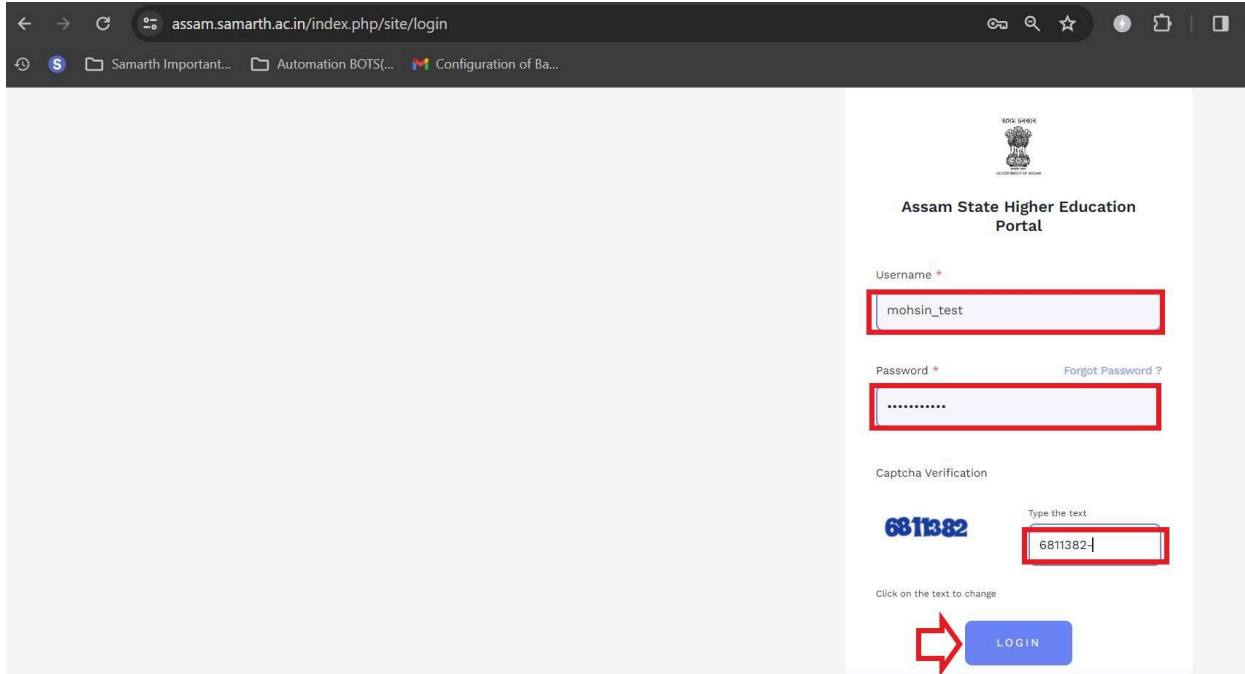


## User Manual on How to Add New Applicant Details and Grant the Admission

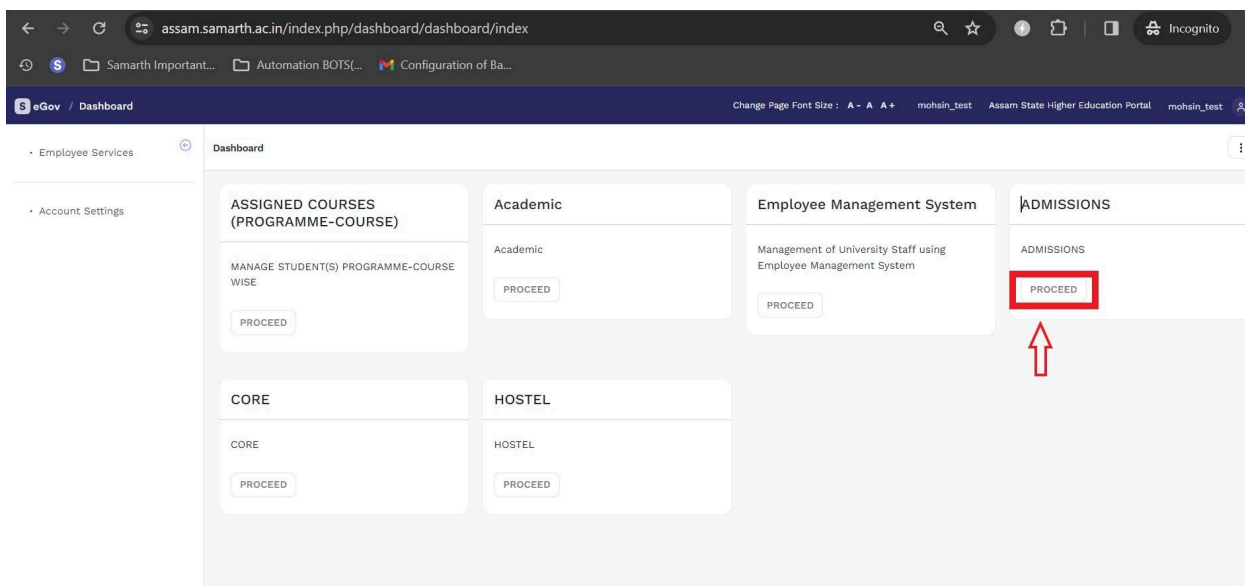
### Introduction

This is a reference document for How to Add New Applicant