

## **User Guide**

# **Assam State Higher Education Admission Portal**

**2023-24**

A comprehensive user guide for students for Assam State Higher Education Department admission process.

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# Introduction

## Website Walkthrough

The admission portal for Assam Higher Education Department. Menu items in the admission portal are as follows:

- Home
- Notice
- Institutions
- Programme Information
- FAQ
- Contact Us
- New Registration
- Login

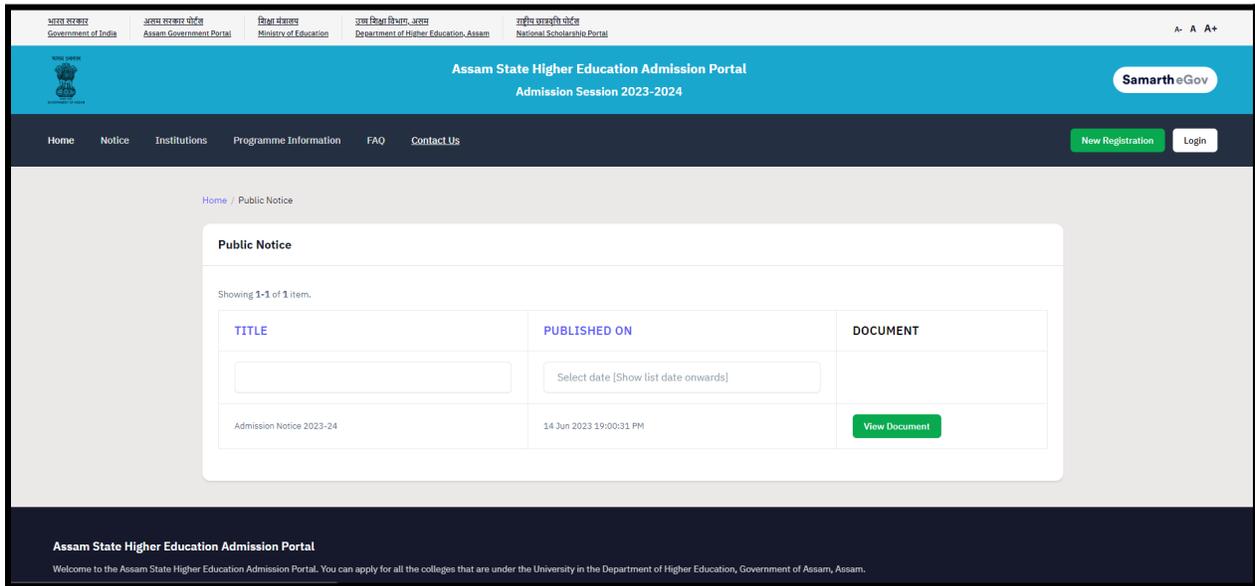
## Home

The home button takes the user back to the home page. It is the landing page of the portal. The home button is useful for applicants who want to quickly return to the home page while navigating to other pages in the portal.

The screenshot displays the homepage of the Assam State Higher Education Admission Portal. At the top, there is a header with logos for the Government of India, Assam Government Portal, Ministry of Education, Department of Higher Education, Assam, and National Scholarship Portal. Below this is a blue navigation bar with the text "Assam State Higher Education Admission Portal" and "Admission Session 2023-2024". A "Samarth eGov" logo is also present. The main navigation menu includes "Home", "Notice", "Institutions", "Programme Information", "FAQ", and "Contact Us". There are also buttons for "New Registration" and "Login". The main content area features a search bar labeled "University Admissi...", a section titled "About Assam State Higher Education Admission Portal- 2023" with a brief description and a "More >>" link, and a "Public Notice" section with a date "14 June 2023" and the text "Admission Notification 2023-2024". The URL at the bottom is "https://assamadmission.samarth.ac.in/index.php/site/contact".

