

---

# User Guide on Student Lifecycle on Samarth Portal

For Schools/Departments/ Affiliated Colleges of  
HNBGU

*(Updated on 27.11.24)*

---

**Coordinator,  
Samarth Project Management Unit,  
HNB Garhwal University**

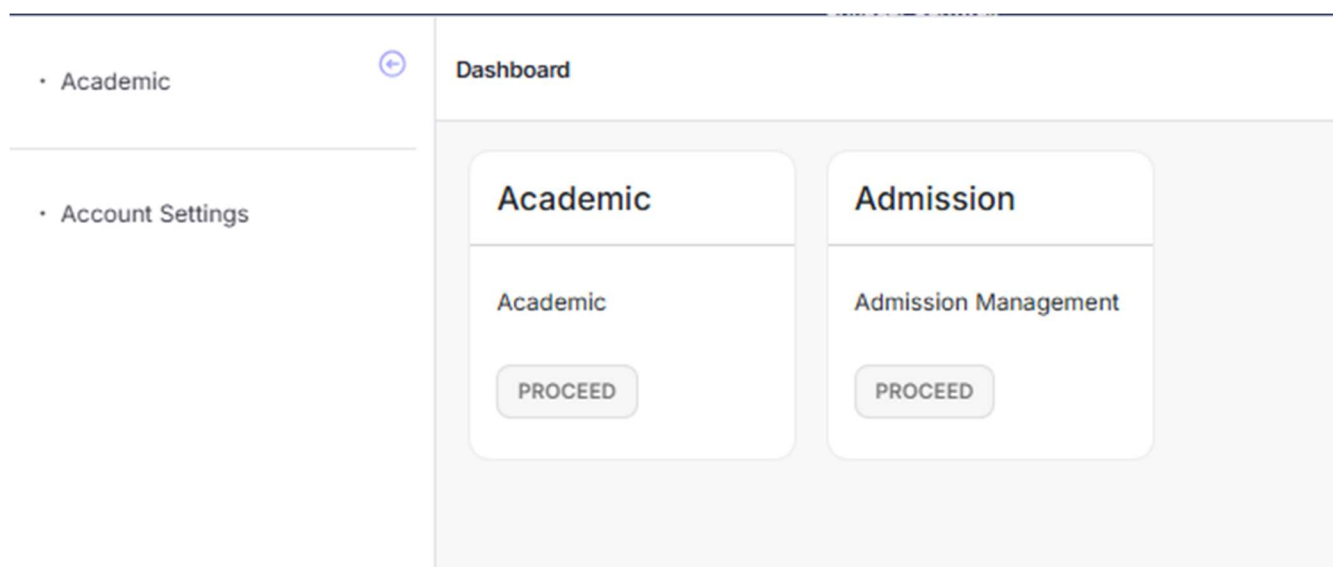
# CONTENTS

---

- 1. Introduction: “Academic” Module**
- 2. Checklist for Academic Module**
- 3. Accessing and Managing the "Programme" Section**
- 4. Managing Batches & Sections**
  - 4.1 Steps to Create a New Section**
  - 4.2 Steps to Add Students to a Section**
  - 4.3 Steps to Remove a Student from the Section**
- 5. Course Management**
  - 5.1 Steps to Access the List of All Courses and the Students Who Have Opted for Them**
  - 5.2 Steps to View and Modify a Student's Course Selection**
- 6. Steps to Change the Enrolment Status (Cancelled/Expelled, etc.) of a Student**
- 7. Steps to Modify the Admission Validity Period for a Student**
- 8. Steps to View Student Details**
- 9. Steps to Update the Login Password for a Student**
- 10.Steps to Update Email/Mobile for a Student**
- 11.Steps to View Student Login Details (Last Login/Failed Login Attempts, etc.)**
- 12.Steps to Update Student Details**
- 13.Important Information Regarding Linking ABC ID**
- 14.Important Information Regarding Roll Number**

## 1. Introduction: “Academic” Module

- The admission process for candidates is managed through the "Admission" Module.
- Once admission is confirmed, admitted students are integrated into the Samarth Student Lifecycle (SLC) by moving them to the "Academic" Module after generating their enrolment numbers.
- After students are successfully moved to the SLC/ "Academic" Module, any updates to their admission status—such as cancellations or profile changes—must be made exclusively in the "Academic" Module of the Samarth Portal. Note that any update made in the "Admission" Module will not sync with the "Academic" Module or the student’s profile.



