

# User Manual for Verification of Examination Forms

<u>Introduction</u>	2
<u>Steps Involved</u>	2-5

# Introduction

This document is the reference for the admin, to verify the courses of the particular Student for the Examination Forms by administrative account.

## Steps Involved

### Login

**Step 1:** Open the universities production portal link, the homepage will appear as below:

**Samarth eGov**  
Top ICT Initiatives of MoE

### Request verification code to Sign In

Please enter your username, password and then click on request verification code button .

Username \*

Password \*

Captcha Verification

pkvex Type the text

Click on the text to change

Remember Me

[Proceed](#)

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

### About Samarth eGov Suite

- Samarth is an Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions.
- Samarth eGov Suite is operating systems agnostic. All you need is a browser to access and operate the application modules. Quick deployment and easy data migration make for fast adoption.

Get Started - Video Guide

Samarth Introductory Video

Copy link

Watch on YouTube

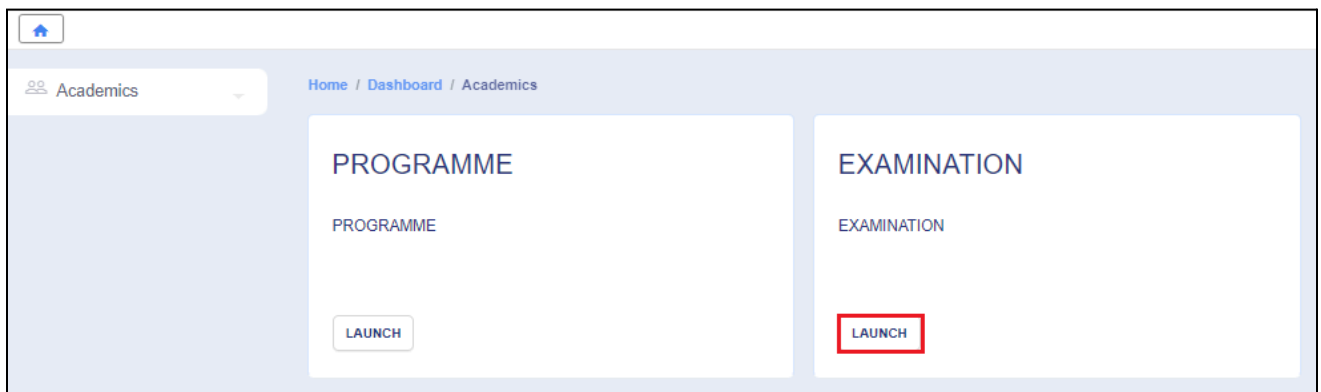
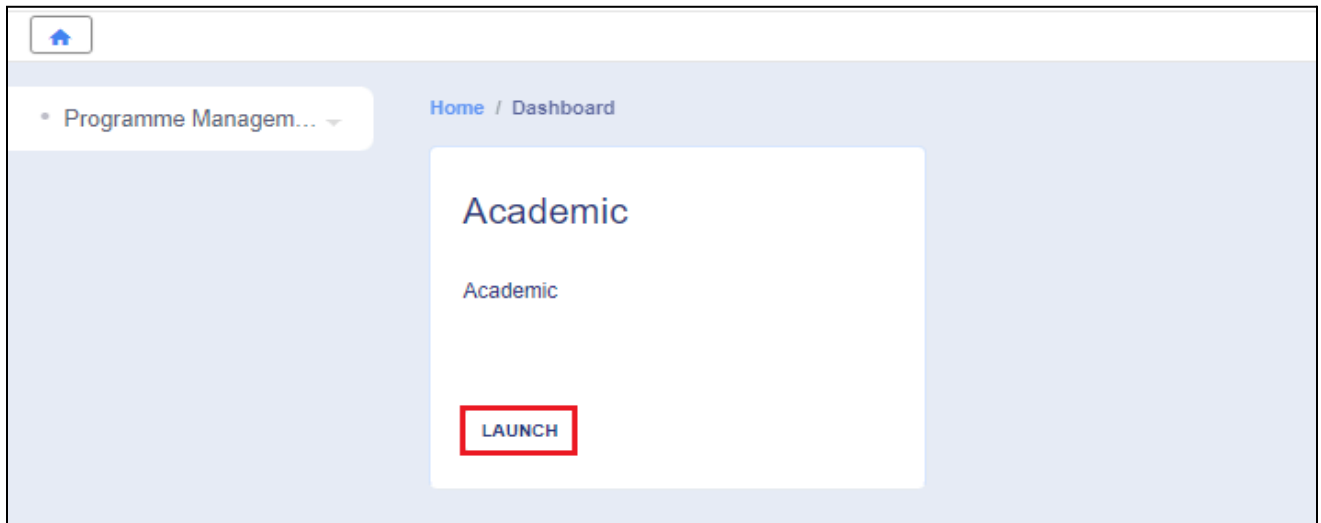
### Useful Links

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

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**Step 2:** Admin (Administrative Account) needs to log in with their valid login credentials by user name, password, and captcha verification.