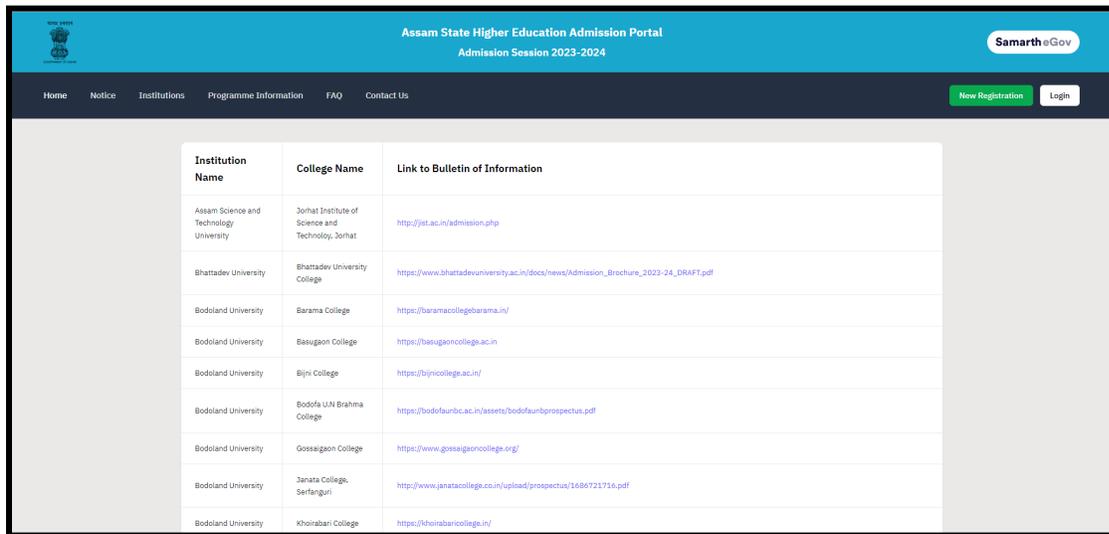
# Notice

Notices are announcements that are made about upcoming events or changes in laws or regulations. They are important for applicants to be aware of. It typically includes notices, ordinances, permits, and other important announcements.



# Institutions

The 'Institutions' section provides detailed information about the participating Institutions. Applicants can access the page to view and read the Information Bulletin of the Colleges.



# Programme Information

The programme information section displays a comprehensive list of admission registration programs. Within this section, applicants can explore Universities and colleges that offer their desired programs, specifically within the designated colleges of those Universities.

The screenshot shows the 'Programme Information' section of the Assam State Higher Education Admission Portal. The page header includes the Assam State Emblem, the portal name, and the admission session '2023-2024'. The navigation menu includes 'Home', 'Notice', 'Institutions', 'Programme Information', 'FAQ', and 'Contact Us'. The main content area shows a table with 5 items, each representing a programme. The table has columns for '#', 'PROGRAMME NAME', 'UNIVERSITY NAME', and 'COLLEGE / INSTITUTION NAME'. The first five items are:

#	PROGRAMME NAME	UNIVERSITY NAME	COLLEGE / INSTITUTION NAME
1	Bachelor of Commerce(Commerce GU)	Gauhati University	Pandu College
2	Bachelor of Vocation(Information Technology DBU)	Dibrugarh University	Majuli College
3	Bachelor of Vocation(Small Tea Garden Management DBU)	Dibrugarh University	Jorhat Kendriya Mahavidyalaya
4	Bachelor of Vocation(Food Processing DBU)	Dibrugarh University	L T K College
5	Bachelor of Vocation(Information Technology DBU)	Dibrugarh University	Nazira College

# FAQ

The FAQ (Frequently Asked Questions) section is a helpful resource that provides answers to commonly asked questions regarding a particular topic or subject. It is designed to address the most common queries or concerns that applicants may have, offering clear and concise explanations. The FAQ section aims to provide applicants with quick access to relevant information, saving them time and effort in searching for answers.

