

OFFICE OF THE CONTROLLER OF EXAMINATIONS: SIBSAGAR UNIVERSITY

No. SU/Ex/Course Selection /2024/79

Date: 23-10-2024

NOTICE

**COURSE SELECTION FOR 1ST SEMESTER STUDENTS IN
STUDENT SAMARTH PORTAL**

All 1st semester students are hereby informed that the student **Samarth portal** is now active for Course Selection and they must complete their Course Selection process on or before **31-10-2024** and after completing the course selection process, students have to take printout of the Course Selection Form and the same **MUST BE SUBMITTED** to their concerned Major Department after getting verified by the HoD.

N:B- Before course selection in the portal students are advised to REGISTER their Log-in ID and PASSWORD using the student portal given below—

The student Portal URL is : <https://sibsagarcollege.samarth.edu.in>

*** * Student can login through the portal as NEW USER by following the INSTRUCTIONS as given in the USER MANUAL below.**

Copy to—



- 1.Registrar for information
- 2.Academic Registrar (i/c)
- 3.Dean, Student's Welfare (i/c)
- 4.Controller of Examinations (i/c)
5. OSD to Honorable Vice Chancellor for his kind information
6. All HoD's with a request to circulate among the students
5. Notice Board &University website

Dr. Golap Panging
Deputy Controller of Examinations (i/c)
Sibsagar University

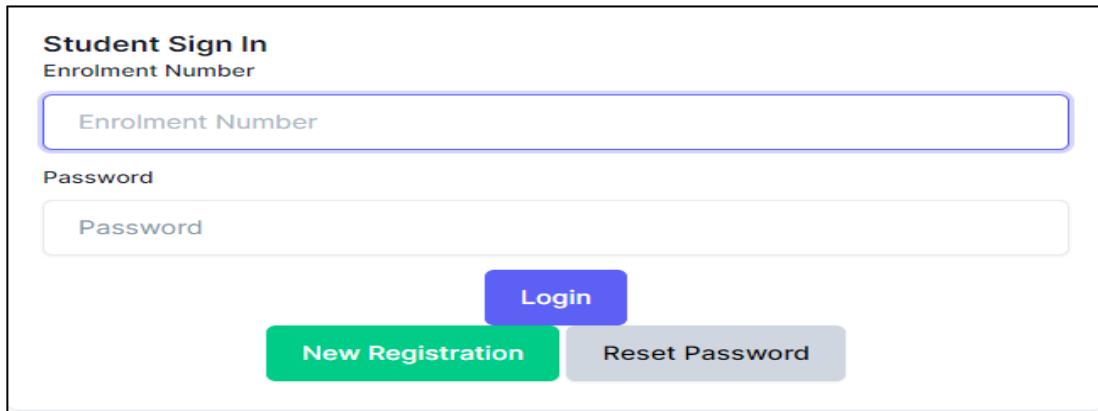
USER MANUAL

Samarth eGov

Step 1: Open the student portal link through Student portal URL

<https://sibsagarcollege.samarth.edu.in>

and the homepage will appear as below:



Student Sign In
Enrolment Number

Enrolment Number

Password

Password

Login

New Registration

Reset Password

On the student portal homepage, students will be able to see three (3) options as follows:

1. Login

- a. Registered students can directly log in using their login credentials for the portal.

2. New Registration

- a. Students doing first-time registration have to click on the “New Registration” option to generate their login credentials.

3. Reset Password

If a student forgets his/her password, they can reset it by using the “**Reset password**” option.

New Student Registration

Step 1. Students can register themselves by clicking on the “**New Registration**”

button. After that, the following details need to be selected/entered:

- Select Programme
- Name (as on ID card)
- Enrollment Number
- Fill in the Captcha.

Student Registration Form

Select Programme

Name (as on ID card)

Enrolment Number

637785

Click on the text to change

Then Click on the **Submit** button

After successful verification of the details, an OTP will be received via Mail/SMS. Once the OTP is filled, click on the 'Submit' button to proceed further.

S eGov

Info!
Mail sent successfully to your registered email XXXXXXXXXX@XXXXXX

Enter the one time password (OTP) sent to your email/mobile.

Enter the one time password (OTP) sent to your email/mobile

S eGov

Once OTP is verified, students need to set a password for their login in a new window.

Info!
Please create your password.

Set your password

Username : DEMO2

Password

Confirm Password

Then click on the **Submit** button

Note: The students need to note down the username and Password for further use

Step 2: Log in to the Student Portal:

After successfully creating their passwords, students can access their account through their Enrolment number and Password through <https://sibsagarcollege.samarth.edu.in> to start the process of **COURSE SELECTION**.

** Before course selection in the portal students are advised to check the following details carefully.

- a) Programme (BA/ B Sc.)
- b) Type of courses (i.e., **Major, Minor, AEC, MIC, SEC VACC** etc.)
- c) Course code and Title of their courses

STEPS TO BE FOLLOWED FOR COURSE SELECTION PROCESS:

1. Students need to login to the SAMARTH student portal URL <https://sibsagarcollege.samarth.edu.in> using their Enrollment Number and password.
2. Then click in the **CLICK HERE** box.
3. Next click on the **CLICK HERE TO SELECT YOUR COURSES**
4. Click on the right option(s) as shown in the **COURSE SELECTION**
5. Then click the **SUBMIT** Box.
6. Finally click on the box **SUBMIT COURSE SELECTION**

Note: Students are advised to take utmost care before clicking the box **SUBMIT COURSE SELECTION.**

*** No correction/modification is possible on the part of the student after clicking the final **SUBMIT COURSE SELECTION** box.

** In case of any difficulty in the process, students may contact the undersigned in the Office of the Controller of Examinations after 3 p.m.



Dr. Golap Panging
Deputy Controller of Examinations (i/c)
Sibsagar University