



OFFICE OF THE PRINCIPAL

আনন্দৰাম ঢেকিয়াল ফুকন মহাবিদ্যালয়

নগাঁও (অসম), ৭৮২০০২

**ANANDARAM DHEKIAL PHOOKAN COLLEGE**

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Ref. No. ADPC/.....

Date : 09-10-2026

## NOTICE

### **Mandatory Application for Fee Waiver Scheme through Assam SAMARTH Portal**

All eligible students of UG 3rd, 5th and 7th Semesters are hereby informed that the application process for the Government of Assam's Fee Waiver Scheme has commenced through the Assam SAMARTH Portal.

All eligible students are directed to submit their applications through the official portal without fail within the stipulated deadline.

#### **Important Dates :**

Application Opens : 7 October 2026

Last Date for Student Submission: 20 October 2026

Application Portal: <https://assamsams.samarth.edu.in/index.php/site/login>

#### **Important Instructions :**

1. Aadhaar is mandatory to avail the Fee Waiver Scheme.
2. Students must ensure that their names are registered in the Assam SAMARTH Portal and their Aadhaar details are available.
3. Students should carefully fill in the application form and upload all required documents.
4. Students who are eligible for the scheme must complete the application process within the deadline. No eligible student should miss this opportunity.

**All eligible students are instructed to apply without fail.**

Principal

Anandaram Dhekiyal Phookan College  
Nagaon (Assam)

Principal,  
ADP College  
Nagaon .. 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

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.

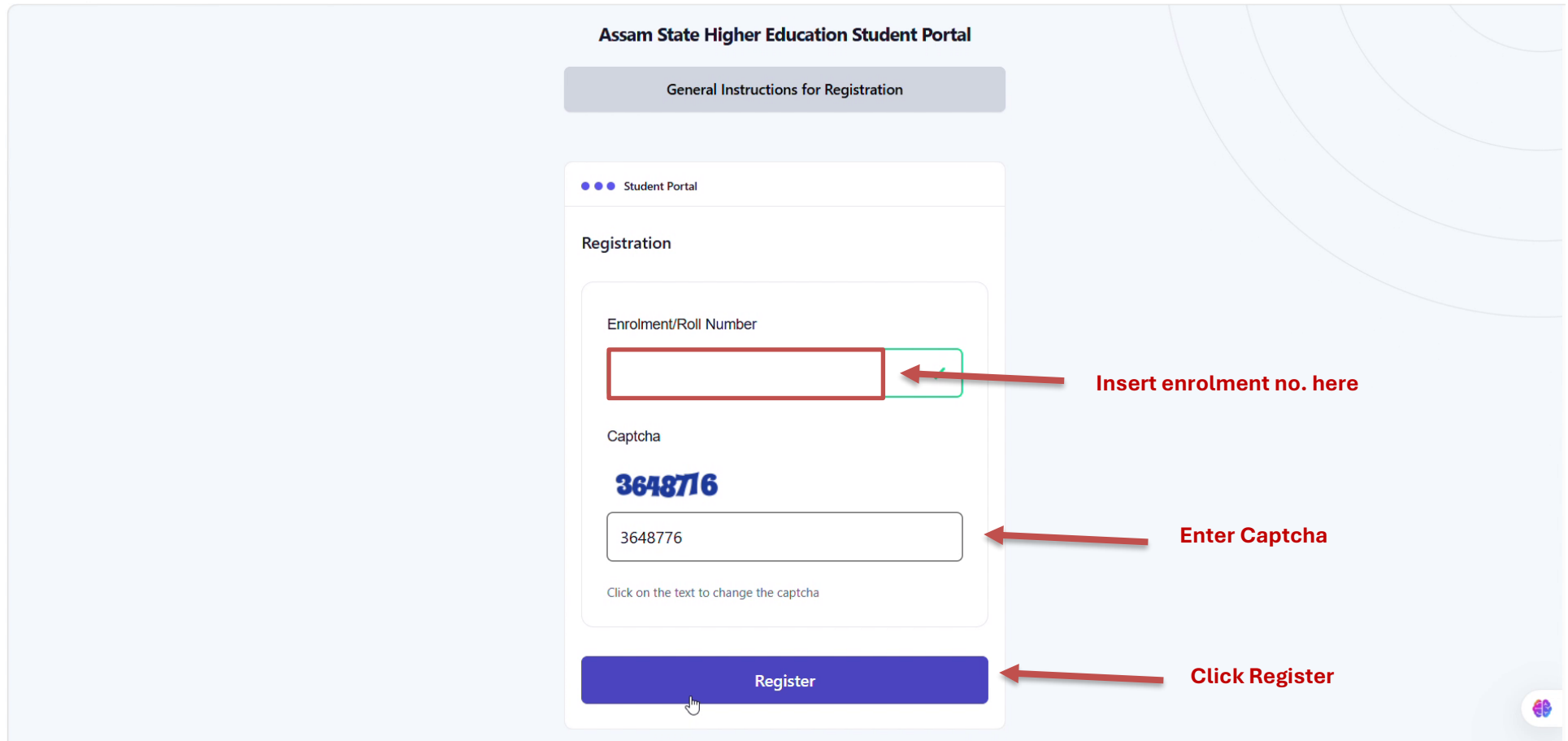
**If you have registered earlier:**  
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

