

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)  
DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)  
(केन्द्रीय विभवविद्यालय / A Central University)



कुलसचिव  
Registrar

registrar@dhsgsu.edu.in  
www.dhsgsu.edu.in  
(Ph.) 07582 – 265228

No./R/2024/8/ 753

13 Dec 2024

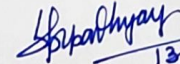
**OFFICE ORDER**

**For All Teaching Staff:** Please update your knowledge management details under your employee login in the Samarth portal (research publication, journal, articles, patent, e-content development, and policy document). It is important to ensure that the information is accurate and up-to-date, as these details will be utilized for your promotion under Career Advancement Scheme (CAS).

**For All Non-Teaching Staff:** Please update your profile under employee login in the Samarth portal. It is important to ensure that the information is accurate and up-to-date, as these details will be utilized for your assessing Annual Performance Assessment Report (APAR).

The employee profile will be displayed on the university official website through the Samarth ERP. Therefore, please complete your profile by 30 Dec 2024. The manual to update the profile is enclosed herewith; however, if you require any assistance, kindly feel free to contact the IT-Cell.

By Order

  
13/12/2024  
Registrar (Offg.)

Copy to:

1. All Teaching and Non-Teaching Employees.
2. PS to HVC – for information of the Hon'ble Vice Chancellor.
3. PA to Registrar.
4. Guard File.

# Samarth Employee User

## Tutorial on Updation of Samarth Employee Profile

Login Link: - <https://dhsgsu.samarth.ac.in/index.php/site/login>

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The screenshot shows the login interface for the Samarth Employee User. At the top right is the University of Delhi logo. Below it, the text "Doctor Harisingh Gour Vishwavidyalaya" is displayed. The login form includes fields for "Username \*" (containing "111154") and "Password \*" (masked with "\*\*\*\*\*"). A "Forgot Password ?" link is next to the password field. Below these is a "Captcha Verification" section with a distorted image of "461516" and a "Type the text" input field containing "461516". A "Click on the text to change" link is below the captcha. At the bottom right is a blue "LOGIN" button. Annotations include a blue box with an arrow pointing to the login fields containing the text "Please Enter Your Username & Password", a red box at the bottom left with contact information, and a green box with an arrow pointing to the login button containing the text "Click Here to Login".

Please Enter Your Username & Password

Doctor Harisingh Gour Vishwavidyalaya

Username \*  
111154

Password \*  
\*\*\*\*\*

Forgot Password ?

Captcha Verification

Type the text  
461516

Click on the text to change

Click Here to Login

LOGIN

First Time Login ?

Activate Windows  
Go to Settings to activate Windows.

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S eGov

## 1) How to update Biographical Details / Contact Details.

The screenshot shows the eGov Dashboard. The top navigation bar includes the eGov logo, the text 'Dashboard', and user information: 'MAYANK RAJAK (111154, Laboratory Attendant, Information Technology Cell)' and 'Doctor Harisingh Gour Vishwavidyalaya'. A green circle highlights the 'Employee Services' link in the left sidebar, with a blue arrow pointing to it and the text 'Click Here'.

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The screenshot shows the eGov Employee Services page. The top navigation bar includes the eGov logo, the text 'Employee Services', and user information: '111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee)' and 'Doctor Harisingh Gour Vishwavidyalaya'. The left sidebar shows 'Employee Services' as the active section. A green circle highlights the 'Profile' link under the 'Employee' section, with a green arrow pointing to it and the text 'Click On Profile'.

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S eGov / Employee / Personal Details

Choose your Desired Section to Update

Change Page Font Size : A - A A +

111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingh Gour Vishwavidyalaya 111154

REQUESTS UPDATE

Drafts 0

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Biographical Details

Contact Details

Family Details

Additional Details

Click Here

Request For Update

Name

Mother Name

Name in Hindi

Gender

Blood Group

Nationality

Religion

Belong to PwBD Category

Date of Birth

Guardian/Father Name

Marital Status

Social Category

PAN

Driving License

Passport Number

Passport Validity

08-08-1992

Activate Windows

Go to Settings to activate Windows.

