



## अधिसूचना

विश्वविद्यालय परिसर के एम0बी0ए0 विभाग के अर्न्तगत अध्ययनरत प्रथम सेमेस्टर एवं तृतीय सेमेस्टर के समस्त छात्र-छात्राओं को सूचित किया जाता है कि दिनांक 25.10.2024 से परीक्षा फॉर्म पूरित करने हेतु 'समर्थ स्टूडेंट पोर्टल पर लाइव' कर दिया गया है।

एम0बी0ए0 प्रथम एवं तृतीय सेमेस्टर के छात्रों को निर्देशित किया जाता है कि अपना परीक्षा फॉर्म **Student Portal URL** - <https://suksn.samarth.edu.in/> पर अनिवार्य रूप से दिनांक 10 नवम्बर, 2024 तक भरना सुनिश्चित करें।

### संलग्नक-दिशा-निर्देश

नोट- समर्थ के सन्दर्भ में किसी भी सहायता के लिए- [samarth@suksn.edu.in](mailto:samarth@suksn.edu.in) पर मेल कर सम्पर्क किया जा सकता है।

भवदीय

*(Handwritten signature)*

कुलसचिव

सिद्धार्थ विश्वविद्यालय, कपिलवस्तु,  
सिद्धार्थनगर।

दिनांक 25/10/2024

पत्रांक 1716 / सा0प्र0 / सि0वि0वि0 / 2024

प्रतिलिपि- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित-

1. प्रो0 सौरभ, अधिष्ठाता वाणिज्य संकाय सम्प्रति विभागाध्यक्ष एम0बी0ए0।
2. वित्त अधिकारी, सिद्धार्थ विश्वविद्यालय, कपिलवस्तु, सिद्धार्थनगर।
3. उपकुलसचिव, परीक्षा, सिद्धार्थ विश्वविद्यालय, कपिलवस्तु, सिद्धार्थनगर।
4. मीडिया प्रभारी को इस आशय से प्रेषित की छात्र हित में निशुल्क उक्त सूचना को दैनिक समाचार पत्रों में प्रकाशित कराने का कष्ट करें।
5. निजी सचिव, कुलपति, मा0कुलपति जी के सूचनार्थ।
6. सम्बन्धित पत्रावली।

कुलसचिव

सिद्धार्थ विश्वविद्यालय, कपिलवस्तु,  
सिद्धार्थनगर।

## User Manual for Examination Form at Institution Student Portal

The Examination Form filling process is divided into two Activities. Students must complete Activity 1( Course Selection) and then Activity 2 (Examination Form Submission) to complete the process.

### **Activity 1 - Course Selection:**

In this activity, Students need to select the papers/courses opted for the current semester.

### **Activity 2- Examination Form Submission:**

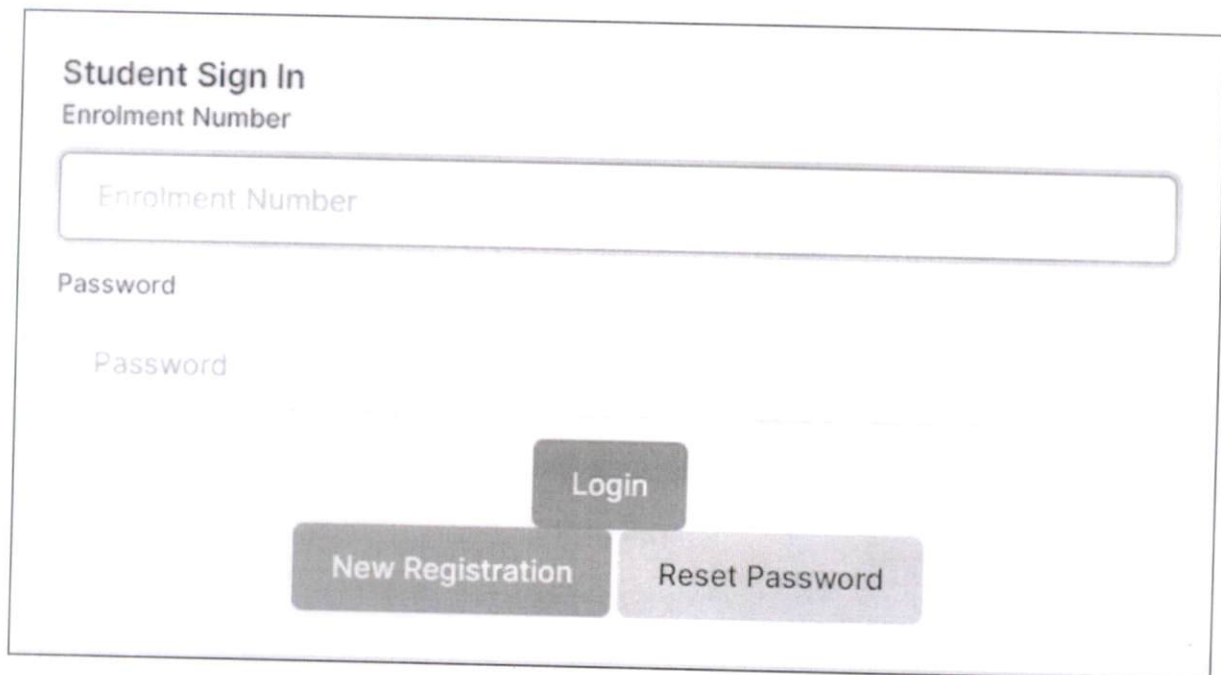
In this activity, Students need to select the (Appearing/Compartment/Improvement) papers/courses in which they want to appear for the examination according to the Institute's policy.

