



Office of the Principal
RANGAPARA COLLEGE (AUTONOMOUS)

ৰঙাপৰা মহাবিদ্যালয় (স্বায়ত্তশাসিত)

An Institution of Arts, Science, Commerce & Teacher Education

Affiliatead to Gauhati University, UGC Recognized u/s 2(f) &12 (B) and the NCTE
Amaribari, P.O.- Rangapara, Dist- Sonitpur, Assam-784505



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3rd and 5th Semester Fee waiver document upload

This is for information to all 3rd (2025 Batch) and 5th (2024 batch) Semester students who have availed the Fee Waiver benefit for admission into the 3rd and 5th Semester. All such students are required to upload the Fee Waiver document (Ration Card or Income Certificate, whichever was submitted to the college) on the given website on or before **14/10/2026**.

All concerned students are requested to complete the process within the given date.

Website to upload the fee waiver document:

<https://assamshep.samarth.edu.in/index.php/site/login>

Students who have availed the Fee Waiver but fail to upload the required document within the given time will have to pay the full admission fee at the time of Examination Form Fill-up.

Students who do not have an AADHAR Card, or whose name in the AADHAR Card does not match with the name in the Samarth Portal, will not be eligible for the Fee Waiver benefit.

Contact for Any queries

For upload related issues:

Dr. Kitanjyoti Mohan: 6002798962

Dr. Monika Gohain: 8723864453

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For Verification issues

Dr. Biman Kumar Sarma: 8822889708

(Dr. Ranjan Kalita)

Principal

Rangapara College (Autonomous)

Principal

Rangapara College (Autonomous)

Sonitpur, Assam

SOP

Student Registration on the Assam State Higher Education Student Portal

<https://assamshesp.samarth.edu.in/index.php/site/login>

(For students who are not yet registered)

Student Portal • User Registration & Login

FOR STUDENT USERS

Open Portal

Register

Verify OTP

Set Password

Login

Purpose: To provide a clear, visual, step-by-step procedure for first-time students to create an account on the Assam State Higher Education Student Portal.

COMPILED BY
DIRECTORATE OF HIGHER EDUCATION, ASSAM
&
SAMARTH e-GOV

1. Before You Start

- Keep your correct Enrolment number ready.
- Make sure the mobile number and email address registered with your institution are accessible for OTP verification.
- Use the Assam State Higher Education Student Portal registration/login <https://assamshesp.samarth.edu.in/index.php/site/login> page.
- Do not share your OTP or password with anyone.

2. Step-by-Step Procedure

The following steps are based on the complete screen recording provided for the Assam State Higher Education Student Portal registration process.

2.1 Open the Student Portal

Open the Assam State Higher Education Student Portal login page <https://assamshesp.samarth.edu.in/index.php/site/login>. For a first-time user, select New User Registration/Register.

Registered User?
If you have registered earlier, please login below.

Login

Enrolment / Roll Number

Enrolment / Roll Number !

Username cannot be blank.

Password

Click on the text to change the captcha

Captcha **3648776**

Login

Assam State Higher Education Student Portal
Student Portal

New User?
If you are registering for the first time, please click the button below.

Register

Help and Instructions

Welcome to the Assam State Higher Education Student Portal!

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

In case you are a first-time user of the portal:
Click on 'New Registration' button above to generate your log in credentials.

If you have registered earlier:
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

In case you have forgotten your password:

Students can click here for new registration

Figure 1. Login page. Select “New User Registration” to begin.

2.2 Enter the Registration Details

Enter your Enrolment Number and the Captcha displayed on the registration page.

The screenshot shows the 'Assam State Higher Education Student Portal' registration page. At the top, there is a header 'Assam State Higher Education Student Portal' and a button 'General Instructions for Registration'. Below this is a 'Registration' section with a progress indicator showing three steps, with the first step 'Student Portal' being active. The registration form contains two input fields: 'Enrolment/Roll Number' and 'Captcha'. The 'Enrolment/Roll Number' field is empty, and the 'Captcha' field contains the text '3648776'. A blue 'Register' button is at the bottom of the form. Three red arrows point to the form elements with the following labels: 'Insert enrolment no. here' points to the 'Enrolment/Roll Number' field, 'Enter Captcha' points to the 'Captcha' field, and 'Click Register' points to the 'Register' button. A small icon of a brain is visible in the bottom right corner of the page.

