OFFICE OF THE ACADEMIC REGISTRAR
GAUHATI UNIVERSITY
GUWAHATI-781014, ASSAM

Memo No.GU/Acad/2026/ 3339 Date: 02/11/26

To,

The Principal
All General Degree Colleges affiliated to Gauhati University.

Sub: Notification of Course Registration of FYUGP 1st Semester B.A./B.Sc./B.Com. programmes in SAMARTH e-Gov Portal

Sir/ Madam,

This is to inform you that the Course Registration process for the FYUGP 1st Semester B.A./B.Sc/B.Com programmes is live now from **02nd November, 2026** and will remain active till **12th November, 2026**.

Concerned Colleges need to select the various papers/courses offered in the College in the 1st Semester, programme wise and then, only those papers will be available to your students. A detail Manual has been annexed herewith in this regard.

- **This is to note that Course Registration of FYUGP 1st Semester will be done strictly on the basis of Discipline Scheme i.e. 1 Major - 1 Minor & 2 Minor only.**
- **Any Students with wrong Discipline Scheme/disciplines will not be able to find Course Registration and for them, College need to update the Disciplines by the following method:**

Login to Principal's SAMARTH account in https://gauhati.samarth.ac.in >> Academics >> Students >> Student-Programme >> Search the student by Enrolment No. or Roll No. >> enter the student profile >> Settings >> Update Discipline >> Update the Discipline Scheme to 1 Major - 1 Minor OR 2 Minor and put the correct Disciplines in place

You are hereby requested to go through the Manual at first and take necessary urgent step to select the courses as made available in the structure.

N.B.: Students can start doing Course Registration only after completion of selection of papers/courses by college.

This is for your information and necessary action please.

Sd/-
Academic Registrar
Gauhati University

Copy forwarded for information to:

1. Controller of Examinations, G.U.
2. DHE, Assam
3. Secretary to the Hon'ble Vice-Chancellor, G.U.
4. Secretary to the Registrar, G.U.
5. Office File.

02/11/26
(Prof. Rajib Handique)
Academic Registrar
Gauhati University

User Guide for OU Wise Course Management Through College/Department Login

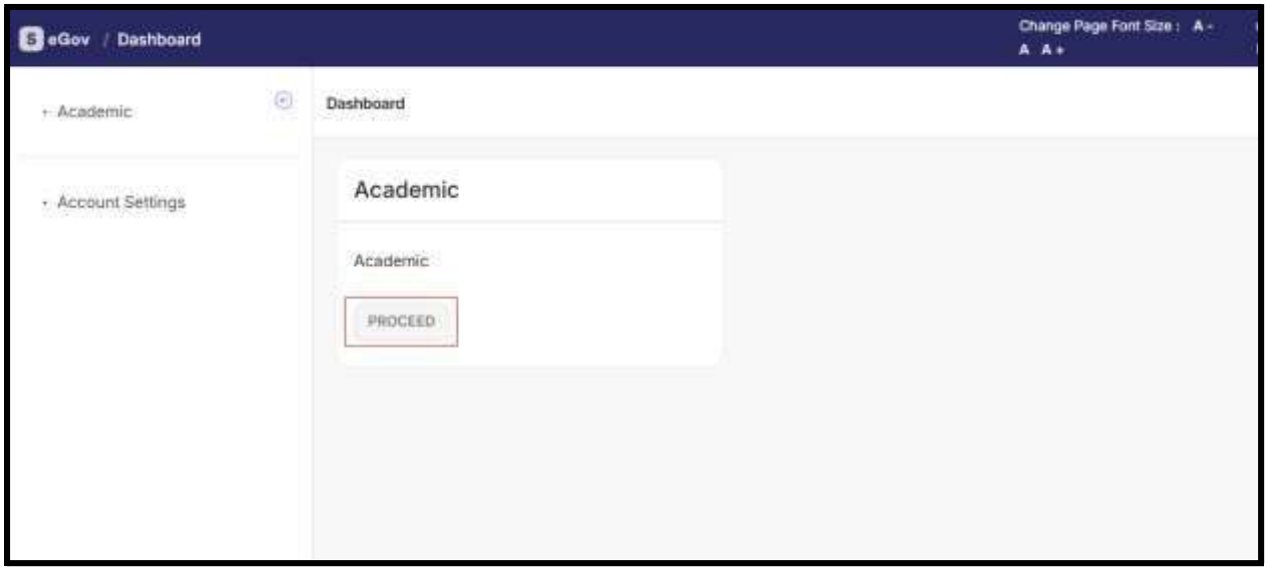
Introduction:-

This document will help colleges create their own course structure based on the course pattern set by the university. By following this process every college can design its course structure according to the courses they offer.

Colleges have the flexibility to organize and manage their courses as per their needs while still following the university guidelines.

A college can remove a course from its course structure only if no student has selected that course. Once even one student selects a course the college cannot remove it from the course structure.

