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

Date: 01-10-2026

To,
The Principal
All General Degree Colleges affiliated to Gauhati University.

Sub: Notification of Course Registration of FYUGP 3rd 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 3rd Semester B.A./B.Sc/B.Com programmes will be made live from **06th October, 2026** and will remain active till **30th October, 2026**.

Concerned Colleges need to select the various papers/courses offered in the College in the 3rd 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 3rd 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
Date: 01/10/2026

(Prof. Rajib Handique)
Academic Registrar
Gauhati University

Memo No. GU/Acad/2026/
Copy 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.

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

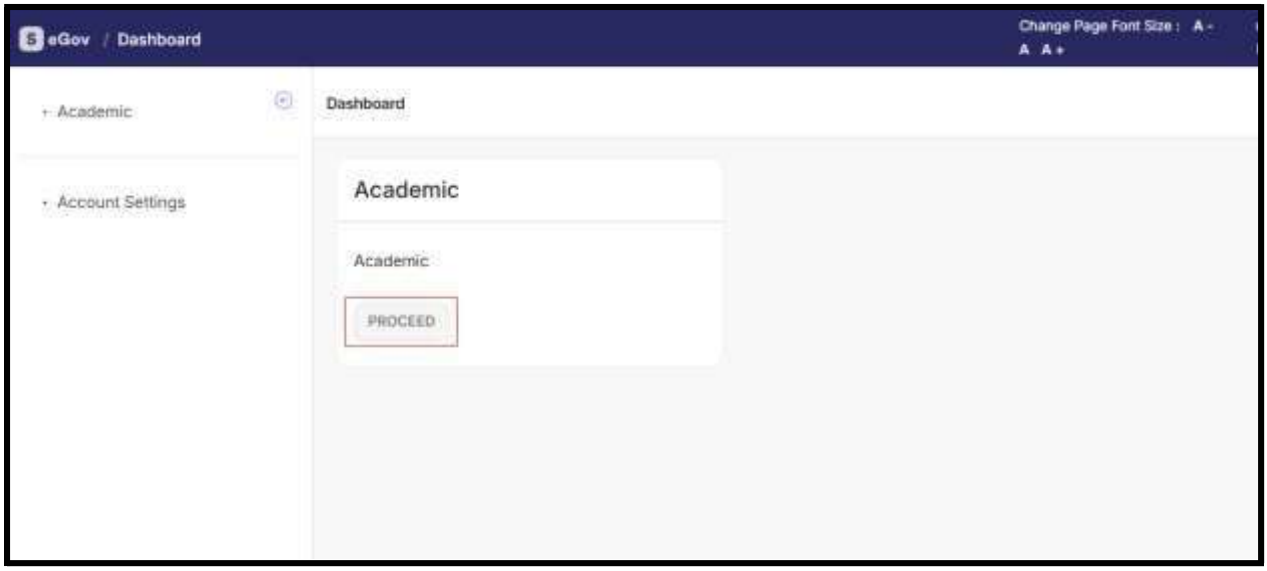
Introduction:-

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.

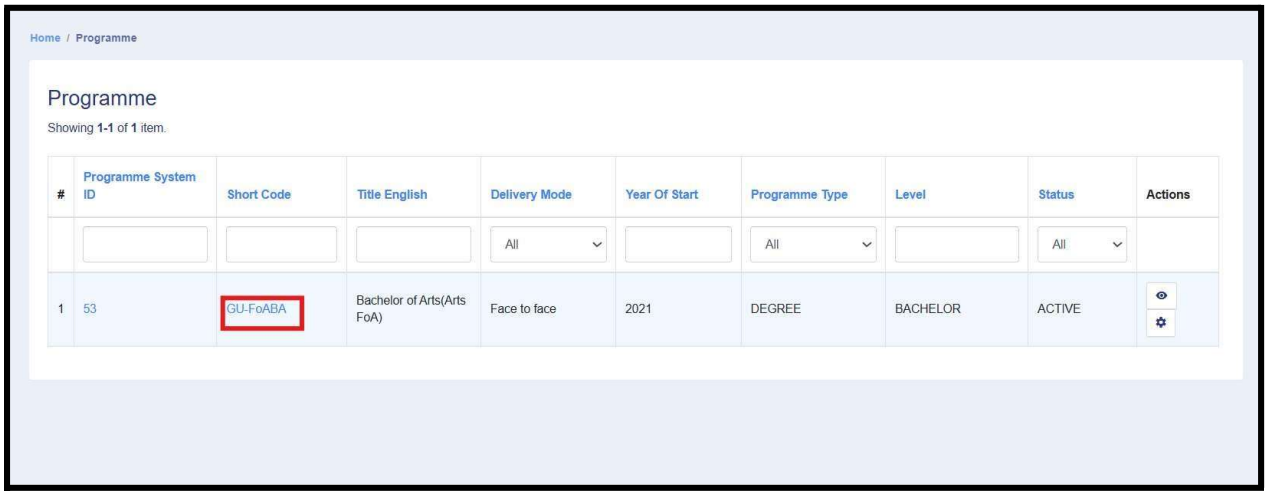
- The college should log in to its **Samarth Portal** account and then click on the **Proceed** button under the Academic section.