## 2. Checklist for Academic Module

Refer to the below-mentioned Checklist to start using the Academic Module and report issues, if any, to [hnbgusamarth@gmail.com](mailto:hnbgusamarth@gmail.com). (The checklist/user guide will be updated from time to time as necessary)

- ✓ Verify Programme List: Ensure that the list of programmes offered by the user department/college under the "Programme" section is accurate and complete. (Refer to Point 3 for guidance.)
- ✓ Verify Student Lists: Confirm that the list of students for each programme is complete. Follow these steps to access the list: Navigate to the respective programme and click on its assigned "Short Code."> Select "Settings" on the right.>Click on "All Students" to view the list> Filter by “Year of Enrolment” if necessary. To make changes to the student list, follow the steps outlined at Point 4.

## 3. Accessing and Managing the "Programme" Section

In the "Programme" section, users can:

- View the list of all programmes offered by them.
- Access the list/details of all students admitted to these programmes.
- Make modifications to students' profiles as needed.

### Steps to Access:

- Go to the Academic Module and click "Proceed."
- Under Programme, click "Launch."

Student

Academics

Home / Dashboard / Academics

**PROGRAMME**

PROGRAMME

LAUNCH

**EXAMINATION**

EXAMINATION

LAUNCH

**FEE**

FEE

LAUNCH

Programme Management







Programme

Settings

Home / Programme

### Programme

Showing 1-10 of 10 items.

#	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>	<input type="text"/>	
1	3094	1 A Demo	Demo Programme	Face to face	2020	DEGREE	DOCTORAL	ACTIVE	 
2	3332	303-100-O	Master of Arts(Defence & Strategic Studies) (University Campuses)	Face to face	2024	DEGREE	MASTER	ACTIVE	 
3	3333	308-100-O	M.A (Geography) (University Campuses)	Face to face	2024	DEGREE	MASTER	ACTIVE	 

To view the details of a programme, click on the view button under the "Actions" column.

For corrections to programme details, email at [hnbigusamarth@gmail.com](mailto:hnbigusamarth@gmail.com).

Home / Programme / Demo Programme

### Demo Programme

Settings

Short Code	1 A Demo	Title in English	Demo Programme	Level / Program Type	DOCTORAL / DEGREE
School	School of Engineering and Technology	Delivery Mode	Face to face	Minimum / Maximum Duration	2 Years / 3 Years
Exam Scheme	Semester	Credit Scheme / Total Credits	CBCS /	Term Type / Total Terms	SEMESTER/4
Admission Sessions	JUL	Fee Mode / Course Registration Mode	SEMESTER / SEMESTER	Status:	ACTIVE
Is Programme Industry Oriented	NO	Industries Type			<a href="#">More Details</a>

All Terms

<a href="#">SEMESTER 1</a>	<a href="#">SEMESTER 2</a>	<a href="#">SEMESTER 3</a>	<a href="#">SEMESTER 4</a>
----------------------------	----------------------------	----------------------------	----------------------------

All Students

[Click Here](#)

The "All Terms" section lists all semesters/terms within a programme. Clicking on a specific term/semester will open the following page:

The screenshot shows the Student Lifecycle (SLC) interface. At the top, there is a navigation bar with a home icon and the text "Student". Below this, there is a breadcrumb trail: "Home / Programme / Demo Programme / SEMESTER 1". The main content area is divided into two columns. The left column is titled "COURSE MANAGEMENT" and contains a sub-section "COURSE MANAGEMENT" with a "LAUNCH (V1)" button. The right column is titled "BATCHES & SECTIONS" and contains a sub-section "BATCHES & SECTIONS" with a "LAUNCH" button.

#### 4. Managing Batches & Sections

After admitted students are moved to the Student Lifecycle (SLC) following enrolment number generation, they must be assigned to a section on the Samarth Portal, along with the appropriate organisational unit and "Academic Session." This step is mandatory, irrespective of whether the Users follow a "Section" system.

By default, all students for a particular campus or affiliated college across all programmes are assigned to a section named "Section A". **It is essential to ensure that each section for a given academic year contains only the admitted students.**

#### To Access "Batches & Sections":

- Navigate to the desired programme and click on the "View" button.
- Select the relevant semester/term.
- Click on "Launch" under the "Batches & Sections" option.