Assam State Higher Education Student Portal

General Instructions for Registration

● ● ● Student Portal

Registration

Enrolment/Roll Number

Captcha

3648776

Click on the text to change the captcha

Register

Insert enrolment no. here

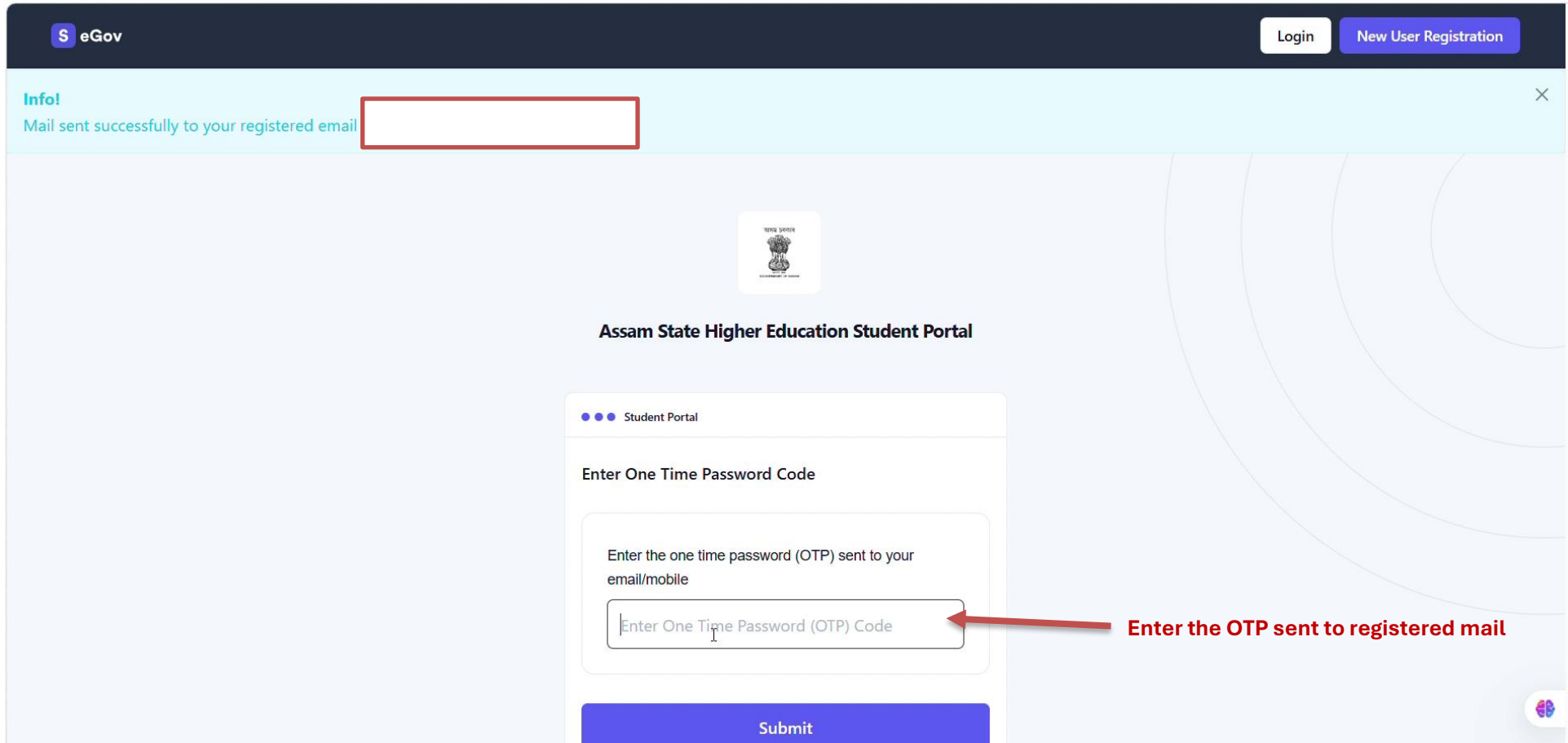
Enter Captcha

Click Register

Figure 2. Registration page.

2.3 Check the OTP Notification

After registration is submitted, the portal confirms that the mail has been sent successfully and proceeds to OTP verification.