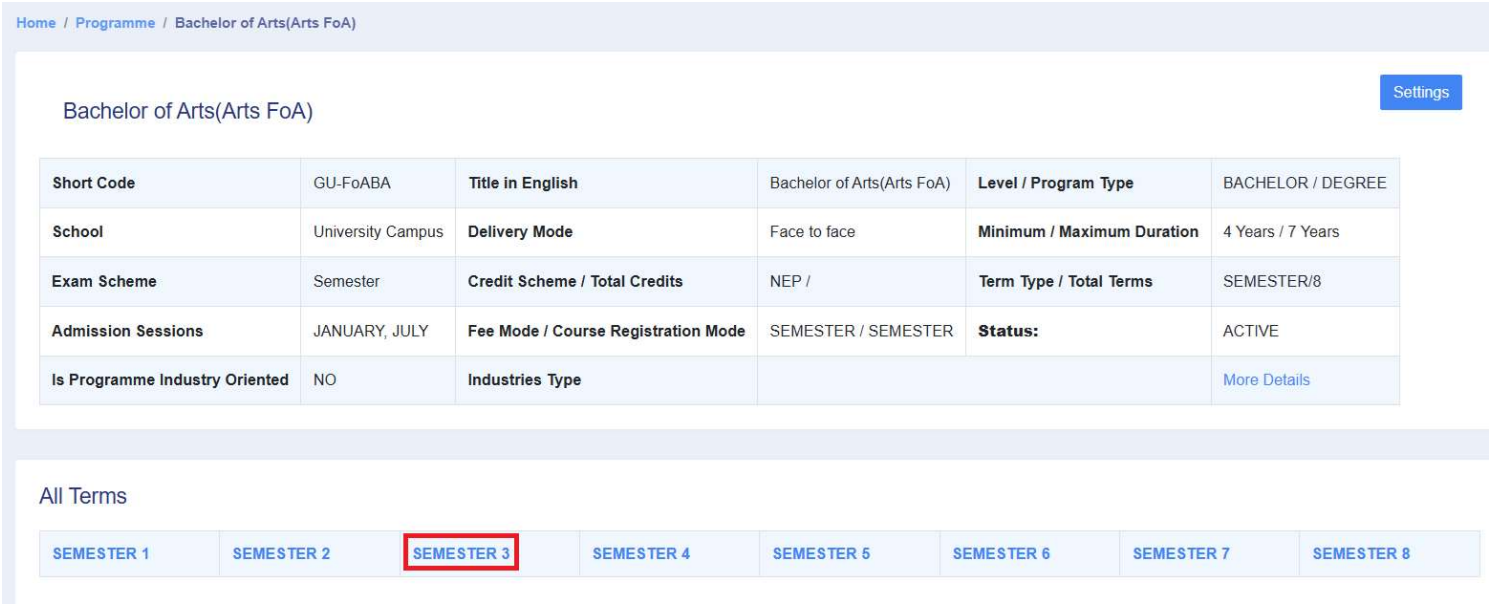
- To view the programmes click on the **Launch** button under the Programme Section.



