

सूचना

एफ-ग्रेड प्राप्त विद्यार्थियों को सूचित किया जाता है कि

1. अंत सेमेस्टर परीक्षा जून 2025 के लिए वह एफ-ग्रेड का फॉर्म दिनांक **07 अप्रैल, 2025** से भर सकते हैं। निम्नलिखित विवरण के अनुसार ही विद्यार्थी अपना एफ-ग्रेड का फॉर्म भरें।

क्र.सं.	शैक्षणिक सत्र	F-Grade फॉर्म कहां भरें	फ़ीस कहां दें
i.	2023-24(केवल MLIB, BLIB), 2023-25 (PG), 2023-26 (UG), 2023-27 (BFA)	SAMARTH Portal (cuhimachal.samarth.edu.in)	SAMARTH Portal (cuhimachal.samarth.edu.in)
ii.	उपरोक्त के अलावा शेष बचे सभी शैक्षणिक सत्र के विद्यार्थी	Offline Mode (www.cuhimachal.ac.in > Student Corner)	Student Corner में Online Fee Payment > Link to pay Hostel/ Miscellaneous Fee

2. Passout विद्यार्थी, PG 4th सेमेस्टर तथा UG 6th सेमेस्टर (तीन वर्ष की अवधि के) किसी भी सेमेस्टर का एफ-ग्रेड भर सकते हैं। इसके अलावा शेष बचे विद्यार्थी Even सेमेस्टर का ही एफ-ग्रेड का फॉर्म भरेंगे।
3. विद्यार्थी किसी विषय में केवल तीन बार ही परीक्षा दे सकता है। यदि तीन बार से अधिक परीक्षा के लिए फॉर्म भरा जाता है तो उस स्थिति में वह फॉर्म रद्द कर दिया जायेगा तथा फ़ीस भी वापिस नहीं की जाएगी।
4. यदि किसी विद्यार्थी ने पिछली परीक्षा दिसम्बर 2024 में एफ-ग्रेड प्राप्त किया है तथा उसके पुनर्मुल्यांकन का परिणाम अभी घोषित नहीं हुआ है वह भी अंतिम तिथि से पहले एफ-ग्रेड का फॉर्म भर सकता है।
5. एफ-ग्रेड का फॉर्म भरने की **अंतिम तिथि 17 अप्रैल, 2025** है। इसके बाद एफ-ग्रेड का फॉर्म नहीं लिया जायेगा।
6. सभी विद्यार्थी अपना एफ-ग्रेड का फॉर्म सम्बन्धित विभाग/ केंद्र में जमा करेंगे। सम्बन्धित विभाग/केंद्र उन्हें दिनांक **21 अप्रैल, 2025** तक परीक्षा नियंत्रक कार्यालय में पहुंचाना सुनिश्चित करेंगे।
7. यदि किसी विद्यार्थी का Syllabus वर्तमान में पढ़ाये जा रहे उसी विषय के Syllabus से भिन्न हो तो इसकी सूचना परीक्षा नियंत्रक कार्यालय को प्रदान की जाये। ऐसे विद्यार्थी अपने एफ-ग्रेड के फॉर्म के साथ अपना Syllabus भी जमा करवाएं।
8. SAMARTH Portal में एफ-ग्रेड का फॉर्म भरने हेतु Manual संलग्न है।


परीक्षा नियंत्रक 01/4/25

प्रति अग्रेषित:

1. सूचना पट्ट।
2. सहायक कुलसचिव, कुलपति सचिवालय, हि.प्र.के.वि.- कृपया माननीय कुलपति, हि.प्र.के.वि. के सूचनार्थ।
3. सभी अधिष्ठाता/ विभागाध्यक्ष/ निदेशक, हि.प्र.के.वि.- कृपया सूचनार्थ।
4. वित्त अधिकारी, हि.प्र.के.वि.- कृपया सूचनार्थ।
5. गार्ड फाइल।


परीक्षा नियंत्रक

User Manual for Student Portal

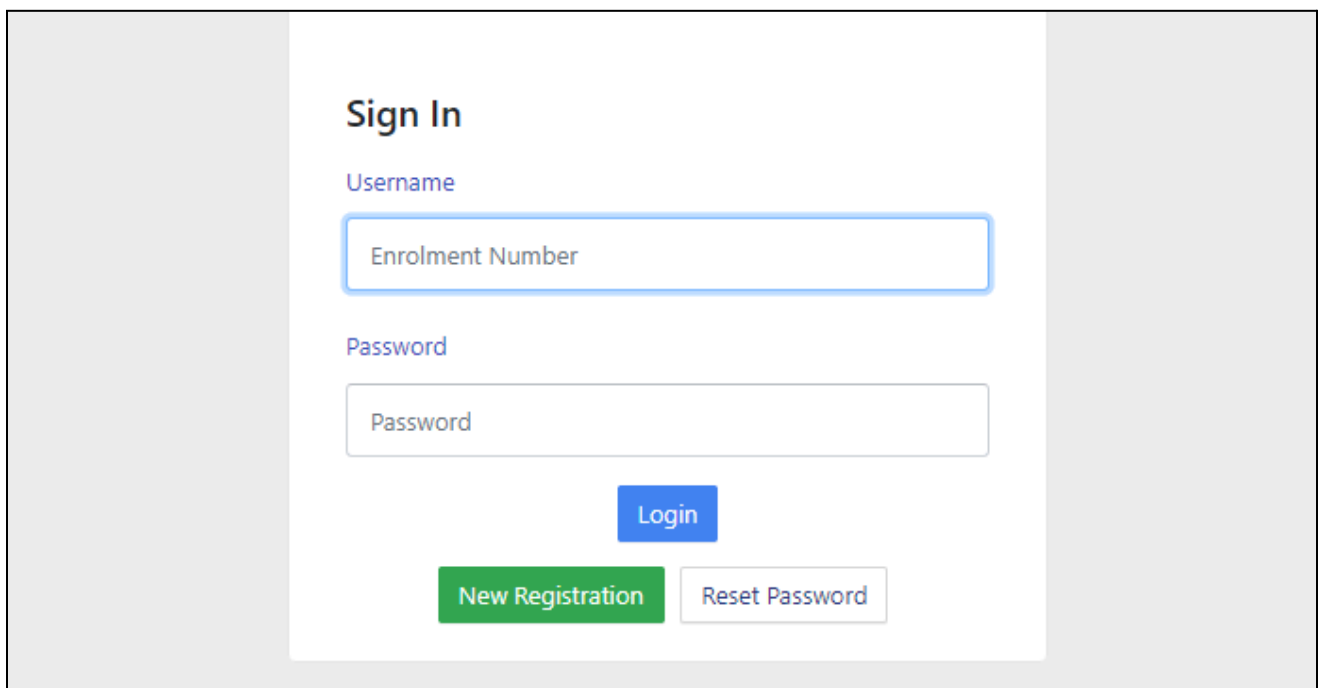
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Introduction