#### Modifying Default Sections:

If, for a particular programme, user departments/colleges have allocated students to multiple sections or wish to modify/customise the default section, they can remove students from "Section A" and assign them to the appropriate newly created section(s).

Home / Programme / Master of Arts(Defence & Strategic Studies) (University Campuses)  
/ SEMESTER 1  
/ Batches & Sections: Master of Arts(Defence & Strategic Studies) (University Campuses)-  
SEMESTER 1

#### Batches & Sections: Master of Arts(Defence & Strategic Studies) (University Campuses)-SEMESTER 1

[Bulk Create Academic Section](#)
[Add Academic Batches & Sections](#)

Showing 1-1 of 1 item.

#	Section Name	Academic Year	Academic Session	Organization
	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	Select OU <input type="text"/>
1	Section A	2024-2025	2024-2025 (2024 Odd Semester)	GUBCC-134: HNBGU Srinagar Garhwal

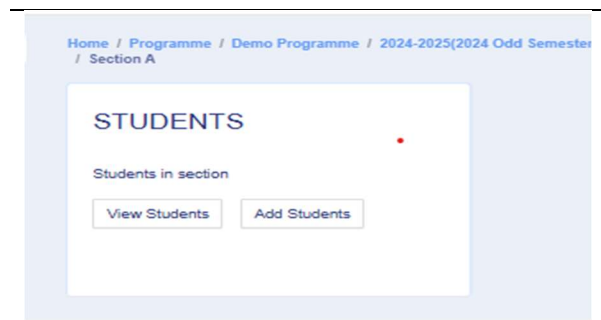
#### 4.1 Steps to Create a New Section:

- Click on "Add Academic Batches & Sections".
- Select the appropriate "Academic Session".

- Enter the desired "Section Name".
- Choose the relevant "Organisational Unit" and click "Save".

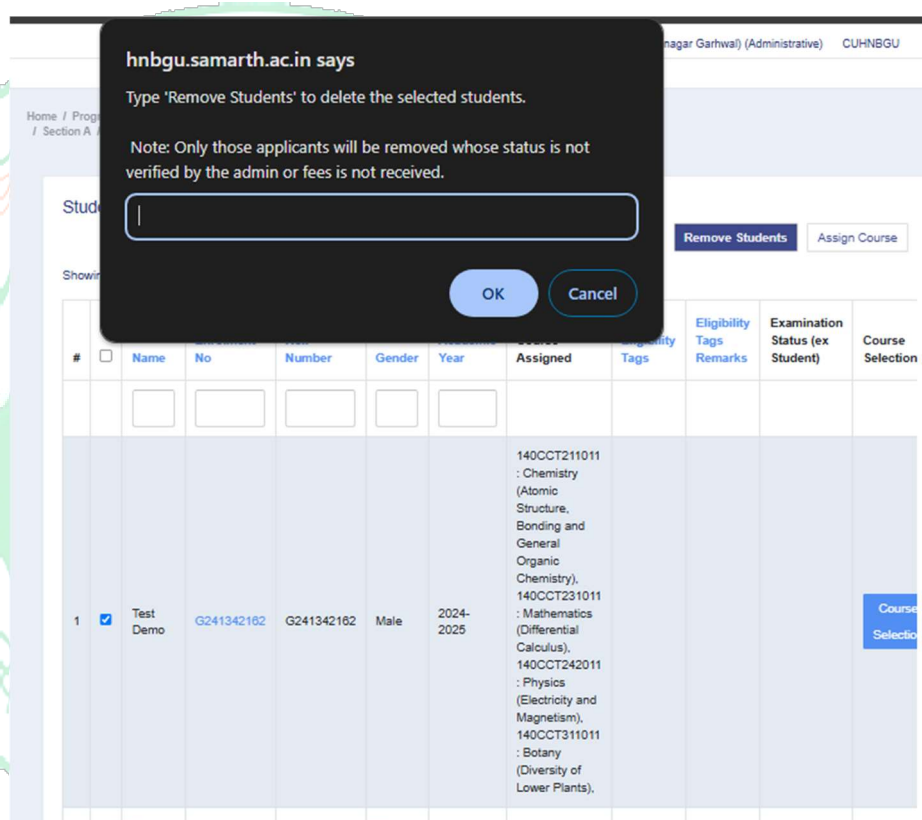
#### 4.2 Steps to Add Students to a Section:

- Click the "View" button next to the relevant Section Name.
- Select "Add Students".
- Check the box next to the students you wish to add.
- Click "Add Student" at the top right, then click "Add" to confirm.



