



ESTD : 1967

OFFICE OF THE PRINCIPAL, DOOMDOOMA COLLEGE
RUPAISIDING, DOOMDOOMA, ASSAM
PIN – 786 153

Date: 12/10/2026

URGENT NOTICE
(Degree 3rd, 5th & 7th Semester)

It is hereby notified to all students of the 3rd, 5th, and 7th Semesters of B.A. and B.Com. at Doomdooma College that the Assam SAMARTH Fee Waiver Portal has been opened for submission of online applications under the Fee Waiver Scheme for the Academic Session 2026–2027 through the following link:

<https://assmshesp.samarth.edu.in/index.php/site/login>

Last Date for Submission: 23rd October, 2026

This matter must be treated as **MOST URGENT**. Failure to submit the online application and submission of hardcopies to the College Office within the stipulated deadline will result in the cancellation of the fee waiver benefit, and the students concerned will be required to pay the full admission fees.

All concerned students are therefore advised to complete the online application process within the prescribed time limit to avoid any inconvenience.

Enclosed: Standard Operating Procedure (SOP)

(Dr. K. Kalita)

Principal

Doomdooma College

Principal

Doomdooma College

STANDARD OPERATING PROCEDURE

Addition of Students to the Fee-Waiver Application Portal

Fee Waiver 2026-27 • Pragyan Bharati Scheme

FOR AUTHORISED INSTITUTIONAL USERS

Login

Academics

Scholarships

Fee Waiver 2026

Add Students

Verify & Save

Purpose: To provide a simple, visual, step-by-step procedure for adding an eligible student to the Fee-Waiver 2026 scholarship workflow.

COMPILED BY
DIRECTORATE OF HIGHER EDUCATION, ASSAM
&
SAMARTH e-GOV

1. Before You Start

- Log in with the authorized Institutional (Principal/Registrar) user credentials.
- Check if the students have been placed in correct Batches and Sections in Assam Samarth portal.
- Verify the student's eligibility from institutional records and the applicable Fee-Waiver guidelines.
- Check the student's enrolment details before adding the student.

2. Step-by-Step Procedure

2.1 Open the Academic module

After logging in the Institutional Assam Samarth Login (<https://assam.samarth.ac.in/>), locate the **Academic** module on the dashboard and click **PROCEED**.

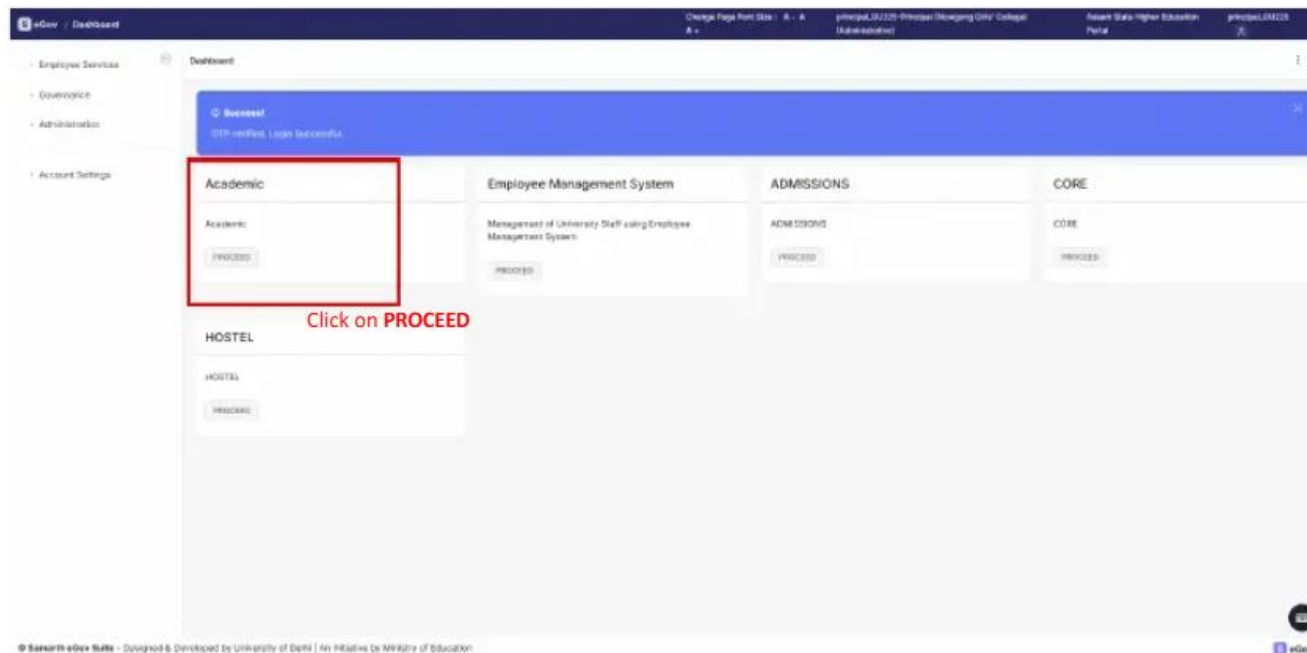


Figure 1. Academic module on the dashboard. Click “PROCEED” to enter the Academic module.

