



जननायक चन्द्रशेखर विश्वविद्यालय, बलिया
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पत्रांक-जे0एन0सी0यू0 / सा0प्र0 / 6580 / 2024

दिनांक: 08 जुलाई, 2024

शीर्ष प्राथमिकता / समयबद्ध

सेवा में,

प्राचार्य / प्राचार्या / प्रबन्धक
सम्बद्ध समस्त महाविद्यालय,
जननायक चन्द्रशेखर विश्वविद्यालय,
बलिया।

विषय:-समर्थ पोर्टल के क्रियान्वयन से सम्बन्धित मार्गदर्शी दिशा-निर्देशों का अनुपालन सुनिश्चित किये जाने के सम्बन्ध में।

महोदय / महोदया,

उपर्युक्त विषयानुक्रम में सादर सूच्य है कि शासन द्वारा समर्थ पोर्टल के क्रियान्वयन के सम्बन्ध में College Principal Access and Module Management से सम्बन्धित Administrator Guideline- guide for Affiliated College's, Principals to login and update profile के कतिपय मार्गदर्शी दिशा-निर्देश निर्गत किये गये हैं, जो एतद्द्वारा पार्श्व में संलग्न हैं। इसी अनुक्रम में दिनांक: 26 जून, 2024 को विश्वविद्यालय द्वारा आयोजित प्रशिक्षण कार्यक्रम में विश्वविद्यालय नोडल प्रभारी द्वारा उपस्थित महाविद्यालयों के सभी नोडल अधिकारियों/कम्प्यूटर आपरेटरों को प्रशिक्षण भी प्रदान किया जा चुका है।

कृपया तदनुसार समर्थ पोर्टल से सम्बन्धित गतिविधियों का क्रियान्वयन सुनिश्चित करने का कष्ट करें।

संलग्नक-यथोक्त।

भवदीय,

(एस0एल0 पाल)
कुलसचिव

प्रतिलिपि: निम्नलिखित को सूचनार्थ प्रेषित:-

1. माननीय कुलपति जी।
2. डॉ0 नीलमणि त्रिपाठी, विश्वविद्यालय नोडल अधिकारी-'समर्थ पोर्टल'।
3. प्रभारी वेबसाइट को विश्वविद्यालय की वेबसाइट पर अपलोड करने एवं कालेज लागिन में सम्प्रेषण हेतु।
4. सम्बन्धित पत्रावली।

कुलसचिव

University's Administrator Guide

→ for **College Principal Access** and **Module Management** on **Samarth Portal**

Objective

To guide the universities to enable their college principals to log into the Samarth portal, update the college profiles, and manage applicable modules. Following this guide, universities can assign, map, and configure actions for their colleges as specified by the University.

Table of Content

Organizational Units and User Management Guide	1
Organizational Unit Types	1
Predefined Organizational Units	1
Steps to Create Organizational Unit Type	1
Organizational Units	1
Steps to Add Organizational Unit	1
Adding Organizational Units in Bulk	2
User Management Module	2
Steps to Add New User	2

University's Administrator Guide

for **College Principal Access** and **Module Management** on **Samarth Portal**

User Role Assignment	2
Steps to Assign User Roles	3
User Roles	3
Prerequisites	3
Adding Colleges	3
Creating Principal User Accounts	3
Assigning Roles	3
How Principal Can Login	3
How to Update College Profile in Core Module	4
Step 1: Update General Details	4
Step 2: Add Accreditation	4
Step 3: Update Address	5
Step 4: Update Contact Details	5
Step 5: Add Other Details	5

University's Administrator Guide

for **College Principal Access** and **Module Management** on **Samarth Portal**

Organizational Units and User Management Guide

This guide helps users create organizational unit types and organizational units, configure academic details regarding affiliated programs' academic lifecycles, and complete organizational profiles for colleges and affiliated institutions.

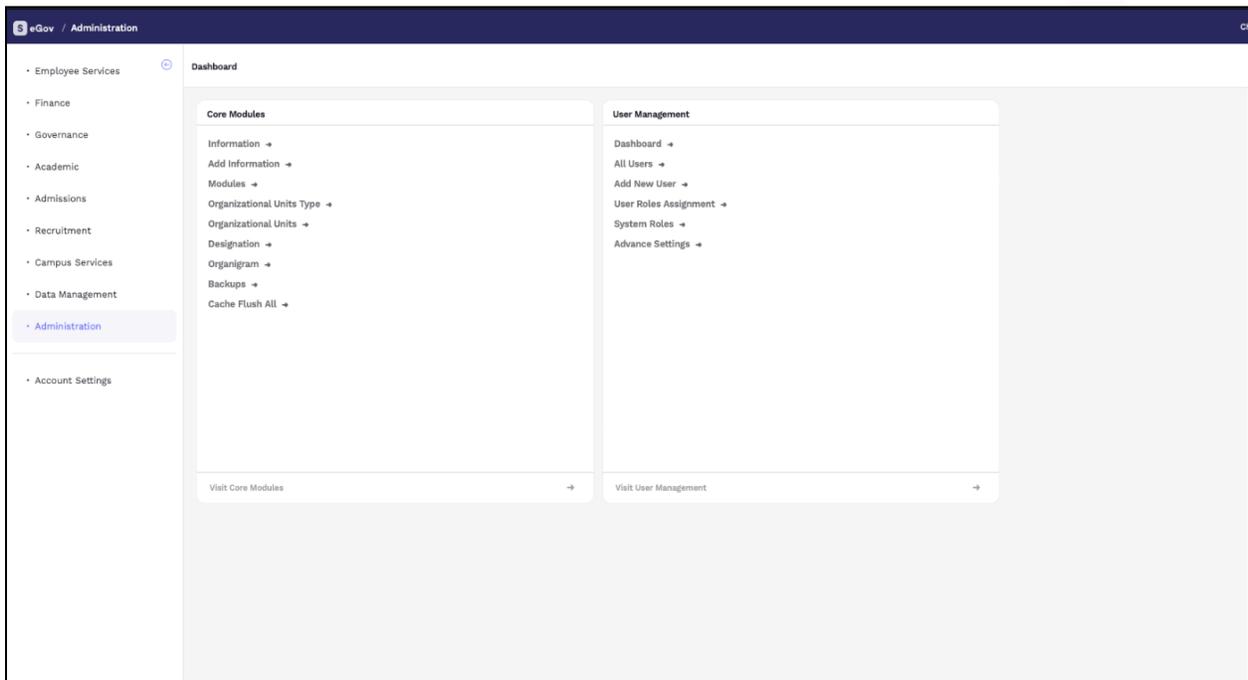


Image 1: Administration package Core module and User Management from admin user

Organizational Unit Types

Organizational unit types allow you to create different organizational units where departments, branches, cells, faculties, and schools can be added. This customizable structure adapts to any HEI's internal workflow.

