Samarth eGov

USER GUIDE for CUET admissions

Admissions Portal - applicants

Note:-
Step 1: Registration
Step 2: Profile completion and Lock
Step 3: Check CUET eligibility and complete the application process.

1. **Applicants who have already registered on the Admission portal during Non-CUET admissions can directly log in and complete the process by clicking on CUET eligibility and entering the CUET registration number. (step-by-step process is shown in the manual)**

   For already registered students and ones who have completed and locked their profile, they need not Register or Complete their profile.

2. **Those applicants who have not registered yet, should first register on the Admission portal, then log in, complete and lock the profile and complete the form-filling process.**

Scenarios:

Scenario 1: Students who have not yet registered
Scenario 2: Students who have registered but have not applied earlier
        a. Not completed their profile
        b. Completed their profile
Scenario 3: Students who have already applied earlier
        a. Not yet admitted
        b. Already admitted

What to do?

1. In the case of Scenario 1, students need to register, complete and lock their profile and check CUET eligibility and apply.
2. In the case of Scenario 2 (a), students need to log in, complete and lock their profile and check CUET eligibility and apply.
3. In case of Scenario 2 (b), students need to login and check CUET eligibility and apply.
4. In case of Scenario 3 (a), students need to login and check CUET eligibility and apply.
5. In case of Scenario 3 (b), students need to login and check CUET eligibility and apply. However, their admission can be granted only when they cancel their admission under Non-CUET mode. *If any student is admitted under Non-CUET mode but is not offered admission against their application under CUET, the cancellation button shall not be visible.*

Process to check CUET eligibility:

1. Applicants must enter their CUET Application Number.
2. A One-Time-Password (OTP) will be sent to applicants on their mobile number and email as registered on NTA CUET-UG platform.
3. Applicants must enter the OTP and enter image captcha to verify and link the CUET-UG Application number with their profile

Note:
Applicants must ensure that they have entered their correct date-of-birth as they have submitted to NTA for the CUET-UG 2024 exam. In case there is a mismatch in date-of-birth then the applicant will not be able to apply. Such Applicants, if already enrolled in Non-CUET mode with any of the HEIs, can contact the HEIs and get their Date-of-Birth changed after producing appropriate documents as proof.

In case of Scenario 1 and 2, where the applicant has not yet applied so far in any programme, they need to enter their 12th Board marks, as it may be required by HEIs for tie-breaking or any other purpose for the concerned HEI. However, in case of scenario 3, where students have already applied to atleast one or more programmes, the 12th Board marks already available in the system shall be auto-fetched.

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❖ <u>**Introduction**</u>

  ❖ The Samarth admission platform seamlessly integrates technology and education delivery. It is tailored for Higher Education Institutions (HEIs) across the country and allows them to deploy a digital framework for planning, management, delivery, and monitoring of services for students, staff, and other stakeholders. Samarth E-Gov Suite is a catalyst in the transformation of Higher Education institutions transitioning towards a future-ready digital campus.

  ❖ This specific document is curated to assist the applicant in the admission process.

❖ **Website Walkthrough**

This user guide aims to provide you with a comprehensive understanding of the available menu options and their functionalities to enhance your navigation experience:

  ● Home
  ● Notice
  ● Institutions

- Program Information
- FAQ's
- Contact Us
- New Registration
- Login
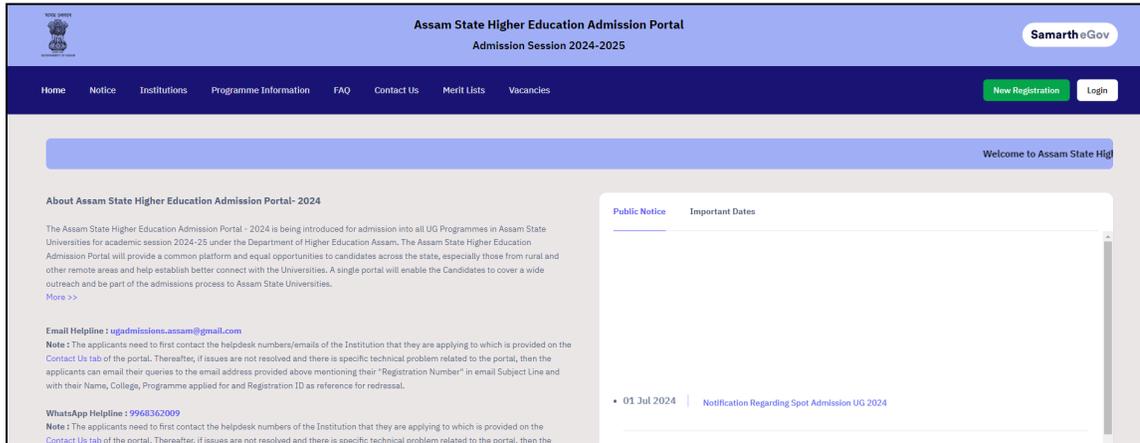
❖ The above image illustrates the menu options and essential links available on the landing page for student login and registration. All menu options specified are located in the upper left corner, while the registration and login features are situated in the upper right corner for convenient access.

