Steps for Adding Student Semester Fees

Activation of Academic Fee of Students through Samarth Portal

Step-1 Click on https://du.samarth.ac.in/index.php/site/login and login window appears on user screen.

DU Employee Portal	
This portal is only for DU Employees. If you are a student visit Student Portal (https://sicuod.ac.in) instead.	University Of Delhi
About Samarth eGov Suite - Smarth is an Open Source, Open Standard enabled Robust, Secure, Scalable and Eductionary Process Automation Engine for Universities and Higher Education Institutions. - Samarth eGov Suite is operating systemia agroatest. All you need is a browser to access and correct the application modules. Quick deployment and easy data migration make for fast adoption.	Username * Username * Password * Porgot Password Password Captcha Verification Captcha Verification Citick on the test to sharpe Citick on the test t

Step 2: Click on Academic tab Launch button

cademic	Employee Management System	Admission
LAUNCH	Management of University Staff using Employee Management System LAUNCH	Admission Management
egal Case Management System	Estate Management	Vendor Management System
5 5 5		

Step 3: Click on Programme

Home / Dashboard / Academics		
PROGRAMME	STUDENTS	BATCHES & SECTIONS
PROGRAMME	STUDENTS	BATCHES & SECTIONS
LAUNCH	LAUNCH	LAUNCH
RE-REGISTRATION	EXAMINATION	FEE
RE-REGISTRATION	EXAMINATION	FEE
LAUNCH	LAUNCH	LAUNCH

Step: 4 Click on setting for the program you want configure the fee

Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
fore	All		All		All	
P.G. Diploma in Forensic Science					DRAFT	• \$
CERTIFICATE IN FORENSIC SCIENCE					DRAFT	• •
Master of Science (Forensic Science)	Face to face	1998	DEGREE	MASTER	ACTIVE	• •
(P.G.) M. SC. FORENSIC SCIENCE				MASTER	ACTIVE	• •
P.G. Diploma in Forensic Science				BACHELOR	DRAFT	• •
P.G. Diploma in Forensic Science				BACHELOR	DRAFT	•
P.G. Diploma in Forensic Science				MASTER	DRAFT	• •

Step: 5 Click on Fee Configuration Setting.

Name	Action
Update Programme Details	\$
Update Programme Description	\$
Change Programme Status	\$
Organizational Units	\$
Fee Configuration	٥
Fee Configuration Course Structure	\$
Fee Configuration Course Structure Course Structure Rules	¢ ¢
Fee Configuration Course Structure Course Structure Rules Course List	• • • •

Step 6: Add Category wise Fee. Fill the Fee configuration form.

Note: select the Term according to semester Example Semester -I (Term-I) , Semester -II(Term-II) , Semester-III(Term-III) etc.

Fe	e C	onfiguration	n									\Rightarrow	Add
Showing 1-6 of 6 items.											-		
	#	Fee Category	Term	Fee Term Type	Year	Session	Fee	Fee Currency	Processing Fee	Processing Fee Currency	Is Waiver Applicable	Status	Actions
												AI V	
0	1	EWS	3	SEMESTER	2024	JULY	18010.00	INR		INR	N	Active	/
0	2	OBC	3	SEMESTER	2024	JULY	18010.00	INR		INR	Ν	Active	/
	3	SC	3	SEMESTER	2024	JULY	17770.00	INR		INR	N	Active	

Add Fee configuration	
Year *	2025
Session *	JANUARY
Term *	4
Fee Category *	Select
Fee *	
Fee Currency *	INR
Processing Fee	
Processing Fee Currency	INR
Is Waiver Applicable	No
Status *	In-Active
Save Car	ncel

Step 7: Click on the Program View button and select the Semester.

ŧ	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Acti	ons
				All		All 🗸		All 🗸		
	60001123	613	P.G. Diploma in Forensic Science					DRAFT	۲	
	60001131	617	CERTIFICATE IN FORENSIC SCIENCE					DRAFT	0	
	60000643	752	Master of Science (Forensic Science)	Face to face	1998	DEGREE	MASTER	ACTIVE	• •	
	60000822	838	(P.G.) M. SC. FORENSIC SCIENCE				MASTER	ACTIVE	0	
	60001243	BA	P.G. Diploma in Forensic Science				BACHELOR	DRAFT	۲	
	60001244	всом	P.G. Diploma in Forensic Science				BACHELOR	DRAFT	٥	
	60001245	мсом	P.G. Diploma in Forensic Science				MASTER	DRAFT	0	

Step 8: Select the Semester for which you want to configure the fee.