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for College Principal Access and Module Management on Samarth Portal

#	ID	Title	Parent	OU Type	Category	Status	Actions
1	120	O3 Centers	All	NOT APPLICABLE	Academic	Published	
2	165	lgy		REGIONAL CENTRE	Administrative	Published	
3	1088	bigland unit		CAMPUS	Administrative	Published	
4	995	campus67		NOT APPLICABLE		Published	
5	165	Committee		NOT APPLICABLE	Administrative	Published	
6	696	Delta 123		NOT APPLICABLE	Academic	Published	
7	308	demotech		NOT APPLICABLE	Academic	Published	
8	991	Department67		NOT APPLICABLE	Academic	Published	
9	192	dfgla		COLLEGE DEPARTMENT		Published	
10	762	helping		NOT APPLICABLE	Administrative	Published	
11	1087	Inland unit		NOT APPLICABLE	Administrative	Published	

Image 2: Core module Organization Unit from admin user

Predefined Organizational Units

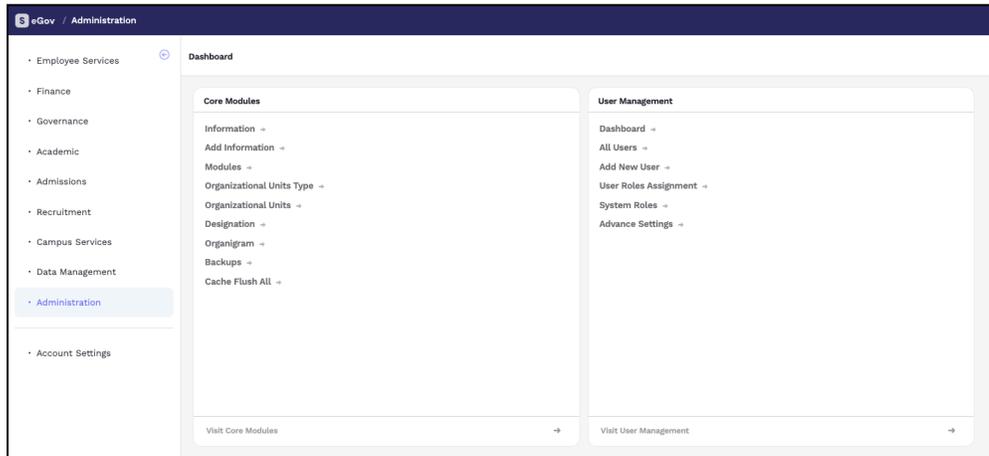
The system includes predefined organizational units like Campus, Faculty, Department, Institute, Branch, Library, Hostel, Facility, Administration, and School. Users can create their organization according to these types or define their own, such as Departments, Affiliated Colleges, Faculty, etc.

Steps to Create Organizational Unit Type

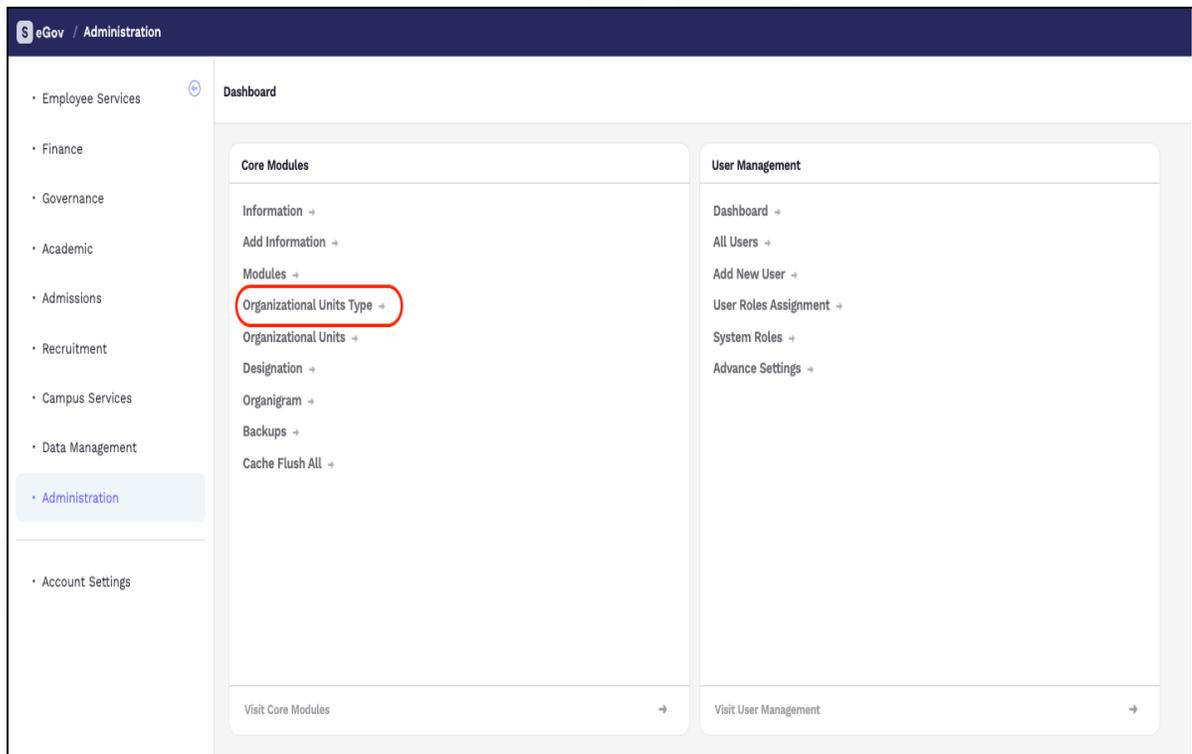
1. **Navigate to the Core module in the Administration Package.**

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for College Principal Access and Module Management on Samarth Portal



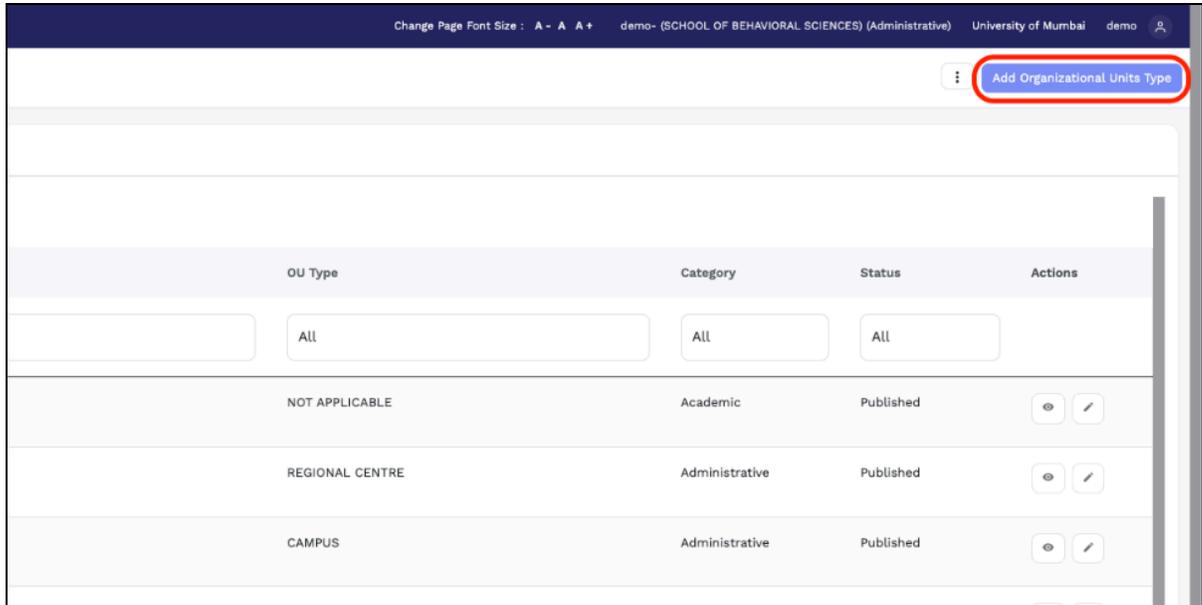
2. Click on **Organizational Unit Types** to view the list of unit types.



