

# STANDARD OPERATING PROCEDURE

## Addition of Students to the Fee-Waiver Application Portal

Fee Waiver 2026-27 • Pragyan Bharati Scheme

FOR AUTHORISED INSTITUTIONAL USERS

Login

Academics

Scholarships

Fee Waiver 2026

Add Students

Verify & Save

**Purpose:** To provide a simple, visual, step-by-step procedure for adding an eligible student to the Fee-Waiver 2026 scholarship workflow.

COMPILED BY  
DIRECTORATE OF HIGHER EDUCATION, ASSAM  
&  
SAMARTH e-GOV

## 1. Before You Start

- Log in with the authorized Institutional (Principal/Registrar) user credentials.
- Check if the students have been placed in correct Batches and Sections in Assam Samarth portal.
- Verify the student's eligibility from institutional records and the applicable Fee-Waiver guidelines.
- Check the student's enrolment details before adding the student.

## 2. Step-by-Step Procedure

### 2.1 Open the Academic module

After logging in the Institutional Assam Samarth Login (<https://assam.samarth.ac.in/>), locate the **Academic** module on the dashboard and click **PROCEED**.

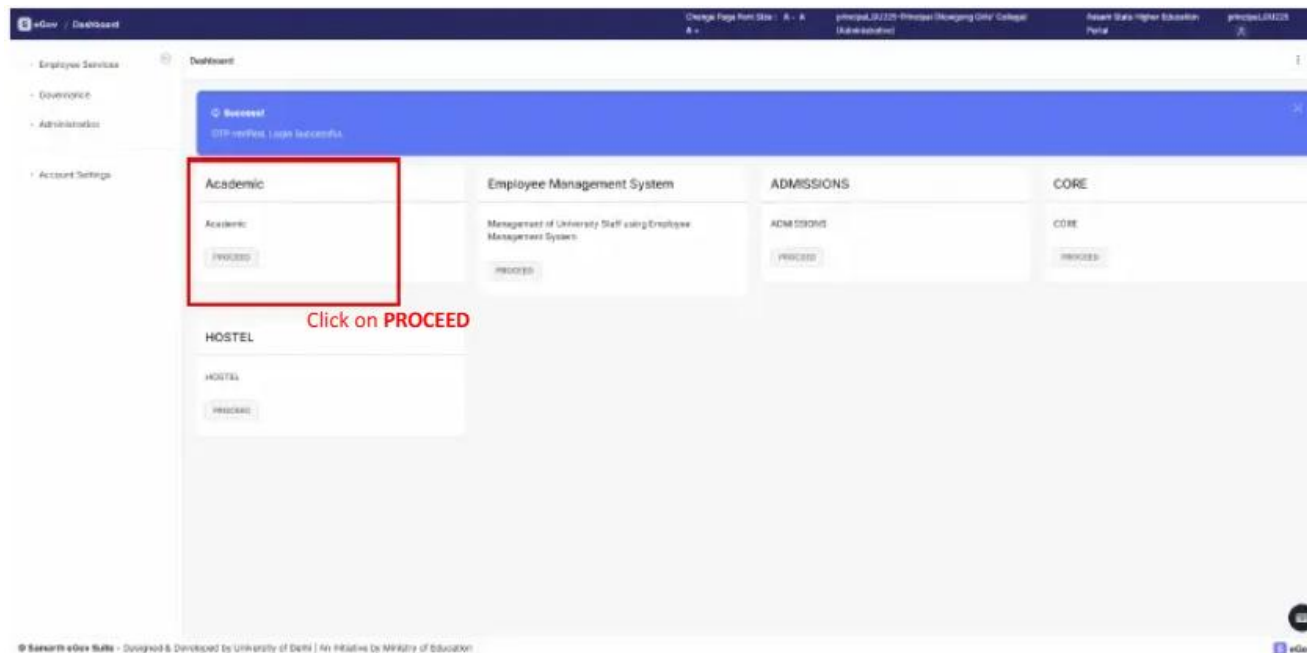


Figure 1. Academic module on the dashboard. Click “PROCEED” to enter the Academic module.

## 2.2 Open the Scholarship module

Within the Academic module, locate the SCHOLARSHIP section and click LAUNCH.

