अधिसूचना

विश्वविद्यालय परिसर में अध्ययनरत **समस्त परास्नातक प्रथम वर्ष के प्रथम सेमेस्टर के छात्रों** तथा बी0बी0ए0 के प्रथम सेमेस्टर के छात्रों को सूचित किया जाता है कि **सत्र 2024–25 हेतु परीक्षा फार्म समर्थ पोर्टल पर लाइव कर दिया गया है,** आपसे अनुरोध है कि स्टुडेन्ट पोर्टल पर अपने इनरोलमेन्ट नम्बर से लॉगिन कर अपनी प्रोफाइल में फोटो एवं हस्ताक्षर अपलोड करते हुए कोर्स सेलेक्टर करके अपना **परीक्षा फार्म दिनांक 10.11.2024** तक अनिवार्य रूप से पूरित करने का कष्ट करें।

छात्रों को यह भी निर्देशित किया जाता है कि स्टुडेन्ट पोर्टल– **https://suksn.samarth.edu.in/ index.php/site/login** पर लॉगिन किये जाने हेतु अपना इनरोलमेन्ट नम्बर अपने विभाग के विभागाध्यक्ष / प्रभारी विभागाध्यक्ष से प्राप्त कर सकते है अथवा डीन महोदय के कार्यालय से प्राप्त कर सकते है।

नोट– समर्थ के सन्दर्भ में किसी भी सहायता के लिए samarth@suksn.edu.in पर मेल कर सम्पर्क किया जा सकता है।

संलग्नक–1. स्टुडेन्ट पोर्टल लॉगिन करने की नियमावली
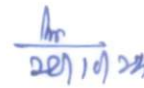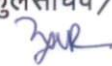2. परीक्षा फॉर्म भरने की नियमावली।

कुलसचिव / परीक्षा नियंत्रक
सिद्धार्थ विश्वविद्यालय, कपिलवस्तु,
सिद्धार्थनगर।

पत्रांक 1727 / सा0प्र0 / सि0वि0वि0 / 2024
दिनांक 28 / 10 / 2024

प्रतिलिपि–निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु–

1– समस्त अधिष्ठातागण (विज्ञान, कला एवं वाणिज्य)।
2– समस्त विभागाध्यक्ष / प्रभारी विभागाध्यक्ष।
3– उपकुलसचिव, सिद्धार्थ विश्वविद्यालय, कपिलवस्तु, सिद्धार्थनगर।
4– प्रभारी, परीक्षा सामान्य अनुभाग।
5– निजी सचिव,कुलपति, मा0 कुलपति जी के अवलोकनार्थ।
6– कम्प्यूटर सेल को इस आशय प्रेषित की विश्वविद्यालय की वेबसाइट पर अपलोड करने का कष्ट करे।
7–सम्बन्धित पत्रावली।

28/10/24

कुलसचिव / परीक्षा नियंत्रक

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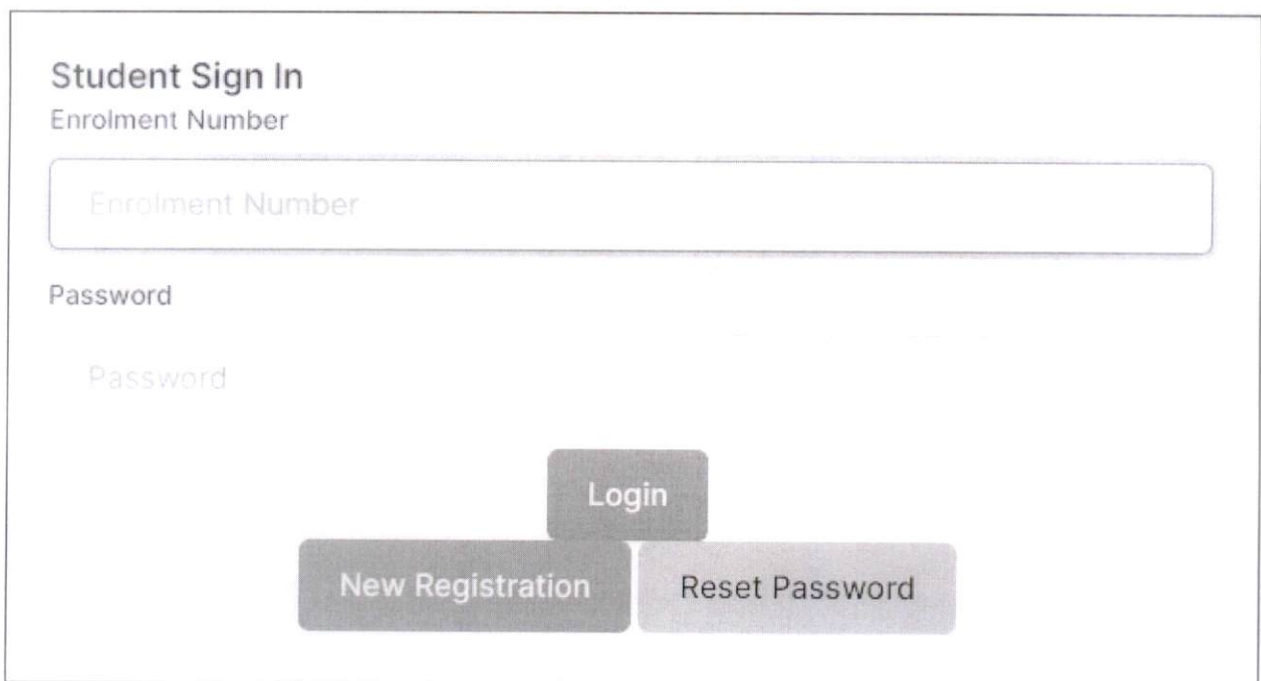# User Manual for Registration at the Student Portal