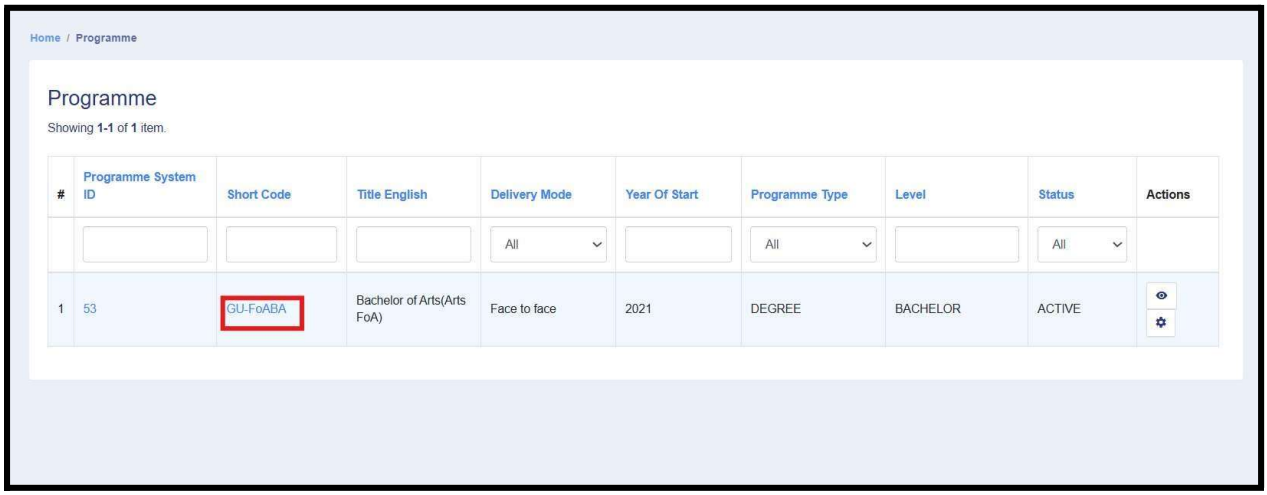
- The college should log in to its **Samarth Portal** account and then click on the **Proceed** button under the Academic section.



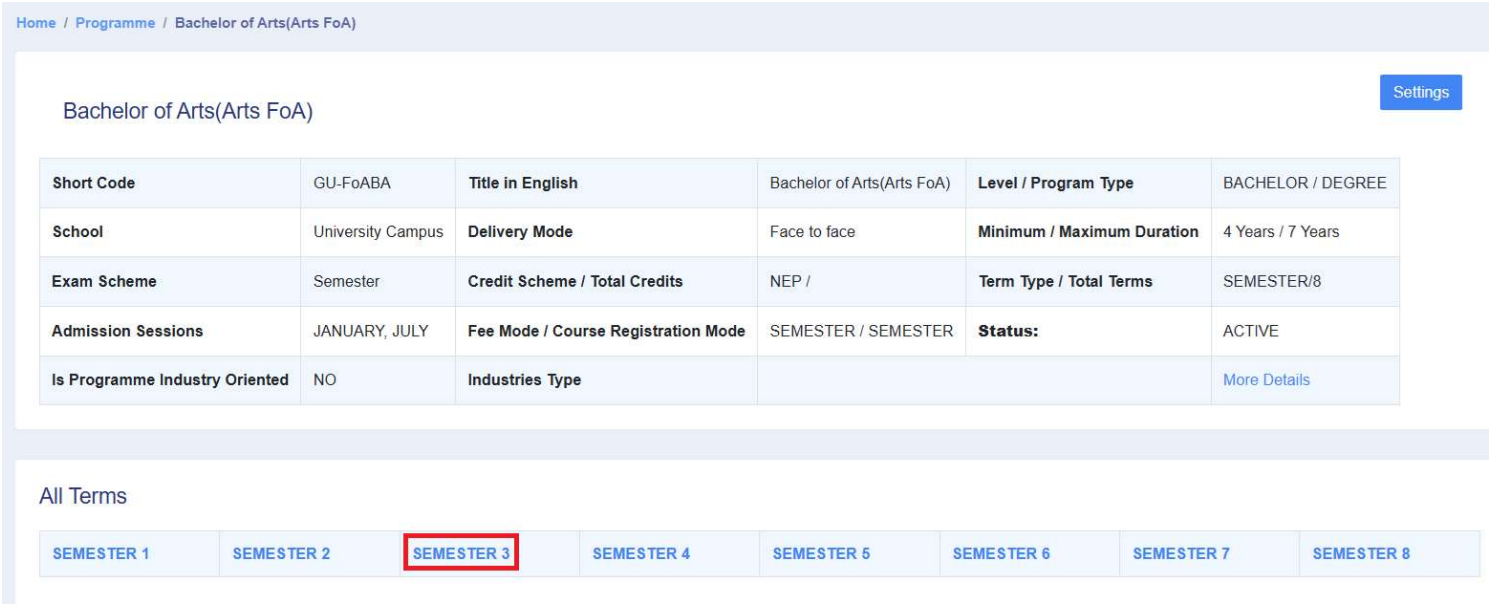
- To view the programmes click on the **Launch** button under the Programme Section.



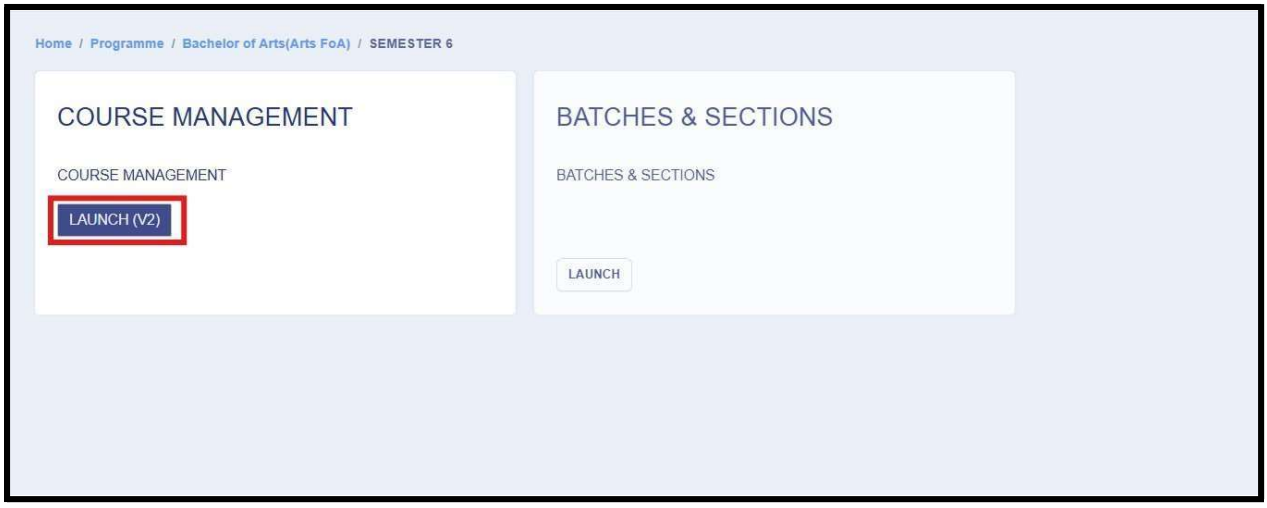
- To define the course structure for any programme the college should click on the **Programme Code** of the respective programme.