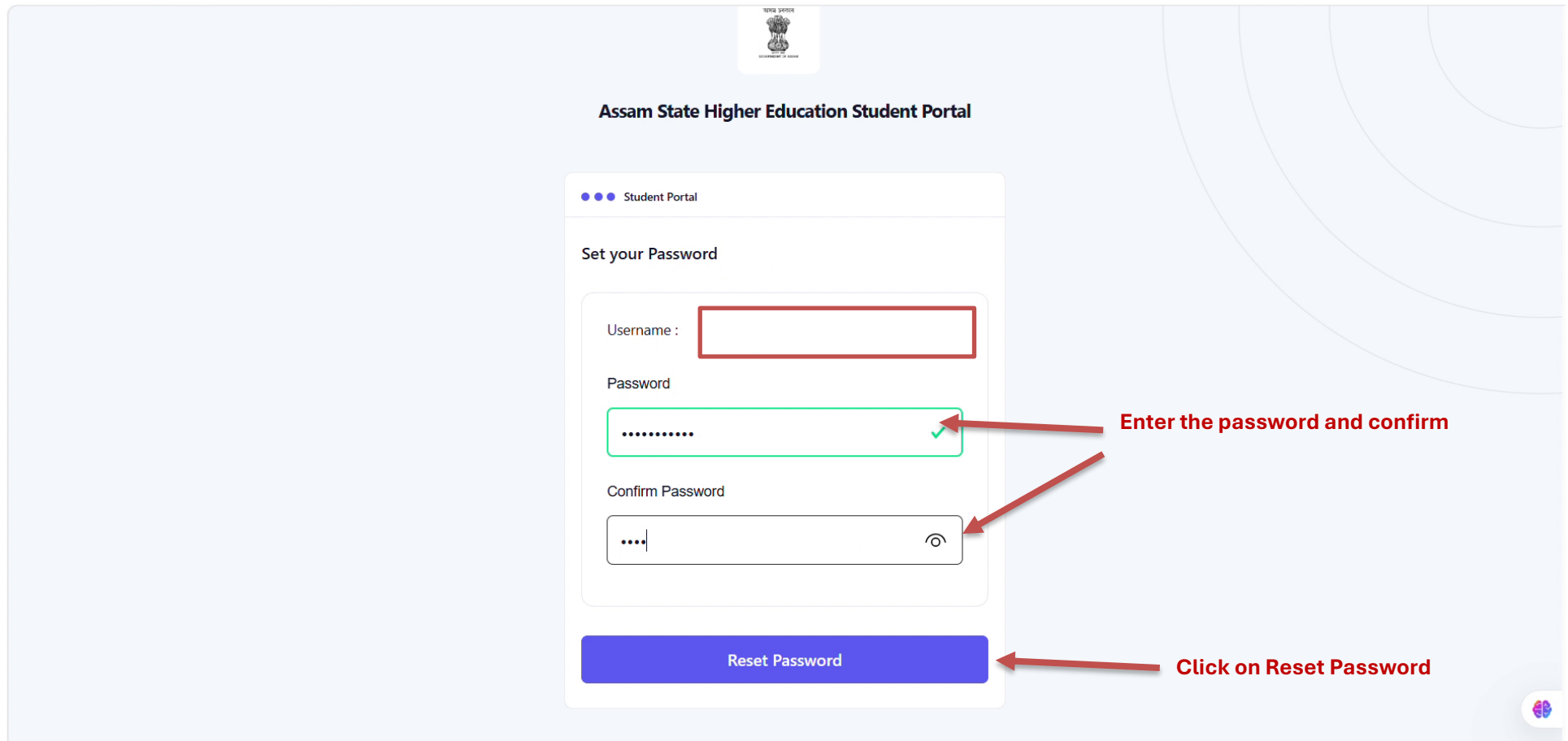
The screenshot displays the 'Assam State Higher Education Student Portal' interface. At the top, a dark blue header contains the 'eGov' logo and 'Login' and 'New User Registration' buttons. Below the header, a light blue banner shows an 'Info!' message: 'Mail sent successfully to your registered email', with a red rectangular box highlighting the text. The main content area features the Assam State emblem and the portal title. A central white card titled 'Student Portal' contains the instruction 'Enter One Time Password Code'. Below this, a text input field is labeled 'Enter the one time password (OTP) sent to your email/mobile'. A red arrow points from the text 'Enter the OTP sent to registered mail' to this input field. At the bottom of the card is a blue 'Submit' button. A small brain icon is visible in the bottom right corner of the page.

Figure 3. OTP notification.

2.4. Set Your Password

After OTP verification, enter a password and confirm it in the “Confirm Password” field.

After entering and confirming the password, click “Reset Password”.



