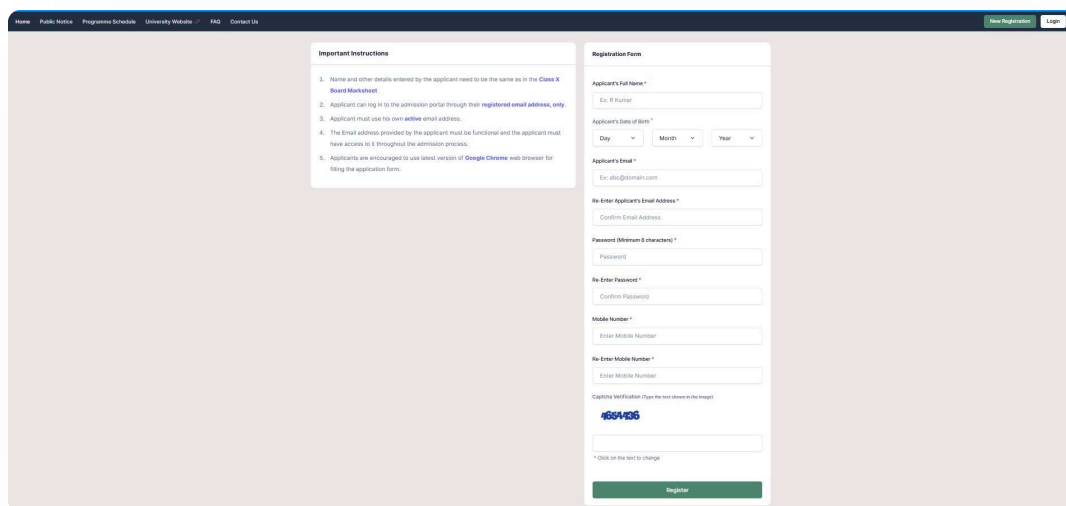


Admission Candidate Userguide

Steps for Registration and Login on the University Portal

URL - <https://bujhansiadm.samarth.edu.in>

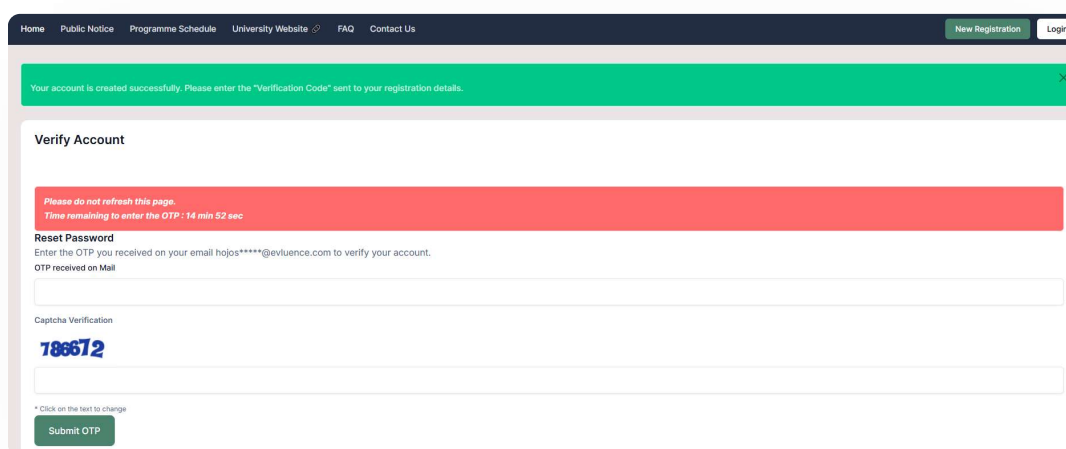
1. Register with a Unique Email ID



The screenshot shows the 'New Registration' page of the University Portal. It features a navigation bar at the top with links: Home, Public Notice, Programme Schedule, University Website, FAQ, and Contact Us. On the right, there are buttons for 'New Registration' and 'Login'. The main content area is divided into two sections. The left section, titled 'Important Instructions', lists five points: 1. Name and other details entered by the applicant need to be the same as in the Class X Board Marksheet. 2. Applicant can log in to the admission portal through their registered email address, only. 3. Applicant must use his own active email address. 4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process. 5. Applicants are encouraged to use latest version of Google Chrome web browser for filling the application form. The right section, titled 'Registration Form', contains several input fields: 'Applicant's Full Name *', 'Applicant's Date of Birth *' (with dropdowns for Day, Month, and Year), 'Applicant's Email *' (with a placeholder 'Ex: abc@gmail.com'), 'Re-Enter Applicant's Email Address *', 'Password (Minimum 8 characters) *', 'Re-Enter Password *', 'Mobile Number *', and 'Re-Enter Mobile Number *'. At the bottom of the form is a 'Register' button. A Captcha Verification section is also present, showing a distorted image of the number '4554335' and a text input field for the user to enter the number. A note below the Captcha says '* Click on the text to change'.

- Go to the University Portal and click on the **“New Registration”** option.
- Enter a unique email ID and other required details.
- Fill the Captcha code and click on the **“Register”** option.

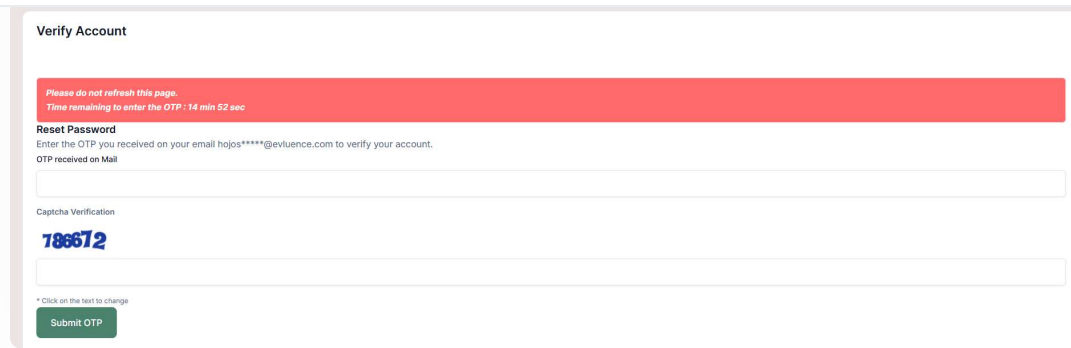
2. Complete Registration with OTP Verification



