

OFFICE OF THE CONTROLLER OF EXAMINATIONS ::DARRANG COLLEGE (AUTONOMOUS):: TEZPUR

Ref.: DC(A)/COE/25/ 019

Dated- 06-11-2025

NOTICE

FYUGP 1st Semester Course Registration

This is to inform all the FYUGP 1st Semester students that the **Course Registration** for the upcoming Final Examination will start from 06-11-2025 to 11.00 p.m. of 09-11-2025.

All the students are asked to carefully follow the guidelines for course registration, which is published on the college website/notice board.

Please note that completing the course registration within the stipulated time is mandatory. **Failing to do so will debar you from appearing in the End Semester Examination 2025 scheduled in the last week of November.**

Details guidelines for new registration and course selection is attached.

Treat this matter as urgent.

Official portal for Course Registration:
darrangcollege.samarth.edu.in

Copy to the:

1. Principal, for information.
2. Vice Principal, for information.
3. All Notice boards.
4. College Website.
5. File.



Controller of Examinations
Darrang College, (Autonomous), Tezpur

Controller of Examination
Darrang College (Autonomous)
Tezpur, Assam



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Darrang College (Autonomous)
Tezpur, Assam



User Manual for Registration at the Student Portal

[Introduction](#)

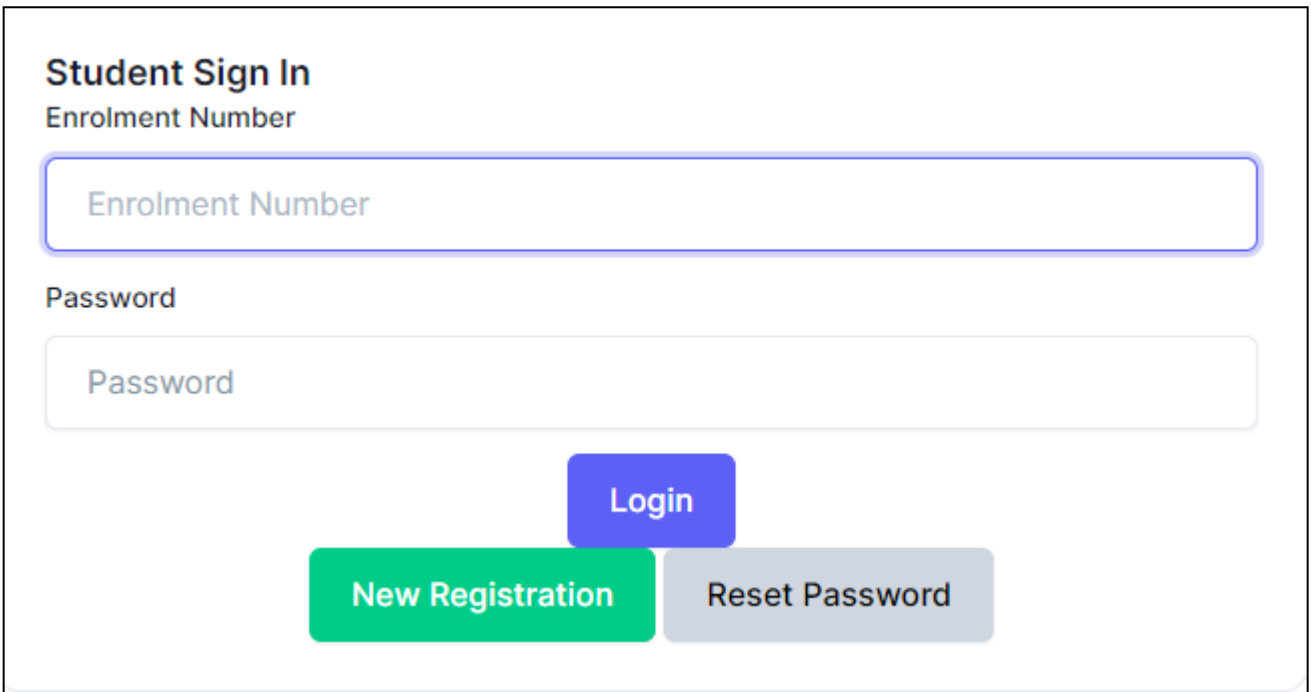
[New Student Registration \(Self-Registration\)](#)

