



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

To,

The Principal

All General Degree Colleges affiliated to Gauhati University.

Sub: Notification of Course Registration of FYUGP 4th Semester BA/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 4th Semester BA/B.Sc/B.Com programmes is made live from today i.e. 06th May, 2026 and will remain active till 16th May, 2026.

To make the entire process flow better in terms of Course Registration and conduct of Examination, from this time onwards, a new method has been tabulated where Colleges need to select the various papers/courses offered in the College in the 4th 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 4th Semester will be done strictly on the basis of Discipline Scheme i.e. 1 Major - 1 Minor & 2 Minor only.
- Any Students with Discipline Scheme 1 Major - 2 Minor & 3 Minor 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 as 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

Date: 6/5/26

Memo No. GU/Acad/2026/ 2412

Copy to:

1. Secretary to the Hon'ble Vice-Chancellor, G.U.
2. Secretary to the Registrar, G.U.
3. Office File.

(Prof. Rajib Handique)
Academic Registrar
Gauhati University

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

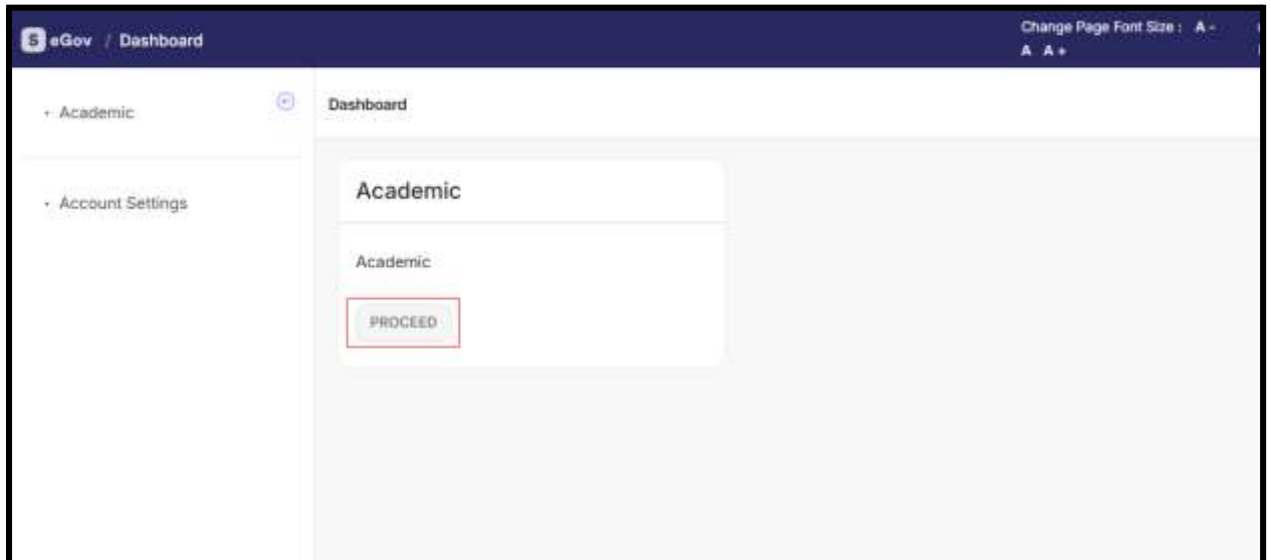
Introduction:-

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.

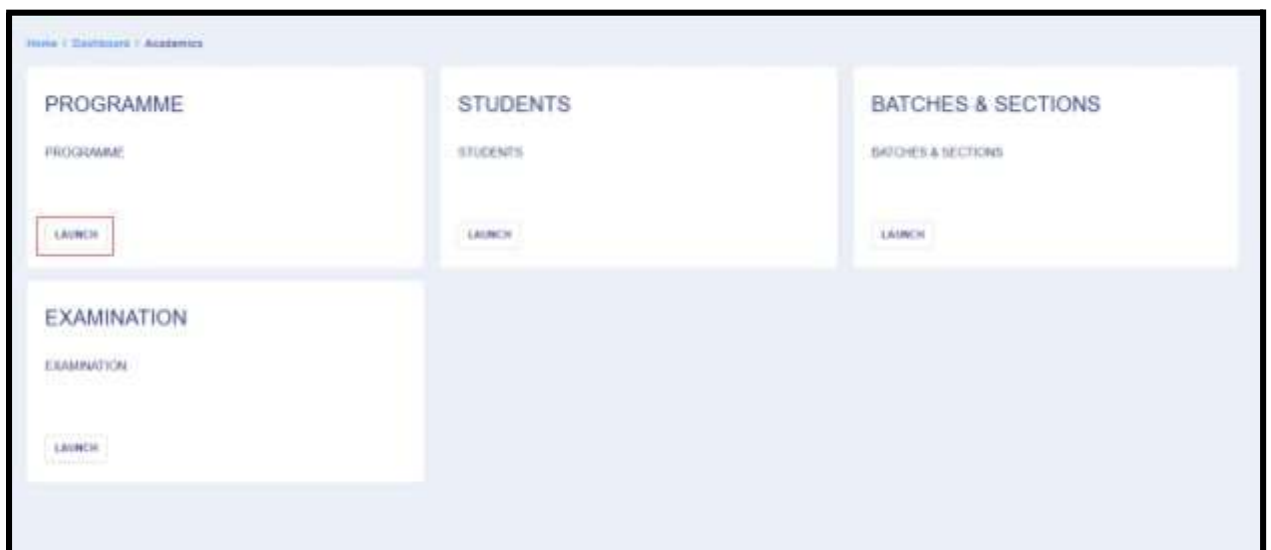
Colleges have the flexibility to organize and manage their courses as per their needs while still following the university guidelines.