**Step 3:** After that, the admin needs to launch the Academic section and then launch the Examination section by clicking on the “LAUNCH” button.



**Step 4:** Now, Admin needs to select the active Examination Session by clicking on the particular examination session.

Home / Examination

## Examination

Showing 1-3 of 3 items.

#	Code	Session Name	Academic Year	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="text"/>
1	2022-2023-July:REGULAR	2020-21 DECEMBER	2022-2023	Active
2	2022-2023-July 22:REGULAR	july2022	2022-2023	Active
3	2021-2022-July:REGULAR	Nov./Dec.2021	2021-2022	Active

**Step 5:** Then, Admin needs to launch the “Students” section by clicking on the “Launch” button.

Home / Examination / 2021-2022-July:REGULAR

### QUESTION PAPER MANAGEMENT

MANAGE QUESTION PAPER

### STUDENTS

MANAGE STUDENTS

**Step 6:** After that, Admin needs to launch the “ADD PROGRAMME EVALUATORS” by clicking on the “Launch” button.

Home / Examination / 2022-2023-2022-23 July:REGULAR / Students

### ALL STUDENTS

ALL STUDENTS

### PROGRAMME WISE

PROGRAMME WISE

### COURSE WISE

COURSE WISE

### ALL APPLICATIONS

APPLICATIONS

**Step 7:** Now, Admin needs to click on the Course verification button present on the right side of the particular programme and then update the Status of the courses in the Examination form of the students as HOLD/DEBARRED/VERIFIED. After that “Submit” the responses.

Also, the admin can verify the courses in the Examination in a bulk manner by clicking on the check box against “Verify All”.

Home / Examination / 2022-2023-2022-23 July-REGULAR / Students / All Programmes in Session

### All Programmes in Session

Showing 1-4 of 4 items.

#	Programme	Term	Bulk Operations	Actions
	Select Programme			
1	B.Tech Elect : Bachelor of Technology(Electrical Engineering)	1 SEMESTER	Course Selection <b>Course Verification</b>	
2	PHIN : Ph.D in Informatics	1 SEMESTER	Course Selection Course Verification	
3	BLAWDEMO : Bachelor of Law(DEMO)	1 SEMESTER	Course Selection Course Verification	
4	BPAT : Bachelor of Performing Arts(TABLA)	1 SEMESTER	Course Selection Course Verification	

### Bulk Course Verification B.Tech Elect : Bachelor of Technology(Electrical Engineering)

Bulk course verification for Applications in submitted state

**Submit**

S.No  **Verify All**

<b>Name</b>	Student Name7	<b>Enrolment Number</b>	1100721	<b>Organizational unit (Campus)</b>	: SPCE
<b>Level</b>	BACHELOR	<b>Program Type</b>	DEGREE	<b>Delivery Mode</b>	Face to face
<b>Admission (Year-Cycle)</b>	2022-JULY	<b>Roll Number</b>	1100721		
<b>Email</b>	amit.bimal@samarth.ac.in	<b>Student Ph. No.</b> <b>Mother Ph. No.</b> <b>Father Ph. No.</b> <b>Guardian Ph. No.</b>	987311725 9999999999 9000000001 9999999999		
<b>Mother Name</b> <b>Father Name</b> <b>Guardian Name</b>	Mother Name Father Name student1 gurdian name	<b>Correspondence Address</b>	correspondance address line 1 correspondance address line 2 Correspondance District Correspondance State	<b>ABC ID</b>	
<b>Submission Date : Jun 7, 2023, 1:03:41 PM</b>			<b>Current Status : VERIFIED</b> <input checked="" type="checkbox"/> <b>HOLD</b> <input type="checkbox"/> <b>DEBARRED</b> <input type="checkbox"/> <b>VERIFIED</b> <input checked="" type="checkbox"/>		
<b>Examination Session : 2022TESTINGSESSION</b>		<b>Examination Type : REGULAR</b>	<b>Reference Number : 18</b>		
<b>Examination Model : EXAMINATION</b>		<b>PWD Applicable : NO</b>	<b>Scribe Required : NO</b>		
<b>Course(s) Selected</b>					
S.No	Course Code : Name (Maximum Credit)	Term	Type	Attendance	Status
1	BS-BT101 : Differential Calculus & Complex Numbers (SP) (4.00)	1 SEMESTER	REGULAR	Not Configured	VERIFIED <input checked="" type="checkbox"/> <b>HOLD</b> <input type="checkbox"/> <b>DEBARRED</b> <input type="checkbox"/> <b>VERIFIED</b> <input checked="" type="checkbox"/>
2	2520 : Cost accounting (4.00)	1 SEMESTER	REGULAR	Not Configured	VERIFIED <input checked="" type="checkbox"/> <b>HOLD</b> <input type="checkbox"/> <b>DEBARRED</b> <input type="checkbox"/> <b>VERIFIED</b> <input checked="" type="checkbox"/>

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