3. Click on **Add Organizational Units Type** to create a new type.

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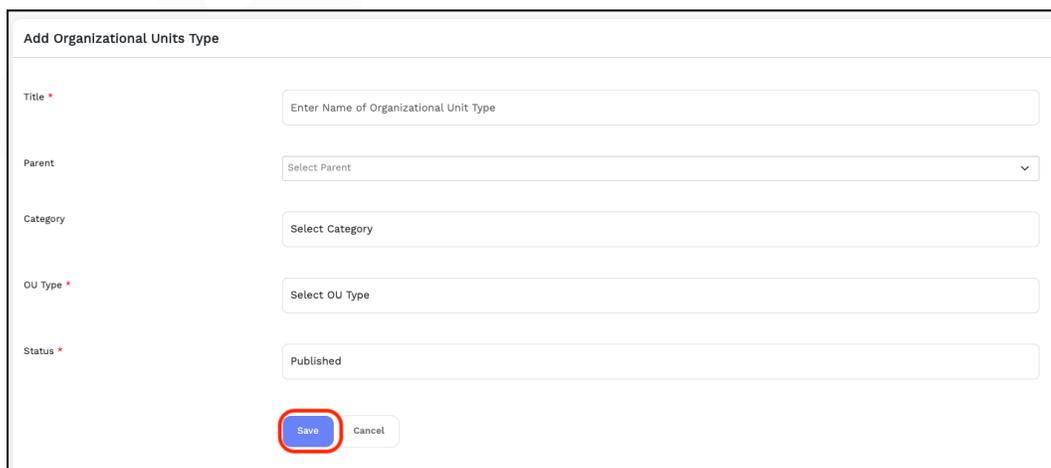
for College Principal Access and Module Management on Samarth Portal



The screenshot shows the top navigation bar of the Samarth Portal. The text 'Add Organizational Units Type' is highlighted with a red circle. Below the navigation bar is a table with the following columns: OU Type, Category, Status, and Actions.

OU Type	Category	Status	Actions
All	All	All	
NOT APPLICABLE	Academic	Published	 
REGIONAL CENTRE	Administrative	Published	 
CAMPUS	Administrative	Published	 

4. **Enter the title** (e.g., Affiliated Colleges).
5. **Select the parent type.**
6. **Choose the category** (Administrative or Academic).
7. **Select the OU type from the list provided** (CAMPUS, COLLEGE, DEPARTMENT, etc.).
8. **Mark the status** as Published/Draft/Pending.



The screenshot shows the 'Add Organizational Units Type' form. The form has the following fields:

- Title * (text input): Enter Name of Organizational Unit Type
- Parent (dropdown): Select Parent
- Category (text input): Select Category
- OU Type * (text input): Select OU Type
- Status * (text input): Published

At the bottom of the form, there are two buttons: 'Save' (highlighted with a red circle) and 'Cancel'.

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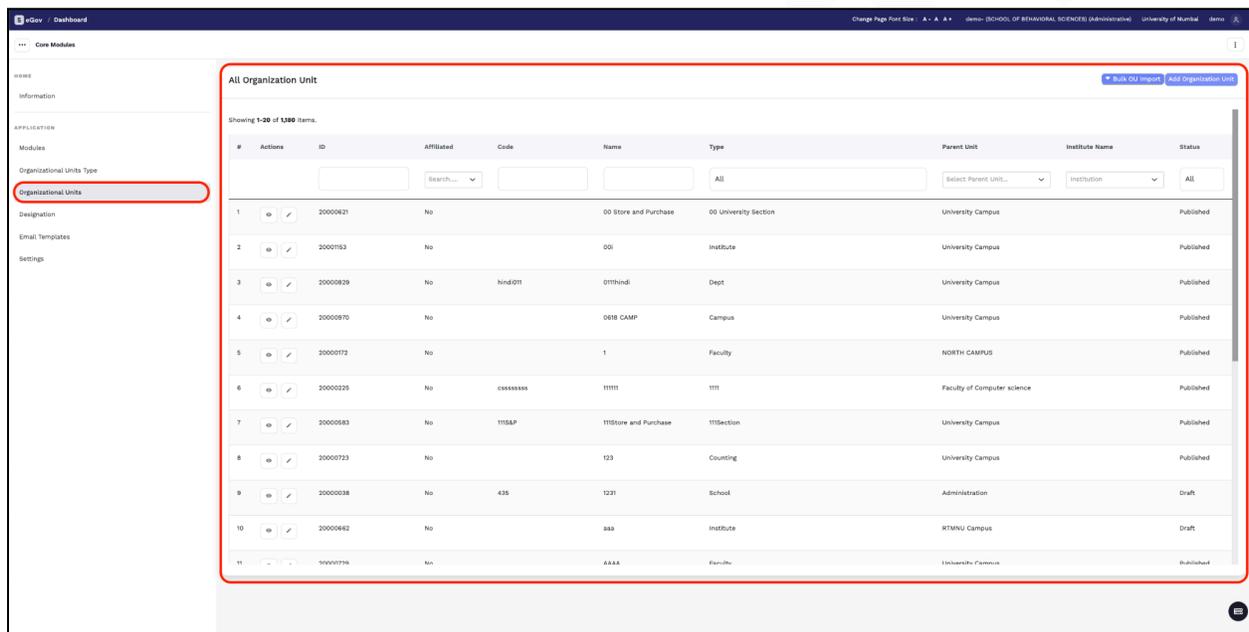
for College Principal Access and Module Management on Samarth Portal

9. **Click Save** to add the organizational unit type.

Once the organizational unit type is created, you can add units according to their types.

Organizational Units

The organizational units section includes all added units of the HEIs, such as departments, schools, faculties, colleges, and universities. Users can add organizational units in bulk or one at a time.



Steps to Add Organizational Unit

1. **Log in to the portal.**

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for College Principal Access and Module Management on Samarth Portal

Username *

Username

Username cannot be blank.

Password *

Forgot Password ?