The screenshot shows the 'Frequently Asked Questions (FAQs)' section of the Assam State Higher Education Admission Portal. The page header and navigation menu are identical to the previous screenshot. The main content area displays four questions, each with a plus sign to expand the answer:

1. What are the Steps to submit online application and action to be taken by applicants?
2. How to Register ?
3. How to Login to my account?
4. What to do IF I forgot my password?

The footer of the page includes the Assam State Higher Education Admission Portal logo and the text: 'Welcome to the Assam State Higher Education Admission Portal. You can apply for all the colleges that are under the University in the Department of Higher Education, Government of Assam, Assam.'

## Contact Us

The Contact Us section provides University/College contact details, which applicants can visit if they have any queries relevant to those Universities/Colleges.

## The Admission Process

The admission process is divided into 4 steps. The applicant is required to register in the portal and complete all the steps as follows:

1. Complete their profile,
2. Confirm and lock profile and
3. Apply to college

To start the admission process, the applicant needs to register and log in to the portal. Registration for admission is a one-time process and every applicant needs to register. The registration process is mentioned below:

## Registration

Applicants who are new to the portal need to register to process their application for admission. Registration is a must to ensure the portal that applicants want to apply for University programmes.

The screenshot shows the Assam State Higher Education Admission Portal for the 2023-2024 session. The page features a blue header with the portal name and 'SamarthGov' logo. A navigation bar includes links for Home, Notice, Institutions, Programme Information, FAQ, and Contact Us, along with 'New Registration' and 'Login' buttons. The main content area is divided into two sections: 'Important Instructions' and 'Registration Form'. The instructions list five key points regarding name consistency, email address requirements, and browser usage. The registration form includes fields for the applicant's full name, date of birth (with day, month, and year dropdowns), email address (with a re-entry field for confirmation), and a password (minimum 8 characters).

**Assam State Higher Education Admission Portal**  
Admission Session 2023-2024

SamarthGov

Home Notice Institutions Programme Information FAQ Contact Us New Registration Login

**Important Instructions**

1. Name and other details entered by the applicant need to be the same as in the [Class X Board Marksheet](#)
2. Applicant can log in to the admission portal through their **registered email address, only**.
3. Applicant must use his own **active** email address.
4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process.
5. Applicants are encouraged to use latest version of **Google Chrome** web browser for filling the application form.