Details and Grant Admission through the Principal Login.

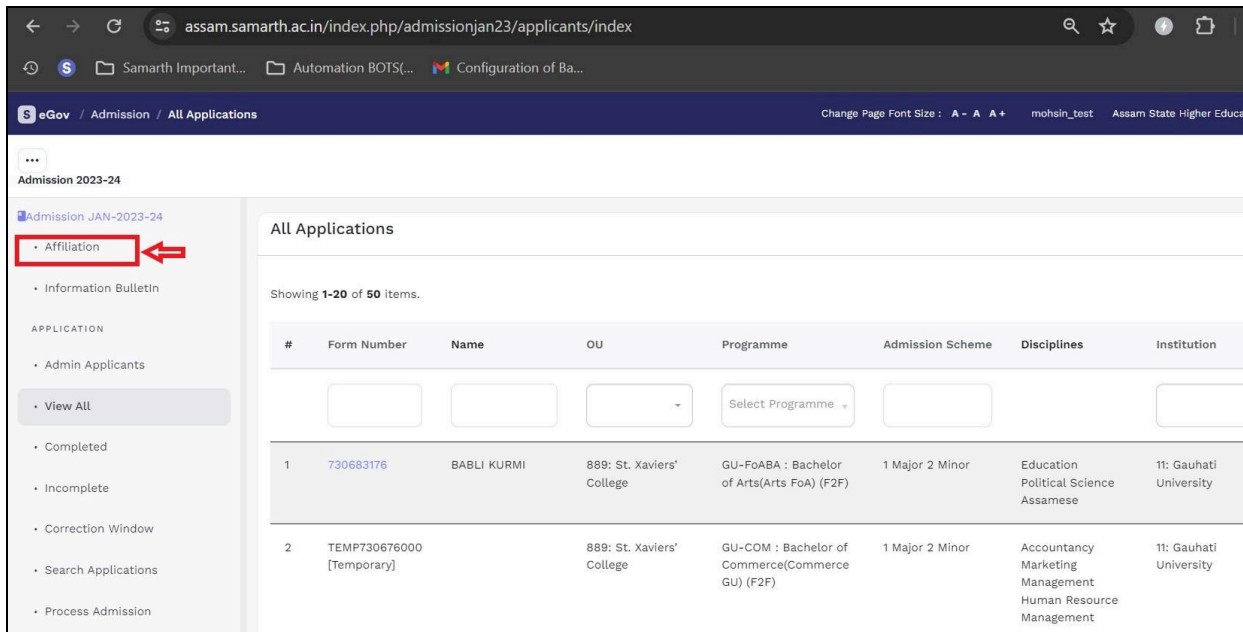
**Step 1:-** Principals can log in through the user name and password to the [assam.samarth.ac.in](http://assam.samarth.ac.in) portal.



