

# OFFICE OF THE CONTROLLER OF EXAMINATIONS

## GURUCHARAN UNIVERSITY

SILCHAR, CACHAR : ASSAM

গুরুচরণ বিশ্ববিদ্যালয়  
শিলচর, কাছাড় : অসম

*A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023*

Ref No. 117/1/2025-26/021

Date: 04/11/2025

### NOTICE

#### Deployment of Student Portal for FYUG 1<sup>st</sup> Semester Students.

It is hereby notified for the information of all FYUG 1<sup>st</sup> Semester students that the Student Portal of Gurucharan University has been deployed and is now operational.

All concerned students are instructed to login to the portal and verify their details, including Course Selection. In case of any mismatch or discrepancy in the course details, students are advised to report the same to the Counter No. 3 of Gurucharan University for necessary correction.

For any login-related issues, students may approach the Examination Branch, Gurucharan University.

Portal URL: <https://gurucharanuniversity.samarth.edu.in/>

A User Manual for navigating the Student Portal is enclosed herewith for reference. For any further queries, students may write to: [samarth@gurucharanuniversity.ac.in](mailto:samarth@gurucharanuniversity.ac.in)



(Dr. L. Joy Chandra Singha)  
Controller of Examinations, GUS

Memo No. 117/1/2025-26/021-A

Date: 04/11/2025

#### **Copy to:**

1. PS to the Vice Chancellor, Gurucharan University, Silchar- for kind information of the Hon'ble Vice- Chancellor.
2. Registrar/Academic Registrar/Director IQAC/FO/DSW, Gurucharan University- for information.
3. Website Manager- for uploading the notice on the university website.
4. Office File- for record.



Controller of Examinations



# **User Manual for Registration at the Student Portal**

**[Introduction](#)**

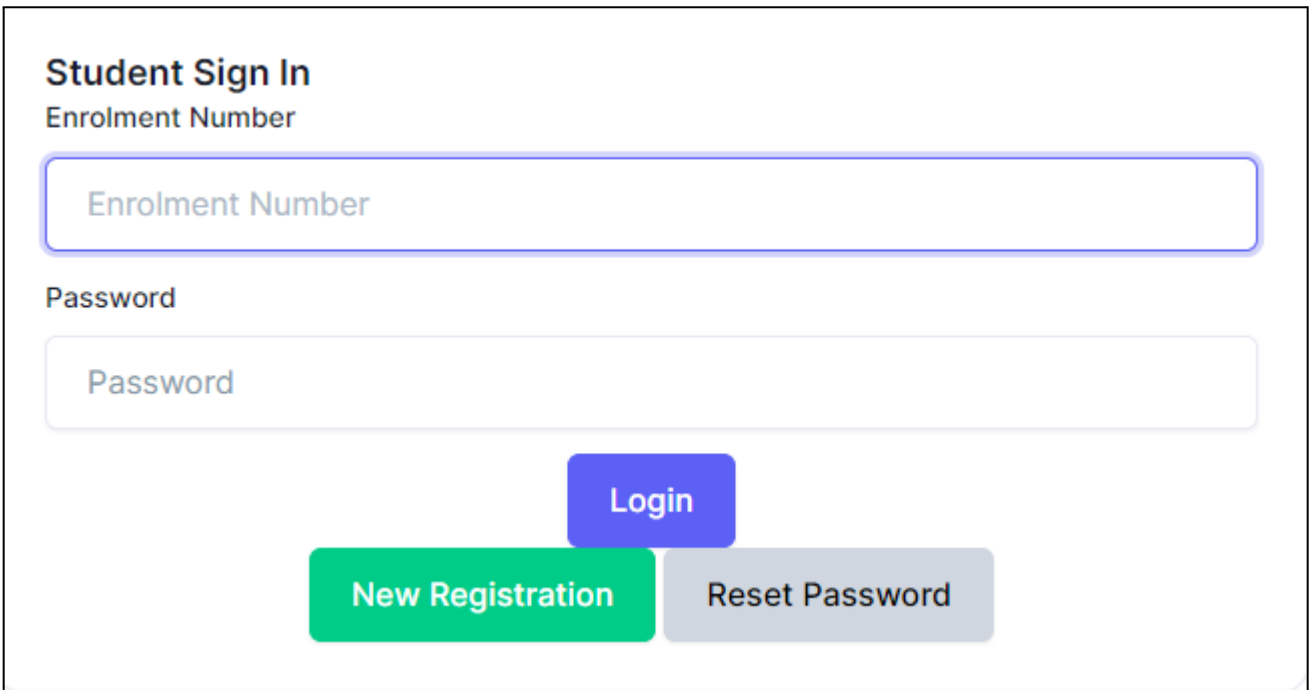
**[New Student Registration \(Self-Registration\)](#)**

## Introduction

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

## Login

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



The screenshot displays the 'Student Sign In' interface. At the top, the title 'Student Sign In' is followed by the label 'Enrolment Number'. Below this is a text input field with a light blue border and the placeholder text 'Enrolment Number'. Underneath the first field is the label 'Password', followed by another text input field with a light gray border and the placeholder text 'Password'. At the bottom of the form, there are three buttons: a blue 'Login' button positioned centrally, a green 'New Registration' button to its left, and a light gray 'Reset Password' button to its right.