Scholar Links

REQUESTS UPDATE

Drafts 0

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Driving License

Passport Number

Passport Validity

mp15

Select Date

Professional/Scholar Profile Links

Research Gate ID

Orcid ID

Google Scholar ID

Vid

Click on SAVE

Save

Cancel

Activate Windows

Go to Settings to activate Windows.

After click on SAVE Button the details are Draft. You have to check and submit the draft for verification.

\*Steps to submit the draft given below

REQUESTS UPDATE

Drafts1

Pending Requests0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Change Page Font Size : A - A +

111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingh Gour Vishwavidyalaya111154

Drafts

Bulk Discard

Showing 1-1 of 1 item.

<input type="checkbox"/>	Employee	Organizational Unit	Section Name	Status	Activity	Last Action Taken By	Action
<input type="checkbox"/>	(111154) MAYANK RAJAK - Laboratory Attendant	Information Technology Cell	Biographical Details	Draft1	Added 0 days, 0 hours, 1 minutes and 15 seconds ago	111154	<div>View</div>

REQUESTS UPDATE

Drafts1

Pending Requests0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Change Page Font Size : A - A +

111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingh Gour Vishwavidyalaya111154

Draft View

Submit For Review

Edit

Discard Draft

Back

Section Name

Personal Details

Section Data

Field	Change Request Values
Title	
First name	
Middle name	
Last name	
Name in hindi	
Guardian name	
Mother name	
Marital status	

← ↻ 🔒 https://dhsgsu.samarth.ac.in/index.php/employee/record/request-info-view?empld=d23d0f1eb2954493094cbfd7bee4592c9d443dc...

REQUESTS UPDATE

- Drafts 1
- Pending Requests 0
- History

PROFILE

- Personal Details
- Education & Qualification
- My Public Profile
- Documents

EMPLOYMENT

- SAR
- Research
- Knowledge
- Service
- Training

Personal Details

Date of birth

Religion

Pan number

Driving license

Passport number

Passport validity

Social media {"Research\_Gate\_ID":"","Orcid\_ID":"","Google\_Scholar\_ID":"","Vidwan":""}

Upload Supporting Document [+ Select file](#)

Accepted formats .pdf .Jpg .Jpeg (Max File Size is 100KB)

Employee Remark \*

Write Here

[Submit](#) [Back](#)

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eGov

## 2) How to Update Family Details/ Dependent Details.

S eGov / Employee / Personal Details

Change Page Font Size : A - A A+ 11154-MAYANK RAJIAK, Laboratory Attendant (Information Technology Cell) (Employee) Doctor Harish Singh Gour Vishwavidyalaya 111154

REQUESTS UPDATE

- Drafts 0
- Pending Requests 0
- History

PROFILE

- Personal Details
- Education & Qualification
- My Public Profile
- Documents

EMPLOYMENT

- SAR
- Research
- Knowledge
- Service
- Training
- Travel History

Biographical Details Contact Details **Family Details** Additional Details

Dependant Members

Actions	Name	Relation	Gender	Date of Birth	Employment Status	Marital Status	Is PwBD	Dependent	PAN
<p>Export This Table</p>									

Click on Add

[Add](#) [Drafts 0](#) [Pending Requests 0](#)

Activate Windows Go to Settings to activate Windows.

REQUESTS UPDATE

Drafts 0

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Biographical Details Contact Details Family Details Additional Details

### Dependant Members

Fill the Required Details

Name \* M

Gender F

Relation \* S

Date of Birth \* 15

Age 3

Is PwBD S

Marital Status S

PAN A

Employment Status \* UN.

Dependent \* No

Save As Draft Cancel

Activate Windows  
Go to Settings to activate Windows.

Click here

After click on SAVE As Draft Button the details are Draft. You have to check and submit the draft for verification.

