



# डॉक्टर हरीसिंह गौर विश्वविद्यालय सागर (म.प्र.)

REGISTRAR OFFICE/ कुलसचिव कार्यालय

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No : R/2-T/11/766,

Date : 21-03-2024

## OFFICE ORDER

In pursuance of the communication of the Ministry of Education, Department of Higher Education, vide its letter No. 7-09/2023/CU.Cdn, Dtd. 11 Sep 2023, All modules of the Samarth portal need to be implemented and maintained.

Therefore, competent authority has nominated coordinators for the implementation of the Samarth Portal. The coordinator will be responsible for providing all details, operating procedures, and submitting all data to the portal. The list of assigned coordinators is as below:

SN	Module	Coordinator	SN	Module	Coordinator
1	Managed LMS/VL	All Dept.	23	Online OBE (Open Book Exam)	I/c COE
2	Knowledge Management System	All Dept.	24	Online Proctored Examinations	I/c COE
3	Essential Services	All Dept.	25	Convocation	DOAA, I/c COE
4	File Management & Tracking	All Dept./Cell/Sections	26	Minutes and Resolutions Archive and Retrieval System	I/c Committee Section
5	Hostel Management	Chief Warden	27	Affiliation Management	I/c DDCD
6	Admission	Coordinator Admission Cell	28	Estate Management System	I/c Estate Section
7	Alumni Portal	Director Alumni Association	29	Residential (Accommodation) Allocation & Management	I/c Estate Section
8	Programme Management	DOAA	30	Grievance Management	I/c Grievance Cell
9	Career Advancement Scheme	DOFA	31	Organigram	I/c IT-Cell
10	HR (PIS)	DOFA, I/c Esta.	32	Organizational Units	I/c IT-Cell
11	Leave Management	DOFA, I/c Esta.	33	Users	I/c IT-Cell
12	Recruitment	DOFA, I/c Esta.	34	Core Messaging System	I/c IT-Cell
13	Endowment Portal	DOFA, I/c Esta., Finance Officer	35	IT Service Desk (for University IT-Cell)	I/c IT-Cell
14	Student Feedback Management	IQAC	36	Content Federation System	I/c IT-Cell
15	Sports Facilities	Director, Physical Educ.	37	Digital Certificates and ABC	I/c NAD Cell
16	Payroll Management	DOFA, I/c Esta., Finance Officer	38	RTI Management	I/c RTI Cell, Law Officer
17	Bill Tracking System	Finance Officer	39	Security Management System	I/c Security Officer
18	Budget & Accounts	Finance Officer	40	Inventory Management System	I/c Store and Purchase, FO
19	Budget (RPMS)	R&D, Finance Officer	41	Training and Placement	I/c Training and Placement Cell
20	TOT Management	HRDC	42	Fleet Management	I/c Transport Cell
21	Evaluation & Grading	I/c COE	43	Health Facilities	I/c Medical officer
22	Student	DOAA, I/c COE	44	Legal Case Management System	Law Officer

The IT-Cell will assist in the coordination for the configuration and implementation of the modules; the operation part will be done by the concerned coordinator.

Modules such as "File Management & Tracking", "Bill Tracking System", "Budget & Accounts", "RPMS", and "Inventory Management System" will be fully functional from 1st April 2024.

By Order,

*Upadhyay*  
21/3/2024  
Registrar

Copy to: For information and necessary action.

1. All Samarth Coordinators and University Samarth Team members.
2. P.S. to VC for information of Hon'ble VC.

*Upadhyay*  
21/3/24  
I/c IT-Cell

प्रभारी सूचना प्रौद्योगिकी प्रकोष्ठ  
(In charge IT Cell)

डॉ. हरिसिंह गौर विश्वविद्यालय सागर म.प्र.  
Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.)