**For more details on the Examination policy, please visit the Institution website.**

## Steps to Complete Activity 1 - Course Selection

**Step 1: Open the student portal through {Student portal Url}, the homepage will appear as below:**

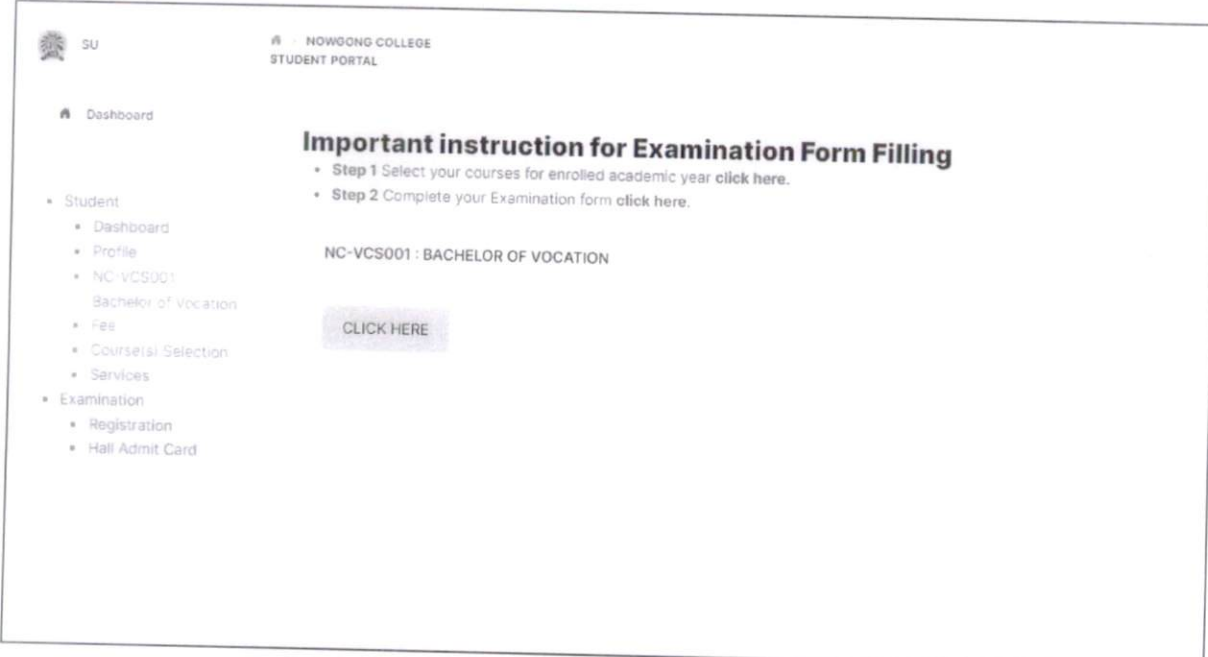
Students can mention their Enrolment number and Password and then click on the Login button.



