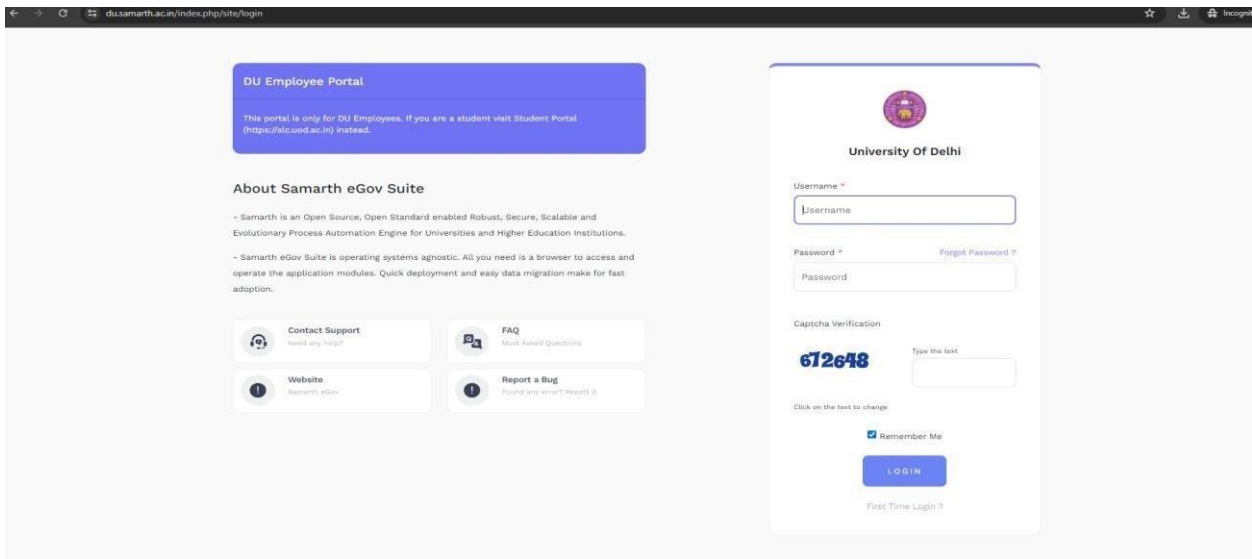


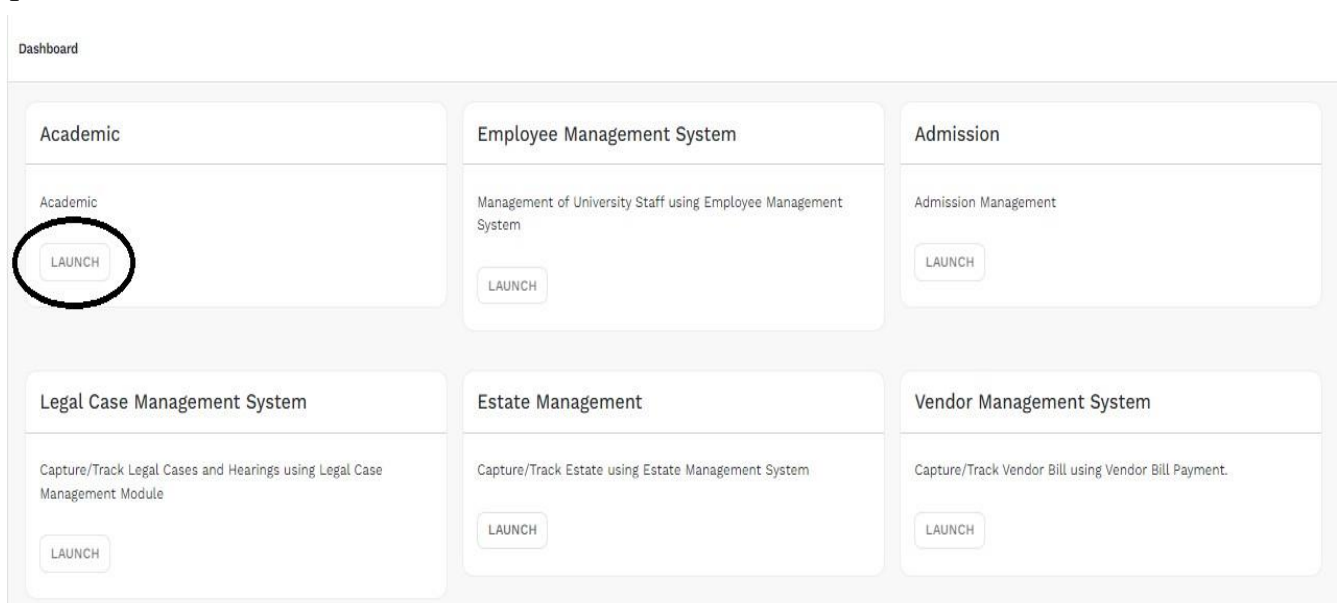
Steps for Adding Student Semester Fees

Activation of Academic Fee of Students through Samarth Portal

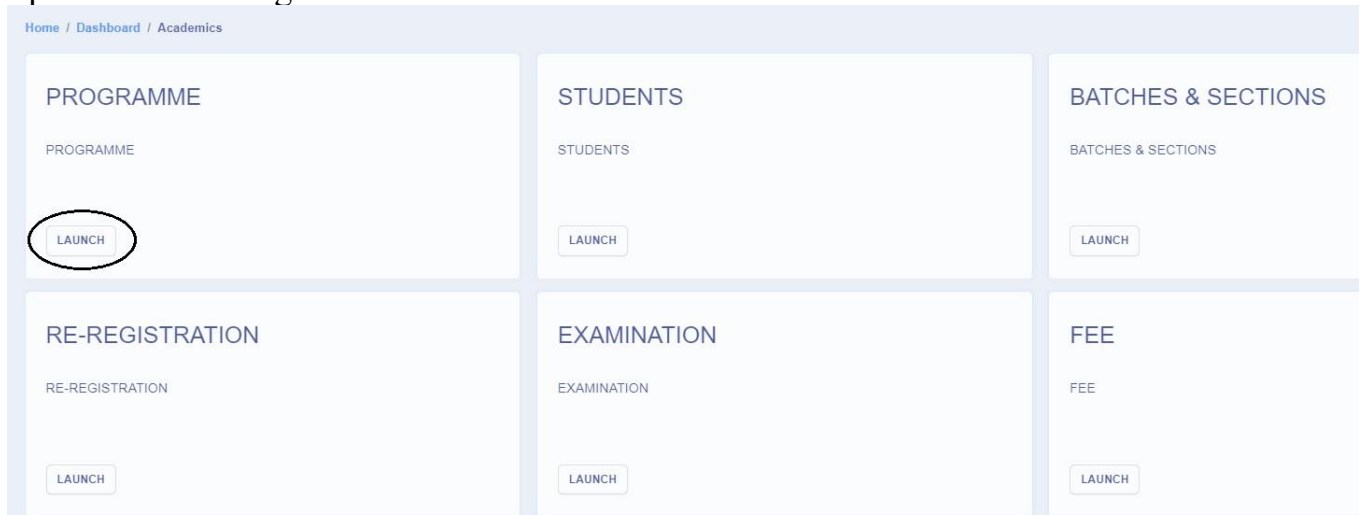
Step-1 Click on <https://du.samarth.ac.in/index.php/site/login> and login window appears on user screen.



Step 2: Click on Academic tab Launch button



Step 3: Click on Programme





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.

Showing 1-12 of 12 items.

Name	Action
Update Programme Details	
Update Programme Description	
Change Programme Status	
Organizational Units	
Fee Configuration	
Course Structure	
Course Structure Rules	
Course List	
Programme term wise credit	

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.

Fee Configuration



Showing 1-6 of 6 items.

<input type="checkbox"/>	#	Fee Category	Term	Fee Term Type	Year	Session	Fee	Fee Currency	Processing Fee	Processing Fee Currency	Is Waiver Applicable	Status	Actions
<input type="checkbox"/>												All	
<input type="checkbox"/>	1	EWS	3	SEMESTER	2024	JULY	18010.00	INR		INR	N	Active	 
<input type="checkbox"/>	2	OBC	3	SEMESTER	2024	JULY	18010.00	INR		INR	N	Active	 
<input type="checkbox"/>	3	SC	3	SEMESTER	2024	JULY	17770.00	INR		INR	N	Active	 

Add Fee configuration

Year * 2025

Session * JANUARY

Term * 1

Fee Category * Select

Fee *

Fee Currency * INR

Processing Fee

Processing Fee Currency INR

Is Waiver Applicable No















Status * In-Active

[Save](#) [Cancel](#)

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

Programme

Showing 1-7 of 7 items.

