

How to fill up a college profile for affiliated colleges of university through the Samarth Portal

Step 1: Login to the System

Access the form via the provided portal URL: <http://dhsgsu.samarth.ac.in>

The screenshot shows the login interface of the Samarth Portal. At the top, it displays the university name "Doctor Harisingh Gour Vishwavidyalaya". Below this are input fields for "Username" and "Password", a "Forgot Password" link, and a "Captcha Verification" section with a CAPTCHA image showing the number "7821657" and a corresponding input box. A "Login" button is located at the bottom right. Annotations include a blue arrow pointing to the username and password fields with the text "Please Enter Your username & password", and a green arrow pointing to the "Login" button with the text "Click Here To Login".

The screenshot shows the dashboard of the Samarth Portal. The left sidebar contains a menu with "Governance" and "Account Settings". The main content area has a "Dashboard" link highlighted with a green arrow. The "Governance" link in the sidebar is also highlighted with a red box.

The screenshot shows the "Governance" page. The left sidebar contains a menu with "Governance" and "Account Settings". The main content area has a "Dashboard" link highlighted with a green arrow. The "Governance" link in the sidebar is also highlighted with a red box.

The screenshot shows the "College Affiliation" page. The left sidebar contains a menu with "College Affiliation" and "Payment History". The main content area has three cards: "College Profile", "Affiliation Application", and "Affiliation Approval Application". The "College Profile" card shows a progress bar at 0% and a "Start" button highlighted with a red box and a green arrow. The "Affiliation Application" card shows a status of "0 Draft/Pending" and "0 Payment/Pending". The "Affiliation Approval Application" card shows a status of "0 Success" and "0 Rejected".

Step 2: Institutional Details

Fill in the basic details of the college:

Step 2:1 College Basic Details

Home

Institutional Details

College Details

How to Register of Institute / College Details

Governing Body / Management Information

Management Board

Financial Details

Physical Infrastructure

Programme Details

Uploads and Declaration

College Affiliation

1

2

3

4

5

Institutional Details (0%)

Physical Infrastructure (0%)

Programmes Details (0%)

Uploads and Declaration (0%)

Success (0%)

College Details

Select Institute / University For Affiliation

Institution ID*

Doctor Harisingh Gour Vishwavidyalaya

Basic Information

College Type*

New College

College Name*

16M8

Year of Establishment*

2021

Alpha Code*

C-12345

Address

Address Line 1*

5687

Address Line 2*

5687

State*

Madhya Pradesh

District*

SAJGAR

Pin Code*

470003

Contact Information

College Phone*

26262626

Landline No.

72626545858

College Fax

Enter Fax No.

College Email*

hshetprsa@gmail.com

College Website

Enter Website Address

Recognition / Accreditation

Does your college or institute have any recognition or accreditation?

-Select-

Back

Save and Next >

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Step 2:2 Head / Principal of Institute / College Details

Dashboard / Profile Form / Head / Principal of Institute / College Details

College Affiliation

Home

Institutional Details

College Details

Head / Principal of Institute / College Details

Governing Body / Management Information

Physical Infrastructure

Programme Details

Uploads and Declaration

Save

Save and Next

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Step 2:3 Governing Body / Management Information

Dashboard / Profile Form / Governing Body / Management Information

College Affiliation

Home

Institutional Details

College Details

Head / Principal of Institute / College Details

Governing Body / Management Information

Physical Infrastructure

Programme Details

Uploads and Declaration

Save

Save and Next

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Step 2:4 Member of Management Board Details

Dashboard / Profile Form / Members of Mana...

