

Samarth eGov

Configuration Document

For Course Evaluation Component

Login:

Login into the **production portal** of the university with valid login credentials.

Sign In

Please enter your username, password and then click on Proceed button .

Username *

Password *

Captcha Verification

nateex Type the text

Click on the text to change

Remember Me

Proceed

[Forgot Password ?](#) [First Time Login ?](#)

Samarth eGov Samarth Introductory Video

Watch on YouTube

Useful Links

[Reference Material](#) [Samarth eGov](#) [IIC, UDSC](#)

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After successful login the following window will appear.

Go to **Academic** by clicking **Launch** button and go to **Programme** by clicking on **Launch** button.

rgu.samarth.ac.in/index.php/dashboard/dashboard/index

Samarth eGov JOINT DIRECTOR (joint_director, Computer Centre) RGU

HR Administration Campus Governance Support Settings

University

- Information
- Modules
- Organizational Units Type
- Organizational Units
- Designation
- Organigram
- Email Templates

Home / Dashboard

Academic
Academic
LAUNCH

Employee Management System
Management of University Staff using Employee Management System
LAUNCH

Admission
Admission Management
LAUNCH

Legal Case Management System
Capture/Track Legal Cases and Hearings using Legal Case Management Module
LAUNCH

Estate Management
Capture/Track Estate using Estate Management System
LAUNCH

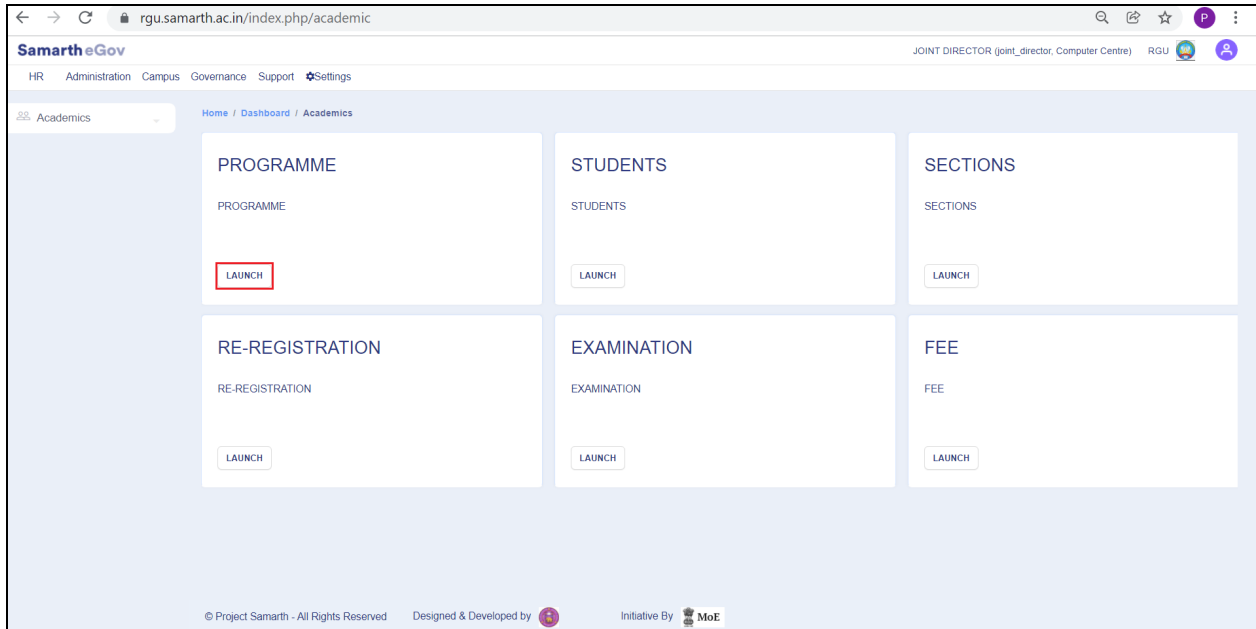
Vendor Management System
Capture/Track Vendor Bill using Vendor Bill Payment
LAUNCH

Leave Management System
Leave Applications and Management
LAUNCH

Fee Management System
Fee Management
LAUNCH

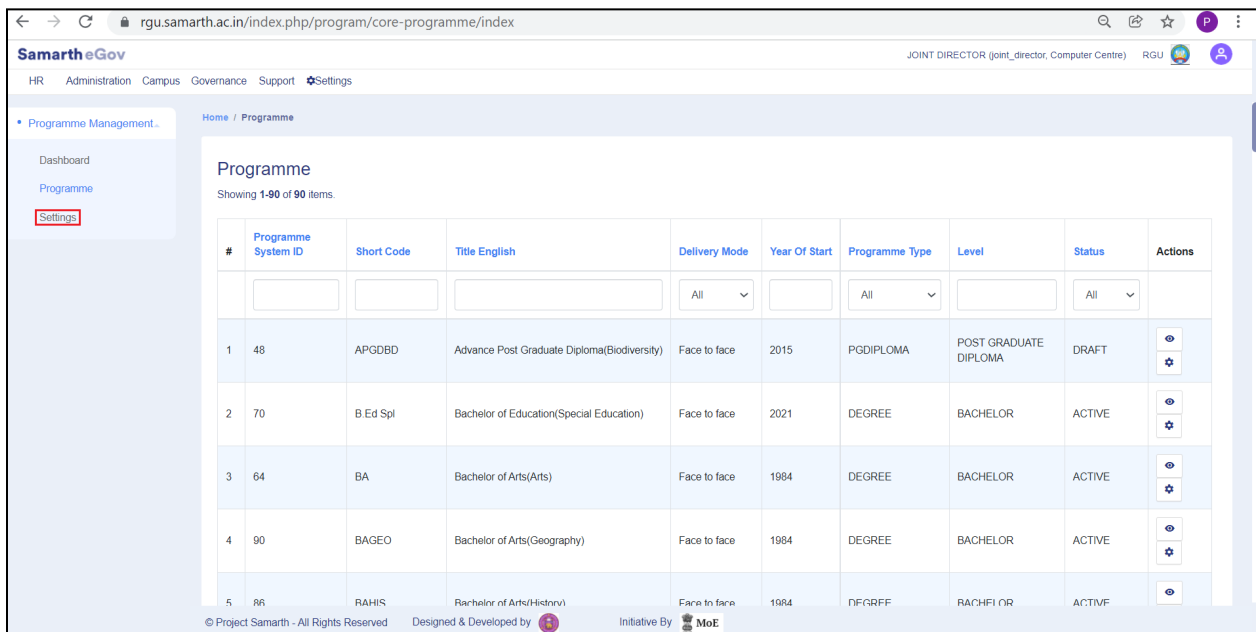
Inventory Management System
Inventory Management System

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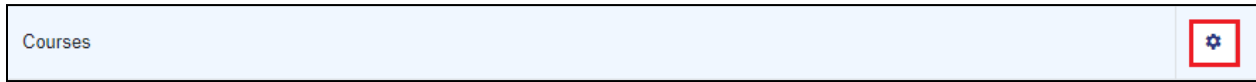



Add Course Evaluation Components

Go to the settings of Programme Management by clicking on the **Settings** option shown on the left side of the window.





Then click on the  present front of the “Courses”.



Now, click on to the  button front of the individual course then Click on to the [Add Components](#) button.

Courses Update Qualifying Nature Update Status Add Course

Showing 1-50 of 1,575 items.

<input type="checkbox"/>	System ID	Code	Title	Maximum Credit	Type	Course Category	Qualifying in Nature	Credit Scheme	Cbcs Category	Status	Component Generated	Updated At	Actions
<input type="checkbox"/>					All	All	All	.	A	All			
<input type="checkbox"/>	13351	PTPPD30206	"Performance in Ektaal and Matt Taal"	3.00	PRACTICAL	COMPULSORY	NO	CREDIT		PUBLISHED	×	Jun 23, 2021, 5:37:30 PM	 

Components Document Associated Programmes

Course Evaluation Components

Copy Components [Add Components](#)

#	Name	Process	Category	Assessment	Type	Minimum Passing Marks	Maximum Marks	Required To Pass	Grade Letter Group	Display Marks/Points in Reports	Aggregate	Aggregate Formula	Status	M: Fc
No results found.														

After that, admin needs to fill/add the following details and click on the “Save” button.

1. **Components** (The components which are added into the Evaluation Assessment Types)
2. **Process** (External Examination Or Internal Examination)
3. **Category** (Theory/ Practical/ Aggregate)
4. **Type** (Marks/Grade)

Course Evaluation Component (“Performance in Ektaal and Matt Taal”)

Components * ▼

In case the components is not listed, then you need to add the component using this [link](#).

Process * ▼

Category * ▼

Type * ▼

Save

Cancel

- a. If Type is **Marks** then fill the following:
 - i. Required To Pass
 - ii. Minimum Passing Marks
 - iii. Maximum Marks
 - iv. Carry Forward Marks To Next Term On Supplementary

Course Evaluation Component (Solar Thermal Technology)

Components *

In case the components is not listed, then you need to add the component using [this link](#).

Process *

Category *

Type *

Required To Pass

Minimum Passing Marks

Maximum Marks

Carry Forward Marks To Next Term On Supplementary

- b. If Type is **Grade** the fill the following:
- i. Grade Letter Group
 - ii. Display Marks/Points in Reports

Course Evaluation Component (Solar Thermal Technology)

Components *

In case the components is not listed, then you need to add the component using [this link](#).

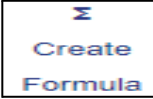
Process *

Category *


Type *

Grade Letter Group

Display Marks/Points in Reports

After that, in the **Aggregate Process** of course evaluation component the  button will be appeared.

Now, Admin needs to **create a formula to calculate the aggregate** for the added Evaluation Component. For that,

admin needs to click on the  button and generate the formula.

Generate Formula

Formula

Put Decimal Weightage

For Validation each component will be tested with value 1

Copy Course Evaluation Component

If the Course Evaluation Components are similar with another courses so admin can copy the same components into the course which have same Evaluation components.

To **copy the Course Evaluation Component**, Admin needs to click on the Copy Components button and select the course from the dropdown list then click on the **“Save”** button.

[Components](#) | [Document](#) | [Associated Programmes](#)

Course Evaluation Components

Copy Components
Add Components

#	Name	Process	Category	Assessment	Type	Minimum Passing Marks	Maximum Marks	Required To Pass	Grade Letter Group	Display Marks/Points in Reports	Aggregate	Aggregate Formula	Status	M: Fc
No results found.														

Copy Components to :

Select Destination Course *

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

Samarth eGov

Configuration Document

Enable the Semester Fee Collection Process

Login:

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Password *

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Click on the text to change

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- Organigram
- Email Templates

Home / Dashboard

Academic Academic **LAUNCH**

Employee Management System Management of University Staff using Employee Management System **LAUNCH**

Admission Admission Management **LAUNCH**

Legal Case Management System Capture/Track Legal Cases and Hearings using Legal Case Management Module **LAUNCH**

Estate Management Capture/Track Estate using Estate Management System **LAUNCH**

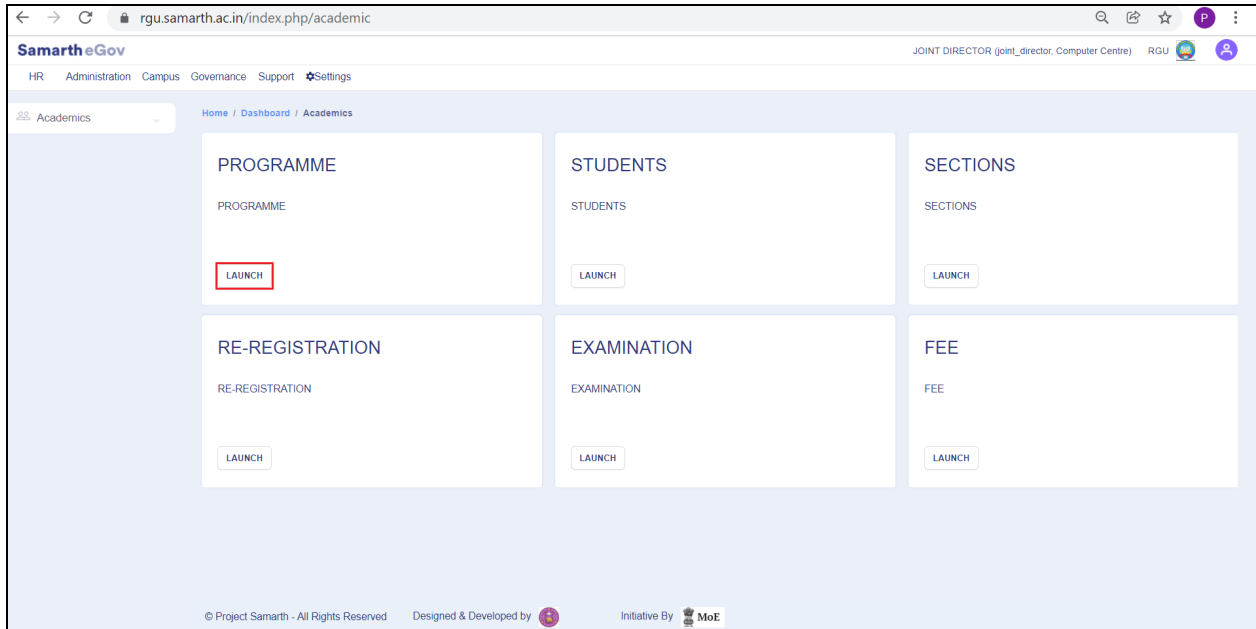
Vendor Management System Capture/Track Vendor Bill using Vendor Bill Payment **LAUNCH**

Leave Management System Leave Applications and Management **LAUNCH**

Fee Management System Fee Management **LAUNCH**

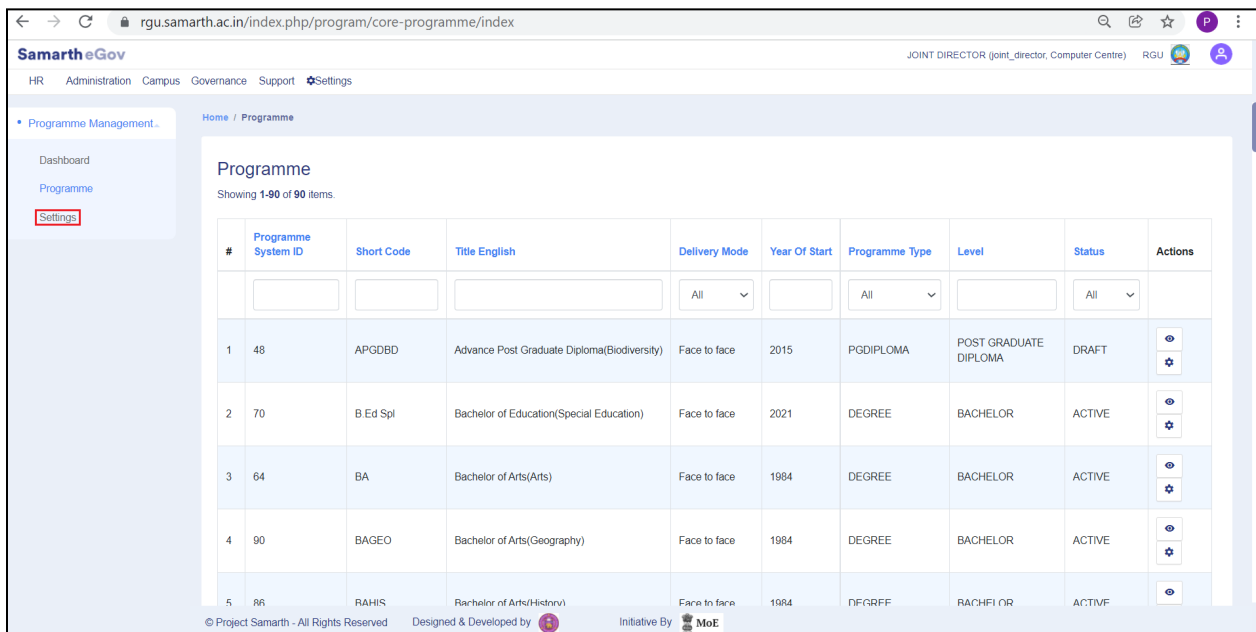
Inventory Management System Inventory Management System


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Programme Master Fee Heads

Go to the settings of Programme Management by clicking on the **Settings** option shown on the left side of the window.



Then click on the  present front of the “**Programme Master Fee Heads**”



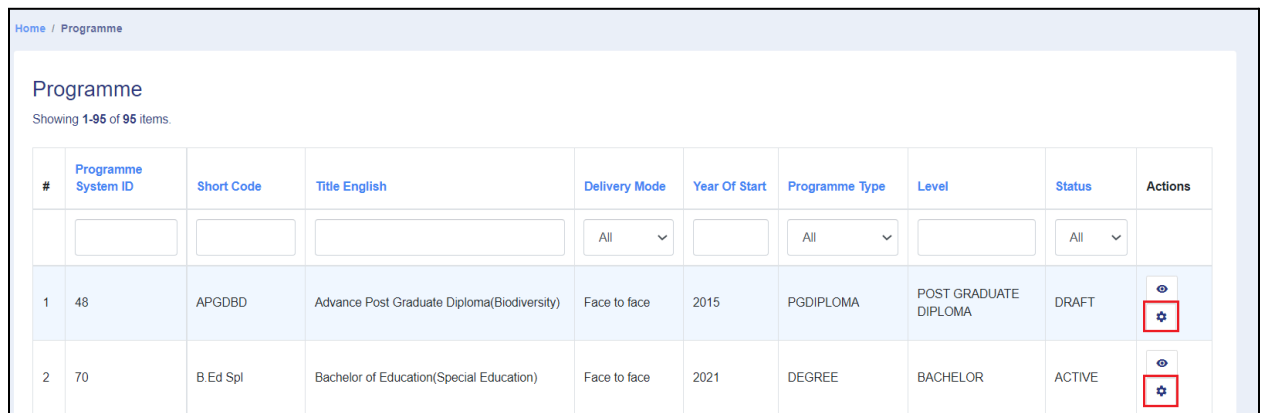
Now, click on to the **Add Fee Head** button to add the Fee heads and fill the following details and click on to the “Save” button:

1. Short Code
2. Name of the Fee Head
3. Status (Published)

Fee Configuration

In this, fees can be structured according to the university guidelines and category-wise. There are only the consolidated amount of fees can be added according to the category.



For the configuration, Admin needs to go the Individual programme settings to click on the  button.




Home / Programme

Programme

Showing 1-95 of 95 items.

#	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="text"/>	<input type="text"/>	All <input type="text"/>	<input type="text"/>	All <input type="text"/>	
1	48	APGDBD	Advance Post Graduate Diploma(Biodiversity)	Face to face	2015	PGDIPLOMA	POST GRADUATE DIPLOMA	DRAFT	
2	70	B.Ed Spl	Bachelor of Education(Special Education)	Face to face	2021	DEGREE	BACHELOR	ACTIVE	

Now, Admin needs to click on the  button present front of the “**Fee Configuration**” then click on the **Add** button.



Fee Configuration													Add
Showing 1-48 of 48 items.													
<input type="checkbox"/>	#	Fee Category	Term	Fee Term Type	Year	Session	Fee	Fee Currency	Processing Fee	Processing Fee Currency	Is Waiver Applicable	Status	Actions
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

After that, a new window will appear where the university needs to fill the following details and click to

button.

1. Year
2. Session
3. Term (select the term which fee will be collected)
4. Fee Category
5. Fee currency
6. Course Fee
7. Processing Fee (If applicable)
8. Processing Fee Currency
9. Is Waiver Applicable (If applicable select YES otherwise NO)
10. Status (Active)

Add Fee configuration

Year *

Session *

Term *

Fee Category *

Fee *

Fee Currency *

Processing Fee

Processing Fee Currency

Is Waiver Applicable

Status *

Fee Bifurcation

For the bifurcation of fee according to the Fee Master Heads, Admin needs to click on the “Add Budget Head” button and add the fee amount according to the Fee Heads for the individual category.

Fee Configuration													Add
Showing 1-48 of 48 items.													
<input type="checkbox"/>	#	Fee Category	Term	Fee Term Type	Year	Session	Fee	Fee Currency	Processing Fee	Processing Fee Currency	Is Waiver Applicable	Status	Actions
<input type="checkbox"/>	1	EWS	2	SEMESTER	2020	JULY	6353.00	INR	0.00	INR	N	In-Active	 

Total Bifurcated Fee Amount should match the amount: 6353.00

EXTRA CURRICULAR FEE <input type="text" value="Enter EXTRA CURRICULAR FEE amount ("/>	EXAM FEE <input type="text" value="Enter EXAM FEE amount (Keep blank or ze"/>	LAB FEE <input type="text" value="Enter LAB FEE amount (Keep blank or zerc"/>
LIBRARY FEE <input type="text" value="Enter LIBRARY FEE amount (Keep blank o"/>	STUDENT WELFARE FEE <input type="text" value="Enter STUDENT WELFARE FEE amount (p"/>	TUTION FEE <input type="text" value="Enter TUTION FEE amount (Keep blank or :"/>

You have added fee: 0. You need to add more fee 6353 to save the fee head(s).

Enable the Fee Collection

To enable/live the Semester fee collection on Student Portal, admin needs to do the configuration of Date & Time.

For this, admin needs to Launch the "Fee" section under the "Academic".



Now, Launch "Student Academic Session Fee" then select the "Academic-Year Session" for which Semester fee would be collected.

Student Academic Session Fee

Management

LAUNCH

Academic Year-Session

Add Academic Session

Showing 1-15 of 15 items.

#	Academic Year	Academic Year	Year	Cycle	Name	Type	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	2022-2023	2022-2023	2023	JANUARY	2022 EVEN SEMESTER	SEMESTER	PUBLISHED
2	2022-2023	2022-2023	2022	JULY	2022 ODD SEMESTER	SEMESTER	PUBLISHED
3	2021-2022	2021-2022	2022	JANUARY	Even Semester 2022	SEMESTER	PUBLISHED
4	2021-2022	2021-2022	2021	JULY	Odd Semester 2021	SEMESTER	PUBLISHED

After that, **Launch** the **Programmes** section and click on to the **Add** button then fill the following details:

Student Readmission Fee Control for Even Semester 2022

Add

Bulk update

Total 277 items.

<input type="checkbox"/>	#	Programme	Term	Term Type	Academic Year	Academic Cycle	Start Date	Late Fee Date
		<input type="text" value="Select Programme"/>	<input type="text"/>	All	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Create Student Readmission Fee Control

Term *	<input type="text" value="Select"/>
Term Type *	<input type="text" value="Select"/>
Programme *	<input type="text" value="Select"/>
Start Date *	<input type="text" value="Select Start-Date Time"/>
Late Fee Date *	<input type="text" value="Select Start-Date Time"/>
End Date *	<input type="text" value="Select Start-Date Time"/>
Status *	<input type="text" value="Select"/>

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

Samarth eGov

Configuration Document

Academic Management

Role

Academic Admin : academic_admin

Assigned to: This role is assigned to any employee of the Academic section.

Responsibilities: configure all the Academic configuration settings and also configure all the Academic related settings of the Programmes in the University/HEI.

Academic Management

Academic Management Module deals with the University/HEI Academic records like:

1. **Students**
2. **Sections**

Prerequisites

Following Prerequisites needs to be done before the implementation of Academic Management module:

1. All Programmes added in the **Programme Management**, Students-Class Details, Course Code Details must be added.
2. **Programme Management**- Course structure, Programme OU mapped, Semester-wise credits need to be added.

Before going for Academics Management Module admin needs to configure the academics Settings first.

Academic Setting

The Academic Settings are divided into three parts as follows:

1. Admission Cycle
2. Academic Year
3. Academic Year-Session


For the configuration of Academic Settings University needs to click on **Academic** by clicking **Launch** button and go to **Academic Setting** which is present in the left side of the window.

The screenshot shows the main dashboard of the Samarth eGov system. The top navigation bar includes 'HR', 'Administration', 'Campus', 'Governance', 'Support', and 'Settings'. The left sidebar lists various modules under 'University' and 'Employee'. The main content area displays several system launch buttons, each with a 'LAUNCH' button below it. The 'Academic' button is highlighted with a red box.





System Name	Description	Launch Button
Academic	Academic	LAUNCH
Employee Management System	Management of University Staff using Employee Management System	LAUNCH
Admission	Admission Management	LAUNCH
Legal Case Management System	Capture/Track Legal Cases and Hearings using Legal Case Management Module	LAUNCH
Estate Management	Capture/Track Estate using Estate Management System	LAUNCH
Vendor Management System	Capture/Track Vendor Bill using Vendor Bill Payment	LAUNCH
Leave Management System	Leave Applications and Management	LAUNCH
Fee Management System	Fee Management	LAUNCH
Inventory Management System	Inventory Management System	LAUNCH

The screenshot shows the 'Academics' dashboard. The left sidebar has 'Academic Settings' highlighted with a red box. The main content area features three large sections: 'PROGRAMME', 'STUDENTS', and 'SECTIONS', each with a 'LAUNCH' button.

Section Name	Launch Button
PROGRAMME	LAUNCH
STUDENTS	LAUNCH
SECTIONS	LAUNCH

After clicking on the **Academic Setting**, a new window will appear where settings can be done by clicking on the  button.

The screenshot shows the 'Academic Settings' page. It features a table with 4 items. The 'Action' column contains gear icons, which are highlighted with red boxes.

Name	Action
Admission Cycle	
Academic Year	
Academic Year-Session	
Examination Sessions	

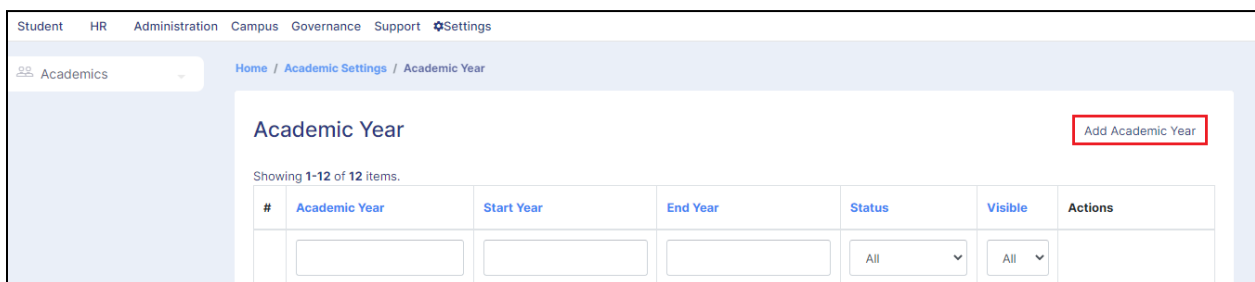
Admission Cycle

The Admission Cycles are already added by the Samarth Team from the backend according to the University defined.