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.

Home / Programme

Programme

Showing 1-1 of 1 item.

#	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="text"/>	<input type="text"/>	All <input type="text"/>	<input type="text"/>	All <input type="text"/>	
1	53	GU-FoABA	Bachelor of Arts(Arts FoA)	Face to face	2021	DEGREE	BACHELOR	ACTIVE	 

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

Home / Programme / Bachelor of Arts(Arts FoA)

Bachelor of Arts(Arts FoA) [Settings](#)

Short Code	GU-FoABA	Title in English	Bachelor of Arts(Arts FoA)	Level / Program Type	BACHELOR / DEGREE
School	University Campus	Delivery Mode	Face to face	Minimum / Maximum Duration	4 Years / 7 Years
Exam Scheme	Semester	Credit Scheme / Total Credits	NEP /	Term Type / Total Terms	SEMESTER/8
Admission Sessions	JANUARY, JULY	Fee Mode / Course Registration Mode	SEMESTER / SEMESTER	Status:	ACTIVE
Is Programme Industry Oriented	NO	Industries Type			More Details

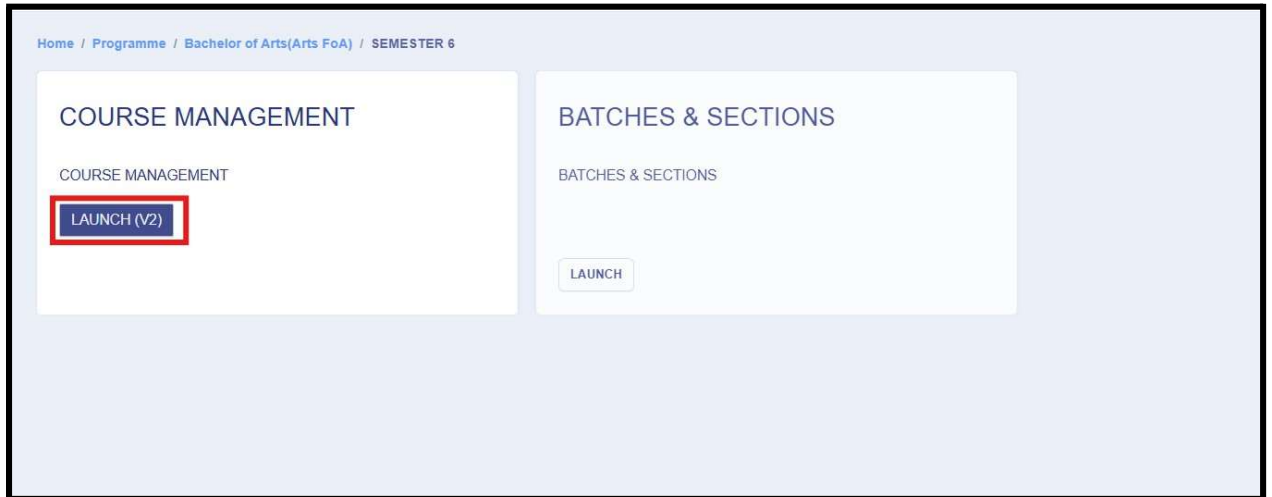
All Terms

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4	SEMESTER 5	SEMESTER 6	SEMESTER 7	SEMESTER 8
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All Students

[Click Here](#)

- 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.

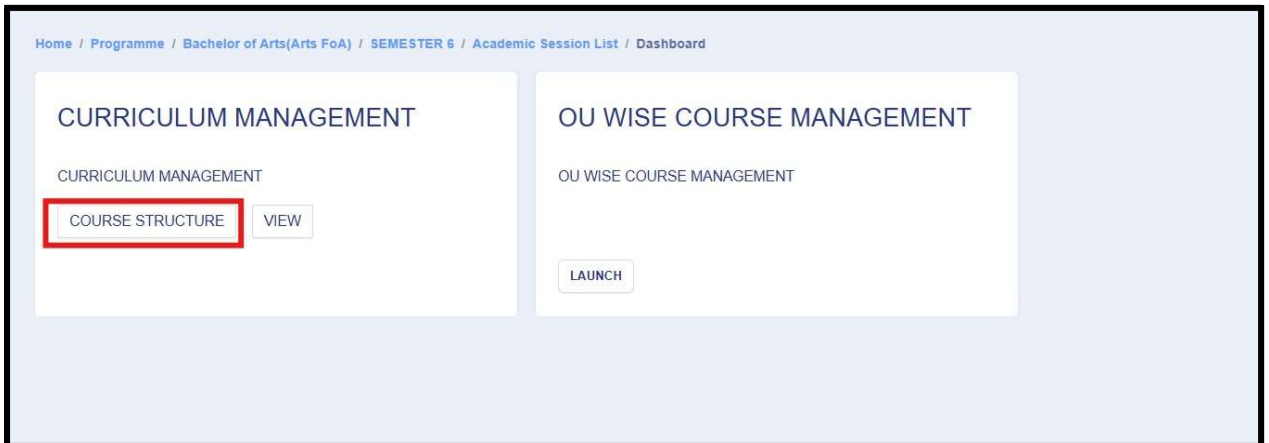
Home / Programme / Bachelor of Arts(Arts FoA) / SEMESTER 2 / Academic Session List

