Steps involved for the submission of semester fee:

1. Register on Samarth student portal (ddemgahv.samarth.ac.in)
2. Login into the account
3. Click on the fee option
4. Verify fee details
5. Submit through the online system.
6. Submission
7. After Submission
1. Register/Login onto Samarth student portal (ddemgahv.samarth.edu.in)

Go to the below-mentioned link.
**ddemgahv.samarth.edu.in**

i. Please click on the New Registration button to register in the Student Portal.

![New Registration button](image1)

b. Please fill up the registration form with the valid details.

![Registration form](image2)

d. Please enter the OTP received in your email in the OTP filed below and complete the registration process.

![OTP entry](image3)
e. Please enter your desired password and select the Submit button.

![Password Entry](image1)

f. After successfully registering in the portal, please log in using the registered Enrollment Number and Password.

![Login](image2)

g. In case to reset the password, click on the Reset Password button.

![Reset Password](image3)
2. Log in to your account using Enrollment no. and password
3. Click on Fee option
4. Verify fee details
5. **Submit through payment gateway**

6. **Final Submission**

   After successful submission take the printout of the fee slip for future reference.
### Demo University

<table>
<thead>
<tr>
<th>Name</th>
<th>Enrolled Number</th>
<th>Organizational Unit (Department)</th>
<th>Department of (Field)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td>MASTER</td>
<td>Program Type</td>
<td>DEGREE</td>
</tr>
<tr>
<td>Adminstrative (Nar. Cycle)</td>
<td>2023-JULY</td>
<td>Roll Number</td>
<td>104</td>
</tr>
<tr>
<td>Email</td>
<td>Demo email</td>
<td>Phone</td>
<td>Demo phone no</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fee term: J 2 SEMESTER</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fee Session: 2021-JANUARY</td>
</tr>
</tbody>
</table>

**Fee Details**

- Fee to be paid: INR 5400.00
- Total Amount to be paid: INR 5400.00

**Payment Details**

<table>
<thead>
<tr>
<th>System Order ID</th>
<th>Transaction ID</th>
<th>Payment Date</th>
<th>Status</th>
<th>Mode of Payment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1188</td>
<td>DUR7443333</td>
<td>2021-04-01 00:00:00</td>
<td>CREDIT</td>
<td>ABF COLLECT</td>
<td>INR 5400.00</td>
</tr>
</tbody>
</table>

System reference number: 1234

- Fee Status: VERIFIED
- Submitted At: 2021-04-02T00:00:00
User Manual for the Course Selection and Examination Form Submission through Student Portal

Introduction

This document is the reference for students, for Course selection and online submission of Examination form through Samarth student portal.
Login

Step 1: Open the Student Portal link, the homepage will appear as below:

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

1. **Login**
   a. Already registered students can directly login using their login credentials of the portal

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

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

**New Student Registration**
Step 1. students can register themself by clicking on the “New Registration” Button,

After that, the following details need to be selected/entered by the students:

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

Then, click on the Submit button.

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

- Mobile Number
- Email Address
  (These details must be correct to receive OTP via mail)
Then, click on the Submit button.

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

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

Then, click on the Submit button.
Note: The students need to note down the username for further use.

Course Selection Process

For selection of the courses, students need to follow the below mentioned steps:

**Step 1:** Login to Student Portal with valid credentials

![Login Screen]

**Step 2:** After successful login, the student will be redirected to the dashboard. Then the students need to click on **CLICK HERE** button to view/select the courses related to their respective programme.

![Dashboard Screen]
Step 3: After that, a new window will appear. Here, students can view their courses and also select their courses.

To select the courses, students need to click on the **Click here to select your courses** button.

Step 4: After clicking on the button, students need to select the courses from the dropdown lists. Then, click on the **Submit** button.
Step 5: After clicking on the “Submit” button, students will be able to preview the list of selected courses.

In that, Students can update their courses selection by clicking on “Update Course Selection” button.

Step 6: Then, click on “Submit course selection” button to finally submit the selected course.
Step 7: A pop-up window will appear for confirmation of selected courses. On that, click on the “OK” button.
### Your Course Selections

<table>
<thead>
<tr>
<th>S.No</th>
<th>Course Code</th>
<th>Name of Course</th>
<th>Category</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12033903</td>
<td>SOFT SKILLS</td>
<td>ELECTIVE</td>
<td>4.00</td>
<td>5 SEMESTER</td>
</tr>
<tr>
<td>2</td>
<td>62035919</td>
<td>MEDIA AND COMMUNICATION SKILLS</td>
<td>ELECTIVE</td>
<td>6.00</td>
<td>5 SEMESTER</td>
</tr>
<tr>
<td>3</td>
<td>52417504</td>
<td>FINANCIAL REPORTING &amp; ANALYSIS</td>
<td>COMPULSORY</td>
<td>6.00</td>
<td>5 SEMESTER</td>
</tr>
<tr>
<td>4</td>
<td>52417502</td>
<td>PRINCIPLES OF MARKETING (B. COM)</td>
<td>COMPULSORY</td>
<td>6.00</td>
<td>5 SEMESTER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Credit</td>
<td></td>
<td>22</td>
<td></td>
</tr>
</tbody>
</table>

### Submit your course selection

Please check and verify your course selection before submission. No modification will be allowed once submitted.