Change Page Font Size: 8 | 14 | 18 | 24 | 36 | 48 | 60 | 72 | 84 | 96 | 108 | 120 | 144 | 168 | 192 | 216 | 240 | 264 | 288 | 312 | 336 | 360 | 384 | 408 | 432 | 456 | 480 | 504 | 528 | 552 | 576 | 600 | 624 | 648 | 672 | 696 | 720 | 744 | 768 | 792 | 816 | 840 | 864 | 888 | 912 | 936 | 960 | 984 | 1000

College Overview

Home

Institutional Details

College Details

Head / Principal of Institute / College Details

Governing Body / Management Information

Management Board

Financial Details

Physical Infrastructure

Programme Details

Uploads and Declaration

1

Institutional Details (10%)

2

Physical Infrastructure (10%)

3

Programme Details (10%)

4

Uploads and Declaration (10%)

5

Review (10%)

Members of Management Board Details

Member Name*

Enter Member Name (e.g., John Doe)

Member Designation*

Enter Member Designation (e.g., Manager)

Member Phone No*

Enter Phone Number

Member Telephone No*

Enter Telephone Number

Member Email Address*

Enter Email Address (e.g., example@example.com)

Member Address*

Enter Member Address (e.g., 123 Street, City, Country)

Save

Name	Designation	Phone No	Telephone No	Email	Address	Actions
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Members List upload

Upload a copy the list of members and photocopy of the images of the list Screening Body (Management Committee (MTC))

Select File

Save

Save and Next

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Step 2:5 Financial Details

Step 3: Physical Infrastructure

Fill in the basic details of the college:

Step 3:1 College Land Details

Home

Institutional Details

Physical Infrastructure

College Land Details

Building Details

Hostel Details

Physical Education Details

Staff Quorum Details

Programme Details

Uploads and Declaration

Change Page Font Size: A- A+ T0276 (bshajimal@gmail.com) (Save) Sector: Vardhingham Gaur Mahavidyalaya T0276

College Affiliation

1

1

Institutional Details (0%)

Physical Infrastructure (0%)

Programme Details (0%)

Uploads and Declaration (0%)

Success (0%)

College Land Details

(Note: The extent of land should be as per university norms for the course of study)

Details of the Land earmarked for the College

Type of property*

-Select-

Document No*

Document No

Registration Date*

Select Date

Survey No*

Survey No

Extent Area*

Extent Of Land in Acres

Add

Type of property	Document No	Date or Registration	Survey No	Extent (Acres)	Actions
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Land Documents Uploads

Documentary proof for ownership of lands exclusively earmarked for the College (PDF) *

+ Select File

Legal opinion from the Govt. Pledge on the ownership of land and extent of coverage (PDF) *

+ Select File

Land use Certificate from an appropriate authority (PDF) *

+ Select File

Land conversion sanction from the Department of Town & Country planning, Certificate from the Revenue Authority that the Land for the College does not come under the Land Ceiling Laws (PDF) *

+ Select File

Back

Save and Next

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eGov

Step 3:2 Building Details

eGov / Dashboard / Profile Form / Building Details
Change Page Font Size: A- A+
T2T6 (Maharajal@gmail.com) (Edit)
Sector: Haryana Govt. Mahendragarh
T2T6

College Affiliation

Home
Institutional Details
Physical Infrastructure
College Land Details
Building Details
Hostel Details
Physical Education Details
Staff Quarters Details
Programme Details
Uploads and Declaration

Institutional Details (0%)
Physical Infrastructure (0%)
Programme Details (0%)
Uploads and Declaration (0%)
Success (0%)

Building Details

(Note : Please add more descriptions such as room, rooms, and furniture by clicking the Add icon in the below for the respective building.)

Building Information

Building Name*

Total Building Floors*

Building Composition*

Building Total Site Length (SqM)*

Building Roof Type*

Add

Building Name	Total No of Floors	Building Components	Site Length (in x to x.M)	Roof Type	Room Details Added?	Actions
<div> Back </div> <div> Save and Next </div>						

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Step 3:3 College Hostel Details

eGov / Dashboard / Profile Form / Hostel Details
Change Page Font Size: A- A+
T2T6 (Maharajal@gmail.com) (Edit)
Sector: Haryana Govt. Mahendragarh
T2T6

College Affiliation

Home
Institutional Details
Physical Infrastructure
College Land Details
Building Details
Hostel Details
Physical Education Details
Staff Quarters Details
Programme Details
Uploads and Declaration