2.2 Open the Scholarship module

Within the Academic module, locate the SCHOLARSHIP section and click LAUNCH.

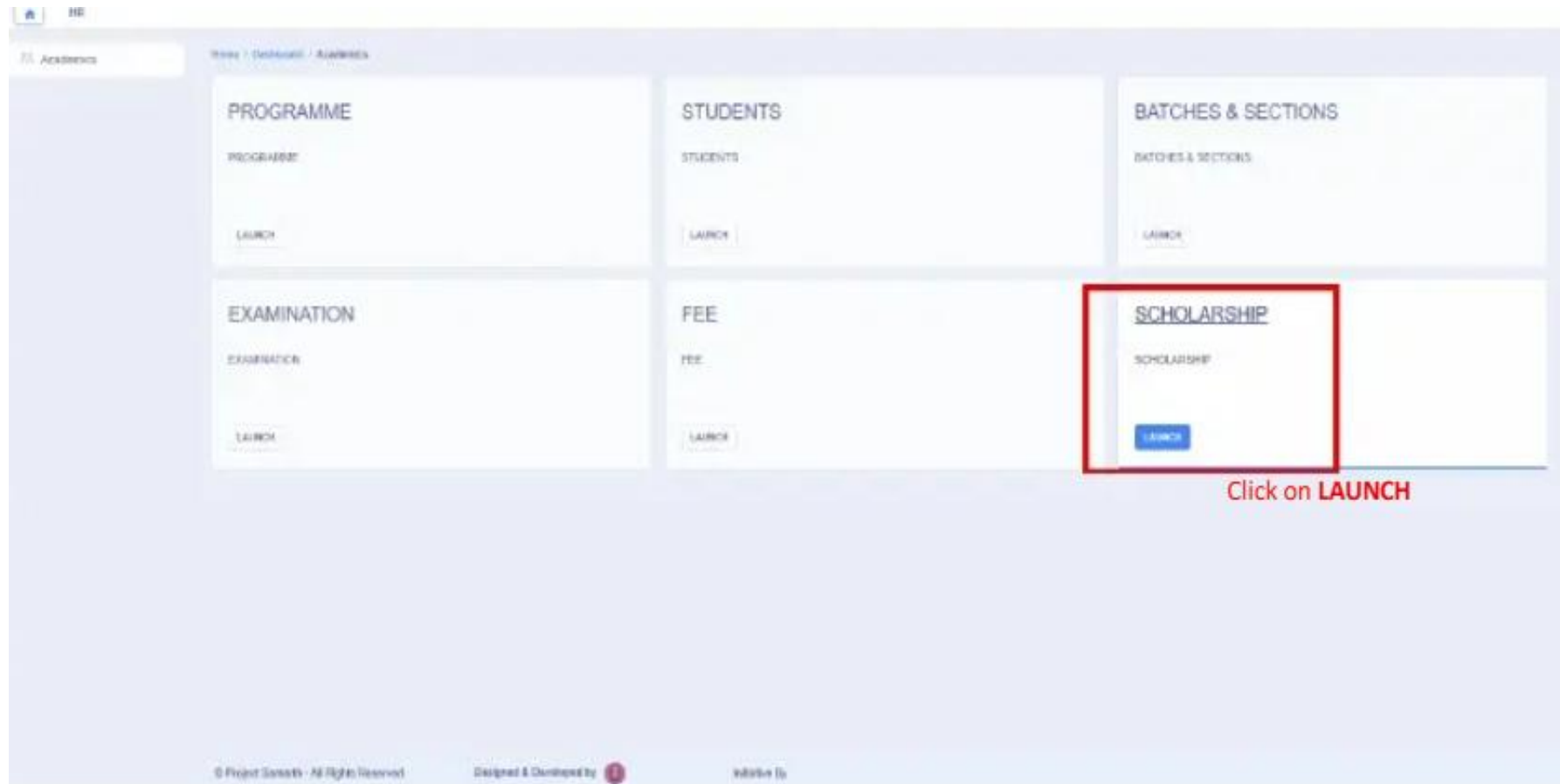


Figure 2. Scholarship module under Academic. Click “LAUNCH” to open the Scholarship module.

2.4 Locate “FEE WAIVER 2026”

In the list, locate “FEE WAIVER 2026” with Academic Year Session “JULY 2026”. Click “Add Students” in that row.