In case you are not able to find your course(s), please contact the Nodal Officer of your College/Department.
After successful completion of the course selection a new window will appear with the message that “Courses submitted successfully”.

<table>
<thead>
<tr>
<th>#</th>
<th>Code</th>
<th>Title</th>
<th>Term</th>
<th>Selection Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>52051122</td>
<td>HINDI-B</td>
<td>1 SEMESTER</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>52413302</td>
<td>COMPUTER APPLICATIONS IN BUSINESS (PRACTICAL)</td>
<td>3 SEMESTER</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>52414303</td>
<td>COMPANY LAW</td>
<td>3 SEMESTER</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>52414304</td>
<td>INCOME TAX LAW AND PRACTICE</td>
<td>3 SEMESTER</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>52031901</td>
<td>English Language Through Literature (English -A)</td>
<td>4 SEMESTER</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>52413402</td>
<td>INVESTING IN STOCK MARKETS</td>
<td>4 SEMESTER</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>52417602</td>
<td>PRINCIPLES OF MARKETING (B. COM)</td>
<td>5 SEMESTER</td>
<td>JULY 2021</td>
</tr>
<tr>
<td>18</td>
<td>62035919</td>
<td>MEDIA AND COMMUNICATION SKILLS</td>
<td>5 SEMESTER</td>
<td>JULY 2021</td>
</tr>
<tr>
<td>19</td>
<td>52417604</td>
<td>FINANCIAL REPORTING &amp; ANALYSIS</td>
<td>5 SEMESTER</td>
<td>JULY 2021</td>
</tr>
<tr>
<td>20</td>
<td>12033903</td>
<td>SOFT SKILLS</td>
<td>5 SEMESTER</td>
<td>JULY 2021</td>
</tr>
</tbody>
</table>
Examination Form Filling

For Examination form filling students need to click on the Home button.

**Step 1:** Then click on “Examination” and then click on “Registration”.

In that, students can see the active examination sessions.

Students need to open their examination form by clicking on the “CLICK HERE” button below their programme.

**Step 2:** In a new window, examination form will appear and student needs to fill the following details:

- PWD Status (YES/NO)
- Disability Percentage (If YES)
- Need of scribe in the Examination (If YES)
- Courses from the list by clicking on Checkbox of Action section

Then click on the Submit button.
Step 3: In the above window students can select the **Regular courses** of their respective programmes.

A preview window of the form will appear where students can update their courses before the payment of the examination fee (if required).

Step 4: Click on the “SUBMIT” button to proceed further.
Roll Number: DEMO
Email: demoe@example.com
Phone: 9999999999

Examination Session: NOVEMBER-DECEMBER 2021
Examination Type: REGULAR
Reference Number: 1026

Examination Mode: EXAMINATION
PWD Applicable: Not Applicable
Scribe Required: NO

Course(s) Selected

<table>
<thead>
<tr>
<th>S.No</th>
<th>Course Code : Name</th>
<th>Course Credit(s)</th>
<th>Term</th>
<th>Classification</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>524176502 : PRINCIPLES OF MARKETING (B. COM)</td>
<td>6.00</td>
<td>5 SEMESTER</td>
<td>THEORY</td>
<td>REGULAR</td>
</tr>
<tr>
<td>2</td>
<td>62035919 : MEDIA AND COMMUNICATION SKILLS</td>
<td>6.00</td>
<td>5 SEMESTER</td>
<td>THEORY</td>
<td>REGULAR</td>
</tr>
<tr>
<td>3</td>
<td>52417694 : FINANCIAL REPORTING &amp; ANALYSIS</td>
<td>6.00</td>
<td>5 SEMESTER</td>
<td>THEORY</td>
<td>REGULAR</td>
</tr>
<tr>
<td>4</td>
<td>12039903 : SOFT SKILLS</td>
<td>4.00</td>
<td>5 SEMESTER</td>
<td>THEORY</td>
<td>REGULAR</td>
</tr>
</tbody>
</table>

Examination fee details

<table>
<thead>
<tr>
<th>S.No</th>
<th>Fee Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Minimum fee for SEMESTER 5 course(s)</td>
<td>INR 400</td>
</tr>
<tr>
<td>2</td>
<td>Statement of marks fee</td>
<td>INR 100</td>
</tr>
<tr>
<td>3</td>
<td>Examination form fee</td>
<td>INR 10</td>
</tr>
<tr>
<td></td>
<td>Total fee</td>
<td>INR 510</td>
</tr>
</tbody>
</table>

The above information is true and correct to the best of my knowledge. I will be responsible for any wrong information provided by me.