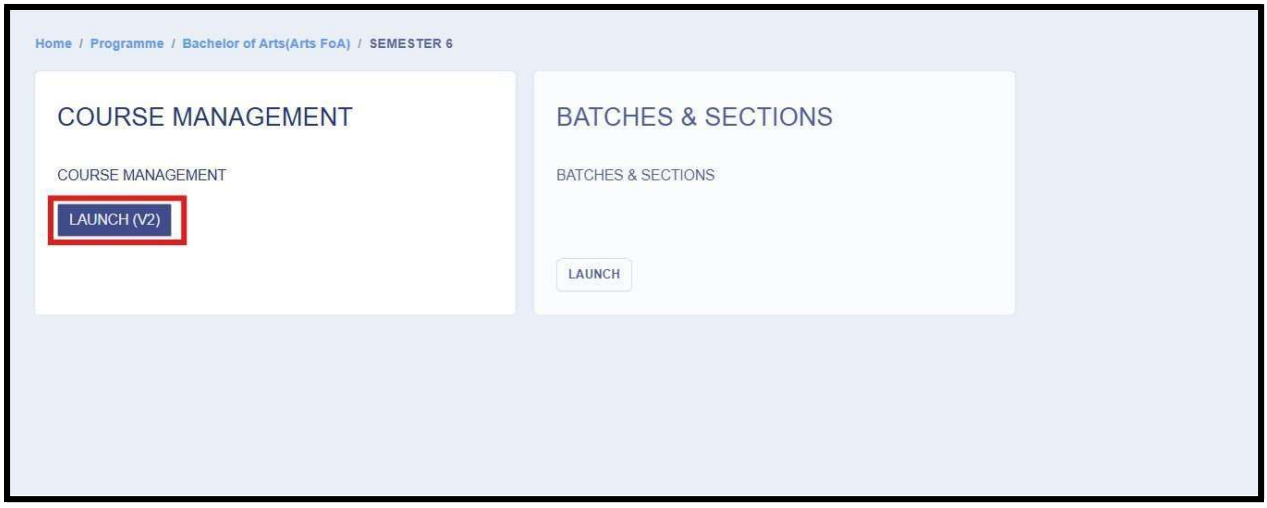
- To define the course structure for any programme the college should click on the **Programme Code** of the respective programme.



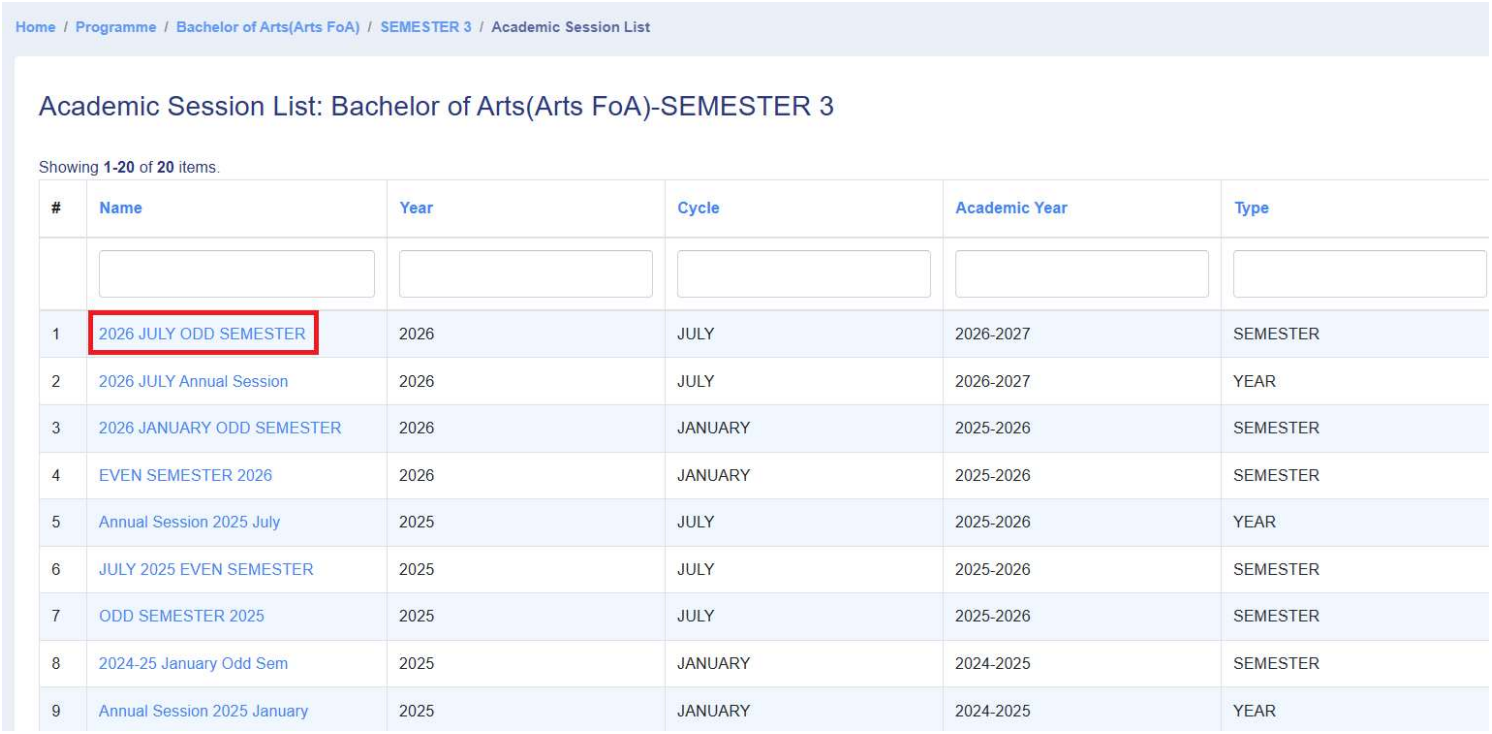
- To define the course structure for a particular semester click on the respective **Semester**.