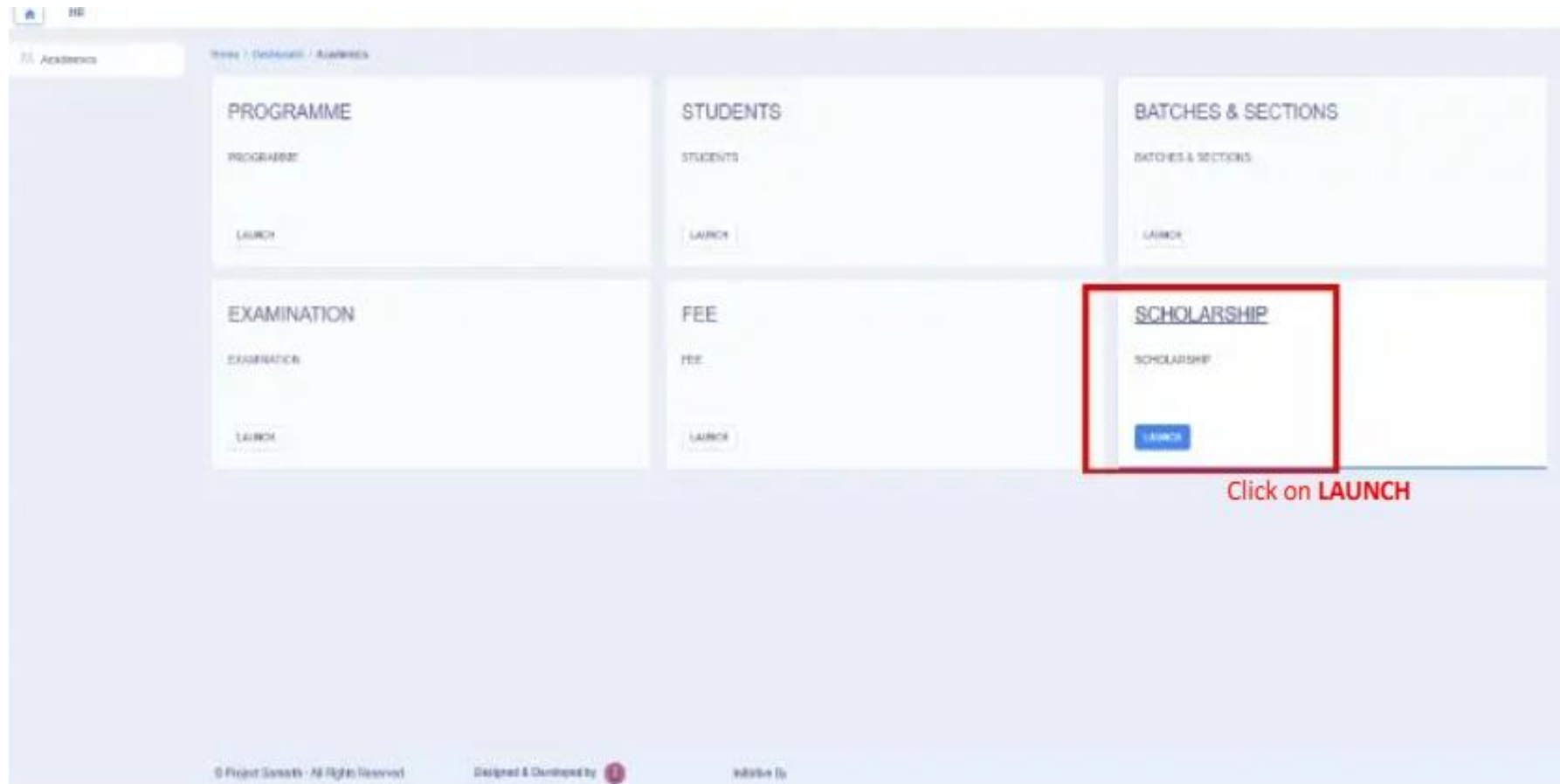


Figure 2. Scholarship module under Academic. Click “LAUNCH” to open the Scholarship module.

## 2.4

## Locate “FEE WAIVER 2026”

In the list, locate “FEE WAIVER 2026” with Academic Year Session “JULY 2026”. Click “Add Students” in that row.