Password

Captcha Verification

63576

Type the text

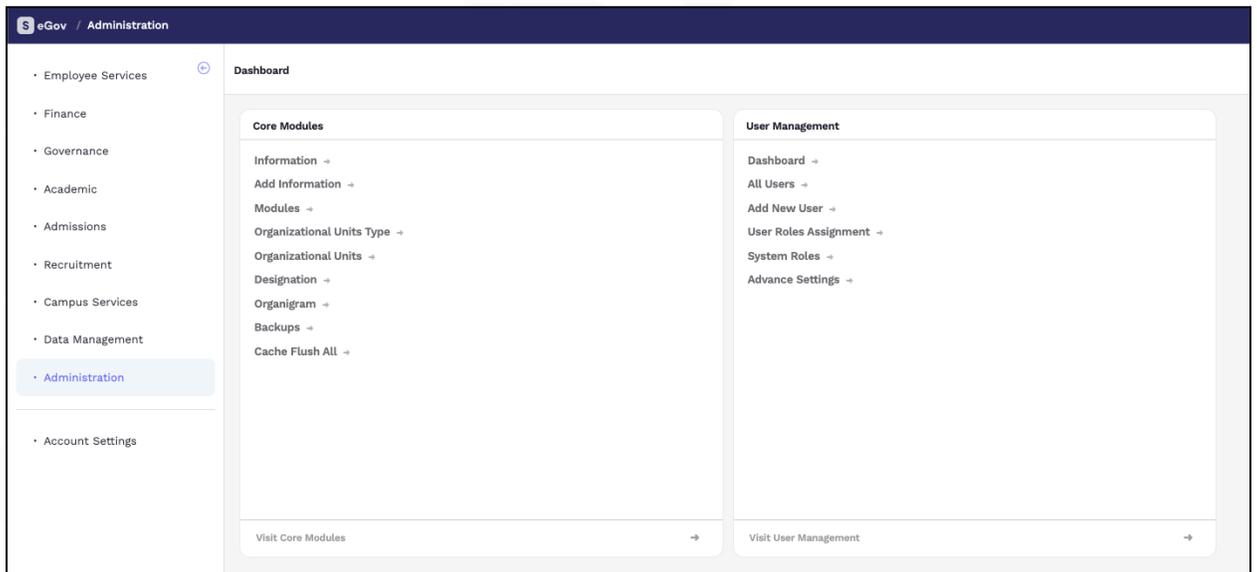
Click on the text to change

Remember Me

LOGIN

First Time Login ?

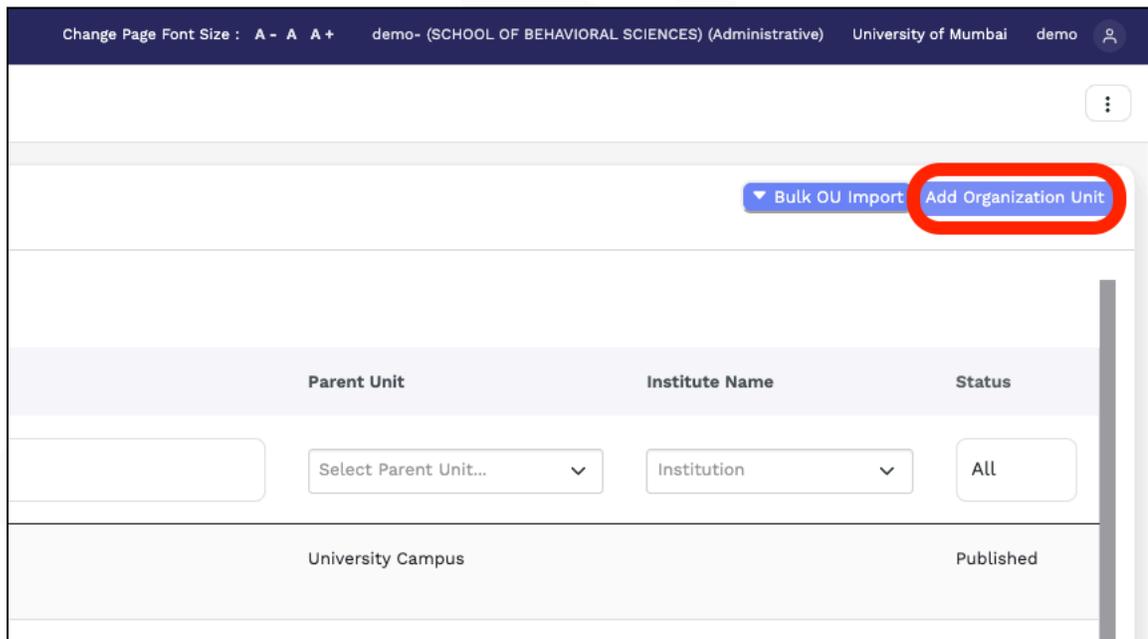
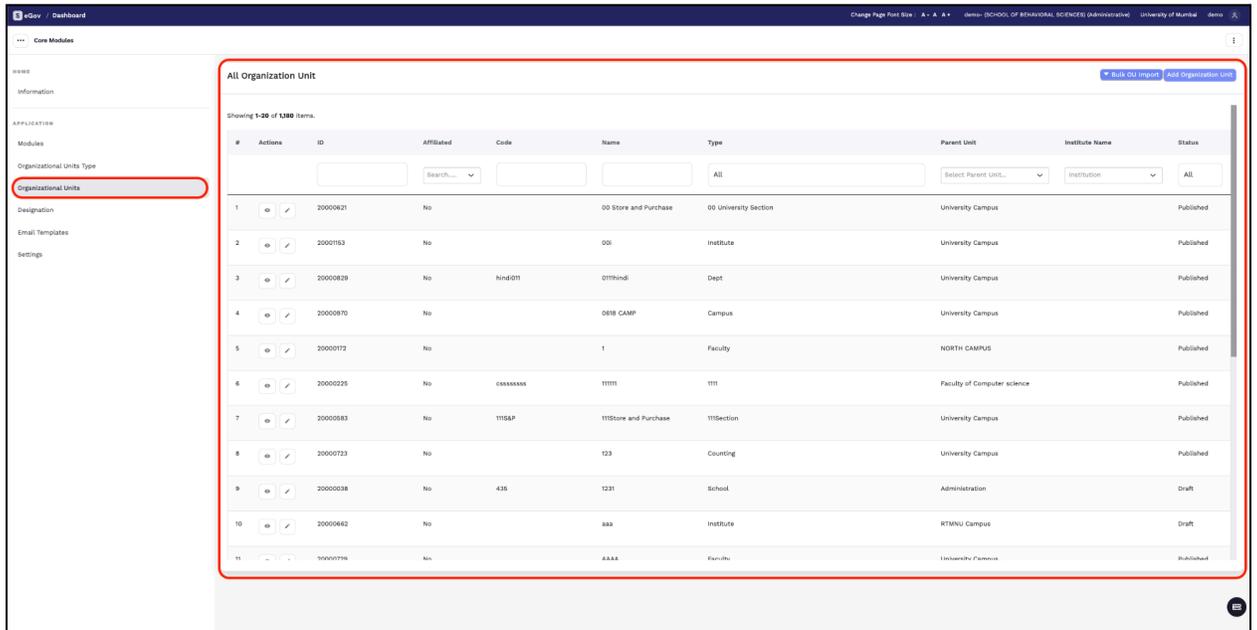
2. **Go to the Administration Package** and click on the Core module.