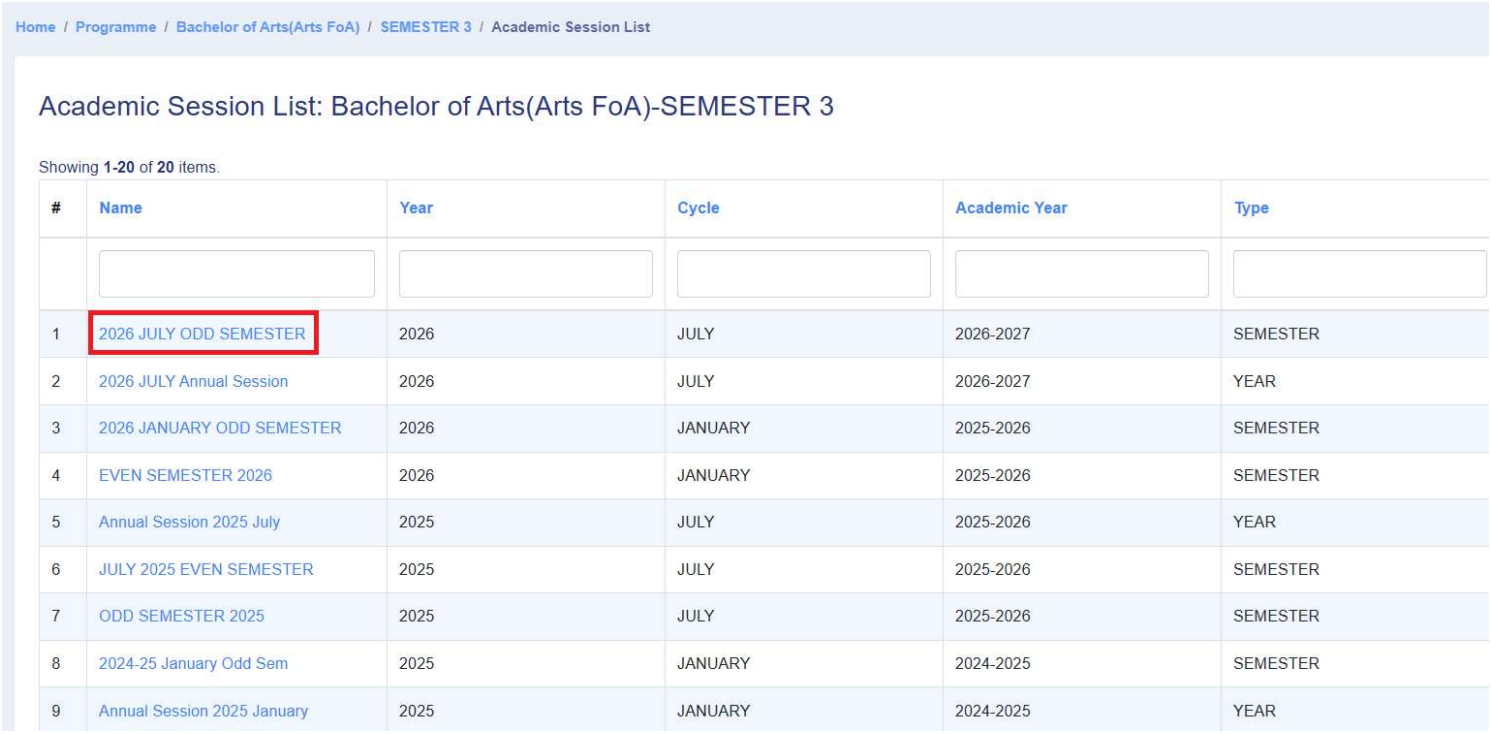
- To define the course structure for a particular semester click on the respective **Semester**.