➢ **HOME**

○ The Home button serves as a convenient shortcut for users, directing them back to the portal's landing page. This feature is particularly beneficial for applicants seeking swift access to the home page while browsing through different sections of the portal
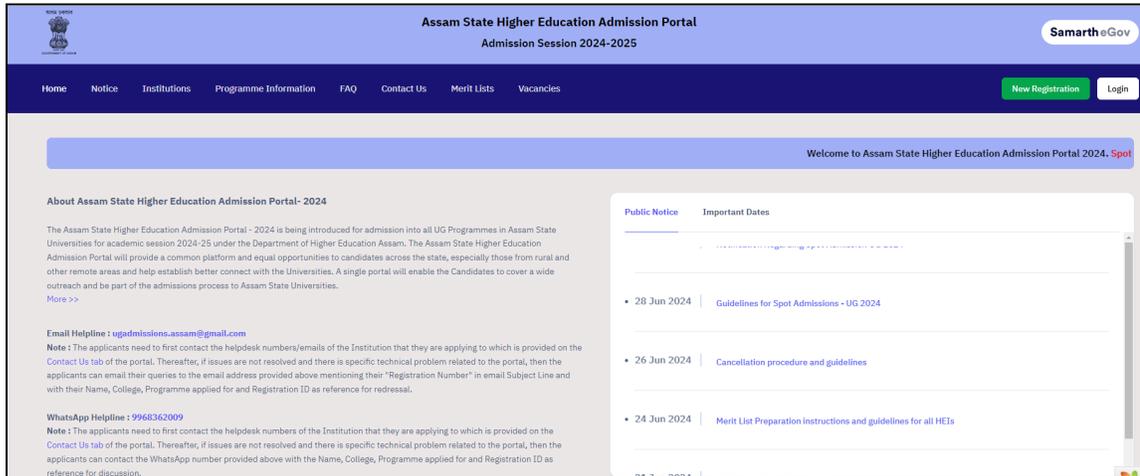
➢ Notices serve as vital announcements regarding upcoming events or updates in laws and regulations. These notifications are crucial for applicants to stay informed about, encompassing a range of information such as notices, ordinances, permits, and other significant announcements.
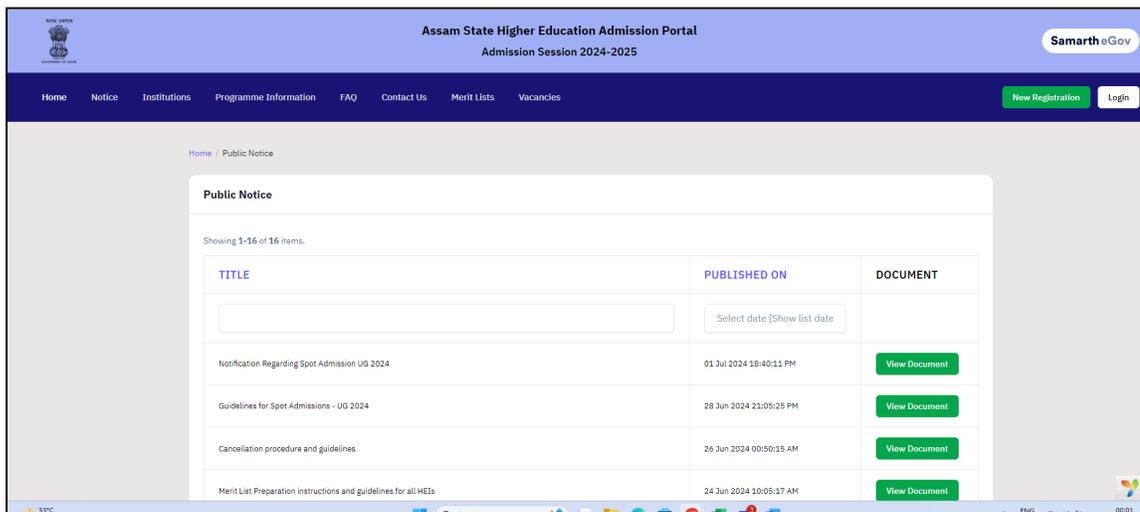
➢ **INSTITUTIONS**