| <ul style="list-style-type: none"> <li>Governance</li> <li>Administration</li> </ul> |                           | Scholarship Opportunities |                   |      |               |                      |          |         |          |              |
|--------------------------------------------------------------------------------------|---------------------------|---------------------------|-------------------|------|---------------|----------------------|----------|---------|----------|--------------|
| Nijut Moina Exclusion List<br>User Management<br>Export<br>Downloads                 |                           | Showing 13 of 13 items.   |                   |      |               |                      |          |         |          |              |
| #                                                                                    | Scholarship Opportunities | Academic Year Session     | Total Application | Open | Reupload-Open | Verification Pending | Accepted | On-Hold | Rejected | Action       |
| 6                                                                                    | MOBILITY GRANT            | JULY 2024                 | 0                 | 0    | 0             | 0                    | 0        | 0       | 0        | Add Students |
| 7                                                                                    | NIJUT MOINA 24            | JULY 2024                 | 222               | 4    | 0             | 0                    | 211      | 0       | 7        |              |
| 8                                                                                    | NIJUT MOINA 25            | JULY 2025                 | 649               | 80   | 0             | 0                    | 569      | 0       | 0        |              |
| 9                                                                                    | FEE WAIVER 2025           | JULY 2025                 | 748               | 18   | 2             | 0                    | 728      | 0       | 0        |              |
| 10                                                                                   | NIJUT BABU 2025           | JULY 2025                 | 171               | 0    | 0             | 5                    | 166      | 0       | 0        |              |
| 11                                                                                   | NIJUT_MOINA 2026          | JULY 2026                 | 938               | 104  | 0             | 1                    | 833      | 0       | 0        | Add Students |
| 12                                                                                   | NIJUT BABU 2026           | JULY 2026                 | 458               | 66   | 0             | 0                    | 392      | 0       | 0        | Add Students |
| 13                                                                                   | FEE WAIVER 2026           | JULY 2026                 | 0                 | 0    | 0             | 0                    | 0        | 0       | 0        | Add Students |

Figure 4. FEE WAIVER 2026 row showing the “Add Students” option.

## 2.5

## Confirm the scholarship

The “Add Students In Scholarship” page opens.

The screenshot displays the 'Add Students In Scholarship' page. The top navigation bar includes the 'eGov' logo, the path 'Scholarship Details / Add Students In Scholarship', and user information for 'principal\_GU192-Principal (B. P. Chaliha College, Nagarbera)'. The left sidebar lists various menu items, with 'Scholarship' currently selected. The main form area is titled 'Add Students In Scholarship' and contains two input fields. The 'Scholarship' field is pre-filled with the text 'FEE WAIVER 2026 ( Pragyana Bharati Scheme, Higher Education Department Govt. of ASSAM )'. The 'Students' field is empty. A blue 'Submit' button is located below the 'Students' field. The page also features a 'Change Page Font Size' control and a user profile icon in the top right corner.

Figure 5. Add Students In Scholarship page before entering the student enrolment number.

## 2.6

## Enter the student's enrolment number

Enter the student's enrolment number in the “Students” field. Ensure that the number is entered correctly. You can add multiple students.

S eGov / Scholarship Details / Add Students In Scholarship

Change Page Font Size : A - A  
principal\_GU192-Principal (B. P. Chaitia College, Nagarbera)  
Assam State Higher Education Portal  
principal\_GU192

Scholarship

Scholarship \*

FEE WAIVER 2026 ( Pragyani Bharati Scheme, Higher Education Department Govt. of ASSAM )

Students \*

2511064508

Submit

**Insert Students' enrolment number here**

Figure 6. Student enrolment number entered in the Students field.

## 2.7 Submit and verify the students

Click “Submit”. The portal displays a confirmation window titled “Students to be added in scholarship”. Verify the enrolment number, name, gender and programme code.