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

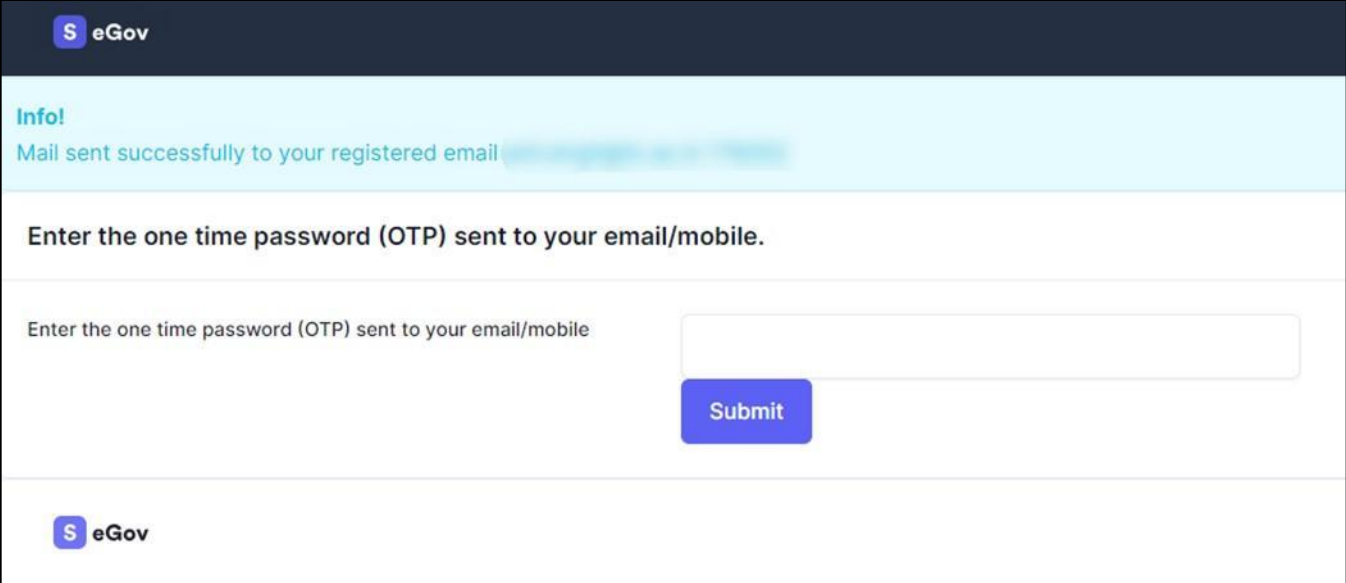
637785

Click on the text to change

Submit

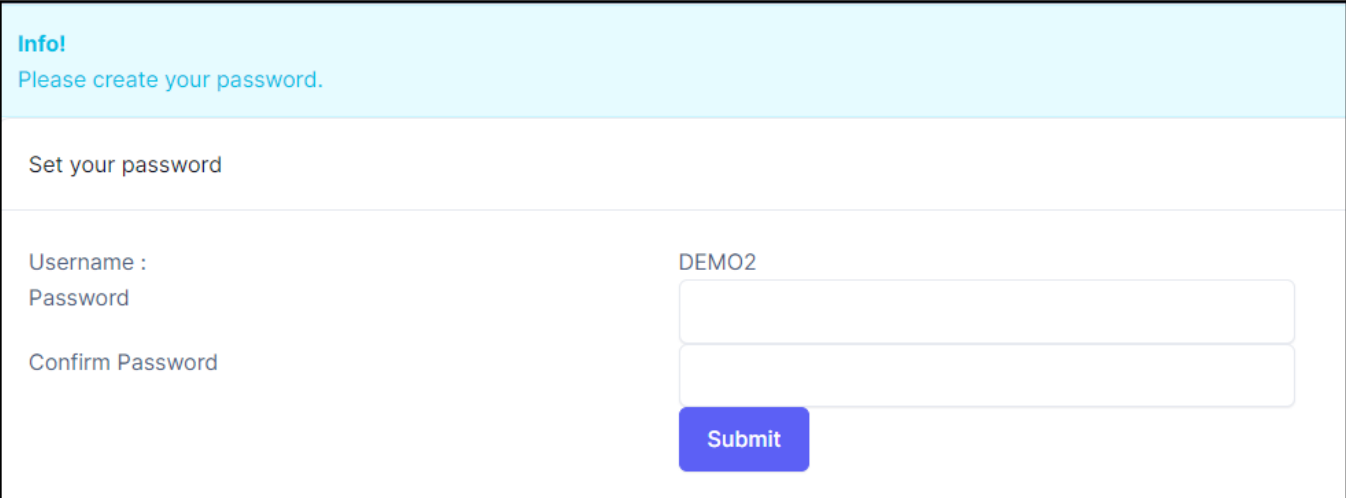
Then Click on the **Submit** button

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 [redacted]'. 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.

Student Portal

Important Instructions for Student

- 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.
- If you have already registered you can login to the student portal by entering enrolment number and password.
- In case you forgot your password you can use reset password to reset your password.

Student Sign In
Enrolment Number

DEMO ✓

Password

.... ✓

Login