**Step 2:-** Once login successfully on the portal they need to click the Launch button under the Admission section.



**Step 3:-** After that, Click the Affiliation option located on the left-hand side of the Dashboard.



The screenshot shows the 'All Applications' page on the Assam State Higher Education portal. The left sidebar contains a menu with 'Affiliation' highlighted in a red box and an arrow pointing to it. The main content area displays a table of applications with the following data:

#	Form Number	Name	OU	Programme	Admission Scheme	Disciplines	Institution
1	730683176	BABLI KURMI	889: St. Xaviers' College	GU-FoABA : Bachelor of Arts(Arts FoA) (F2F)	1 Major 2 Minor	Education Political Science Assamese	11: Gauhati University
2	TEMP730676000 [Temporary]		889: St. Xaviers' College	GU-COM : Bachelor of Commerce(Commerce GU) (F2F)	1 Major 2 Minor	Accountancy Marketing Management Human Resource Management	11: Gauhati University

**Step 4:-** Once Clicking on the Affiliation option Principal needs to check the Dashboard in the dashboard all the programmes along with Seat caping are visible if there is any programme that has been missing they can simply add the programmes through the **Add Affiliation** option.

The screenshot shows the 'Add Affiliation' page for '889: St. Xavier's College' under '11: Gauhati University'. A red box highlights the 'Add Affiliation' button in the top right corner, with a red arrow pointing to it. Below the header, there is a table with columns: #, Programmes, Group Name, Subject Code, Subject Name, Seat Major, Seat Minor, Total Seats, and Status. The table shows one row with the following data: # 1, Bachelor of Arts(Arts FoA), Arts - MIL, ASMS, Assamese, 300, 300, 0, ACTIVE. There are also search filters for Programmes, Group Name, and Subject Code, and an 'ACTIVE' button.

The screenshot shows the 'Add Affiliation' form. The 'Ou' dropdown is set to '889: St. Xavier's College'. The 'Programme' dropdown is open, showing a list of options: GU-ACT : Bachelor of Vocation(Acting (Entertainment)) (F2F)- NEP-DISCIPLINE-SPECIFIC, GU-AGD : Bachelor of Vocation(Animation & Graphic Design) (F2F)- NEP-DISCIPLINE-SPECIFIC, GU-AS : Bachelor of Science(Applied Science) (F2F)- NEP-DISCIPLINE-SPECIFIC, GU-BBA : Bachelor of Business Administration(Business Administration GU COM&MAN) (F2F)- NEP-DISCIPLINE-SPECIFIC, and GU-BCA : Bachelor of Computer Applications(Computer Application) (F2F)- NEP-DISCIPLINE-SPECIFIC. A red box highlights the dropdown menu, and a red arrow points to it.

**Step 5:-** After mentioning the exact **Major and Minor seat count** they need to click on the **Submit** button.

Admission JAN-2023-24

- Affiliation
- Information Bulletin

APPLICATION

- Admin Applicants
- View All
- Completed
- Incomplete
- Correction Window
- Search Applications
- Process Admission

DOWNLOADS

- Registration Data
- Admission Data

Allocate Subjects

**Arts - MIL**

- Manipuri (MANI)
- Assamese (ASMS)
- Bengali (BENG)
- Bodo (BODO)
- Hindi (HIND)
- Nepali (NEP)
- Sanskrit (SKT)

**Arts - Other Language**

- Persian (PER)
- English (ENG)
- Arabic (ARAB)

**Arts - Social Sciences**

- Philosophy (PHIL)

Group	Discipline	Seat(Major)	Seat(Minor)
Science - Physical Science	Mathematics (Dual Stream) (MATH)	<input type="text" value="0"/>	<input type="text" value="0"/>
Science - Physical Science	Electronics Science (ELEC)	<input type="text" value="0"/>	<input type="text" value="0"/>
Science - Physical Science	Physics (PHYS)	<input type="text" value="0"/>	<input type="text" value="0"/>
Science - Physical Science	Statistics (STAT)	<input type="text" value="0"/>	<input type="text" value="0"/>
Science - Physical Science	Chemistry (CHEM)	<input type="text" value="0"/>	<input type="text" value="0"/>

Submit

**Step 6:-** Once they have added the Affiliation details they need to click on the **Admin Applicant** option located on the Left-Hand side of the Dashboard as indicated in the attached screenshot.

eGov / Admission / 889 Programmes

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Admission 2023-24

Admission JAN-2023-24

- Affiliation
- Information Bulletin

APPLICATION

- Admin Applicants
- View All
- Completed
- Incomplete
- Correction Window
- Search Applications
- Process Admission