The screenshot shows the 'Verify Account' page of the University Portal. It features a navigation bar at the top with links: Home, Public Notice, Programme Schedule, University Website, FAQ, and Contact Us. On the right, there are buttons for 'New Registration' and 'Login'. A green banner at the top of the main content area says 'Your account is created successfully. Please enter the "Verification Code" sent to your registration details.' Below this, the 'Verify Account' section contains a red banner that says 'Please do not refresh this page. Time remaining to enter the OTP: 14 min 52 sec'. Underneath, there is a 'Reset Password' section with a text input field for the OTP. Below the OTP field is a 'Captcha Verification' section showing a distorted image of the number '786672' and a text input field for the user to enter the number. A note below the Captcha says '* Click on the text to change'. At the bottom of the form is a 'Submit OTP' button.

- You will receive a One-Time Password (OTP) on your registered email ID.
- Enter the OTP in the required field on the portal.
- Complete the registration process successfully.

3. Login to the University Portal



- After completing the registration, go to the **“Login”** page of the University Portal.
- Enter your registered email ID and password.
- Click on **“Login”** to access your account.

Applicant Dashboard

After logging in, the applicant sees the Dashboard screen, which includes the following options:

- **Complete Profile** – To complete their profile.
- **Select Programme** – To apply for a programme.
- **Programme Schedule** – To view the registration dates for university programmes.
- **Payments** – To check the status of their payments.
- **Bank Details** – To provide their bank details.
- **Quick Links** – To access the university prospectus, FAQs, Contact Us, public notices, and the university website.

Additionally, the Dashboard features a separate section outlining the steps for filling out the application.

Step 01: Complete Profile

The applicant first clicks on **Complete Profile**, where various fields are available. By filling out these fields, they will complete their profile, which includes the following:

Profile Details:

Under this section, the applicant must provide the following details:

Personal Details:

- Full Name of the Applicant
- Applicant’s Registered Email
- Registered Mobile Number
- Age as of July 1, 2025 (or as set by the university)

These fields are pre-filled and not editable, as they were entered during registration.