Academic Year

To add the Academic Year, admin needs to click on the **Add Academic Year** button and fill the following details which appeared in a new window then click on the **Save** button.

1. Start Year
2. End Year



Student HR Administration Campus Governance Support Settings

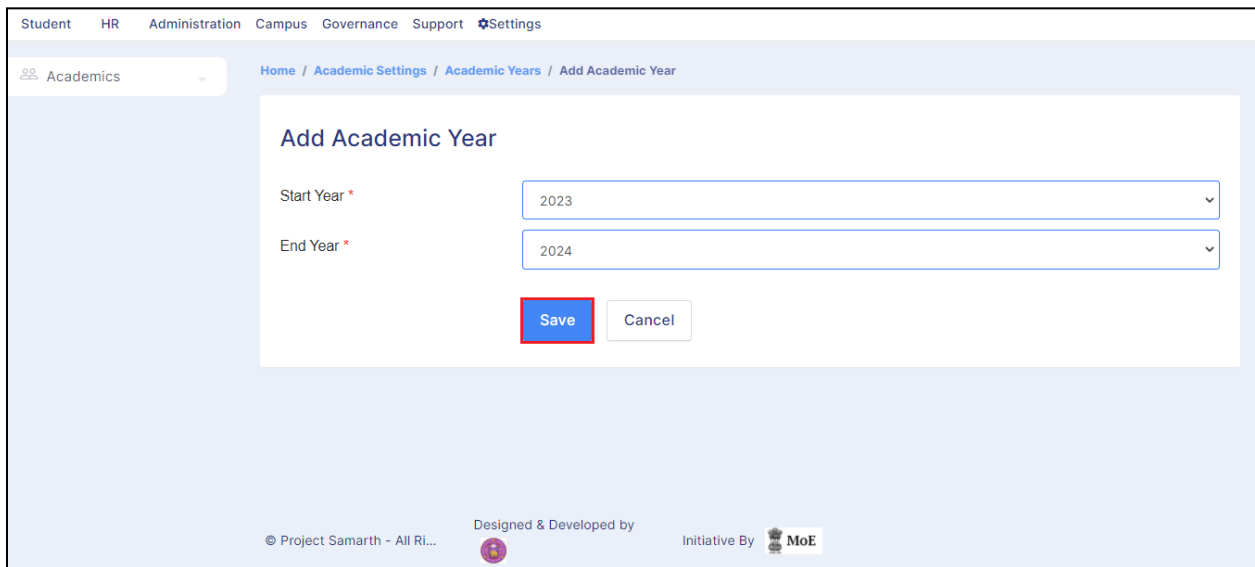
Academics Home / Academic Settings / Academic Year

Academic Year

Showing 1-12 of 12 items.

#	Academic Year	Start Year	End Year	Status	Visible	Actions
				All	All	

Add Academic Year



Student HR Administration Campus Governance Support Settings

Academics Home / Academic Settings / Academic Years / Add Academic Year

Add Academic Year

Start Year * 2023

End Year * 2024

Save Cancel

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Academic Year - Session

To add the Academic Year - Session, admin needs to click on the **Add Academic Session** button and fill the following details which appeared in a new window then click on the **Save** button.

1. Academic Year (Select Academic Year from dropdown)
2. Year (Select a year where admin wants to add session)
3. Cycle (Select from dropdown)
4. Name (Enter the name for the session)

5. Type (Select Year or Semester)
6. Level (Select the level from the dropdown)

Student HR Administration Campus Governance Support Settings

Academics Home / Academic Settings / Academic Year-Session

Academic Year-Session

Showing 1-20 of 47 items.

#	Academic Year	Year	Cycle	Name	Type	Level	Status

Add Academic Session

Student HR Administration Campus Governance Support Settings

Academics Home / Academic Year-Session / Create Academic Session

Create Academic Session

Academic Year *

Year *

Cycle *

Name *

Type *

Level *

Description

Save

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Create/Add Section

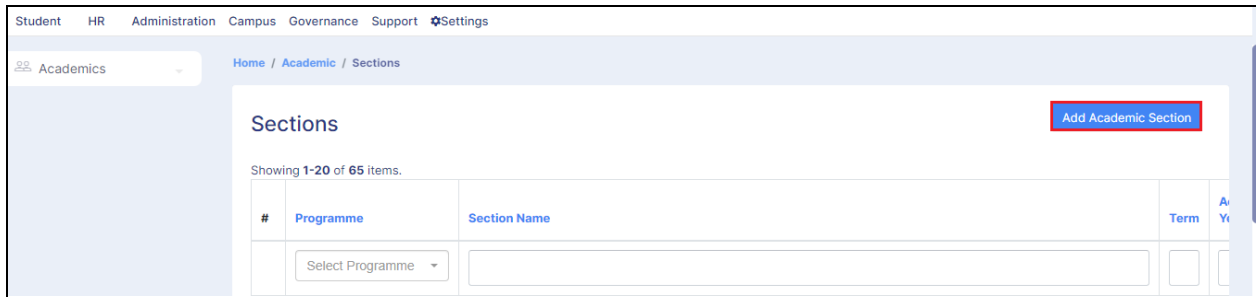
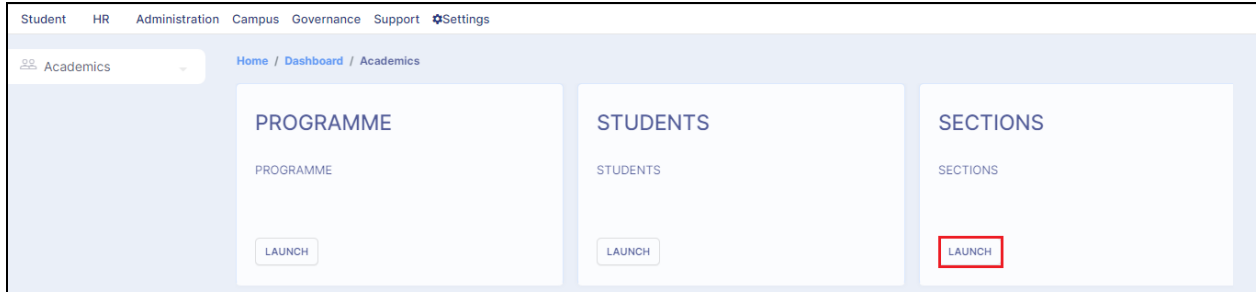
A **Section** classified as a group within a Class. In this, Admin can add the **Sections** of the semester of various Programmes.

To create a Section, there are **2 methods** introduced in the production portal which are as follows:

1. By the Section portion present after launching the Academics Module
2. By the individual Programme settings under the individual Semester

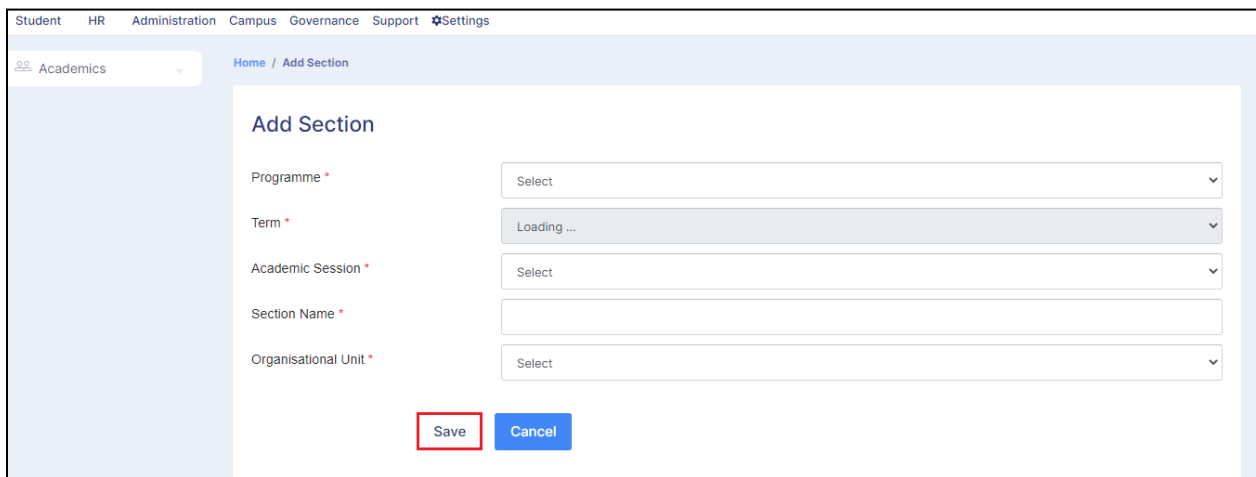
By the Section portion present after launching the Academics Module

To add a section, admin needs to click on the the button of **Sections** then click on the button on the new window.



After that, admin needs to fill the following fields on the new window then click on the Save button.

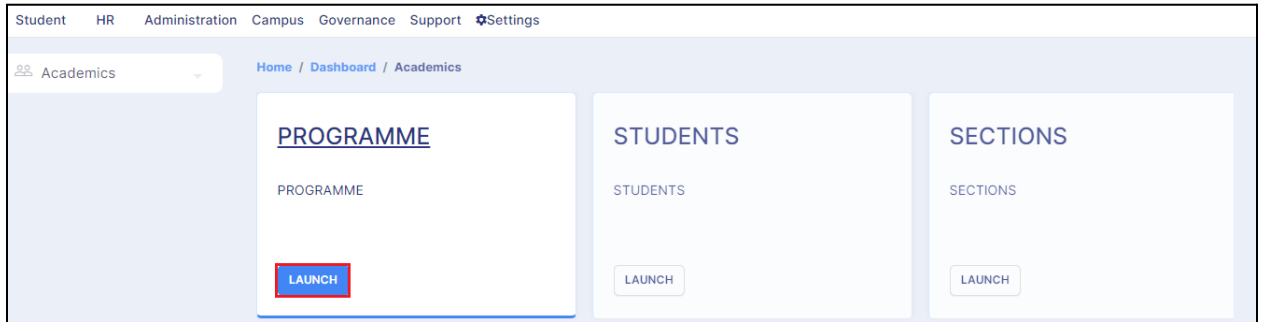
1. **Programme** (Select from dropdown)
2. **Term** (Select from dropdown)
3. **Academic Session** (Select from dropdown)
4. **Section Name** (Enter name of section as admin wants)
5. **Organizational Unit** (Select from dropdown)




By the individual Programme settings under the individual Semester



To add a section, admin needs to do the following steps:

1. **Launch** Programme management module where admin views the list of all add programmes.



2. Click on the  button present beside the individual Programme.

The screenshot shows the Programme management module with a navigation menu at the top (Student, HR, Administration, Campus, Governance, Support, Settings) and a breadcrumb trail (Home / Programme). The main content area is titled 'Programme' and shows a table of programmes. The table has columns for #, Programme System ID, Short Code, Title English, Delivery Mode, Year Of Start, Programme Type, Level, Status, and Actions. The first row is highlighted with a red box around the eye icon in the Actions column.

#	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
1	32	Ayur	Ayurvedacharya(Ayurveda)	Online Mode	2020	DEGREE	BACHELOR	PENDING	
2	52	B.A	Bachelor of Arts(hons (English))	Face to face	2019	DEGREE	BACHELOR	ACTIVE	

3. After that, the admin can view details of the programme, All Terms like semesters or Year, All students tab and **click on** any semester like semester 1.

Student HR Administration Campus Governance Support Settings

Home / Programme / Ayurvedacharya(Ayurveda)

Programme Manage...

Ayurvedacharya(Ayurveda) Settings

Short Code	Ayur	Title in English	Ayurvedacharya(Ayurveda)	Level / Program Type	BACHELOR / DEGREE
School	School of Professional Studies	Delivery Mode	Online Mode	Minimum / Maximum Duration	3 Years / 5 Years
Exam Scheme	Semester	Credit Scheme / Total Credits	CBBS /	Term Type / Total Terms	SEMESTER/6
Admission Sessions	JULY	Fee Mode	SEMESTER	Status: PENDING	More Details

All Terms

SEMESTER 1 SEMESTER 2 SEMESTER 3 SEMESTER 4 SEMESTER 5 SEMESTER 6

All Students

[Click Here](#)

4. After that, a new window will appear then click on the LAUNCH button present on the section tab and it takes the admin to the semester-wise section page.

Student HR Administration Campus Governance Support Settings

Academics

Home / Programme / Ayurvedacharya(Ayurveda) / SEMESTER 1

COURSE MANAGEMENT

COURSE MANAGEMENT

LAUNCH

SECTIONS

SECTIONS

LAUNCH

5. Now, a new window will appear where admin can add a new section to a semester by clicking on the Add Academic Section button.

Student HR Administration Campus Governance Support Settings

Academics


Home / Programme / Ayurvedacharya(Ayurveda) / SEMESTER 1 / Sections: Ayurvedacharya(Ayurveda)-SEMESTER 1

Sections: Ayurvedacharya(Ayurveda)-SEMESTER 1 Add Academic Section

Showing 1-2 of 2 items.

#	Section Name	Academic Year	Academic Session

6. After that, a new window is open where the admin needs to fill some fields to add a section in a particular semester. In this window, the **Programme and term are fixed** and admin **needs to fill**

the following then click on to the  button.


- a. **Academic Session** (Select form dropdown list)
- b. **Section Name** (Enter the name)
- c. **Organization Unit** (Select from dropdown list)

By the Section, Admin can perform the following tasks for the students:

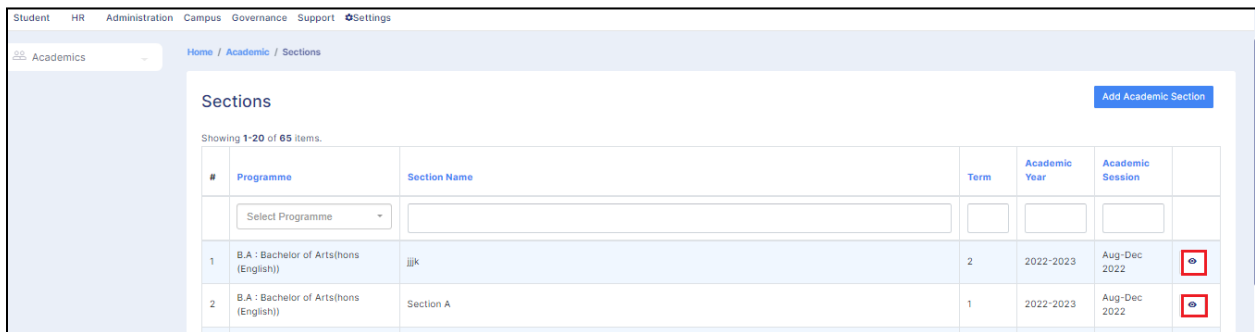
1. **Map the Students with the particular programme/course**
2. **Assign courses to the Students**



Map Students with the Section

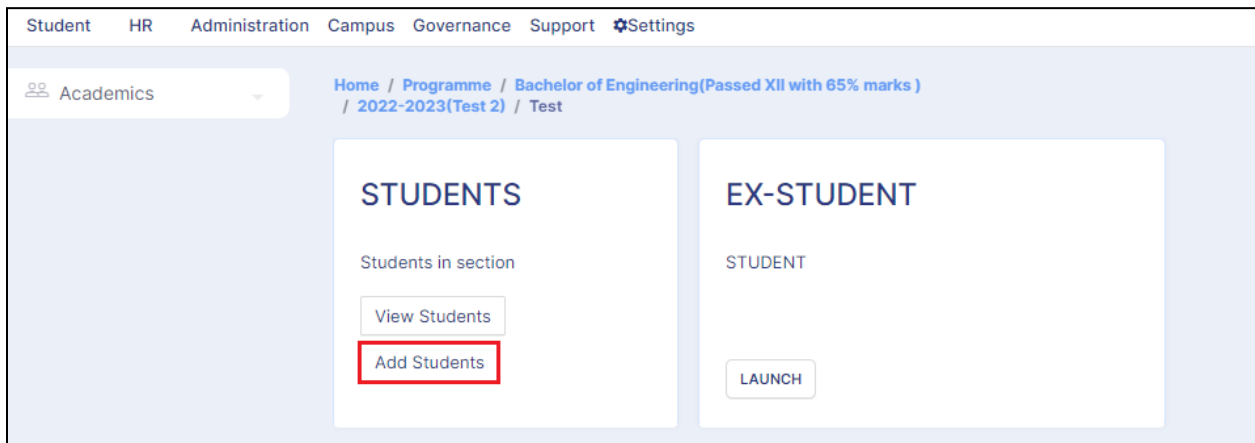
After adding a section, Admin can map students with the sections for a semester of a particular Programme.

To map the students on the particular section by clicking on the  button which is present in the right side of the particular section and a new window will appear where admin can see the following parts:

1. Students
2. Ex-Students



#	Programme	Section Name	Term	Academic Year	Academic Session	
1	B.A : Bachelor of Arts(hons (English))	ijk	2	2022-2023	Aug-Dec 2022	
2	B.A : Bachelor of Arts(hons (English))	Section A	1	2022-2023	Aug-Dec 2022	



STUDENTS

Students in section

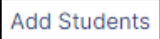
[View Students](#)

[Add Students](#)

EX-STUDENT

STUDENT

[LAUNCH](#)

After that, click on the  button to **add students in the Section** then select the students from the list which is shown on that window by clicking on the checkbox present at the front of the

particular student details and map with the particular section by clicking on the **Add Student** button.

<input type="checkbox"/>	#	Enrolment Number	Name	Organizational Unit	Gender	Category	Guardian Name	Year of Enrolment	Result Status (Term, Sgpa, Cgpa, Division)	Action
<input checked="" type="checkbox"/>	1	110012()	Rajesh		MALE	UR	student1 gurdian name			
<input type="checkbox"/>	2	110022(Test)	Suresh		MALE	SC	student2 gurdian name			

View Mapped Students

The listing of the mapped student details with the particular Section are viewed by clicking on the **View Students** button.

STUDENTS

Students in section

View Students

Add Students

EX-STUDENT

STUDENT

LAUNCH

Remove Students from the Section

To remove the Student from the particular section, Admin needs to goto the Mapped Student details and select those students which are need to remove from the particular section by clicking on the checkbox present at the front of the particular student details then click on to the **Remove Students** button.

Student HR Administration Campus Governance Support Settings

Students

Home / Programme / Bachelor of Engineering(Passed XII with 65% marks) / SEMESTER 1 / Sections / Test / Students: Bachelor of Engineering(Passed XII with 65% marks)-SEMESTER 1-Test

Students: Bachelor of Engineering(Passed XII with 65% marks)-SEMESTER 1-Test

Showing 1-2 of 2 items. Remove Students Assign Course

#	<input type="checkbox"/>	Name	Enrolment No	Gender	Academic Year	Course Assigned	Examination Status (Ex Student)	Change Ex Status
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
1	<input checked="" type="checkbox"/>	Suresh	110022	MALE	2022-2023	20BCA101 : NETWORK, 1001 : Networks		<input type="button" value="Modify Examination Status As Ex-Student"/>
2	<input type="checkbox"/>	Rajesh	110012	MALE	2022-2023	20BCA101 : NETWORK, 1001 : Networks		<input type="button" value="Modify Examination Status As Ex-Student"/>

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Assign Courses

To assign the courses to the students in the particular section, admin needs to goto the Mapped Student details under the particular section and select those students whom the course is assigned by clicking on the checkbox present at the front of the particular student details then click on to the Assign Course button and select the courses form the dropdown which is shown in the popup window then click on the Save button.

Student HR Administration Campus Governance Support Settings

Students

Home / Programme / Bachelor of Engineering(Passed XII with 65% marks) / SEMESTER 1 / Sections / Test / Students: Bachelor of Engineering(Passed XII with 65% marks)-SEMESTER 1-Test

Students: Bachelor of Engineering(Passed XII with 65% marks)-SEMESTER 1-Test

Showing 1-2 of 2 items. Remove Students Assign Course

#	<input type="checkbox"/>	Name	Enrolment No	Gender	Academic Year	Course Assigned	Examination Status (Ex Student)	Change Ex Status
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
1	<input checked="" type="checkbox"/>	Suresh	110022	MALE	2022-2023	20BCA101 : NETWORK, 1001 : Networks		<input type="button" value="Modify Examination Status As Ex-Student"/>
2	<input type="checkbox"/>	Rajesh	110012	MALE	2022-2023	20BCA101 : NETWORK, 1001 : Networks		<input type="button" value="Modify Examination Status As Ex-Student"/>

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Governance Support

Programme / Bachelor of Engineering
is: Bachelor of Engineering

Students: Bachelor of Engineering

Showing 1-2 of 2 items.

Assign Course

You have Selected 1 students.

Course *

- Select Courses
- Select all
- 1001 : Networks (100.00, ELECTIVE)**
- 20BCA101 : NETWORK (3.00, COMPULSORY)

<input type="checkbox"/>	Name					Examination Status (Ex tent)
<input checked="" type="checkbox"/>	Suresh	110022	MALE	2022-2023	20BCA101 : NETWORK, 1001 : Networks	

Samarth eGov

Configuration Document

Examination

Examination

Examination Module deals with the Student's examination related activities in University/HEI like as:

1. Examination Form Submission
2. Scheduling of Examination
3. Generation of Admit Cards for Examination

Prerequisites

Following Prerequisites needs to be done before the implementation of Examination module:

1. All Programmes added in the **Programme Management**, Students-Class Details, Course Code Details must be added.
2. **Academic Management**- Course structure, Programme OU mapped, Semester-wise credits, academic settings, sections, Mapping of the Students with the programmes/courses etc. need to be added.

Before going for the Examination, Module admin needs to configure the Examination Settings first.

Examination Setting

The Examination Settings are divided into following parts as follows:

1. Examination Cycle
2. Add Examination Session
3. Examination Time Slots
4. Examination Centers
5. Examination Admit Card Template
6. Examination Mail Format Templates
7. Programme wise examination fees

For the configuration of Examination Settings, Admin needs to click on **Academic** by clicking **Launch** button and **Launch Examination** section then goto to the **Settings** of Examination which is present in the left side of the window.

rgu.samarth.ac.in/index.php/dashboard/dashboard/index

Samarth eGov JOINT DIRECTOR (joint_director, Computer Centre) RGU

HR Administration Campus Governance Support Settings

University

- Information
- Modules
- Organizational Units Type
- Organizational Units
- Designation
- Organigram
- Email Templates

Employee

- Leave
- LCMS
- Vendor Bill Payment
- Estate
- Teaching Recruitment
- Non-Teaching Recruit...
- File Management

Home / Dashboard

Academic
Academic
LAUNCH

Employee Management System
Management of University Staff using Employee Management System
LAUNCH

Admission
Admission Management
LAUNCH

Legal Case Management System
Capture/Track Legal Cases and Hearings using Legal Case Management Module
LAUNCH

Estate Management
Capture/Track Estate using Estate Management System
LAUNCH

Vendor Management System
Capture/Track Vendor Bill using Vendor Bill Payment
LAUNCH

Leave Management System
Leave Applications and Management
LAUNCH

Fee Management System
Fee Management
LAUNCH

Inventory Management System
Inventory Management System

https://rgu.samarth.ac.in/index.php/academic Samarth - All Rights Reserved Designed & Developed by Initiative By MoE

Examination


- Dashboard
- Session
- Reports
- Settings**

Home / Examination

Examination










Showing 1-5 of 5 items.

#	Code	Session Name	Academic Year	Status
1	2022-2023-July-REGULAR	2020-21 DECEMBER	2022-2023	Active

After clicking on the **Examination Setting**, a new window will appear where settings can be done by clicking on the  button.

Settings

Showing 1-20 of 27 items.

#	Name	Action
1	Examination Cycle	
2	Examination Time Slots	
3	Examination Session Template	
4	Programme wise examination fees	
5	All examination fees	
6	Examination Centers	
7	Examination Admit Card Templates	
8	Examination Mail Format Templates	
9	Examination Attendance Sheet Templates	

Examination Cycle

The Examination Cycles are added by clicking on the [Add Examination Cycle](#) button and after that the admin needs to fill the details.

Exam Cycles

[Add Examination Cycle](#)

Showing 1-11 of 11 items.

#	Name	Status	Sort Order	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Create Exam Cycle

Name *

Status *

Sort Order

[Save](#) [Cancel](#)

Examination Session

To add the Examination session, admin needs to click on the “**Session**” under the Examination Section then click on to the [Add Examination Session](#) and fill the details then click on the [Save](#) button.

Examination

Home / Examination

Examination

Showing 1-5 of 5 items.

#	Code	Session Name	Academic Year	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All

Examination / Home / Examination / Examination Session

Examination Session Add Examination Session

Showing 1-5 of 5 items.

#	Code	Session Name	Academic Year	Type	Result Type	Status	Actions
						/ v	

Add Session

Type *

Academic Year-Session *

Examination Year *

Examination Cycle *

Session Name *

Status *

Save
Cancel

Examination Time Slots

To add the Examination Time Slots, admin needs to click on the ⚙ button then click on the Add Slots button and fill the details then click on the Save button.

Examination Time Slot Template Add Slots

Showing 1-3 of 3 items.

#	Name	Reporting Time	Start Time	End Time	Duration	Actions

Add Examination Time Slot Template

Name *

Reporting Time *

Start Time *

End Time *

Status *

Examination Centers

To add the Examination Centers, admin needs to click on the button then click on the **Add Examination Centre Detail** button and fill the following details then click on the button.

1. Center Code
2. Center Name
3. Address
4. City
5. District
6. State
7. Pincode
8. Halls (Hall Name & Capacity)

Examination Centre Details

#	Centre Code	Centre Name	Address	City	State	Number of Seats Available	Status	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>	All	

Add Examination Centre Detail

Centre Code *

Centre Name *

Address Line 1 *

Address Line 2

Landmark

City *

District

State *


Pincode *

Halls

Hall Name	Capacity
<input type="text"/>	<input type="text"/>


[Save](#)

Examination Admit Card Template

To add/create the Examination Admit Card Template, admin needs to click on the  button then click on the [Add Examination Admit Card Template](#) button and fill the details & design the template then click on the [Save](#) button.