#### 4.3 Steps to Remove a Student from the Section:

- Click the "View" button next to the Section Name.
- Select "View Students".
- Check the box next to the student to be removed.
- Click "Remove Students" at the top right.
- In the confirmation dialog, type "Remove Students" and click "OK" to finalize.



### 5. Course Management:

#### 5.1 Steps to Access the List of All Courses and the Students Who Have Opted for Them:

- To view the list of all courses offered in a given semester for a particular programme, click on the "View" button, select the relevant semester/term, and then click on "Launch (V\_)".
- To view the list of students who have opted for a specific course, click on "View" next to the course.
- **Note:** It is strongly recommended not to change the course structure for a programme in a particular semester, as this will modify the structure for all users offering that programme. For modification requests, please email [hnbgu.samarth@gmail.com](mailto:hnbgu.samarth@gmail.com).



## Course Management: Demo Programme-SEMESTER 1

Add Elective Courses

Add Compulsory Courses

Showing 1-8 of 8 items.

#	Session Name	Academic Year	Programme ID	Programme Code	Course Name	Course Code	Term Type	Term	Course Category	Status	Visible	Students	Delete
	All	All								All	All		
1	2024 Odd Semester	2024-2025	Demo Programme	1 A Demo	Chemistry (Atomic Structure, Bonding and General Organic Chemistry)	140CCT211011	SEMESTER	1	COMPULSORY	Active	Yes	<a href="#">View</a>	<a href="#">Delete</a>
2	2024 Odd Semester	2024-2025	Demo Programme	1 A Demo	Chemistry (Chemical Energetics, Equilibria & Functional Organic Chemistry)	140CCT212011	SEMESTER	1	COMPULSORY	Active	Yes	<a href="#">View</a>	<a href="#">Delete</a>
3	2024 Odd Semester	2024-2025	Demo Programme	1 A Demo	Mathematics (Differential Calculus)	140CCT231011	SEMESTER	1	COMPULSORY	Active	Yes	<a href="#">View</a>	<a href="#">Delete</a>

## 5.2 Steps to View and Modify a Student's Course Selection:

- In the "Academic" section, click on "Launch" under "PROGRAMME".
- Click on the "View" button for the relevant programme.
- Select the desired Semester/Year/Term under "All Terms".
- Click on "Launch" under "Batches & Sections", then click on "View" for the required section.
- Click on "View Students" under the "Students" section.
- Click on "Course Selection" to view the courses selected by the student.
- In "Academic", click on "LAUNCH" under "PROGRAMME"

## Students: Demo Programme-SEMESTER 1-Section A

Remove Students

Assign Course

Showing 1-3 of 3 items.

#	<input type="checkbox"/>	Name	Enrolment No	Roll Number	Gender	Academic Year	Course Assigned	Eligibility Tags	Eligibility Tags Remarks	Examination Status (ex Student)	Course Selection	Update Course	Change Ex Status
1	<input type="checkbox"/>	Test Demo	G241342162	G241342162	Male	2024-2025	140CCT211011 : Chemistry (Atomic Structure, Bonding and General Organic Chemistry), 140CCT231011 : Mathematics (Differential Calculus), 140CCT242011 : Physics (Electricity and Magnetism), 140CCT311011 : Botany (Diversity of Lower Plants).				<a href="#">Course Selection</a>	<a href="#">Update Course</a>	<a href="#">Modify Examination Status As Ex-Student</a>
2	<input type="checkbox"/>	Dummy Stud. 2	R10009	RN1009		2024-2025					<a href="#">Course Selection</a>	<a href="#">Update Course</a>	<a href="#">Modify Examination Status As Ex-Student</a>
3	<input type="checkbox"/>	demo11	demo11			2024-2025					<a href="#">Course Selection</a>	<a href="#">Update Course</a>	<a href="#">Modify Examination Status As Ex-Student</a>

To update or modify a student's course selection:

- To modify the selected course, click on "Update Course".

- To change the status of a course to inactive, click on "**Modify**" and select "**Discard Course**".
- To add a new course, click on "**Add Course**".