**Registration Form**

Applicant's Full Name (As per class X/XII Marksheet) \*

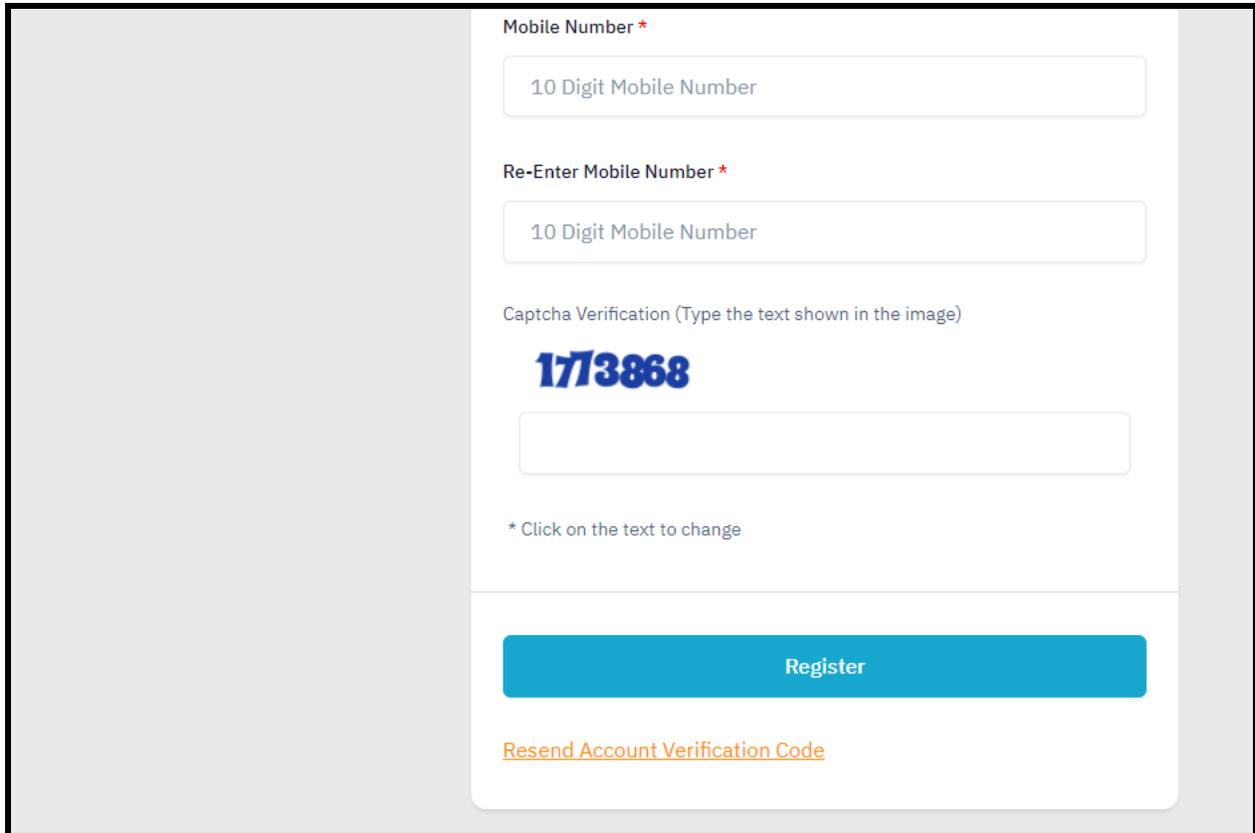
Applicant's Date of Birth (As per class X/XII Marksheet) \*

Day  Month  Year

Applicant's Email (Please use your own email as this will be used for all official communication) \*

Re-Enter Applicant's Email Address \*

Password (Minimum 8 characters) \*

A screenshot of a registration form. It features two input fields for a 10-digit mobile number, a captcha verification section with the number 1773868, a blue 'Register' button, and a link for 'Resend Account Verification Code'.

Mobile Number \*

10 Digit Mobile Number

Re-Enter Mobile Number \*

10 Digit Mobile Number

Captcha Verification (Type the text shown in the image)

**1773868**

\* Click on the text to change

Register

[Resend Account Verification Code](#)

To register on the admission portal:

**Click on the New Registration tab.**

There are two sections on the 'new registration' page.

**Read the Important Instruction section** before registering on the portal

**The student registration form requires correct details.**

**Add the Full Name of the Applicant** in the Applicant's Full Name

**Add Date of Birth** in the format of **Day, Month, and Year**

**Mobile Number of Applicant** in Enter Mobile Number

**Set your account password** in Enter Password

**Enter Captcha for verification**

**Click on Register**

**An OTP will be sent to the registered mobile number. Enter the OTP.**

**After this the account has been successfully registered.**

# Applicant Dashboard

The applicant dashboard gives the applicant a personalized space to check their application status, edit/update their profile and apply to multiple programmes added by the University. This makes it easier to manage multiple applications in one place.

To access the dashboard, the applicant needs to complete the registration process and login to the portal.

## Login

The 'Login' section is the starting point for applicants to apply for the programme.

The screenshot shows the Applicant Dashboard's login interface. The header includes navigation links and 'New Registration' and 'Login' buttons. The main content area features two panels: 'Important Instructions' with a 'New Registration' button and 'General Instructions', and 'Registered User Login' with input fields for registration number/email, password, and captcha verification (image: 1773868), a 'Type the text' input, and a 'Click on the text to change' link. A blue 'Login' button is at the bottom, with links for 'Forgot Password' and 'Resend Account Verification Code' below it.