Examination Admit Card Templates [Add Examination Admit Card Template](#)

Showing 1-1 of 1 item.

#	Code	Applicable Type	Applicable From Cycle	Applicable From Year	Actions
1	2	Academic Cycle	AUGUST	2021	

Add Examination Admit Card Template

Code *

Applicable From *

Variables to be used :

- {SESSION}
- {PROGRAMME_NAME}
- {ENROLMENT_NUMBER}
- {ROLL_NUMBER}
- {NAME}
- {FATHER}
- {GENDER}
- {DOB}
- {EMAIL}
- {CATEGORY}
- {PHOTO}
- {SIGNATURE}
- {MOBILE}
- {TERM}
- {TERM_TYPE}
- {STUDENT_OU}
- {STUDENT_OU_CODE}
- {PROGRAMME_OU}
- {PROGRAMME_OU_CODE}

Date sheet related variables



- Table Position: {TABLE-POSITION}
- Start Table: {TABLE-START-DATESHEET}
- End Table: {TABLE-END-DATESHEET}
- Table columns:
- {DATESHEET-SNO}
- {DATESHEET-COURSE_NAME}
- {DATESHEET-COURSE_CODE}
- {TD-DATESHEET-DATE}
- {TD-DATESHEET-CENTER}
- {TD-DATESHEET-HALL}
- {TD-DATESHEET-REPORTING_TIME}
- {TD-DATESHEET-START_TIME}
- {TD-DATESHEET-END_TIME}

Template *

File Edit View Insert Format Tools Table

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Paragraph
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Examination Mail Format Template

To add/create the Examination Mail Format Template, admin needs to click on the  button then click on the [Add Examination Mail Format Template](#) button and fill the details & design the template then click on the  button.

Examination Mail Format Templates			Add Examination Mail Format Template
#	Template Name	Type	Actions
	<input type="text"/>	All ▼	

Add Examination Mail Format Template

Template Name *

Type *

Variables to be used :



- {UNIVERSITY}
- {FROM}
- {FROM_EMAIL}
- {BOARD}
- {PROGRAMME_NAME}
- {COURSE_NAME}
- {SESSION}
- {NAME}
- {EMAIL}
- {SIGNATURE}
- {SUBJECT}
- {OLD_PAPER}
- {SYLLABUS}
- {DURATION}
- {MAX_MARKS}
- {MIN_QUESTIONS}
- {LINK}
- {LAST_DATE}

Template *

File Edit View Insert Format Tools Table

↶ ↷ Paragraph ▾ 12pt ▾
B *I*
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Examination Attendance Sheet Template

To add/create the Examination Attendance Sheet Template, admin needs to click on the  button then click on the [Add Attendance Sheet Template](#) button and fill the details & design the template then click on the  button.

Attendance Sheet Templates					Add Attendance Sheet Template
Showing 1-1 of 1 item.					
#	Code	Applicable Type	Applicable From Year	Applicable From Cycle	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add Attendance

Code *

Applicable From *

Template *

Variables to be used :

{CENTER}

{HALL}

{EXAMINATION_DATE}

{REPORTING_TIME}

{START_TIME}

{END_TIME}

{table}

File Edit View Insert Format Tools Table

↶ ↷ Paragraph 12pt B I [List Icons] ...

Examination Form Submission

To active programmes for Examination form submission process, Admin needs to do the following:

1. Launch **Examination** Section presents under Academics
2. Launch Particular **Examination Session**
3. Launch **Examination Programmes**

Home / Examination / 2021-2022-December:REGULAR

<p>EXAMINATION PROGRAMMES</p> <p>MANAGE PROGRAMMES</p> <p>LAUNCH</p>	<p>EXAMINATION SCHEDULE</p> <p>DATE SHEETS</p> <p>LAUNCH</p>	<p>QUESTION PAPER MANAGEMENT</p> <p>MANAGE QUESTION PAPER</p> <p>LAUNCH</p>	<p>STUDENTS</p> <p>MANAGE STUDENTS</p> <p>LAUNCH</p>
--	---	--	---

Now, Admin needs to click on the **Add Programmes** button and fill the details which are presents on the window and click on the **Save** button.

Home / Examination / 2021-2022-December:REGULAR / Examination Programmes

2021-2022 DECEMBER

Type : REGULAR Academic Year-Session : 2021-2022 Odd Semester (2021) Examination Year/Cycle : 2021/JULY Status: Active [Update](#)

[Add Programmes](#) [Bulk update Programmes](#)

Total 61 items.

<input type="checkbox"/>	#	Programme	Exam Year	Exam Cycle	Term	Term Type	Start Date	End Date	Extended Date	Administrator last date	Activity Status	Status	Programme Settings	Actions
		Select Programme -	<input type="text"/>	<input type="text"/>	<input type="text"/>	All ▾						▾		
<input type="checkbox"/>	1	PG058 : Master of Arts demo	2021	December	3	SEMESTER	Jan 25, 2022, 12:00:00 AM	Jan 31, 2022, 11:55:00 PM	Mar 1, 2022, 12:00:00 AM	Feb 1, 2022, 11:55:00 PM	Closed9 days ago	Active		Update

Select Programmes

Term *

Term Type *

Programme

Start Date *

End Date *

Extended date *

Administrator last date *

Status *

[Save](#) [Cancel](#)

After submission of the Examination Form, all examination forms need to be verified by the admin for the scheduling of the Examination.

Examination Form Verification

For verification of the Examination form submissions, admin needs to

Examination Schedule

For Scheduling of the Examination, firstly Admin needs to add the programmes under the Examination Programme section under the particular Examination Session.

After that, the Admin needs to **Launch** the **Examination Schedule**. The scheduling can be done by 2 methods:

1. Programme Wise Schedule
2. Course Wise Schedule

Home / Examination / 2022-2023-July:REGULAR

EXAMINATION PROGRAMMES

MANAGE PROGRAMMES

[LAUNCH](#)

EXAMINATION SCHEDULE

DATE SHEETS

[LAUNCH](#)

PROGRAMME WISE SCHEDULE

PROGRAMME WISE SCHEDULE

[Launch](#)

COURSE WISE SCHEDULE

COURSE WISE SCHEDULE

[Launch](#)

Course Wise Schedule

For the course wise schedule Launch **Course Wise Schedule** section then **select the Course** from the dropdown list and click on to the **“Submit”** Button.

Select courses to add schedule

Select Course *

[Submit](#)

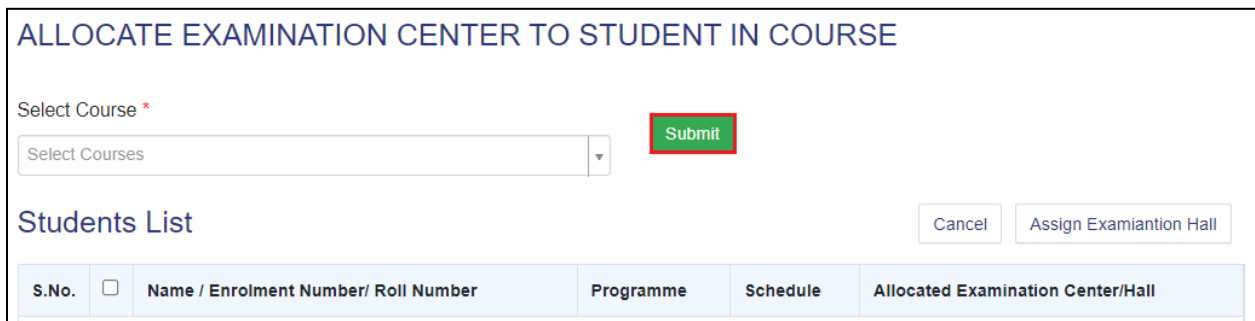
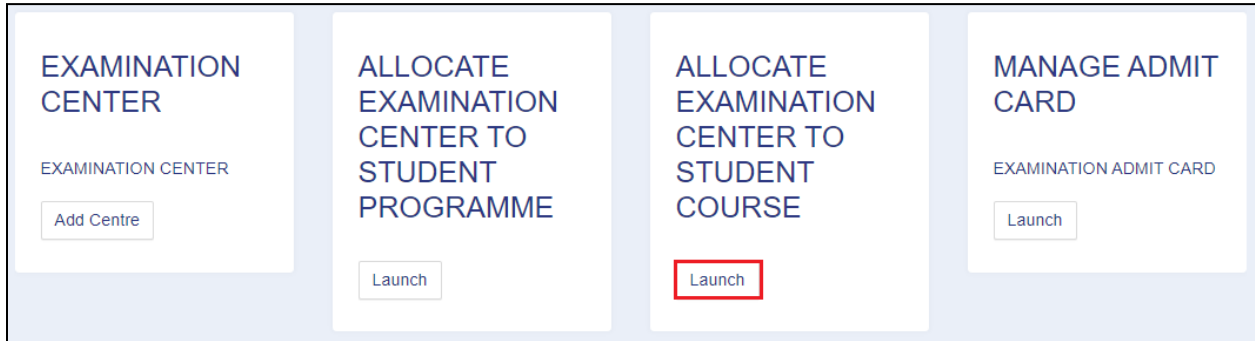
After that, Select the Date and Time Slots then click on the **“Save”** button.

Add Examination Schedule

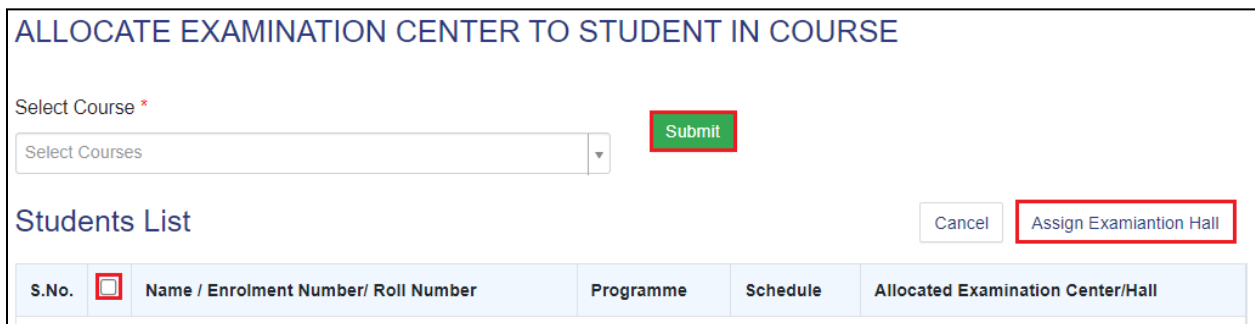
Sno	Select	Programme	Date & Slot
	<input type="checkbox"/>	ANT/111010 : Society and Culture-I (term 1)	<input type="text" value="Select Date"/> <input type="text" value="10:00-13:00(03 h)"/> Save
1	<input type="checkbox"/>	PG233 : Master of Arts (Anthropology)	<input type="text" value="05-04-2022 : 13:00 - 16:00"/> <input type="button" value="Delete"/>

Allocate Examination Center to Student in Courses

For allocating examination centers to students of course, the admin needs to Launch the **Allocate Examination Center to Student in Courses** then select the course from the dropdown list and click on to the **Submit** button.



After that, the list of students are available on the window then **select the students by clicking on the checkbox** and then click on the **Assign Examiantion Hall** button.



Now, **select the Examination Center and the Hall** from the dropdown list then click on the **Save** button.

Select Center and Hall

Center *

--Select Center--

Hall *

Close Submit

Manage/ Generate Admit Cards

For the Admit card generation, admin needs to Launch the **Manage Admit Card** section.

<p>EXAMINATION CENTER</p> <p>EXAMINATION CENTER</p> <p>Add Centre</p>	<p>ALLOCATE EXAMINATION CENTER TO STUDENT PROGRAMME</p> <p>Launch</p>	<p>ALLOCATE EXAMINATION CENTER TO STUDENT COURSE</p> <p>Launch</p>	<p>MANAGE ADMIT CARD</p> <p>EXAMINATION ADMIT CARD</p> <p>Launch</p>
---	---	--	--

After that, the admin can view the student enrollment number with the programme name and the courses with the examination schedule. In that, the admin can also preview the examination admit card by clicking on the **“Preview”** button.

Generate Admit card Change Status

Showing 1-150 of 1,358 items.

<input type="checkbox"/>	#	Enrolment Number	Exam Roll Number	Programme	Pay Status	Application Status	Admit Card Status	Course & Schedule	Admit Card																																				
				All	/	All	All																																						
								<table border="1"> <thead> <tr> <th>Course</th> <th>Center</th> <th>Hall</th> <th>Date</th> <th>Slot</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>✓ MGT/711010 : Business Analytics</td> <td>Online</td> <td>Virtual Room (Google meet)</td> <td>Feb 3, 2022</td> <td>10:15-12:15(02 hours : 0 minutes)</td> <td>PUBLISHED</td> </tr> <tr> <td>✓ MGT/714020 : Summer Internship Program</td> <td>Online</td> <td>Virtual Room (Google meet)</td> <td>Feb 1, 2022</td> <td>10:15-12:15(02 hours : 0 minutes)</td> <td>PUBLISHED</td> </tr> <tr> <td>✓ MGT / 718040 : Investment Analysis and Portfolio Management</td> <td>Online</td> <td>Virtual Room (Google meet)</td> <td>Feb 2, 2022</td> <td>10:15-12:15(02 hours : 0 minutes)</td> <td>PUBLISHED</td> </tr> <tr> <td>✓ MGT / 718080 : Taxation</td> <td>Online</td> <td>Virtual Room (Google meet)</td> <td>Feb 2, 2022</td> <td>10:15-12:15(02 hours : 0 minutes)</td> <td>PUBLISHED</td> </tr> <tr> <td>✓ MGT / 718100 : HRIS, HR Audit and HR Accounting</td> <td>Online</td> <td>Virtual Room (Google meet)</td> <td>Feb 1, 2022</td> <td>10:15-12:15(02 hours : 0 minutes)</td> <td>PUBLISHED</td> </tr> </tbody> </table>	Course	Center	Hall	Date	Slot	Status	✓ MGT/711010 : Business Analytics	Online	Virtual Room (Google meet)	Feb 3, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED	✓ MGT/714020 : Summer Internship Program	Online	Virtual Room (Google meet)	Feb 1, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED	✓ MGT / 718040 : Investment Analysis and Portfolio Management	Online	Virtual Room (Google meet)	Feb 2, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED	✓ MGT / 718080 : Taxation	Online	Virtual Room (Google meet)	Feb 2, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED	✓ MGT / 718100 : HRIS, HR Audit and HR Accounting	Online	Virtual Room (Google meet)	Feb 1, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED	<input type="checkbox"/> 1 20100402040 M.B.A. : Master of Business Administration(MBA) UNPAID VERIFIED PUBLISHED Preview <input type="button" value="View"/>
Course	Center	Hall	Date	Slot	Status																																								
✓ MGT/711010 : Business Analytics	Online	Virtual Room (Google meet)	Feb 3, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED																																								
✓ MGT/714020 : Summer Internship Program	Online	Virtual Room (Google meet)	Feb 1, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED																																								
✓ MGT / 718040 : Investment Analysis and Portfolio Management	Online	Virtual Room (Google meet)	Feb 2, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED																																								
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✓ MGT / 718100 : HRIS, HR Audit and HR Accounting	Online	Virtual Room (Google meet)	Feb 1, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED																																								

Publish Admit Cards into the Student Portal

To Publish the Admit Cards into the Student Portal, admin needs to select the student by clicking on the checkbox then change the status of the Admit cards by clicking on the Change Status button and select the status as PUBLISHED.

Generate Admit card Change Status

Showing 1-150 of 2,322 items.

<input checked="" type="checkbox"/>	#	Enrolment Number	Exam Roll Number	Programme	Pay Status	Application Status	Admit Card Status	Course & Schedule
				All	All	VEF	All	

Change Hall Ticket Status ✕

Status *

PUBLISHED ▼

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

Samarth eGov

Configuration Document

Programme Management Module

Roles

In the Programme Management, two roles are introduced as follows:

1. **Role: programme_admin**

Allotted to: One of the employee in the Academic Section

Responsibilities: Configure settings of the Programme Management module for the University/HEI

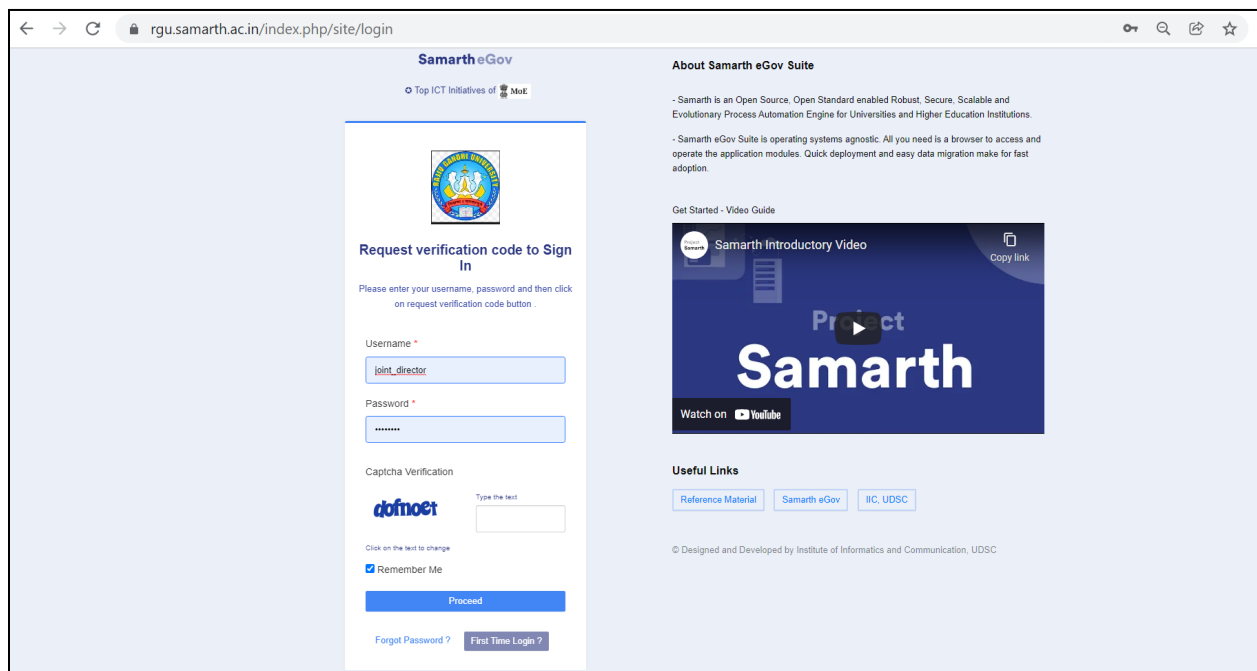
2. **Role: programme_ou_specific_role**

Allotted to: The administrative post from a particular programme / department

Responsibilities: View the programmes which have been assigned to its department/ Organizational Unit, update programme-specific settings.

Login:

Login into the **production portal** of the university with valid login credentials.



The screenshot displays the login interface for Samarth eGov. The main content area is titled 'Request verification code to Sign In' and contains a form with the following elements:

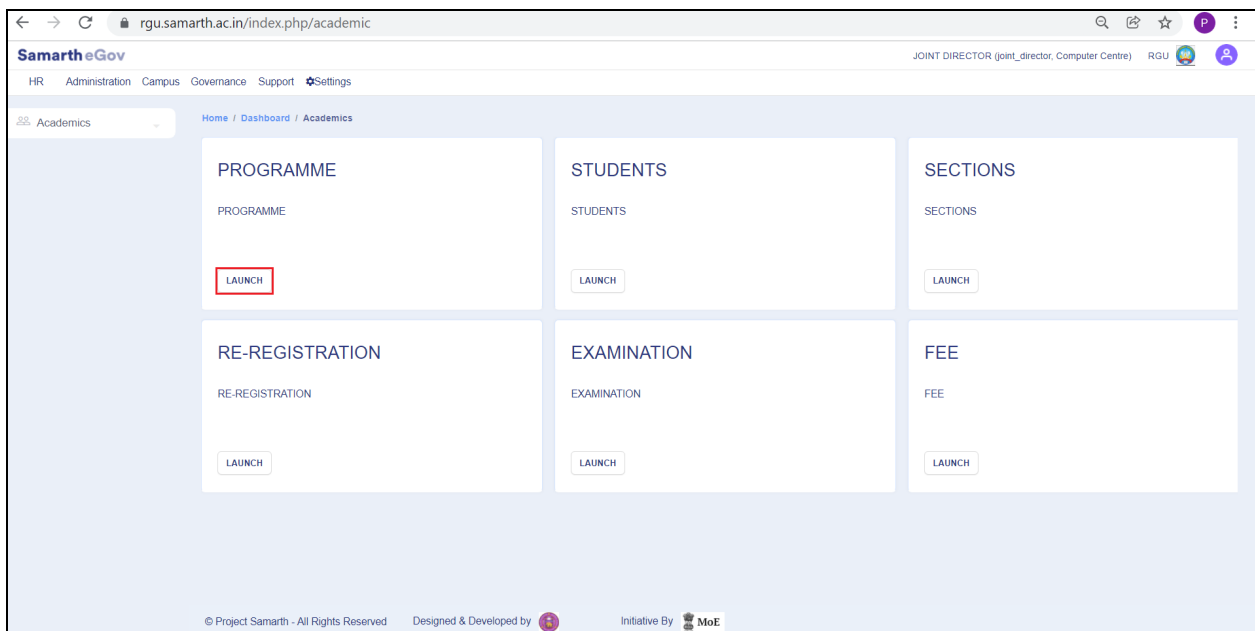
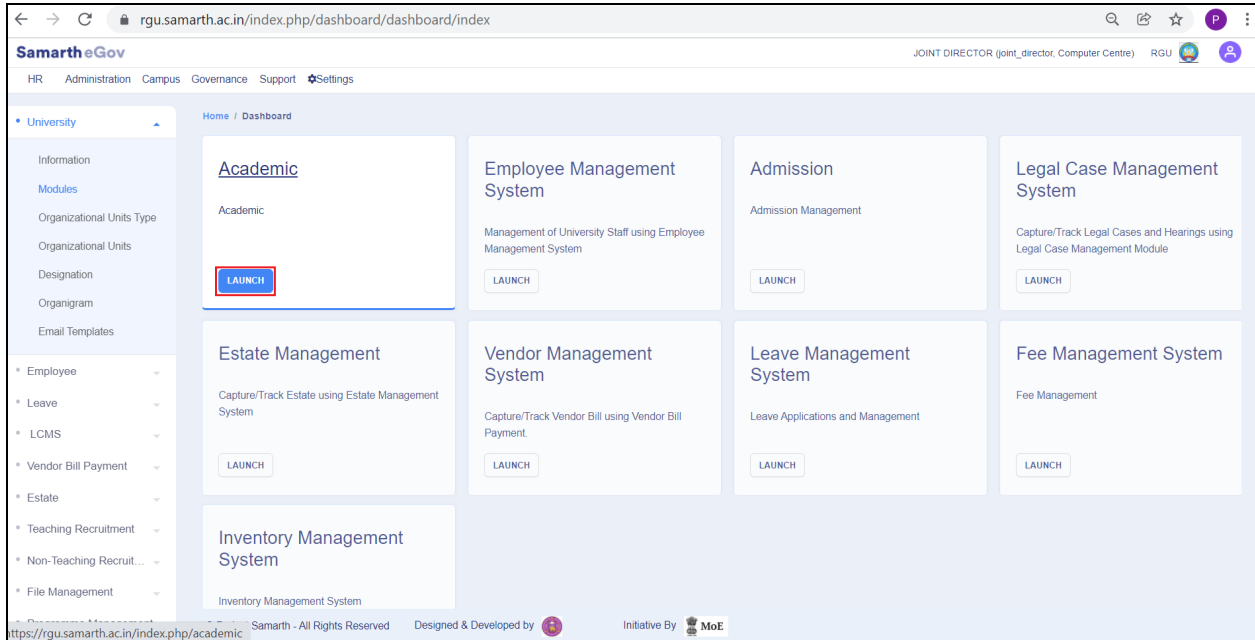
- Username:** A text input field containing 'joint_director'.
- Password:** A password input field with masked characters.
- Captcha Verification:** A section with a 'Type the text' input field and a 'Remember Me' checkbox.
- Proceed:** A blue button to submit the login credentials.
- Forgot Password? / First Time Login?:** Links for password recovery and initial access.

The right sidebar provides additional information:

- About Samarth eGov Suite:** Text describing the system as an open-source, robust, and secure engine for universities.
- Get Started - Video Guide:** A video player titled 'Samarth Introductory Video' with a 'Watch on YouTube' button.
- Useful Links:** Buttons for 'Reference Material', 'Samarth eGov', and 'IC, UDSC'.
- Footer:** Copyright notice: '© Designed and Developed by Institute of Informatics and Communication, UDSC'.

After successful login the following window will appear.

Go to **Academic** by clicking **Launch** button and go to **Programme** by clicking on **Launch** button.