Samarth

- Additionally, the applicant must provide: Gender, Category, Citizenship

Some non-mandatory fields are also available, which the applicant may choose to fill, such as:

- Alternate Email
- Alternate Mobile Number
- Marital Status
- Blood Group
- Religion

Place of Birth Details:

In this section, the applicant must provide birth-related details, including:

- Village/Town/City
- Country
- State
- District

Family Details:

The applicant is required to provide the following mandatory information:

- Mother's Name
- Father's Name
- Emergency Contact Number
- Combined Family Income

Additionally, some non-mandatory fields are available, which the applicant may choose to fill.

University Registration Details (if applicable):

If the applicant has previously studied at the same university/institute or any of its affiliated colleges, they must provide their past academic details, including:

- Enrolment/Registration Number
- Name of School/Department/Faculty/College
- Programme Registered In
- Year of Registration

If the applicant has studied elsewhere, they can select **"No"** and proceed.

Other Category/Quota:

If the applicant wishes to avail benefits under any quota or category offered by the university, they must:

- Select the applicable category/quota.

If the applicant does not wish to apply for any quota/category, they can select **“No/Not Applicable”** and proceed to the next section.

Bank Details for Financial Assistance and Refund (if applicable):

Applicants must provide their bank details for any applicable refunds. In this section, they are required to enter the following details:

- Name of the Account Holder
- Account Number
- Name of the Bank
- IFSC Code
- Bank Branch Name

Address Details:

Applicants are required to provide both their correspondence address and permanent address. For each address, the following details must be entered:

- Address
- Address Line 2
- Country
- State
- District
- City
- Pincode

After filling in the required details, the applicant must click on **“Save Details.”** A preview page will then appear, allowing the applicant to review the entered information. If any changes are needed, they can click on **“Update Details”** to make corrections.

If all details are correct, they can proceed to the next section by clicking **“Proceed to Next.”**

Other Details

In this section, applicants can provide details regarding any medical conditions, NCC, NSS, or any other relevant information applicable to the university. Supporting documents must be uploaded if applicable. Applicants are also required to mark their proficiency (Reading/Writing/Speaking) for different languages. A preview page appears after this step, allowing applicants to update or proceed to the next section.

Uploads

In this section, applicants must upload their **Photo and Signature.**

Preview

After filling out the profile, the applicant is shown a final preview page.

- If changes are required, they can click on **“Back to Upload”** to update their details.
- If they wish to save the application for later submission, they can click on **“Save as Draft.”**
- If all details are correct, they can click on **“Submit and Lock”** to finalize their profile.
- Upon clicking **“Submit and Lock”**, a disclaimer appears, and the applicant must click **“Confirm and Lock.”**

After completing their profile, the applicant moves to **Step 02: Programme Selection.**

Step 02: Programme Selection

Programme Selection Section:

- Applicants can click on **“Select Programme”** or **“Apply Now”** to continue the application process.
- First, they must select the **Programme Level** and choose the **Programme** for which registration is open.
- They must then select the **Head Quarter/Regional Centre/University Department** where they wish to apply and click **“Proceed.”**
- If the university requires additional details, they must provide those as well.

A preview page appears, and after verification, applicants can proceed to the **Academic Details Section.**

Academic Details Section:

- Applicants must enter their educational qualifications according to the eligibility criteria for the selected programme.
- They must provide details of **10th, 12th, Graduation, Post-Graduation, M.Phil, or any other required qualifications.**
- After filling in the details, they must click **“Save and Next.”**

NET or Equivalent Detail (If Applicable)

Applicants who are applying for MPhil and Ph.D. can provide their NET or Equivalent Qualification and Research Fellowship details if applicable and click **“Next”** to proceed.

Uploads:

Preview:

- Applicants get a final preview before submitting their application.
 - They must agree to the **Form Declaration** and click **“Submit”** to proceed.
-

Step 03: Payments

- Applicants must verify their details before submitting their application.
- If a **registration fee is applicable**, they are directed to the **Payment Gateway** to complete the payment.
- After successful payment, they return to the Dashboard to check their application status and print their application form.

Note: They can also apply for other programmes if they wish.