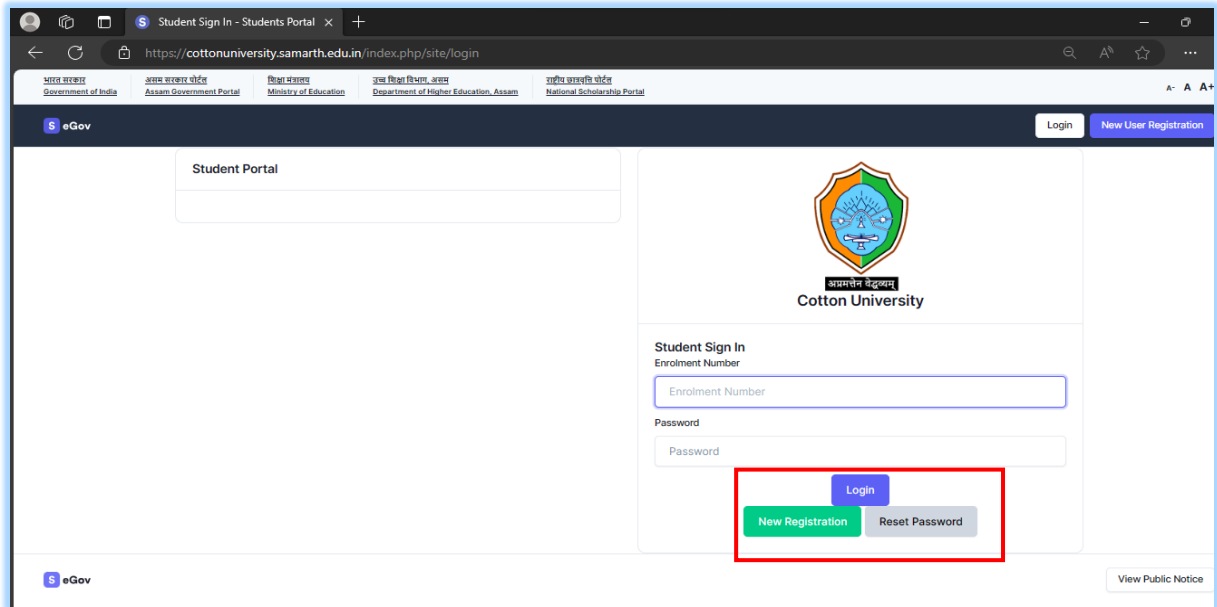


❖ How to Open Student Portal

✓ **Step-1:** Open *Samarth* Student Portal URL

URL: <https://cottonuniversity.samarth.edu.in>



On the Student Portal Homepage, students will be able to see three options as follows:

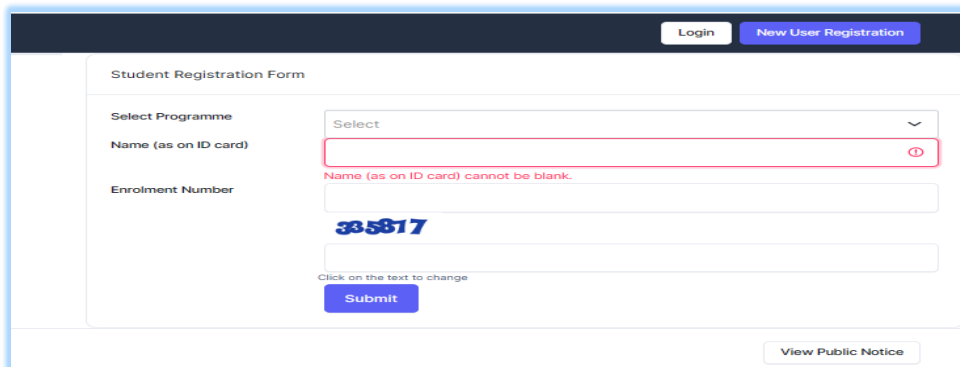
- Option-I (**Login**): Already registered students can directly login using their login credentials of the portal.
- Option-II (**New Registration**): Students doing first-time registration have to click on the „New Registration“ option to generate their login credentials (See Next Page).
- Option-III (**Reset Password**): If a student forgets his/her password they can reset it using the „Reset Password“ option.