Programme Management

Go to the settings of Programme Management by clicking on the **Settings** option shown on the left side of the window.

rgu.samarth.ac.in/index.php/program/core-programme/index

Samarth eGov JOINT DIRECTOR (joint_director, Computer Centre) RGU

HR Administration Campus Governance Support Settings

Programme Management

Dashboard
Programme
Settings

Programme

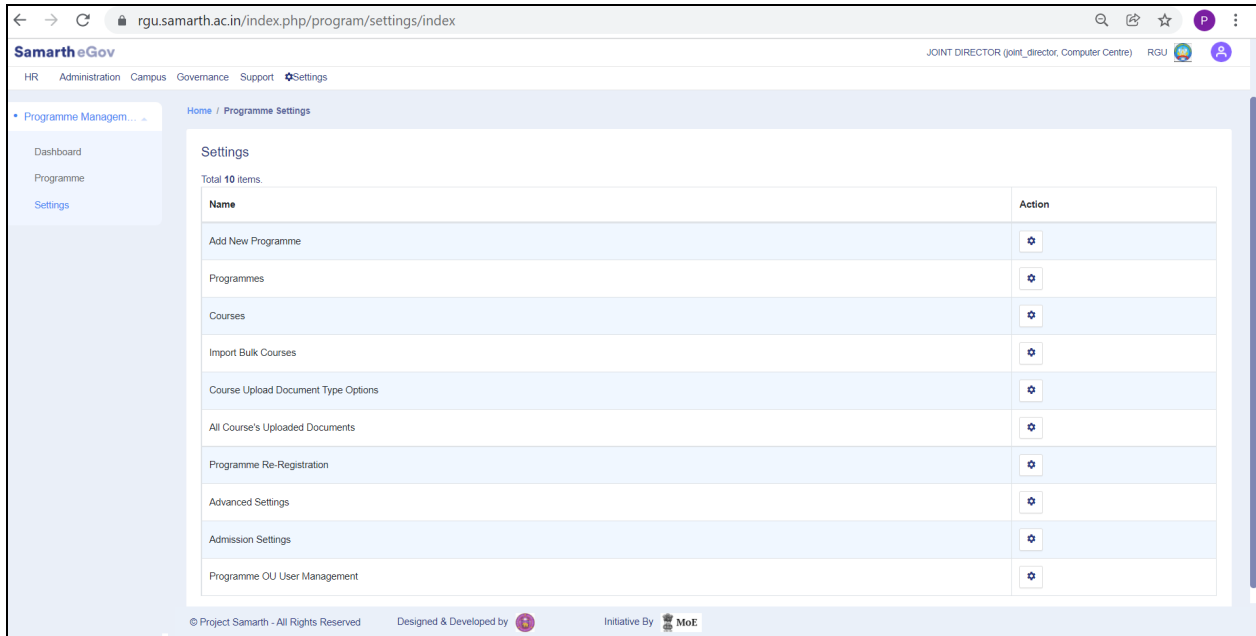
Showing 1-90 of 90 items.

#	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>	All	<input type="text"/>	All	
1	48	APGDBD	Advance Post Graduate Diploma(Biodiversity)	Face to face	2015	PGDIPLOMA	POST GRADUATE DIPLOMA	DRAFT	
2	70	B.Ed Spl	Bachelor of Education(Special Education)	Face to face	2021	DEGREE	BACHELOR	ACTIVE	
3	64	BA	Bachelor of Arts(Arts)	Face to face	1984	DEGREE	BACHELOR	ACTIVE	
4	90	BAGEO	Bachelor of Arts(Geography)	Face to face	1984	DEGREE	BACHELOR	ACTIVE	
5	88	RAHIS	Bachelor of Arts(History)	Face to face	1984	DEGREE	BACHELOR	ACTIVE	


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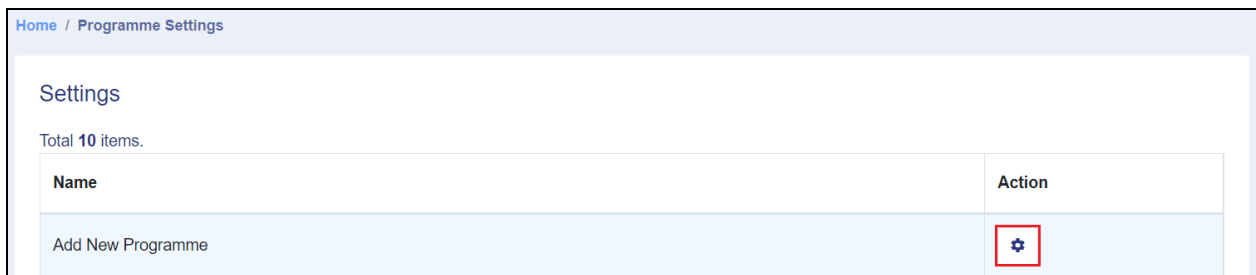
The following settings can be done in this section:

1. Add New Programme
2. Programmes
3. Courses
4. Import Bulk Courses
5. Course Upload Document Type Options
6. All Courses Uploaded Documents
7. Programme Re-Registration
8. Advanced Settings
9. Admission Settings
10. Programme OU User Management



Add New Programme

For adding a new programme university needs to click on the  button of **Add New Programme** setting.



After clicking on the  button a new window will appear.

On the new window, university needs to fill the following programme details:

1. **UGC Specified Degrees** (Select UGC approved Programmes from the options present in the drop down list)
2. **Short Code** (Enter the short code for that programme)
3. **Title English** (Enter the programme title in english as the university website)
4. **Title Hindi** (Enter the programme title in hindi)
5. **Delivery Mode** (Select the Delivery Mode of programme as Face to Face, Open Distance Learning and Online Mode from the drop down list)
6. **School** (Select the School or department or Faculty where the programme is running from drop down list)

7. **Language Modes** (Select the languages of the programme offered like English Hindi, Japanese, Korean, etc. from dropdown list)
8. **Programme Type** (Automatically filled when we select the UGC Specified Degrees)
9. **Level** (Automatically filled when we select the UGC Specified Degrees)
10. **Minimum Age** (Enter minimum age of the applicant's for the particular programme)
11. **Total Credits** (Enter the total credit offered by the programme as a whole)
12. **Credit Scheme** (Select credit scheme as Credit or CBCS which is allowed in this programme from dropdown list)
13. **Term Type** (Select Term Type as Year or Semester which is applicable in this programme)
14. **Total Terms** (Enter count of total terms allowed in the programme)
15. **Exam Scheme** (Select Exam scheme as Annual, months, Semester or Trimester which is applicable for this programme from dropdown list)
16. **Fee Mode** (Select Fee Mode as Full, Annual or Semester which is applicable for the programme from dropdown list)
17. **Course wise Fee Applicable** (Select as Yes or No if course wise fee applicable for the programme or not)
18. **Minimum Duration** (Enter the count of Minimum duration of the programme allowed by the university)
19. **Duration in** (Select the entered Minimum duration as Year or Months)
20. **Maximum Duration** (Enter the count of Maximum duration of the programme allowed by the university)
21. **Duration in** (Select the entered Maximum duration as Year or Months)
22. **Semester Applicable** (Click on the radio button to select Yes or No if semester system is applicable to the programme or not)
23. **Qualification Applicable** (Click on the radio button to select Yes or No if specific qualification type is applicable for the programme or not)
24. **Specialization** (Enter the name of the specialization of the programme if any, otherwise enter the programme name as entered above)
25. **Language Name** (Enter the name of a programme in any other language)
26. **Year of Start** (Enter the Year of Start when the programme will be introduced on university)
27. **Lateral Entry Allowed** (Select as Yes or No if the Lateral entry is allowed for that particular programme or not)
28. **Interim Exit Allowed** (Select as Yes or No if the Interim Exit allowed for that particular programme or not)
29. **Notice** (Enter the details of notice if the Notice is required for that particular programme)
30. **Session Applicable** (Select the sessions of the programme by clicking on the checklists)
31. **Result Evaluation Scheme** (Select the Result Evaluation Scheme as Credit or Percentage from the dropdown list which are applicable for evaluation of the particular programme)

rgu.samarth.ac.in/index.php/program/core-programme/create

Samarth eGov

JOINT DIRECTOR (joint_director, Computer Centre) RGU

HR Administration Campus Governance Support Settings

Home / Settings / Programmes / Add Programme

Add Programme

UGC Specified Degree *

Short Code *

Title English

Title Hindi

Delivery Mode *

School *

Language Modes

Programme Type

Level

Minimum Age

Total Credits

Credit Scheme *

Term Type *

rgu.samarth.ac.in/index.php/program/core-programme/create

Samarth eGov

JOINT DIRECTOR (joint_director, Computer Centre) RGU

HR Administration Campus Governance Support Settings

Programme Managem...

Total Terms *

Exam Scheme *

Fee Mode

Course Wise Fee Applicable *

Minimum Duration *

Maximum Duration *

Duration in *

Duration in *

Semester Applicable YES No

Qualification Applicable * No Yes

Specialization *

Language Name

Year Of Start *

Lateral Entry Allowed *

Interim Exit Allowed *

Notice


Sessions Applicable * JANUARY JULY

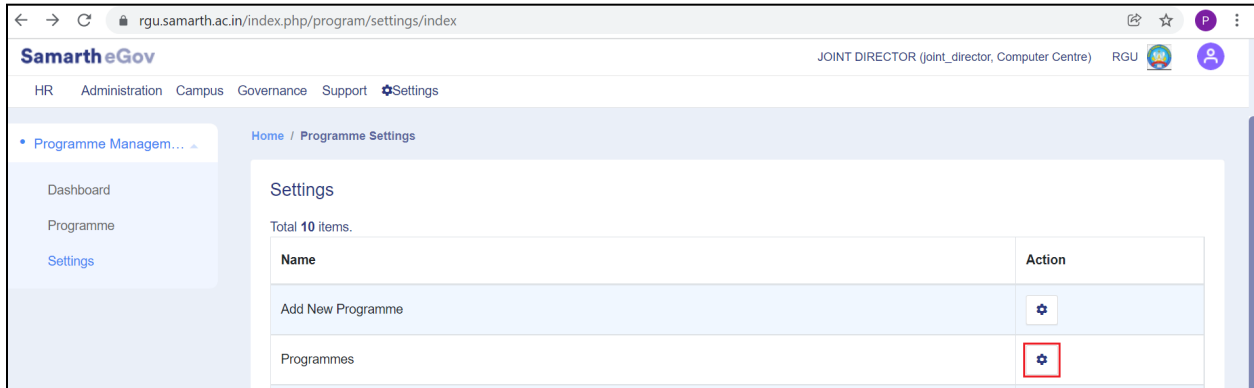
Result Evaluation Scheme *

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After filling the details university needs to click on button and the particular programme will be added to the Programmes list.

View List of Added Programmes

Now to view the list of the added programmes, click on the  button at the right side of the Programmes.

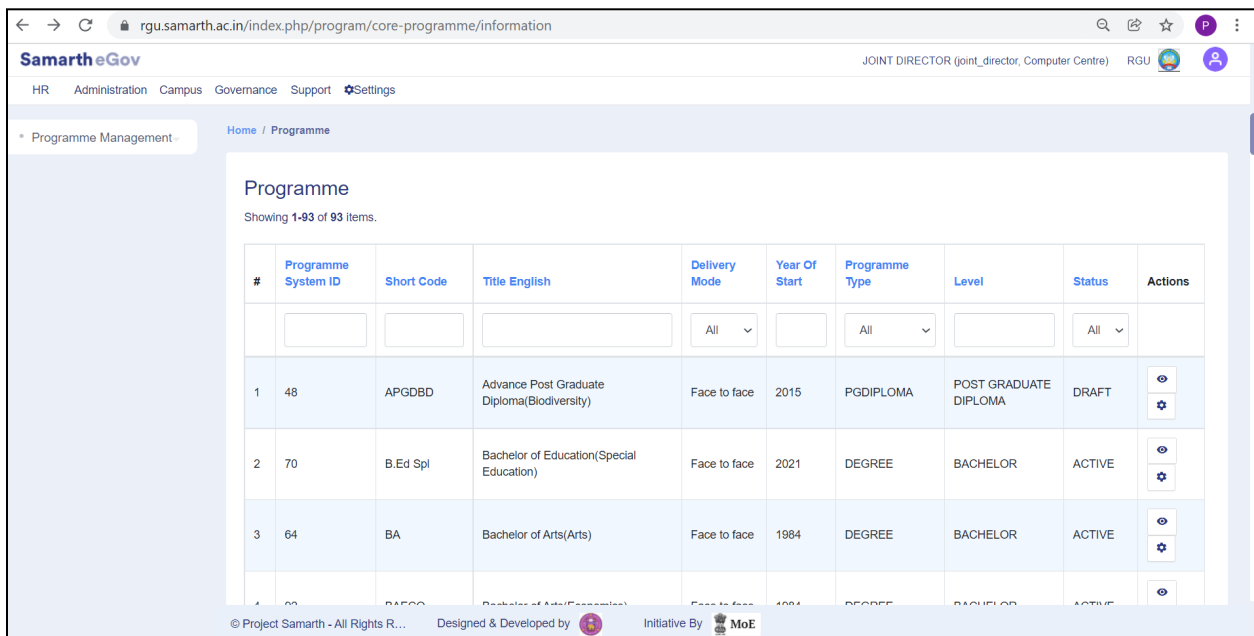


The screenshot shows the 'Settings' page in the Samarth eGov system. The breadcrumb trail is 'Home / Programme Settings'. The page title is 'Settings' and it indicates 'Total 10 items'. The table below has two rows:







Name	Action
Add New Programme	
Programmes	

After that, a new window will appear where the list of all added programmes will be displayed with the following details of the programmes:

1. Programme System ID
2. Short Code of the Programme
3. Title of the Programme in English
4. Delivery Mode of the Programme
5. Year of Start when the programme is introduced by the university
6. Programme Type
7. Level of the Programme
8. Status of the Programme
9. Action (View and Settings)



The screenshot shows the 'Programme' page in the Samarth eGov system. The breadcrumb trail is 'Home / Programme'. The page title is 'Programme' and it indicates 'Showing 1-93 of 93 items'. The table below has the following columns: #, Programme System ID, Short Code, Title English, Delivery Mode, Year Of Start, Programme Type, Level, Status, and Actions.

#	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
1	48	APGDBD	Advance Post Graduate Diploma(Biodiversity)	Face to face	2015	PGDIPLOMA	POST GRADUATE DIPLOMA	DRAFT	 
2	70	B.Ed Spl	Bachelor of Education(Special Education)	Face to face	2021	DEGREE	BACHELOR	ACTIVE	 
3	64	BA	Bachelor of Arts(Arts)	Face to face	1984	DEGREE	BACHELOR	ACTIVE	 

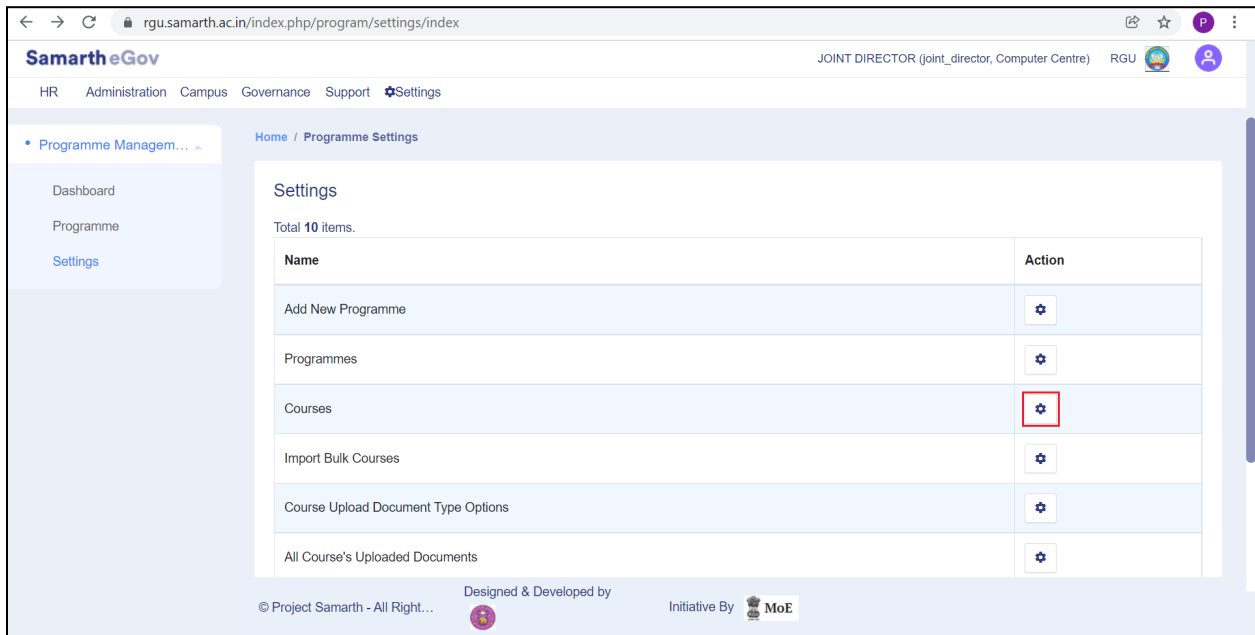
Add Courses

For the uplodation of courses there are two methods introduced as follows:

1. One by One Method
2. Bulk Upload Method

One By One Method

For One by One Method, Click on the  button at the right side of the **Courses**.



The screenshot shows the 'Samarth eGov' web application interface. The browser address bar displays 'rgu.samarth.ac.in/index.php/program/settings/index'. The page title is 'Samarth eGov' and the user is logged in as 'JOINT DIRECTOR (joint_director, Computer Centre)'. The navigation menu includes 'HR', 'Administration', 'Campus', 'Governance', 'Support', and 'Settings'. The left sidebar shows 'Programme Managem...' with sub-items 'Dashboard', 'Programme', and 'Settings'. The main content area is titled 'Settings' and shows 'Total 10 items.' A table lists various settings with a 'Name' column and an 'Action' column containing gear icons. The 'Courses' row has its gear icon highlighted with a red box.

Name	Action
Add New Programme	
Programmes	
Courses	
Import Bulk Courses	
Course Upload Document Type Options	
All Course's Uploaded Documents	

After that, a new window will appear where the following details will appear and also **view** and **update** the already added course.

1. List of the Added/Uploaded Courses
2. Add Course Button
3. Update Status Button
4. Update Qualifying Nature Button

To Add a Course Click on the Add Course button.

The screenshot shows the 'Courses' management page in the SamarthGov system. The page title is 'Courses' and it displays a table of existing courses. The table has the following columns: System ID, Code, Title, Maximum Credit, Type, Course Category, Qualifying in Nature, Credit Scheme, Cbcs Category, Status, Component Generated, Updated At, and Actions. The table contains four rows of data:

System ID	Code	Title	Maximum Credit	Type	Course Category	Qualifying in Nature	Credit Scheme	Cbcs Category	Status	Component Generated	Updated At	Actions
80	COM-G-115D	Rural Development.	6.00	THEORY	ELECTIVE		CREDIT		PUBLISHED	✓	Nov 17, 2021, 12:38:55 PM	[Eye] [Pencil]
78	COM-G-115B	Accounting for Everyone.	6.00	THEORY	ELECTIVE		CREDIT		PUBLISHED	✓	Nov 17, 2021, 12:38:55 PM	[Eye] [Pencil]
217	CSANTH-CC-101	Anatomy and Physiology	4.00	THEORY	COMPULSORY	NO	CREDIT		PUBLISHED	✗	Nov 24, 2021, 11:57:30 AM	[Eye] [Pencil]
90	SOW-F-115	Field Work Practice	4.00	PRACTICAL	ELECTIVE	NO	CREDIT		PUBLISHED	✓	Nov 18, 2021, 12:47:57 PM	[Eye] [Pencil]

The 'Add Course' button is located in the top right corner of the table area, highlighted with a red box. The page footer includes the text: '© Project Samarth - All Rights Reserved Designed & Developed by [Logo] Initiative By MoE'.

After that, a new window will appear to add the following details of the Course:

1. **Type** (Select as Theory, Tutorial, Project, Practical, Laboratory or Dissertation from dropdown list)
2. **Code** (Enter the Code of the Course)
3. **Title** (Enter the Name of the Course)
4. **Course Category** (Select the Category of the course is Compulsory or Elective)
5. **Maximum Credit** (Enter the count of Maximum Credits allowed by the university for particular course)
6. **Credit Scheme** (Select the Credit Scheme as Credit or CBCS which allowed by the university for particular course)
7. **Description** (Enter the description regarding the course if required)
8. **Programme** (Select the programme where the particular course is running by entering two or more characters of the programme at search bar of the dropdown list)
9. **Qualifying in Nature** (Select as Yes or No, if specific qualifying nature is applicable for the course or not)
10. **Course Divided in Units** (Select as Yes or No, if course divided in units is applicable for the course or not)

The screenshot shows the 'Add Course' form in the Samarth eGov system. The form includes the following fields:

- Type * (Dropdown menu: --Select--)
- Code * (Text input)
- Title * (Text input)
- Course Category * (Dropdown menu: --Select--)
- Maximum Credit * (Text input)
- Credit Scheme (Dropdown menu: CREDIT)
- Description (Text area)
- Programme (Dropdown menu: Select)
- Qualifying in Nature * (Dropdown menu: NO)
- Course Divided in Units * (Dropdown menu: NO)







At the bottom of the form, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

After filling the details university needs to click on  button and the particular course will be added to the Courses list.

Bulk Upload

For **Bulk Upload** Method, Click on the  button at the right side of the **Import Bulk Courses**.

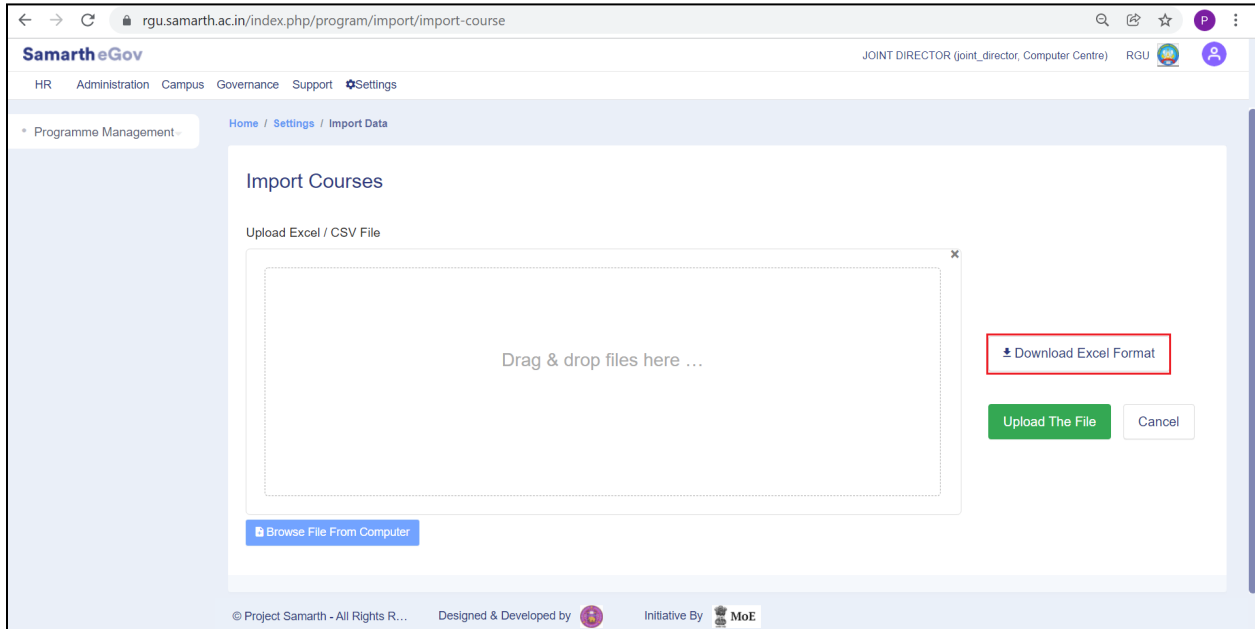
The screenshot shows the 'Settings' page in the Samarth eGov system. The page displays a table with the following data:

Name	Action
Add New Programme	
Programmes	
Courses	
Import Bulk Courses	
Course Upload Document Type Options	
All Course's Uploaded Documents	

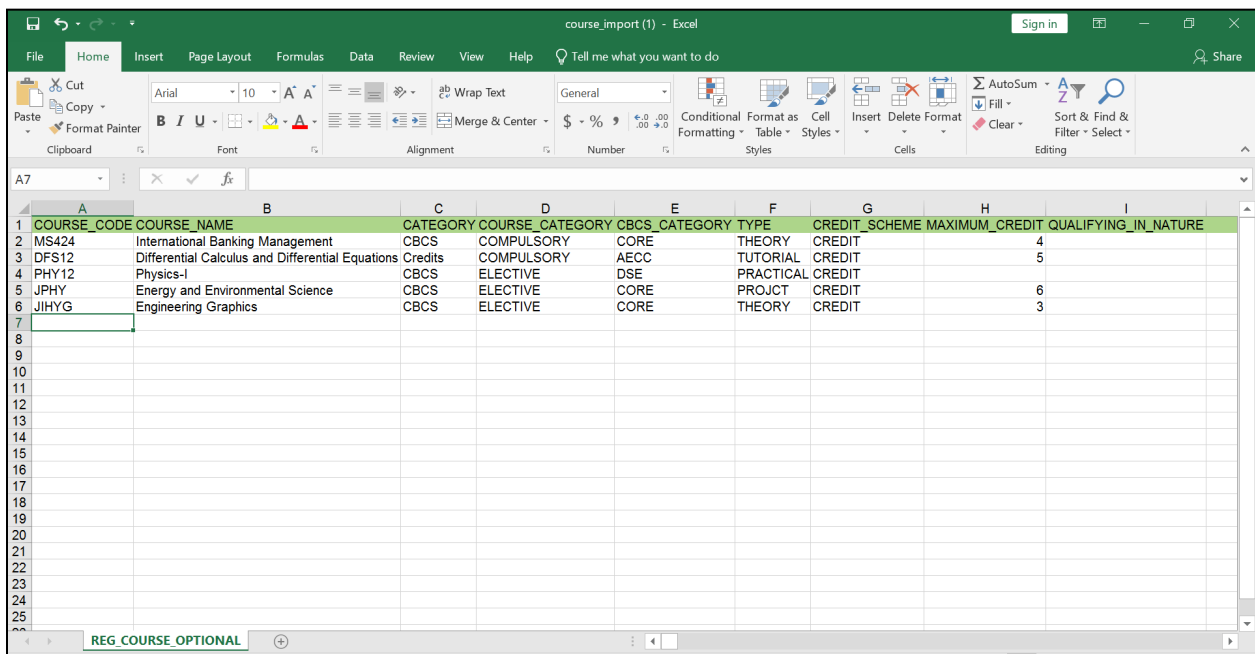
The gear icon in the 'Action' column for 'Import Bulk Courses' is highlighted with a red box.

After that, a new window will appear where the university downloads the Excel Format Sheet to upload the bulk Courses and upload the bulk courses through that sheet.

On that window, university downloads the Excel Format Sheet by clicking on the button.