**\*Steps to submit the draft given below.**

S eGov / Employee / Personal Details

Change Page Font Size : A - A A+

111154-MAYANK RAJIAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingsh Gour Vishwavidyalaya 111154

REQUESTS UPDATE

Drafts 1

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Biographical Details Contact Details Family Details Additional Details

### Dependant Members

Add Draft 1 Pending Requests 0

Actions	Member Name	Gender	Dob	Employment Status	Marital Status	Is PwBD	Dependent	Pan Number
				UNEMPLOYED			No	
				UNEMPLOYED	Married		Yes	

Export This Table

Activate Windows  
Go to Settings to activate Windows.

Click on Eye Button for review your Draft

S eGov / Employee / Drafts

Change Page Font Size : A - A A+ 111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee) Doctor Harisingh Gour Vishwavidyalaya 111154

REQUESTS UPDATE

Drafts 1

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

## Drafts

Bulk Discard

Showing 1-1 of 1 item.

<input type="checkbox"/>	Employee	Organizational Unit	Section Name	Status	Activity	Last Action Taken By	Action
<input type="checkbox"/>	(111154) MAYANK RAJAK - Laboratory Attendant	Information Technology Cell	Dependant Family Members Detail	Draft	hours, 0 minutes and 32 seconds ago	111154	<a href="#">Submit For Review</a> <a href="#">View</a>

Select Submit for Review

Activate Windows  
Go to Settings to activate Windows.

S eGov / Employee / Drafts

Change Page Font Size : A - A A+ 111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee) Doctor Harisingh Gour Vishwavidyalaya 111154

REQUESTS UPDATE

Drafts 1

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

## Drafts

Bulk Discard

Showing 1-1 of 1 item.

<input type="checkbox"/>	Employee	Organizational Unit	Section Name	Status	Activity	Last Action Taken By	Action
<input type="checkbox"/>	(111154) MAYANK RAJAK - Laboratory Attendant	Information Technology Cell	Dependant Family Members Detail	Draft	Added 0 days, 0 hours, 0 minutes and 32 seconds ago	111154	<a href="#">Submit For Review</a> <a href="#">View</a>

Alert!

Are you sure you want to submit this data for verification?

Click on YES to Submit Details for verification

Cancel Yes

Activate Windows  
Go to Settings to activate Windows.

<https://dhs.gsu.samarth.ac.in/index.php/employee/ems-update-history/submit-for-verification?id=caaa4c3c-f58a-54b8-b09b-bf29e32d5c29>

\*The Request for Update (All Type) will be verified within 2 working days. In case if the Details are not updated you may Contact the concerned Section:-

-NON-TEACHING STAFF - Contact Establishment section.

-TEACHING STAFF - Contact DOFA.



### 3) How to update Educational details

The screenshot shows the eGov Employee Services dashboard. The left sidebar contains a menu with the following items: Employee Services (highlighted with a red circle and a green arrow), Finance, Governance, Academic, Recruitment, Campus Services, Data Management, Administration, and Account Settings. The main content area is titled 'Dashboard' and contains three columns: Employee, Leave, and Career Advancement Scheme. The Employee column has links for Profile, Education Details (highlighted with a green circle), Service Profile, Research Publication, and History. The Leave column has links for Leave Applications, Station Leave Applications, Apply Leave, Apply Station Leave, My Leaves, and History. The Career Advancement Scheme column has a link for Dashboard. At the bottom of the dashboard, there are three buttons: Visit Employee, Visit Leave, and Visit Career Advancement Sc... The footer of the page reads: © Samarth eGov Suite - Designed & Developed by University of Delhi | An Initiative by Ministry of Education. The eGov logo is in the bottom right corner.

The screenshot shows the eGov Education Qualification page. The left sidebar contains a menu with the following items: REQUESTS UPDATE (Drafts 0, Pending Requests 0, History), PROFILE (Personal Details, Education & Qualification, My Public Profile, Documents), and EMPLOYMENT (SAR, Research, Knowledge, Service, Training, Travel History). The main content area is titled 'Education' and has a tab for 'Qualification'. A green arrow points to the 'Add' button, which is highlighted with a red circle. The 'Add' button is located next to the 'Drafts' and 'Pending Requests' buttons. Below the buttons is a table with the following columns: Actions, Type Of Degree, Name Of Degree, Year Of Passing, Subject, University, Country, and Status. The table currently shows 'No results found.' The footer of the page reads: © Samarth eGov Suite - Designed & Developed by University of Delhi | An Initiative by Ministry of Education. The eGov logo is in the bottom right corner.