○ Users can find comprehensive details about the participating educational establishments. Applicants can utilize this section to access and review the Information Bulletin of the colleges.
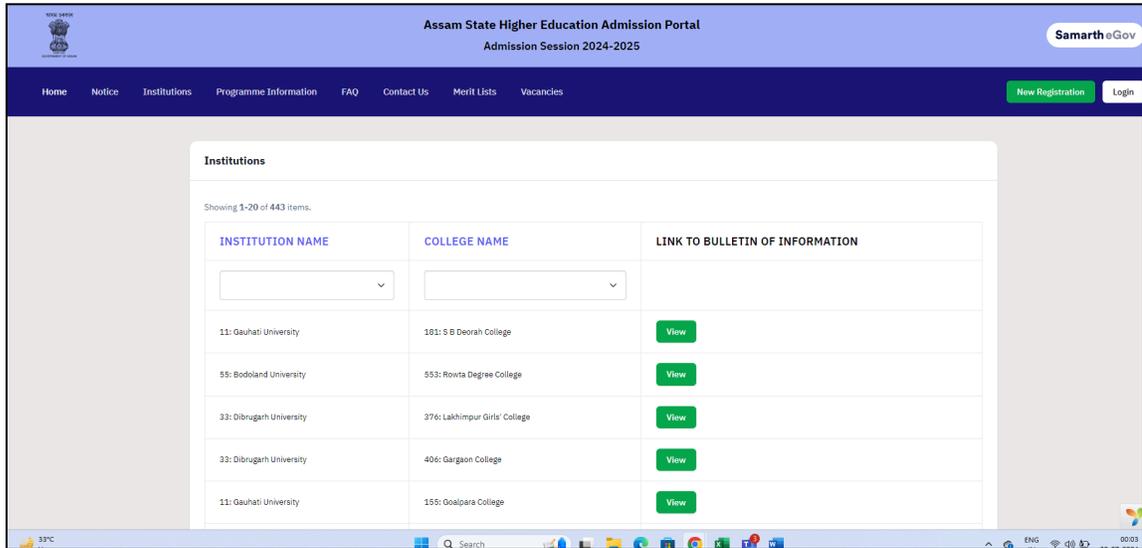
> ➢ **PROGRAMME INFORMATION**

  ○ Here, applicants can browse through universities and colleges that offer the programs they're interested in, particularly focusing on the designated colleges within those universities.
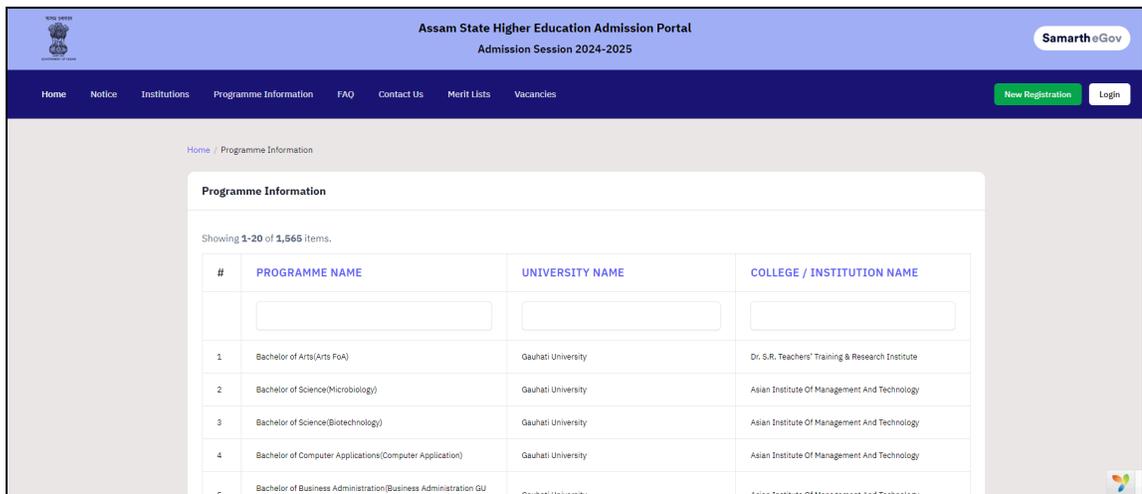
> ➢ **FAQ's**