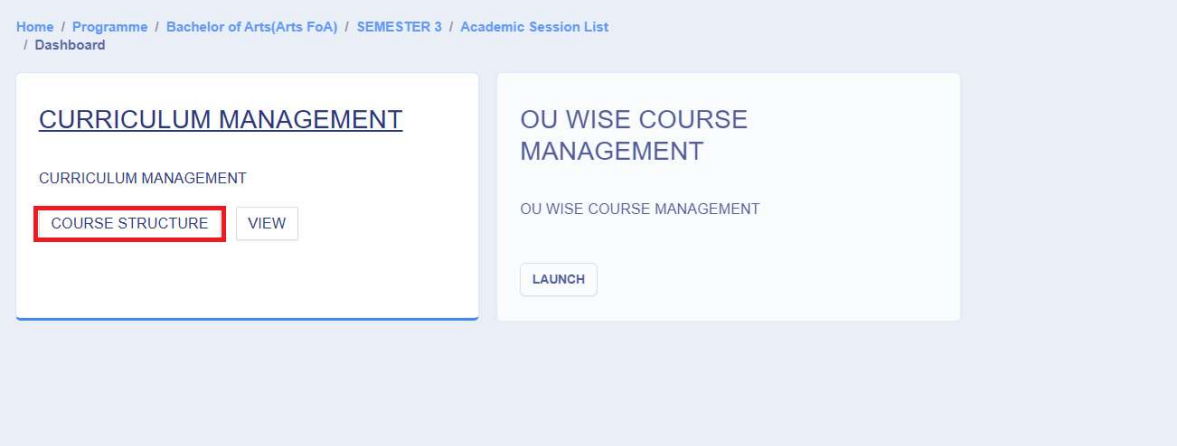
- After clicking on the **Semester** two options will appear: **Course Management** and **Batches and Sections**.
- Click on the **Launch V2** button under **Course Management**.



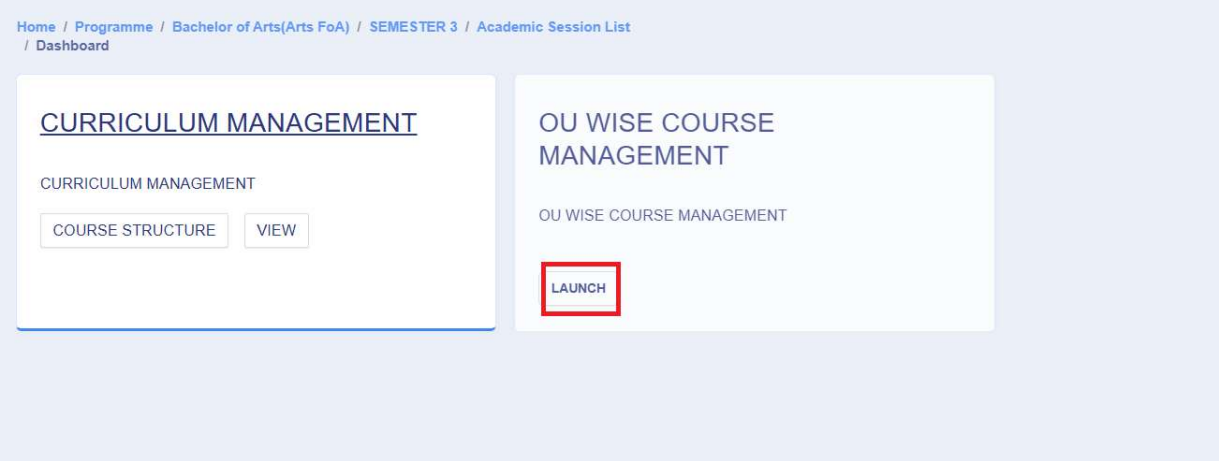
- After clicking on **Launch V2** a list of academic sessions will be displayed.
- Click on the specific academic session for which you want to define the course structure.



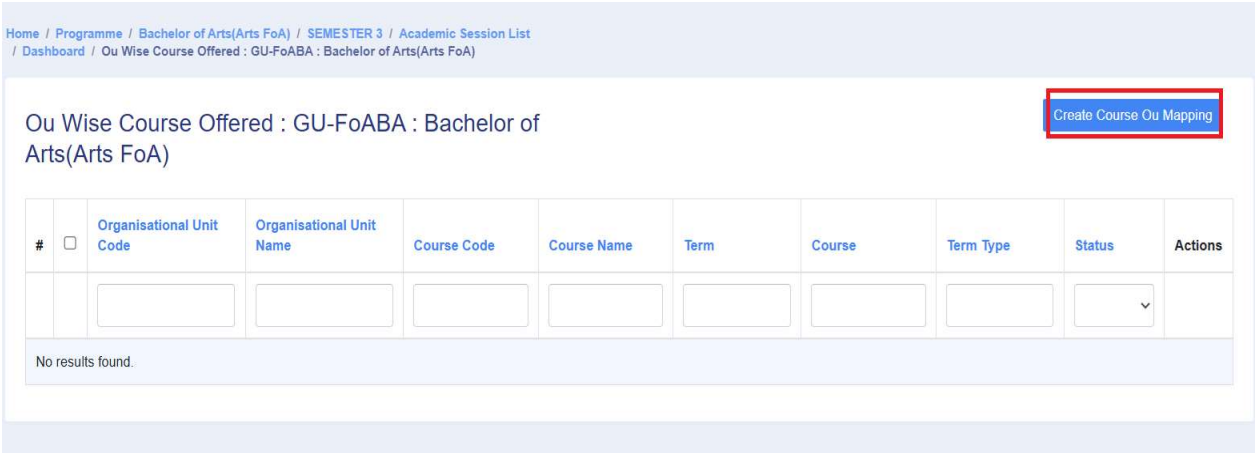
- After clicking on the **Academic Session** two options will appear: **Curriculum Management** and **OU Wise Course Management**.
- By clicking on the **Course Structure** button under **Curriculum Management** the college can view the course structure defined by the university.