- Governance - Administration		Scholarship Opportunities								
- Nijut Moina Exclusion List - User Management - Export - Downloads		Showing 13 of 13 items.								
#	Scholarship Opportunities	Academic Year Session	Total Application	Open	Reupload-Open	Verification Pending	Accepted	On-Hold	Rejected	Action
6	MOBILITY GRANT	JULY 2024	0	0	0	0	0	0	0	Add Students
7	NIJUT MOINA 24	JULY 2024	222	4	0	0	211	0	7	
8	NIJUT MOINA 25	JULY 2025	649	80	0	0	569	0	0	
9	FEE WAIVER 2025	JULY 2025	748	18	2	0	728	0	0	
10	NIJUT BABU 2025	JULY 2025	171	0	0	5	166	0	0	
11	NIJUT_MOINA 2026	JULY 2026	938	104	0	1	833	0	0	Add Students
12	NIJUT BABU 2026	JULY 2026	458	66	0	0	392	0	0	Add Students
13	FEE WAIVER 2026	JULY 2026	0	0	0	0	0	0	0	Add Students

Figure 4. FEE WAIVER 2026 row showing the “Add Students” option.

2.5

Confirm the scholarship

The “Add Students In Scholarship” page opens.

The screenshot displays the 'Add Students In Scholarship' page. The top navigation bar includes the 'eGov' logo, the path 'Scholarship Details / Add Students In Scholarship', a font size selector, the user role 'principal_GU192-Principal (B. P. Chaliha College, Nagarbera) (Administrative)', and the portal name 'Assam State Higher Education Portal' with a user profile icon. A sidebar on the left lists navigation items: 'Scholarship' (active), 'Scholarships', 'Applications', 'Nijut Moina Exclusion List', 'User Management', 'Export', and 'Downloads'. The main content area is titled 'Add Students In Scholarship' and contains a form with two labeled fields: 'Scholarship *' and 'Students *'. The 'Scholarship' field is pre-filled with the text 'FEE WAIVER 2026 (Pragyan Bharati Scheme, Higher Education Department Govt. of ASSAM)'. The 'Students' field is empty. A blue 'Submit' button is located below the 'Students' field. A small circular icon is visible in the bottom right corner of the page.

Figure 5. Add Students In Scholarship page before entering the student enrolment number.

2.6

Enter the student's enrolment number

Enter the student's enrolment number in the “Students” field. Ensure that the number is entered correctly. You can add multiple students.

S eGov / Scholarship Details / Add Students In Scholarship

Change Page Font Size : A - A
A +

principal_GU192-Principal (B. P. Chaitra College, Nagarbera)
(Administrative)

Assam State Higher Education
Portal

principal_GU192

Scholarship

Scholarship *

FEE WAIVER 2026 (Pragyani Bharati Scheme, Higher Education Department Govt. of ASSAM)

Students *

2511064508

Submit

Insert Students' enrolment number here

Figure 6. Student enrolment number entered in the Students field.

2.7 Submit and verify the students

Click “Submit”. The portal displays a confirmation window titled “Students to be added in scholarship”. Verify the enrolment number, name, gender and programme code.