#	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
				All		All		All	
1	60001123	613	P.G. Diploma in Forensic Science					DRAFT	 
2	60001131	617	CERTIFICATE IN FORENSIC SCIENCE					DRAFT	 
3	60000643	752	Master of Science (Forensic Science)	Face to face	1998	DEGREE	MASTER	ACTIVE	 
4	60000822	838	(P.G.) M. SC. FORENSIC SCIENCE				MASTER	ACTIVE	 
5	60001243	BA	P.G. Diploma in Forensic Science				BACHELOR	DRAFT	 
6	60001244	BCOM	P.G. Diploma in Forensic Science				BACHELOR	DRAFT	 
7	60001245	MCOM_	P.G. Diploma in Forensic Science				MASTER	DRAFT	 

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

Master of Science (Forensic Science) [Settings](#)

Short Code	752	Title in English	Master of Science (Forensic Science)	Level / Program Type	MASTER / DEGREE
School		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
Is Programme Industry Oriented	NO	Industries Type		More Details	

All Terms

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
------------	------------	------------	------------

Step 9: Click on the Batches & Sections.

Home / Programme / Master of Science (Forensic Science) / SEMESTER 3

COURSE MANAGEMENT

COURSE MANAGEMENT

LAUNCH

BATCHES & SECTIONS

BATCHES & SECTIONS

LAUNCH

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

Home / Programme / Master of Science (Forensic Science) / SEMESTER 3 / Batches & Sections: Master of Science (Forensic Science)-SEMESTER 3

Batches & Sections: Master of Science (Forensic Science)-SEMESTER 3 Bulk Create Academic Section Add Academic Batches & Sections

Showing 1-1 of 1 item.

#	Section Name	Academic Year	Academic Session	Organization
1	Batch 2023	2024-2025	JULY 2024	215: Department of Anthropology

Add Batches & Sections

Programme * 752: Master of Science (Forensic Science)

Term * 3

Academic Session *

Section Name *

Organisational Unit *

Save

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

Home / Programme / Master of Science (Forensic Science) / 2024-2025(JULY 2024) / Batch 2023

STUDENTS

Students in section

View Students Add Students

EX-STUDENT

STUDENT

LAUNCH

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

Add Student to Section: Master of Science (Forensic Science)-SEMESTER 3-Batch 2023



Please note that if the student you are looking for is not visible here, please verify whether the organizational unit (OU) is linked to that particular student. Additionally, only the active students are displayed here.

Number of records you want to search

[Search](#) [Reset](#)

Showing 1-200 of 306 items.

<input type="checkbox"/>	#	Enrolment Number	Roll Number	Name	Organization	Gender	Category	Guardian Name	Year of Enrolment	Session of Enrolment	Result Status (Term, Sgpa, Cgpa, Division)	Action
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	Select OU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	1	ERN19215752001()	19215752001	AASHISH	215: Department of Anthropology	M	OBC		2019	JULY		
<input type="checkbox"/>	2	ERN19215752002()	19215752002	ABHILASH CHANDRASHEKAR	215: Department of Anthropology	M	OBC		2019	JULY		
<input type="checkbox"/>	3	R-1616/15()	19215752003	AJAY SINGH SIKARWAR	215: Department of Anthropology	M	GE		2019	JULY		
<input type="checkbox"/>	4	19215752004()	19215752004	AMIT	215: Department of	M	EWB		2019	JULY		

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

PROGRAMME

PROGRAMME

[LAUNCH](#)

STUDENTS

STUDENTS

[LAUNCH](#)

RE-REGISTRATION

RE-REGISTRATION

[LAUNCH](#)

EXAMINATION

EXAMINATION

[LAUNCH](#)

ALL STUDENT

ALL STUDENT

[LAUNCH](#)

STUDENT-PROGRAMME

STUDENT-PROGRAMME

[LAUNCH](#)

STUDENT ACCOUNT MANAGEMENT

STUDENT ACCOUNT MANAGEMENT

[LAUNCH](#)

STUDENT FEEDBACK

MANAGE STUDENT FEEDBACK MANAGEMENT SYSTEM

[LAUNCH](#)


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

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

Home / Student / Student-Programme

Student-Programme

Export The List
Showing 1-200 of 1,171,845 items.

 [Assign Fee Category](#)

<input type="checkbox"/>	#	Name	Enrolment Number	Programme	Organizational Unit	Programme Validity Start	Programme Validity End	Category	Gender	Guardian Name	Roll Number	State of Domicile	Is Pwd	Fee Category	Discipline 1	Discipline 1 Type	Discipline 2	Discipline 2 Type	Disc 3
<input type="checkbox"/>	1	Bafila Anil Singh	ERN000052	368 : (U.G./N.C.W.E.B)-BACHELOR OF COMMERCE	PGDAV College NCWEB	2020-JULY			M		000052			UNRESERVED					
<input type="checkbox"/>	2	Jyoti	ERN000111	368 : (U.G./N.C.W.E.B)-BACHELOR OF COMMERCE	PGDAV College NCWEB	2020-JULY			F		000111								
<input type="checkbox"/>	3	Rinki kumari	447	336 : (U.G)-BACHELOR OF COMMERCE	PGDAV College NCWEB	2020-JULY			F		000140								