3. **Click on Organizational Unit.** On the left-hand side, click on Add Organizational Unit.

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for College Principal Access and Module Management on Samarth Portal

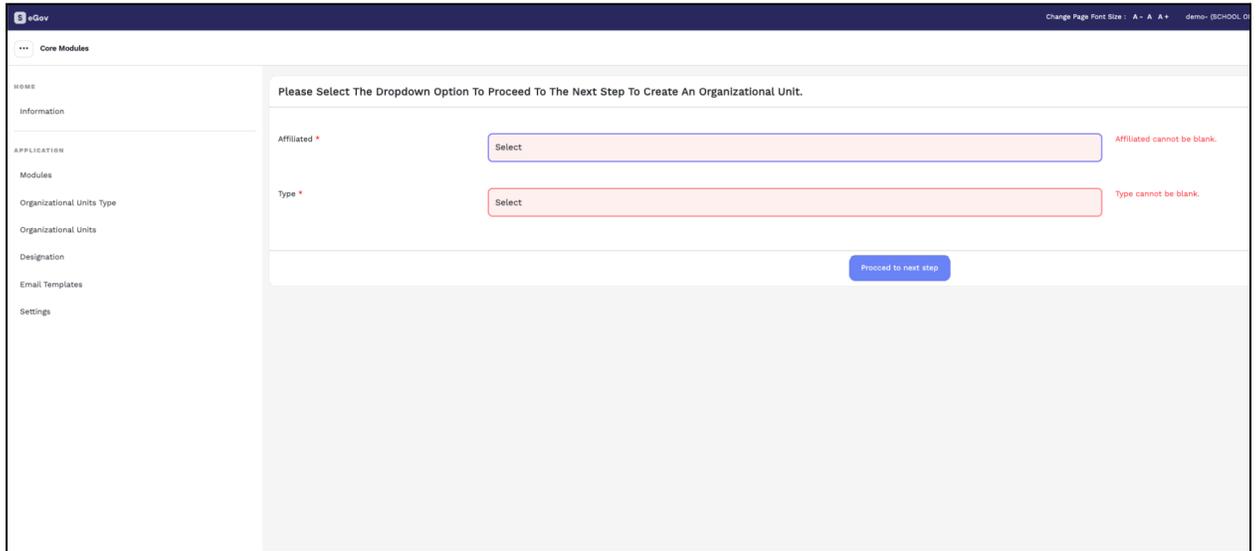


4. Select whether the OU is affiliated or not.

- If affiliated, enter the required college affiliation information.
- If not affiliated, select whether it is an Institution or an Institution Department.

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for College Principal Access and Module Management on Samarth Portal



The screenshot shows the 'Core Modules' section of the Samarth eGov portal. The main content area displays a form for creating an organizational unit. The form includes two dropdown menus: 'Affiliated *' and 'Type *'. Both dropdowns currently show 'Select' and have red error messages: 'Affiliated cannot be blank.' and 'Type cannot be blank.' respectively. Below the dropdowns is a blue button labeled 'Proceed to next step'. The left sidebar contains a navigation menu with the following items: Information, Modules, Organizational Units Type, Organizational Units, Designation, Email Templates, and Settings. The top of the page shows the 'eGov' logo and 'Change Page Font Size : A - A. A +'.

5. **Select the OU type** from the dropdown (e.g., College, College Department, Regional Centre, Study Centre).
6. **Enter the required details:**
 - General Details (Name, Parent Unit, Institute Name, Code, Profile, etc.)
 - Accreditation (NAAC Accreditation, NIRF Ranking, AISHE Code, etc.)
 - Address (Country, State, District, City, Street, Pincode, Geo Coordinates)
 - Contact Details (Official Email, Telephone Number, Fax, Website, Social Media Links)
 - Other Details (Status, Visible, OU Category, OU Tag)
7. **Click Save** to create the organizational unit.

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for College Principal Access and Module Management on Samarth Portal

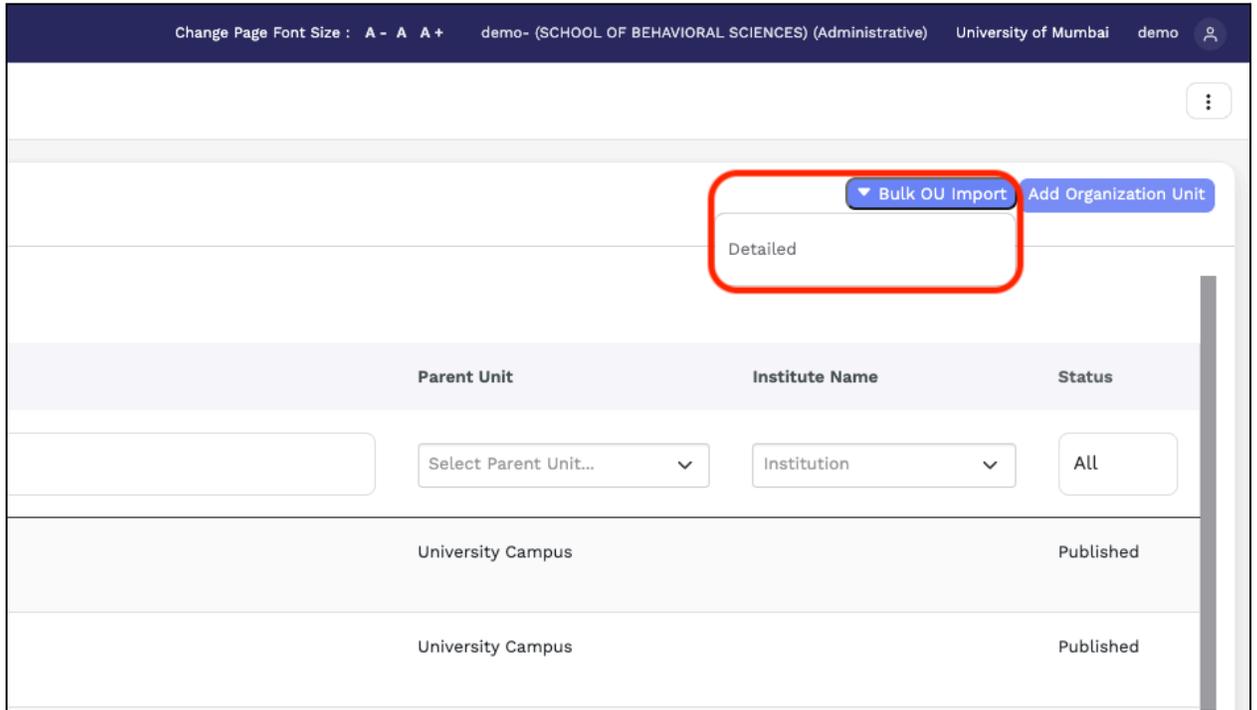
The screenshot shows the 'Fill The College Profile' form in the Samarth eGov portal. The form is divided into five tabs: General Details, Accreditation, Address, Contact Details, and Other Details. The General Details tab is active, showing fields for Name, Name in Hindi, Name in other Language, Parent Unit, Institute Name, Code, Profile, and Logo. The Logo field has a file upload interface with a 'Browse' button. Below the form, there are 'Cancel' and 'Submit' buttons, and a note about allowed file formats (JPG, PNG, GIF) and a maximum file size of 50 KB. The 'Affiliated' field is set to 'Yes'.