To login into the portal, the applicant needs to click on the login button followed by:

**Enter your registered mobile number.**

**Enter the password**

**Enter the captcha for verification in the type text box.**

**Click on login to enter the portal**

**(Note: if you forget your password click on the 'forget password' link which will redirect the applicant to the Request Password Page, for which the applicant needs to add the registered Email id. Enter the Captcha for verification and click send. A new password will be sent to the applicant's registered email id).**

After successful login, the applicant can start their application process for admission. **Profile Details**

Applicants are required to fill in their profile details in the profile section. To complete the profile, click on the **Complete Profile** button in the dashboard.

The profile section is divided into five sections:

- **Personal Details**
- **Family Details**
- **University Registration details (if any)**
- **Other Category/Quota**
- **Address**

Profile Details (1) Other Details (2) Uploads (3)

### Personal Details

Full Name of the Applicant *	Applicant's Gender *
<input type="text"/>	<input type="text" value="Select"/>
Applicant's Date of Birth *	Age as on July 1, 2023 *
<input type="text"/> <input type="text"/> <input type="text" value=""/>	<input type="text"/>
Social Category *	
<input type="text" value="Select"/>	
Applicant's Registered Email *	Alternate Email
<input type="text" value="abc@example.com"/>	<input type="text"/>
Registered Mobile Number *	Alternate Mobile Number (Parent's/Guardian's)
<input type="text"/>	<input type="text"/>
Blood Group	
<input type="text" value="Select"/>	
Do you have domicile of Assam? *	
<input type="text" value="Select"/>	
Are you a citizen of India? *	Religion *
<input type="text" value="Select"/>	<input type="text" value="Select"/>
ID Proof *	
<input type="text" value="Select Id Proof"/>	

### Family Details

Mother's Name \*

Mother's Occupation

Mother's Qualification

Mother's Office Address

Mother's Mobile Number

Father's Name \*

Father's Occupation

Father's Qualification

Father's Office Address

Father Mobile Number

Emergency Contact Number \*

Combined Family Income \*

### University Registration details (if applicable)

Have you enrolled in University/Autonomous College before? \*

### Other Category/Quota

Person with Benchmark Disabilities (PwBD) Category \*

Kashmiri Migrant \*

Prime Minister's Special Scholarship Scheme for J&K Students \*

Are you an Ex-Service man? \*

Are you dependent of Freedom Fighter? \*

Are you a single girl child? \*

Extra Curricular Activity \*

### Address

Correspondence Address

Address Line 1 \*

Address Line 2 \*

Country \*

State \*

District \*

Pincode \*

Permanent Address  Click if same as correspondence address

Address Line 1 \*

Address Line 2 \*

Country \*

State \*

District \*

Pincode \*

After filling all the given details, click on **Save and Next** button to proceed to the next section.

The applicant is required to verify all details for which the portal provides a preview page before the applicant starts filling the 'Other Details' section. If the applicant finds any wrong input or any issues in the form, they can easily edit or update their profile section before proceeding to the next section.

To edit/update any details:

Click on the **Update Details button** to update.

The applicant's profile will be saved. Before proceeding to the next section, please preview the filled-in details by checking all the form details and click on **Proceed to Next** button to proceed to the next section.

## Other Details

Applicants are required to fill in this section. Click on the **Other Details** button after saving profile details at the top section bar or click on **Proceed to Next** button from the preview section.