The Excel format Sheet will downloaded as following format which is shown below:



In the downloaded Excel sheet university needs to add/fill the following details:

1. Course Code
2. Course Name

3. Category
4. CBCS Category
5. Type of the Course
6. Credit Scheme
7. Maximum Credit
8. Qualifying in Nature

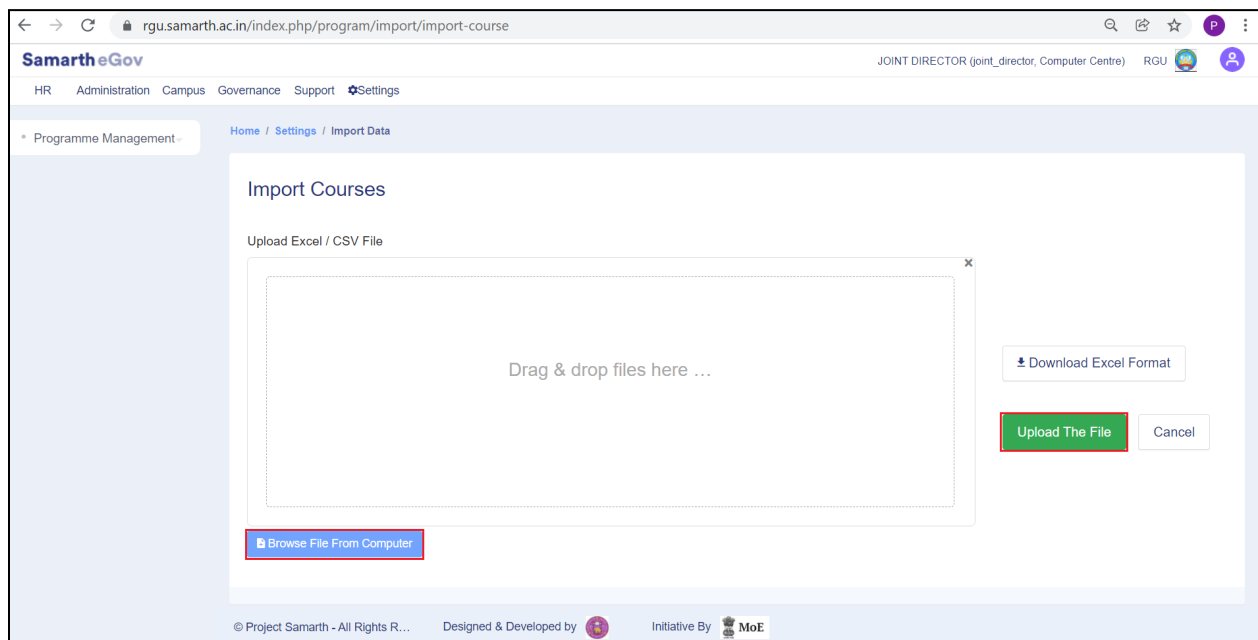
After successfully adding/filling of Excel sheet university needs to upload the courses by clicking on the

[Browse File From Computer](#)

button and then click on the

[Upload The File](#)

button.



After that, a new window opens to **Verify the Course list** to verify the uploaded courses and after verification click on to the [Submit](#) button and a popup will appear where click on the [OK](#) button.

rgu.samarth.ac.in/index.php/program/import/import-course

Samarth eGov

HR Administration Campus Governance Support Settings

Programme Management

rgu.samarth.ac.in says
After successful submission, The course list will be saved on to the system.

OK Cancel

#	COURSE_CODE	COURSE_NAME	CATEGORY	COURSE_CATEGORY	CBCS_CATEGORY	TYPE	CREDIT_SCHEME	MAXIMUM_CREDIT	QUALIFYING_I
1	MS424	International Banking Management	CBCS	COMPULSORY	CORE	THEORY	CREDIT	4	
2	DFS12	Differential Calculus and Differential Equations	Credits	COMPULSORY	AECC	TUTORIAL	CREDIT	5	
3	PHY12	Physics-I	CBCS	ELECTIVE	DSE	PRACTICAL	CREDIT		
4	JPHY	Energy and Environmental Science	CBCS	ELECTIVE	CORE	PROJECT	CREDIT	6	
5	JHYG	Engineering Graphics	CBCS	ELECTIVE	CORE	THEORY	CREDIT	3	

Submit

https://rgu.samarth.ac.in/index.php/program/import/process-and-import-data?file_name=%2Fvar%2Fwww%2Fph2_samarth%2FcuRGU%2Fuims_rgu%2Fruntime%2F164023518110278_bulk_courses_import.xlsx

Admission Settings

For Admission settings click on the  button at the right side of the **Admission Settings**.

rgu.samarth.ac.in/index.php/program/settings/index

Samarth eGov

HR Administration Campus Governance Support Settings











Home / Programme settings



Programme Management

Dashboard
Programme
Settings

Settings

Total 10 items.


Name	Action
Add New Programme	
Programmes	
Courses	
Import Bulk Courses	
Course Upload Document Type Options	
All Course's Uploaded Documents	
Programme Re-Registration	
Advanced Settings	
Admission Settings	
Programme OU User Management	

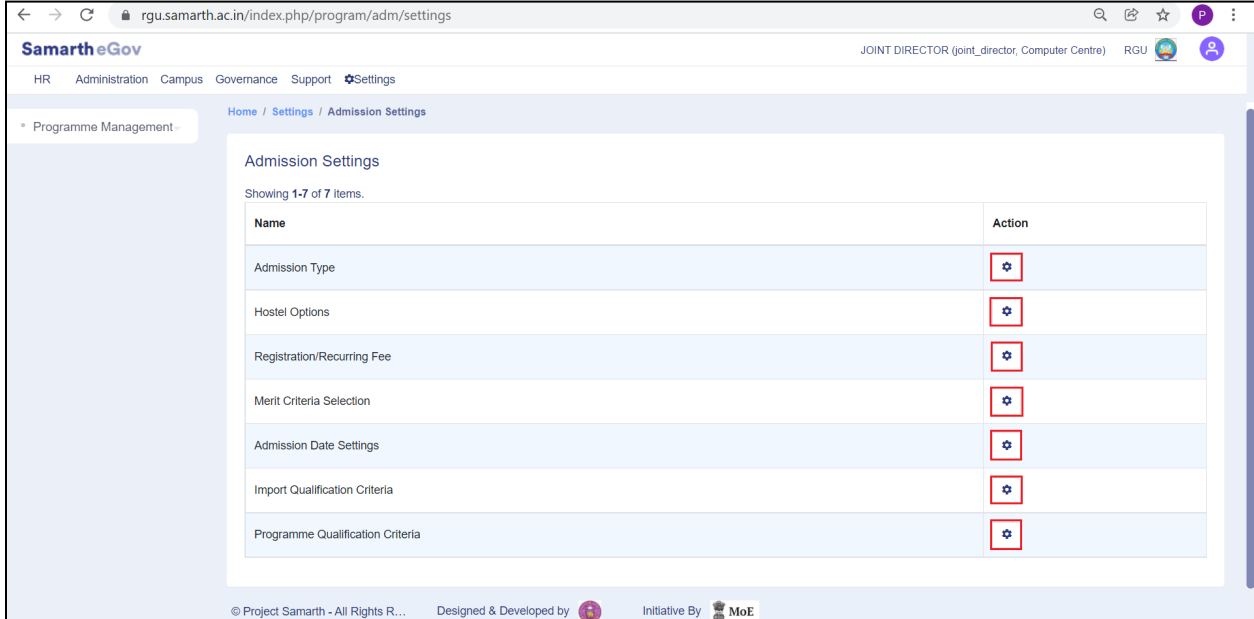
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After that, a new window will appear where university needs to do the following settings:








1. Admission Type
2. Hostel Options
3. Registration/Recurring Fee

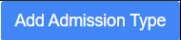

4. Merit Criteria Selection
5. Admission Date Settings
6. Import Qualification Criteria
7. Programme Qualification Criteria

For these settings, university needs to click on the  button at the right side of the **Individual Settings**.




The screenshot displays the 'Admission Settings' page on the SamarthGov portal. The page title is 'Admission Settings' and it shows 'Showing 1-7 of 7 items'. The table below lists the settings and their corresponding action buttons (gear icons).

Name	Action
Admission Type	
Hostel Options	
Registration/Recurring Fee	
Merit Criteria Selection	
Admission Date Settings	
Import Qualification Criteria	
Programme Qualification Criteria	

1. **Admission Type:** In this, the university can add the modes/types of admission which will be done by the university. To add the modes/types of admission university needs to click on the  button. Also in this window university can view the all the added admission types and the status of the admission types can be updated by clicking on the  button.

#	Code	Name	Status	Actions
1	CUTOFF	CUTOFF	In-Active	
2	ENTRANCE	ENTRANCE	Active	
3	ENTRANCE-INTERVIEW	ENTRANCE-INTERVIEW	Active	
4	ENTRANCE-MERIT	ENTRANCE-MERIT	Active	
5	INTERVIEW	INTERVIEW	Active	
6	MERIT	MERIT	Active	
7	TEST1	Test1	Active	

After that, a new window will appear where university needs to fill the following fields and click on the  button.



I. Code

II. Name

Add Admission Type

Code *

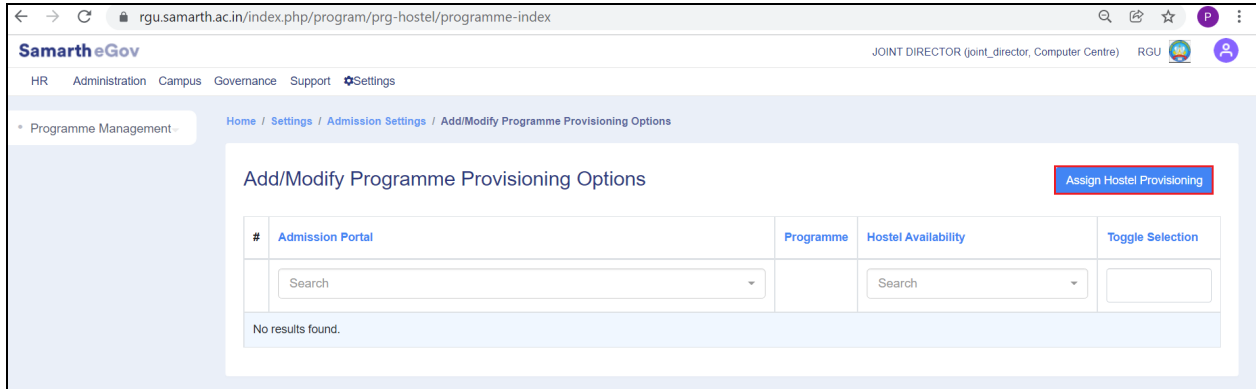
Name *

2. **Hostel Options:** In this, the university can assign hostel provisioning to the students according to the programmes. To assign hostel provisioning, the university needs to click on the

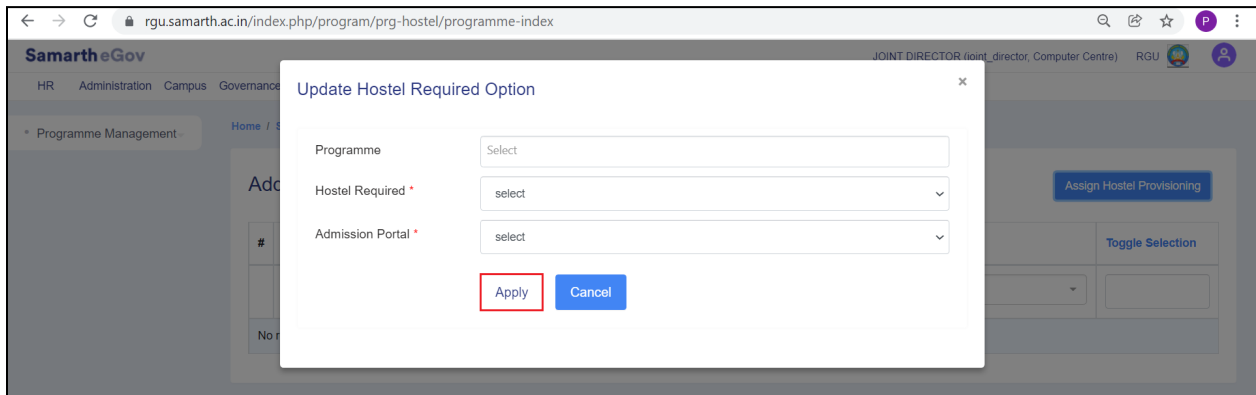


button.

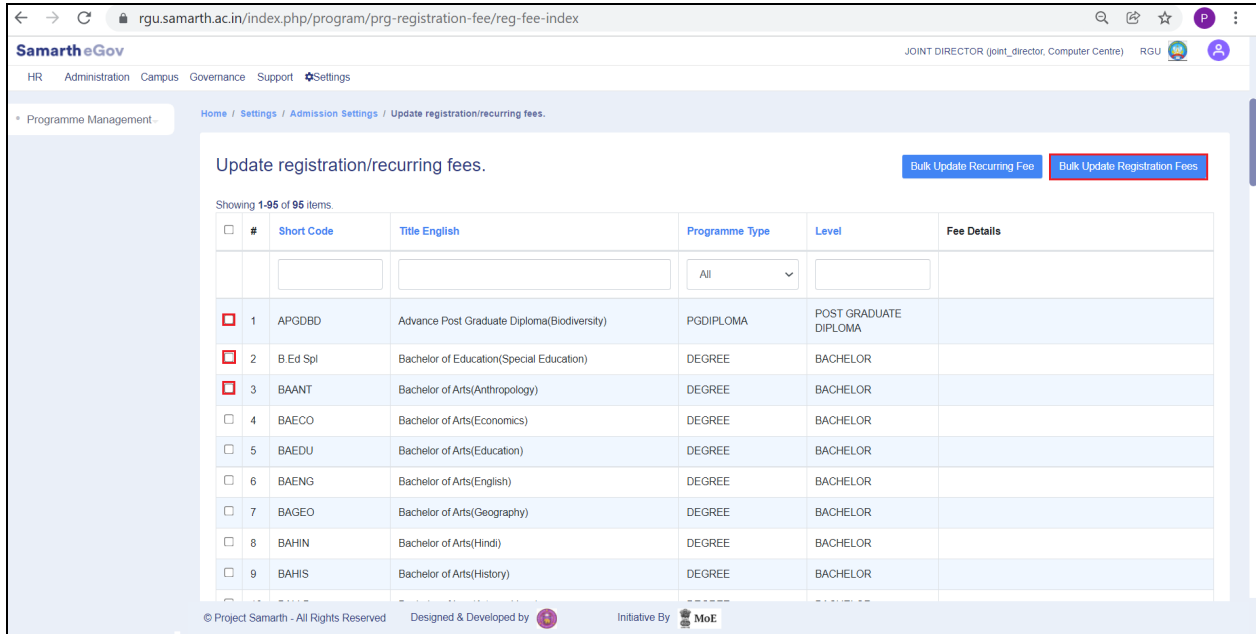


After that, a popup window will appear where university select the entries from dropdown list for following fields and click on to the button.

- I. Programmes
- II. Hostel Required
- III. Admission Portal

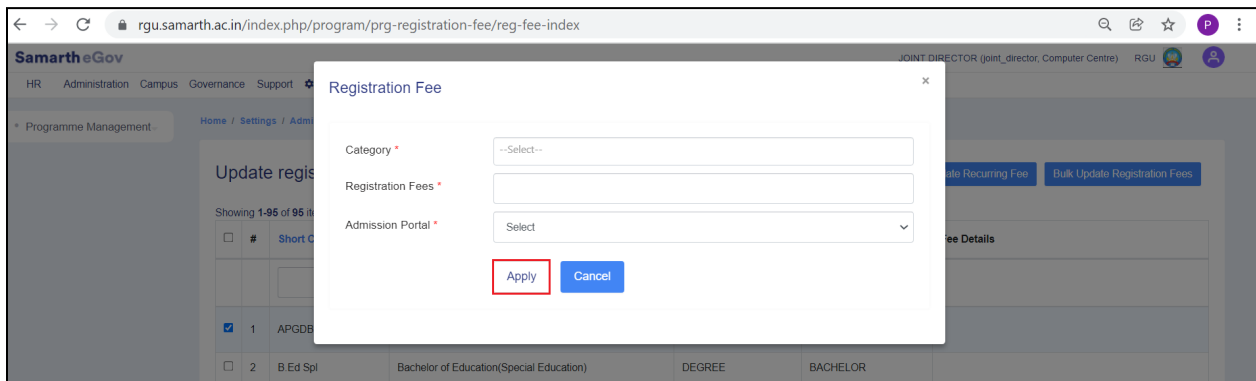


3. Registration/Recurring Fee: In this, the university can add/update registration/recurring fees for individual or bulk programmes. To add/update the registration fees, the university needs to select the programmes by clicking on the checkbox then click on the button.

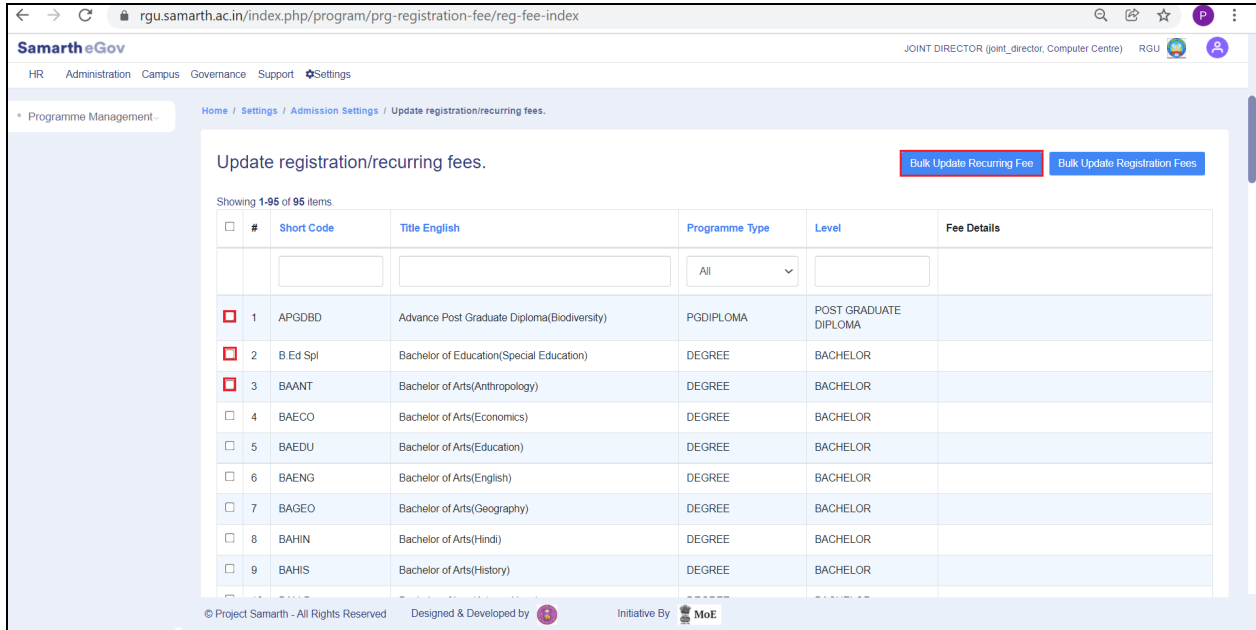


After that, a popup window will appear where university can fill/select the following fields and click on the **Apply** button.

- I. Category
- II. Registration Fees
- III. Admission Portal

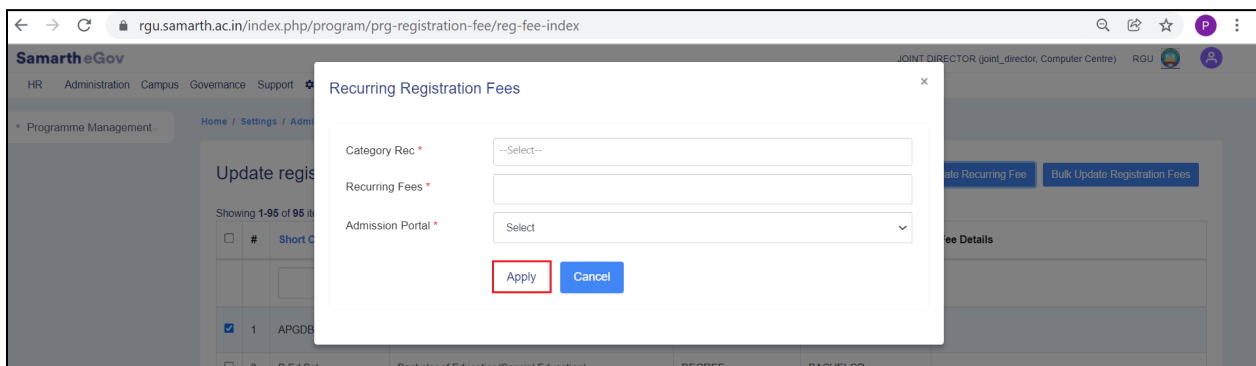


To add/update the recurring fees, the university needs to select the programmes by clicking on the checkbox then click on the **Bulk Update Recurring Fee** button.

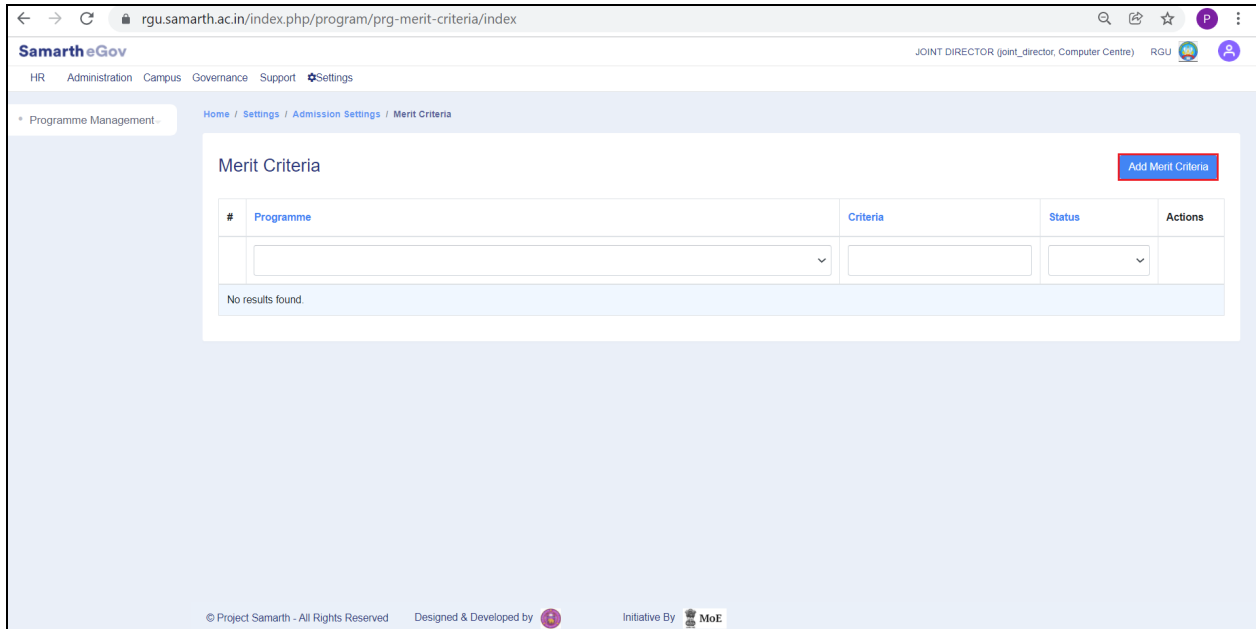


After that, a popup window will appear where university can fill/select the following fields and click on the button.

- I. Category
- II. Recurring Fees
- III. Admission Portal

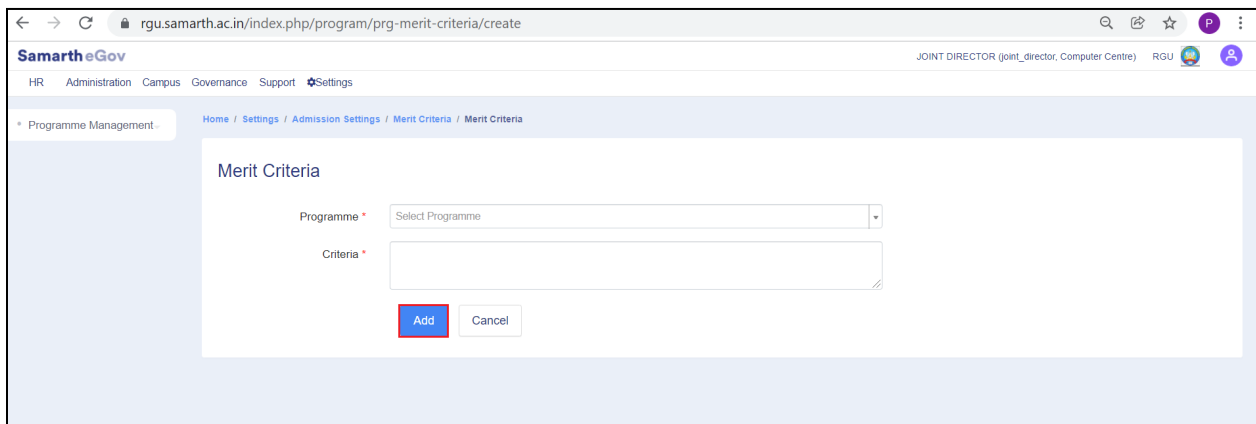


4. Merit Criteria Selection: In this, the university can add merit criteria for the programme for admissions. To add the merit criteria selection, the university needs to click on the button.



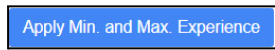
After that, a new window will appear where the following details need to be entered then click on the **Add** button.