The screenshot displays the 'Assam State Higher Education Student Portal' interface. At the top center is the Assam State Government logo. Below it, the title 'Assam State Higher Education Student Portal' is centered. The main content area is a white card titled 'Student Portal' with a subtitle 'Set your Password'. The form contains three input fields: 'Username :', 'Password', and 'Confirm Password'. The 'Password' field is highlighted with a green border and a green checkmark, and the 'Confirm Password' field is highlighted with a red border. A red arrow points from the text 'Enter the password and confirm' to the 'Password' field. Another red arrow points from the text 'Click on Reset Password' to the 'Reset Password' button, which is a blue button located at the bottom of the form. The background of the portal is light blue with a subtle pattern of concentric circles.

Figure 4. Password creation.

2.5. Registration Successful

A success message confirms that registration has been completed and that you can now log in.

The screenshot displays the Assam State Higher Education Student Portal interface. At the top, a dark blue header contains the 'eGov' logo on the left and 'Login' and 'New User Registration' buttons on the right. A green success banner at the top of the main content area reads 'Success! You can login now.' with a close button (X) on the right. The main content area is divided into two columns. The left column, titled 'Registered User?', contains a 'Login' section with a form for 'Enrolment / Roll Number' and 'Password'. The 'Enrolment / Roll Number' field has a red border and a red error message 'Username cannot be blank.' below it. Below the password field is a link to 'Click on the text to change the captcha' and a captcha image showing the number '3648776'. The right column, titled 'New User?', contains a 'Register' button and a 'Help and Instructions' section. The 'Help and Instructions' section includes a welcome message, instructions for first-time users, and instructions for returning users. A small brain icon is visible in the bottom right corner of the page.

Success!
You can login now.

Registered User?
If you have registered earlier, please login below.

Login

Enrolment / Roll Number

Enrolment / Roll Number

Username cannot be blank.

Password

Click on the text to change the captcha

Captcha **3648776**

New User?
If you are registering for the first time, please click the button below.

Register

Help and Instructions

Welcome to the Assam State Higher Education Student Portal!

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

In case you are a first-time user of the portal:
Click on 'New Registration' button above to generate your log in credentials.

If you have registered earlier:

Figure 4. Registration successful.

2.6. Log In to the Student Portal

Return to the login page. Enter your Enrolment / Roll Number, password and Captcha, then click “Login”.

Registered User?
If you have registered earlier, please login below.

Login

Enrolment / Roll Number
2611088011 ✓

Password
..... ✓

Click on the text to change the captcha

Captcha **3618776**

Login

New User?
If you are registering for the first time, please click the button below.

Register

Help and Instructions

Welcome to the Assam State Higher Education Student Portal!

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

In case you are a first-time user of the portal:
Click on 'New Registration' button above to generate your log in credentials.

If you have registered earlier:
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

In case you have forgotten your password:
Please use the link below to reset your password.

Reset Password

General Instructions for Login

Figure5. Student login page.

Registration Flow at a Glance

- 2.1** Open the Student Portal and select New User Registration.
- 2.2** Enter Enrolment Number and Captcha and Click Register.
- 2.3** Check the registered email for the OTP. Enter OTP and click Submit.
- 2.4** Set and confirm the password. Click Reset Password.
- 2.5** Registration successful — return to the login page.
- 2.6** Log in using Enrolment / Roll Number, Password and Captcha.

STANDARD OPERATING
PROCEDURE

Student Application for
Fee Waiver 2026

Assam State Higher Education Student Portal

FOR STUDENT USERS

Open Scholarship

Select Fee Waiver

Enter Income

Upload Certificate

Submit

Purpose: To provide a visual, step-by-step procedure for eligible students to apply for Fee Waiver 2026 through the Assam State Higher Education Student Portal.

1. Before You Start

- Ensure that you are registered in the Assam Samarth Students Portal <https://assamshesp.samarth.edu.in/index.php/site/login>
- Keep the required family income details and the applicable income certificate/document ready for upload.
- Ensure that the uploaded document is clear and legible.
- Do not share your login password or other confidential credentials with anyone.

2. Step-by-Step Application Procedure

The following steps are based on the complete screen recording provided for the Fee-Waiver application process.

2.1. Log In to the Student Portal

Enter your Enrolment / Roll Number, password and Captcha, then click “Login”.

Registered User?
If you have registered earlier, please login below.

Login

Enrolment / Roll Number
2611088011 ✓

Password
..... ✓

Click on the text to change the captcha

Captcha **3618776**

Login

Assam State Higher Education Student Portal
Student Portal

General Instructions for Login

New User?
If you are registering for the first time, please click the button below.

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Help and Instructions

Welcome to the Assam State Higher Education Student Portal!