This document is the reference for students, for document upload through the Samarth student portal

Login

Step 1: Open the student portal link, the homepage will appear as below:



The screenshot shows a login interface with the following elements:

- Sign In** header
- Username** label above a text input field containing "Enrolment Number".
- Password** label above a text input field containing "Password".
- A blue **Login** button.
- A green **New Registration** button and a white **Reset Password** button.

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

1. **Login**
 - a. Already 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

- a. If a student forgets his/her password they can reset it 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 by the students:

- Programme
- Name (as on ID card)
- Mode of Registration
 - Enrolment Number
 - Examination Roll Number
- Enrolment Number/ Examination Roll Number

Registration Instructions for Students

- Students are advised to use their own mobile and email address details for the registration process.
- Register with your correct University Enrolment Number. If you are not able to register with your Enrolment Number please use your Examination Roll Number for registration process
- Keep record of your given user name.
- Use a strong password.

NB: If you're not able to register with your University Enrolment Number or Examination Roll Number please contact your College/Department for assistance.

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Student Registration Form

Select Programme: 503 : Bachelor of Commerce (F2F)

Name (as on ID card): DEMO

Mode of Registration: Enrolment Number

Enrolment Number: DEMO

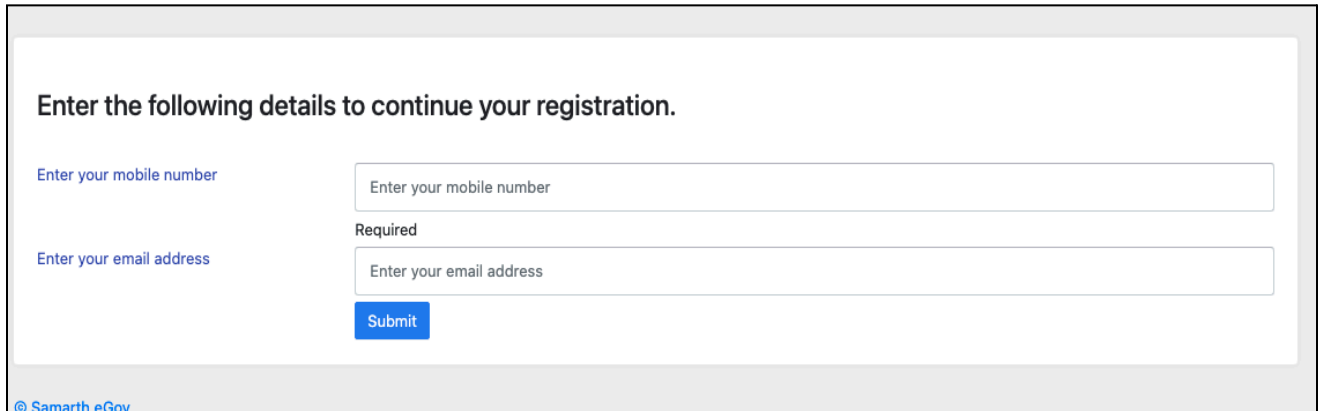
Submit

Then, click on the  button.

After that, a new window will appear. In that, the following details need to be entered for the new registration:

- Mobile Number
- Email Address


(These details must be correct to receive OTP via mail)

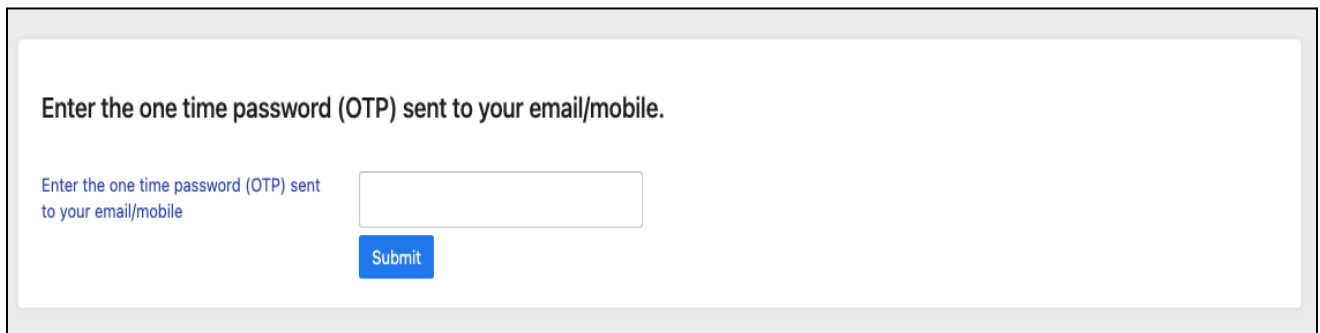


The screenshot shows a registration form with the following elements:

- Header:** Enter the following details to continue your registration.
- Mobile Number:** A label "Enter your mobile number" is followed by a text input field containing the placeholder "Enter your mobile number".
- Email Address:** A label "Enter your email address" is followed by a text input field containing the placeholder "Enter your email address". Above this field is the word "Required".
- Action:** A blue "Submit" button is located below the email address field.
- Footer:** A small copyright notice "© Samarth eGov" is visible in the bottom left corner.