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

### 1. Login

- a. Registered students can directly log in using their login credentials for the portal.

## 2. New Registration

- a. Students doing first-time registration have to click on the “New Registration” option to generate their login credentials.

## 3. Reset Password

If a student forgets his/her password, they can reset it by using the “**Reset password**” option.

## New Student Registration

**Step 1.** Students can register themselves by clicking on the “**New Registration**” button. After that, the following details need to be selected/entered:

- Select Programme
- Name (as on ID card)
- Enrollment Number
- Fill in the Captcha.

Student Registration Form

Select Programme

Select

Name (as on ID card)

Enrolment Number

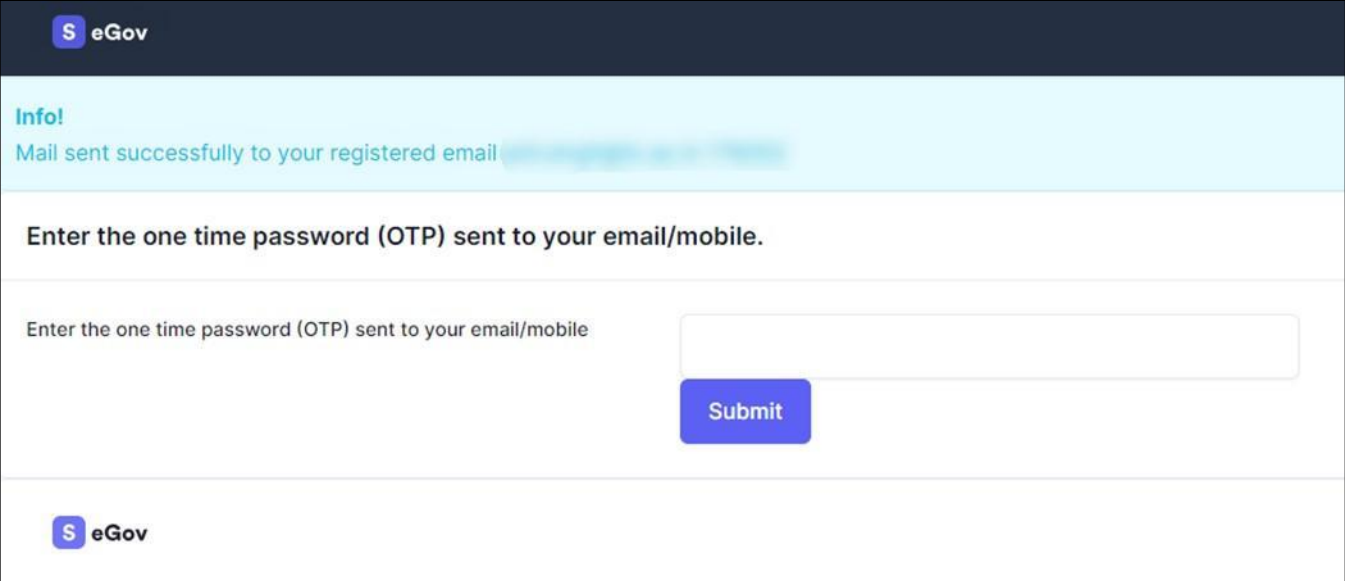
637785

Click on the text to change

Submit

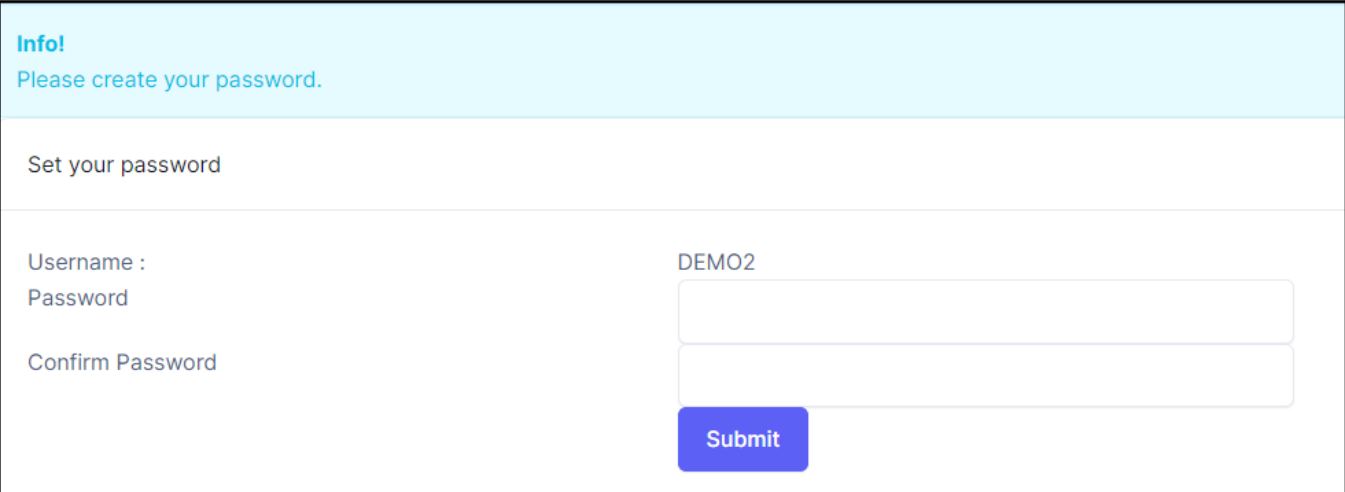
Then Click on the **Submit** button

After successful verification of the details, an OTP will be received via Mail/SMS. Once the OTP is filled, click on the 'Submit' button to proceed further.