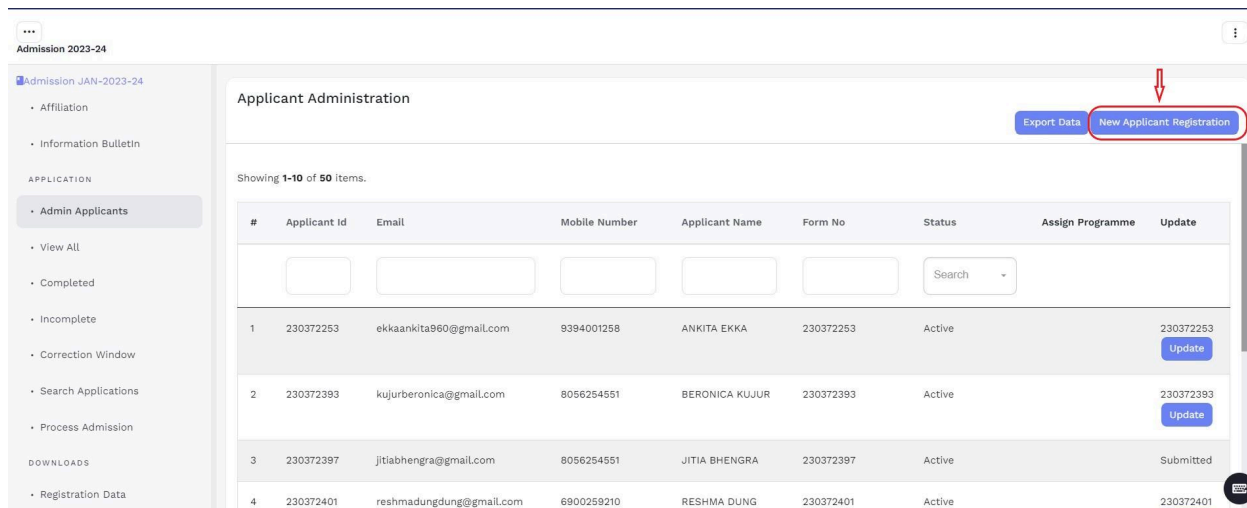
DOWNLOADS

889: St. Xaviers' College  
11: Gauhati University

Showing 1-9 of 9 items.

#	Programmes	Group Name	Subject Code	Subject Name	Seat Major	Seat Minor	Total Seat
1	Bachelor of Arts(Arts FoA)	Arts - MIL	ASMS	Assamese	300	300	0
2	Bachelor of Arts(Arts FoA)	Arts - Other Language	ENG	English	300	300	0
3	Bachelor of Arts(Arts FoA)	Arts - Social Sciences	POLS	Political Science	300	300	0

**Step7:-** After that Principal needs to register all Applicant's details through the **New Applicant Registration** option which is left out to be admitted on the Assam Higher Education portal.



Admission 2023-24

Admission JAN-2023-24

- Affiliation
- Information Bulletin

APPLICATION

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- Process Admission

DOWNLOADS

- Registration Data

Applicant Administration

Export Data New Applicant Registration

Showing 1-10 of 50 items.

#	Applicant Id	Email	Mobile Number	Applicant Name	Form No	Status	Assign Programme	Update
1	230372253	ekkaankita960@gmail.com	9394001258	ANKITA EKKA	230372253	Active		230372253 Update
2	230372393	kujurberonica@gmail.com	8056254551	BERONICA KUJUR	230372393	Active		230372393 Update
3	230372397	jitiabhengra@gmail.com	8056254551	JITIA BHENGRA	230372397	Active		Submitted
4	230372401	reshmadungdung@gmail.com	6900259210	RESHMA DUNG	230372401	Active		230372401

**Step 8:-** Here the Principal needs to mention the Applicant's details like (Applicant's Full Name, DOB, Email ID, and Mobile Number of the applicants). Once details have been submitted the Applicant name will be displayed on the Dashboard along with the Registration number.

eGov / Admission / Applicant Administration / Register

Change Page Font Size : A - A A+ mohsin\_test Assam State Higher Education Portal mohsin\_test

Admission 2023-24

Admission JAN-2023-24

- Affiliation
- Information Bulletin

APPLICATION

- Admin Applicants
- View All
- Completed
- Incomplete
- Correction Window
- Search Applications
- Process Admission

DOWNLOADS

- Registration Data

### New User Registration

Applicant's Full Name (As per class X/XII Marksheet) \*

Applicant's Name

Applicant's Date of Birth (As per class X/XII Marksheet)

Day Month Year

Applicant's Email (Please use student's email as this will be used for all official communication) \*

Applicant's Email Address

Mobile Number

10 Digit Mobile Number

Register

**Step 9:-** Principals need to click on the **update** option and then click on the **Complete your Profile** option mention all required details (Person details, Other details, Document Uploads), and then Apply to the respective college as shown in the video.