Academic Session List: Bachelor of Arts(Arts FoA)-SEMESTER 2

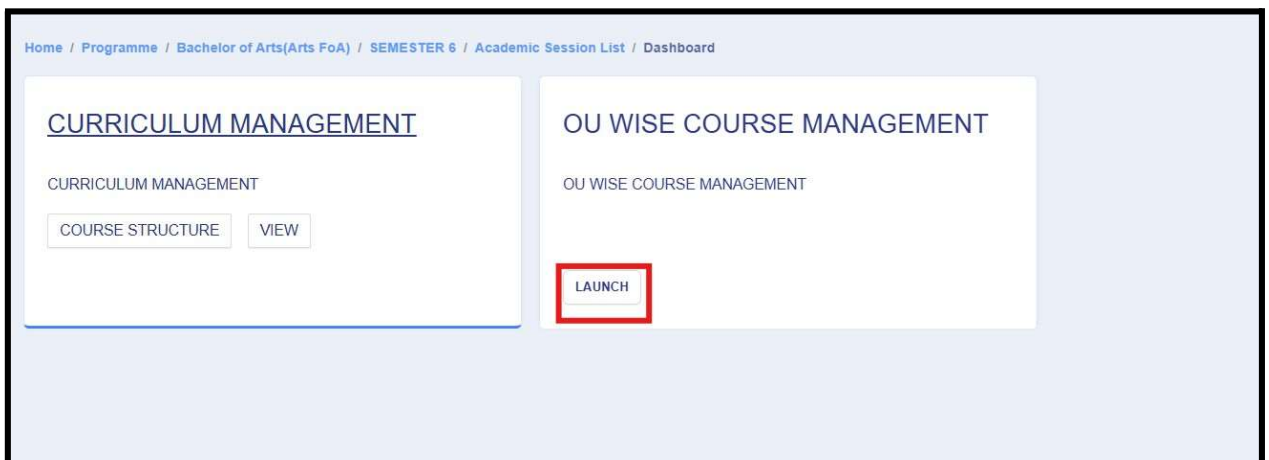
Showing 1-18 of 18 items.

#	Name	Year	Cycle	Academic Year	Type
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	2026 JANUARY ODD SEMESTER	2026	JANUARY	2025-2026	SEMESTER
2	EVEN SEMESTER 2026	2026	JANUARY	2025-2026	SEMESTER
3	JULY 2025 EVEN SEMESTER	2025	JULY	2025-2026	SEMESTER
4	ODD SEMESTER 2025	2025	JULY	2025-2026	SEMESTER
5	Annual Session 2025 July	2025	JULY	2025-2026	YEAR
6	2024-25 January Odd Sem	2025	JANUARY	2024-2025	SEMESTER
7	2025-2026 JANUARY Annual	2025	JANUARY	2025-2026	YEAR
8	Annual Session 2025 January	2025	JANUARY	2024-2025	YEAR

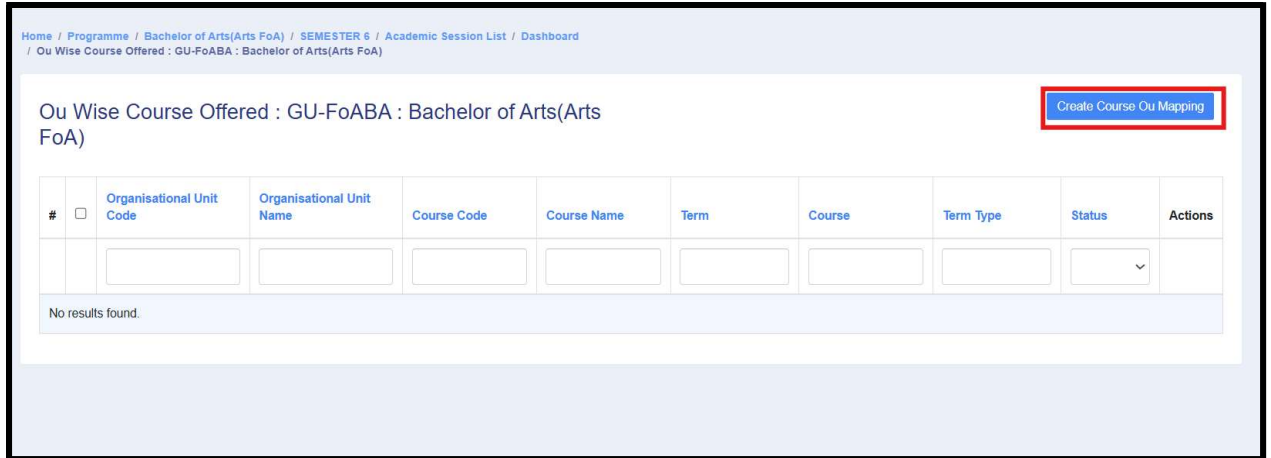
- After clicking on the **Academic Session** two options will appear: **Curriculum Management** and **OU Wise Course Management**.
- By clicking on the **Course Structure** button under **Curriculum Management** the college can view the course structure defined by the university.