New Student Registration (Self-Registration)

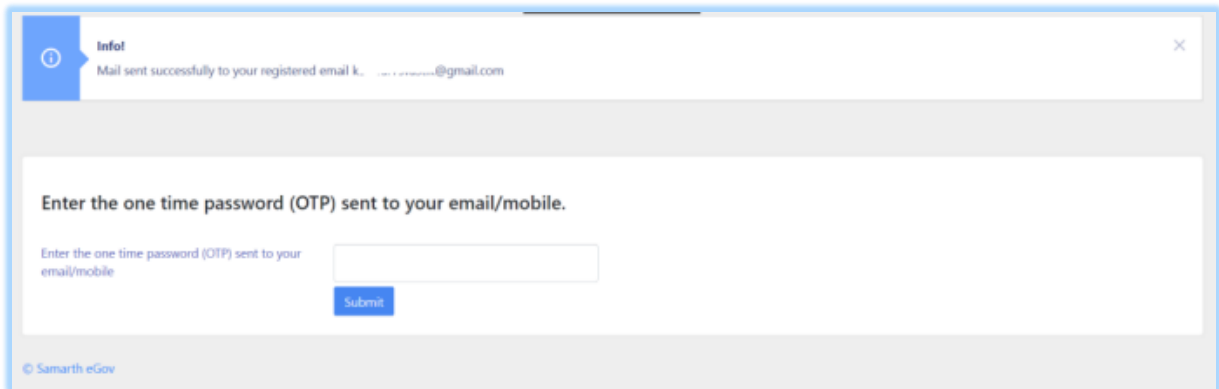
✓ **Step 1:** Students can register themselves by clicking on the ‘New Registration’ Button (on Home page screen).

✓ **Step-2:** After that, the following details need to be selected/entered by the students:

- Select correct Programme
- Enter Your Name (as on ID card)
- Enter Your Enrolment ID (Ex: 2311012011)
- Click on Submit button

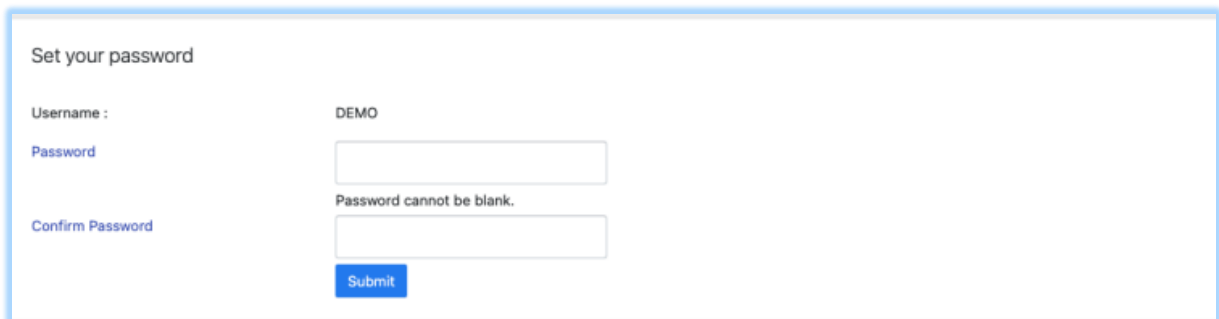


✓ **Step-3:** A new window will appear. Enter the OTP Received.



The screenshot shows a web browser window with a blue header bar. On the left, there is an information icon and the word "Info!". To the right, it says "Mail sent successfully to your registered email k.@gmail.com". The main content area has a heading "Enter the one time password (OTP) sent to your email/mobile." Below this, there is a text input field with the placeholder text "Enter the one time password (OTP) sent to your email/mobile" and a blue "Submit" button. At the bottom left, there is a copyright notice "© Samarth eGov".

✓ **Step 4:** Once OTP is verified, students need to set a password for their login in a new window. In case OTP is not received, please disable DND service of your service provider (Airtel/Jio etc.)



The screenshot shows a web browser window with the heading "Set your password". It contains three input fields: "Username :" with the value "DEMO", "Password" (which is currently empty), and "Confirm Password" (which is also empty). Below the "Password" field, there is a message "Password cannot be blank." At the bottom, there is a blue "Submit" button.

Then, click on the **Submit** button.

❖ Course (Paper) Selection

- ✓ **Step-1:** Open **Samarth** Student Portal URL

URL: <https://cottonuniversity.samarth.edu.in>

The screenshot shows the login page of the Cotton University Student Portal. The page features the university's logo and name at the top. Below the logo, there is a 'Student Sign In' section with two input fields: 'Enrolment Number' and 'Password'. A 'Login' button is positioned below these fields. To the left of the login section, there is a 'Student Portal' header. At the bottom of the page, there are buttons for 'New Registration' and 'Reset Password'. The page also includes a navigation bar with links to various government portals and a 'View Public Notice' link at the bottom right.