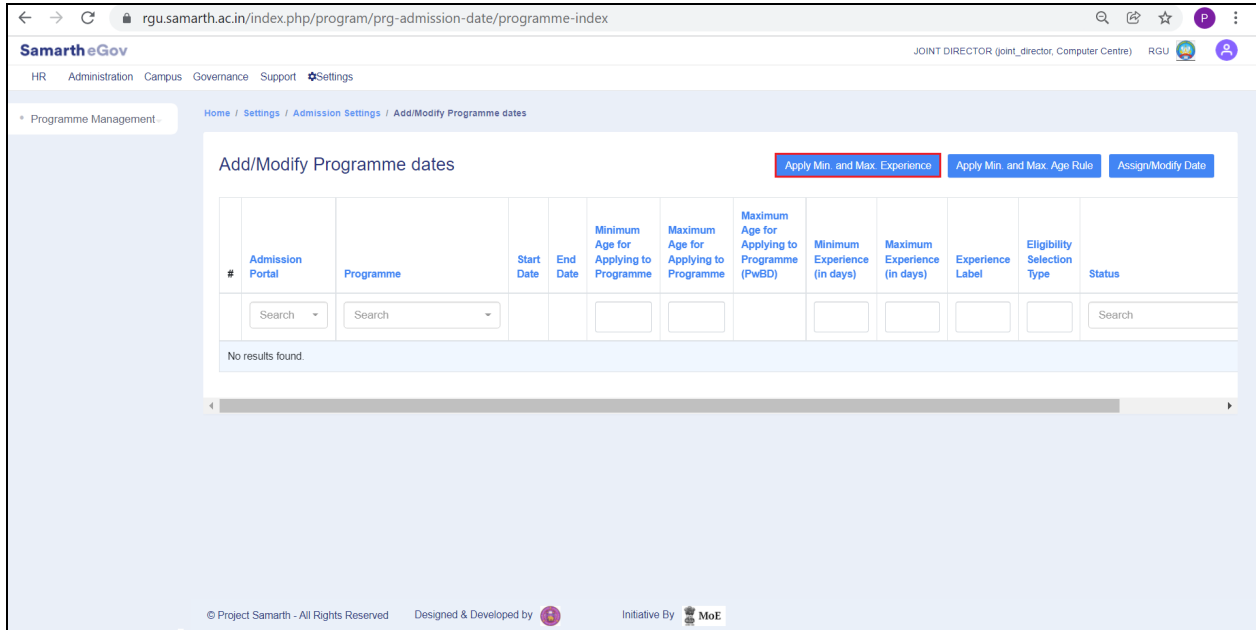
- I. Programme
- II. Criteria



5. Admission Dates Settings: In this, the university can Apply Minimum and Maximum Experience, Apply Minimum and Maximum Age Rule and Assign/Modify Admission Dates for the programme for admissions.

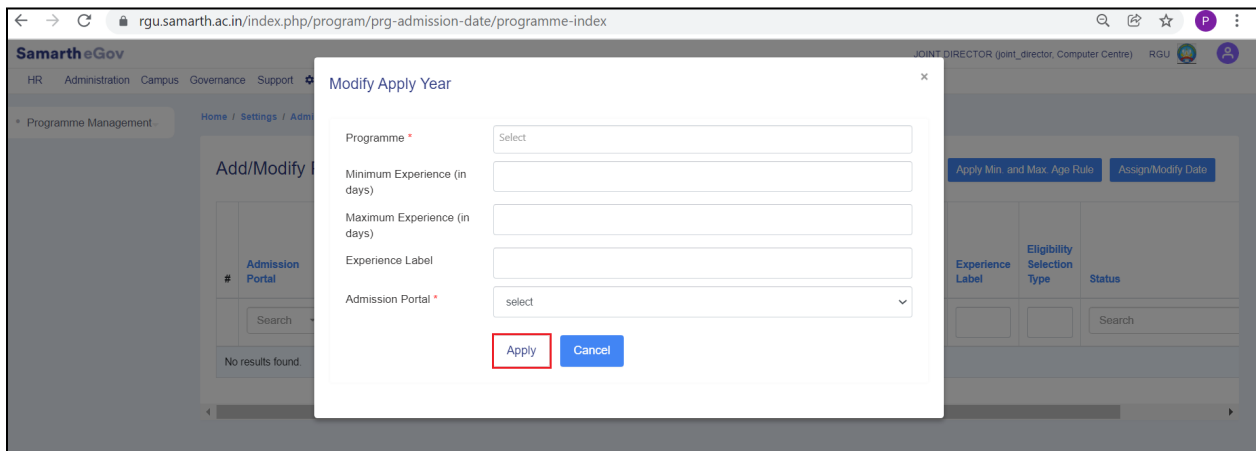
To add the merit criteria selection, the university needs to click on the



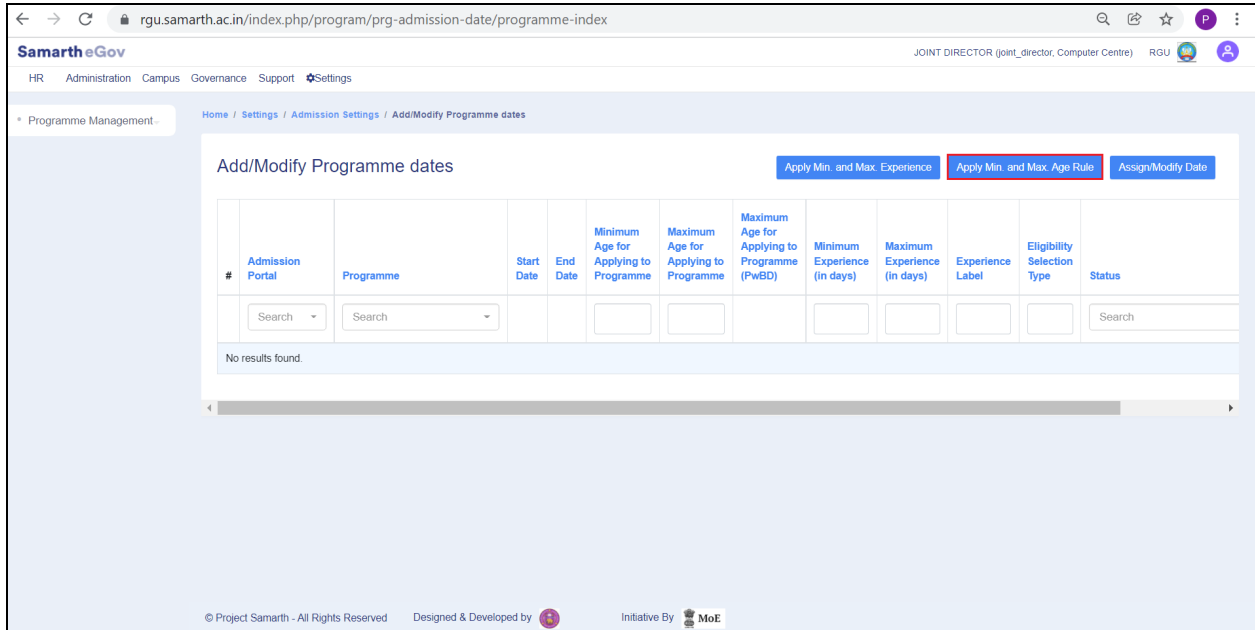


After that, a new popup window will appear where the following details need to be entered then click on the button.

- I. Programme
- II. Minimum Experience (in days)
- III. Maximum Experience (in days)
- IV. Experience Label
- V. Admission Portal

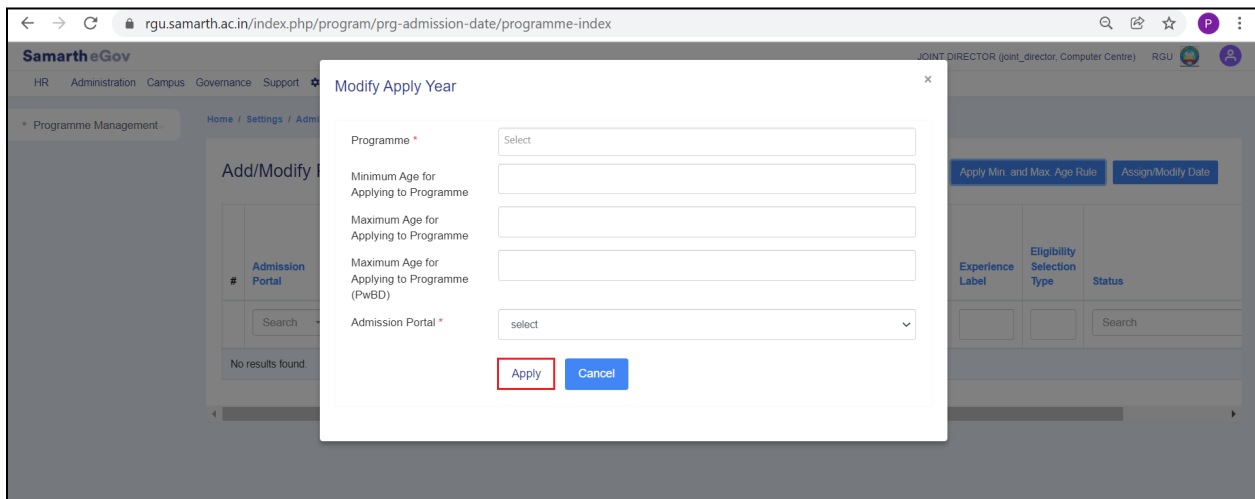


To add the Minimum and Maximum Age Rule, the university needs to click on the button.

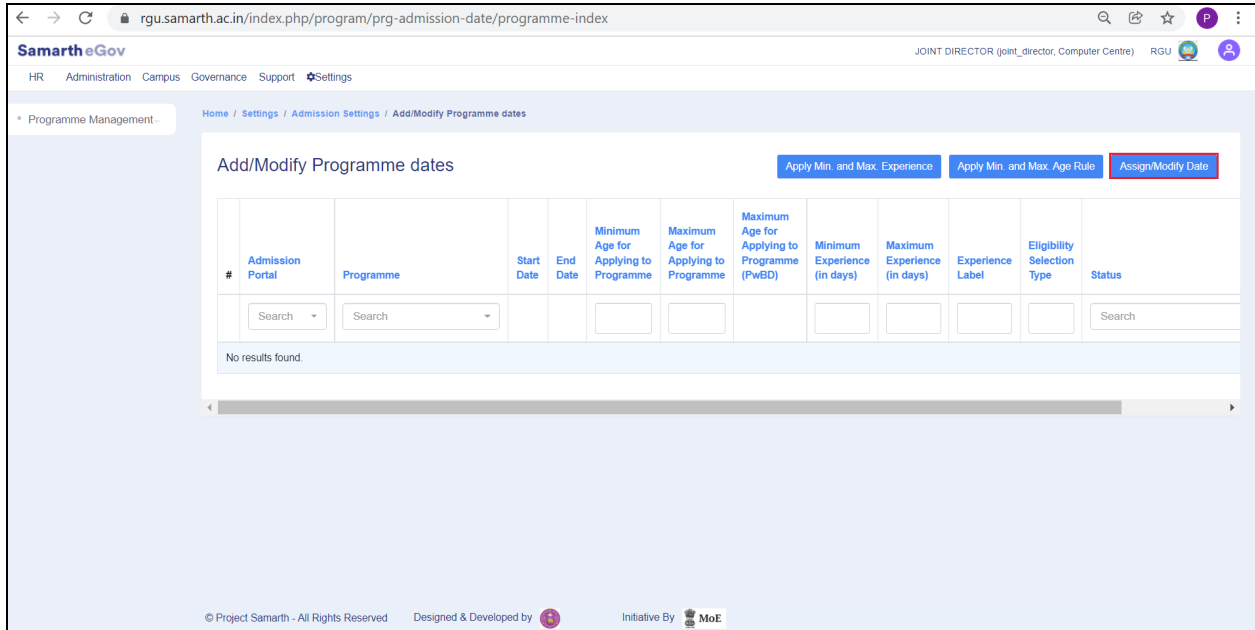


After that, a new popup window will appear where the following details need to be entered then click on the button.

- I. Programme
- II. Minimum Age for Applying to Programme
- III. Maximum Age for Applying to Programme
- IV. Minimum Age for Applying to Programme (PwBD)
- V. Admission Portal

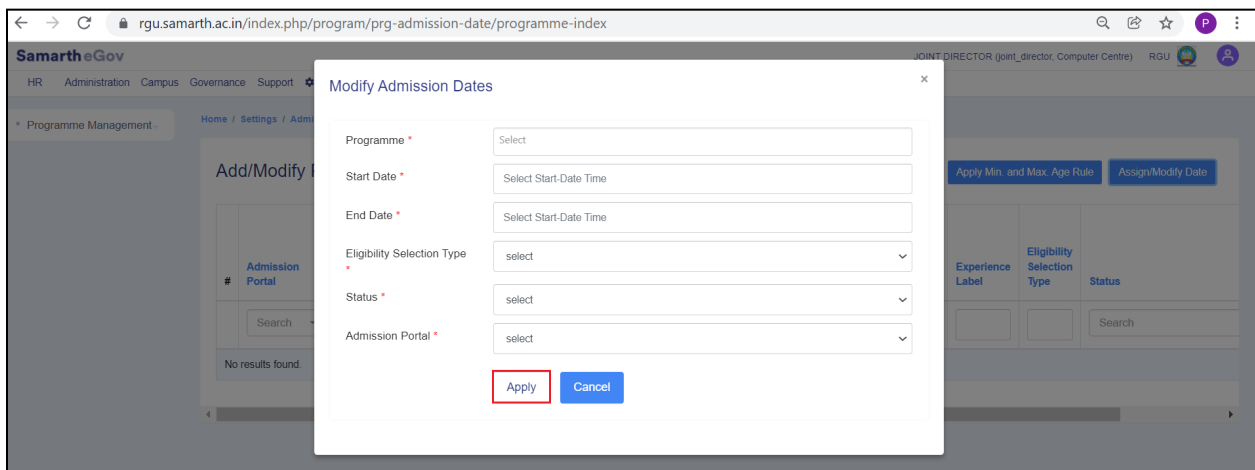


To Assign/Modify Admission Date, the university needs to click on the button.

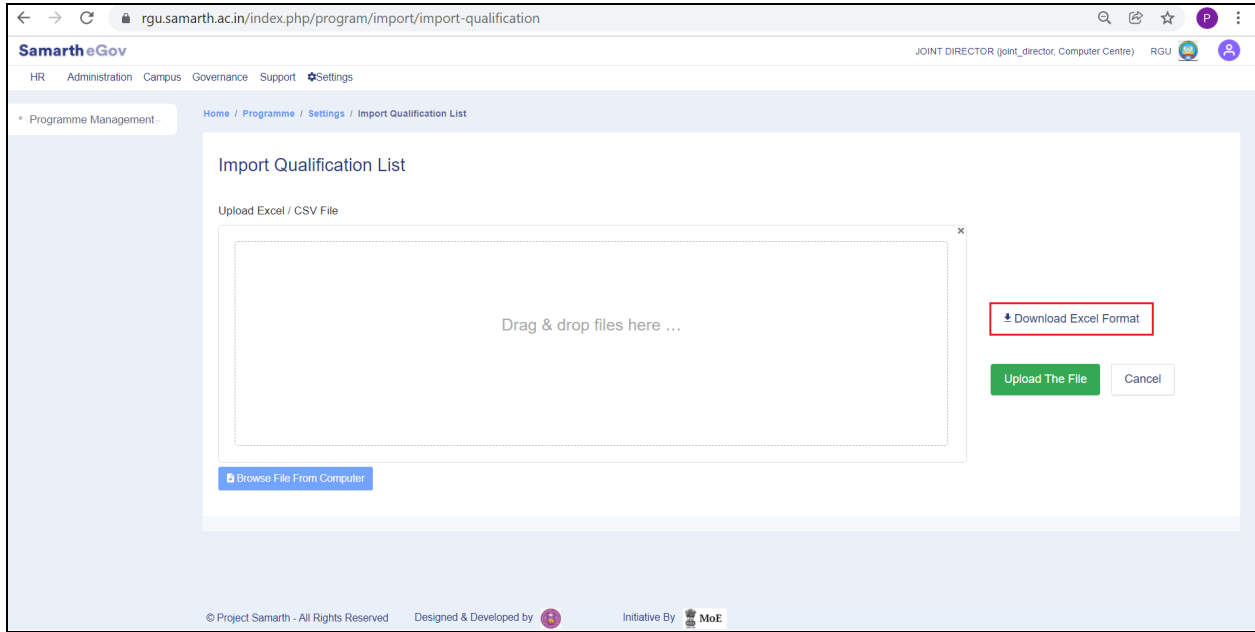


After that, a new popup window will appear where the following details need to be entered then click on the Apply button.

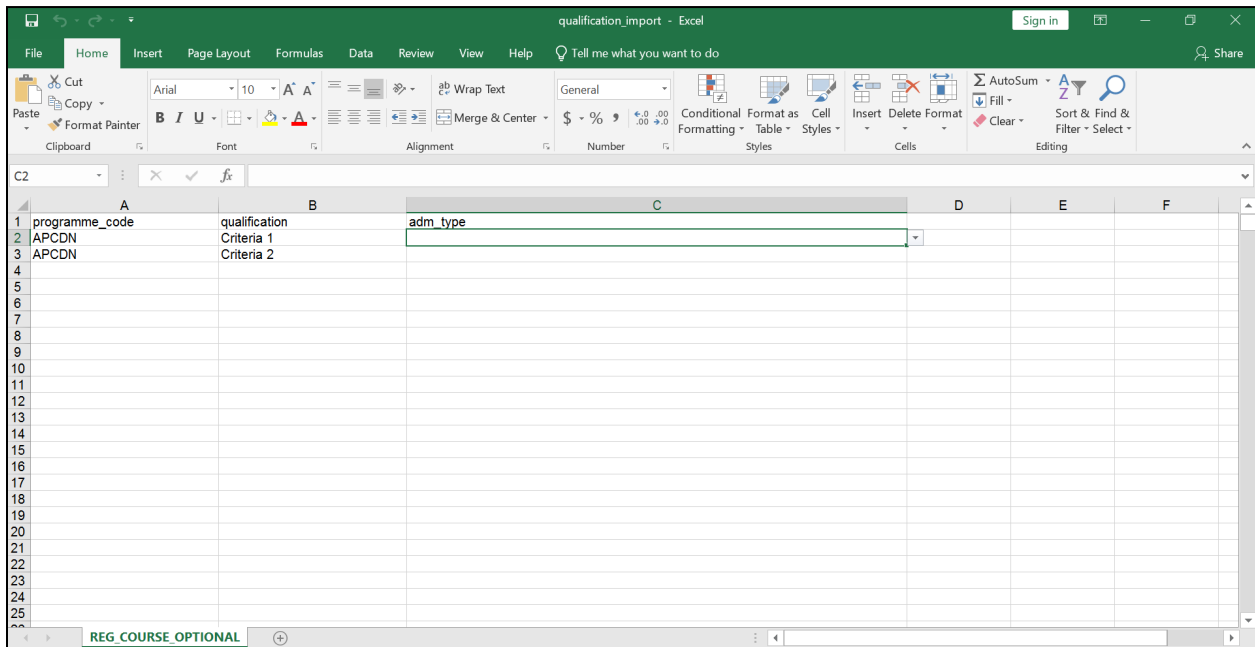
- I. Programme
- II. Start Date
- III. End Date
- IV. Eligibility Selection Type
- V. Status
- VI. Admission Portal



6. Import Qualification Criteria: In this, the university can add a qualification criteria for the programme for admissions. To add a qualification criteria university download the Excel format by clicking on the Download Excel Format button..




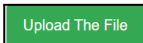
The Excel format Sheet will downloaded as following format which is shown below:

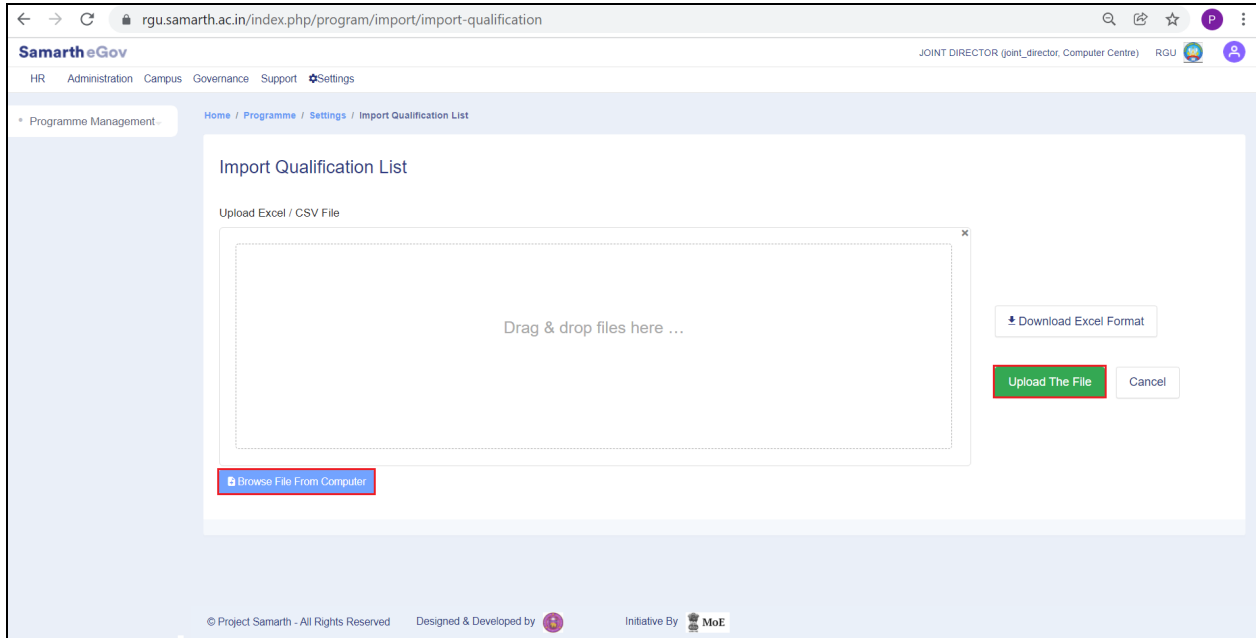


In the downloaded Excel sheet university needs to add/fill the following details:


- I. Programme Code
- II. Qualification
- III. Admission Type

After successfully adding/filling of Excel sheet university needs to upload the courses by clicking on the

 button and then click on the  button.





Individual Programme Settings

To do the Individual programme settings, university needs to click on the  button at present on the right side of the individual programme.

Home / Programme

Programme

Showing 1-95 of 95 items.


#	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="text"/>	<input type="text"/>	All <input type="text"/>	<input type="text"/>	All <input type="text"/>	
1	48	APGDBD	Advance Post Graduate Diploma(Biodiversity)	Face to face	2015	PGDIPLOMA	POST GRADUATE DIPLOMA	DRAFT	
2	70	B.Ed Spl	Bachelor of Education(Special Education)	Face to face	2021	DEGREE	BACHELOR	ACTIVE	

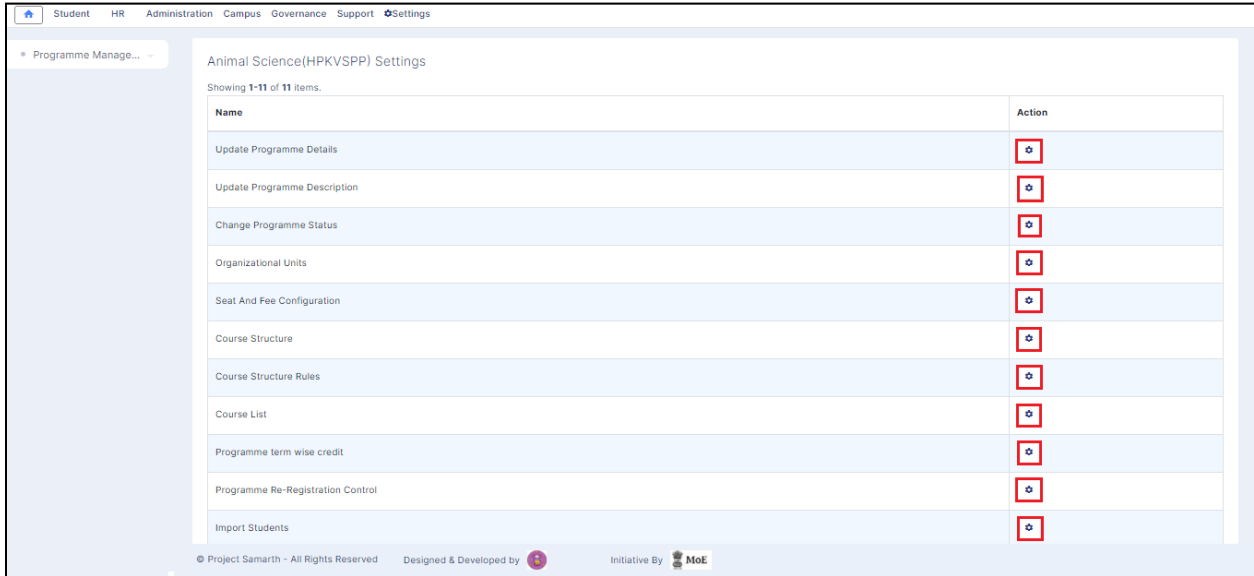
In this, university can done the following settings for the individual programme separately:












1. Update Programme Details
2. Update Programme Description
3. Change Programme Status
4. Organizational Units
5. Seat and Fee configurations
6. Course Structure
7. Course Structure Rules
8. Course List

9. Programme Term Wise Credit

10. Import Student


For these settings, university needs to click on the  button at the right side of the **Individual Settings**.



Name	Action
Update Programme Details	
Update Programme Description	
Change Programme Status	
Organizational Units	
Seat And Fee Configuration	
Course Structure	
Course Structure Rules	
Course List	
Programme term wise credit	
Programme Re-Registration Control	
Import Students	

Update Programme Details

Note : To update the details of the added programme, the university needs to update the status first from Active to Pending.

If the university wants to change/update the details of the added programme so it can be done in this setting. To change/update the university programme details, the university needs to update that field and click on to the  button.

rgu.samarth.ac.in/index.php/program/core-programme/update?id=48

Samarth eGov

HR Administration Campus Governance Support Settings

Duration * in *

Maximum Duration * Duration In *

Semester Applicable YES No

Qualification Applicable * No Yes

Specialization *

Language Name

Year Of Start *

Lateral Entry Allowed *

Interim Exit Allowed *

Notice

Sessions Applicable * JANUARY JULY

Result Evaluation Scheme *

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Change Programme Status

In this, University can change the status of the added programme. The following status can be made in here for the programme:

- a. Draft
- b. Pending
- c. Active

To change the status of the programme, university needs to select the status from dropdown list and click on to the button.

rgu.samarth.ac.in/index.php/program/core-programme/update-programme-status?id=21eda9328a274773bd738ebfa53df218ea6ce95e533cf79caabcc73...