Then, click on the  button.

After successful verification of the OTP received via Mail/SMS, click on the  button to proceed further.



The screenshot shows an OTP verification form with the following elements:

- Header:** Enter the one time password (OTP) sent to your email/mobile.
- Input:** A label "Enter the one time password (OTP) sent to your email/mobile" is followed by a text input field.
- Action:** A blue "Submit" button is located below the input field.

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

Set your password

Username : DEMO

Password

Confirm Password

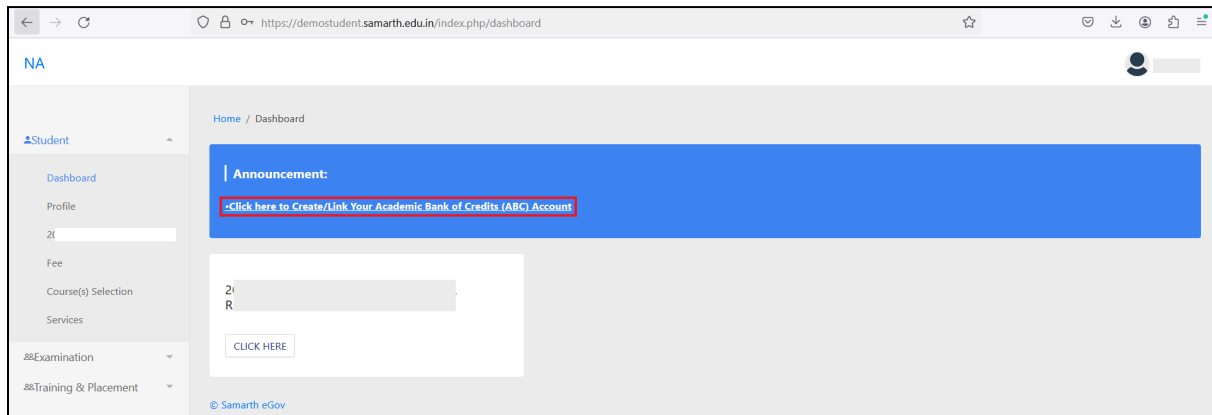
Password cannot be blank.

Then, click on the button.

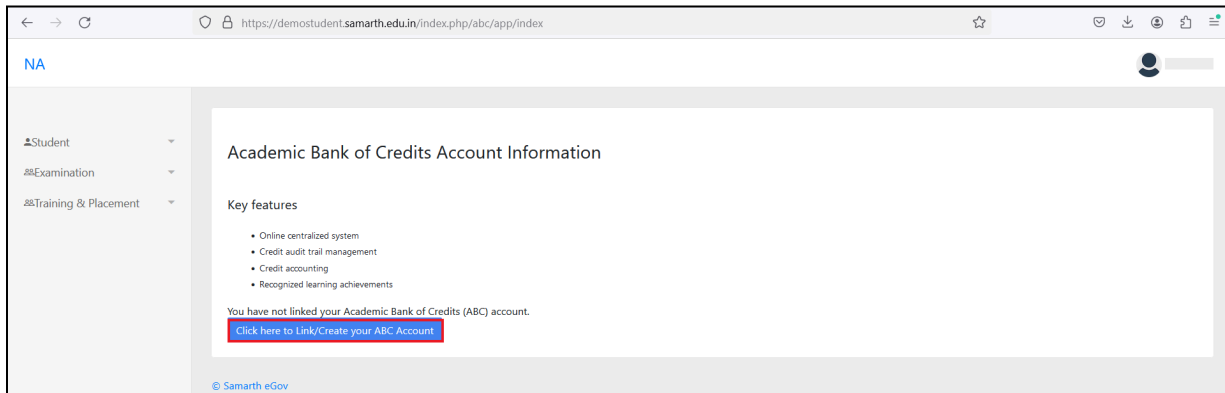
Note: The students need to note down the username for further use.

Linking/Creation of ABC ID

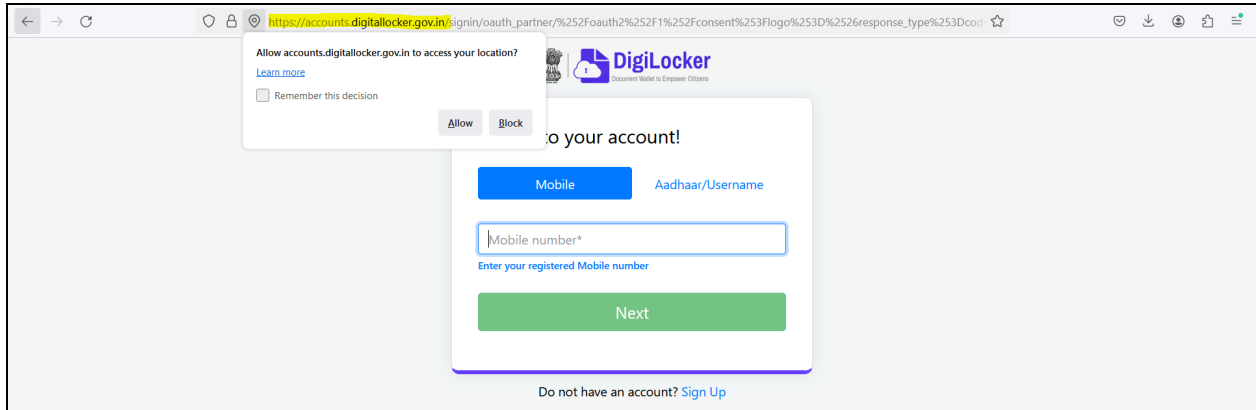
In the Dashboard section, an announcement '[Click here to Create/Link Your Academic Bank of Credits \(ABC\) Account](#)' will be present.



The Student can click here to go for ABC Account creation.