Introduction

New Student Registration (Self-Registration)

Introduction

This is the reference document for New User Registration through the Samarth student portal.

Login

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

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 themself 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.
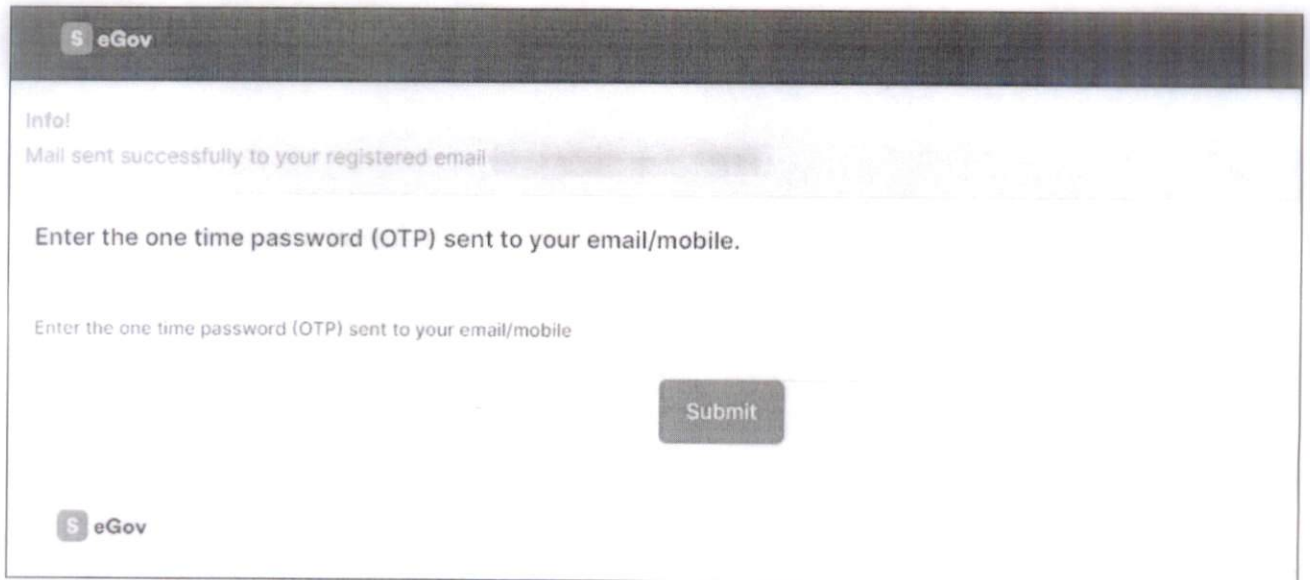

Student Registration Form

Select Programme

Select ⌄

Name (as on ID card)