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

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Click on 'New Registration' button above to generate your log in credentials.

If you have registered earlier:
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

In case you have forgotten your password:
Please use the link below to reset your password.

Reset Password

Figure 1. Student login page.

2.2 Home Screen After Login

After successful login, the student is taken to the Dashboard/Home screen. From the left-side Student Services menu, select “Scholarship” to view available scholarship opportunities.

The screenshot shows the Assam State Higher Education Student Portal dashboard. The browser address bar displays <https://assamshesp.samarth.edu.in/index.php/dashboard>. The page header includes the AHE logo, the text "ASSAM STATE HIGHER EDUCATION STUDENT PORTAL STUDENT PORTAL", a search bar, and links for "Public Notice(s) / Results", "AB", and "DEMO". The left sidebar menu is titled "MENU" and lists "Student Services" with a dropdown arrow. Under "Student Services", the options are "Dashboard", "Profile", "CL/EDM - Bachelor of Management", "Banking Details", and "Scholarship", which is highlighted with a red box. Below the menu, there is a red text prompt "Click on Scholarship" and a "Powered by eGov" logo. The main content area is titled "Dashboard" and contains a "PROGRAMME DETAILS" button. Below this is an "ID Card" section displaying a student ID card with the following information: Student's Name, Father's / Mother's Name, Name Of Program, and Date Of Birth (20/05/2002). The ID card also features a QR code and a watermark.

Figure 2. Student dashboard/home screen after login.

2.3 Open Scholarship Opportunities

From the Dashboard/Home screen, open the “Scholarship” section under the Student Services menu. In the Scholarship Opportunities list, locate “FEE WAIVER 2026” for the relevant academic year and click the corresponding “Apply” button.

The screenshot shows the Assam State Higher Education Student Portal. The left sidebar contains the AHE logo, a home icon, and a menu with 'Student Services' expanded, showing 'Dashboard', 'Profile', 'CUET PG Application Management System', 'Banking Details', and 'Scholarship'. The main content area is titled 'Scholarship Opportunities' and shows 'Showing 2 of 2 items.' Below this is a table with the following data:

#	SCHOLARSHIP OPPORTUNITIES	ACADEMIC YEAR SESSION	STATUS	ADMIN REMARKS	APPLY	ADMIN CORRECTION REMARK
1	NIJUT BABU 2026	JULY 2026	Application ID: 1278912:OPEN		Apply	
2	FEE WAIVER 2026	JULY 2026	Application ID: 1731763:OPEN		Apply	

The 'FEE WAIVER 2026' row and its 'Apply' button are highlighted with red boxes. A red text label 'Click on Apply' points to the highlighted button.

Powered by eGov

Figure 3. Scholarship Opportunities page.

2.4 Enter Family Income Details

The Fee Waiver Details & Uploads page opens. Enter the student's Family Income in the prescribed field. Read the declarations carefully.

The screenshot displays the 'Fee Waiver Details & Uploads' page. The header includes the AHE logo, navigation links, a search bar, and user information (AB, DEMO). The left sidebar contains a menu with 'Student Services' expanded, showing options like Dashboard, Profile, Banking Details, and Scholarship. The main content area contains the following form elements:

- Family Income ***: A text input field containing '300000'. A red box highlights the input, and a red arrow points to it with the label 'Insert Family income'.
- Family Income Certificate ***: A file upload button labeled 'Select file'.
- Accepted file types**: Text indicating '(Accepted file types: JPG, JPEG, PDF | Min Size: 10 KB | Max size: 500 KB)'.
- Consent checkboxes**: Three checkboxes, all of which are checked. Red arrows point to each checkbox, and a red label 'Tick on the Check boxes' is positioned to the right of the second checkbox.
- Buttons**: 'Submit' and 'Back' buttons at the bottom of the form. A red arrow points to the 'Submit' button with the label 'Click on Submit'.

At the bottom left, it says 'Powered by eGov'.

Figure 5. Fee Waiver Details & Uploads page.

Fee-Waiver Application Flow at a Glance

- 2.1** Log in to the Assam State Higher Education Student Portal.
- 2.2** In the Home Screen Click on Scholarship.
- 2.3** Locate FEE WAIVER 2026 and click Apply.
- 2.4** Enter the Family Income. Upload the applicable Family Income Certificate. Read and accept the declaration. Verify the details and click Submit.

Important: A student can apply through SAMARTH only after being onboarded onto the Fee-Waiver Application Portal. Student should contact their respective Institutions if Fee-waiver application is not active in their login.