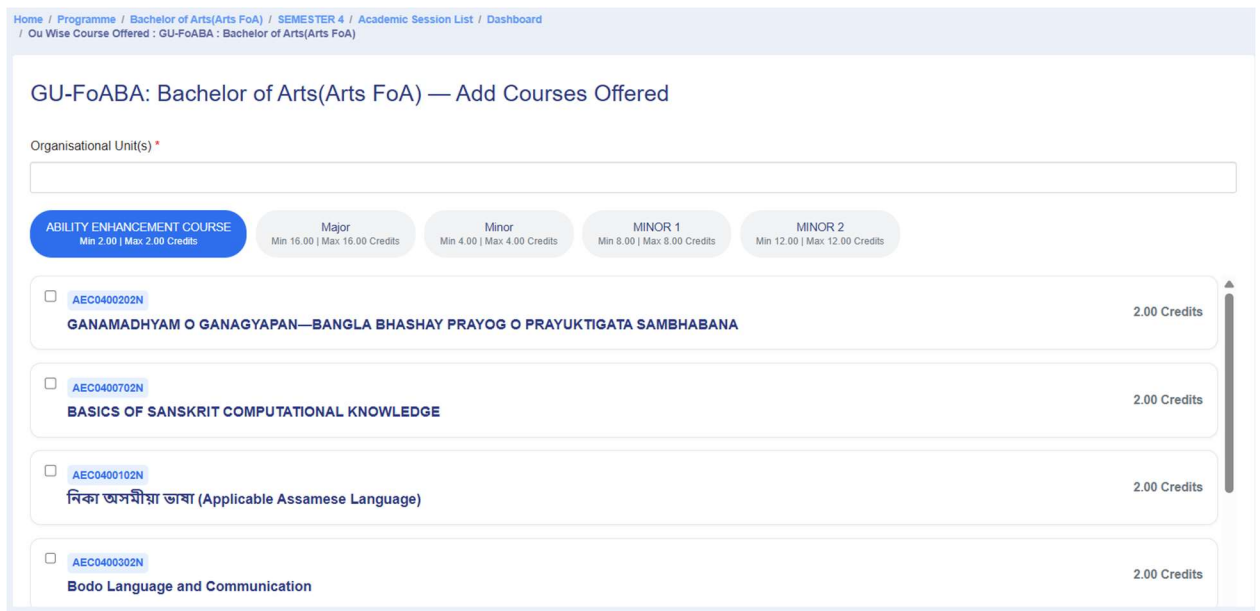
- Click on the **Launch** button under **OU Wise Course Management**.



- 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)

Home / Programme / Bachelor of Arts(Arts FoA) / SEMESTER 2 / Academic Session List / Dashboard
/ Ou Wise Course Offered : GU-FoABA : Bachelor of Arts(Arts FoA)

Ou Wise Course Offered : GU-FoABA : Bachelor of Arts(Arts FoA) [Create Course Ou Mapping](#) [Bulk Update Status](#) [Bulk Delete](#) [Copy Data](#)

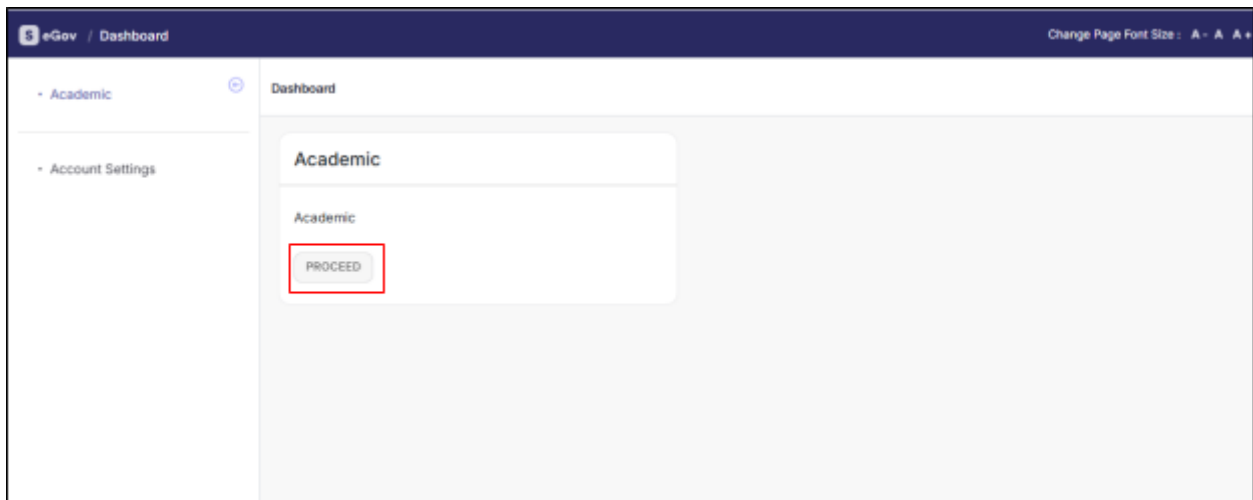
Showing 1-46 of 46 items.

