for submission in the Examination department after signature of Course Coordinator and HOD.