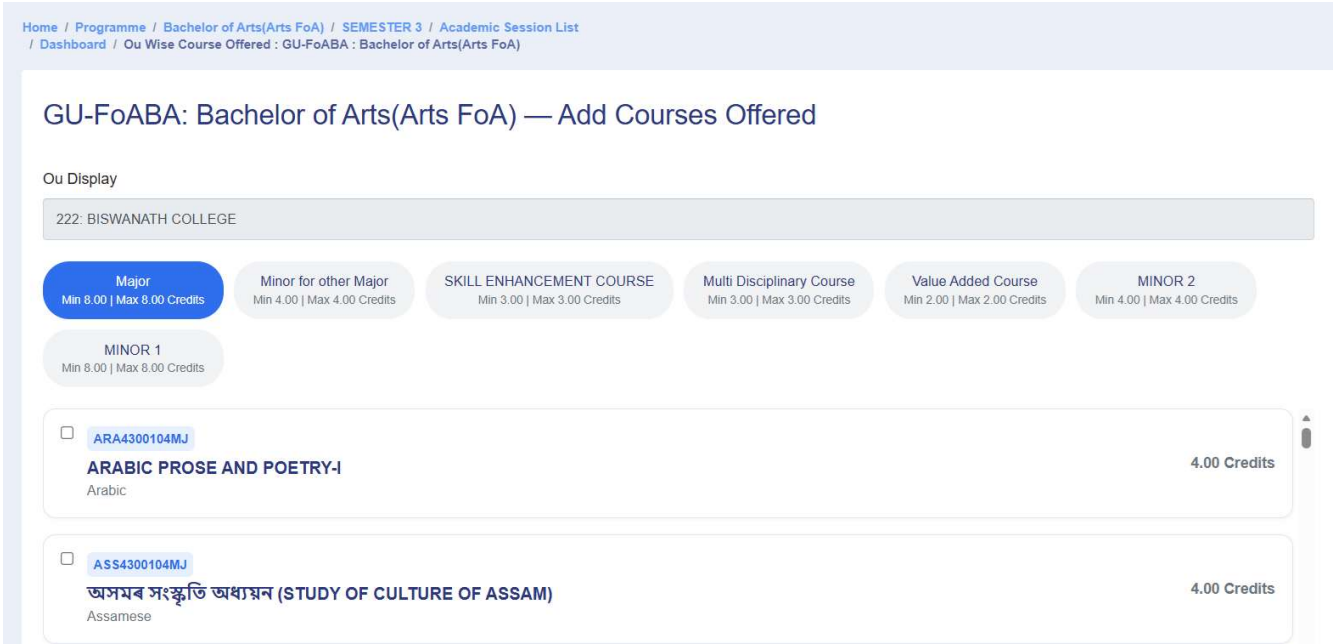
- Click on the **Launch** button under **OU Wise Course Management**.



- After clicking on the **Launch** button under **OU Wise Course Management** colleges can create the course structure according to the courses currently running in their college.
- To create the course structure, click on **Create Course OU Mapping**.

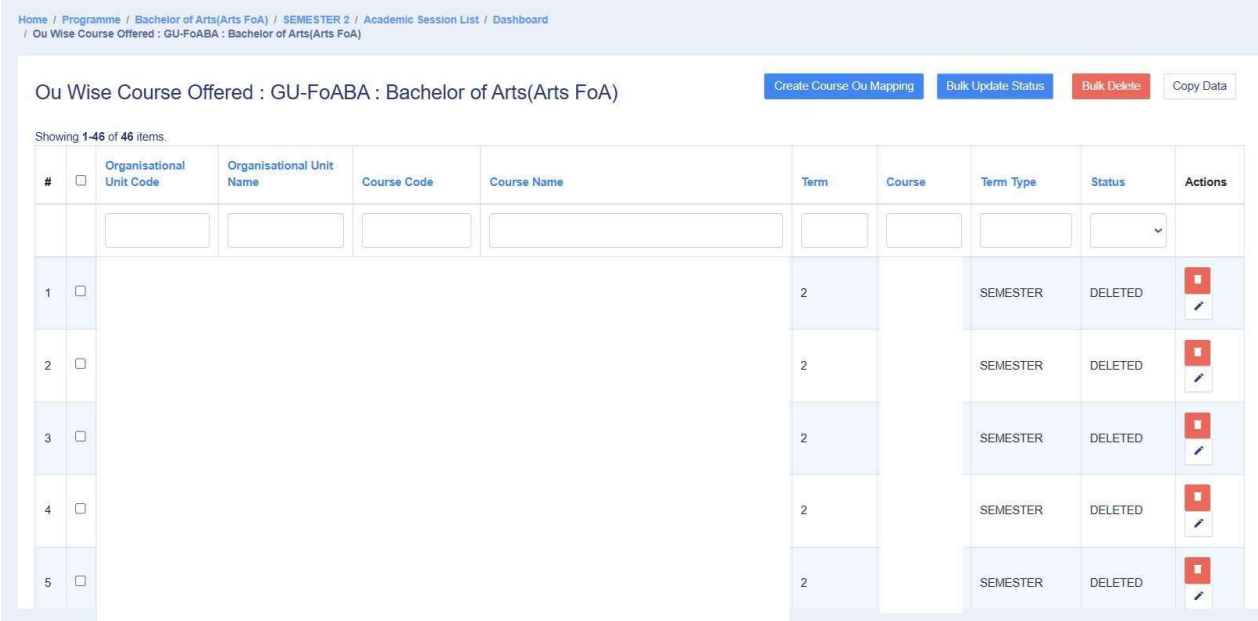


- After clicking on **Create Course OU Mapping** the **Course Groups** will be displayed.