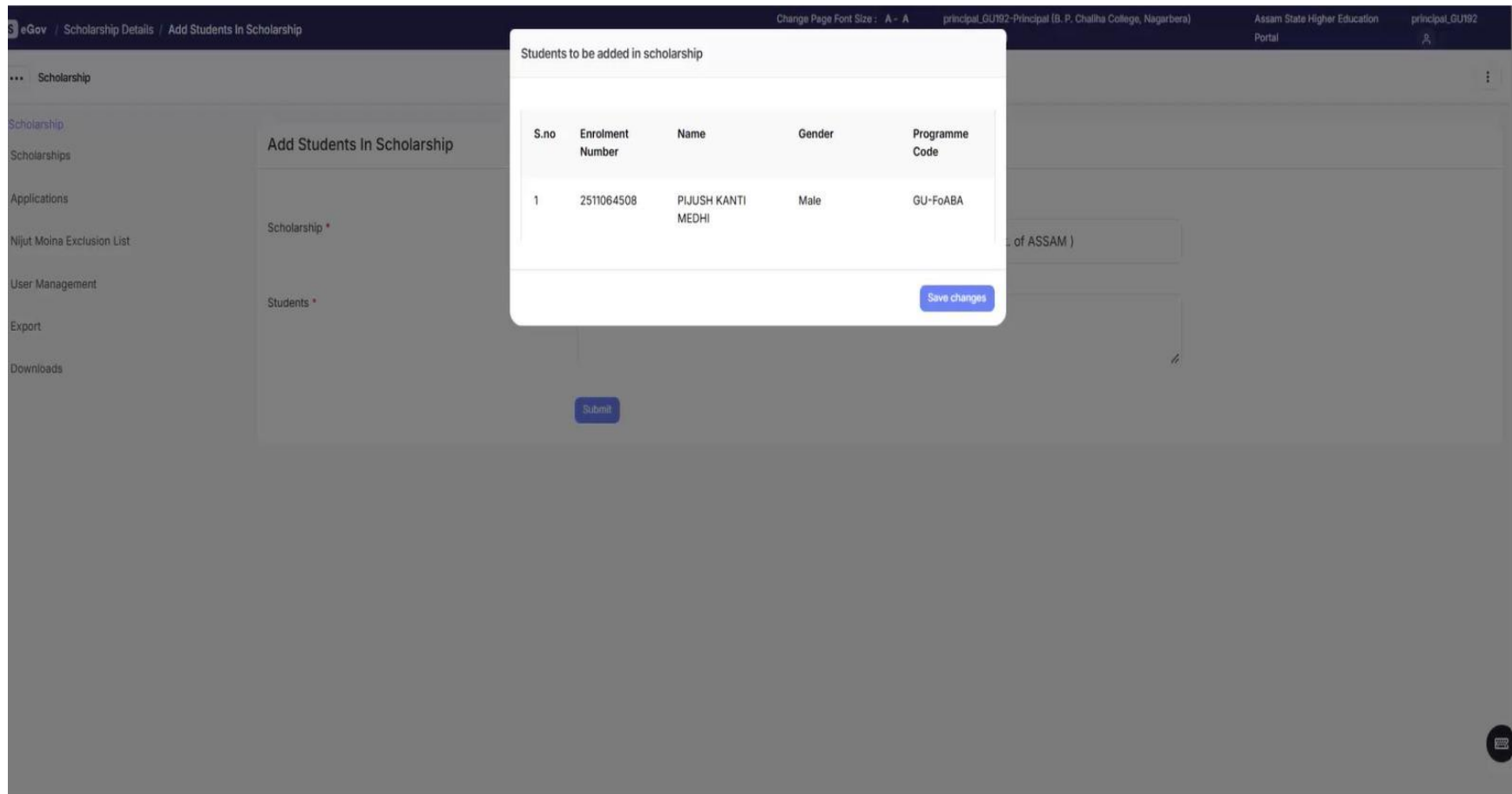


Figure 7. Student verification window displayed after clicking Submit.

If the details are correct, click “Save changes”. The portal should display a success notification confirming that the student was moved to the scholarship successfully.

S eGov / Scholarship Applications

Change Page Font Size : A - A A +

principal_GU192-Principal (B. P. Chaliha College, Nagarbera (Administrative)

Assam State Higher Education Portal

principal_GU192

Scholarship

Scholarship

Scholarships

Applications

Nijut Moina Exclusion List

User Management

Export

Downloads

Success!

Student moved to scholarship successfully!

Scholarship Applications

Enrolment Number	Applicant Name	Gender	Dob	Social Category	Admission Category	University	College	Programme	Department	Programme Level
2511064508	PIJUSH KANTI MEDHI	Male	2007-08-16	General	General	11:Gauhati University	192:B. P. Chaliha Co:B. P. Chaliha College, Nagarbera	GU-FoABA: Bachelor of Arts(Arts FoA)		BACHELOR

Figure 8. Successful addition confirmation displayed by the portal.

3. Final Verification Checklist

Check	Status
Eligibility checked	☐
Correct enrolment number entered	☐
Name and other details verified	☐
Programme code verified	☐
Save changes completed	☐
Success message received	☐
Student visible under Applications	☐

4. Important Instructions

- Adding a student to the portal does not replace the institution's responsibility to verify eligibility under the applicable Fee-Waiver guidelines.
- The enrolment number must correspond to the intended student.
- The successful addition should be confirmed from the Scholarship Applications page.

SOP

Student Registration on the Assam State Higher Education Student Portal

<https://assamshesp.samarth.edu.in/index.php/site/login>

(For students who are not yet registered)

Student Portal • User Registration & Login

FOR STUDENT USERS

Open Portal

Register

Verify OTP

Set Password

Login

Purpose: To provide a clear, visual, step-by-step procedure for first-time students to create an account on the Assam State Higher Education Student Portal.

COMPILED BY
DIRECTORATE OF HIGHER EDUCATION, ASSAM
&
SAMARTH e-GOV

1. Before You Start

- Keep your correct Enrolment number ready.
- Make sure the mobile number and email address registered with your institution are accessible for OTP verification.
- Use the Assam State Higher Education Student Portal registration/login <https://assamshesp.samarth.edu.in/index.php/site/login> page.
- Do not share your OTP or password with anyone.

2. Step-by-Step Procedure

The following steps are based on the complete screen recording provided for the Assam State Higher Education Student Portal registration process.

2.1 Open the Student Portal

Open the Assam State Higher Education Student Portal login page <https://assamshesp.samarth.edu.in/index.php/site/login>. For a first-time user, select New User Registration/Register.

Registered User?
If you have registered earlier, please login below.

Login

Enrolment / Roll Number

Enrolment / Roll Number !

Username cannot be blank.

Password

Click on the text to change the captcha

Captcha **3648776**

Login

Assam State Higher Education Student Portal
Student Portal

New User?
If you are registering for the first time, please click the button below.