Institutional Details (0%)
Physical Infrastructure (0%)
Programme Details (0%)
Uploads and Declaration (0%)
Success (0%)

College Hostel Details

Hostel Entry*

Back

Save and Next

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Step 3:4 Physical Education Details

eGov / Dashboard / Profile Form / Physical Education Details

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College Affiliation

Home

Institutional Details

Physical Infrastructure

College Land Details

Building Details

Hostel Details

Physical Education Details

Staff Quarter Details

Programme Details

Uploads and Declaration

Progress: Institutional Details (20%) Physical Infrastructure (20%) Programme Details (20%) Uploads and Declaration (20%) Success (20%)

Physical Education Details

Does your college/institution offer comprehensive physical education and sports facilities? -- Select --

Save

Back Next

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Step 3:5 Staff Quarter Details

eGov / Dashboard / Profile Form / Staff Quarter Details

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College Affiliation

Home

Institutional Details

Physical Infrastructure

College Land Details

Building Details

Hostel Details

Physical Education Details

Staff Quarter Details

Programme Details

Uploads and Declaration

Progress: Institutional Details (20%) Physical Infrastructure (20%) Programme Details (20%) Uploads and Declaration (20%) Success (20%)

Staff Quarter Details

Does your college/institution have designated residential quarters or housing options available for staff members? -- Select --

Save

Back Next

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Step 4: Programme Details

Fill in the basic details of the college:

Step 4:1 Existing Programmes Details

The screenshot shows the 'Existing Programmes Details' form in the eGov system. The left sidebar contains a menu with 'Existing Programmes Details' highlighted. The main content area has a progress bar at the top with five steps: Institutional Details (20%), Physical Infrastructure (20%), Programme Details (20%), Uploads and Declaration (20%), and Success (20%). The current step is 'Existing Programmes Details'. The form title is 'Existing Programmes Details'. Below the title, there is a red instruction: 'Please provide details of any ongoing programmes at your college or institution, excluding those at your current university. If you are from a new college with no ongoing programs, select "No" and proceed to the next section.' The form contains a section titled 'Existing Programmes' with a question: 'Are there any programs currently being offered that are affiliated with other universities? Please enter "Yes" if your college or institution is affiliated with multiple universities for different programs?'. There is a dropdown menu labeled 'Select' and a 'Save' button. At the bottom, there are 'Back' and 'Next' buttons. A green arrow points from the 'Next' button to the 'Next' button in the bottom right corner.

Step 3:2 Teaching Faculty Details

The screenshot shows the 'Teaching Faculty Details' form in the eGov system. The left sidebar contains a menu with 'Teaching Faculty' highlighted. The main content area has a progress bar at the top with five steps: Institutional Details (20%), Physical Infrastructure (20%), Programme Details (20%), Uploads and Declaration (20%), and Success (20%). The current step is 'Teaching Faculty Details'. The form title is 'Teaching Faculty Details'. Below the title, there is a section titled 'Teachers Available*' with a dropdown menu labeled 'Select'. Below this, there is a red instruction: 'Are qualified teachers already available at your college/institution for teaching the course?'. A note follows: 'NOTE: The University requires that the qualified teachers for the course must be appointed by and for the College/institution exclusively.' Below the note, there is a text area for 'If no new posts are proposed to be created/sanctioned, please elaborate temporary arrangements made for teaching work of the new course(s)'. There is a 'Save' button. At the bottom, there are 'Back' and 'Next' buttons. A green arrow points from the 'Next' button to the 'Next' button in the bottom right corner.

Step 3:3 Non Teaching Staff Details

eGov / Dashboard / Profile Form : Non Teaching Staff

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College Affiliation

Home

Institutional Details

Physical Infrastructure

Programs Details

Existing Programmes Details

Teaching Faculty

Non Teaching Staff

Facilities For Students

Uploads and Declaration

1 Institutional Details (25%) Physical Infrastructure (25%) Programs Details (25%) Uploads and Declaration (25%) Success (25%)

Non Teaching Staff Details

Staff Type*

Name*

Designation*

Educational Qualification*

Date of Birth*

Date of Join*

Pay Scale*

Total Emoluments*

Phone No*

Staff Type	Name	Designation	Educational Qualification	Date of Birth	Date of Join	Pay Scale	Total Emoluments	Actions
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Step 3:5 Facilities For Student Details

eGov / Dashboard / Profile Form : Facilities For Stud...