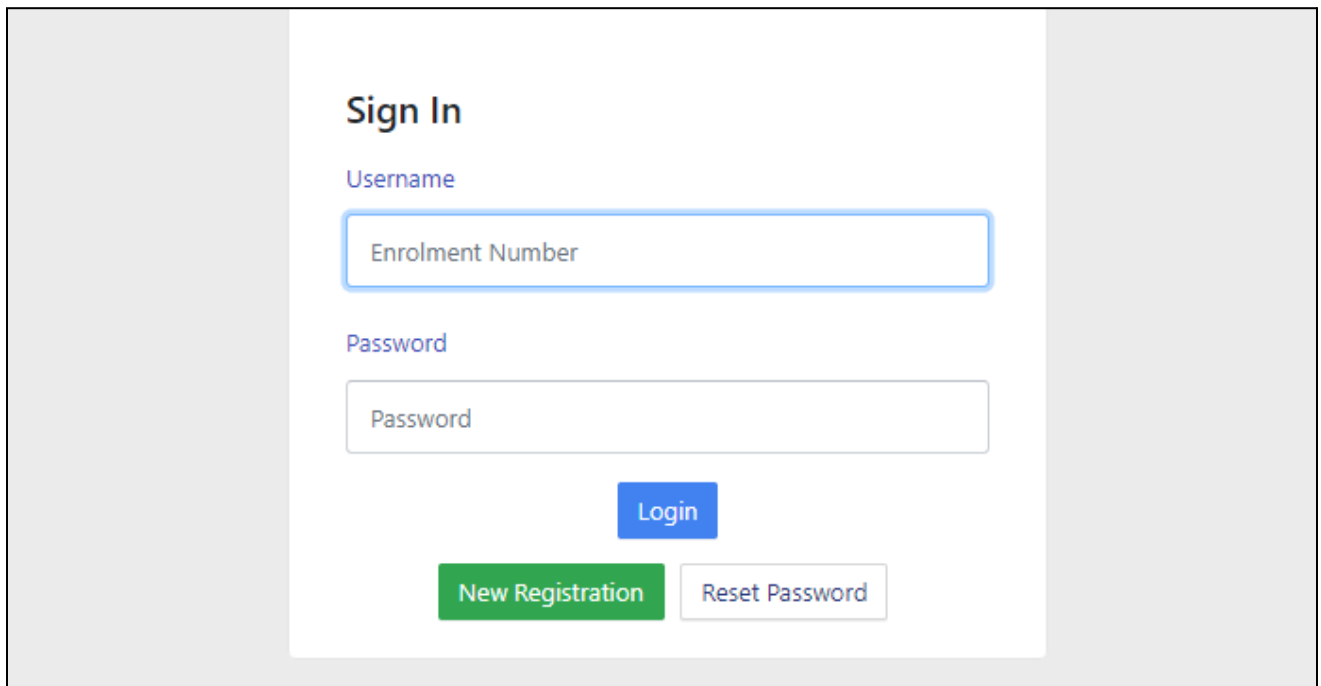
It will redirect to the [Digi-Locker login/sign-up page](#) where the Student can create/link the ABC account.



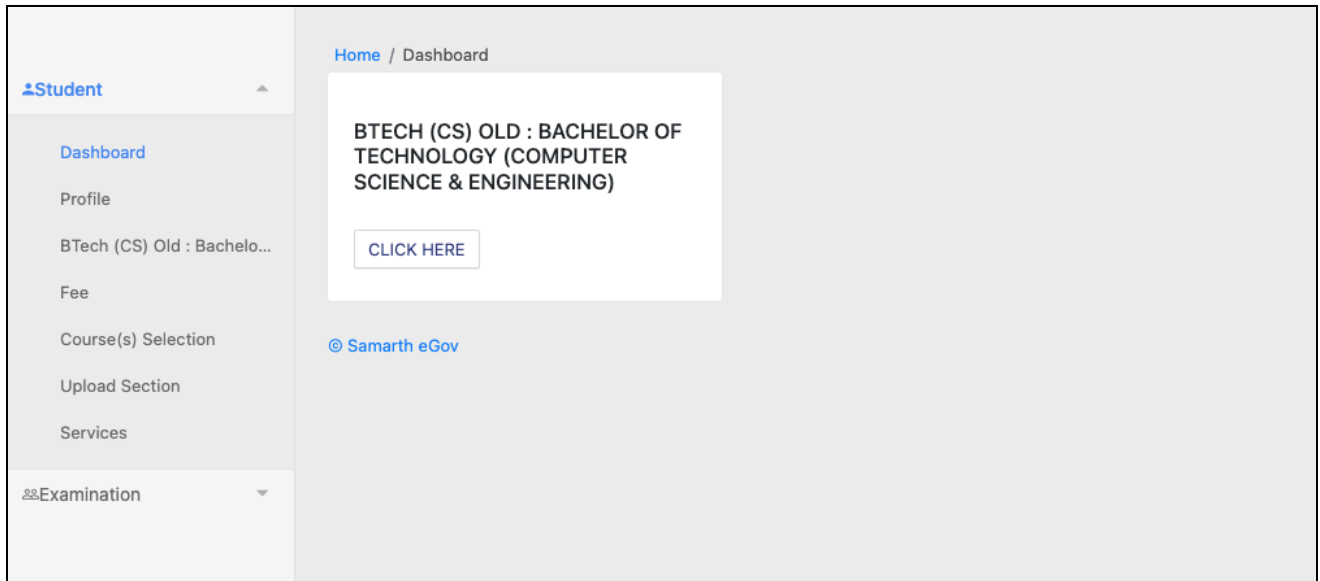
Document Upload

For document upload, students need to follow the below-mentioned steps:

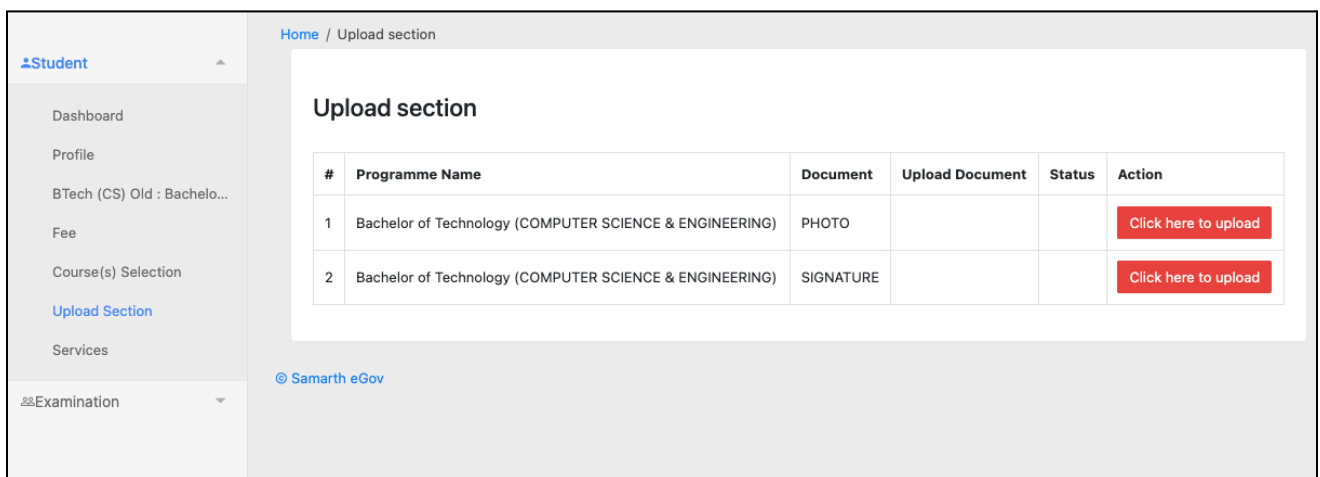
Step 1: Log in to the Student Portal with valid credentials



Step 2: After successful login, the student will be redirected to the dashboard. Then the students need to click on the “**Upload Section**” tab to upload the document related to their respective programme.



Step 3: After that, the student must click the “**Click here to upload**” Button.



Step 4: Now, click the “Select file” button in front of the Student Photo and select the file from the storage.



Upload documents for programme Bachelor of Technology (COMPUTER SCIENCE & ENGINEERING)

Sr. No.	Document	Upload	Action
1	Student Photo <i>Accepted formats .jpg or .jpeg (10 - 100 kb)</i>	+ Select file	Submit for Approval
2	Student Signature <i>Accepted formats .jpg or .jpeg (10 - 100 kb)</i>	+ Select file	Submit for Approval

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Step 5: After uploading the Student's photo the preview of the photo will appear and the Status will appear as DRAFT.

Upload documents for programme Bachelor of Technology (COMPUTER SCIENCE & ENGINEERING)



Sr. No.	Document	Upload	Action
1	Student Photo <i>Accepted formats .jpg or .jpeg (10 - 100 kb)</i>	+ Select file  Delete	Status : DRAFT Submit for Approval
2	Student Signature <i>Accepted formats .jpg or .jpeg (10 - 100 kb)</i>	+ Select file  Delete	Submit for Approval

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Step 6: Now, click the "Select file" button in front of the Student Signature and select the file from the storage. After uploading the Student photo the preview of the signature will appear and the Status will be shown as DRAFT.

Home / Upload Section / Upload documents for programme Bachelor of Technology (COMPUTER SCIENCE & ENGINEERING)

Upload documents for programme Bachelor of Technology (COMPUTER SCIENCE & ENGINEERING)

Sr. No.	Document	Upload	Action
1	Student Photo <i>Accepted formats .jpg or .jpeg (10 - 100 kb)</i>	+ Select file 	Delete Status : DRAFT Submit for Approval
2	Student Signature <i>Accepted formats .jpg or .jpeg (10 - 100 kb)</i>	+ Select file 	Delete Status : DRAFT Submit for Approval

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Step 7: After uploading the photo, the student needs to click on the “**Submit for Approval**” Button. After that, a pop-up message will appear as “**Document: PHOTO submitted successfully for verification**” and Its status will change to SUBMITTED.

Home / Upload section

Great!
Document : PHOTO submitted succesfully for verification.

Upload section

#	Programme Name	Document	Upload Document	Status	Action
1	Bachelor of Technology (COMPUTER SCIENCE & ENGINEERING)	PHOTO	View File	SUBMITTED	
2	Bachelor of Technology (COMPUTER SCIENCE & ENGINEERING)	SIGNATURE	View File	DRAFT	Click here to upload

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Step 8: Now, the student needs to click on the “**Submit for Approval**” Button in front of the Student Signature. After that, the pop-up message will appear as “**Document: SIGNATURE submitted successfully for verification**” and its status changes to SUBMITTED.

Home / Upload section

Great!
 Document : SIGNATURE submitted succesfully for verification.

Upload section

#	Programme Name	Document	Upload Document	Status	Action
1	Bachelor of Technology (COMPUTER SCIENCE & ENGINEERING)	PHOTO	View File	SUBMITTED	
2	Bachelor of Technology (COMPUTER SCIENCE & ENGINEERING)	SIGNATURE	View File	SUBMITTED	

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Step 9: The uploaded document goes for verification to the admin portal and after verification of the document the Status changed to APPROVED.

