## Samarth eGov

## <u>User Manual on How to Update</u> <u>Programme Users</u>

Firstly, users log in to the principal's account on the <u>https://assam.samarth.ac.in</u> portal using their user ID and password.



Upon successful login, the main dashboard appears, featuring an "Admission" tag.

← → ♂ 📪 assam.samarth	.ac.in/index.php/dashboard/dashboard/index			
S eGov / Dashboard	Dashboard		Change Page Font Size : A - A A+	. mohsin_test Assam State Higher Educa
<ul> <li>Account Settings</li> </ul>	ADMISSIONS	CORE		
	ADMISSIONS	CORE		
	PROCEED	PROCEED		

The principal then clicks on the "LAUNCH" button within the Admission tab.

Administration	Dashboard			
Account Settings	UG-JUNE-2024-25	UG-JUNE-2025-26	Lateral-Entry-AUG-2024-25	JAN-2023-24
	Manage Admission	Manage Admission	Manage Admission	Manage Admission
	PROCEED	PROCEED	PROCEED	PROCEED

\* This action directs them to the Admission Dashboard.

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S eGov / Admission / Dashboard		Change Page Font Size : A - A A + mohsin_test Assam State Higher Education Portal
··· Admission JUNE-2024-25		
HOME	REGISTRATION REPORT	ADMISSION REPORT
<ul> <li>Affiliation</li> <li>Information BulletIn</li> </ul>	View	View
• Merit List Link	Download Registration Data	
Student Id Cards Actions	View	-
Programmes	Download Admitted Applicant Data	Manage Programme User
APPLICATION	View	View
Completed	DATA EXPORT	
Incomplete		
Correction Window	View	
Search Applications		
Process Admission		
Cancellations		
DOWNLOADS		
Registration Data		
Admission Data		

Within this dashboard, the principal encounters an option labeled "ADD PROGRAMME USER."

DOWNLOADS	
Registration Data	۵
Admission Data	
Download Jobs	
Admission Metric Export	
USER MANAGEMENT	
Add Programme User	

Clicking on the "View" button of the respective user to update the programmes of those users.

Admission JUNE-2025-26								
Spot Round 1	G							
Spot Round 2	Programme User List						Invite Mail	Force Reset Pass
Cost Dound 2	Select Columns Expert							
appr Round a	Chaudan 1.0 of 0 home							
Spot Round 4	Showing 1-8 of 8 items.							
CUET	# Actions 🗆	User ID	Username	Email	Mobile	Permissions	Status	As
CUET Round 1								
CUET Round 2						Select Programme v	All	
CUET Spot Round 1		22809				GLI-EoABA : Bachelor	Active	
FEE WAIVER		11000				of Arts(Arts FoA)	7101110	
Fee Waiver						<ul> <li>GU-COM : Bachelor of Commerce(Commerce GU)</li> </ul>		
Fees Collected						<ul> <li>GU-INT : Bachelor of Vocation(Information</li> </ul>		
Update Details						<ul> <li>GU-PED : Bachelor of Vocation (Physical</li> </ul>		
Update Applicant Details						Education)		

✤ Here the principal can click on the Update Programme option.

••• Admission JUNE-2025-26			All Users
номе Affiliation	Afsanaparveen	Invite Mail Reset Password Update Programm	es Update User
Information Bulletin Student Id Cards Bank Details APPLICATION	Programme Access Permissions :	GU-F0ABA: Bachelor of Arts(Arts F0A)-[Active]     GU-COM: Bachelor of Commerce(Commerce GUI-[Active]     GU-INT: Bachelor of Vocation(Information Technology)-[Active]     GU-PED: Bachelor of Vocation(Physical Education)-[Active]	
View All			-

 In this window, Principals are allowed to mark incorrect programmes as Inactive and add the correct programmes using the 'Add Access' button.

··· Admission JUNE-2025-26					sers
HOME	Afsanaparveen				
Affiliation					
Information BulletIn	Add Programme Access	GU-FoABA : Bachelor of Arts(Arts FoA)	Add Access		
Student Id Cards					
Bank Details	GU-FoABA : Bachelor of Arts(Arts FoA)		$\bigtriangledown$	Active	
APPLICATION					4
View All	GU-COM : Bachelor of Commerce(Commerce GU)			Active	
Completed					
Academic Scrutiny	GU-INT : Bachelor of Vocation(Information Technology )			Active	
Document Scrutiny	CIL-DED : Rechelor of Vocation(Physical Education)				
	00"FED - Decision of Toodstonin nysion Ecological			Active	
PROCESS ADMISSION					
Correction Window Cancellations		Submit			
Update Details					

All Principals are requested to update the correct programmes for each user as per the options available in the '*Add Programme Access*' dropdown.