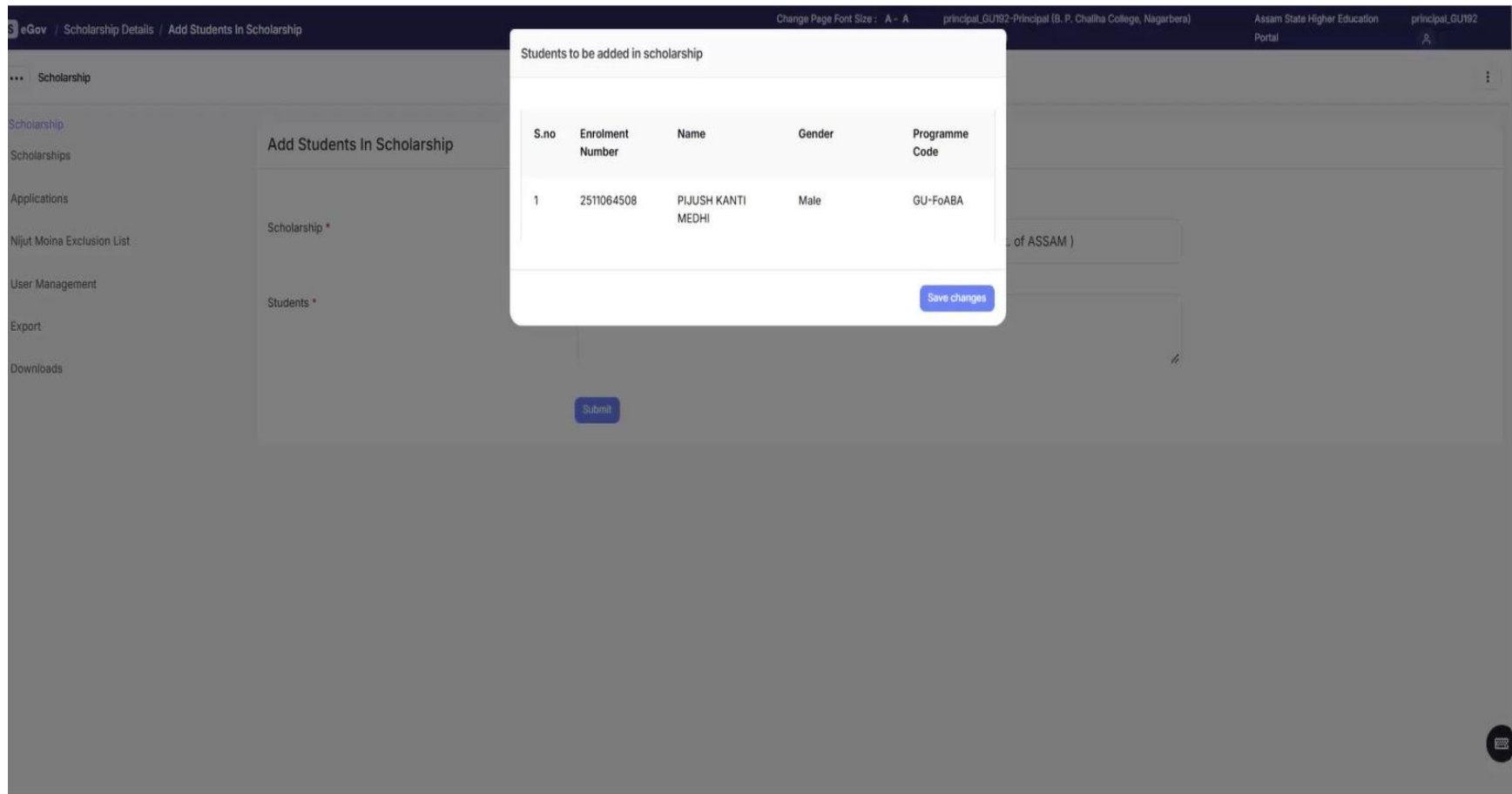


Figure 7. Student verification window displayed after clicking Submit.

If the details are correct, click “Save changes”. The portal should display a success notification confirming that the student was moved to the scholarship successfully.

S eGov / Scholarship Applications

Change Page Font Size : A - A A +

principal\_GU192-Principal (B. P. Chaliha College, Nagarbera (Administrative)

Assam State Higher Education Portal

principal\_GU192

Scholarship

Scholarship

Scholarships

Applications

Nijut Moina Exclusion List

User Management

Export

Downloads

Success!

Student moved to scholarship successfully!

Scholarship Applications

| Enrolment Number | Applicant Name     | Gender | Dob        | Social Category | Admission Category | University            | College                                               | Programme                            | Department | Programme Level |
|------------------|--------------------|--------|------------|-----------------|--------------------|-----------------------|-------------------------------------------------------|--------------------------------------|------------|-----------------|
| 2511064508       | PIJUSH KANTI MEDHI | Male   | 2007-08-16 | General         | General            | 11:Gauhati University | 192:B. P. Chaliha Co:B. P. Chaliha College, Nagarbera | GU-FoABA: Bachelor of Arts(Arts FoA) |            | BACHELOR        |

Figure 8. Successful addition confirmation displayed by the portal.

### 3. Final Verification Checklist

| Check                              | Status                   |
|------------------------------------|--------------------------|
| Eligibility checked                | <input type="checkbox"/> |
| Correct enrolment number entered   | <input type="checkbox"/> |
| Name and other details verified    | <input type="checkbox"/> |
| Programme code verified            | <input type="checkbox"/> |
| Save changes completed             | <input type="checkbox"/> |
| Success message received           | <input type="checkbox"/> |
| Student visible under Applications | <input type="checkbox"/> |

### 4. Important Instructions

- Adding a student to the portal does not replace the institution's responsibility to verify eligibility under the applicable Fee-Waiver guidelines.
- The enrolment number must correspond to the intended student.
- The successful addition should be confirmed from the Scholarship Applications page.