Register

Help and Instructions

Welcome to the Assam State Higher Education Student Portal!

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

In case you are a first-time user of the portal:
Click on 'New Registration' button above to generate your log in credentials.

If you have registered earlier:
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

In case you have forgotten your password:

Students can click here for new registration

Figure 1. Login page. Select “New User Registration” to begin.

2.2 Enter the Registration Details

Enter your Enrolment Number and the Captcha displayed on the registration page.

The screenshot shows the 'Assam State Higher Education Student Portal' registration page. At the top, there is a header 'Assam State Higher Education Student Portal' and a button 'General Instructions for Registration'. Below this is a 'Registration' section with a progress indicator showing three steps, with the first step 'Student Portal' being active. The registration form contains two input fields: 'Enrolment/Roll Number' and 'Captcha'. The 'Enrolment/Roll Number' field is empty, and the 'Captcha' field contains the text '3648776'. A blue 'Register' button is at the bottom of the form. Three red arrows point to the form elements with the following text: 'Insert enrolment no. here' points to the 'Enrolment/Roll Number' field, 'Enter Captcha' points to the 'Captcha' field, and 'Click Register' points to the 'Register' button. A small icon of a brain is visible in the bottom right corner of the page.

Assam State Higher Education Student Portal

General Instructions for Registration

● ● ● Student Portal

Registration

Enrolment/Roll Number

Captcha

3648776

Click on the text to change the captcha

Register

Insert enrolment no. here

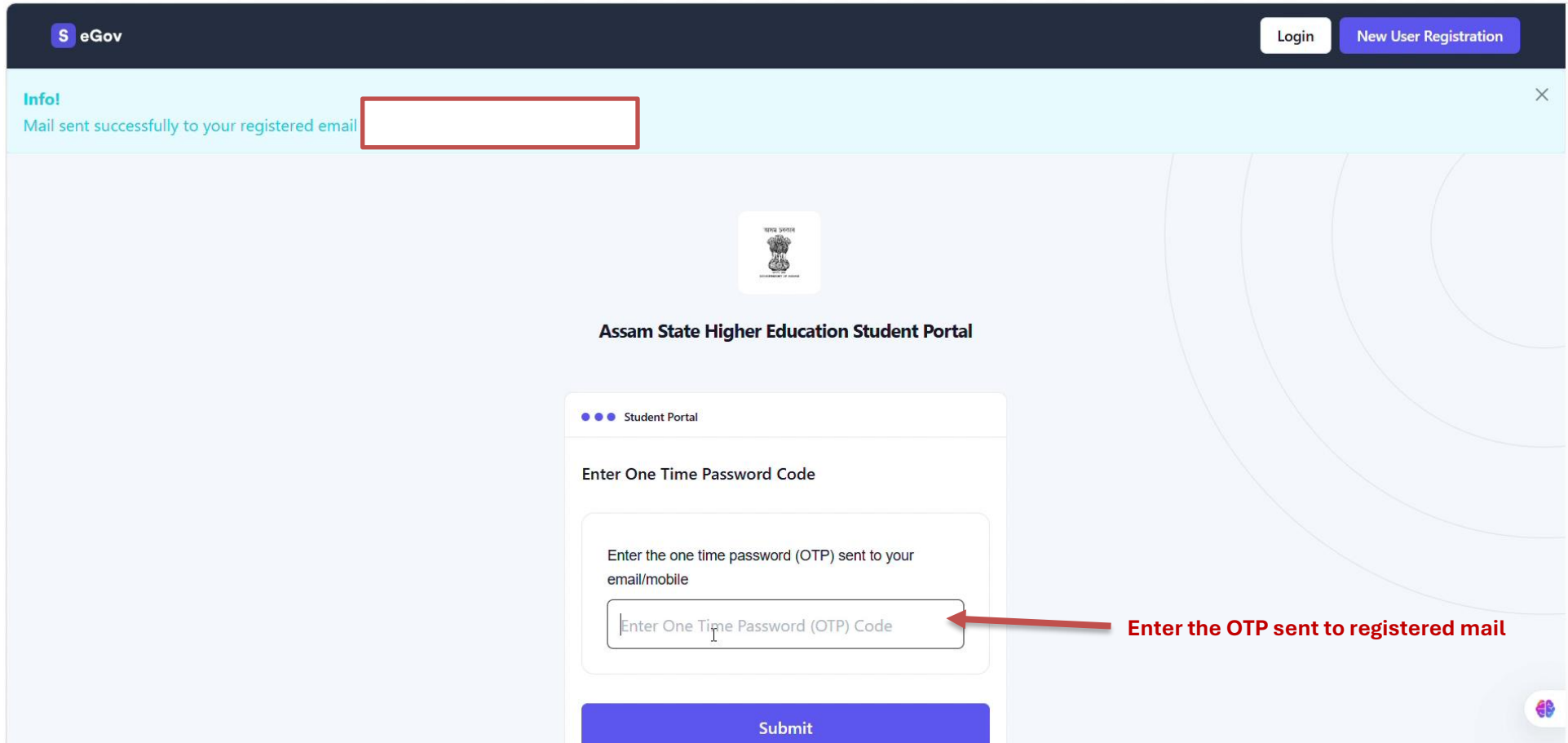
Enter Captcha

Click Register

Figure 2. Registration page.