  ○ Tailored to address the most prevalent concerns applicants may encounter. Aimed at providing swift access to pertinent information, the FAQ section endeavors to streamline the search for answers, thereby saving applicants valuable time and effort.
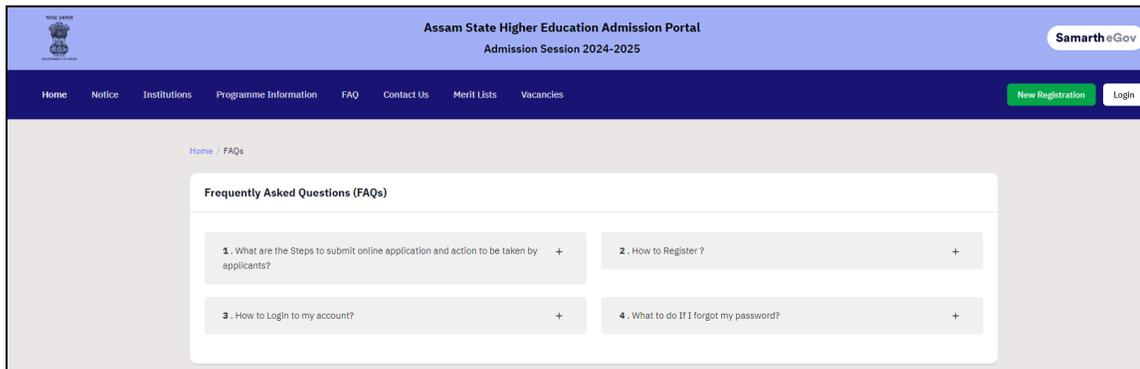
➢ CONTACT US

- ○ The Contact Us section offers contact information for universities and colleges, enabling applicants to reach out with any inquiries related to their respective institutions. It also assists in enquiring regarding registration fee-related queries.
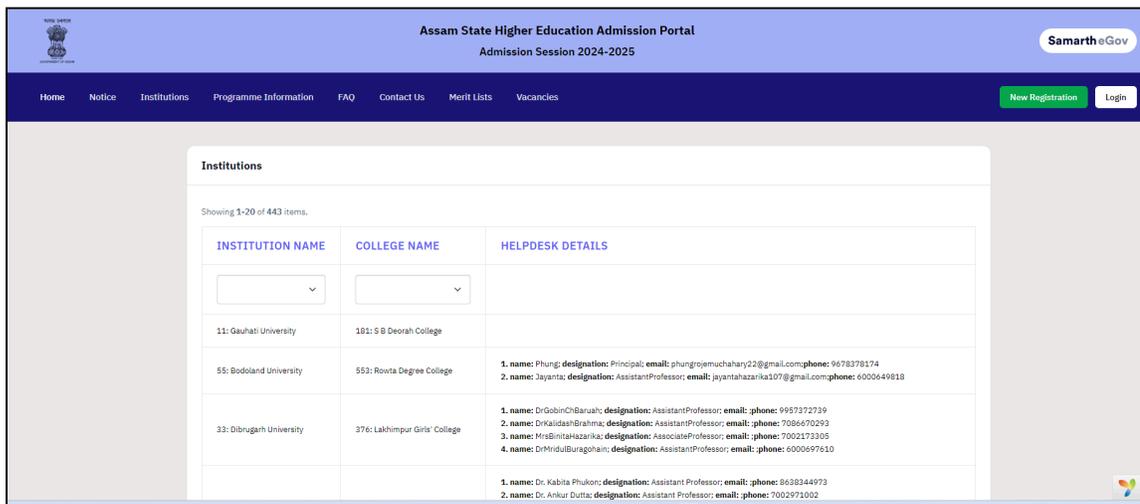
❖ ADMISSION PROCESS

- ➢ The admission process comprises three distinct steps, which applicants must follow diligently after registering on the portal:
  - ○ Profile Completion: Applicants need to fill out their profile information thoroughly.
  - ○ Profile submission and Locking: After completing their profile, applicants must confirm and lock it.
  - ○ College Application: Once the profile is confirmed and locked, applicants can proceed to apply to their desired colleges.

❖ To commence the admission process, applicants must first register and log in to the portal. Registration is a one-time requirement for all applicants, and the process is outlined below:

❖ **REGISTRATION**

➢ For applicants new to the portal, registration is a prerequisite to kickstart their admission application process. This step is essential as it signals the portal of their intention to apply for university programs.

❖ **Steps for Registration:**

➢ Step 1 - Navigate to the top right corner of the home page >> Click on "New Registration"
➢ Step 2 - As the user selects "New registration" the following page appears (image attached below) >> The user is required to go through the Important instructions before filling out the application form.
➢ Step 3 - Users are required to fill in their "Name" & "DOB" as per their original X/XII marksheets.
➢ Step 4 - Users are required to fill in their functional email IDs and create passwords for their registered accounts.
➢ Step 5 - Once the passwords have been successfully generated, users must input their mobile numbers >>fill in the CAPTCHA >> click on "Register".