New Registration Reset Password

eGov

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

User Manual for Course Selection at the Institution Student Portal

This user manual provides step-by-step guidance for students to select their courses through the Institution Student Portal. It outlines the process of accessing the portal, viewing available courses, and submitting course selections as per the programme and academic guidelines. Following these steps will help students complete their course selection accurately and without difficulty.

Activity - Course Selection:

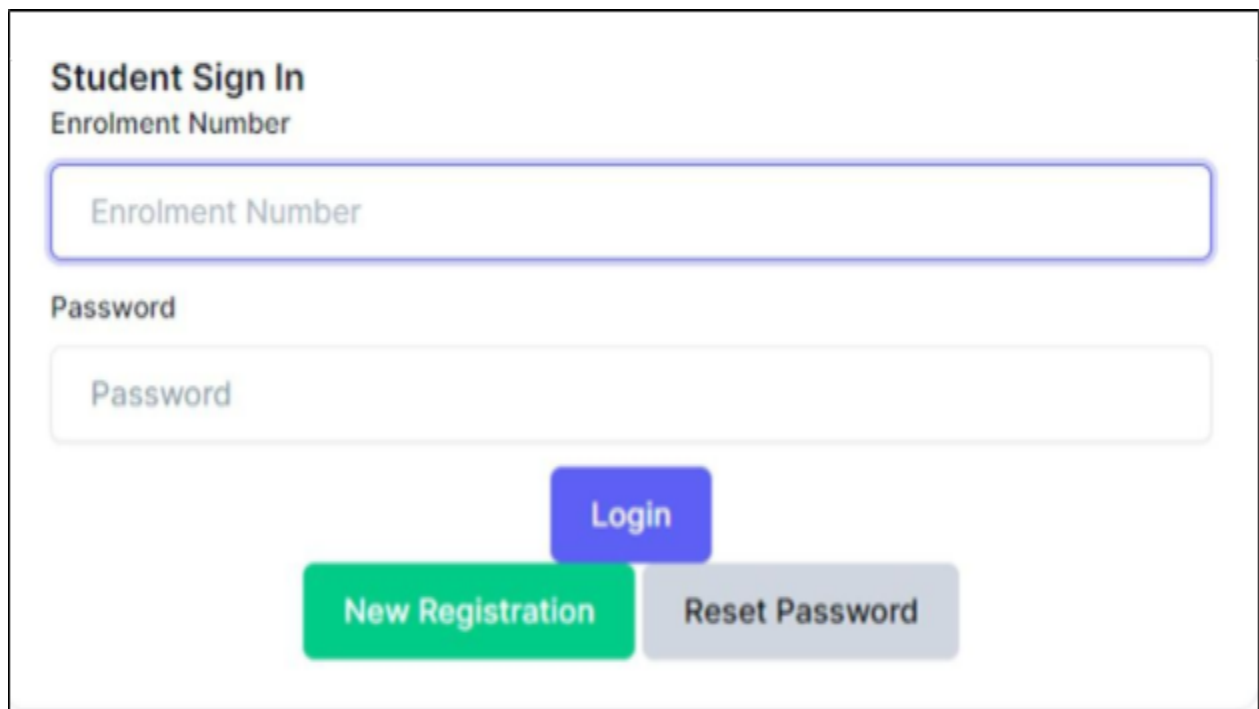
In this activity, Students need to select the papers/courses opted for the current semester.