Master of Science (Fore	nsic Scien	ce)			
Short Code	752	Title in English	Master of Science (Forensic Science)	Level / Program Type	MASTER / DEGREE
šchool		Delivery Mode	Face to face	Minimum / Maximum Duration	4 Years / 4 Years
Exam Scheme	Semester	Credit Scheme / Total Credits	CBCS / 180	Term Type / Total Terms	SEMESTER/4
Admission Sessions	JULY	Fee Mode / Course Registration Mode	SEMESTER / SEMESTER	Status:	ACTIVE
s Programme Industry Oriented	NO	Industries Type			More Details

Step 9: Click on the Batches & Sections.

Home / Programme / Master of Science (Forensic Science) / SEMESTER 3	
COURSE MANAGEMENT	BATCHES & SECTIONS
COURSE MANAGEMENT	BATCHES & SECTIONS
LAUNCH	LAUNCH

Step 10: Select the Batch & Section if already created otherwise Add Academic Batches & Sections.

Home / Pro	gramme / Master o	of Science (Forensic Science) / SEMESTER 3 / Ba	tches & Sections: Master of Science (Forensic Science)-SEMESTER 3		
Batch	nes & Secti 1-1 of 1 item	ons: Master of Science (Fore	ensic Science)-SEMESTER 3		Bulk Create Academic Section Add Academic Batches & Sections
#		Section Name	Academic Year	Academic Session	Organization
					Select OU +
1	0	Batch 2023	2024-2025	JULY 2024	215: Department of Anthropology

Programme *	752: Master of Science (Forensic Science)
Ferm *	3
Academic Session *	Select
Section Name *	
Organisational Unit *	Select

Step 11: Click on Add Students for adding the students.

Home / Programme / Master of Science (Forensic Science) / 2024-2025(JULY 2024) / Batch 2023	
STUDENTS	EX-STUDENT
Students in section	STUDENT
View Students Add Students	
	LAUNCH

Step 12: Mark the students and Click on Add Students.

ne / Pro	ogramm dent to	he / Master of Science (Forensic Science Section: Master of Science (Forensic S	nce) / SEMESTER 3 / Sections Science)-SEMESTER 3-Batch 202	/ Batch 2023 3								
Add S Please Num	Stude note ber of i	ent to Section: Master of S that if the student you are looki records you want to search	Science (Forensic Science (Forensic Science)	ence)-SEMESTER 3-Ba	atch 2023 nizational unit (OU) is il	nked to that pa	rticular student. Add	litionally, only the active :	students are displayed	here.		Add Student
En	ter the r	number of records you want to search										
Sea	arch	Reset										
Show	ing 1-2	00 of 306 items.										
	#	Enrolment Number	Roll Number	Name	Organization	Gender	Category	Guardian Name	Year of Enrolment	Session of Enrolment	Result Status (Term, Sgpa, Cgpa, Division)	Action
					Select OU +							
	1	ERN19215752001()	19215752001	AASHISH	215: Department of Anthropology	м	OBC		2019	JULY		۲
0	2	ERN19215752002()	19215752002	ABHILASH CHANDRASHEKAR	215: Department of Anthropology	м	OBC		2019	JULY		٥
0	3	R-1616/15()	19215752003	AJAY SINGH SIKARWAR	215: Department of Anthropology	м	GE		2019	JULY		0
	4	TOANTHERASA	10215752004	AMIT	215: Department of	м	EW/R		2010	IIIV		0

Step 13: Go back to the Dashboard and Click on Students launch button and Click on Student-Program

PROGRAMME	STUDENTS
PROGRAMME	STUDENTS
LAUNCH	LAUNCH
RE-REGISTRATION	EXAMINATION
RE-REGISTRATION	EXAMINATION
LAUNCH	LAUNCH
ALL STUDENT	STUDENT-PROGRAMME
ALL STUDENT	STUDENT-PROGRAMME
LAUNCH	LAUNCH
STUDENT ACCOUNT MANAGEMENT	STUDENT FEEDBACK
STUDENT ACCOUNT MANAGEMENT	MANAGE STUDENT FEEDBACK MANAGEMENT SYSTEM

Step: 14 Mark the Students and click on Assign Fee Category.