2.3 Check the OTP Notification

After registration is submitted, the portal confirms that the mail has been sent successfully and proceeds to OTP verification.



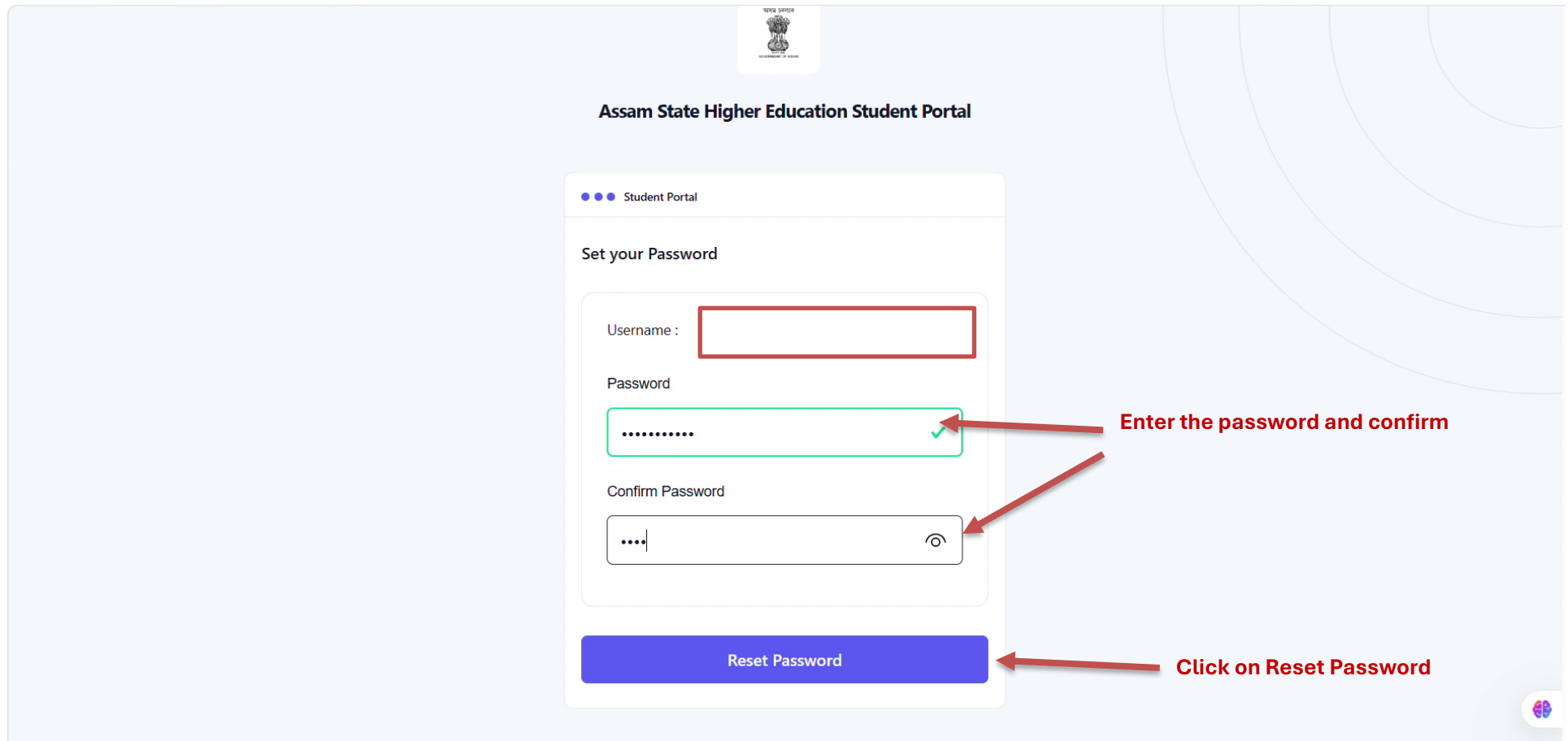
The screenshot displays the 'Assam State Higher Education Student Portal' interface. At the top, a dark blue header contains the 'eGov' logo and 'Login' and 'New User Registration' buttons. Below the header, a light blue banner shows an 'Info!' message: 'Mail sent successfully to your registered email', with a red rectangular box highlighting the text. The main content area features the Assam State emblem and the portal title. A central white card titled 'Student Portal' contains the instruction 'Enter One Time Password Code'. Below this, a text input field is labeled 'Enter the one time password (OTP) sent to your email/mobile'. A red arrow points from the text 'Enter the OTP sent to registered mail' to this input field. At the bottom of the card is a blue 'Submit' button.