Upload section

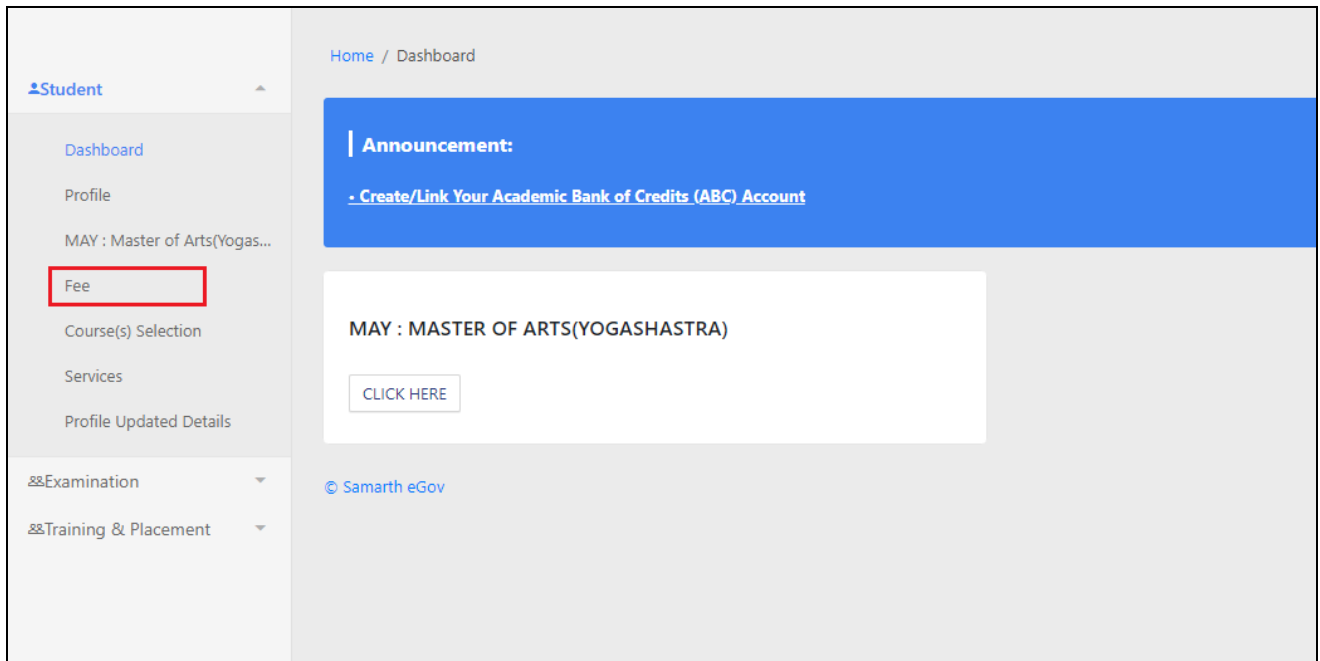
#	Programme Name	Document	Upload Document	Status	Action
1	Bachelor of Technology (COMPUTER SCIENCE & ENGINEERING)	PHOTO	View File	APPROVED	
2	Bachelor of Technology (COMPUTER SCIENCE & ENGINEERING)	SIGNATURE	View File	SUBMITTED	

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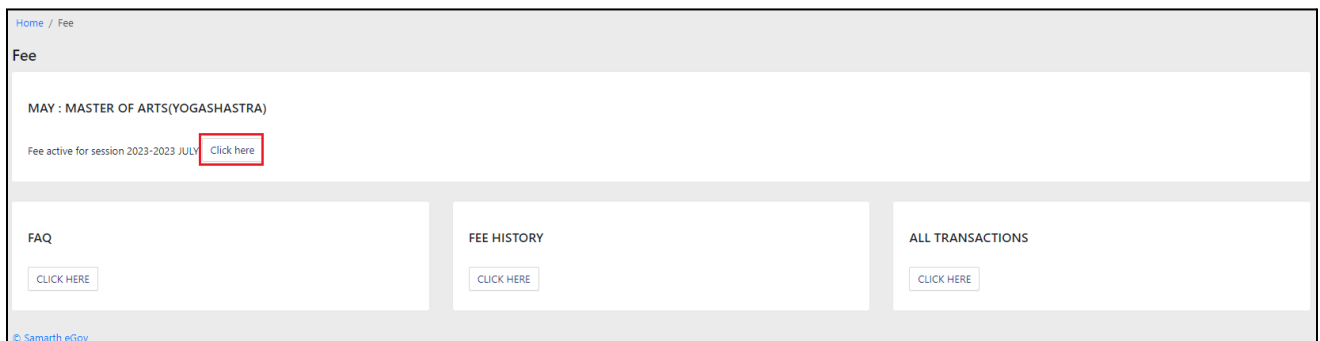
Semester Fee Submission

For the Semester fee submission process, Students need to follow the mentioned steps:

Step 1: Click on the “Fee” tab



Step 2: Click on the “Click Here” button



Step 3: After verification of the fee amount, click on the “Payment” button

Fee for MAY : Master of Arts(Yogashastra)					
Name		Enrolment Number		Organizational unit (Campus)	
Level	MASTER	Program Type	DEGREE	Delivery Mode	
Admission (Year-Cycle)	2023-JANUARY	Roll Number		Fee Category : MAY	
Email		Phone		Fee term : 2 SEMESTER	Fee Session : 2023 JULY
Mother Name Father Name Guardian Name		Correspondence Address		Programme	
Fee Details					
Fee to be paid				INR 11250.00	
Total Amount to be paid				INR 11250.00	
Payment options					
Click here for payment (HDFC)					

NOTE: If the payment is deducted from the bank account but the payment status is not updated at a time so Student needs to run the Status Query (cronjob).

For the same, the students need to follow the mentioned steps:

Step 1: Click on the “Fee” Tab

The screenshot shows a student dashboard with a sidebar on the left and a main content area on the right. The sidebar has a 'Student' header and a list of menu items: Dashboard, Profile, MAY : Master of Arts(Yogas..., Fee (highlighted with a red box), Course(s) Selection, Services, Profile Updated Details, Examination, and Training & Placement. The main content area has a breadcrumb 'Home / Dashboard' and a blue announcement banner that reads 'Announcement: - Create/Link Your Academic Bank of Credits (ABC) Account'. Below the banner, there is a white box with the text 'MAY : MASTER OF ARTS(YOGASHASTRA)' and a 'CLICK HERE' button. At the bottom of the main content area, there is a copyright notice '© Samarth eGov'.