- ✓ **Step 1:** Login using their login credentials of the portal (if you are not registered please follows the registration manual to registered themselves).
- ✓ **Step-2:** Click on the button **Click here**

The screenshot shows the dashboard of the Cotton University Student Portal. The page title is 'COTTON UNIVERSITY STUDENT PORTAL'. On the left side, there is a navigation menu with options like 'Dashboard', 'Student', 'Profile', 'BSCBTN : Bachelor of Science(Hons) (BIOTECHNOLOGY)', 'Fee', 'Course(s) Selection', and 'Services'. The main content area displays the course name 'BSCBTN : BACHELOR OF SCIENCE(HONS) (BIOTECHNOLOGY)' and a 'CLICK HERE' button. A red arrow points from the 'CLICK HERE' button in this screenshot to the 'CLICK HERE' button in the next screenshot.

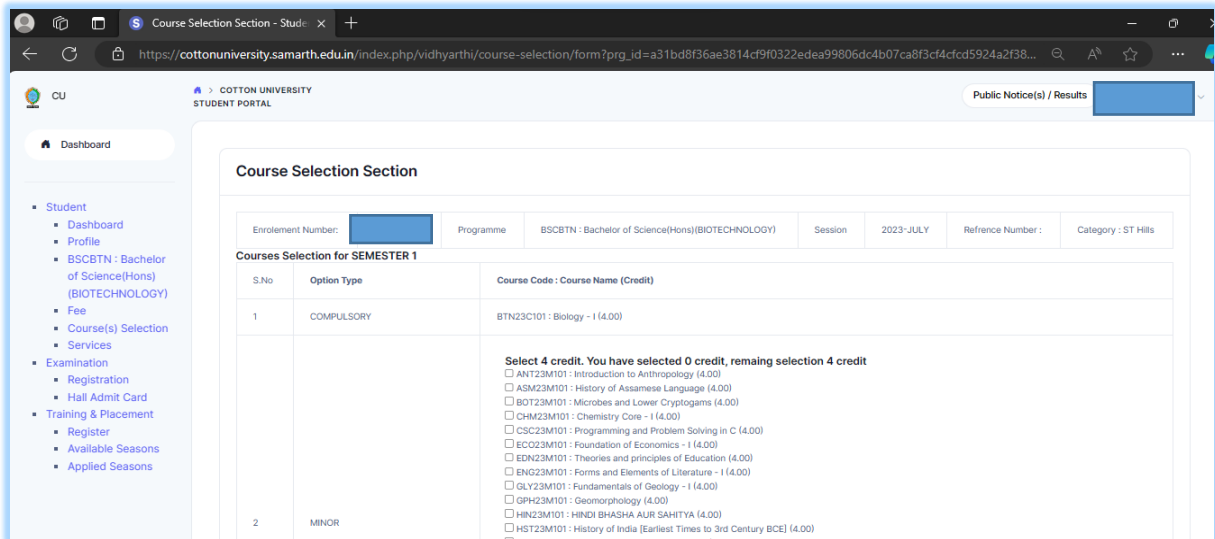
- ✓ **Step-3:** Click on the “Click here to select your course” button.

The screenshot shows the course selection page of the Cotton University Student Portal. The page title is 'COTTON UNIVERSITY STUDENT PORTAL'. On the left side, there is a navigation menu with options like 'Programme', 'Course Selection', and 'History Course Selection'. The main content area displays the course name 'BSCBTN : Bachelor of Science(Hons)(BIOTECHNOLOGY)' and a table with the following information:

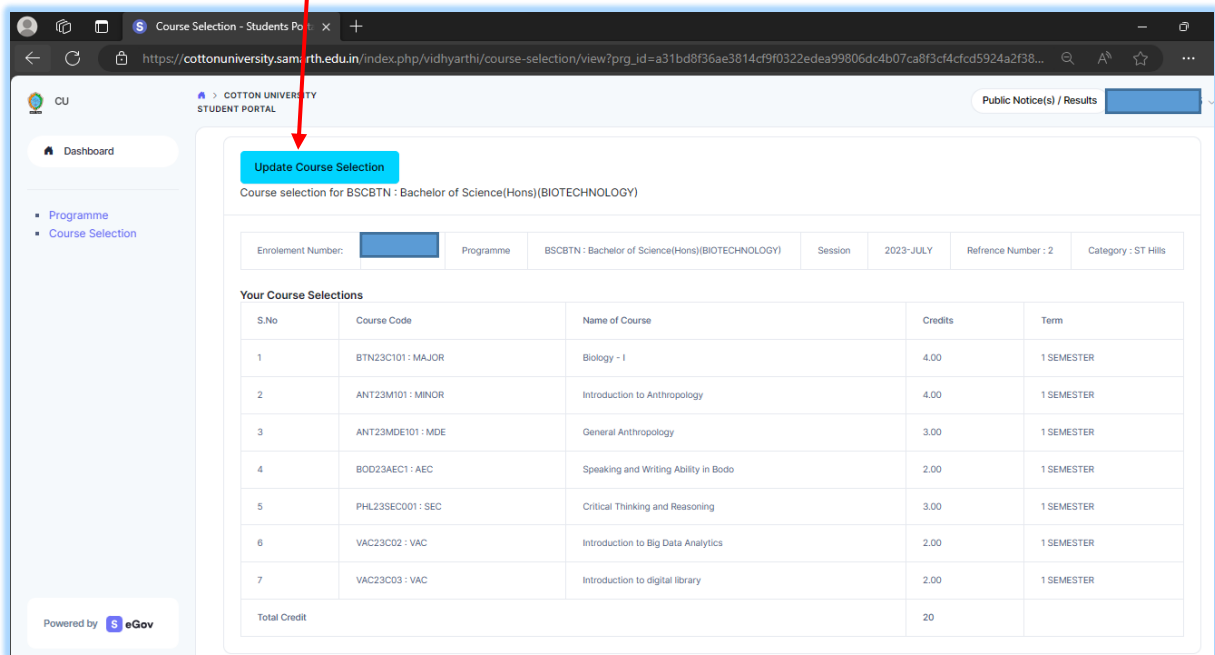
Name	[Redacted]	Enrolment Number	[Redacted]	Organizational unit (University Department)	CUACAD0122: Department of Molecular Biology and Biotechnology
Level	BACHELOR	Examination Roll Number	[Redacted]	Delivery Mode	Face to face
Admission (Year-Cycle)	2023-2023-2024	Admission Quota	[Redacted]		
ABC ID	!! Action required click here to link/create your ABC Account				

Below the table, there is a message: 'You can apply for course selection in SEMESTER 1 of BSCBTN : Bachelor of Science(Hons)(BIOTECHNOLOGY)' and a 'Click here to select your courses' button. A red arrow points from the 'Click here to select your courses' button in this screenshot to the 'Click here to select your courses' button in the next screenshot.

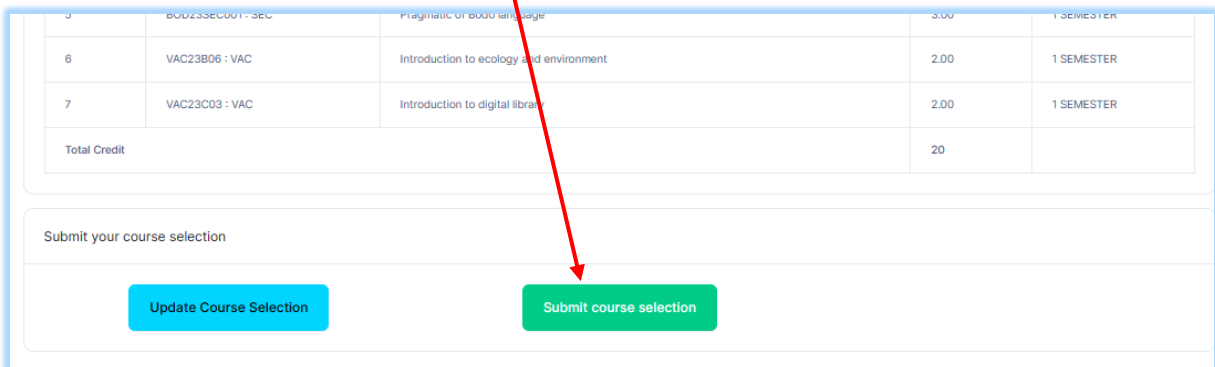
✓ **Step-4:** Select the courses by clicking on the relevant Checkboxes and Dropdowns provided.



▪ Student can update their course selection (paper) clicking the ‘Update Course Selection’ button.