## SOP

### Student Registration on the Assam State Higher Education Student Portal

<https://assamshesp.samarth.edu.in/index.php/site/login>

(For students who are not yet registered)

Student Portal • User Registration & Login

#### FOR STUDENT USERS

Open Portal

Register

Verify OTP

Set Password

Login

**Purpose:** To provide a clear, visual, step-by-step procedure for first-time students to create an account on the Assam State Higher Education Student Portal.

COMPILED BY  
DIRECTORATE OF HIGHER EDUCATION, ASSAM  
&  
SAMARTH e-GOV

## **1. Before You Start**

- Keep your correct Enrolment number ready.
- Make sure the mobile number and email address registered with your institution are accessible for OTP verification.
- Use the Assam State Higher Education Student Portal registration/login <https://assamshesp.samarth.edu.in/index.php/site/login> page.
- Do not share your OTP or password with anyone.

## **2. Step-by-Step Procedure**

The following steps are based on the complete screen recording provided for the Assam State Higher Education Student Portal registration process.

## 2.1 Open the Student Portal

Open the Assam State Higher Education Student Portal login page <https://assamshesp.samarth.edu.in/index.php/site/login>. For a first-time user, select New User Registration/Register.

**Registered User?**  
If you have registered earlier, please login below.

**Login**

Enrolment / Roll Number

Enrolment / Roll Number !

Username cannot be blank.

Password

Click on the text to change the captcha

Captcha **3648776**

**Login**

**Assam State Higher Education Student Portal**  
Student Portal

**New User?**  
If you are registering for the first time, please click the button below.

**Register**

**Help and Instructions**

**Welcome to the Assam State Higher Education Student Portal!**

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

**In case you are a first-time user of the portal:**  
Click on 'New Registration' button above to generate your log in credentials.

**If you have registered earlier:**  
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

**In case you have forgotten your password:**

Figure 1. Login page. Select “New User Registration” to begin.

## 2.2 Enter the Registration Details

Enter your Enrolment Number and the Captcha displayed on the registration page.

The screenshot shows the 'Assam State Higher Education Student Portal' registration page. At the top, there is a header 'Assam State Higher Education Student Portal' and a button 'General Instructions for Registration'. Below this is a 'Registration' section with a progress indicator showing three steps, with the first step 'Student Portal' being active. The registration form contains two input fields: 'Enrolment/Roll Number' and 'Captcha'. The 'Enrolment/Roll Number' field is empty, and the 'Captcha' field contains the text '3648776'. A blue 'Register' button is at the bottom of the form. Three red arrows point to the form elements with the following labels: 'Insert enrolment no. here' points to the 'Enrolment/Roll Number' field, 'Enter Captcha' points to the 'Captcha' field, and 'Click Register' points to the 'Register' button. A small icon of a brain is visible in the bottom right corner of the page.

Assam State Higher Education Student Portal

General Instructions for Registration

● ● ● Student Portal

Registration

Enrolment/Roll Number

Captcha

3648776

Click on the text to change the captcha

Register

Insert enrolment no. here

Enter Captcha

Click Register

Figure 2. Registration page.

### 2.3 Check the OTP Notification

After registration is submitted, the portal confirms that the mail has been sent successfully and proceeds to OTP verification.