#	<input type="checkbox"/>	Organisational Unit Code	Organisational Unit Name	Course Code	Course Name	Term	Course	Term Type	Status	Actions
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="checkbox"/>					2		SEMESTER	DELETED	<input type="text"/> <input type="text"/>
2	<input type="checkbox"/>					2		SEMESTER	DELETED	<input type="text"/> <input type="text"/>
3	<input type="checkbox"/>					2		SEMESTER	DELETED	<input type="text"/> <input type="text"/>
4	<input type="checkbox"/>					2		SEMESTER	DELETED	<input type="text"/> <input type="text"/>
5	<input type="checkbox"/>					2		SEMESTER	DELETED	<input type="text"/> <input type="text"/>

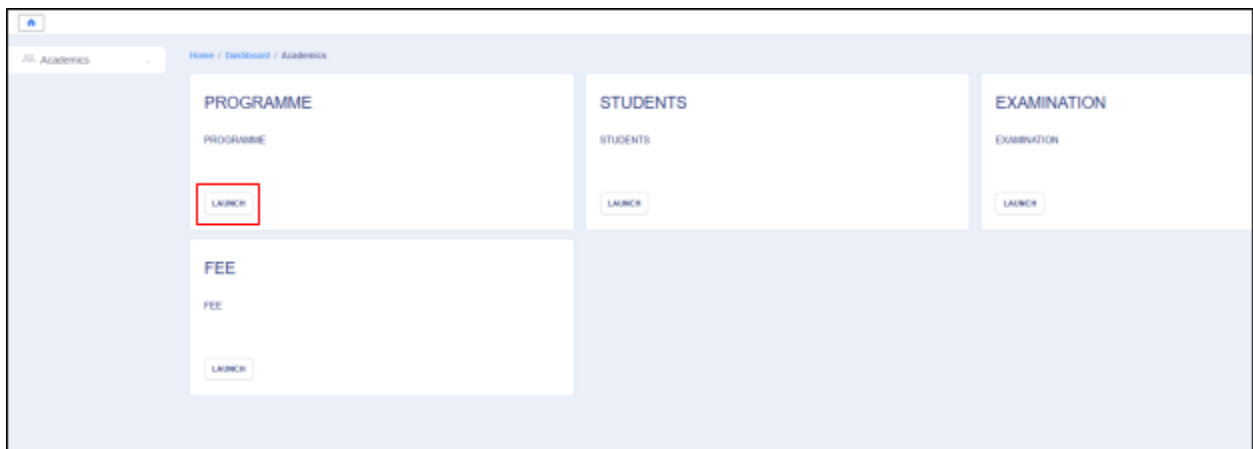
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If a student has already submitted their course selection and later realizes that they have selected a wrong course, there is a provision for the college to update the student's course without changing their discipline. I understood how to assign this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

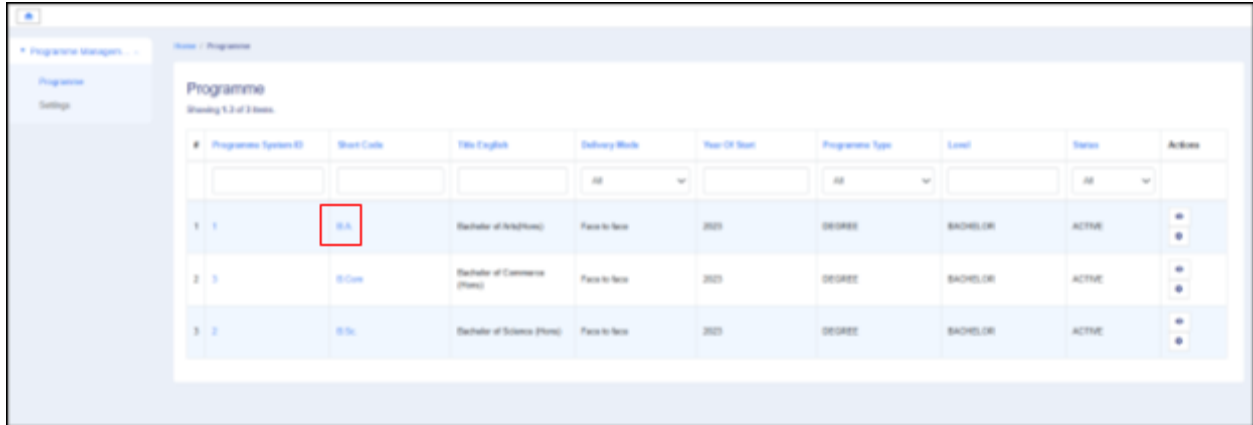
1. Login into the samarth portal and then click on the Academic **Proceed Button**.