Admission 2023-24

Admission JAN-2023-24

- Affiliation
- Information Bulletin

APPLICATION

- Admin Applicants
- View All
- Completed
- Incomplete
- Correction Window
- Search Applications
- Process Admission

DOWNLOADS

- Registration Data

### Applicant Administration

Export Data New Applicant Registration

Showing 1-10 of 50 items.

#	Applicant Id	Email	Mobile Number	Applicant Name	Form No	Status	Assign Programme	Update
1	230372253	ekkaankita960@gmail.com	9394001258	ANKITA EKKA	230372253	Active		230372253 Update
2	230372393	kujurberonica@gmail.com	8056254551	BERONICA KUJUR	230372393	Active		230372393 Update
3	230372397	jitiabhengra@gmail.com	8056254551	JITIA BHENGRA	230372397	Active		Submitted
4	230372401	reshmadungdung@gmail.com	6900259210	RESHMA DUNG NING	230372401	Active		230372401

✓ Registration

- Fill Profile Details

✓ Select Programme/s


---

Quick Links

- Link ABC Profile
- Change Registered Email
- Change Registered Mobile Number

Welcome , ANKITA EKKA! Your Registration Number is: 230372253

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 Registration Number : 230372253  
 Registered e-mail address : ekkaankita960@gmail.com  
 Current Date: 07-04-2024

You can now begin filling your admission application for admission in session 2023-24 in Assam State. Complete your profile by providing your details before proceeding for Programme Selection.

**Process:**

**Step 01**

Complete Profile

**Step 02**

Preview and Lock Profile

**Step 03**

Apply in College

Complete Your Profile
←
Apply in College

**Step 10:-** Once All the required details have been mentioned then they can click on the **Search Application** option located on The left-hand side of the [assam.samarth.ac.in](http://assam.samarth.ac.in) the portal.

S eGov / Admission / Applicant Administration Change Page Font Size : A - A A + mohsin\_test Assam S

Admission 2023-24

Admission JAN-2023-24

- Affiliation
- Information Bulletin

APPLICATION

- Admin Applicants
- View All
- Completed
- Incomplete
- Correction Window
- Search Applications** ←
- Process Admission

DOWNLOADS

- Registration Data

### Applicant Administration

Showing 1-10 of 50 items.

#	Applicant Id	Email	Mobile Number	Applicant Name	Form No	Status
1	230372253	ekkaankita960@gmail.com	9394001258	ANKITA EKKA	230372253	Active
2	230372393	kujurberonica@gmail.com	8056254551	BERONICA KUJUR	230372393	Active
3	230372397	jitiabhengra@gmail.com	8056254551	JITIA BHENGRA	230372397	Active
4	230372401	reshmadungdung@gmail.com	6900259210	RESHMA DUNG DUNG	230372401	Active

**Step 11:-** Here Principal can mention the Form number of the respective Applicant and click on the **Process** option whose admission they want to grant.

Admission 2023-24

Admission JAN-2023-24

- Affiliation
- Information Bulletin

APPLICATION

- Admin Applicants
- View All
- Completed
- Incomplete
- Correction Window
- Search Applications**
- Process Admission