The screenshot displays a 'Student Sign In' form. At the top left, the text 'Student Sign In' is followed by 'Enrolment Number'. Below this is a wide, empty text input field. Underneath the input field, the label 'Password' is shown, followed by a second empty text input field. At the bottom of the form, there are three buttons: a central 'Login' button, a 'New Registration' button to the left, and a 'Reset Password' button to the right.

## Step 2: Student Dashboard:

Once the student successfully logs in to the student portal, the dashboard will be shown, following which, the student can see the respective programme which has been allocated to him/her.



SU # : NOWGONG COLLEGE  
STUDENT PORTAL

Dashboard

Student

- Dashboard
- Profile
- NC-VCS001  
Bachelor of Vocation
- Fee
- Counselor Selection
- Services

Examination

- Registration
- Hall Admit Card

**Important instruction for Examination Form Filling**

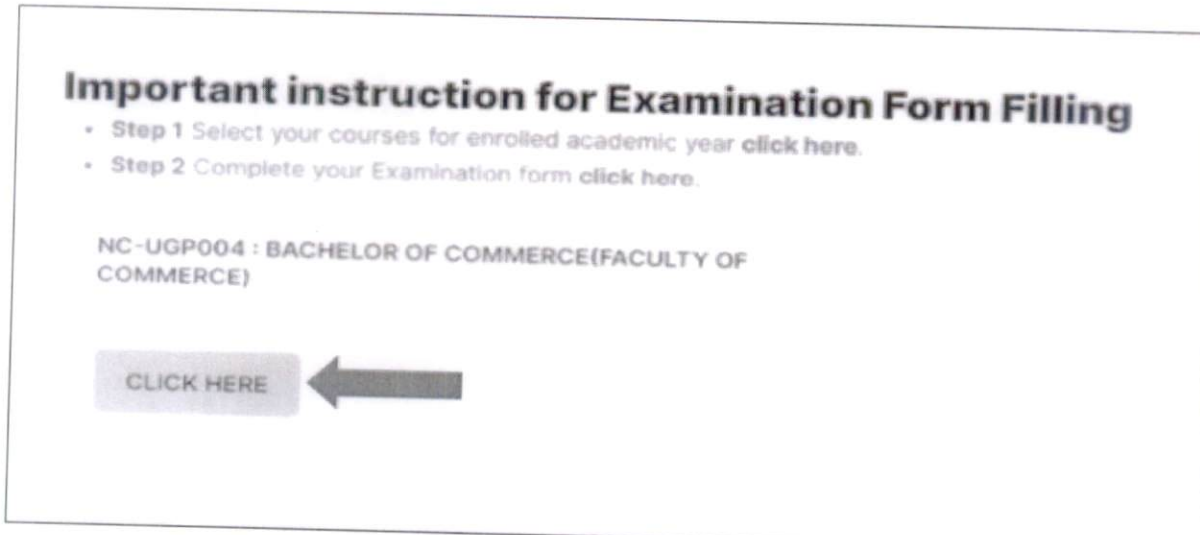
- Step 1 Select your courses for enrolled academic year [click here](#).
- Step 2 Complete your Examination form [click here](#).

NC-VCS001 : BACHELOR OF VOCATION

[CLICK HERE](#)

## Step 3: Course Selection for the Respective Programme:

Students can Click on the **CLICK HERE** button for course selection.



**Important instruction for Examination Form Filling**

- Step 1 Select your courses for enrolled academic year [click here](#).
- Step 2 Complete your Examination form [click here](#).

NC-UGP004 : BACHELOR OF COMMERCE(FACULTY OF COMMERCE)

[CLICK HERE](#)

Students need to check the programme details and then click on the **Click here to select your courses** button.

NC-VCS001 : Bachelor of Vocation

Name	DEMO	Enrolment Number	DEMO
Level	BACHELOR	Examination Roll Number	DEMO
Admission (Year-Cycle)	2023-JULY	Admission Quota	DBC
ABC ID	!! Action required click here to link/create your ABC Account		

You can apply for course selection in SEMESTER 1 of NC-VCS001 : Bachelor of Vocation

[Click here to select your courses](#)

### Step 4: Course Selection Section:

Students need to select the courses/papers for the first semester from the drop-down and click on **SUBMIT** button.