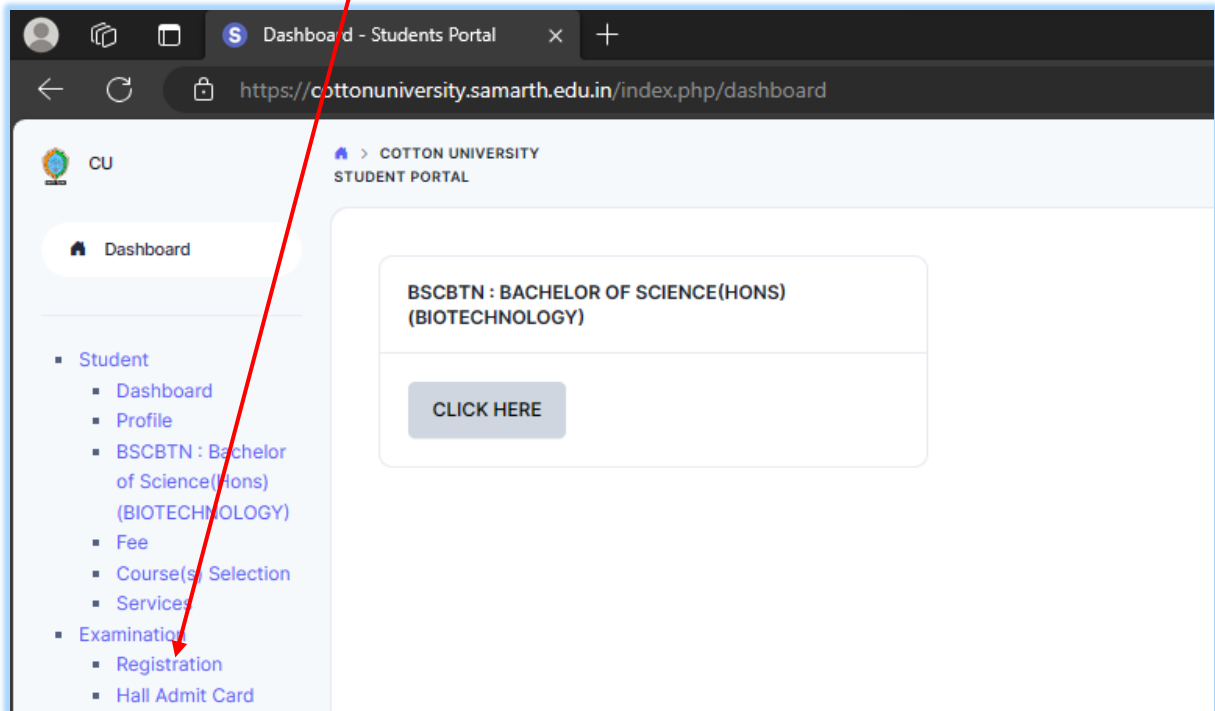


✓ **Step-3:** Click on the “Submit Course Selection” button. *Students are advised to check the preview of the Course/Paper before clicking on final submit. Course/Paper once submitted cannot be updated.*