DOWNLOADS

### Applicants List For Processing

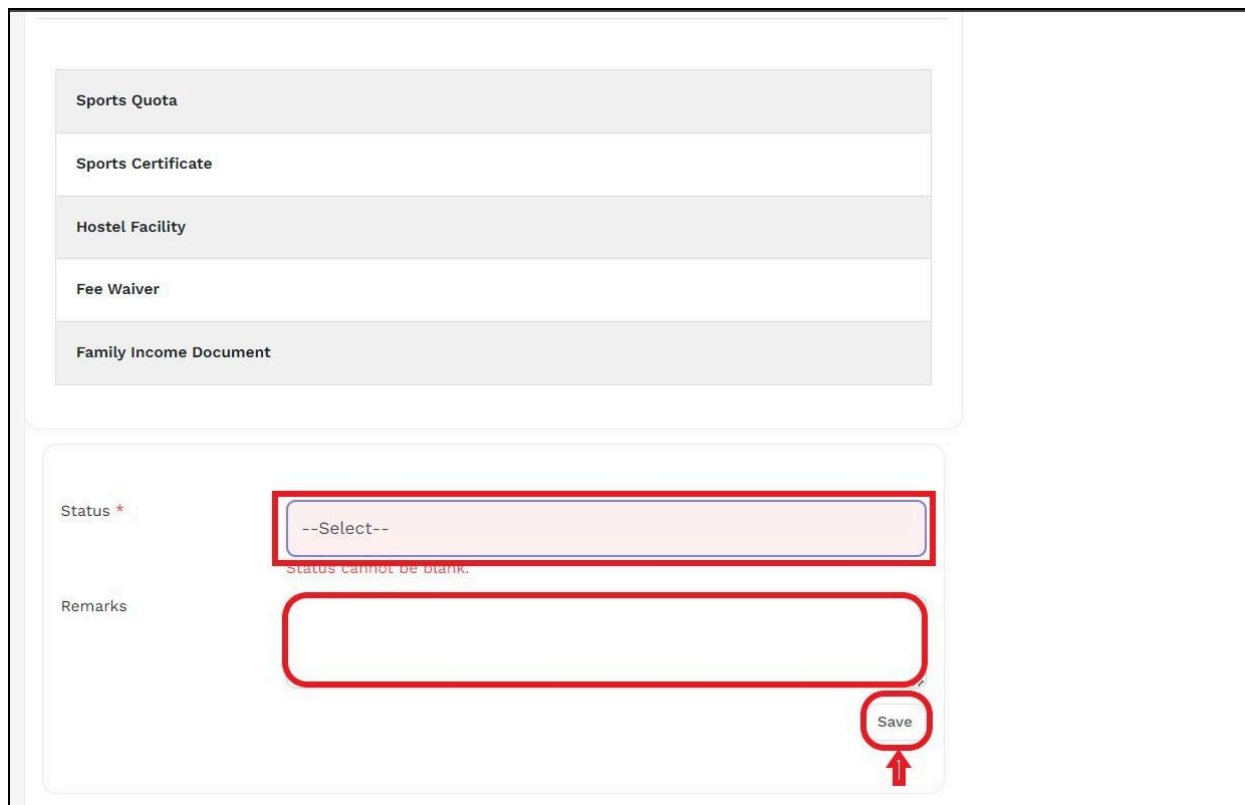
Form Number (Starting with 730XXXXX)  OR Registration Number (Starting with 23XXXXX)

Showing 1-21 of 21 items.

#	Actions	Form Number	Enrollment Number	Name	Admission Status	Programme	Admission Scheme	Disciplines
1	<input type="button" value="Process"/>	730683176		BABLI KURMI	All	GU-FoABA : Bachelor of Arts(Arts FoA) (F2F)	1 Major 2 Minor	Education Political Science Assamese
2				BABLI KURMI		GU-FoA : Bachelor of	1 Major 2 Minor	Accountancy

**Step 12:-** Once they click on the Process option they need to select the **Status** as **Document Verified** and mention the remarks then click on the **Save** option, After that they can grant the Admission of the respective student the process has already been shown in the video.

<https://youtu.be/jL1Fy-GNRSs>



The image shows a screenshot of a web form. The form is divided into two main sections. The top section contains five horizontal bars, each with a label: "Sports Quota", "Sports Certificate", "Hostel Facility", "Fee Waiver", and "Family Income Document". The bottom section contains a "Status \*" dropdown menu with "--Select--" selected, a "Remarks" text area, and a "Save" button. Red boxes highlight the "Status" dropdown, the "Remarks" text area, and the "Save" button. A red arrow points to the "Save" button. A small error message "Status cannot be blank." is visible below the "Status" dropdown.

-----End of  
Manual-----