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College Affiliation

Home

Institutional Details

Physical Infrastructure

Programs Details

Existing Programmes Details

Teaching Faculty

Non Teaching Staff

Facilities For Students

Uploads and Declaration

1 Institutional Details (25%) Physical Infrastructure (25%) Programs Details (25%) Uploads and Declaration (25%) Success (25%)

Facilities For Students Details

Facility Name*

Description*

Is this facility available for boys? ☐ ☐

Is this facility available for girls? ☐ ☐

Facility	Description	For Boy	For Girl	Actions
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Step 5: Upload and Declaration

Fill in the basic details of the college:

Step 5:1 Upload Required Documents And Certificates

The screenshot shows the 'Upload Required Documents And Certificates' page. The left sidebar contains a menu with 'Uploads' highlighted. The main content area features a progress bar at the top with five steps: Institutional Details (20%), Physical Infrastructure (20%), Programme Details (20%), Uploads and Declaration (20%), and Success (20%). The current step is 'Uploads and Declaration'. Below the progress bar, there is a section titled 'Upload Required Documents And Certificates'. It includes a text input field for 'Approval Letter (Approval Letter of ministry/government) (pdf)' and a 'Select File' button. A green arrow points from the 'Select File' button to a 'Save and Next' button, which is highlighted with a red border. The footer of the page mentions 'Samarth eGov Suite - Designed & Developed by University of Delhi | An initiative by Ministry of Education'.

Step 5:2 Declaration by the Management

The screenshot shows the 'Declaration by the Management' page. The left sidebar contains a menu with 'Declaration' highlighted. The main content area features a progress bar at the top with five steps: Institutional Details (20%), Physical Infrastructure (20%), Programme Details (20%), Uploads and Declaration (20%), and Success (20%). The current step is 'Uploads and Declaration'. Below the progress bar, there is a section titled 'Declaration by the Management'. It includes a large text input field for the declaration. A green arrow points from the text input field to an 'I Agree' button, which is highlighted with a red border. The footer of the page mentions 'Samarth eGov Suite - Designed & Developed by University of Delhi | An initiative by Ministry of Education'.

Step 5:3 College Profile: (name of College)

Preview and then submit college profile.

College Profile : test6

College Type	Non-Profit
College Name	test6
Year of Establishment	2010
College Code 1	12345
College Code 2	12345
State	Madhya Pradesh
District	Indore
Pin Code	472001
College Phone	9876543210
College Fax	
College Email	test6@indore.gov.in

Registration / Accreditation

Name	Government College	UAE
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Members of Management Board Details

Name	Designation	Phone No.	Workplace No.	Street Address	Address

Building Details

Name	1234567	Address Details	Address Details	City
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Fire Details

Fire Type	General Building	Fire Alarm	Fire Alarm
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Proportion Details

Room No.	Room of Land	Room of Land (m ²)	Room of Land (m ²)	Location	Building Details
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Source of Income

Type of Income Source	Government
-----------------------	------------

Expenditure Details

Name	Government
------	------------

Land Details

Address No.	Land in Government	Building No.	Building Details
-------------	--------------------	--------------	------------------

Building Details

Name	Room No. of Floor	Building Temperature	Room	Room Type
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Workshop Details

Type	Location	Room No. of Floor	Room Details
------	----------	-------------------	--------------

Sports and its Equipment Details

Equipment Name	Equipment	Room
----------------	-----------	------

Staff Quarters Details

Designation	Number	Room
-------------	--------	------

Non Teaching Staff Details

Staff Type	Name	Registration	Educational Qualification	Rank of Staff	Date of Join	Pay Grade	Room Number/Details

Facilities for Students Details

Facility	Room No.	Room No.	Room No.
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Click Here To Submit