Course Selection Section

Enrolment Number	DEMO	Programme	NC-VCS001 : Bachelor of Vocation	Session	2023-JULY	Reference Number	Category	DBC
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Courses Selection for SEMESTER 1

S.No.	Option Type	Course Code : Course Name (Credit)
1	MAJOR	MELT-MAJ-1014 : Basic anatomy & physiology (4.00)
2	MINOR	MELT-MIN-1014 : General Microbiology (4.00)
3	INTERDISCIPLINARY COURSE	ARAB-IOC-1014 : Arabic Learning (4.00)
4	SKILL ENHANCEMENT COURSE	BOTA-SEC-1014 : Nursery and Gardening (4.00)
5	ABILITY ENHANCEMENT COURSE	HRID-AEC-1012 : Vyakaran Evam Vyavaharik Hindi (2.00)
6	PILOM-HEALTH COURSE	<p>Select maximum 4 credit. You have selected 4 credit, remaining selection 0 credit.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> ENCS-1AC-1012 : Environmental Science (2.00)</li> <li><input checked="" type="checkbox"/> SA93-1AC-1012 : National Service Scheme (2.00)</li> <li><input type="checkbox"/> URMV-1AC-1012 : Understanding India (2.00)</li> <li><input type="checkbox"/> COUP-1AC-1012 (Online) : Coal &amp; Energy Policy (Online) (2.00)</li> <li><input type="checkbox"/> MGRH-1AC-1012 (Online) : Philosophy, Science and Religion: History &amp; Science (Online) (2.00)</li> <li><input type="checkbox"/> MCFM-1AC-1012 (Online) : Muslim Thinking (Online) (2.00)</li> </ul>

## Step 5: Update Course Selection Section:

When the student clicks on the **Submit** button, the dashboard is shown and if the student wants to update the selected courses/papers, he/she can click on the **Update course selection** button. If this is not required, then the student will click on the **Submit course selection** button.

Update Course Selection

Course selection for NC VCS001 - Bachelor of Vocation

Enrollment Number	DEMO	Programme	NC VCS001 - Bachelor of Vocation	Semester	2022 - JULY	Reference Number - 1	Category - DEMO
<b>Your Course Selections</b>							
S.No.	Course Code	Name of Course		Credits	Term		
1	MBL1 18A1 101A - MAJOR	Basic anatomy & physiology		4.00	1 SEMESTER		
2	MBL1 18B1 101A - MAJOR	General Microbiology		4.00	1 SEMESTER		
3	ABAB 18C 101A	Audio Learning 1		4.00	1 SEMESTER		
4	BD1A 18C 101A	Nursery and Gardening		4.00	1 SEMESTER		
5	HRB1 18C 101A	Systemic Insect Systematic Insect		2.00	1 SEMESTER		
6	ERIC 18C 101A	Environmental Science		2.00	1 SEMESTER		
7	NASS 18C 101A	National Service Scheme		2.00	1 SEMESTER		
<b>Total Credit</b>				<b>22</b>			

Update Course Selection

Submit course selection

After clicking on the **Submit course selection** button, the courses will be submitted successfully and a pop-up message (*Courses submitted successfully*) appears on the dashboard.