Samarth eGov

HR Administration Campus Governance Support Settings

Programme Management

Home / Programme / Advance Post Graduate Diploma(Biodiversity) / Settings / Close Programme

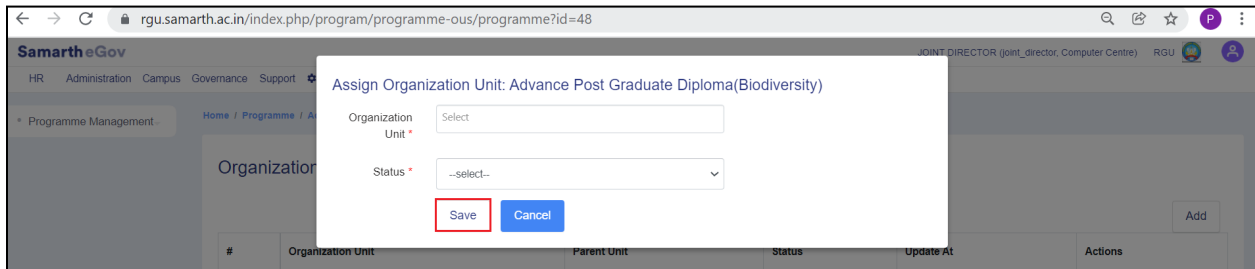
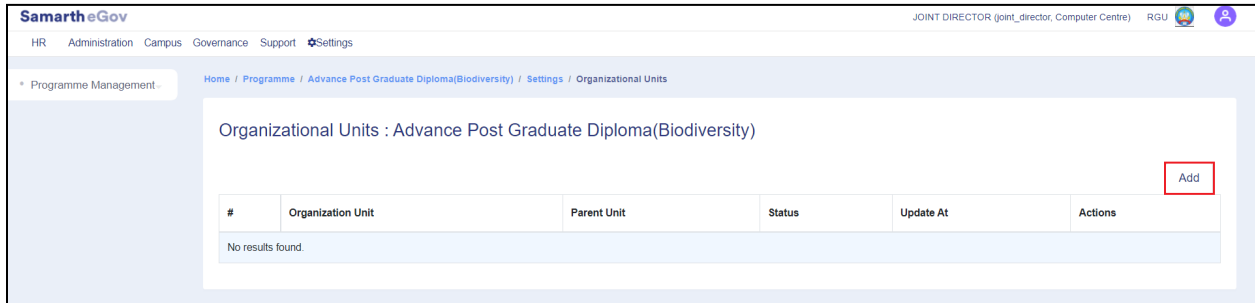
Advance Post Graduate Diploma(Biodiversity) Status : DRAFT

Status *

Organizational Unit Mapping

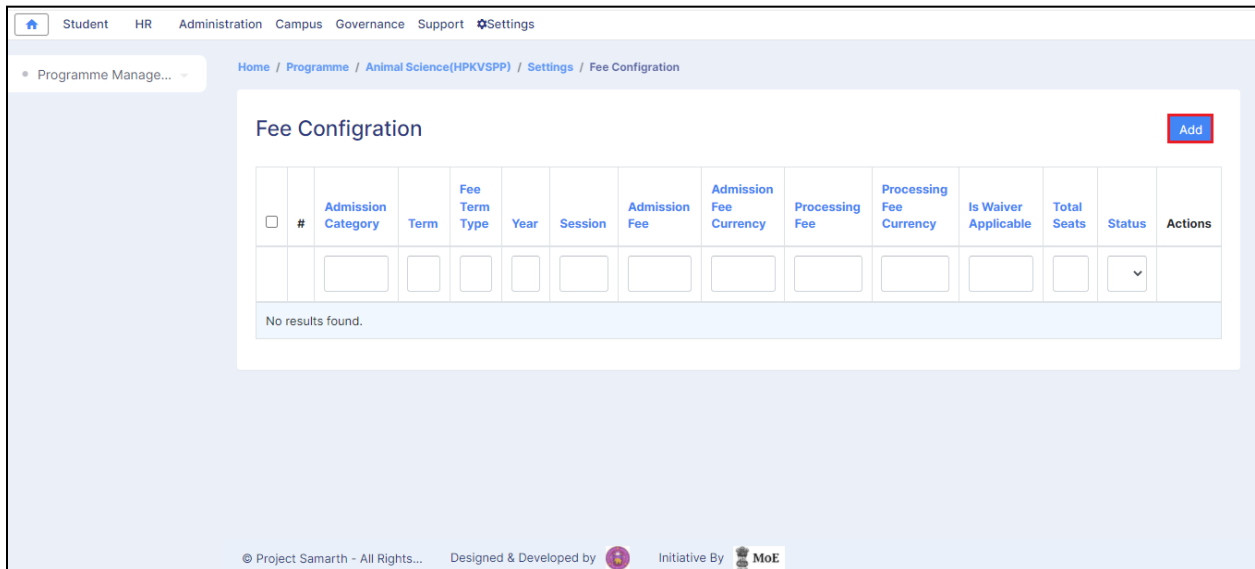
In this, University can add the Organizational unit where the individual programme will run at the university campus. To add the OU in individual programme the university needs to click on the

button and on the popup window, fill the details of Organizational Unit & Status from dropdown list and click on the **Save** button.



Seat and Fee Configuration

In this, seats and fees can be structured according to the university guidelines and category-wise. There are separate columns to maintain the Admission fee and processing fee. For the configuration university needs to click on the **Settings** button then click on the **Add** button which is on the new window.



After that, a new window will appear where the university needs to fill the following details and click to **Save** button.

1. Year (Admission Year select from dropdown)
2. Session (Admission session)

3. Term (select the term which fee will be collected)
4. Admission Category
5. Total Seats
6. Course Fee
7. Course Fee Category
8. Processing Fee (If applicable)
9. Processing Fee Currency
10. Is Waiver Applicable (If applicable select YES otherwise NO)
11. Status (Active)

Home / Programme / Animal Science(HPKVSPPP) / Settings / Fee Configuration / Update

Programme Manage...

Add seat and Fee configuration

Year * 2023

Session * JULY

Term * 1

Admission Category * Select

Total Seats *

Course Fee *

Course Fee Currency * INR

Processing Fee

Processing Fee Currency INR

Is Waiver Applicable No

Status * In-Active

Save Cancel

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Course Structure

In this, courses can be bifurcated on the basis of core and elective. Admin can specify what all subjects to be included in the individual programme. To create a course structure university needs to click on the

Rules button and create courses groups as Compulsory and Elective or other as university wants by clicking on the **Add Course(s) Group** button.

rgu.samarth.ac.in/index.php/program/programme-structure/programme?id=94

Samarth eGov JOINT DIRECTOR (joint_director, Computer Centre) RGU

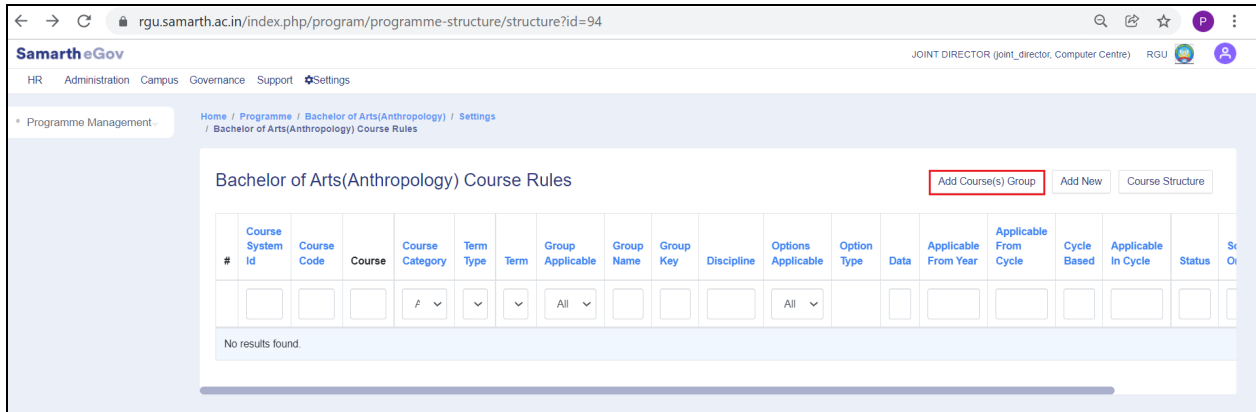
HR Administration Campus Governance Support Settings

Programme Management Home / Programme / Bachelor of Arts(Anthropology) / Settings / BAANT : Bachelor of Arts(Anthropology) Course Structure

BAANT : Bachelor of Arts(Anthropology) Course Structure **Rules**

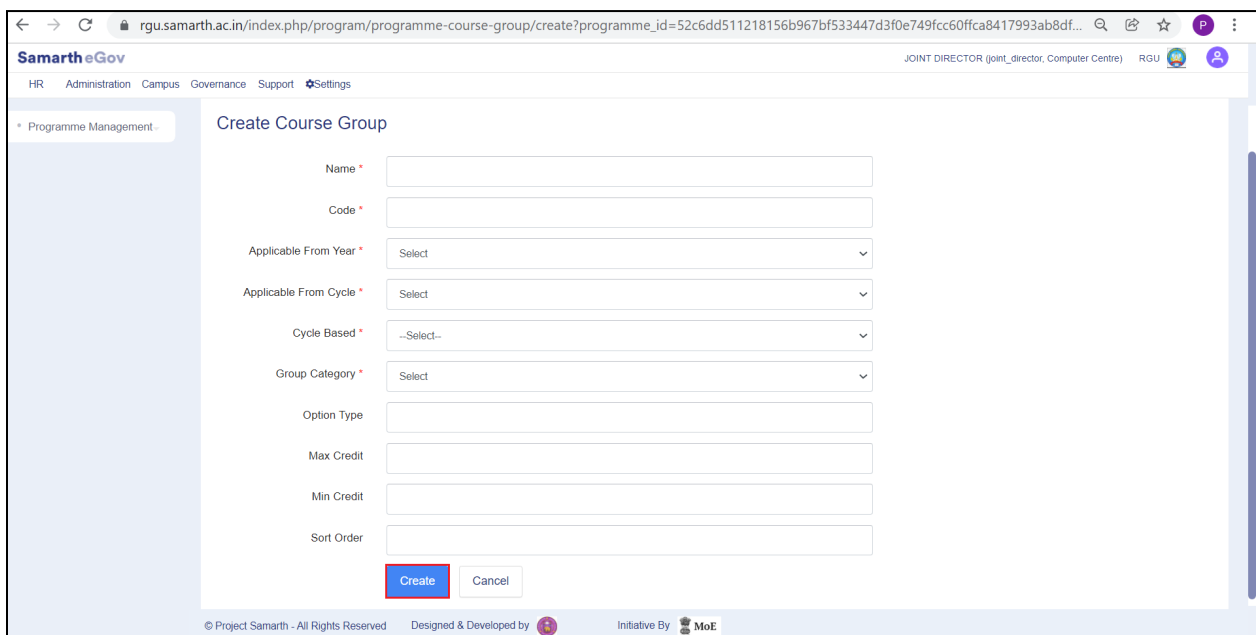
Select Courses for SEMESTER 1

ID	Option Type	Course Code : Course Name (Credit)
----	-------------	------------------------------------

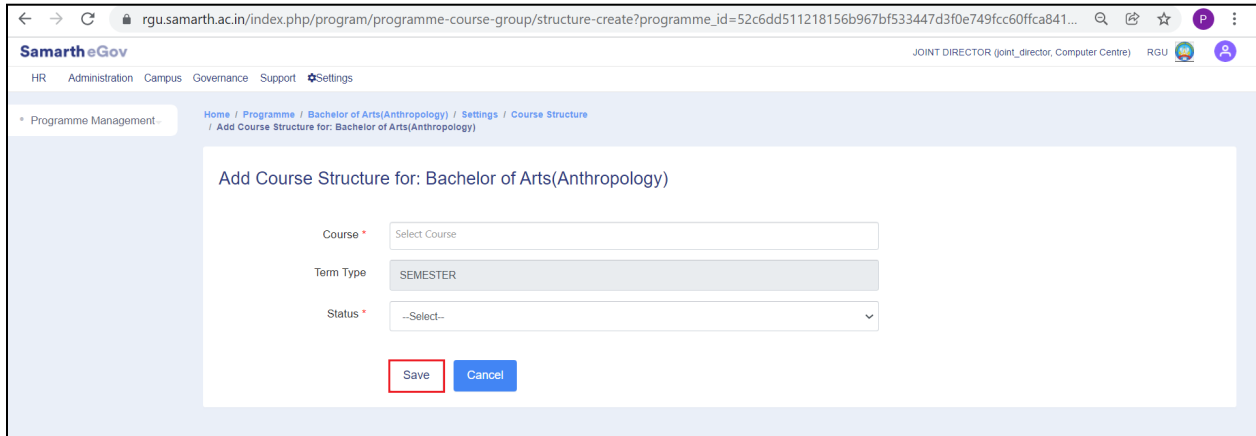
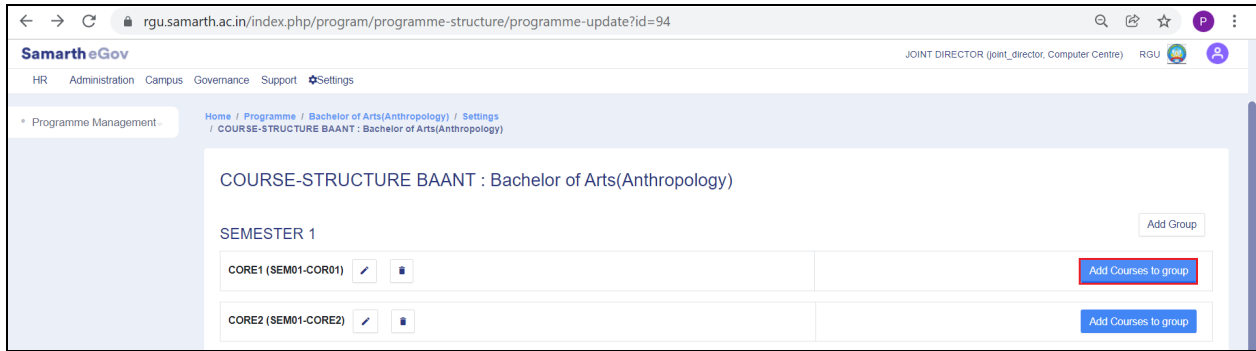


After that, a new window will appear where admin needs to click on the **Add Group** button and fill the following fields on the new window then click on the **Create** button.

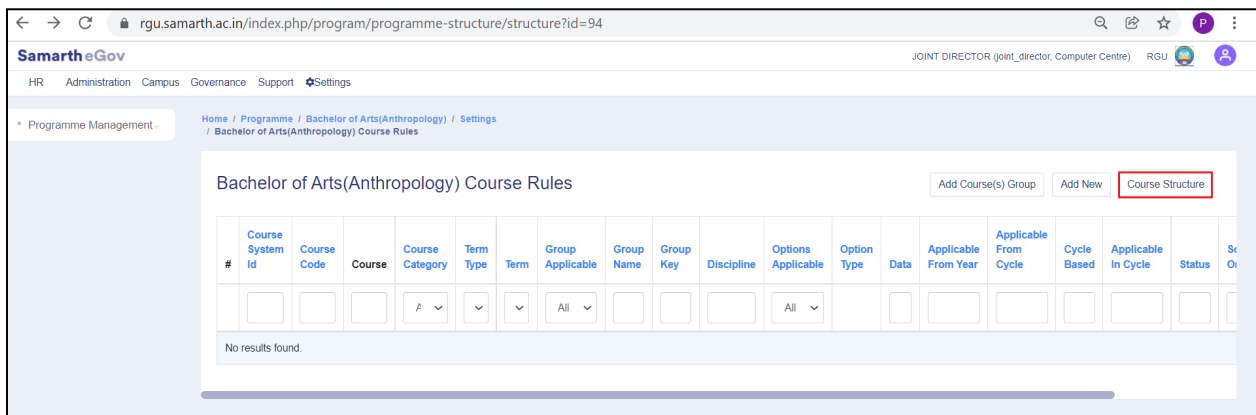
1. Name (Name of the Group)
2. Code (Code for the group)
3. Applicable From Year
4. Applicable From Cycle
5. Cycle Based
6. Group Category
7. Option Type (Optional)
8. Max Credit (Optional)
9. Min Credit (Optional)
10. Sort Order (Optional)



Now, Admin needs to click on the **Add Courses to group** button to add courses into the group and select the Course and Status from the drop down then click on to the **Save** button.



Admin can **view** the created course structures by clicking on the Course Structure button.



Course List

In this, the university can view the all added courses for the individual programme.



Programme Term Wise Credit

In this, Admin can add the minimum and maximum credits as semester wise to the individual programme. To add credits, Admin needs to click on the **Add Programme term Credits** button and fill the following details on the new window then click on to the **Save** button.

1. Programme(Select from Dropdown)
2. Cycle(Admission Cycle)
3. Term Type(Select from dropdown)
4. Term(Select term no. from dropdown)
5. Minimum Credit (add)
6. Maximum Credit(add)
7. Applicable From Year
8. Applicable From Cycle
9. Status(Active if applicable)

Programme credit setting for BAANT

Showing 1-6 of 6 items

#	Programme	Cycle	Term Type	Term	Minimum Credit	Maximum Credit	Applicable From Year	Applicable From Cycle	Actions
1	BAANT : Bachelor of Arts(Anthropology) (F2F)	JULY	SEMESTER	1	1.00	200.00	2000	JULY	 

Add Programme Term

Programme * ANS : Animal Science(HPKV/SPP) (F2F)

Cycle * JANUARY

Term Type SEMESTER

Term * 1

Minimum Credit



Maximum Credit

Applicable From Year

Applicable From Cycle

Status Select

Save **Cancel**


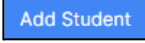
© Project Samarth - All Rights Re... Designed & Developed by  Initiative By 

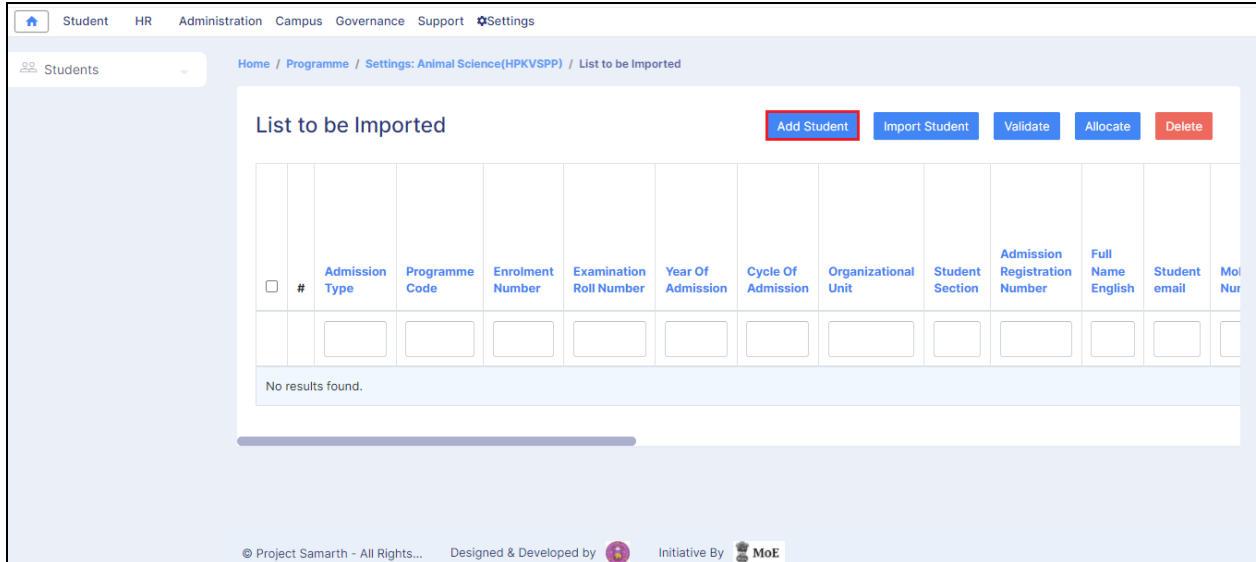
Import Students

To add/import the student's into the individual programme, here 2 options are available as follows:

1. One by One
2. Bulk Import

One by One






To add the student's one by one into the individual programme, university open the Import student setting by click on the  button then needs to click on the  button.



Students

Home / Programme / Settings: Animal Science(HPKVSP) / List to be Imported


List to be Imported

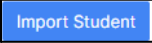
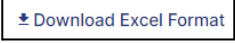
<input type="checkbox"/>	#	Admission Type	Programme Code	Enrolment Number	Examination Roll Number	Year Of Admission	Cycle Of Admission	Organizational Unit	Student Section	Admission Registration Number	Full Name English	Student email	Mo Nur

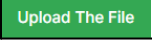
No results found.

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After that, a new window will where the Student's related all mandatory details are needed to be filled compulsory or other details if available and then click on to the  button.

Bulk Import

To import /add bulk student's into the individual programmes university needs to click on the  button then **download the Excel format sheet** from the opened new window by clicking on the  and enter the mandatory details of students which is highlighted by the red colour.

After finalizing the excel sheet of student's upload that sheet to the portal by clicking on the  button.

Student HR Administration Campus Governance Support Settings

Students

Home / Programme / Settings: Animal Science(HPKVSP) / List to be Imported

List to be Imported

Add Student Import Student Validate Allocate Delete

<input type="checkbox"/>	#	Admission Type	Programme Code	Enrolment Number	Examination Roll Number	Year Of Admission	Cycle Of Admission	Organizational Unit	Student Section	Admission Registration Number	Full Name English	Student email	Moi Nur

No results found.

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Student HR Administration Campus Governance Support Settings

Students

Home / Programme / Settings: Animal Science(HPKVSP) / Import / Import Data

Import Students

Upload Excel / CSV File



SampleStudentImportSheet ...
(15.92 KB)

Browse File From Computer

Download Excel Format

Upload The File

Cancel

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admission_type	student_name	university_en	examination	samrth_prog	programme	year_of_adm	cycle_of_adm	samarth_ou	programme	email_address	email_address	alternate_em	mobile_num	alternate_mc
REGULAR	Student Name	110012	R110012	41	MCA	2020	JUNE		Section A	student1pers	student1inst	student1acad	9999999999	9999999999
LATERAL-EN	Student Name	110022	R110022	41	MCA	2020	JUNE		Section B	student2pers	student2inst	student2acad	9099999990	9000000000

After uploading the excel sheet, a preview window will appear where all details of students are shown then click on the **Submit** button.

Student HR Administration Campus Governance Support Settings

Home / Programme / Settings: Ayurvedacharya(Ayurveda) / Import / Import Student Data

Preview (Student data)

#	admission_type	student_name_english	university_enrolment_number	examination_rol_number	samrth_programme_system_id	programme_short_co
1	REGULAR	Student Name1	110012	R110012	41	MCA
2	LATERAL-ENTRY	Student Name 2	110022	R110022	41	MCA

Submit

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Now a message will appear which shows the Student Import Status as **Student List Imported Successfully**.

Student Import Status

Student List Imported Successfully

[Go Back](#)

Samarth eGov

Configuration Document

**Enabling Course Selection & Examination Form Submission
Process**

Prerequisites

Following Prerequisites needs to be done before enabling Course selection and Examination form submission process:

1. Add all programmes into the production portal.
2. Add/import all courses into the production portal.
3. Import/move students from the admission to academic module.

Before enabling Course selection and Examination form submission process admin needs to configure the following Settings first.


Individual Programme Setting

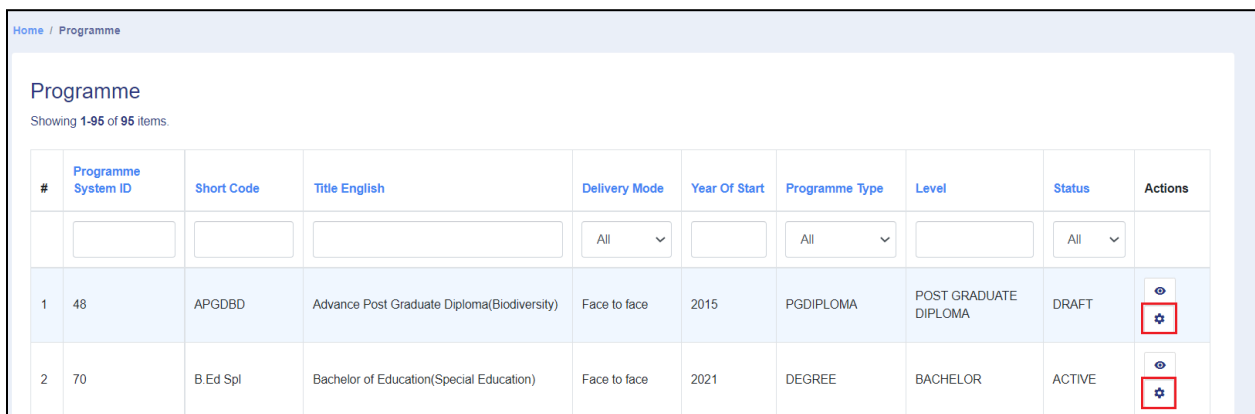
The following individual programme settings are needs to be done which are as follows:

1. Organizational Units
2. Course Structure
3. Programme term wise credit
4. Programme Re-Registration Control

For **individual programme settings** admin needs to follow the following steps:

1: Go to the Academics then Programme.



2: Click on the  button presents the right side of the particular programme.