For more details on the Examination policy, please visit the Institution website.

Steps to Complete Activity 1 - Course Selection

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

Students can mention their Enrolment number and Password and then click on the Login button.



The image shows a 'Student Sign In' form. It has a title 'Student Sign In' in bold. Below the title are two input fields: 'Enrolment Number' and 'Password'. The 'Enrolment Number' field is highlighted with a blue border. Below the input fields are three buttons: 'Login' (blue), 'New Registration' (green), and 'Reset Password' (grey).

Student Sign In
Enrolment Number

Enrolment Number

Password

Password

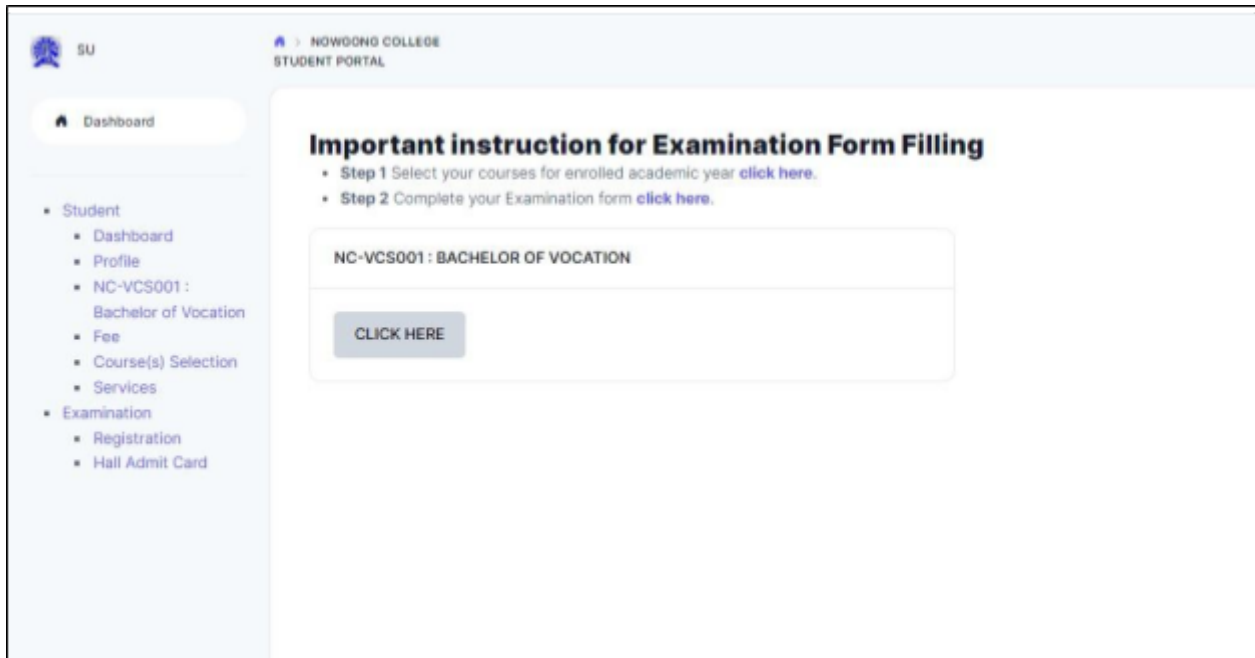
Login

New Registration

Reset Password

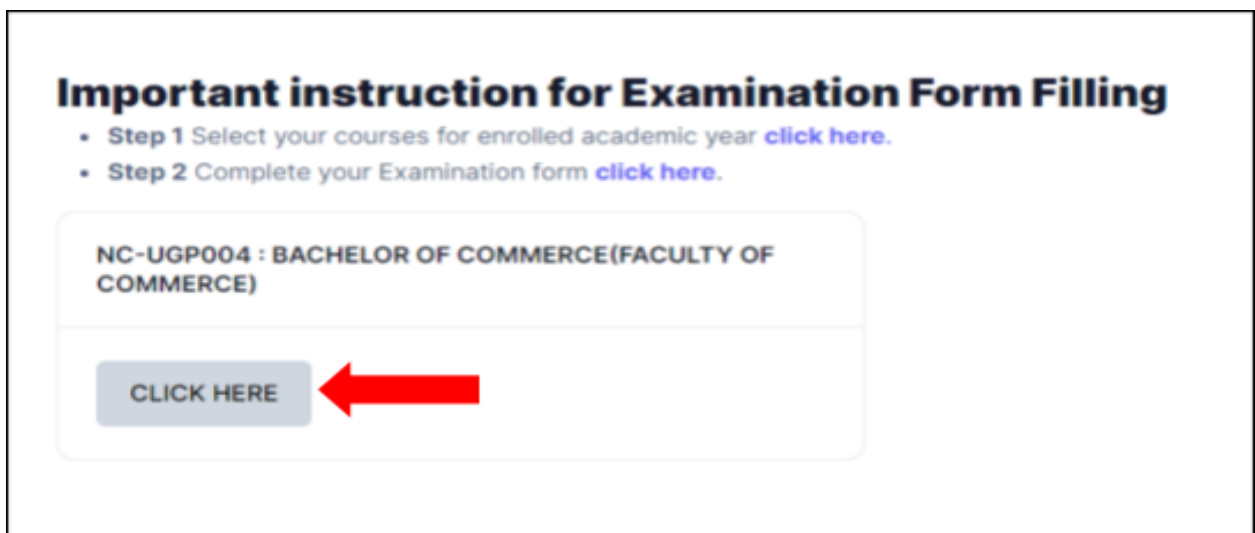
Step 2: Student Dashboard:

Once the student successfully logs in to the student portal, the dashboard will be shown, following which, the student can see the respective programme which has been allocated to him/her.



Step 3: Course Selection for the Respective Programme:

Students can Click on the **CLICK HERE** button for course selection.



Students need to check the programme details and then click on the [Click here to select your courses](#) button.

NC-VCS001 : Bachelor of Vocation

Name	DEMO	Enrolment Number	DEMO
Level	BACHELOR	Examination Roll Number	DEMO
Admission (Year-Cycle)	2023-JULY	Admission Quota	OBC
ABC ID	!! Action required click here to link/create your ABC Account		

You can apply for course selection in SEMESTER 1 of NC-VCS001 : Bachelor of Vocation

Click here to select your courses

Step 4: Course Selection Section:

Students need to select the courses/papers for the first semester from the drop-down and click on **SUBMIT** button.