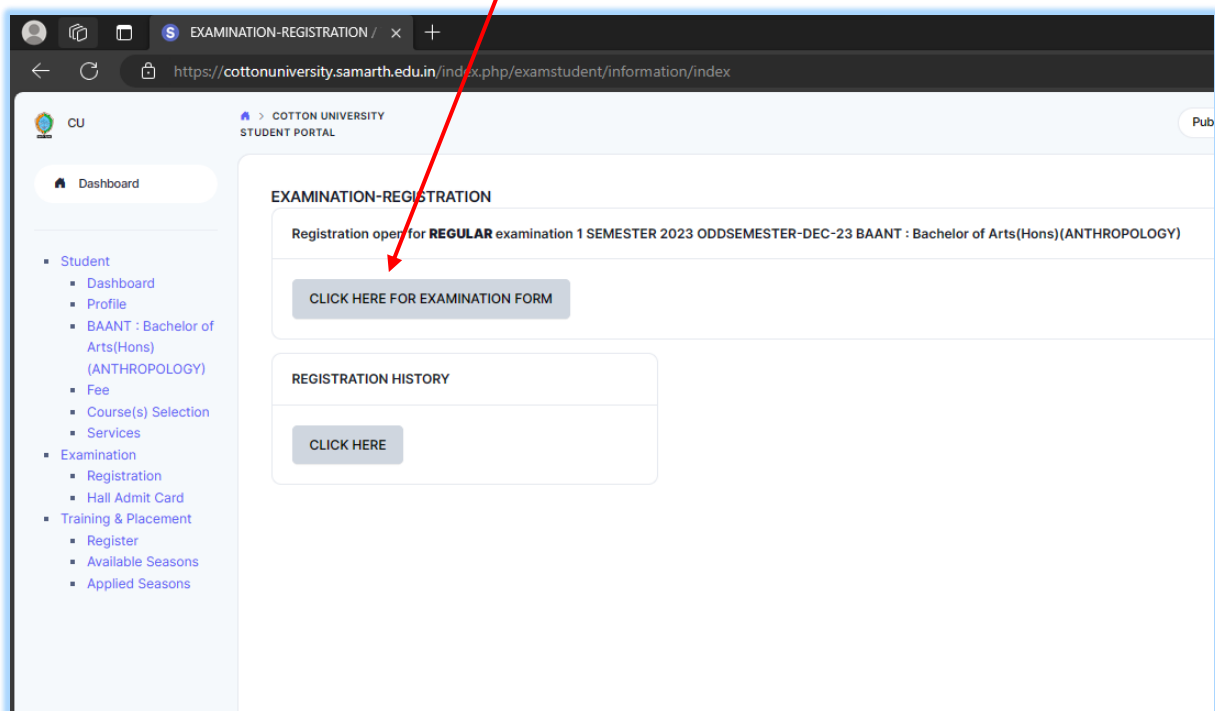


❖ How to submit Examination Form

- ✓ **Step 1:** Login using your login credentials of the portal (if you are not registered please follows the registration manual to registered themselves).
- ✓ **Step-2:** Click on the **Examination Registration** section.



- ✓ **Step-3:** Click on the "CLICK HERE FOR EXAMINATION FORM" button.



- ✓ **Step-4:** Students needs to verify the details and Fee amount. After verifying the details click on the “**Click here for payment Gateway SBIEPAY**” to make the payment.

The screenshot shows the Cotton University Student Portal interface. The main content area displays a table of selected courses and an examination fee details table. A red arrow points from the instruction text to the 'Click here for payment Gateway SBIEPAY' button.

S.No	Course Code : Name	Course Credit(s)	Term	Classification	Type
1	ANT23C101 : Fundamentals of Anthropology	4.00	1 SEMESTER	THEORY	REGULAR
2	EDN23M101 : Theories and principles of Education	4.00	1 SEMESTER	THEORY	REGULAR
3	ASM23MDE101 : Learning Process	3.00	1 SEMESTER	THEORY	REGULAR
4	ASM23AEC1 : Assamese Literature (Literary Criticism and Selected Texts)	2.00	1 SEMESTER	THEORY	REGULAR
5	BOD23SEC001 : Pragmatic of Bodo language	3.00	1 SEMESTER	THEORY	REGULAR
6	VAC23B06 : Introduction to ecology and environment	2.00	1 SEMESTER	THEORY	REGULAR
7	VAC23C03 : Introduction to digital library	2.00	1 SEMESTER	THEORY	REGULAR

S.No	Fee Component	Amount
1	EXAMINATION FEE	INR 1450
Total fee		INR 1450

Buttons: Update Course(s), **Click here for payment Gateway SBIEPAY**, Cancel

- ✓ **Step-4:** Options like Debit/Credit/ Internet banking/ UPI etc. Would be available for payment. **IMPORTANT: PLEASE NOTE THAT PAYMENT THROUGH UPI INVOLVES SCANNING AND COMPLETING THE TRANSACTION USING QR CODES. THIS NEEDS TO BE COMPLETED WITHIN THE DESIGNATED TIME LIMIT i.e.2 (TWO) minutes. Students should ensure that the entire process is completed within the same time frame.**

The screenshot shows the SBlePay payment gateway interface. The main content area displays a payment details form with fields for Card Number, Expiry Date/Valid Thru, CVV/CVC 4-DBC, and Name of the card holder. There is also an order summary section on the right.

Payment Details

Debit/Credit Card

Internet Banking

UPI

NEFT

SBI Branch Payment

Please ensure that your card is enabled for online (E-Commerce) transactions
कृपया सुनिश्चित करें कि आपका कार्ड (ई-कॉमर्स) लेनदेन के लिए सक्षम है

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

Order Summary

Kindly note Order No.

Order No.: 2_STUDENT_EXAM_FEE

Merchant Name: Cotton University

Amount: 1450.00

Processing fee:

GST:

Total:

APM ID: PG TRANS 396

After your transaction is successful and complete, you will receive an acknowledgement on screen.

ADMIT CARDS WILL ISSUED ONLINE AFTER VERIFICATION BY THE EXAM BRANCH

❖ Prepared by: Computer Centre, Cotton University