- Click on a group to see all the courses offered in that group by the university.
- The college can then select the courses that are running in their OU for that group. Repeat this for all groups one by one and once all relevant courses are selected click on the **Save Selection** button **at the end** to create the course structure according to the college's offerings.
- After clicking the **Save Selection** button, a list of all courses selected by the college will be displayed.
- **If any course was selected by mistake the college can delete that course from their structure only until no student has selected it. Once a student selects a course it cannot be removed from the college's course structure.**
- Also mistakenly deleted courses can again be published using the edit button

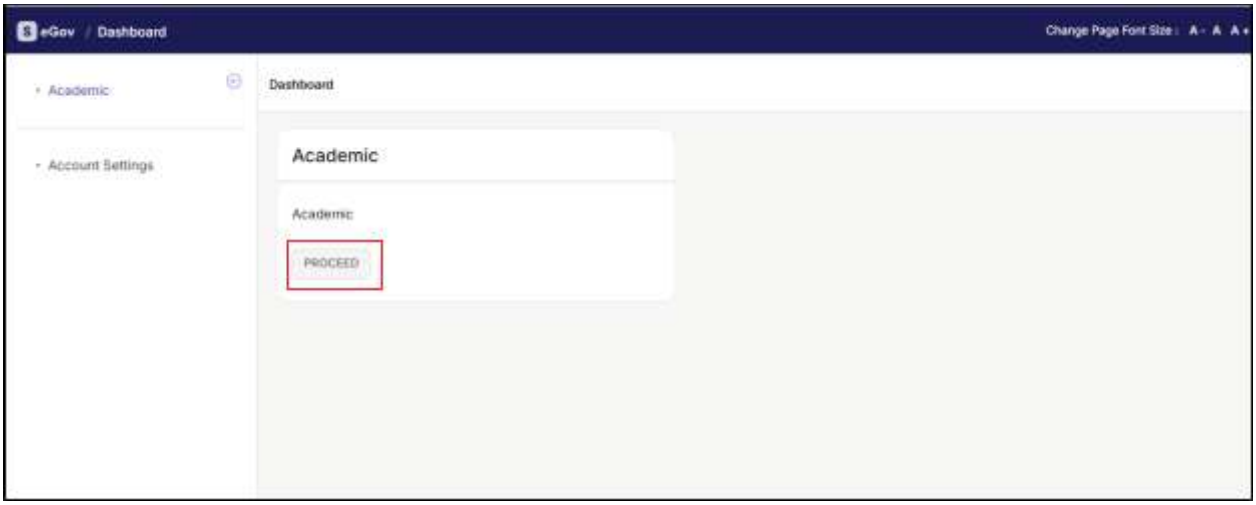
(pencil button below the delete button)



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If a student has already submitted their course selection and later realizes that they have selected a wrong course, there is a provision for the college to update the student's course without changing their discipline. I understood how to assign this permission to the college so that they can make the required course updates for the student.