Course Selection Section

Enrolment Number:	DEMO	Programme	NC-VCS001 : Bachelor of Vocation	Session	2023-JULY	Reference Number:	Category : OBC
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Courses Selection for SEMESTER 1

S.No	Option Type	Course Code - Course Name (Credit)
1	MAJOR	MULTI-WAY-1014 - Basic anatomy & physiology (4.00)
2	MINOR	MULTI-WAY-1014 - General Microbiology (4.00)
3	INTERDISCIPLINARY COURSE	ARAB-100-1014 - Arabic Learning I (4.00)
4	SKILL ENHANCEMENT COURSE	BOTAN-SEC-1014 - Nursery and Gardening (4.00)
5	ABILITY ENHANCEMENT COURSE	HIND-ACC-1012 - Vyakaran Evam Vyakharik Hindi (2.00)
6	VALUE ADDED COURSE	Select maximum 4 credit. You have selected 4 credit, remaining selection 0 credit. ☒ ENOC-VAC-1012 - Environmental Science (2.00) ☒ NASS-VAC-1012 - National Service Scheme (2.00) ☐ LBBY-VAC-1012 - Understanding India (2.00) ☐ SUBJ-VAC-1012 General - for Emerging Future (Online) (2.00) ☐ ENAGP-VAC-1012 General - Philosophy, Science and Religion, Religion & Science (Online) (2.00) ☐ MATH-VAC-1012 General - Modern Thinking (Online) (2.00)

Submit

Activate Windows
Go to Settings to activate Windows.

Step 5: Update Course Selection Section:

When the student clicks on the **Submit** button, the dashboard is shown and if the student wants to update the selected courses/papers, he/she can click on the **Update course selection** button. If this is not required, then the student will click on the **Submit course selection** button.

Update Course Selection

Course selection for NG-VG001 : Bachelor of Vocation

Enrollment Number	SEM2	Programme	NG-VG001 : Bachelor of Vocation	Session	2023-JULY	Reference Number : 1	Category : OBC
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Your Course Selections

S.No	Course Code	Name of Course	Credits	Term
1	MBL7-MAJ-1014 : MAJOR	Basic anatomy & physiology	4.00	1 SEMESTER
2	MBL7-MIN-1014 : MINOR	General Microbiology	4.00	1 SEMESTER
3	ABAB-IOC-1014	Audio Learning I	4.00	1 SEMESTER
4	BOT4-SEC-1014	Nursery and Gardening	4.00	1 SEMESTER
5	HRM0-REC-1012	Vyakarnam Even Vyasaaharsh Kindi	2.00	1 SEMESTER
6	ENV0-VNC-1012	Environmental Science	2.00	1 SEMESTER
7	NASS-VNC-1012	National Service Scheme	2.00	1 SEMESTER
Total Credit			22	

Submit your course selection

Update Course Selection

Submit course selection

Activate Windows

Go to Settings to activate Windows

After clicking on the **Submit course selection** button, the courses will be submitted successfully and a pop-up message (*Courses submitted successfully*) appears on the dashboard.

Help! Courses submitted successfully click here								
HC-V0001 - Bachelor of Vocation								
Name	NAME	Enrollment Number	ENROLL	Registration unit (Automatic College Stamp)	N/A (No registration (Automatic))			
Level	BACHELOR	Enrollment Roll Number	ENROLL	Entry Mode	Face to face			
Admission (Year-Cycle)	2021-JULY	Admission Cycle	2021	Description	MCT (MCT) MCT (MCT)			
ABC ID	If Action required click here to link/create your ABC Record							
My Courses								
#	CODE	TITLE	CATEGORY	CREDITS	TERM	CYCLE		
1	MSLT-MSLT-1013	Basic anatomy & physiology	COMPULSORY	4.00	1 SEMESTER	JULY 2021		
2	MSLT-MSLT-1014	General Microbiology	COMPULSORY	4.00	1 SEMESTER	JULY 2021		
3	MSLT-1015-1014	Academic Learning-I	ELECTIVE	4.00	1 SEMESTER	JULY 2021		
4	MSLT-1016-1014	Herbary and Gardening	COMPULSORY	4.00	1 SEMESTER	JULY 2021		
5	MSLT-1017-1012	Phytoscan from Phytoscan Book	COMPULSORY	2.00	1 SEMESTER	JULY 2021		
6	MSLT-1018-1012	Environmental Science	ELECTIVE	2.00	1 SEMESTER	JULY 2021		
7	MSLT-1019-1012	National Service Scheme	ELECTIVE	2.00	1 SEMESTER	JULY 2021		