(Note: Fee Category Assigned according to the Student Category).

ome /	Studer	nt / Student-Programme																	
Show	port Th	ent-Progr	amme											٢		\supset	Assign	Fee Category	
0	#	Name	Enrolment Number	Programme	Organizational Unit	Programme Validity Start	Programme Validity End	Category	Gender	Guardian Name	Roll Number	State of Domicile	ls Pwd	Fee Category	Discipline 1	Discipline 1 Type	Discipline 2	Discipline 2 Type	Disc 3
				Select Programme +	Select OU +								~	All 🗸					
0	1	Bafila Anil Singh	ERN000052	368 : (U.G)(N.C.W.E.B)- BACHELOR OF COMMERCE	PGDAV College NCWEB	2020-JULY			м		000052			UNRESERVED					
0	2	Jyoti	ERN000111	368 : (U.G)(N.C.W.E.B)- BACHELOR OF COMMERCE	PGDAV College NCWEB	2020-JULY			F		000111								
0	3	Rinki kumari	447	336 : (U.G)-BACHELOR	PGDAV College	2020-JULY			F		000140								

Step 15: Go Back to the Dashboard and Click on Fee Management.

iboard			
Academic	Employee Management System	Admission	Fee Management System
Academic	Management of University Staff using Employee Management System	Admission Management	Fee Management
LAUNCH	LAUNCH	LAUNCH	LAUNCH

Step 16: Select the Academic Year-Session

Student Academic Session Fee	Settings	Export Transaction Data
	LAUNCH	LAUNCH

Step 17: Select the Programmes under (Academic Year-Session)

Acade	emic Year-Session					Add Academic Session
Showin	g 1-18 of 18 items.					
#	Academic Year	Year	Cycle	Name	Туре	Status
1	2024-2025	2024	JULY	JULY 2024	SEMESTER	PUBLISHED
2	2023-2024	2024	JANUARY	JUNE 2024	SEMESTER	PUBLISHED
3	2023-2024	2023	JULA	JULY 2023	SEMESTER	PUBLISHED
4	2022-2023	2023	JANUARY	2023 NEP JULY SEMESTER II	SEMESTER	PUBLISHED
5	2022-2023	2023	JANUARY	2023 EVEN SEMESTER II, IV, VI, VIIII, X	SEMESTER	PUBLISHED
6	2022-2023	2022	JULY	DECEMBER 2022	SEMESTER	PUBLISHED
7	2021-2022	2022	JANUARY	2022 January Even Semester	SEMESTER	PUBLISHED
8	2021-2022	2021	JULY	2021-JULY	SEMESTER	PUBLISHED

Step 18: Click on Programmes

PROGRAMMES	STUDENTS	EXPORT	
MANAGE PROGRAMMES	STUDENTS	STUDENTS FEE DATA EXPORTS	
LAUNCH	LAUNCH	LAUNCH	

Step 19: Click on Add New for **Create Student Readmission Fee Control** (Academic Year-Session)

Home / Fee	/ Academic Sessions / Dashboa	d / Student Re	admission Fee Con	trol for JULY 2024									
Stude Total 4 ite	nt Readmission Fe	e Contro	I for JULY 2	024						Add New Bulk Upda	Update Late	Fee Template	Advance Settings
. #	Programme	Term	Term Type	Academic Year	Academic Cycle	Late Fee Template Name	Start Date	Late Fee Date	End Date	Activity Status	Enable term fee with course selection	Status	DRC report upload required for Phd Student
	Select Programme +		All 🗸									All ¥	All

Create Student Readmission Fee Control

Term *	Select	~
Term Type *	Select	~
Programme *	Select	
Start Date *	Select Start-Date Time	
Late Fee Date *	Select Start-Date Time	
End Date *	Select Start-Date Time	
Late Fee Template	Select	~
Enable term fee with course selection	NO	~
Status *	Select	~
Whether DRC report upload required for Phd Student(only applicable for programme marked as) *	Select	~



Step: 20 Click on Dashboard and Click on Students

tude	nt Readmission I	Fee Cont	rol for 202	22 January E	Even Semest	er				Add New Bulk Up	date Update Late	Fee Template	Advance S	Setting
. #	Programme	Term	Term Type	Academic Year	Academic Cycle	Late Fee Template Name	Start Date	Late Fee Date	End Date	Activity Status	Enable term fee with course selection	Status	DRC report required fo Student	uploa r Phd
	Select Programme +		Al 🗸									All 🗸	All	
No resu														
	ts tound.													
	is tound.													
PRO	GRAMMES				STUDEN	TS			EXPORT					
PRO	GRAMMES GE PROGRAMMES				STUDEN	TS			EXPORT STUDENTS FEE DATA	EXPORTS				

Step 21: List of all Students Reflects here for fee Configurations

No results found.	Action	Name	Enrolment No	Programme	Term	Fee Amount	Academic Year	Fee Status	Fee Paid On	Fee Transaction Id	Fee Order Id	Fee Submission Type	Fee Submission Mode	Fee Submission Date	Fee Verified On	Referen
				Select Programme +												
	sults found.															
	suits tound.															