Student

Home / Student-Programme

Student Profile  
Programme  
Update Course  
Examination  
Grade Cards  
Settings

Test Demo

1 A Demo : Demo Programme

Name	Test Demo	Enrolment Number	G241342162	Organizational Unit (Campus)	GUBCC-134: HNBGU Srinagar Garhwal
Level	DOCTORAL	Program Type	DEGREE	Delivery Mode	Face to face
Admission (Year-Cycle)	2024-July	Admission Validity End (Year-Cycle)	2027-JANUARY		

Courses Add Course

#	Code	Title	Category	Credits	Term	Cycle	Eligibility Tag (Remarks)	Result	Status (Active/In-Active)	Action
1	140CCT211011	Chemistry (Atomic Structure, Bonding and General Organic Chemistry)	COMPULSORY	4.00	1 SEMESTER	JUL 2024		Appearing	Active	Modify
2	140CCT231011	Mathematics (Differential Calculus)	COMPULSORY	4.00	1 SEMESTER	JUL 2024		Appearing	Active	Modify
3	140CCT242011	Physics (Electricity and Magnetism)	COMPULSORY	4.00	1 SEMESTER	JUL 2024		Appearing	Active	Modify

© Samarth - All Rights Reserved. Developed & Maintained by: Initiatus Pvt. Ltd.

## 6. Steps to Change the Enrolment Status (Cancelled/Expelled, etc.) of a Student

*(If a student cancels their admission, it is recommended to update their enrolment status to "Cancelled" and disable their login access. After cancellation, the student **must be manually removed** from the section.)*

- In the "Academic" section, click on "Launch" under "Programme".
- Click on the "View" button to access the required program.
- Select the relevant Semester/Year/Term under "All Terms".
- Click on "Launch" under "Batches & Sections" and select "View" for the required section.
- Click on "View Students" under "Students".
- Click on the "Enrolment No." of the student whose status you wish to update.
- Click on "Settings".
- Select "Change Enrolment Status".
- Choose the appropriate status under "Enrolment Status" and select "Disable Login" (*Note: The "Disable Login" option will only appear if the student has logged in previously*).
- Click "Submit" to confirm the changes.

1 A Demo : Demo Programme

Name	Test Demo	Enrolment Number	G241342162	Organizational Unit (Campus)	GUBCC-134: HNBGU Srinagar Garhwal
Level	DOCTORAL	Program Type	DEGREE	Delivery Mode	Face to face
Admission (Year-Cycle)	2024-July	Admission Validity End (Year-Cycle)	2027-JANUARY		
Enrolment Status	ACTIVE				

Change Enrolment Status

Enrolment Status ▼

Disable Login ▼

Submit



### 7. Steps to Modify the Admission Validity Period for a Student:

- Follow steps a) to g) from Point 6: "Steps to Change Enrolment Status (Cancelled/Expelled, etc.) of a Student".
- Click on "Change Admission Validity".
- Select the relevant options for the validity period and click on "Submit".

1 A Demo : Demo Programme

Name	Test Demo	Enrolment Number	G241342162	Organizational Unit (Campus)	GUBCC-134- HNBGU Srinagar Garhwal
Level	DOCTORAL	Program Type	DEGREE	Delivery Mode	Face to face
Admission (Year-Cycle)	2024-July	Admission Validity End (Year-Cycle)	2027-JANUARY		
Enrolment Status	ACTIVE				

---

Change Enrolment Status

Year Of Enrolment:

Session Of Enrolment:

[Calculate End Validity](#)

Validity End Year:

Validity End Session:

### 8. Steps to View Student Details:

- Follow steps a) to g) from Point 6: "Steps to Change Enrolment Status (Cancelled/Expelled, etc.) of a Student".
- Click on "Student Profile" in the left menu under "Student"

Student Profile

1 A Demo : Demo Progra...

Transactions

Update Details

1 A DEMO : DEMO PROGRAMME

ENROLMENT NUMBER : G241342162

ROLL NUMBER : G241342162

[CLICK HERE](#)