❖ **Step 6 -** After filling in all the details the users will receive an OTP on their registered mobile and email address for account verification

❖ **Step 7 -** The user then needs to fill in the CAPTCHA >> select "Submit OTP"

❖ **Step 8 -** Once the account is verified the below page will appear to the users

Info! : Account verified successfully. Your registration number is **230119637** . Please keep note of your registration number and login to start your application process.

University Admissions Portal : Welcome to State Higher Education Admission Portal!
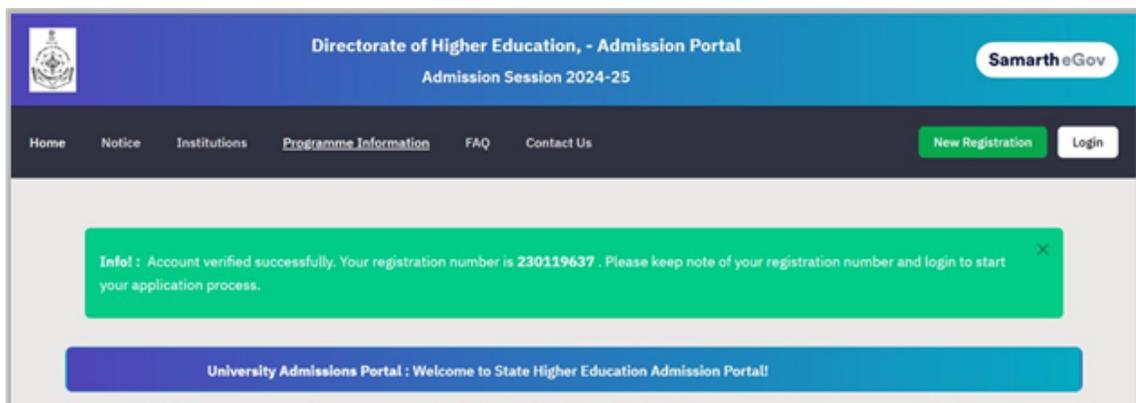
❖ **APPLICANT DASHBOARD**
  ➢ The applicant dashboard provides a tailored platform for applicants to conveniently monitor their application status, make profile adjustments, and apply to various programs offered by the University. This centralized system simplifies the management of multiple applications within a single interface. Accessing the dashboard requires completion of the registration process followed by logging in to the portal.

❖ **Login**
  ➢ To initiate your application, please log in. This step ensures the security of your information and customizes your experience. If you're new here, do not worry – you'll need to register first. Once logged in, you'll gain access to all the features necessary for a seamless application process.

➢ The user needs to fill in their registration number and password to log into their account and view their dashboard.

➢ If the user forgets their password, click the "Forgot Password" link. This action will redirect them to the Request Password Page, where they will need to provide their registered email address. Complete the Captcha verification process and click "Send." A new password will then be sent to your registered email address.

➢ Upon successful login, applicants may commence their admission application process. They are prompted to complete their profile details accurately.

Steps to complete the application:

➢ **Step 1 -** To complete the application process the user needs to click on "Complete Profile"
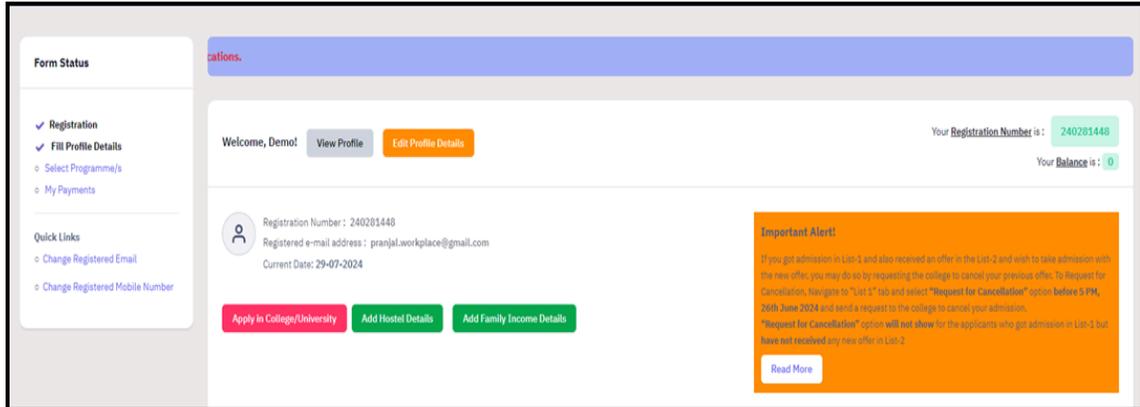
- ❖ The above image depicts the Applicant's Dashboard (landing page) after the applicant has logged into their account. The users have been provided with the option of changing their registered emails and mobile numbers under the "Quick Links" section.