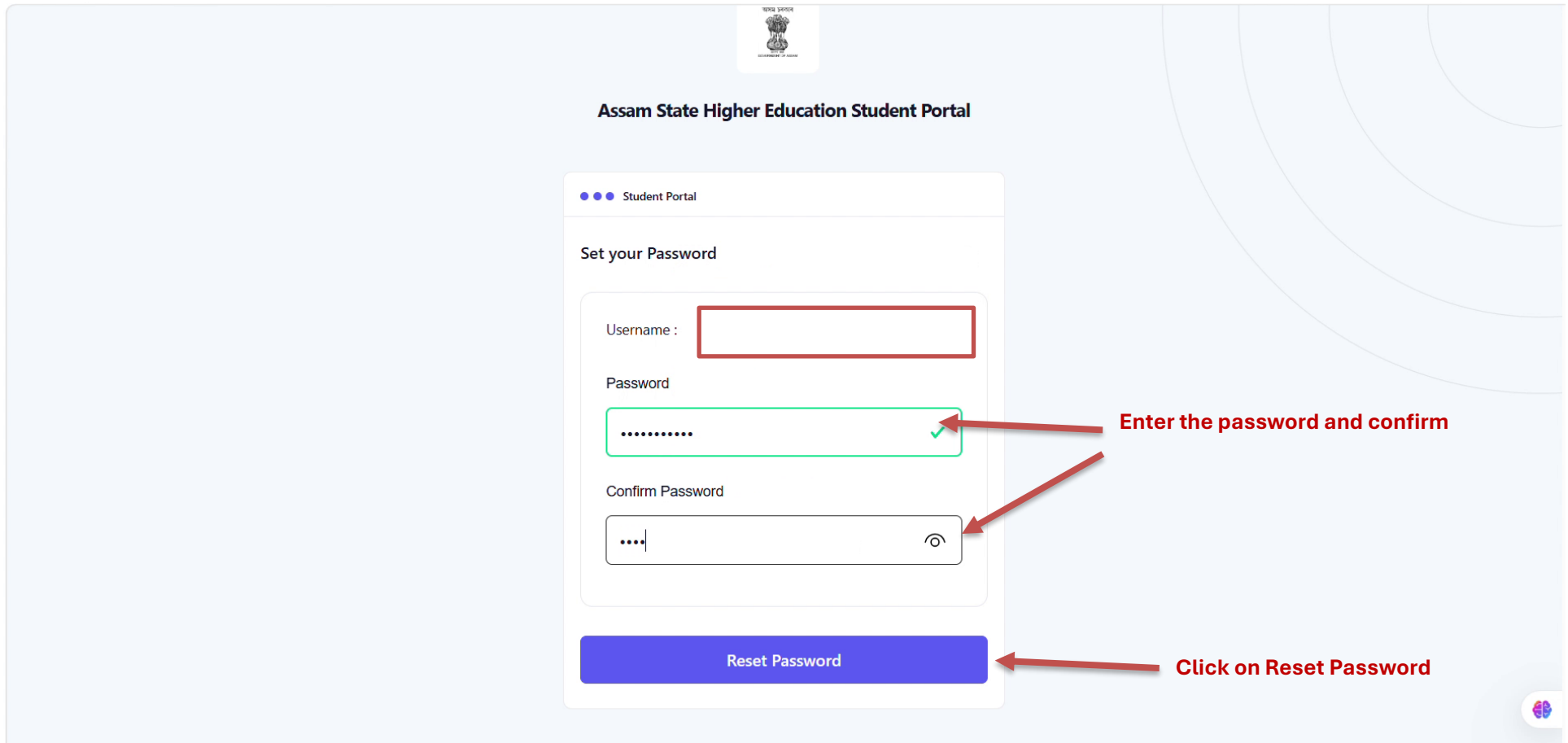
The screenshot displays the 'Assam State Higher Education Student Portal' interface. At the top, a dark blue header contains the 'eGov' logo and 'Login' and 'New User Registration' buttons. Below the header, a light blue banner features an 'Info!' icon and the text 'Mail sent successfully to your registered email', with a red rectangular box highlighting the text. The main content area has a light blue background with a subtle circular pattern. In the center, the Assam State emblem is shown above the portal title. A white modal window titled 'Student Portal' is open, containing the heading 'Enter One Time Password Code'. Inside the modal, a text input field is labeled 'Enter the one time password (OTP) sent to your email/mobile' and contains the placeholder text 'Enter One Time Password (OTP) Code'. A red arrow points from the text 'Enter the OTP sent to registered mail' to this input field. At the bottom of the modal is a blue 'Submit' button.

Figure 3. OTP notification.

## 2.4. Set Your Password

After OTP verification, enter a password and confirm it in the “Confirm Password” field.

After entering and confirming the password, click “Reset Password”.



The screenshot displays the 'Assam State Higher Education Student Portal' interface. At the top center is the Assam State Government logo. Below it, the title 'Assam State Higher Education Student Portal' is centered. The main content area is a white card titled 'Student Portal' with a subtitle 'Set your Password'. The form contains three input fields: 'Username :' (highlighted with a red border), 'Password' (filled with dots and a green checkmark, highlighted with a green border), and 'Confirm Password' (filled with dots and an eye icon, highlighted with a red border). A blue button labeled 'Reset Password' is at the bottom. Three red arrows point to the form: one to the Password field with the text 'Enter the password and confirm', one to the Confirm Password field, and one to the Reset Password button with the text 'Click on Reset Password'.

Figure 4. Password creation.

## 2.5. Registration Successful

A success message confirms that registration has been completed and that you can now log in.

The screenshot displays the Assam State Higher Education Student Portal interface. At the top, a dark blue header contains the 'eGov' logo on the left and 'Login' and 'New User Registration' buttons on the right. A green success banner at the top of the main content area reads 'Success! You can login now.' with a close button (X) on the right. The main content area is divided into two columns. The left column, titled 'Registered User?', contains a 'Login' section with a form for 'Enrolment / Roll Number' and 'Password'. The 'Enrolment / Roll Number' field has a red border and a red exclamation mark icon, with a red error message 'Username cannot be blank.' below it. The 'Password' field is a standard text input. Below the password field is a link 'Click on the text to change the captcha' and a 'Captcha' section showing the number '3648776' in blue. The right column features the Assam State Higher Education Student Portal logo and name, a 'General Instructions for Login' button, and a 'New User?' section with a 'Register' button. Below this is a 'Help and Instructions' section with a welcome message and instructions for first-time users and existing users.

