# User Guide on Student Lifecycle on Samarth Portal

For Schools/Departments/ Affiliated Colleges of HNBGU

*(Updated on 27.11.24)*

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# CONTENTS

# 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.
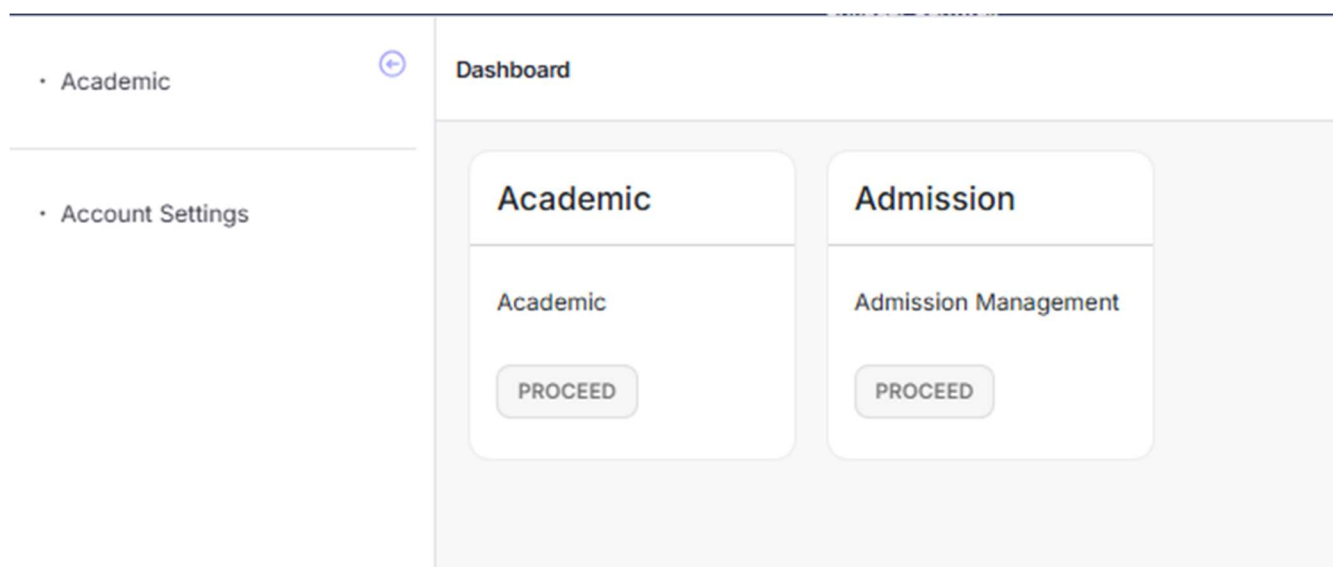


# 2. Checklist for Academic Module

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

- ✓ <u>Verify Programme List:</u> 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.)
- ✓ <u>Verify Student Lists:</u> 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."

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

*For corrections to programme details, email at* hnbgusamarth@gmail.com.



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

## 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).



### 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.
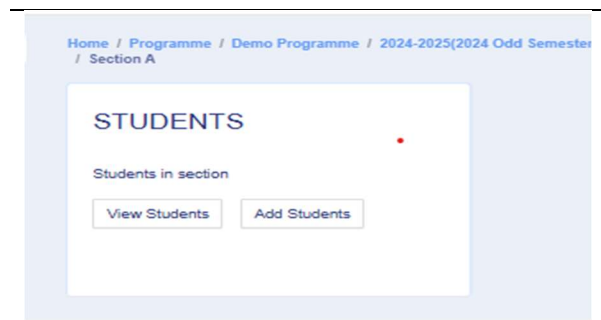


## 4.3 Steps to Remove a Student from the Section:

- 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.
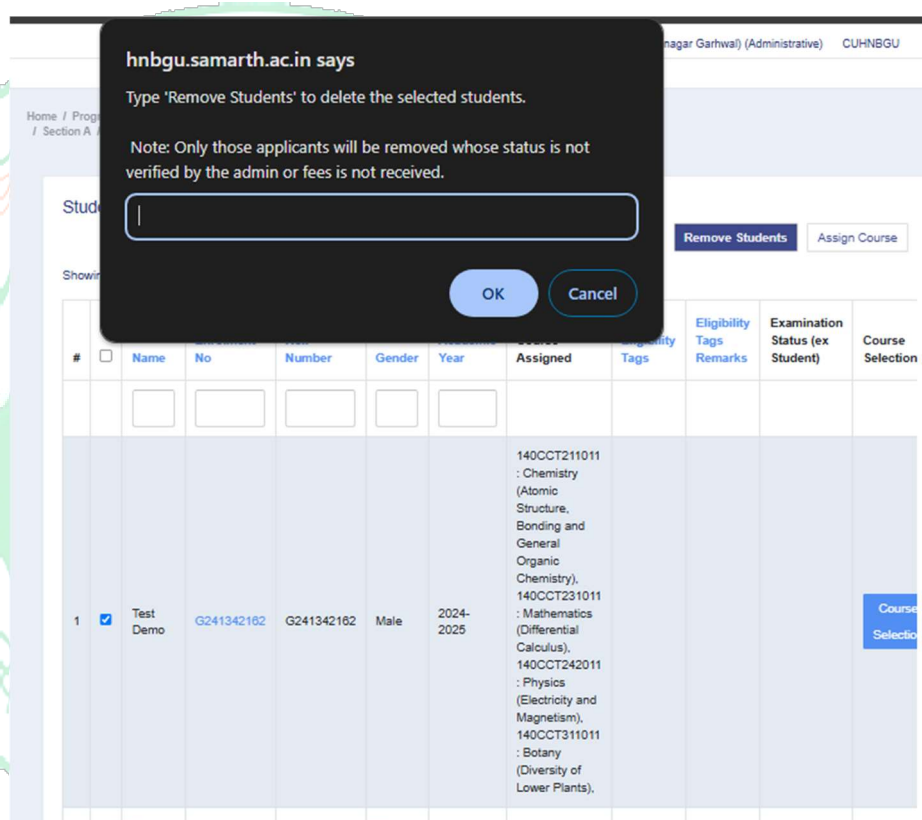


## 5. Course Management:

## 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 **hnbgusamarth@gmail.com**.

## 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"



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"**.



## 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.)*

a) In the "Academic" section, click on "Launch" under "Programme".
b) Click on the "View" button to access the required program.
c) Select the relevant Semester/Year/Term under "All Terms".
d) Click on "Launch" under "Batches & Sections" and select "View" for the required section.
e) Click on "View Students" under "Students".
f) Click on the "Enrolment No." of the student whose status you wish to update.
g) Click on "Settings".
h) Select "Change Enrolment Status".
i) 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)*.
j) Click "Submit" to confirm the changes.

**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".



**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"

### 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 | |
| Mobile | |
| 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"

Home / Test Demo / Update Details / Update Student Details

## 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 | | Institution Registration Number | |
| Applicant's Email | | Institution Email | |
| Mother's Name | | Mother's Name in Hindi | |
| Father's Name | | Father's Name in Hindi | |
| Guardian's Name | | Any Disability | NO |
| ABC ID | | Is ABC ID Optional for Student | NO |

### Update Student Details Test Demo

Field Name *   Select ▾

Remarks *   [                    ]

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

Drag & drop files here …

🗑   ⊘ Cancel   📁 Browse …

[ Submit ]   [ Cancel ]

## 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 hnbgusamarth@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.