- ❖ The profile section is divided into 5 sections:
  - ➢ Personal Details
  - ➢ Family Details
  - ➢ University registration details (if any)
  - ➢ Other Category/Quota
  - ➢ Address
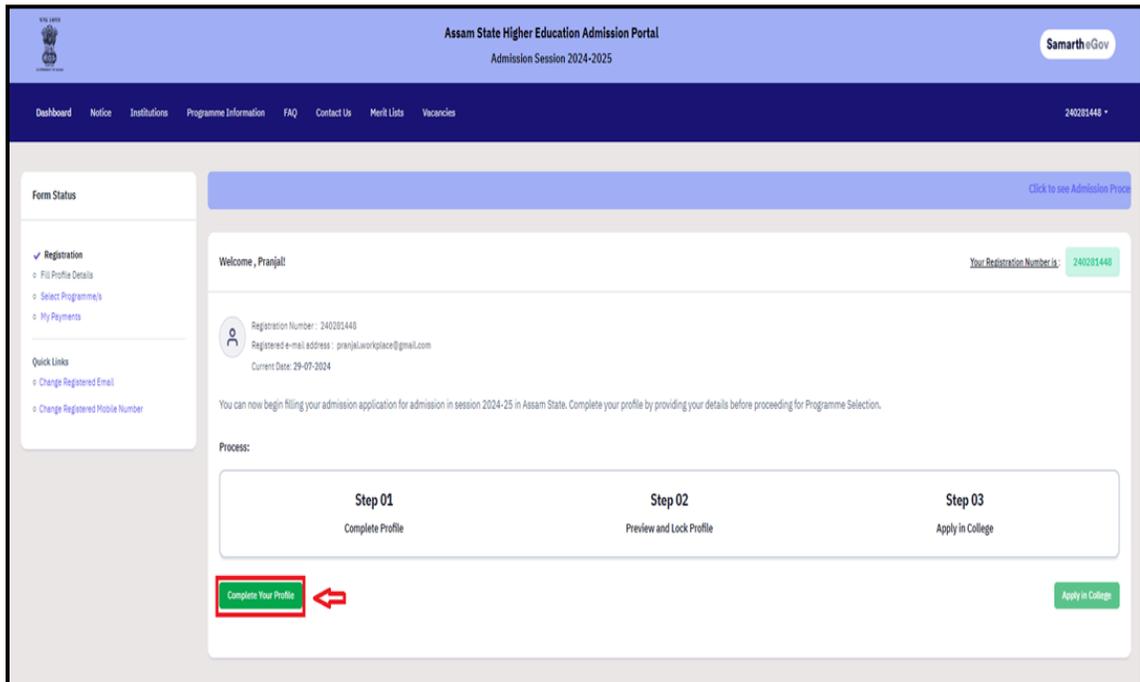
❖ **Step 2 -** The user then needs to complete the "Personal Details" section

❖ **Step 3 -** The user needs to complete the "Family Details" section

❖ **Step 4 -** The user needs to complete the "Other Category/Quota" section.

Emergency Contact Number *

9999999899 ✓

Combined Family Income *

Up to 2,00,000 ✓ ⌄

University Registration details (if applicable)

Have you enrolled in University/Autonomous College before? *

No ✓ ⌄

Other Category/Quota

Person with Benchmark Disabilities (PwBD) Category *

Not Applicable ✓ ⌄

Are you an Ex-Service man? *

No ✓ ⌄

Are you dependent of Freedom Fighter? *

No ✓ ⌄

Extra Curricular Activity *

Not Applicable ✓ ⌄

Sports Quota *

No ✓ ⌄

❖ **Step 5 -** The user then needs to fill in the "Address Details" >> then select the "Save and Next" option to move to the next section.

Address

Correspondence Address

Address Line 1 *

Add

Address Line 2 *

Add2

Country *

India

State *

Assam

District *

BONGAIGAON

Pincode *

782446

Permanent Address ☑ **Click if same as correspondence address**

Address Line 1 *

Add

Address Line 2 *

Add2

Country *

India

State *

Assam

District *

BONGAIGAON

Pincode *

782446

Save and Next

❖ Before proceeding to fill out the "Other Details" section, applicants are required to verify all entered information. The portal offers a preview page for this purpose. If any inaccuracies or issues are identified, applicants can easily edit or update their profile section before moving forward.