Step 2: Open the “All Transaction” Tab by clicking on the “Click Here” button

Home / Fee

Fee

RAMMOA : MASTER OF ARCHITECTURE(RAM MASTER OF ARCHITECTURE)

No active fee configured for programme for session 2023-2024 JULY

FAQ

[CLICK HERE](#)

FEE HISTORY

[CLICK HERE](#)

ALL TRANSACTIONS

[CLICK HERE](#)

Step 3: Click on the “Check Payment Status” button against the every transaction made

All Transactions

Showing 1-4 of 4 items.

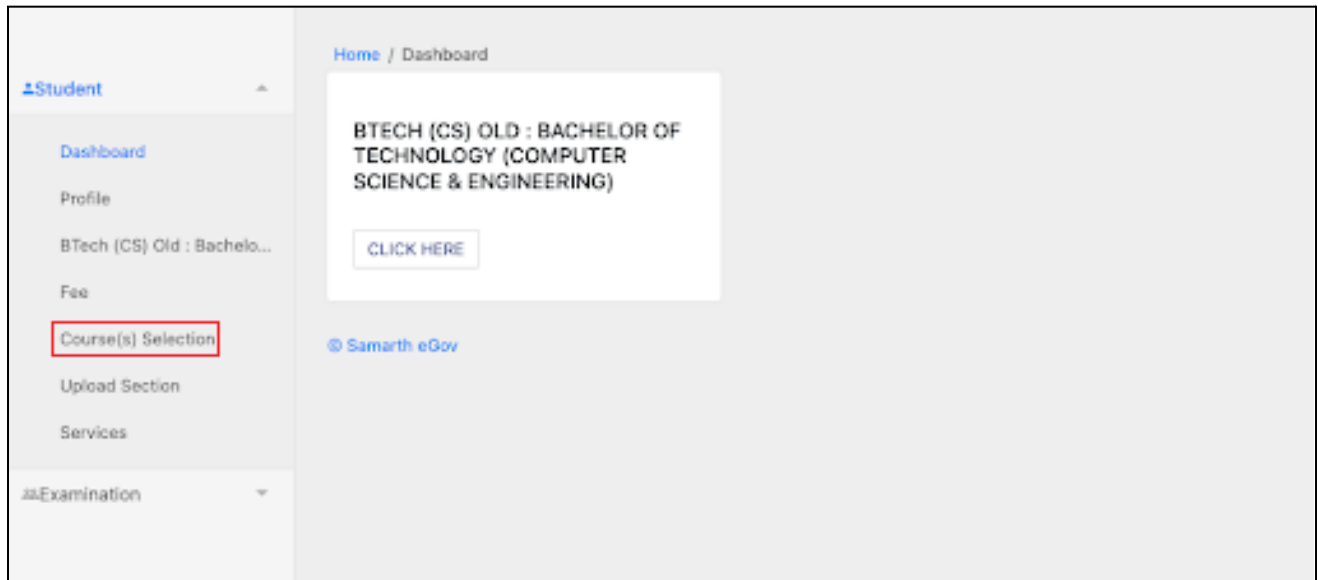
#	Check Status	Order ID	Student Details	Service Reference No	PG Transaction ID	PG Transaction Date	Final Status	Response from PG (Response/Sub Response)	Transaction Type	Product
1		5245		13895		2023-11-06 16:37:12	PAID	SUCCESS Payment Successful	ONLINE	STUDENT_TERM_FEE_2023_JULY
2		3907		12201		2023-07-30 15:57:56	PAID	SUCCESS Payment Successful	ONLINE	STUDENT_TERM_FEE_2023_JANUARY
3	Check payment status	608		12201			FAILURE	FAILURE Transaction Aborted	ONLINE	STUDENT_TERM_FEE_2023_JANUARY
4	Check payment status	607		12201		2023-07-18 00:42:03	FAILURE	FAILURE Transaction Refund	ONLINE	STUDENT_TERM_FEE_2023_JANUARY

NOTE: The payment status will be updated against every transaction received from the bank.

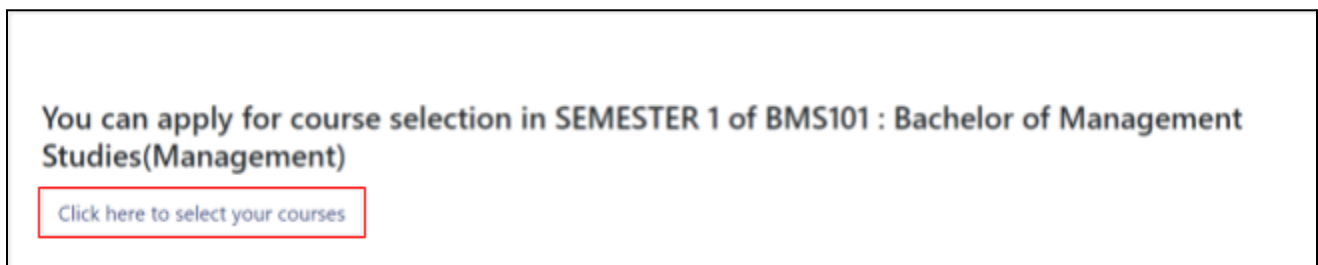
Course Selection

For the Course Selection process, Students need to follow the mentioned steps:

Step 1: Click on the “**Course(s) Selection**” tab



Step 2: Click on the “**Click here to select your courses**” button



Step 3: Select the courses and click on the “Submit” button

Courses Selection for SEMESTER 1

S.No	Option Type	Course Code : Course Name (Credit)
1	COMPULSORY	SAMPLE1 : Introduction to Commerce (4.00)
2	Elective	<p>You can select minimum 4 credit or maximum 8 credit . You have selected 0 credit</p> <p><input type="checkbox"/> MSBTN1001C04 : Cell Biology & Genetics (4.00)</p> <p><input type="checkbox"/> MSBTN1002C04 : Biomolecules & Biochemistry (4.00)</p> <p><input type="checkbox"/> MSBTN1003C04 : Instrumentation: Tools & Techniques in Biotechnology (4.00)</p> <p><input type="checkbox"/> MSBTN1004C04 : Bioinformatics and Biostatistics (4.00)</p>
3	DEPARTMENT ELECTIVES	<p>Select 4 credit. You have selected 0 credit, remaining selection 4 credit</p> <p><input type="checkbox"/> MSMTH1001C04 : Real Analysis (4.00)</p> <p><input type="checkbox"/> MSMTH1002C04 : Linear Algebra (4.00)</p>

Submit

NOTE: Before the final submission of course selection for a given session, you can update your course selection by clicking on the **“Update Course Selection”** button.