**POPUP**  
Courses submitted successfully. Click here

NC VCS001 - Bachelor of Vocation

Name: DEMO

Level: BACHELOR

Enrollment Number: DEMO

Programme: BACHELOR

Reference Number: DEMO

Category: DEMO

ABE ID: 11 Action required click here to link/rotate your ARC Argument

Department: Horticulture College, Coimbatore

Enrollment Roll Number: DEMO

Reference Number: DEMO

Programme: BACHELOR

Category: DEMO

ABE ID: 11 Action required click here to link/rotate your ARC Argument

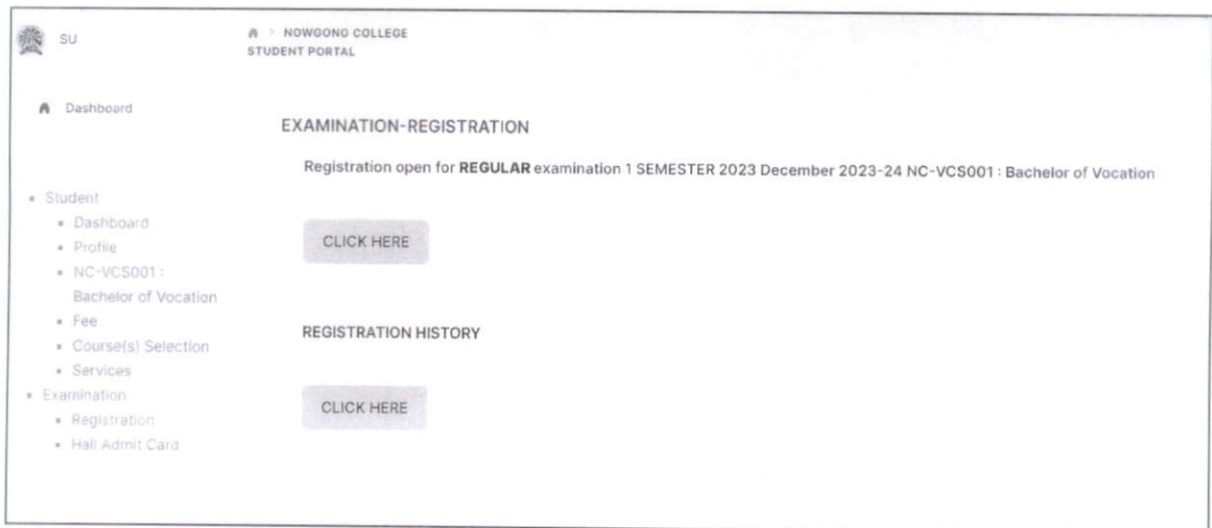
**Your Courses**

S.No.	Course Code	Name of Course	Credits	Term	Start
1	MBL1 18A1 101A	Basic anatomy & physiology	4.00	1 SEMESTER	JULY 2022
2	MBL1 18B1 101A	General Microbiology	4.00	1 SEMESTER	JULY 2022
3	ABAB 18C 101A	Audio Learning 1	4.00	1 SEMESTER	JULY 2022
4	BD1A 18C 101A	Nursery and Gardening	4.00	1 SEMESTER	JULY 2022
5	HRB1 18C 101A	Systemic Insect Systematic Insect	2.00	1 SEMESTER	JULY 2022
6	ERIC 18C 101A	Environmental Science	2.00	1 SEMESTER	JULY 2022
7	NASS 18C 101A	National Service Scheme	2.00	1 SEMESTER	JULY 2022

## Steps for Activity 2- Examination Form Submission

### Step 1: Examination Registration:

Once students click on the Examination Registration option which is visible on the left sidebar menu then this dashboard will appear which is shown below:



The screenshot shows the 'EXAMINATION-REGISTRATION' dashboard in the 'NOWGONG COLLEGE STUDENT PORTAL'. The page features a left sidebar menu with options like 'Dashboard', 'Student', and 'Examination'. The main content area displays 'EXAMINATION-REGISTRATION' with a sub-header 'Registration open for REGULAR examination 1 SEMESTER 2023 December 2023-24 NC-VCS001 : Bachelor of Vocation'. Below this, there are two sections: 'EXAMINATION-REGISTRATION' with a 'CLICK HERE' button, and 'REGISTRATION HISTORY' with another 'CLICK HERE' button.

In this dashboard, students can check their examination form-related details and if students belong to the PwD category, they can mention their Nature of Disability and if they require a Scribe, they can select Yes. If the student don't belong to the PwD category, he/she can select Not Applicable from the dropdown.

Dashboard

Examination Course(s) selection form for NC-VCS001 : Bachelor of Vocation

Examination Session December 2023-24

Name DEMO2 Enrolment Number DEMO2 Organizational unit (Autonomous College Campus) 97/ Nongong College (Autonomous)

Level BACHELOR Program Type DEGREE Delivery Mode Face to face

Admission Year (Cycle) 2023 JULY Roll Number DEMO2 Discipline MLT (Major) MLT (Minor)

Email moham.ah@eamarth.ac.in Student Ph. No. Mother Ph. No. Father Ph. No. Guardian Ph. No.