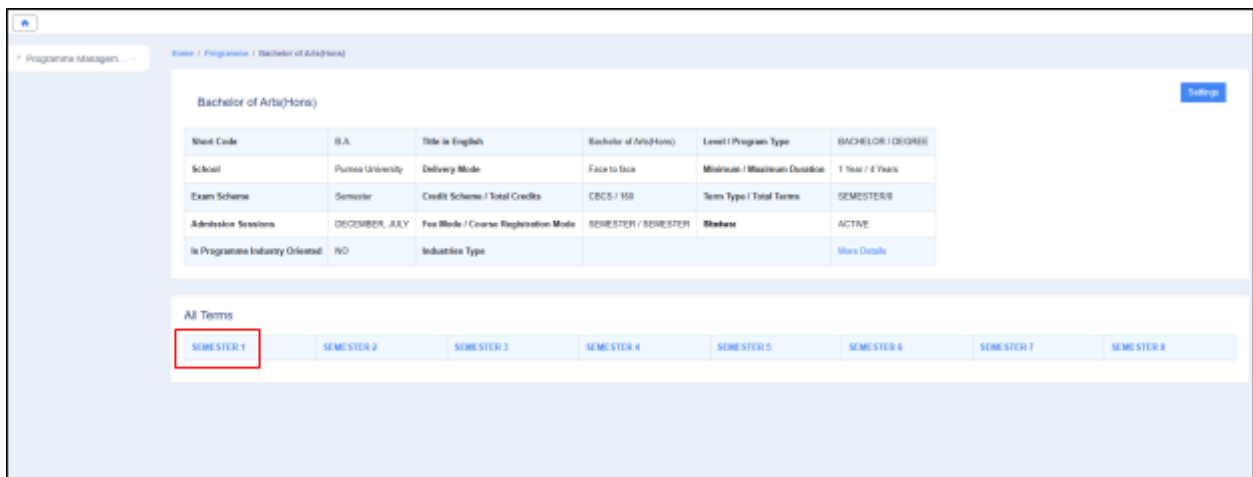
2. Click on the Launch button under the programme.



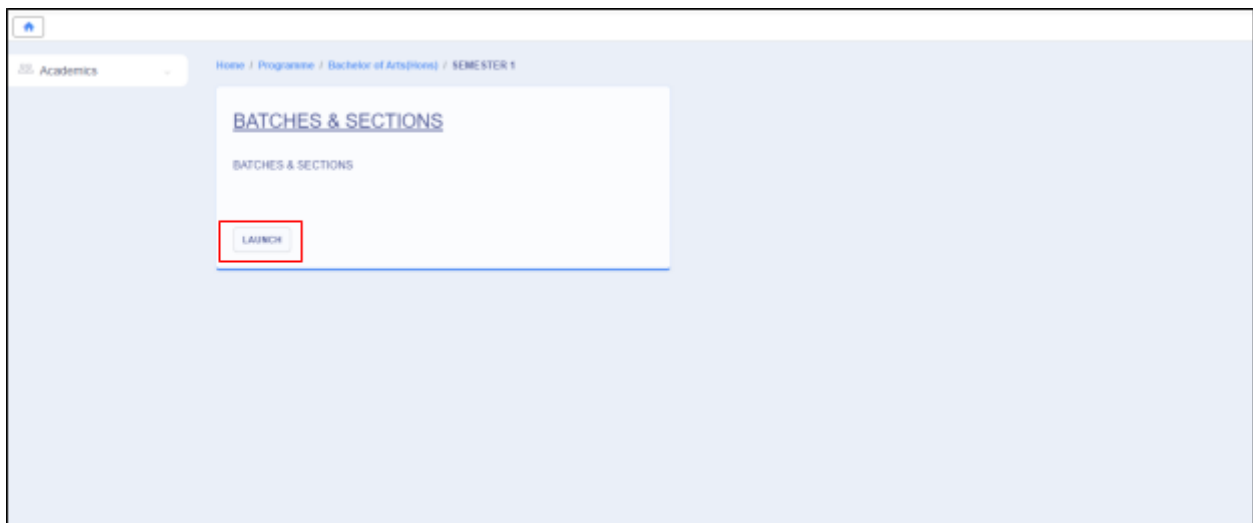
3. Click on the short code of the particular programme for which you want to update the student's courses.