---

Personal Details

Full Name	Test Demo	Full Name in Hindi	
Date of Birth	1880-07-01	Category	Scheduled Caste (SC)
Gender	Male	Nationality	INDIAN
State of Domicile	Chandigarh	Whether Minority	No
Religion	Hinduism	Marital Status	-
Mobile Number	[REDACTED]	Institution Registration Number	
Applicant's Email	[REDACTED]	Institution Email	
Mother's Name	[REDACTED]	Mother's Name in Hindi	
Father's Name	[REDACTED]	Father's Name in Hindi	
Guardian's Name	[REDACTED]	Any Disability	NO
ABC ID		Is ABC ID Optional for Student	NO

---

Correspondence Details

Address	dsa aad
District	delhi
State, Pincode	Uttar Pradesh, 110059
Country	India

Permanent Address

Address	dsa aad
District	sdh
State, Pincode	Chandigarh, 222422
Country	India

## 9. Steps to Update the Login Password for a Student:

- Follow steps a) to g) from Point 6: "Steps to Change Enrolment Status (Cancelled/Expelled, etc.) of a Student".
- Click on "Update Details"
- Select "Update Login Password" and reset the password as required

Home / Test Demo / Update Details / Reset Password

Reset Password : Test Demo

New Password \*

Confirm New Password \*

Submit Cancel

## 10. Steps to Update Email/Mobile for a Student

- Follow steps a) to g) from Point 6: "Steps to Change Enrolment Status (Cancelled/Expelled, etc.) of a Student".
- Click on "Update Details"
- Click on "Update Email/Mobile" and update the details as needed

Home / Test Demo / Update Details Menu / Change login details

Update login details for Test Demo

Personal Email demo@gmail.com

Mobile Number 8888888888

Submit Cancel

## 11. Steps to View Student Login Details (Last Login/Failed Login Attempts, etc.)

- Follow steps a) to g) from Point 6: "Steps to Change Enrolment Status (Cancelled/Expelled, etc.) of a Student".
- Click on "Update Details"
- Click on "View Student Login Details"

Home / Student Login Details / Student Login Details : G241342162

Student Login Details : G241342162

ID	257
Email	[REDACTED]
Mobile	[REDACTED]
Student System id	15341
Enrollment No	G241342162
Username	G241342162
Name	Test Demo
Photo Url	
Status	1
First Login	0
Last Login	2024-11-16 12:33:47
Failed Login Attempts	0
Account Disbaled	N
Email Verified	1
Account Disbaled On	
Account Disbaled Upto	

## 12. Steps to Update Student Details

- Follow steps a) to g) from Point 6: "Steps to Change Enrolment Status (Cancelled/Expelled, etc.) of a Student".
- Click on "Update Details"
- Click on "Update Student Details" and update the details as required
- Select the relevant "Field Name", complete all mandatory fields and click on "Submit"

## Personal Details

Full Name	Test Demo	Full Name in Hindi	
Date of Birth	1989-07-01	Category	Scheduled Caste (SC)
Gender	Male	Nationality	INDIAN
State of Domicile	Chandigarh	Whether Minority	No
Religion	Hinduism	Marital Status	--
Mobile Number	[REDACTED]	Institution Registration Number	
Applicant's Email	[REDACTED]	Institution Email	
Mother's Name	[REDACTED]	Mother's Name in Hindi	
Father's Name	[REDACTED]	Father's Name in Hindi	
Guardian's Name	[REDACTED]	Any Disability	NO
ABC ID		Is ABC ID Optional for Student	NO

## Update Student Details Test Demo

Field Name \*

Remarks \*

Upload supporting document  
Accepted file format : pdf, jpg, jpeg, png  
Max size : 4 MB

Drag & drop files here ...

### 13. Important Information Regarding Linking ABC ID

If students experience issues with linking their ABC ID—such as successfully creating the ABC ID but it is not reflecting on the Portal—this may be due to discrepancies in the **Name**, **Gender**, or **Date of Birth** between the Samarth Account and their ABC/APAAR Account.

Note that **Name, Gender, and Date of Birth** are key verification parameters for linking the ABC ID to the Portal and must match the details in the ABC Account.

To resolve this issue, students should update their details either in the **Aadhar Card** or the **Samarth Portal**, according to their Class X certificate, as applicable, and then attempt to link their ABC account again.

For updates to the student's name, departments/colleges can email the details to [hnbguasamarth@gmail.com](mailto:hnbguasamarth@gmail.com) for further assistance.

### 14. Important Information Regarding Roll Number

Due to technical reasons, the Roll Number for students is currently identical to their Enrolment Number. Roll numbers will be updated for all students after submitting the examination form.