REQUESTS UPDATE

Drafts 0

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Education

Qualification

Bulk Upload

Draft 0

Pending Requests 0

Degree/Certificate \*

Diploma

Name of Degree \*

P G Diploma in International Business and Export Management

Subjects Studied

International Business and Export Management

Marking Scheme

Percentage

Obtained Percentage \*

75

Year of Passing

2019

University/Board \*

DHSGSU

University/Board (Country)

india

University/Board (State/UT)

DHSGSU

Save

Cancel

S eGov

Employee / Education & Qualification

Change Page Font Size : A - A +

11154-MAYANK RAJIAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingh Gour Vishwavidyalaya

11154

REQUESTS UPDATE

Drafts 1

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Education

Qualification

Bulk Upload

Add

Draft 1

Pending Requests 0

Actions	Type Of Degree	Name Of Degree	Year Of Passing	Subject	University	Country	Status
<div> <div></div> </div>	Diploma	P G Diploma in International Business and Export Management	2019	International Business and Export Management	DHSGSU	india	<div>Draft</div> <div>0</div>

Export This Table

S eGov / Employee / Education & Qualification / Education / Draft View

Change Page Font Size : A A+ 11154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee) Doctor Harisingh Gour Vishwavidyalaya 11154

REQUESTS UPDATE

Drafts 1

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

### Draft View

Submit For Review Edit Discard Draft Back

Type Of Degree	Diploma	Name Of Degree	P G Diploma in International Business and Export Management
Year Of Passing	2019	Subject	International Business and Export Management
University	DHSGSU	Country	India
Remarks		Verified Status	Draft

\*The Request for Update (All Type) will be verified within 2 working days. In case if the details are not updated, you may contact the concerned section :-

-NON-TEACHING STAFF- Contact Establishment section.

-TEACHING STAFF - Contact DOFA.

#### 4) How to Update / Change your Login Password

S eGov / Dashboard

Change Page Font Size : A A+ 11154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee) Doctor Harisingh Gour Vishwavidyalaya 11154

Employee Services

Finance

Governance

Academic

Recruitment

Campus Services

Data Management

Administration

Account Settings

### Dashboard

My Leaves

0 Available

Availed

Upcoming Leaves

You have no Upcoming Leaves!

Academic

Assigned Courses (Programme-Course)

Question Paper Management System

What's New

Personalized Experience

Module and App specific personalized statistics straight away on the dashboard for quick access and a redefined navigation for a better user experience along with entire redesigned theme's user experience.

View Leave Account

View all Leave Applications

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S eGov

Account Settings

You Are Trying To Access A Secured Section Of Your Dashboard.  
Please Enter Your User Information To Proceed.

Username \*

111154

Password \*

Next

Enter Your Current Password

Change Page Font Size : A - A A +

111154-MAYANK RAJIAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingsh Gour Vishwavidyalaya

111154

Employee Services

Finance

Governance

Academic

Recruitment

Campus Services

Data Management

Administration

Account Settings

Account Settings

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eGov

Account Settings

Username

111154

Email

Mobile

Last login at

Reset Password

Click here >>

2-Factor Authentication

☐ On ☒ Off

Change Page Font Size : A - A A +

111154-MAYANK RAJIAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingsh Gour Vishwavidyalaya

111154

Employee Services

Finance

Governance

Academic

Recruitment

Campus Services

Data Management

Administration

Account Settings

Account Settings

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eGov

Page | 11

The screenshot displays the eGov 'Reset Password' interface. The header includes the eGov logo, navigation links, and user details. The sidebar on the left contains a list of services. The main content area features the 'Reset Password' form, which includes a logo, a title, a instruction, and three password input fields, each with a red asterisk indicating a required field. A blue 'Submit' button is located at the bottom of the form. A green box highlights the sidebar, and a red box highlights the form fields, with an arrow pointing from the sidebar to the form.

# Thank You

X=====X=====X=====X=====X=====X=====X