1. Login into the samarth portal and then click on the Academic **Proceed Button.**



2. Click on the Launch button under the programme.



3. Click on the short code of the particular programme for which you want to update the student's courses.



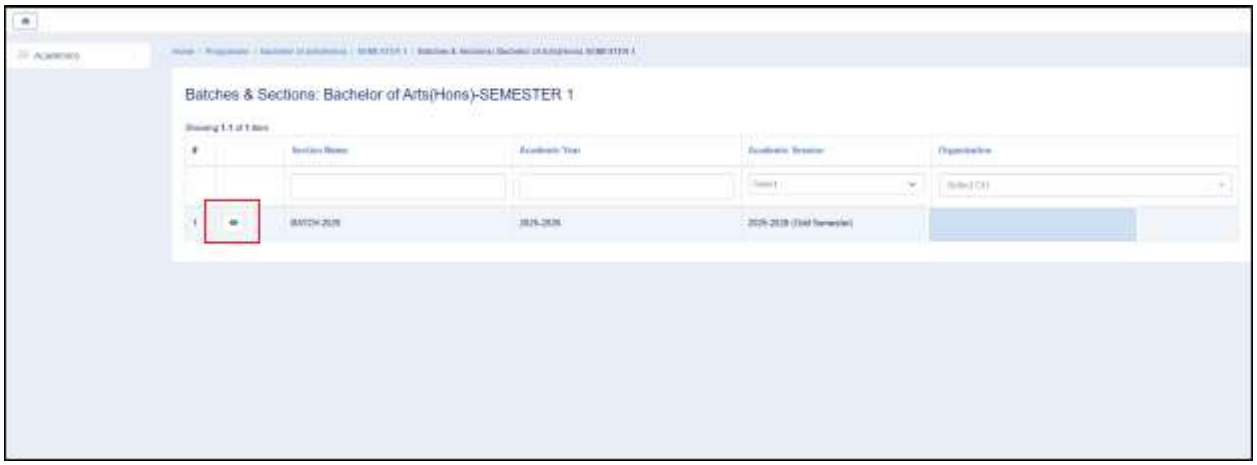
4. Click on the Semester 1



5. Click on the Launch button under the Batches and Sections.



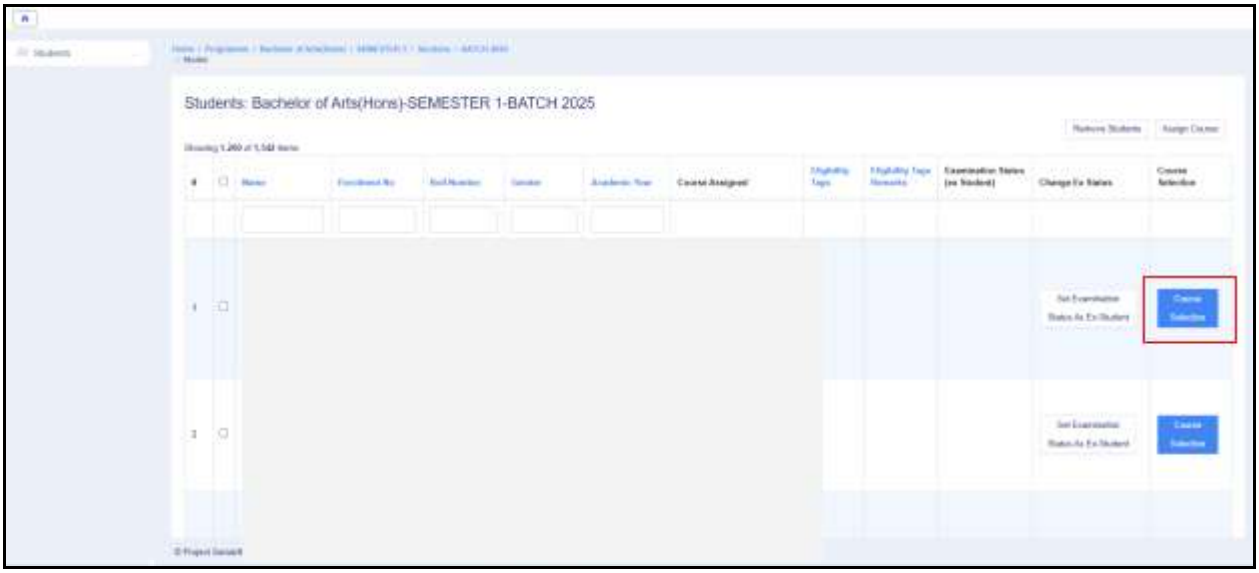
6. Click on the view button on the particular batches.



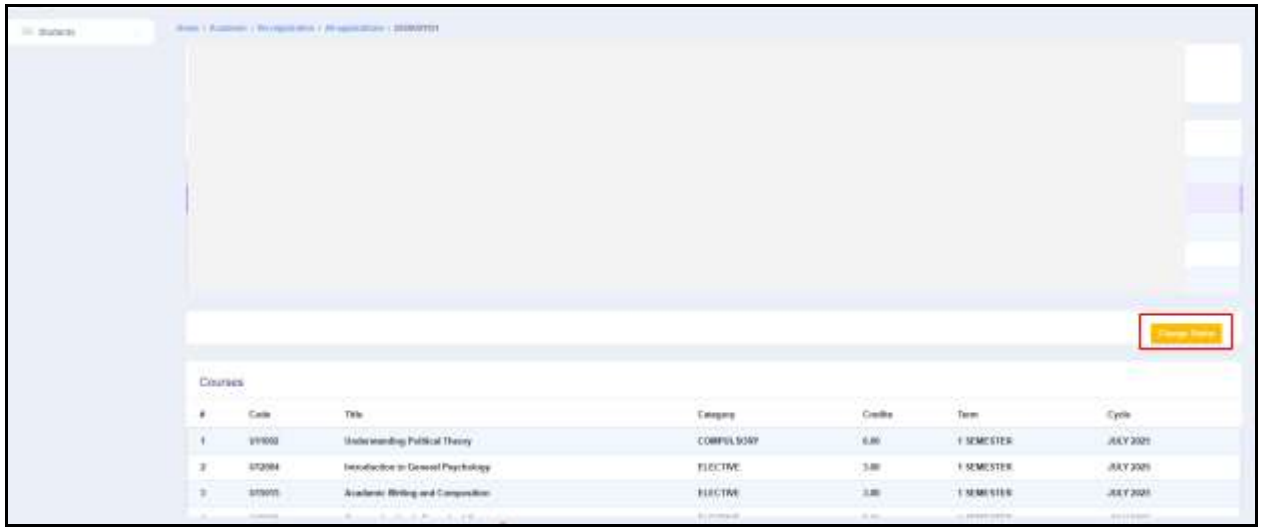
7. Click on the **View Students** button under the Students.



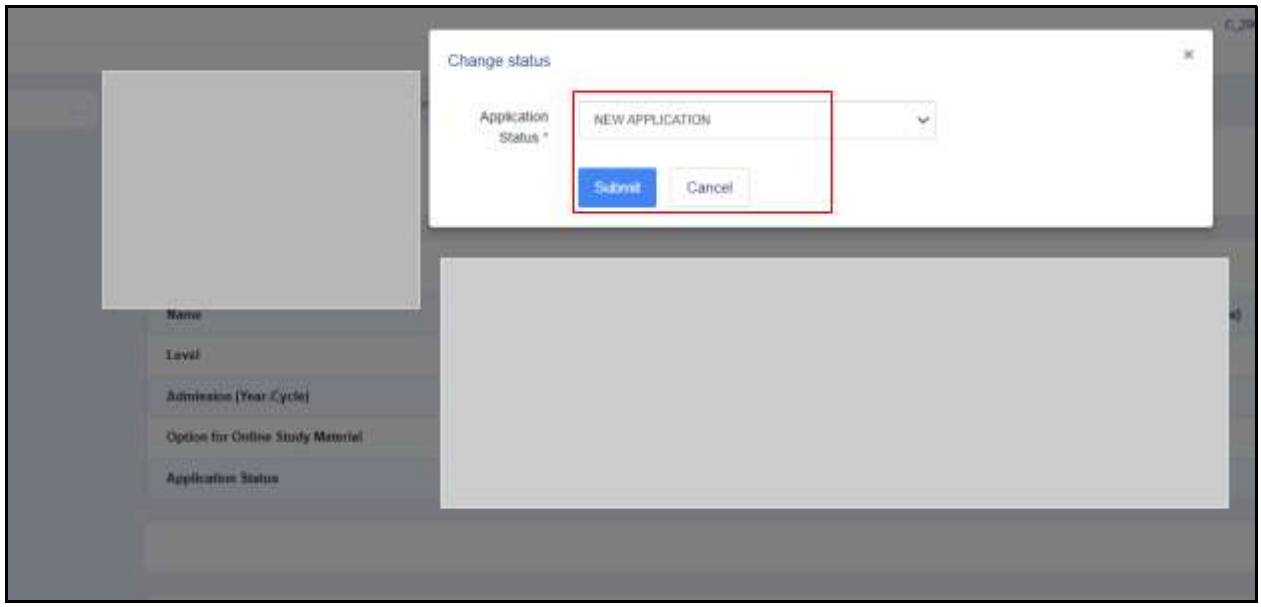
8. Search for the particular student using the Enrolment Number, and then click on the **Course Selection** button.