**Success!**  
You can login now.

**Registered User?**  
If you have registered earlier, please login below.

**Login**

Enrolment / Roll Number

Enrolment / Roll Number

Username cannot be blank.

Password

Click on the text to change the captcha

Captcha **3648776**

**Assam State Higher Education Student Portal**  
Student Portal

**General Instructions for Login**

**New User?**  
If you are registering for the first time, please click the button below.

**Register**

**Help and Instructions**

**Welcome to the Assam State Higher Education Student Portal!**

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

**In case you are a first-time user of the portal:**  
Click on 'New Registration' button above to generate your log in credentials.

**If you have registered earlier:**

Figure 4. Registration successful.

## 2.6. Log In to the Student Portal

Return to the login page. Enter your Enrolment / Roll Number, password and Captcha, then click “Login”.

**Registered User?**  
If you have registered earlier, please login below.

**Login**

Enrolment / Roll Number  
2611088011 ✓

Password  
..... ✓

Click on the text to change the captcha

Captcha **3618776**

Login

**New User?**  
If you are registering for the first time, please click the button below.

Register

**Help and Instructions**

**Welcome to the Assam State Higher Education Student Portal!**

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

**In case you are a first-time user of the portal:**  
Click on 'New Registration' button above to generate your log in credentials.

**If you have registered earlier:**  
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

**In case you have forgotten your password:**  
Please use the link below to reset your password.

Reset Password

General Instructions for Login

Figure5. Student login page.

**Registration Flow at a Glance**

- 2.1** Open the Student Portal and select New User Registration.
- 2.2** Enter Enrolment Number and Captcha and Click Register.
- 2.3** Check the registered email for the OTP. Enter OTP and click Submit.
- 2.4** Set and confirm the password. Click Reset Password.
- 2.5** Registration successful — return to the login page.
- 2.6** Log in using Enrolment / Roll Number, Password and Captcha.

STANDARD OPERATING  
PROCEDURE

Student Application for  
Fee Waiver 2026

Assam State Higher Education Student Portal

FOR STUDENT USERS

Open Scholarship

Select Fee Waiver

Enter Income

Upload Certificate

Submit

**Purpose:** To provide a visual, step-by-step procedure for eligible students to apply for Fee Waiver 2026 through the Assam State Higher Education Student Portal.

## 1. Before You Start

- Ensure that you are registered in the Assam Samarth Students Portal <https://assamshesp.samarth.edu.in/index.php/site/login>
- Keep the required family income details and the applicable income certificate/document ready for upload.
- Ensure that the uploaded document is clear and legible.
- Do not share your login password or other confidential credentials with anyone.

## 2. Step-by-Step Application Procedure

The following steps are based on the complete screen recording provided for the Fee-Waiver application process.

## 2.1. Log In to the Student Portal

Enter your Enrolment / Roll Number, password and Captcha, then click “Login”.

**Registered User?**  
If you have registered earlier, please login below.

**Login**

Enrolment / Roll Number  
2611088011 ✓

Password  
..... ✓

Click on the text to change the captcha

Captcha **3618776**

Login

**Assam State Higher Education Student Portal**  
Student Portal

**General Instructions for Login**

**New User?**  
If you are registering for the first time, please click the button below.

Register

**Help and Instructions**

**Welcome to the Assam State Higher Education Student Portal!**  
Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

**In case you are a first-time user of the portal:**  
Click on 'New Registration' button above to generate your log in credentials.

**If you have registered earlier:**  
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

**In case you have forgotten your password:**  
Please use the link below to reset your password.

Reset Password

Figure 1. Student login page.

## 2.2 Home Screen After Login

After successful login, the student is taken to the Dashboard/Home screen. From the left-side Student Services menu, select “Scholarship” to view available scholarship opportunities.