Mother Name DEMO2 MOTHER Correspondence Address DEMO2 LINE 1 DEMO2 LINE 2 NAGAOIN, 782103, Assam ABC ID

Father Name DEMO2 FATHER

Guardian Name

Examination Session December 2023-24 Examination Type REGULAR

Select your PwD (Persons with Disabilities) Status

Select

Percentage of Disability

Enter Disability Percentage

Select whether you need scribe in examination

Select

Powered by eGov

Dashboard

Mother Name DEMO MOTHER Correspondence Address DEMO DEMO LINE 2 NAGAOIN, 782103, Assam ABC ID

Father Name DEMO FATHER

Guardian Name

Examination Session December 2023-24 Examination Type REGULAR

Select your PwD (Persons with Disabilities) Status

Not Applicable

Course(s) Selection

S.No	Course Code / Name	Course Credits	Course Term	Type	Action
1	MLT-AMN-1014 : General Microbiology	4.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
2	ARAB-ICC-1014 : Arabic Learning-I	4.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
3	MLT-MLL-1014 : Basic anatomy & physiology	4.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
4	BOTA-SEC-1014 : Nursery and Gardening	4.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
5	HND-ASC-1012 : Vjaskirish Even vyasakare Hnd	2.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
6	ENVC-VAC-1012 : Environmental Science	2.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
7	NASS-VAC-1012 : National Service Scheme	2.00	1 SEMESTER	REGULAR	REQUIRED SELECTION

Submit Cancel

Powered by eGov

Then Click on the **Submit** button.

## Step 2: Submission of Papers/Courses:

After clicking on the Submit button, the option of **Update Course(s)** and **Fee Submission** will be visible to the students. If students want to update



the courses, they can do so or if they do not want to, they can submit their examination form by submitting the exam fee.

**A Dashboard**

**COURSE SELECTION**

S.No	COURSE CODE / Name	COURSE CREDITS	Term	Classification	Type
1	MEL1-MN-1014 - General Microbiology	4.00	1 SEMESTER	THEORY AND PRACTICAL	REGULAR
2	ARAB-10C-1014 - Arabic Learning I	4.00	1 SEMESTER	THEORY AND PRACTICAL	REGULAR
3	MEL1-MN-1014 - Basic Anatomy & Physiology	4.00	1 SEMESTER	THEORY AND PRACTICAL	REGULAR
4	BOTA-SEC-1014 - Nursery and Gardening	4.00	1 SEMESTER	THEORY AND PRACTICAL	REGULAR
5	HNID-1AC-1012 - Industrial Exam V (various kind)	2.00	1 SEMESTER	THEORY	REGULAR
6	EN2C-VAC-1012 - Environmental Science	2.00	1 SEMESTER	THEORY	REGULAR
7	HN2C-VAC-1012 - Personal Service Scheme	2.00	SERVICES	THEORY	REGULAR

Examination fee details


S.No	Fee Component	Amount
1	EXM-NC-VCS001	100.00
<b>Total fee</b>		<b>100.00</b>

Then click on the **Submit Course(s) Selection** button

**SU** **NOWGONG COLLEGE STUDENT PORTAL** Public Notices / Results **DEMO**

**A Dashboard**

**Success!**  
Examination form submitted successfully.

  
Nowgong College  
Examination Form for Examination Session December 2023-24

**Examination Course(s) Selection for NC-VCS001: Bachelor of Vocation**

Name	LEVEL	PROGRAM NUMBER	LEVELS	ORGANIZATIONAL UNIT (Autonomous College Campus)	UNIT (Nowgong College (Autonomous))
	BACHELOR	Program Type	LEVELS	DELIVERY MODE	FACE TO FACE
Duration (Year/Cycle)	02/2 - 2023	NR Number	1/2/24	1/2/2024	ML1 (MAGD) ML1 (MAGD)
Email	UAMU@gmail.com	STUDENT ID No MOTHER ID No FATHER ID No DURBAN ID No	1722436 / 60		

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Once students submit their Examination form, a message (**Examination form Submitted Successfully**) will be displayed and students can also print their examination form from the **Print Application** option.