Adding Organizational Units in Bulk

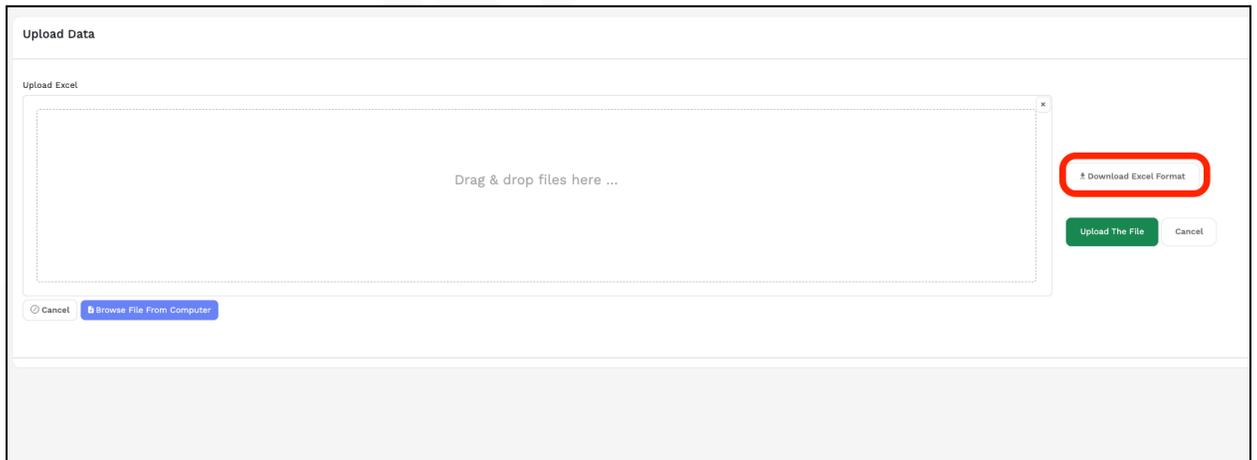
1. Click on Bulk OU Import.
2. Click on Detailed.

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3. Download the Excel format.



4. **Fill in the details** in the Excel sheet.
5. **Upload the file** by dragging and dropping or browsing and attaching the file.
6. **Click on Upload.**

User Management Module

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for College Principal Access and Module Management on Samarth Portal

After creating organizational units, universities can create user accounts for affiliated colleges' principals.

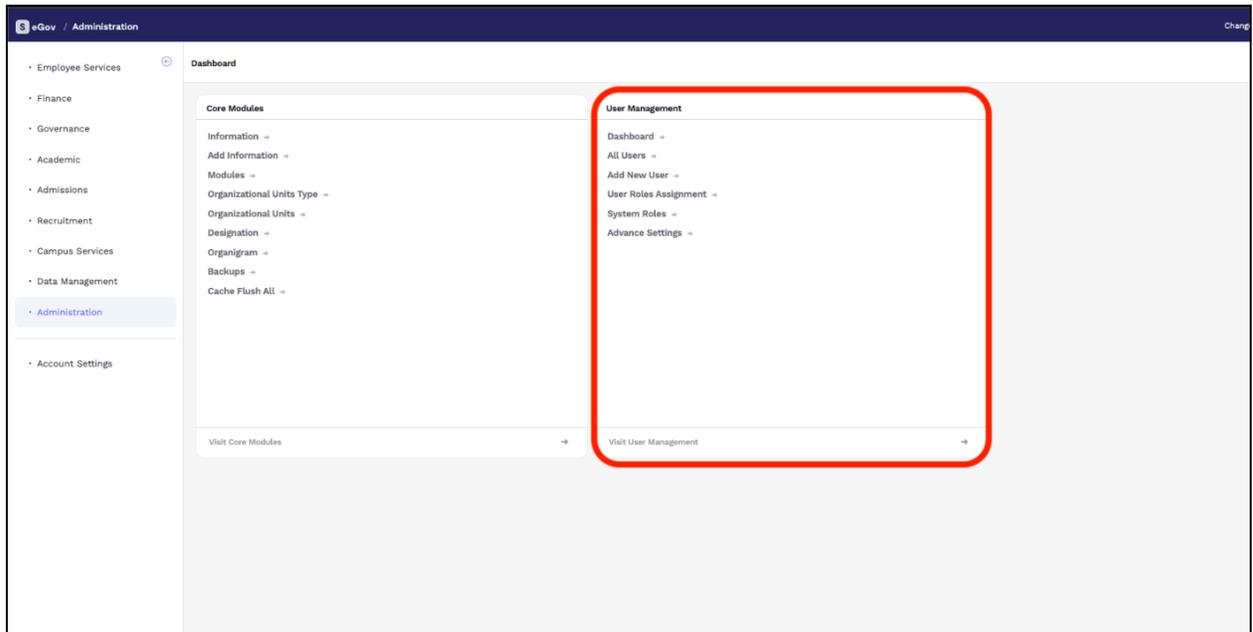


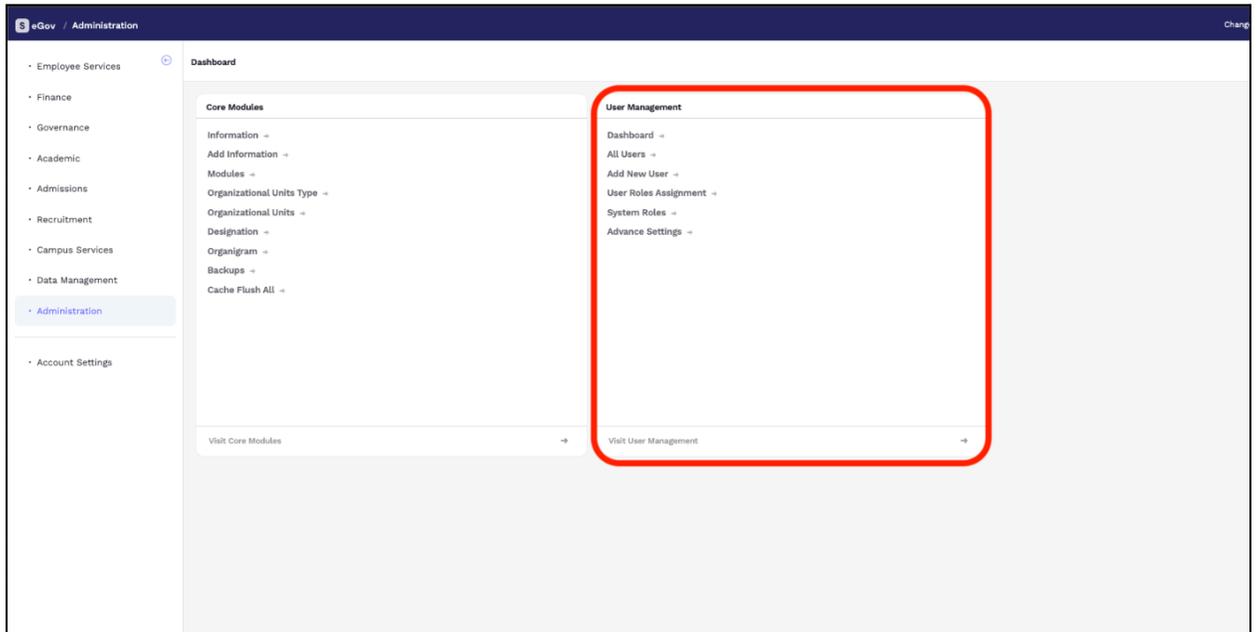
Image 3: The Admin need to go to the User Management module in the Administration Package