The screenshot shows the Assam State Higher Education Student Portal dashboard. The browser address bar displays <https://assamshesp.samarth.edu.in/index.php/dashboard>. The page header includes the AHE logo, the text "ASSAM STATE HIGHER EDUCATION STUDENT PORTAL STUDENT PORTAL", a search bar, and links for "Public Notice(s) / Results", "AB", and "DEMO". The left sidebar menu is titled "MENU" and lists "Student Services" with a dropdown arrow. Under "Student Services", the options are "Dashboard", "Profile", "CL/EDM - Bachelor of Management", "Banking Details", and "Scholarship". The "Scholarship" option is highlighted with a red rectangle. Below the menu, a red text label says "Click on Scholarship". At the bottom of the sidebar, it says "Powered by S eGov". The main content area is titled "Dashboard" and shows a "PROGRAMME DETAILS" button. Below this is an "ID Card" section displaying a student ID card with the following details: Student's Name, Father's / Mother's Name, Name Of Program, and Date Of Birth (20/05/2002). The ID card also features a QR code and a watermark.

Figure 2. Student dashboard/home screen after login.

## 2.3 Open Scholarship Opportunities

From the Dashboard/Home screen, open the “Scholarship” section under the Student Services menu. In the Scholarship Opportunities list, locate “FEE WAIVER 2026” for the relevant academic year and click the corresponding “Apply” button.

The screenshot shows the Assam State Higher Education Student Portal. The left sidebar contains the AHE logo, a home icon, and a menu with 'Student Services' expanded, showing options like Dashboard, Profile, Scholarship, Banking Details, and a QR code. The main content area is titled 'Scholarship Opportunities' and shows 'Showing 2 of 2 items.' Below this is a table with the following data:

| # | SCHOLARSHIP OPPORTUNITIES | ACADEMIC YEAR SESSION | STATUS                       | ADMIN REMARKS | APPLY | ADMIN CORRECTION REMARK |
|---|---------------------------|-----------------------|------------------------------|---------------|-------|-------------------------|
| 1 | NIJUT BABU 2026           | JULY 2026             | Application ID: 1278912:OPEN |               | Apply |                         |
| 2 | FEE WAIVER 2026           | JULY 2026             | Application ID: 1731763:OPEN |               | Apply |                         |

The 'FEE WAIVER 2026' row and its 'Apply' button are highlighted with red boxes. A red text label 'Click on Apply' points to the button.

Powered by eGov

Figure 3. Scholarship Opportunities page.

## 2.4 Enter Family Income Details

The Fee Waiver Details & Uploads page opens. Enter the student's Family Income in the prescribed field. Read the declarations carefully.

The screenshot shows the 'Fee Waiver Details & Uploads' page. The left sidebar contains a 'MENU' with 'Student Services' expanded, showing 'Dashboard', 'Profile', 'Banking Details', and 'Scholarship'. The main content area has a header 'Fee Waiver Details & Uploads'. Below it, there is a 'Family Income' field with a red asterisk, a text input containing '300000', and a red button labeled 'Insert Family income'. Below this is a 'Family Income Certificate' field with a red asterisk and a green 'Select file' button. A note specifies accepted file types: 'Accepted file types: JPG, JPEG, PDF | Min Size: 10 KB | Max size: 500 KB'. There are three declaration checkboxes, all of which are checked. Red arrows point to each checked box from a red text label 'Tick on the Check boxes' on the right. At the bottom, there are 'Submit' and 'Back' buttons. A red text label 'Click on Submit' points to the 'Submit' button. The footer shows 'Powered by eGov'.

Dashboard

MENU

Student Services

Dashboard

Profile

Banking Details

Scholarship

Family Income \*

300000

Insert Family income

Family Income Certificate \*

Select file

(Accepted file types: JPG, JPEG, PDF | Min Size: 10 KB | Max size: 500 KB)

☒ I hereby provide my consent for the use of my Aadhaar number, biometric data and/or One-Time Password (OTP) for establishing my identity in connection with the respective scholarship scheme

☒ I have no objection to authenticating myself through Aadhaar and fully understand that the information provided by me shall be used for authentication of my identity for the purpose stated above

☒ I hereby voluntarily give my consent to the Government of Assam for collecting, collating, processing and sharing the information provided by me for the proper implementation of the respective government beneficiary scheme or any other relevant government beneficiary scheme in the future.

Submit

Back

Tick on the Check boxes

Click on Submit

Powered by eGov

Figure 5. Fee Waiver Details & Uploads page.

**Fee-Waiver Application Flow at a Glance**

- 2.1** Log in to the Assam State Higher Education Student Portal.
- 2.2** In the Home Screen Click on Scholarship.
- 2.3** Locate FEE WAIVER 2026 and click Apply.
- 2.4** Enter the Family Income. Upload the applicable Family Income Certificate. Read and accept the declaration. Verify the details and click Submit.

**Important:** A student can apply through SAMARTH only after being onboarded onto the Fee-Waiver Application Portal. Student should contact their respective Institutions if Fee-waiver application is not active in their login.