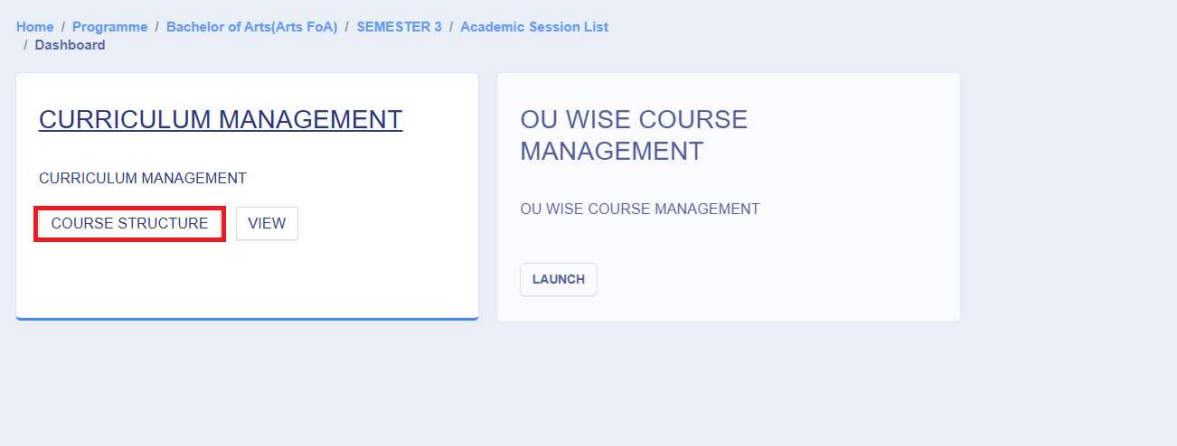
- After clicking on the **Semester** two options will appear: **Course Management** and **Batches and Sections**.
- Click on the **Launch V2** button under **Course Management**.



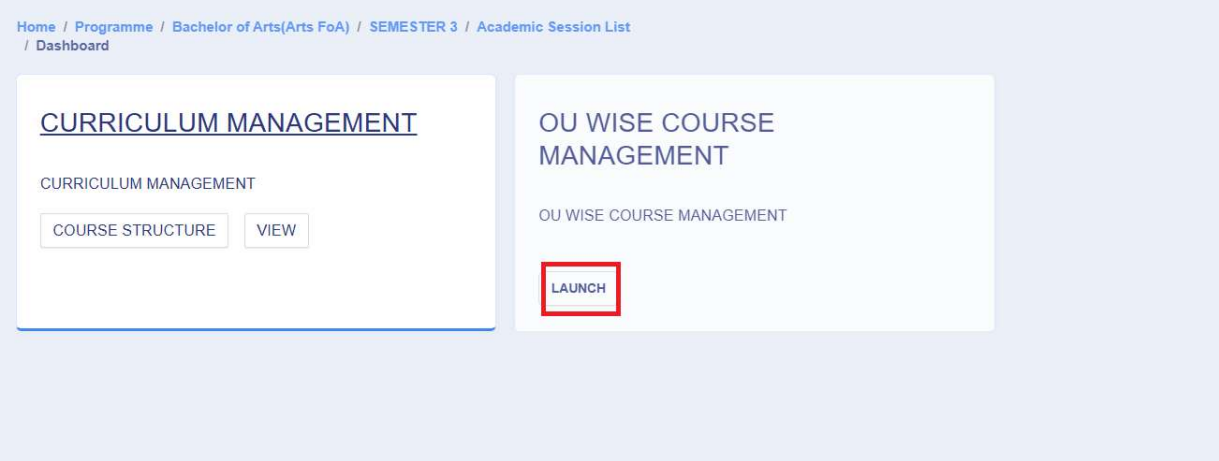
- After clicking on **Launch V2** a list of academic sessions will be displayed.
- Click on the specific academic session for which you want to define the course structure.