Steps to Add New User

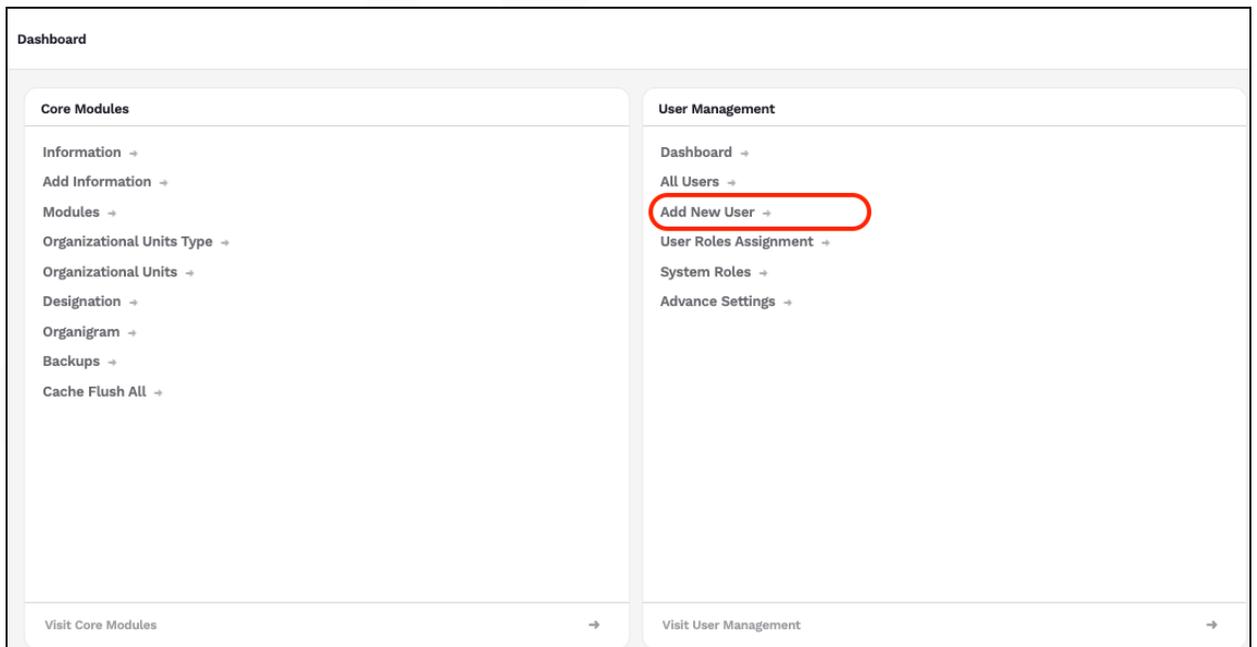
1. **Go to the Administration Package** and navigate to the User Management Module Dashboard.

University's Administrator Guide

for College Principal Access and Module Management on Samarth Portal



2. Click on Add New User.



3. Select **Affiliated User** as the account type.

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for College Principal Access and Module Management on Samarth Portal

The screenshot shows the 'Add New User' form in the 'User Management' section. The form has the following fields:

- Type of Account * (Dropdown menu with 'Affiliated User' selected)
- Organization Unit * (Dropdown menu with 'Select' selected)
- User Designation (Dropdown menu with 'Select a designation ...' selected)
- Username * (Text input field with 'Enter username' placeholder)
- Enter Full Name (Text input field with 'Enter full name' placeholder)
- Mobile Number * (Text input field with a country code dropdown set to India and '9999999999' entered)

4. **Select the college** in the Organizational Unit dropdown.
5. **Select the designation** added in the Core module.
6. **Enter the username, full name, mobile number, and email**, and create a password.
7. **Enable the Switch account functionality** if required.

The screenshot shows the '2-factor Authentication' settings page. It includes the following options:

- 2-factor Authentication: On
- Switch allowed from other account's of same employee to this account: Yes No
- Send Sign-In Information over Email: Yes No
- Ask for password change on first login: Yes No

At the bottom, there are two buttons: 'Add User' (highlighted with a red circle) and 'Cancel'.

8. **Click on Add User** to create the user profile.

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for College Principal Access and Module Management on Samarth Portal

User Role Assignment

Assign the following roles to principals:

- Affiliated_ou_admin
- Core_ou_admin

Steps to Assign User Roles

1. **Go to the User Roles Assignment section** in the User Management Module.
2. **Click on Add Role** and search for the role.

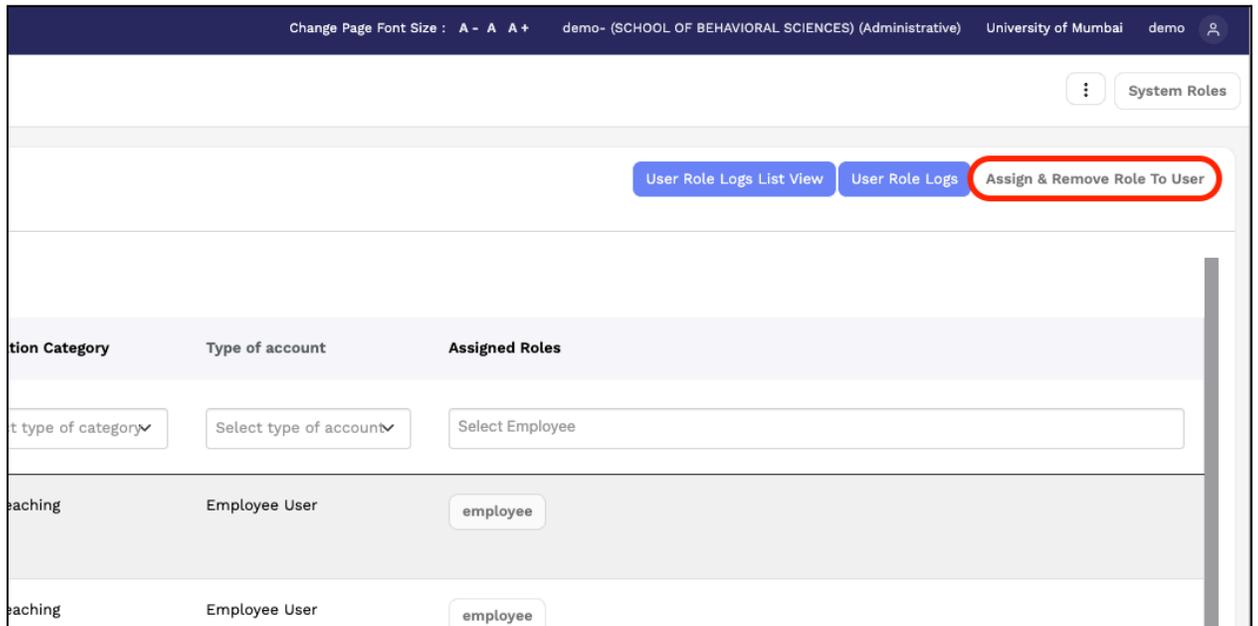
The screenshot displays the 'User Roles Assignment' page in the Samarth eGov system. The left-hand navigation menu includes options like Dashboard, Add New User, All Users, System Roles, and Advance Settings, with 'User Roles Assignment' selected and highlighted by a red circle. The main area features a table titled 'User Roles Assignment' with a subtitle 'It is Important, As It Provides The User With The Power Of Authorization Across The Application Function'. The table shows 1,849 items, with the first four rows visible. Each row includes an 'Add Role' button (highlighted in red in the first row) and a 'Remove Role' button. The table columns are Actions, #, Username, Email, Mobile, and Description. Below the table, there are search filters for Username, Email, and Mobile.