❖ **To edit or update any details:**

➢ Click on the "Update Details" button.
➢ Your profile changes will be saved.

❖ **Step 6 -** After saving their profile details in the top section bar, users are required to click on the "Other Details" button >> After completing this section users need to click on "Save and Next"

☑ Profile Details (1) ✔ Other Details (2) Uploads (3) Preview (4)

Other Details

Do you have any illness which requires continuous or emergency medical attention?		No
Do you belong Urban/Rural/Semi-Urban/Metropolitan Area?		Urban
Are you Son/Daughter of present employee of university/college ?		No
Do you belong to Fringe Village of Assam?		No
Do you belong to Moran Community of Assam?		No
Do you have Migration Certificate?		No
Do you have transfer certificate from your School/College?		No
a)	Candidates having NCC 'B' 'C' certificate	No
b)	Have you attended any special camp under the National Service Scheme	No

Language	Proficiency (Reading/Writing/Speaking)
Hindi	Reading Writing Speaking
English	Reading Writing Speaking
Assamese	Reading Writing

[Back to Profile Details] [Update Details] [Proceed to Next]

❖ **Step 7 -** Users are required to upload the essential documents that have been mentioned by them in their registration process.

❖ **Step 8 -** After uploading the documents successfully the users need to click on "Preview" to move to the next section.

Uploads

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature

- Digital Photo and Signature are required in .jpg or .jpeg image format

- File size of digital photo must be within 10kb to 500.00 KB limit.

- Document/Certificate/Marksheet related size of digital photo must be within 10kb to500.00 KB limit.

Photo* Accepted formats .jpeg .jpg [10 KB - 500.00 KB]	Select file		Delete
Signature* Accepted formats .jpeg .jpg [10 KB - 500.00 KB]	Select file		Delete
ID Proof Document* Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]	Select file	⊙	Delete
Proof of permanent residence of Assam (PRC, Voter ID, Aadhar, Caste Certificate, Birth Certificate, School ID, or any other certificate issue by competent authority of Govt of Assam)* Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]	Select file	⊙	Delete
Income Certificate [Certificate issued by the Circle officer(Competent Reveneue Authority) only will be valid.]* Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]	Select file	⊙	Delete

Back to Profile Details   Preview Your Profile

❖ **Step 9 -** The preview section serves as the last review stage for the applicant's application form. Here, applicants can thoroughly review their entire application form, ensure its accuracy, and edit before finalizing the submission for their admission application. To edit their form users can click on the "Edit" option available on the top right corner.

❖ **Step 10 -** After verifying all the details the users are required to check in the declaration box and then click on "Confirm and Lock" to proceed to the Programme selection process. Once the form is submitted the user will not be allowed to edit the details any further.

Emergency Contact Number : 9999999899

Combined Family Income : Up to 2,00,000

OTHER CATEGORY/QUOTA

Person with Benchmark Disabilities (PwBD) Category : Not Applicable

Are you an Ex-Service man? : No

Are you dependent of Freedom Fighter? : No

Extra Curricular Activity : Not Applicable

Sports Quota No

Other Details

Edit

Do you have any illness which requires continuous or emergency medical attention?		No
Do you belong Urban/Rural/Semi-Urban/Metropolitan Area?		Urban
Are you Son/Daughter of present employee of university/college ?		No
Do you belong to Fringe Village of Assam?		No
Do you belong to Moran Community of Assam?		No
Do you have Migration Certificate?		No
Do you have transfer certificate from your School/College?		No
a)	Candidates having NCC 'B' 'C' certificate	No
b)	Have you attended any special camp under the National Service Scheme	No

Uploads

Photo	
Signature	
ID Proof Document	View File
Proof of permanent residence of Assam (PRC, Voter ID, Aadhar, Caste Certificate, Birth Certificate, School ID, or any other certificate issue by competent authority of Govt of Assam)	View File
Income Certificate [Certificate issued by the Circle officer(Competent Reveneue Authority) only will be valid.]	View File

Declaration

This is an important step. Please ensure that you have verified the profile details for correctness. No modification will be allowed after this step .

Click on **"Confirm and Lock"** if you are sure to proceed, else click on **"Cancel"** to go back to the last viewed page. Profile Details

☑ I do hereby declare that all the statement made in the profile details are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled.

Taking Service From CSC?   ● NO
                                  ○ YES

Home   Confirm and Lock

❖ After Confirm and Lock the Profile Student needs to click on the Check **CUET Eligibility** option to check the CUET Eligibility.