The screenshot shows the eGov interface for OTP verification. At the top, a dark blue header contains the 'eGov' logo. Below it, a light blue banner displays an 'Info!' message: 'Mail sent successfully to your registered email'. The main section has a heading 'Enter the one time password (OTP) sent to your email/mobile.' followed by a text input field with the same label. A blue 'Submit' button is positioned to the right of the input field. The footer features the 'eGov' logo again.

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

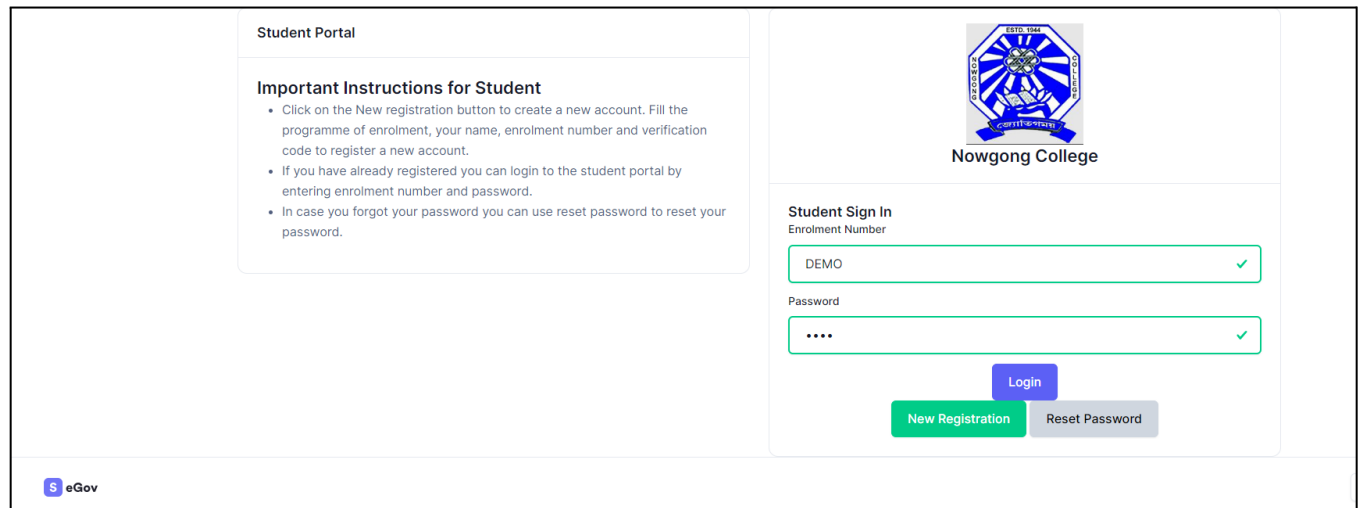


The screenshot shows the eGov interface for creating a password. A light blue banner at the top contains an 'Info!' message: 'Please create your password.' Below this, the heading 'Set your password' is displayed. The form includes three input fields: 'Username :' with the value 'DEMO2', 'Password', and 'Confirm Password'. A blue 'Submit' button is located at the bottom right of the form.

Then click on the **Submit** button


## Step 2: Log in to the Student Portal:

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



The screenshot displays the 'Student Portal' interface. On the left, a box titled 'Important Instructions for Student' contains three bullet points: 1. Click on the New registration button to create a new account. Fill the programme of enrolment, your name, enrolment number and verification code to register a new account. 2. If you have already registered you can login to the student portal by entering enrolment number and password. 3. In case you forgot your password you can use reset password to reset your password. On the right, the 'Student Sign In' section features the Nowgong College logo (a blue shield with a book and 'ESTD 1944' text) and the college name. Below the logo are two input fields: 'Enrolment Number' with the value 'DEMO' and a green checkmark, and 'Password' with four dots and a green checkmark. A blue 'Login' button is positioned between these fields. At the bottom of the sign-in section are two buttons: a green 'New Registration' button and a grey 'Reset Password' button. The footer of the page shows the 'eGov' logo.

Student Portal
<p><b>Important Instructions for Student</b></p> <ul style="list-style-type: none"><li>Click on the New registration button to create a new account. Fill the programme of enrolment, your name, enrolment number and verification code to register a new account.</li><li>If you have already registered you can login to the student portal by entering enrolment number and password.</li><li>In case you forgot your password you can use reset password to reset your password.</li></ul>



**Nowgong College**

**Student Sign In**

Enrolment Number

Password

Login

New Registration Reset Password

eGov

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