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

Dashboard

Academic

Academic

[LAUNCH](#)

Employee Management System

Management of University Staff using Employee Management System

[LAUNCH](#)

Admission

Admission Management

[LAUNCH](#)

Fee Management System

Fee Management

[LAUNCH](#)

Step 16: Select the Academic Year-Session

Student Academic Session Fee Management

[LAUNCH](#)

Settings

Management

[LAUNCH](#)

Export Transaction Data

Management

[LAUNCH](#)

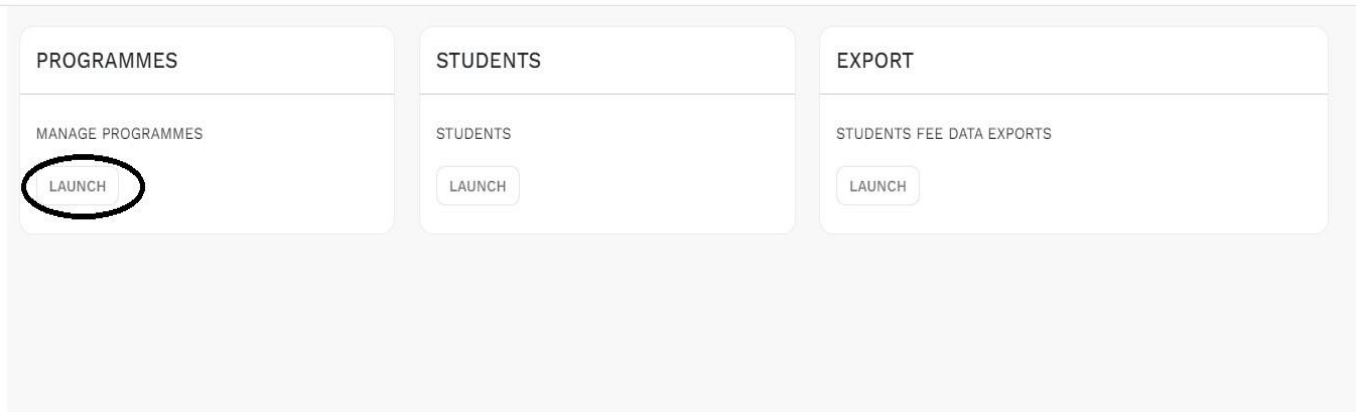
Step 17: Select the Programmes under (Academic Year-Session)

Academic Year-Session [Add Academic Session](#)

Showing 1-18 of 18 items.

#	Academic Year	Year	Cycle	Name	Type	Status
1	2024-2025	2024	JULY	JULY 2024	SEMESTER	PUBLISHED
2	2023-2024	2024	JANUARY	JUNE 2024	SEMESTER	PUBLISHED
3	2023-2024	2023	JULY	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,VIII, 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

MANAGE PROGRAMMES

LAUNCH

STUDENTS

STUDENTS

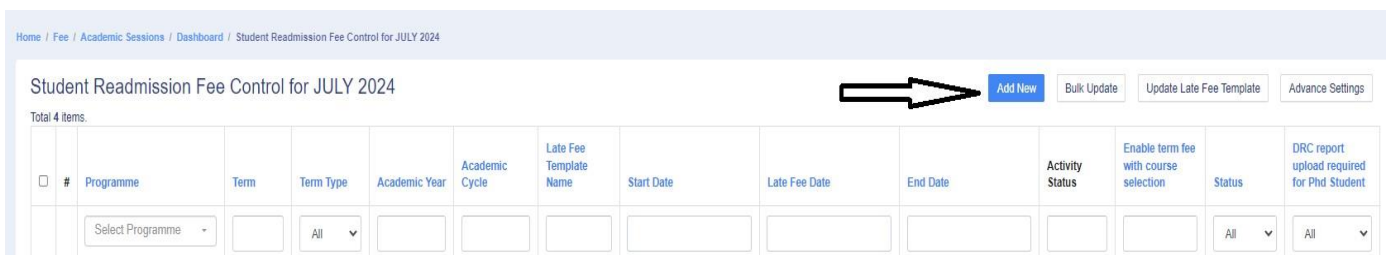
LAUNCH

EXPORT

STUDENTS FEE DATA EXPORTS

LAUNCH

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



Home / Fee / Academic Sessions / Dashboard / Student Readmission Fee Control for JULY 2024

Student Readmission Fee Control for JULY 2024

Total 4 items.

Add New Bulk Update 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 *

Term Type *

Programme *

Start Date *

Late Fee Date *

End Date *

Late Fee Template

Enable term fee with course selection

Status *

Whether DRC report upload required for Phd Student(only applicable for programme marked as) *