❖ Once clicked on the Check **CUET Eligibility** option applicants need to mention the CUET Registration number and then click on the Submit button.

❖ After that OTP has been sent over the same Email id which has been mentioned at the time of CUET Form filling on NTA Website, once the OTP mentioned it here and then click on Submit button.

❖ After mentioning the OTP Student can see the Left Panel here student needs to click on the **CUET Grade Card** option to check the CUET Scores.

❖ Once clicked on the **CUET Grade Card** option applicant can check the **CUET Grade card**.

❖ After that, applicants can check the CUET Eligibility through clicking on the **CUET Programme Eligibility** option.

❖ Here applicants can check the Programme Eligibility where He/She is eligible for applying in the programmes directly through this dashboard.

❖ **Steps to complete Programme Selection:**

➢ **Step 1 -** Once the user has confirmed and locked their application they will proceed to the selection of the Programmes option which is available on their applicant dashboard >> Users are required to select the "Apply in College Now" option.

➢ **Step 2 -** The user is to proceed further with selecting their choice of programs from the drop-down menu and select "Proceed".

➢ **Step 3 -** The user is to proceed further with selecting their choice of course preference and select"Proceed". The admission scheme will be available according to the programme course selected by the applicant

➢ **Step 4 -** The users can update their program selection by clicking on "Update Course" >> The user is required to click on "Next" to proceed with the program selection process.

❖ The user will then be proceeded to the personal details section >> The applicant is then required to select the "Next".

➢ **Step 5 -** Under the academic details section the user is to fill out all the necessary education details >> After filling in the details the user is required to click on "Save and Next". The users can edit their details by selecting the "Update" option.

Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) *

Class X Division *

Select ⌄

Class X Name of the Institution/School *

X Subject Combination

Qualification Details - XII or Equivalent

Class XII Board/University *

Select ⌄

Class XII Qualification Status *

Select ⌄

Class XII Year of Passing *

Select ⌄

Class XII Stream *

Select ⌄

XII Maximum Marks (Total Maximum Marks of all subjects) *

XII Marks Obtained (Total in all subjects) *

Class XII Roll/Registration Number

Class XII Name of the Institution/School *

Class XII Subject Combination *

Previous   Save and Next

➢ **Step 6 -**The applicant needs to verify the other details section and after successful verification click on "Next".

➢ **Step 7 -** As the user moves ahead to the "Uploads" section they are required to upload their X/XII mark sheets >> then proceed with clicking on "Preview".

➢ **Step 8 -** Once the user has clicked on "Preview" their entire application form will be visible to them. The applicant is then required to scroll down and click on "Submit" to complete their application process.

➢ **Step 9 -** Once the user has selected "Submit" they will be taken to the final page where they are required to verify all the details by selecting the check boxes >> then proceed with selecting the "Submit Application" option.

☐ My Gender is Female.
☐ My Mother name is testa.
☐ Father's / Guardian's Name testb.
☐ My address for correspondence is correct, which is noida 100, sector, GAUTAM BUDDHA NAGAR, Uttar Pradesh -201301, India
☐ I have rechecked all the information in the application form and upload fields.
☐ I have read all the guidelines and other related information about the admission.
☐ I Agree That, The candidate who has been punished by the court on charges of moral corruption or violence will not be given admission in any course/class. If after admission, he is punished by the court on charges of moral corruption or violence, then his admission will be canceled by the concerned college/university-campus and it will be mandatory to send written information to the university along with facts as soon as possible.
☐ I Agree That, If any candidate fraudulently takes admission in any class of the university/college, his/her admission can be canceled by the concerned Dean/Principal at any level and it will be mandatory to send the written information to the university as soon as possible.
☐ I Agree That, If a case is pending against a student in the court and he/she has been released on bail, such student can be considered for admission only if he/she qualifies as per the order of the Hon'ble Court.
☐ I Agree That, In the event of a student being detained by the police/administration due to criminal activity, the concerned student will be immediately suspended from the college/university campus for the period of detention and his/her admission will be canceled if punished.
☐ "I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

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Home   Submit Application

➢ **Step 10 -** Once the user has successfully submitted the form they will be redirected to the homepage where they can print their application form by clicking on "Print form".

Programme Applications

✓ All   Completed   Pending

FORM NUMBER	PROGRAMME	STATUS	ACTION	RECEIPTS
630114122	University: KU: Demo University College: KU050: LAL SHASHTRI GOVT. P.G. COLLEGE Programme: Bachelor of Arts (B.A.)	Application Submitted		Print Form

----------------End of Document---------------