[Personal Details \(1\)](#)
[Other Details \(2\)](#)
[Uploads \(3\)](#)
[Preview \(4\)](#)

### Other Details

Do you have any illness which requires continuous or emergency medical attention? \*

Select

Do you belong to Moran Community of Assam? \*

Select

Do you belong to Fringe Village of Assam? \*

Select

Do you belong Urban/Rural/Semi-Urban/Metropolitan Area? \*

Select

---

Are you Son/Daughter of present employee of university/college? \*

Select

Are you a Son/Daughter of Ex-Employee of university/college? \*

Select

Do you have Migration Certificate? \*

Select

Do you have transfer certificate from your School/College? \*

Select

a)	Candidates having NCC 'B' 'C' certificate	<input type="radio"/> Yes <input type="radio"/> No
b)	Have you attended any special camp under the National Service Scheme	<input type="radio"/> Yes <input type="radio"/> No

LANGUAGE	PROFICIENCY (READING/WRITING/SPEAKING)
Hindi	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking
English	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking
Other Language 1 <input type="text"/>	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking
Other Language 2 <input type="text"/>	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking

[Save and Next](#)

## Uploads

The 'Uploads' section asks for relevant documents which have been mentioned by the applicant in their profile and other details.

To upload documents:

Click on the **uploads section** or click on **Proceed to Next** button on the other details page at the bottom.

**(Note: Please read the instruction carefully before uploading your documents)**

### **Instruction for Uploading Image/Photo of Document, Certificate, Marksheet, and Signature**

- Digital photos and signatures are required in .jpg or .jpeg image format.
- File size of the digital photo must be within 10kb to 500.00 KB limit.
- Document/Certificate/Marksheet related size of the digital photo must be within 10kb to 500.00 KB limit.

After uploading the required documentation according to the given format, click on the **Preview Your Profile** button to proceed to the next section.

## Preview

The preview section provides a final reviewing process for the applicant's application form. Here the applicant can check their full application form and verify it before submitting for their admission application.

Applicants can also edit their form by clicking on the **Edit** button if they find any wrong input or issues.

**(Note: After verifying all the details, the applicant needs to check the declaration box proclaiming that all the information given is correct.)**

After checking the box, click the **Confirm and Lock** button to confirm and proceed to the programme selection section.

**(Note: After submitting the profile, the applicant will not be allowed to edit the details further.)**

## Programme Selection

As soon as the profile details are completed and confirmed by the applicant, they will be able to select the programmes added by the University.

(Note: The Applicants can also view the applications which are not submitted yet from the Dashboard)

Dashboard Notice Institutions Programme Information FAQ Contact Us 230071489

Welcome to Assam State Higher Education Department Admissions 2023-24

Welcome, Demo! [View Profile](#) Your Registration Number is: 230071489

Registration Number: 230071489  
Registered email address: demo@example.com  
Current Date: 15-06-2023

Your profile details have been successfully submitted. You can now select programme/s after satisfying their minimum eligibility criteria.

[Apply in College](#)

Programme Applications

FORM NUMBER	PROGRAMME	STATUS	ACTION	RECEIPTS
TEMPF30117278 (Temporary)	Admission Scheme: 3 Minor University: GU Gauhati University College: GUET-27: Abhayapuri College Programme: Bachelor of Arts(Vits PwA) Course(s) Selected: Subject I: Assamese Subject II: Mathematics (Dual Stream) Subject III: Designary (Dual Stream)	NOT SUBMITTED NOTE: Application with status Not Submitted cannot be considered for admission.	<a href="#">Submit Application</a>	
TEMPF30112019 (Temporary)	University: GU Gauhati University College: GUET-27: Abhayapuri College Programme: Bachelor of Arts(Vits PwA) Course(s) Selected:	NOT SUBMITTED NOTE: Application with status Not Submitted cannot be considered for admission.	<a href="#">Submit Application</a>	

Dashboard Notice Institutions Programme Information FAQ Contact Us 230071489

Programme Selection (1) Personal Details (2) Academic Details (3) Other Details (4) Uploads (5) Preview (6) Confirmation (7)

Select the Programme you want to apply

University \*  
Select

College \*  
Select

Programme Level  
Select

Scheme Type \*  
Select

Programme \*  
Select

I have read the policies and procedures specified by the university and college for the programme and I agree that I meet the minimum requirements for admission into the programme offered by the university/college.

[Home](#) [Proceed](#)

(Note: Before applying for any programmes, applicants can check the University and college through the Programme Information page).