Enrolment Number
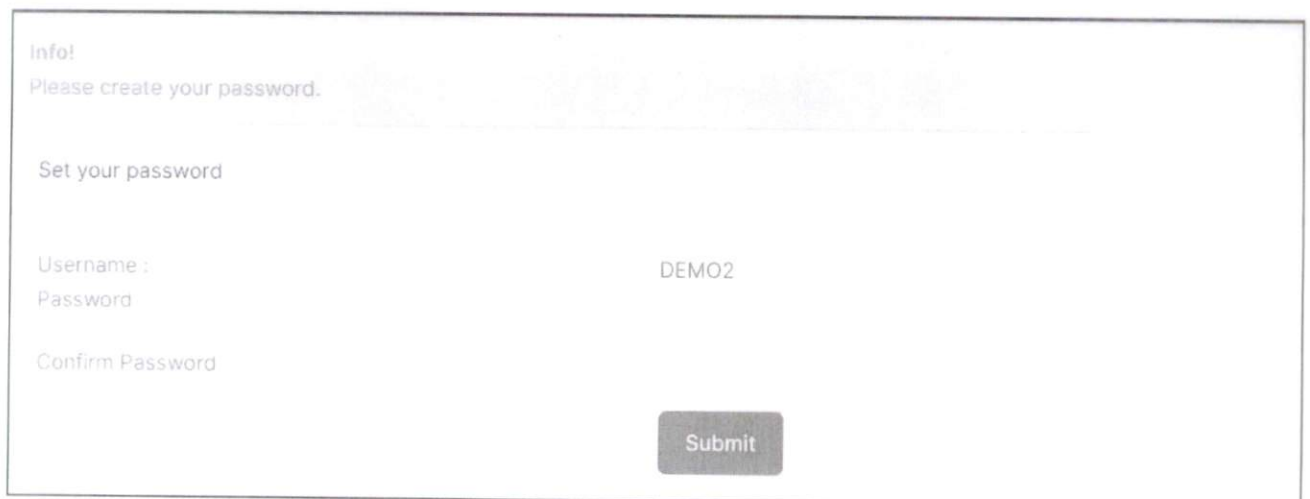
637785

Click on the text to change

Submit

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.

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Info!
Mail sent successfully to your registered email

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

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

Submit

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

Submit

Then click on the **Submit** button

Step 2: Log in to the Student Portal:

After successfully creating their passwords, students can access their account through their **Enrolment number and Password** to start the process of filling their Examination Forms.

Student Portal

Important Instructions for Student

- Click on the New registration button to create a new account. Fill the programme of enrolment, your name, enrolment number and verification code to register a new account.
- If you have already registered you can login to the student portal by entering enrolment number and password.
- In case you forgot your password you can use reset password to reset your password.

Nowgong College

Student Sign In
Enrolment Number

DEMO

Password

••••

Login

New Registration   Reset Password

eGov

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

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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.
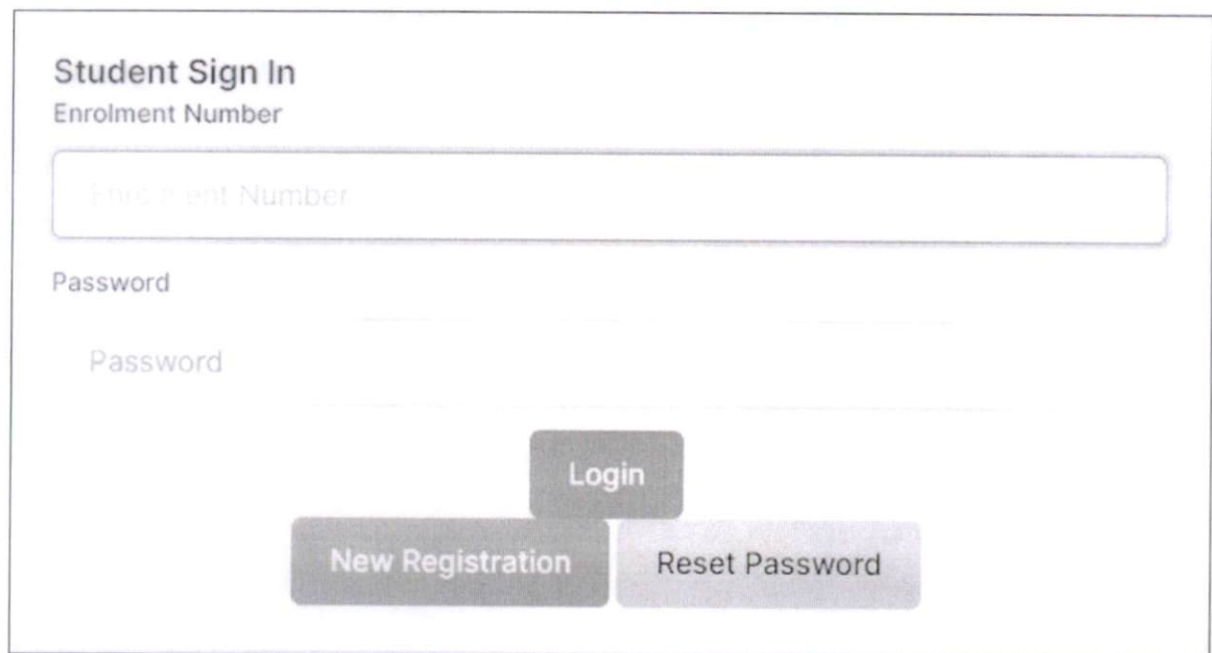
Activity 2- Examination Form Submission:

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.
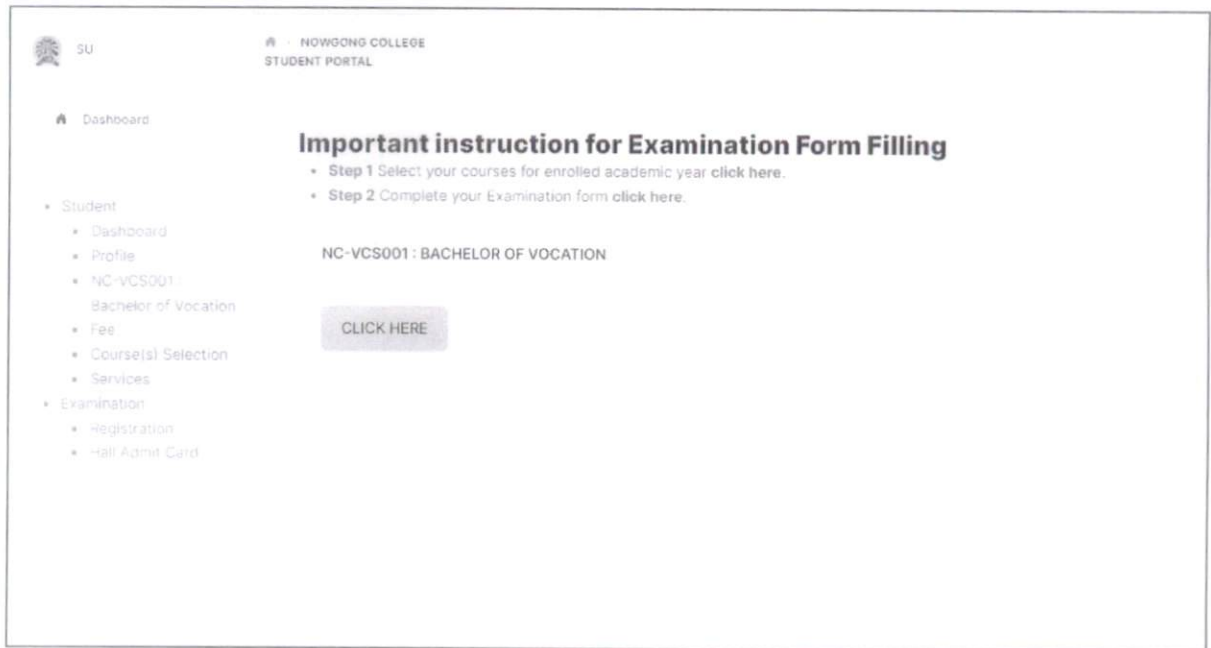
Student Sign In

Enrolment Number

Enrolment Number

Password

Password

Login

New Registration   Reset Password

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.

Step 3: Course Selection for the Respective Programme:

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

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	OBC
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	Refence Number	Category : OBC

Courses Selection for SEMESTER 1

S.No.	Option Type	Course Code : Course Name (Credit)
1	MAJOR	MBLT-MAJ-1014 : Basic anatomy & physiology (4.00)
2	MINOR	MBLT-MIN-1014 : Outer of Microbiology (4.00)
3	INTERDISCIPLINARY COURSE	ARAB-IDC-1014 : Arabic Learning-I (4.00)
4	SKILL ENHANCEMENT COURSE	BOTA-SEC-1014 : Nursery and Gardening (4.00)
5	ABILITY ENHANCEMENT COURSE	HIND-AEC-1012 : Vyakaran Evam Vyavaharik Hindi (2.00)
6	VALUE ADDED COURSE	Select maximum 4 credit. You have selected 4 credit, remaing selection 0 credit.

Submit

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.

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.

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:

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.

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

Examination Session December 2023-24

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.

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

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.