9. Once admin clicks on the course selection button the students profile will be displayed and then click on the **Change Status** button.



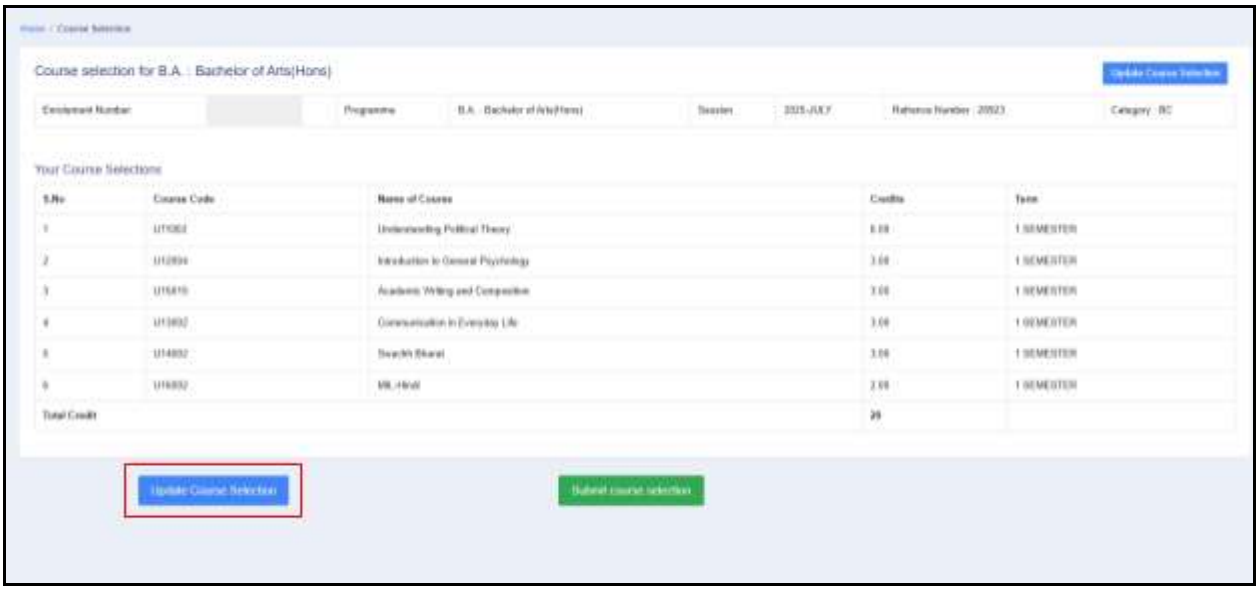
10. Select the application status as a **New Application** and then click on the **Submit** Button.



11. Once the admin submits it as a new application, refresh the page. The Course Selection option will then be displayed; click on the **Course Selection** button.



12. Once you click on the Course Selection button, the **Update Course Selection** option will be enabled.



13. Once you click on the Update Course Selection button, the course selection page will be displayed. Select the correct courses and then click on the Submit button.

Enrolement Number:		Programme	B.A. Bachelor of Arts(Hons)	Session	2025-JULY	F	
Discipline opted details : 1 Major		Discipline 1 (MAJOR): POLITICAL SCIENCE					

Courses Selection for SEMESTER 1

S.No	Option Type	Course Code : Course Name (Credit)
1	MAJOR	You need to select 6 credit. You have selected 0 credit. ☐ U11033 : Algebra (6.00) ☐ U11002 : Understanding Political Theory (6.00)
		You need to select 3 credit. You have selected 0 credit. ☐ U12012 : Political History of India (From Indus Valley Civilization to 319 A.D.) (3.00) ☐ U12023 : Study of Urdu Fiction (3.00) ☐ U12022 : व्याकरण - संज्ञा, संधि, नाम धातु, अनुवाद (3.00) ☐ U12021 : Deductive Logic (3.00) ☐ U12020 : Arabic Grammar & Prose (3.00) ☐ U12019 : Introduction Elementary Persian Language (3.00) ☐ U12018 : Fundamentals of Indian Music (3.00) ☐ U12017 : मैथिली साहित्यक अभिनव एवं समकाल (3.00) ☐ U12016 : हिंदी साहित्य का इतिहास (3.00) ☐ U12015 : Indian Classical Literature (3.00)
4	SKILL ENHANCEMENT COURSE	☐ U13002 : Communication in Everyday Life (3.00) ☐ U13003 : Creative Writing (3.00) ☐ U13004 : Digital Marketing (3.00) ☐ U13005 : Basic IT Tools (3.00)
5	Value Added Course	You need to select 3 credit. You have selected 0 credit. ☐ U14001 : Art of Being Happy (3.00) ☐ U14002 : Swachh Bharat (3.00) ☐ U14003 : Fit India (3.00)
6	Ability Enhancement Course	You need to select 2 credit. You have selected 0 credit. ☐ U16001 : MIL - English Communication (2.00) ☐ U16002 : MIL-Hindi (2.00) ☐ U16003 : MIL-Maithili (2.00) ☐ U16004 : MIL- Study of Urdu Ghazal (2.00) ☐ U16005 : MIL- Bengla (2.00)

Submit