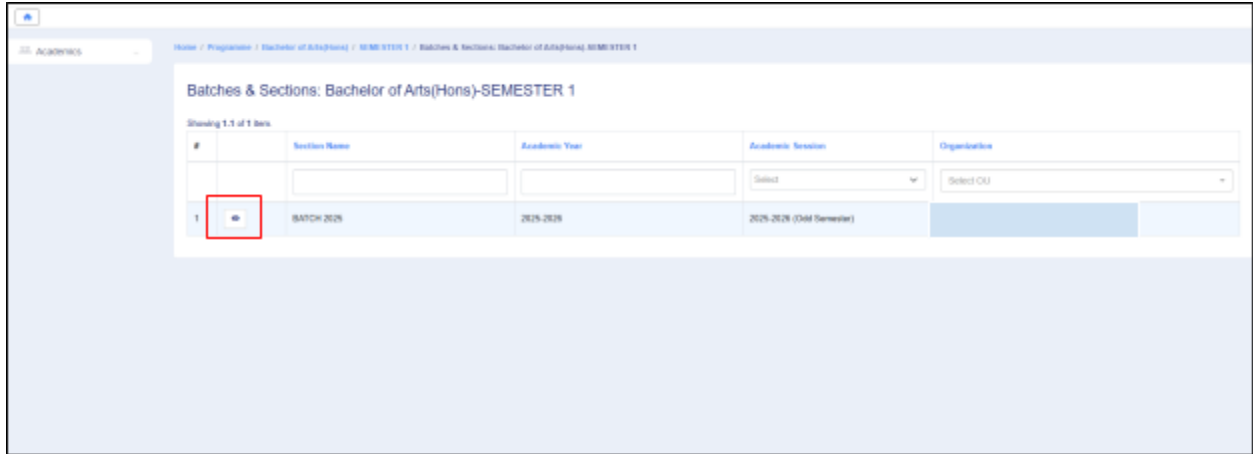
4. Click on the Semester 1



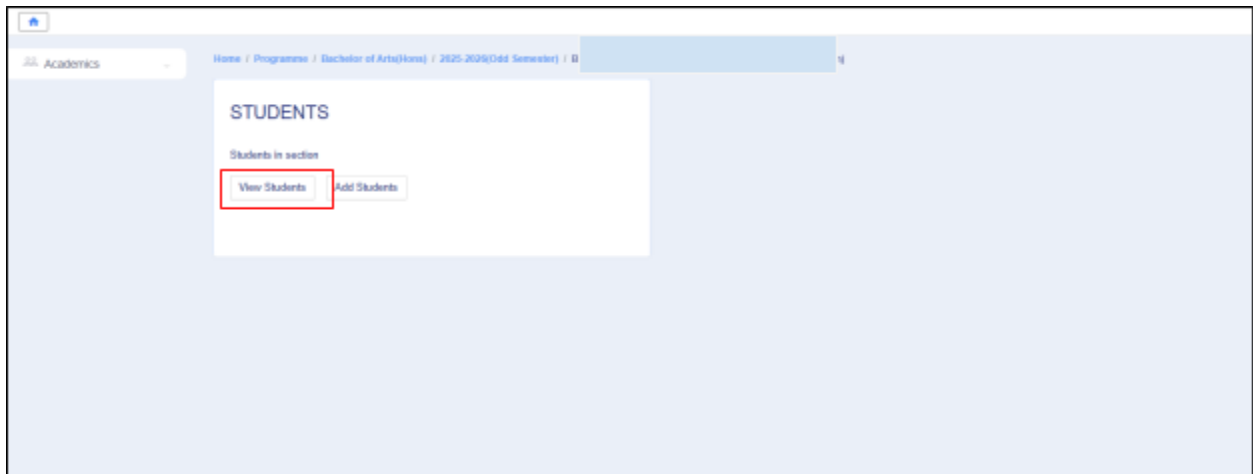
5. Click on the Launch button under the Batches and Sections.



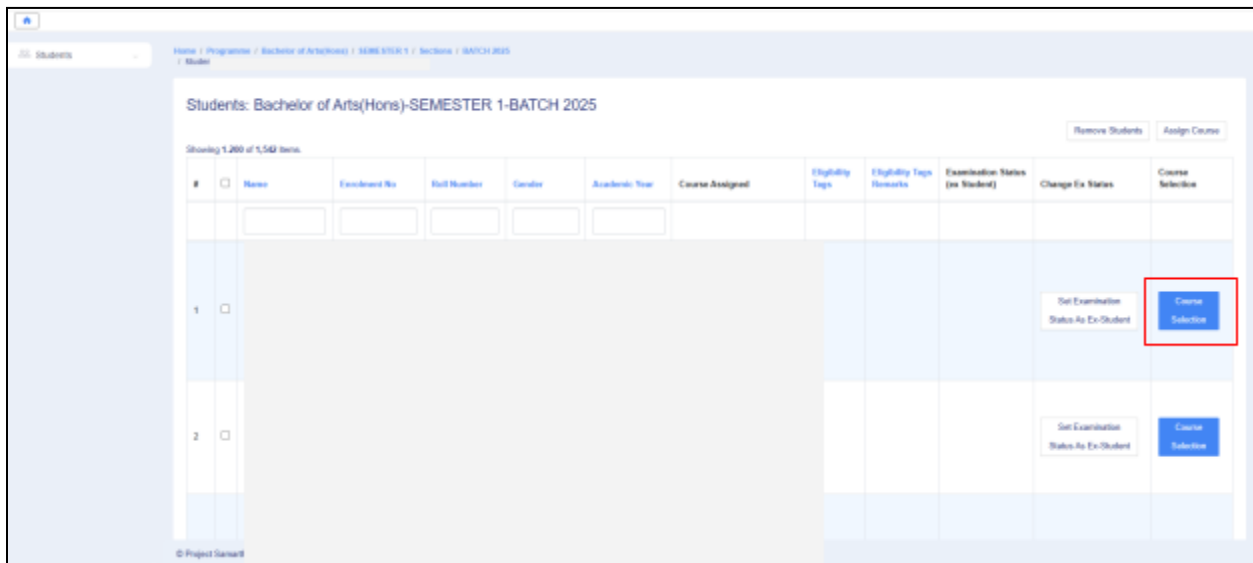
6. Click on the view button on the particular batches.