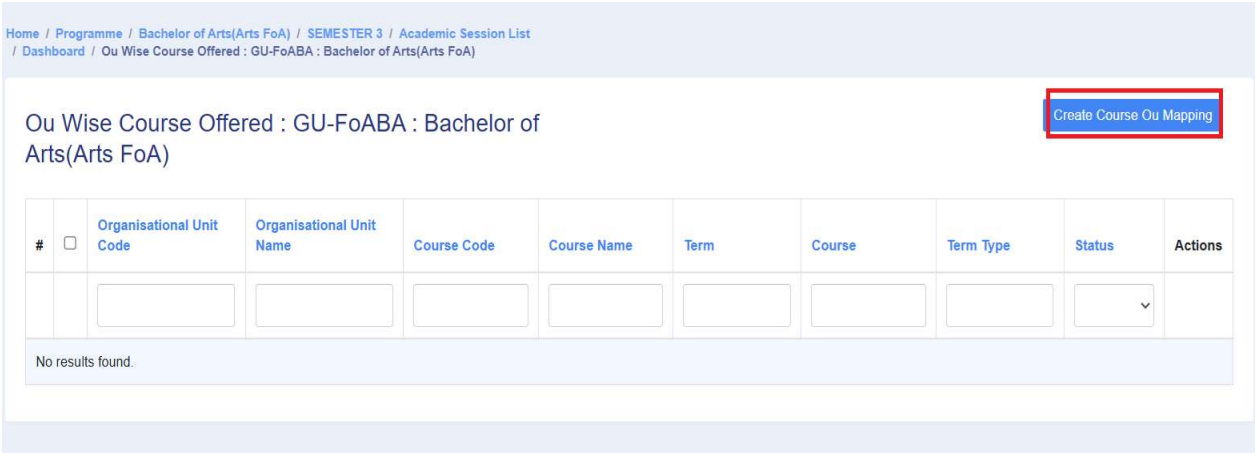
- After clicking on the **Academic Session** two options will appear: **Curriculum Management** and **OU Wise Course Management**.
- By clicking on the **Course Structure** button under **Curriculum Management** the college can view the course structure defined by the university.