Course selection for BMS101 : Bachelor of Management Studies(Management) **Update Course Selection**

Enrolment Number:	DEMOSTUDENT123	Programme	BMS101 : Bachelor of Management Studies(Management)	Session	2022-JULY	Reference Number : 27
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Your Course Selections

S.No	Course Code	Name of Course	Credits	Term
1	SAMPLE1	Introduction to Commerce	4.00	1 SEMESTER
2	MSBTN1001C04	Cell Biology & Genetics	4.00	1 SEMESTER
3	MSBTN1002C04	Biomolecules & Biochemistry	4.00	1 SEMESTER
4	MSMTH1001C04	Real Analysis	4.00	1 SEMESTER
Total Credit			16	

Submit your course selection

Update Course Selection **Submit course selection**

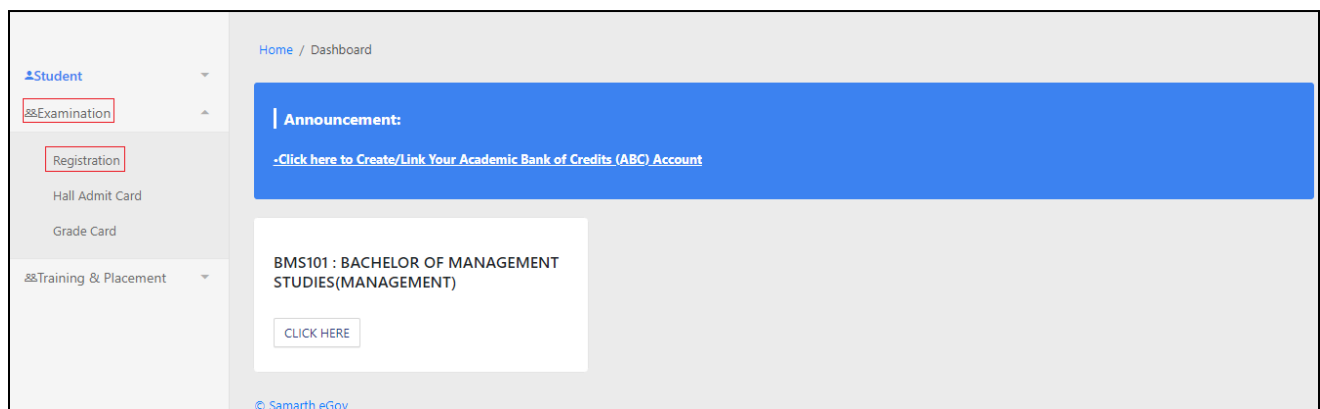
Examination Form Submission

Once an examination form is made live on the student portal from the admin end, the students can select the courses for which they are appearing to take an exam in the given session.

For Examination Form submission the students need to follow the below-mentioned steps:

Step 1: Click on the “**Examination**” tab from the left-hand side panel.

Step 2: Click on the “**Registration**” button.



Step 3: Click on the “**Click Here**” button. The exam form will open.

EXAMINATION-REGISTRATION

Registration open for **REGULAR** examination 1 SEMESTER 2022 TESTING SESSION JGND BMS101 : Bachelor of Management Studies(Management)

[CLICK HERE](#)

Step 4: Select the “PwD” status and courses for examination and click on the “Submit” button.

Examination Session	TESTING SESSION JGND	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	MSMTH1001C04 : Real Analysis	4.00	1 SEMESTER	REGULAR	<input checked="" type="checkbox"/>
2	MSBTN1001C04 : Cell Biology & Genetics	4.00	1 SEMESTER	REGULAR	<input checked="" type="checkbox"/>
3	MSBTN1002C04 : Biomolecules & Biochemistry	4.00	1 SEMESTER	REGULAR	<input checked="" type="checkbox"/>
4	SAMPLE1 : Introduction to Commerce	4.00	1 SEMESTER	REGULAR	<input checked="" type="checkbox"/>
<input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/>					

Step 5: If any fee is applicable, you will be asked to pay the fee, otherwise you can click on “Submit Course Selection” and your exam form will be submitted.

Note:- You can update your examination course selection before submission of the final form by clicking on “Update Course(s)”.

Examination Session : TESTING SESSION JGND		Examination Type : REGULAR	Reference Number : 20		
Examination Mode : EXAMINATION		PWD Applicable : Not Applicable	Scribe Required : NO		
Course(s) Selected					
S.No	Course Code : Name	Course Credit(s)	Term	Classification	Type
1	MSMTH1001C04 : Real Analysis	4.00	1 SEMESTER	THEORY	REGULAR
2	MSBTN1001C04 : Cell Biology & Genetics	4.00	1 SEMESTER	THEORY	REGULAR
3	MSBTN1002C04 : Biomolecules & Biochemistry	4.00	1 SEMESTER	THEORY	REGULAR
4	SAMPLE1 : Introduction to Commerce	4.00	1 SEMESTER	THEORY	REGULAR
Examination fee details					
S.No	Fee Component				Amount
1	Fee not applicable.				INR 0
Total fee					INR 0
<input type="button" value="Update Course(s)"/> <input type="button" value="Submit Course(s) Selection"/> <input type="button" value="Cancel"/>					

*****End of document*****