Figure 3. OTP notification.

2.4. Set Your Password

After OTP verification, enter a password and confirm it in the “Confirm Password” field.

After entering and confirming the password, click “Reset Password”.



The screenshot displays the 'Assam State Higher Education Student Portal' interface. At the top center is the Assam State Government logo. Below it, the title 'Assam State Higher Education Student Portal' is centered. The main content area is a white card titled 'Student Portal' with a subtitle 'Set your Password'. The form contains three input fields: 'Username :' (highlighted with a red box), 'Password' (highlighted with a green box and a green checkmark), and 'Confirm Password' (highlighted with a red box). A red arrow points from the text 'Enter the password and confirm' to the 'Password' and 'Confirm Password' fields. Below the form is a blue button labeled 'Reset Password', with a red arrow pointing from the text 'Click on Reset Password' to it. The background is light blue with a subtle circular pattern.

Figure 4. Password creation.

2.5. Registration Successful

A success message confirms that registration has been completed and that you can now log in.

The screenshot displays the Assam State Higher Education Student Portal interface. At the top, a dark blue header contains the 'eGov' logo on the left and 'Login' and 'New User Registration' buttons on the right. A green success banner at the top of the main content area reads 'Success! You can login now.' with a close button (X) on the right.

The main content area is divided into two columns. The left column, titled 'Registered User?', contains the instruction 'If you have registered earlier, please login below.' and a 'Login' section. The login section has a form with two fields: 'Enrolment / Roll Number' and 'Password'. The 'Enrolment / Roll Number' field is highlighted with a red border and a red exclamation mark icon, with a red error message below it stating 'Username cannot be blank.' Below the password field is a link that says 'Click on the text to change the captcha'. The captcha itself is '3648776'.

The right column features the Assam State Higher Education Student Portal logo and the text 'Student Portal'. A button labeled 'General Instructions for Login' is positioned to the right of the logo. Below this, the 'New User?' section contains the instruction 'If you are registering for the first time, please click the button below.' and a dark blue 'Register' button. At the bottom of the right column is a 'Help and Instructions' section. This section includes a welcome message, instructions on how to access the portal, and guidance for first-time users and those who have registered earlier.

Figure 4. Registration successful.

2.6. Log In to the Student Portal

Return to the login page. Enter your Enrolment / Roll Number, password and Captcha, then click “Login”.

Registered User?
If you have registered earlier, please login below.

Login

Enrolment / Roll Number
2611088011 ✓

Password
..... ✓

Click on the text to change the captcha

Captcha **3618776**

Login

New User?
If you are registering for the first time, please click the button below.

Register

Help and Instructions

Welcome to the Assam State Higher Education Student Portal!

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

In case you are a first-time user of the portal:
Click on 'New Registration' button above to generate your log in credentials.

If you have registered earlier:
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

In case you have forgotten your password:
Please use the link below to reset your password.

Reset Password

General Instructions for Login

Figure5. Student login page.

Registration Flow at a Glance

- 2.1** Open the Student Portal and select New User Registration.
- 2.2** Enter Enrolment Number and Captcha and Click Register.
- 2.3** Check the registered email for the OTP. Enter OTP and click Submit.
- 2.4** Set and confirm the password. Click Reset Password.
- 2.5** Registration successful — return to the login page.
- 2.6** Log in using Enrolment / Roll Number, Password and Captcha.

STANDARD OPERATING
PROCEDURE

Student Application for
Fee Waiver 2026

Assam State Higher Education Student Portal

FOR STUDENT USERS

Open Scholarship

Select Fee Waiver

Enter Income

Upload Certificate

Submit

Purpose: To provide a visual, step-by-step procedure for eligible students to apply for Fee Waiver 2026 through the Assam State Higher Education Student Portal.

1. Before You Start

- Ensure that you are registered in the Assam Samarth Students Portal <https://assamshesp.samarth.edu.in/index.php/site/login>
- Keep the required family income details and the applicable income certificate/document ready for upload.
- Ensure that the uploaded document is clear and legible.
- Do not share your login password or other confidential credentials with anyone.

2. Step-by-Step Application Procedure

The following steps are based on the complete screen recording provided for the Fee-Waiver application process.

2.1. Log In to the Student Portal

Enter your Enrolment / Roll Number, password and Captcha, then click “Login”.

Registered User?
If you have registered earlier, please login below.

Login

Enrolment / Roll Number
2611088011 ✓

Password
..... ✓

Click on the text to change the captcha

Captcha **3618776**

Login

Assam State Higher Education Student Portal
Student Portal

General Instructions for Login

New User?
If you are registering for the first time, please click the button below.

Register

Help and Instructions

Welcome to the Assam State Higher Education Student Portal!

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

In case you are a first-time user of the portal:
Click on 'New Registration' button above to generate your log in credentials.