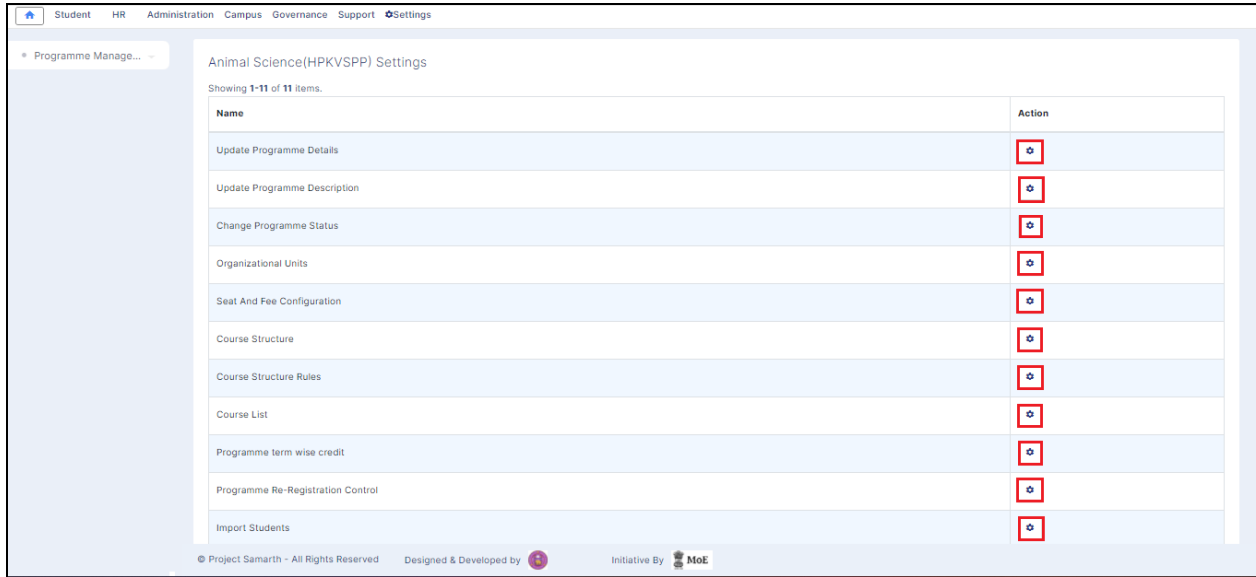
Home / Programme

Programme



Showing 1-95 of 95 items.

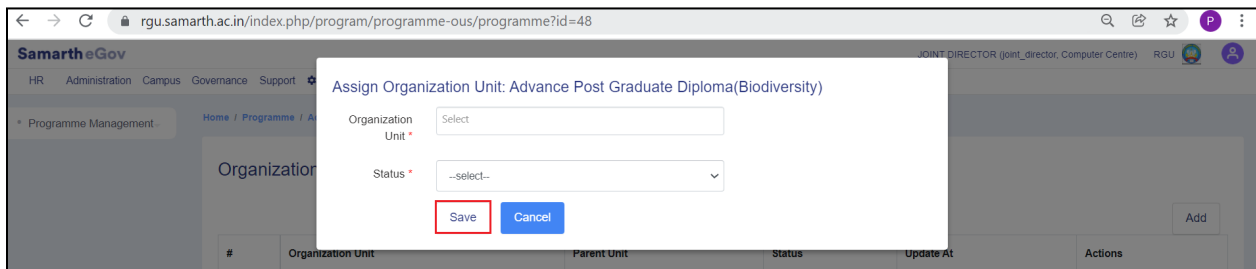
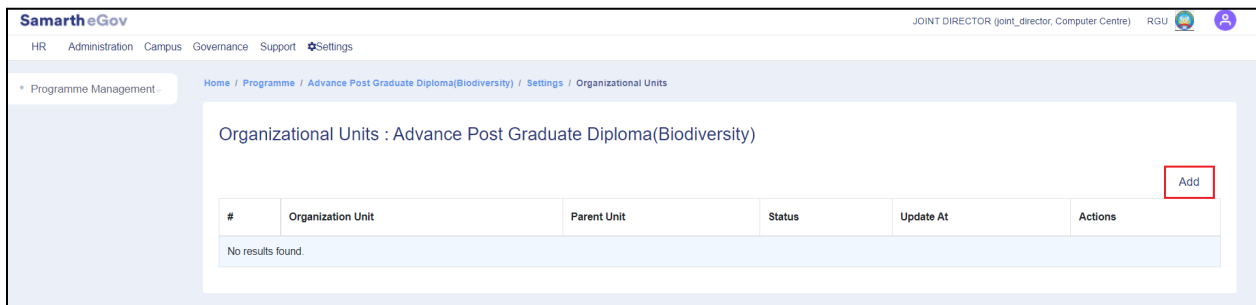
#	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	<input type="text"/>	All <input type="button" value="v"/>	<input type="text"/>	All <input type="button" value="v"/>	
1	48	APGDBD	Advance Post Graduate Diploma(Biodiversity)	Face to face	2015	PGDIPLOMA	POST GRADUATE DIPLOMA	DRAFT	<input type="button" value="v"/> 
2	70	B.Ed Spl	Bachelor of Education(Special Education)	Face to face	2021	DEGREE	BACHELOR	ACTIVE	<input type="button" value="v"/> 

After that, the following settings will appear as follows:



Organizational Unit

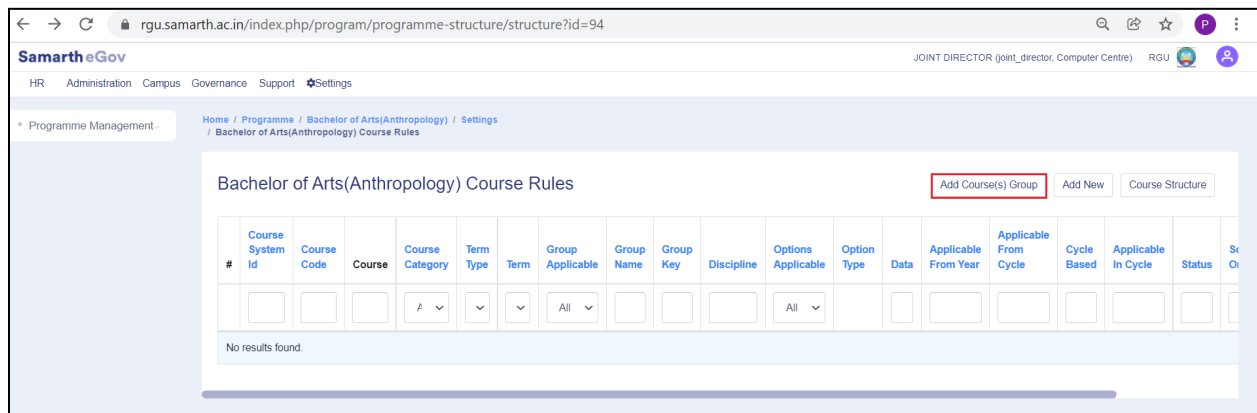
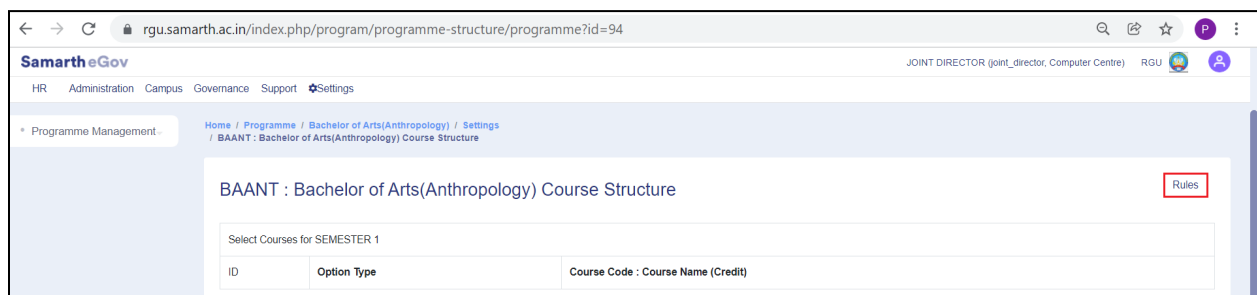
In this, Admin can map the Organizational unit where the individual programme will run at the university campus. To add the OU in individual programme the university needs to click on the  button and on the popup window, fill the details of Organizational Unit & Status from dropdown list and click on the  button.



Course Structure

In this, courses can be bifurcated on the basis of core and elective. Admin can specify what all subjects to be included in the individual programme. To create a course structure university needs to click on the

Rules button and create courses groups as Compulsory and Elective or other as university wants by clicking on the **Add Course(s) Group** button.



After that, a new window will appear where admin needs to click on the **Add Group** button and fill the following fields on the new window then click on the **Create** button.

1. Name (Name of the Group)
2. Code (Code for the group)
3. Applicable From Year
4. Applicable From Cycle
5. Cycle Based
6. Group Category
7. Option Type (Optional)
8. Max Credit (Optional)
9. Min Credit (Optional)

10. Sort Order (Optional)

The screenshot shows the 'Create Course Group' form in the Samarth eGov system. The form includes the following fields:

- Name *
- Code *
- Applicable From Year * (Select)
- Applicable From Cycle * (Select)
- Cycle Based * (--Select--)
- Group Category * (Select)
- Option Type
- Max Credit
- Min Credit
- Sort Order

At the bottom of the form, there are 'Create' and 'Cancel' buttons. The footer of the page includes: © Project Samarth - All Rights Reserved, Designed & Developed by [Logo], Initiative By MoE.

Now, Admin needs to click on the **Add Courses to group** button to add courses into the group and select the Course and Status from the drop down then click on to the **Save** button.

The screenshot shows the 'COURSE-STRUCTURE BAANT : Bachelor of Arts(Anthropology)' page. It displays the following information:

- Home / Programme / Bachelor of Arts(Anthropology) / Settings / COURSE-STRUCTURE BAANT : Bachelor of Arts(Anthropology)
- COURSE-STRUCTURE BAANT : Bachelor of Arts(Anthropology)
- SEMESTER 1
- Table with columns for course ID and an 'Add Courses to group' button.

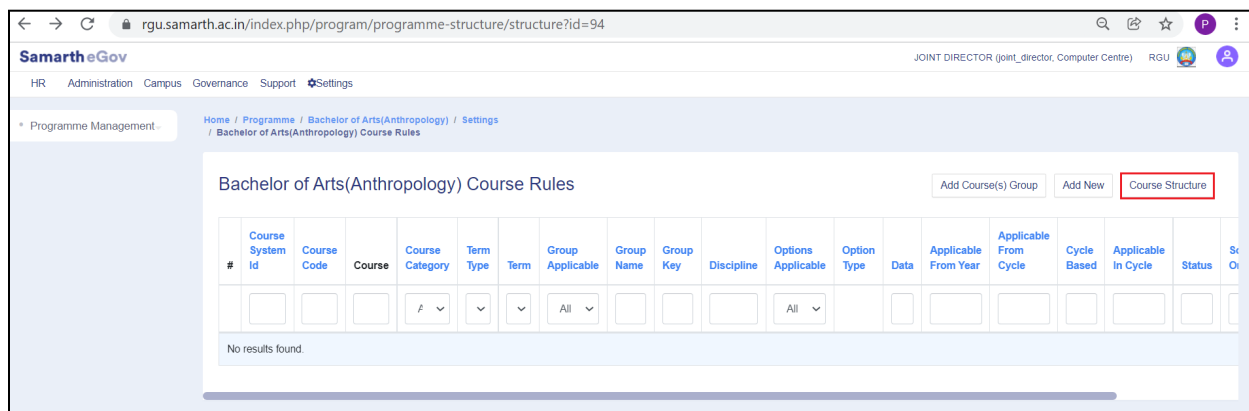
Course ID	Action
CORE1 (SEM01-COR01)	Add Courses to group
CORE2 (SEM01-CORE2)	Add Courses to group

The screenshot shows the 'Add Course Structure for: Bachelor of Arts(Anthropology)' form. It includes the following fields:

- Course * (Select Course)
- Term Type (SEMESTER)
- Status * (--Select--)


At the bottom of the form, there are 'Save' and 'Cancel' buttons.

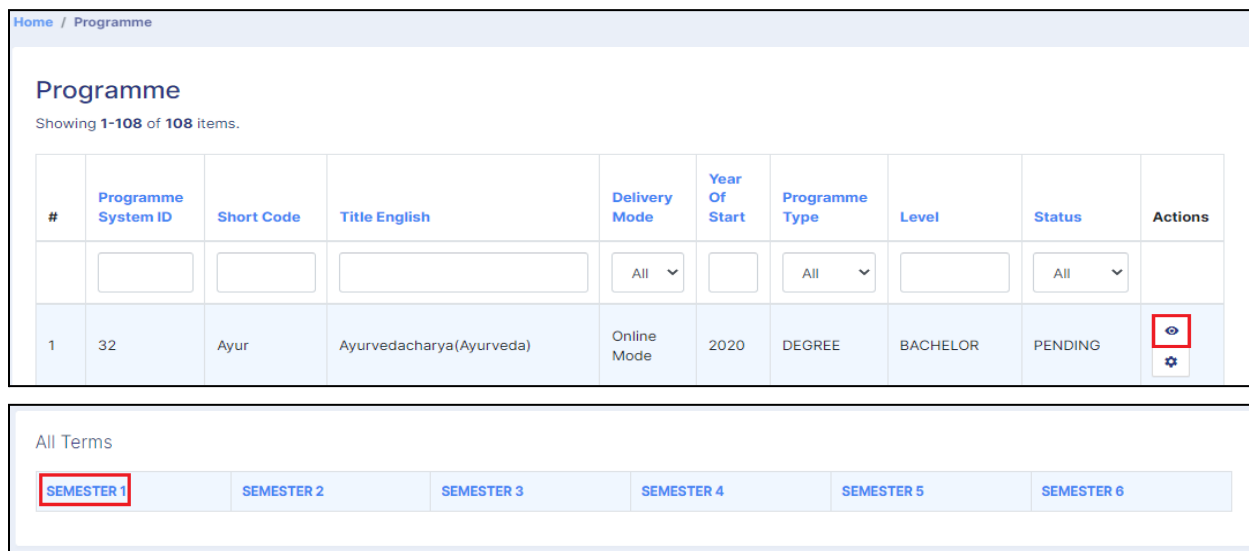
Admin can **view** the created course structures by clicking on the Course Structure button.



Add students under the Section

All students of that individual semester need to add on the section of the particular programme.

For that, Admin needs to click on the  presents the right side of the particular programme then open the particular semester and **Launch the Section.**



Home / Programme / Bachelor of Arts(Economics Honours) / SEMESTER 1

COURSE MANAGEMENT

COURSE MANAGEMENT

[LAUNCH](#)

SECTIONS

SECTIONS

[LAUNCH](#)

After that, Admin needs to click on the [Add Academic Section](#) button and fill the details on the form.

Sections: Bachelor of Arts(Economics Honours)-SEMESTER 1 [Add Academic Section](#)

Showing 1-1 of 1 item.

#	Section Name	Academic Year	Academic Session	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add Section

Programme BAEH: Bachelor of Arts(Economics Honours)


Term * 1

Academic Session *

Section Name *


Organisational Unit *

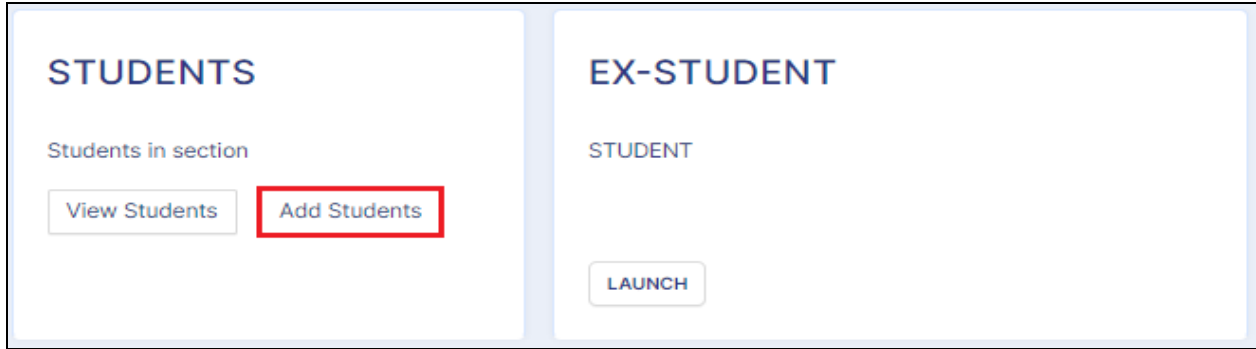
[Save](#) [Cancel](#)

After that, Admin needs to open the particular section by clicking on the  button then click on the [Add Students](#) button and select the students to add.

Sections: Bachelor of Arts(Economics Honours)-SEMESTER 1 [Add Academic Section](#)

Showing 1-1 of 1 item.

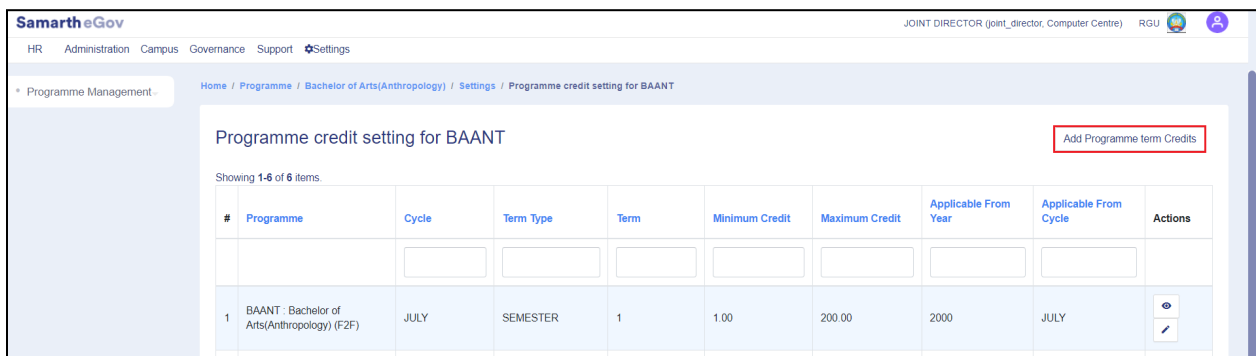
#	Section Name	Academic Year	Academic Session	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1	Section A	2020-2021	JULY-DECEMBER	



Programme Term Wise Credit

In this, Admin can add the minimum and maximum credits as semester wise to the individual programme. To add credits, Admin needs to click on the **Add Programme term Credits** button and fill the following details on the new window then click on to the **Save** button.

1. Programme(Select from Dropdown)
2. Cycle(Admission Cycle)
3. Term Type(Select from dropdown)
4. Term(Select term no. from dropdown)
5. Minimum Credit (add)
6. Maximum Credit(add)
7. Applicable From Year
8. Applicable From Cycle
9. Status(Active if applicable)



The screenshot shows a web application interface for adding a programme term. The navigation bar at the top includes links for Student, HR, Administration, Campus, Governance, Support, and Settings. The main heading is 'Add Programme Term'. The form contains the following fields:

- Programme * (Dropdown menu): ANS : Animal Science(HPKV/SPP) (F2F)
- Cycle * (Dropdown menu): JANUARY
- Term Type (Dropdown menu): SEMESTER
- Term * (Dropdown menu): 1
- Minimum Credit (Text input)
- Maximum Credit (Text input)
- Applicable From Year (Text input)
- Applicable From Cycle (Text input)
- Status (Dropdown menu): Select


At the bottom of the form, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

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Programme Re-Registration Control

In this, Admin can add the Start date and end date of re-registration process (dates to enable the Course selection process). To re-registration process (dates to enable the Course selection process), admin needs to fill the following details:

1. Year
2. Term
3. Cycle
4. Start Date
5. End Date
6. Status

After successfully filling the following details admin needs to click on the  button.

Home / Programme / Programme Re-Registration Setting

Programme Re-Registration Setting

[Add](#) [Bulk Update](#)

<input type="checkbox"/>	#	Programme	Year	Cycle	Fee Mode	Term Type	Term	Registration Start Date	Registration End Date	Eligible Minimum Year	Eligible Minimum Cycle	Eligible Maximum Year	Eligible Maximum Cycle	Admission Category	Status	Actions
															▼	

No results found.

Home / Programmes / Re-Registration / Add Re-Registration Settings

Update Reregistration Settings Bachelor of Arts(Economics Honours)

Year *

Term *

Cycle *

Start Date *

End Date *

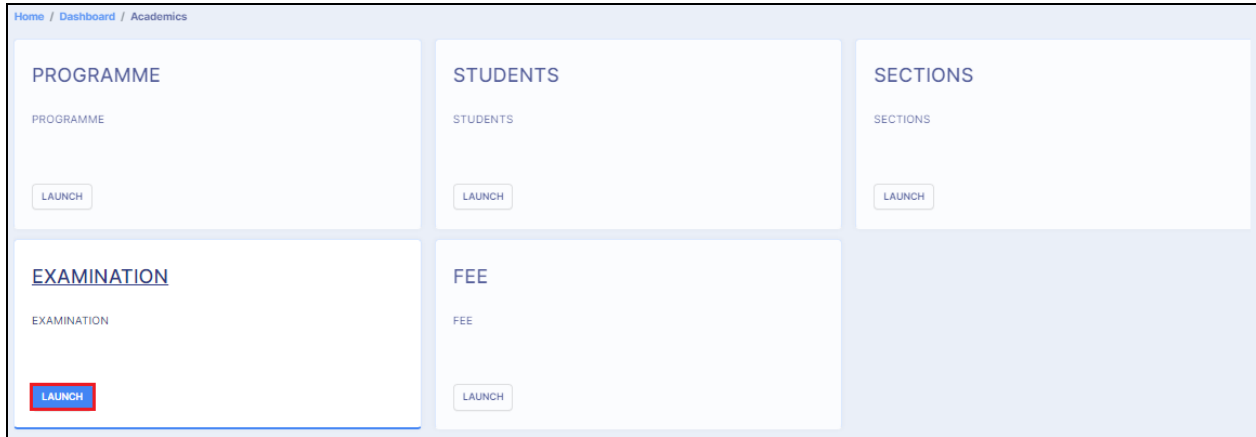
Status *

[Save](#) [Cancel](#)

Examination Session

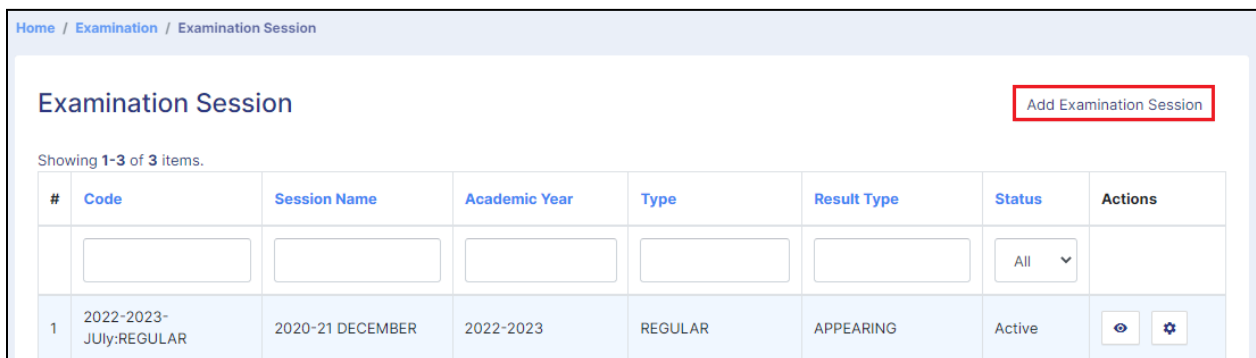
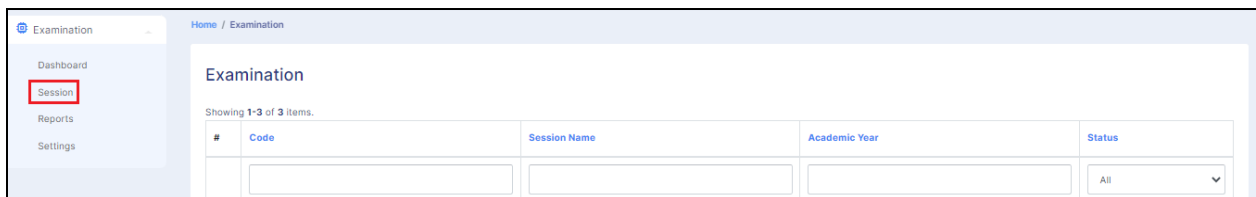
For enabling the Examination form, Admin needs to first **create/add the examination session**.

To add the examination session, admin needs to goto the **Examination** section under the **Academic**.



After that, Admin needs go to the **Sessions** presents left side of the window and Click on to the **Add Examination Session** button then fill the following details and click on the **Save** button.

1. Type (Select examination Regular or Supplementary)
2. Academic Year- Session
3. Examination Year
4. Examination Cycle
5. Session Name
6. Status



Home / Examination / Examination Session / Add Session

Add Session

Type *

Academic Year-Session *

Examination Year *

Examination Cycle *

Session Name *

Status *

Active Programmes for Examination Form Submission

To active programmes for Examination form submission process, Admin needs to do the following:

1. Launch **Examination** Section presents under Academics
2. Launch Particular **Examination Session**
3. Launch **Examination Programmes**

Home / Examination / 2021-2022-December:REGULAR

EXAMINATION PROGRAMMES MANAGE PROGRAMMES <input type="button" value="LAUNCH"/>	EXAMINATION SCHEDULE DATE SHEETS <input type="button" value="LAUNCH"/>	QUESTION PAPER MANAGEMENT MANAGE QUESTION PAPER <input type="button" value="LAUNCH"/>	STUDENTS MANAGE STUDENTS <input type="button" value="LAUNCH"/>
---	---	--	---

Now, Admin needs to click on the button and fill the details which are presents on the window and click on the button.

2021-2022 DECEMBER

Type : REGULAR Academic Year-Session : 2021-2022 Odd Semester (2021) Examination Year/Cycle : 2021/JULY Status: Active [Update](#)

[Add Programmes](#) [Bulk update Programmes](#)

Total 61 items.

<input type="checkbox"/>	#	Programme	Exam Year	Exam Cycle	Term	Term Type	Start Date	End Date	Extended Date	Administrator last date	Activity Status	Status	Programme Settings	Actions
<input type="checkbox"/>		Select Programme -	<input type="text"/>	<input type="text"/>	<input type="text"/>	All								
<input type="checkbox"/>	1	PG058 : Master of Arts demo	2021	December	3	SEMESTER	Jan 25, 2022, 12:00:00 AM	Jan 31, 2022, 11:55:00 PM	Mar 1, 2022, 12:00:00 AM	Feb 1, 2022, 11:55:00 PM	Closed9 days ago	Active		Update

Select Programmes

Term *

Term Type *

Programme

Start Date *

End Date *

Extended date *

Administrator last date *

Status *

[Save](#) [Cancel](#)

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