Actions	#	Username	Email	Mobile	Description
<input type="checkbox"/> Add Role Remove Role	1	ON02215	b.a@a.com	+919999999998	No
<input type="checkbox"/> Add Role Remove Role	2	CT02214	sujeet.kumar@samarth.ac.in	+919999999999	No
<input type="checkbox"/> Add Role Remove Role	3	OT02213	a.a@a.com	+919999999999	No
<input type="checkbox"/> Add Role Remove Role	4	PN02212	abhisheknj1705@gmail.com	+918448791647	No

3. **To provide roles in bulk**, use the filter under the column header.
4. **Select Affiliated** in the list and click on Assign & Remove Role.

University's Administrator Guide

for College Principal Access and Module Management on Samarth Portal



5. **Select the roles** from the dropdown.
6. **Choose the Assign role** from the action dropdown.

By following these steps, universities can define their organizational units, add employees, and manage user roles efficiently.

User Roles

- **affiliated_ou_admin**
- **core_ou_admin**

Prerequisites

Adding Colleges

- The university must add their colleges to the core module, specifying the OU type as "College".
- When adding a college, ensure to mark it as an affiliated college by selecting "Yes".

Creating Principal User Accounts

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for College Principal Access and Module Management on Samarth Portal

- The university will create a user account for each principal of the affiliated colleges.
- To create a principal account, the university must select the "Affiliated User" account type and map the relevant college in the Organization Unit to the affiliated user, designated as Principal.

Assigning Roles

- After creating the principal user account, the university must assign the roles ou_admin and affiliated_ou_admin to the principal.

How Principal Can Login

- The principal will receive their login credentials via email once the university creates their administrative account.
- Using the provided username and password, the principal will visit the University Portal (e.g., <https://test.samarth.ac.in/> for Test University).
- The principal will enter the given username and password, input the captcha, and click on "Login".

How to Update College Profile in Core Module

Step 1: Update General Details

1. **Login to the Samarth portal.**
2. **Navigate to Administration.**
3. **Go to Core Modules.**
4. **Select Organizational Unit.**
5. **Click on the pencil icon** to update your profile.
6. **Update the following details:**
 - Type
 - Name (including Hindi and other languages)
 - Parent unit

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for College Principal Access and Module Management on Samarth Portal

- Institute Name
- Code
- Profile
- Logo
- Affiliated
- Autonomous
- Category of Institution
- Sub-type of Institution
- Specialization
- Management
- Government Category
- Foundation
- Affiliation Type
- Affiliation Valid From Date
- Affiliation Valid Till Date
- Renewal Pending Date
- Student Type

7. Click Save & Next.

Step 2: Add Accreditation

- NAAC Accreditation
- Current NAAC grade
- Current certificate link of accreditation
- Current NAAC Cycle of Accreditation
- Current Date of Accreditation
- Previously Accredited by NAAC
- Previous NAAC Grade
- Accreditation Year
- NIRF Ranking
- NIRF Assessment Year

University's Administrator Guide

for **College Principal Access** and **Module Management** on **Samarth Portal**

- AISHE Code
- Designation of head
- Campus

Step 3: Update Address

- Country
- State
- District
- City
- Street
- Pincode
- Geo Coordinates

Step 4: Update Contact Details

- Official Email
- Telephone Number
- Fax
- Extension Number
- Website
- Twitter Link
- Facebook Link
- LinkedIn Link

Step 5: Add Other Details

- Status
- Visible
- OU Category
- OU Tag

Click Save & Next after each step to update the college profile successfully.

User guide for Affiliated Colleges' Principals to login and update profile

How Principal Can Login

1. The principal will receive their login credentials via email, once the university creates their administrative account.
2. Using the provided username and password, the principal will visit the University Portal (e.g., if the college is affiliated with XYZ University, the principal will log in at <https://xyz.samarth.ac.in/>).
3. The principal will enter the username and password, input the captcha, and click "Login".

How to update the college profile in the core module

Step 1: Update General Details

1. **Login** to the Samarth portal.
2. Navigate to **Administration**.
3. Go to **Core Modules**.
4. Select **Organizational Unit**
5. Click on **pencil icon to update profile**
6. Update the following details:
 - Type
 - Name
 - Name in hindi
 - Name in other Language
 - Parent unit
 - Institute Name
 - Code
 - Profile
 - Logo
 - Affiliated
 - Autonomous
 - Category of Institution
 - Sub-type of Institution
 - Specialization
 - Management
 - Government Category
 - Foundation
 - Affiliation Type
 - Affiliation Valid Form Date
 - Affiliation Valid Till Date
 - Renewal Pending Date
 - Student Type
7. Click **Save & Next**.

Step 2: Add Accreditation

User guide for Affiliated Colleges' Principals to login and update profile

- NAAC Accreditation
- Current NAAC grade
- Current certificate link of accreditation
- Current Naac Cycle Of Accreditation
- Current Date Of Accreditation
- Previously Accredited By Naac
- Previous NAAC Grade
- Accreditation Year
- NIRF Ranking
- NIRF Assessment Year
- AISHE Code
- Designation of head
- Campus
- Click **Save & Next**.

Step 4: Update Address

- Country
- State
- District
- City
- Street
- Pincode
- Geo Coordinates

Step 5: Update Contact Details

- Official Email
- Telephone Number
- Fax
- Extension Number
- Website
- Twitter Link
- Facebook Link
- LinkedIn Link
- Click **Save & Next**.

Step 6: Add Other details

- Status
- Visible
- OU Category
- OU Tag
- Click **Save & Next**.