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.

Home / Academic / Registration / All applications / 2020/2021

20 Students

Change Status

Courses						
#	Code	Title	Category	Credits	Term	Cycle
1	01002	Understanding Political Theory	COMPULSORY	6.00	1 SEMESTER	JULY 2025
2	01004	Introduction to General Psychology	ELECTIVE	3.00	1 SEMESTER	JULY 2025
3	01005	Academic Writing and Composition	ELECTIVE	3.00	1 SEMESTER	JULY 2025

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

Change status

Application Status *

Submit Cancel

Name

Level

Admission (Year.Cycle)

Option for Online Study Material

Application Status

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.

Home / Academic / Re-registration / All applications / 255809151

[img]

Course Selection

Courses

#	Code	Title	Category	Credits	Term	Cycle
1	U11002	Understanding Political Theory	COMPULSORY	6.00	1 SEMESTER	JULY 2025

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

Home / Course Selection

Course selection for B.A. : Bachelor of Arts(Hons) **Update Course Selection**

Enrollment Number:		Programme:	B.A. : Bachelor of Arts(Hons)	Session:	2025-JULY	Reference Number :	20523	Category:	BC
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Your Course Selections

S.No	Course Code	Name of Course	Credits	Term
1	U11002	Understanding Political Theory	6.00	1 SEMESTER
2	U12004	Introduction to General Psychology	3.00	1 SEMESTER
3	U15015	Academic Writing and Composition	3.00	1 SEMESTER
4	U13002	Communication in Everyday Life	3.00	1 SEMESTER
5	U14002	Swachh Bharat	3.00	1 SEMESTER
6	U16002	ML, Hindi	2.00	1 SEMESTER
Total Credit			28	

Update Course Selection
Submit course selection

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.

Enrolment 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	<p>You need to select 6 credit. You have selected 0 credit.</p> <p><input type="checkbox"/> U11033 : Algebra (6.00)</p> <p><input type="checkbox"/> U11002 : Understanding Political Theory (6.00)</p>
		<p>You need to select 3 credit. You have selected 0 credit.</p> <p><input type="checkbox"/> U12012 : Political History of India (From Indus Valley Civilization to 319 A.D.) (3.00)</p> <p><input type="checkbox"/> U12023 : Study of Urdu Fiction (3.00)</p> <p><input type="checkbox"/> U12022 : व्याकरण - संज्ञा, सर्वि, नाम धातु, अनुवाह (3.00)</p> <p><input type="checkbox"/> U12021 : Deductive Logic (3.00)</p> <p><input type="checkbox"/> U12020 : Arabic Grammar & Prose (3.00)</p> <p><input type="checkbox"/> U12019 : Introduction Elementary Persian Language (3.00)</p> <p><input type="checkbox"/> U12018 : Fundamentals of Indian Music (3.00)</p> <p><input type="checkbox"/> U12017 : मैथिली साहित्यक अदिकाल एवं मधकाल (3.00)</p> <p><input type="checkbox"/> U12016 : हिंदी साहित्य का इतिहास (3.00)</p> <p><input type="checkbox"/> U12015 : Indian Classical Literature (3.00)</p>

4	SKILL ENHANCEMENT COURSE	<p><input type="checkbox"/> U13002 : Communication in Everyday Life (3.00)</p> <p><input type="checkbox"/> U13003 : Creative Writing (3.00)</p> <p><input type="checkbox"/> U13004 : Digital Marketing (3.00)</p> <p><input type="checkbox"/> U13005 : Basic IT Tools (3.00)</p>
5	Value Added Course	<p>You need to select 3 credit. You have selected 0 credit.</p> <p><input type="checkbox"/> U14001 : Art of Being Happy (3.00)</p> <p><input type="checkbox"/> U14002 : Swachh Bharat (3.00)</p> <p><input type="checkbox"/> U14003 : Fit India (3.00)</p>
6	Ability Enhancement Course	<p>You need to select 2 credit. You have selected 0 credit.</p> <p><input type="checkbox"/> U16001 : MIL - English Communication (2.00)</p> <p><input type="checkbox"/> U16002 : MIL-Hindi (2.00)</p> <p><input type="checkbox"/> U16003 : MIL-Maithili (2.00)</p> <p><input type="checkbox"/> U16004 : MIL- Study of Urdu Ghazal (2.00)</p> <p><input type="checkbox"/> U16005 : MIL- Bengla (2.00)</p>

Submit