To select the programme, click on **Apply in College** on the dashboard.  
**Select the University** from the list.  
**Select the Colleges** from the list affiliated with the selected University.

**Select the Programme level** from the list.

**Select the Scheme Type** from the list.

**Select the Programme** from the list.

**Check** the declaration box at the bottom of the page regarding the Information Bulletin.

Click **Proceed**

After selecting the desired programme, the applicant is required to select courses according to the group mapped by the University/College to programmes.

**(Note: For detailed information on Subject Selection Criteria, the applicant should refer the university/college admission rules)**

The screenshot displays a web application interface for selecting course preferences for a Bachelor of Arts (Arts FoA) programme. At the top, a green banner contains an information message: "Info: You have started application for the programme Bachelor of Arts(Arts FoA)." Below this is a breadcrumb trail: "Programme Selection (1) Personal Details (2) Academic Details (3) Other Details (4) Uploads (5) Preview (6) Confirmation (7)". The main heading reads "Please select your course preferences Bachelor of Arts(Arts FoA)".

The form includes the following sections:

- Select Admission Scheme:** Two radio button options: "1 Major 2 Minor" and "3 Minor".
- Select Group \*:** Three dropdown menus, each currently showing "Select".
- Subject I \*:** A dropdown menu showing "Select" with a red border and a red error message below it: "Subject I cannot be blank."
- Subject II \*:** A dropdown menu showing "Select" with a red border and a red error message below it: "Subject II cannot be blank."
- Subject III:** A dropdown menu showing "Select".

At the bottom of the form, there are two buttons: "Home" (grey) and "Proceed" (green).

**Select Admission Scheme**

**Select Group** from the dropdown

**Select Subject I** from dropdown

Repeat above process for **selection of Subject II and Subject III**

Click **Proceed**

After selecting the groups and subjects for their selected programme, the applicant needs to provide their academic details.

# Academic Details

The academic details sections need to be filled by the applicant according to their academic details which require qualification details of Secondary and Senior Secondary from the applicant.

✓ Programme Selection (1)   ✓ Personal Details (2)   ✓ Academic Details (3)   Other Details (4)   Uploads (5)   Preview (6)   Confirmation (7)

---

Select Prerequisites Criteria (Read Information Bulletin for Prerequisites Criteria)

Criteria 1: For Subject Assamese in group Arts - MIL : \*    Assamese (X-Level) for Minor

---

Qualification Details - X or Equivalent

Class X Year of Passing \*  

Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) \*  

Class X Division \*  

Class X Name of the Institution/School \*  

Class X Board/University \*  

X Subject Combination \*

### Qualification Details - XII or Equivalent

Class XII Qualification Status *	<input type="text" value="Select"/>
XII Year of Passing Final Examination *	<input type="text" value="Select"/>
Class XII Stream *	<input type="text" value="Select"/>
XII Maximum Marks (Total Maximum Marks of all subjects) *	<input type="text"/>
XII Marks Obtained (Total in all subjects) *	<input type="text"/>
Class XII Board/University *	<input type="text" value="Select"/>
Class XII Roll/Registration Number *	<input type="text"/>
Class XII Name of the Institution/School *	<input type="text"/>
Class XII Subject Combination *	<input type="text"/>

## Other Details

The applicant needs to verify the “Other Details” section which is pre-filled according to the details entered at the time of Profile Completion.

Click “Next” to proceed to the “Confirmation” Page.

## Confirmation & Submit Application

On this Page, the applicant needs to verify the details as entered by them by clicking all the checkboxes. After verification, the “Submit Application” Button is activated and the applicants can submit their application for the selected programme.

## Uploads

DOCUMENT	UPLOAD STATUS
Photo	Uploaded
Signature	Uploaded
ID Proof Document	Uploaded
Class X (Scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Scan both marksheet and certificate in a single file and upload)	Uploaded

## Form Declaration

"I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing. I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."



[Previous](#)

[Submit](#)