If you have registered earlier:
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

In case you have forgotten your password:
Please use the link below to reset your password.

Reset Password

Figure 1. Student login page.

2.2 Home Screen After Login

After successful login, the student is taken to the Dashboard/Home screen. From the left-side Student Services menu, select “Scholarship” to view available scholarship opportunities.

The screenshot shows the Assam State Higher Education Student Portal dashboard. The browser address bar displays <https://assamshesp.samarth.edu.in/index.php/dashboard>. The page header includes the AHE logo, the text "ASSAM STATE HIGHER EDUCATION STUDENT PORTAL STUDENT PORTAL", a search bar, and links for "Public Notice(s) / Results", "AB", and "DEMO". The left sidebar menu is titled "MENU" and lists "Student Services" with a dropdown arrow. Under "Student Services", the options are "Dashboard", "Profile", "CL EPM - Bachelor of Management", "Banking Details", and "Scholarship". The "Scholarship" option is highlighted with a red rectangle. Below the menu, a red text label says "Click on Scholarship". At the bottom of the sidebar, it says "Powered by eGov". The main content area is titled "Dashboard" and shows a "PROGRAMME DETAILS" button. Below this is an "ID Card" section displaying a student ID card with the following information: Student's Name, Father's / Mother's Name, Name Of Program, and Date Of Birth (20/05/2002). The ID card also features a QR code and a watermark.

Figure 2. Student dashboard/home screen after login.

2.3 Open Scholarship Opportunities

From the Dashboard/Home screen, open the “Scholarship” section under the Student Services menu. In the Scholarship Opportunities list, locate “FEE WAIVER 2026” for the relevant academic year and click the corresponding “Apply” button.

The screenshot shows the Assam State Higher Education Student Portal. The left sidebar contains a menu with 'Student Services' expanded, showing 'Dashboard', 'Profile', 'CUET PG Application', 'Management', 'Banking Details', and 'Scholarship'. The main content area is titled 'Scholarship Opportunities' and shows 'Showing 2 of 2 items.' The table below lists the opportunities:

#	SCHOLARSHIP OPPORTUNITIES	ACADEMIC YEAR SESSION	STATUS	ADMIN REMARKS	APPLY	ADMIN CORRECTION REMARK
1	NIJUT BABU 2026	JULY 2026	Application ID: 1278912:OPEN		Apply	
2	FEE WAIVER 2026	JULY 2026	Application ID: 1731763:OPEN		Apply	

The 'FEE WAIVER 2026' row and its 'Apply' button are highlighted with red boxes. A red text label 'Click on Apply' points to the button.

Figure 3. Scholarship Opportunities page.

2.4 Enter Family Income Details

The Fee Waiver Details & Uploads page opens. Enter the student's Family Income in the prescribed field. Read the declarations carefully.

The screenshot displays the 'Fee Waiver Details & Uploads' page. The left sidebar contains a 'MENU' with 'Student Services' expanded, showing links to 'Dashboard', 'Profile', 'Management', 'Banking Details', and 'Scholarship'. The main content area has a header 'Fee Waiver Details & Uploads'. Below this, there is a 'Family Income *' field with the value '300000' and a red box around it, with a red annotation 'Insert Family income'. Next to it is a 'Family Income Certificate' field with a green 'Select file' button. Below these fields, there are three declaration checkboxes, all of which are checked. Red arrows point to each checkbox with a red annotation 'Tick on the Check boxes'. At the bottom of the form, there are 'Submit' and 'Back' buttons. A red annotation 'Click on Submit' points to the 'Submit' button. The footer of the page shows 'Powered by eGov'.

Family Income * 300000 Insert Family income

Family Income Certificate * Select file

(Accepted file types: JPG, JPEG, PDF | Min Size: 10 KB | Max size: 500 KB)

☒ I hereby provide my consent for the use of my Aadhaar number, biometric data and/or One-Time Password (OTP) for establishing my identity in connection with the respective scholarship scheme

☒ I have no objection to authenticating myself through Aadhaar and fully understand that the information provided by me shall be used for authentication of my identity for the purpose stated above

☒ I hereby voluntarily give my consent to the Government of Assam for collecting, collating, processing and sharing the information provided by me for the proper implementation of the respective government beneficiary scheme or any other relevant government beneficiary scheme in the future.

Submit Back

Click on Submit

Tick on the Check boxes

Figure 5. Fee Waiver Details & Uploads page.

Fee-Waiver Application Flow at a Glance

- 2.1** Log in to the Assam State Higher Education Student Portal.
- 2.2** In the Home Screen Click on Scholarship.
- 2.3** Locate FEE WAIVER 2026 and click Apply.
- 2.4** Enter the Family Income. Upload the applicable Family Income Certificate. Read and accept the declaration. Verify the details and click Submit.

Important: A student can apply through SAMARTH only after being onboarded onto the Fee-Waiver Application Portal. Student should contact their respective Institutions if Fee-waiver application is not active in their login.