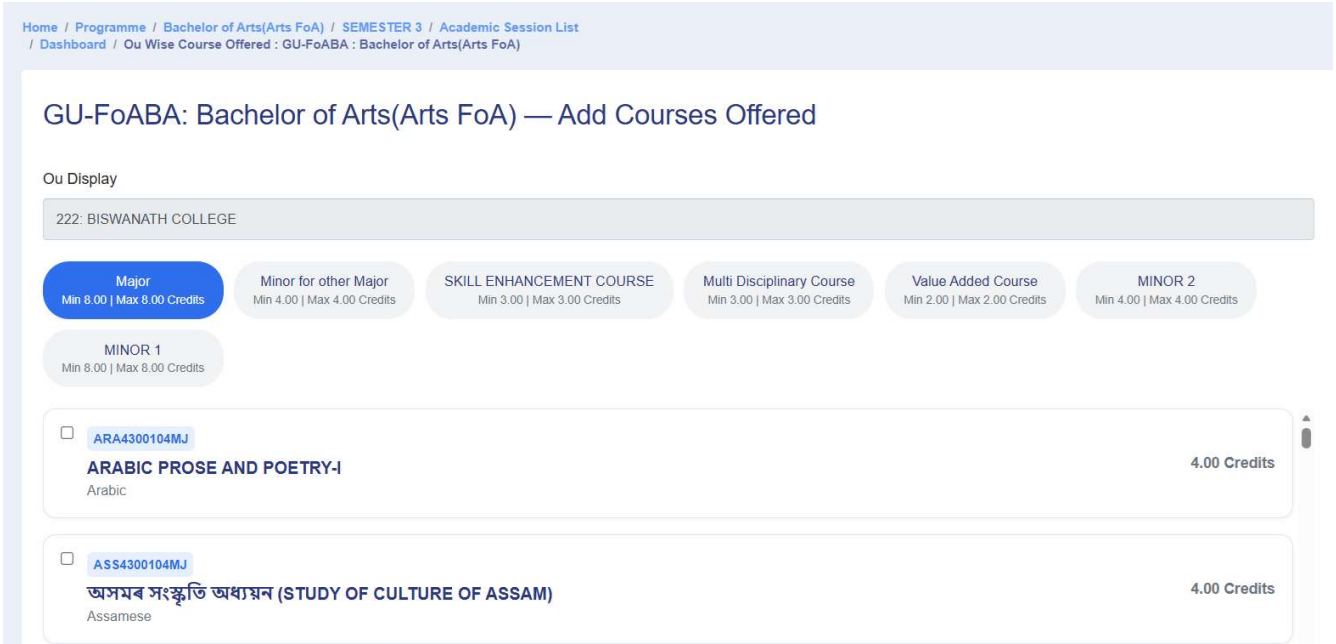
- Click on the **Launch** button under **OU Wise Course Management**.



- 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**.

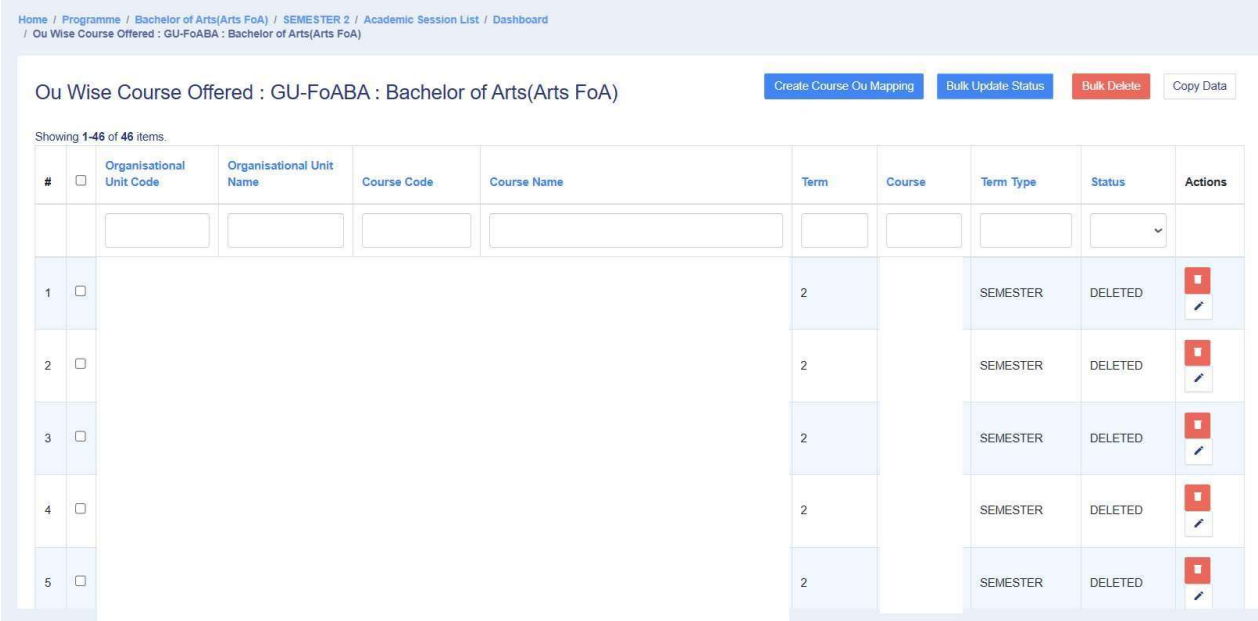


- After clicking on **Create Course OU Mapping** the **Course Groups** will be displayed.



- 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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