Nazir Amal Memorial College of Education, Hojai

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SAMARTH Student Portal set up, Course Selection and form fill up Procedure

Procedure-1: GU SAMARTH Student Portal setup steps: (only for 1st semester students)

➢ Enter URL https://gauhati.samarth.edu.in/index.php/site/login through your browser.
➢ Choose "New user registration".
➢ Select programme -" GU-FoABA : Bachelor of Arts (Arts FoA) or B.Ed. (S) Bachelor of Education (Semester Mode)
➢ Enter your name as per SAMARTH admission (name should be as it is, including capital letters). Refer to your SAMARTH admission pdf.
➢ Select mode of registration as "Enrollment number" and enter your Enrollment number in the next box.
➢ Enter the Captcha code and Click SUBMIT.

An OTP will be sent to your registered email ID.
On entering the OTP, you will be redirected to a new page where you will set up your password.
After setting up your password, you'll again be redirected to
https://gauhati.samarth.edu.in/index.php/site/login . Enter your enrollment no. and newly set-up password and click "Login".

*Your registration is now successful. Keep this website bookmarked as all the proceedings of your course will be done through this site.

Procedure-2: Course Selection

✚ Login using your SMARTH Enrollment Number and newly created password through
https://gauhati.samarth.edu.in/index.php/site/login
✚ Select **"Step 1: Semester Course(s) selection click here"**
✚ Then select your papers carefully and Submit.

Your course selection is successful. Now, click on "**Dashboard**" option on the top left corner and follow the Form Fill-up procedure as follows.

Procedure-3: Form Fill-up

◆ Under the "Dashboard" option of your SAMARTH profile, click on "**Step 2: Examination Form click here"**
◆ Click on "**Click here for Examination Form**"
◆ Select your PwD status (if not belonging to PwD, select not applicable from drop down menu)

♦ Verify all courses which are listed. Courses will be available for those candidates only who had completed the Course Registration process successfully as per the notification of the Academic Registrar, GU.
♦ Those who didn't complete course registration must not proceed further to pay the Examination Fees.
♦ Then click on Submit button.
♦ After this click on the payment link "**Click here for payment via Razorpay**"
♦ Pay the requisite amount shown.
♦ Save the pdf file by clicking "**Print**" and chose "**Save as pdf**".

NOTE: **If your Form status remain as "Draft" after attempting payment of fees, then do the following in the portal to check the payment status: Dashboard → Fee (in the left-hand side panel) → All Transaction → Check Payment Status. If payment was successful, then the form will be submitted after clicking "Check Payment Status" and a confirmation message in Green colour will appear at the top.**

All the students are advised to consider the following do's and don'ts while making online payments for form fill-up:

Do's:
1. Ensure proper internet connectivity.
2. Don't refresh while doing the transaction. It may cause failure of the Examination Form Submission.
3. Prefer Bank's official apps for making payments.
4. If possible, fill the process using your phone and simultaneously make the payment using your friend's phone.

Don'ts:
1. Do not use Wifi as it may attract security concerns.
2. Do not Click the back/home button while your payment is being processed.
3. Avoid switching apps during payment transaction.

N.B: The college authorities are not accountable for any losses incurred while making transactions via the SAMARTH portal. You are advised to proceed with caution.

Regards,
Team SAMARTH, NAMCE