**In case you have forgotten your password:**

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 displays the 'Assam State Higher Education Student Portal' registration interface. At the top, a grey button labeled 'General Instructions for Registration' is visible. Below it, the 'Student Portal' breadcrumb is shown. The main section is titled 'Registration' and contains two input fields: 'Enrolment/Roll Number' and 'Captcha'. The 'Enrolment/Roll Number' field is highlighted with a red border and a green checkmark icon, with a red arrow pointing to it from the text 'Insert enrolment no. here'. The 'Captcha' field displays the number '3648716' and contains the text '3648776'. A red arrow points to this field from the text 'Enter Captcha'. Below the captcha field is a link that says 'Click on the text to change the captcha'. At the bottom of the form is a large blue 'Register' button, with a red arrow pointing to it from the text 'Click Register'. A small cursor icon is positioned over the 'Register' button. The background of the portal features a light blue gradient with abstract circular patterns.

Assam State Higher Education Student Portal

General Instructions for Registration

● ● ● Student Portal

Registration

Enrolment/Roll Number

Insert enrolment no. here

Captcha

3648716

3648776

Enter Captcha

Click on the text to change the captcha

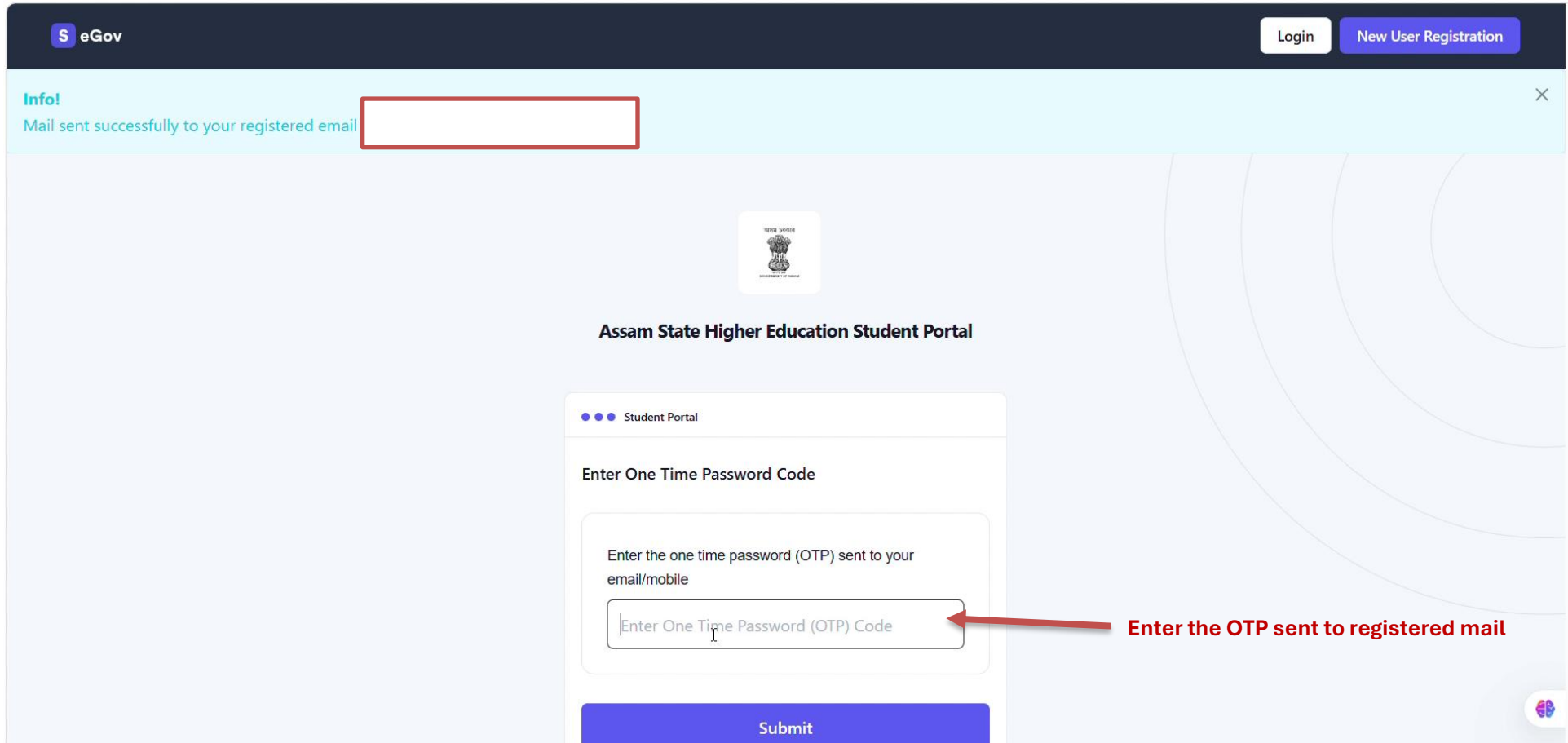
Register

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.



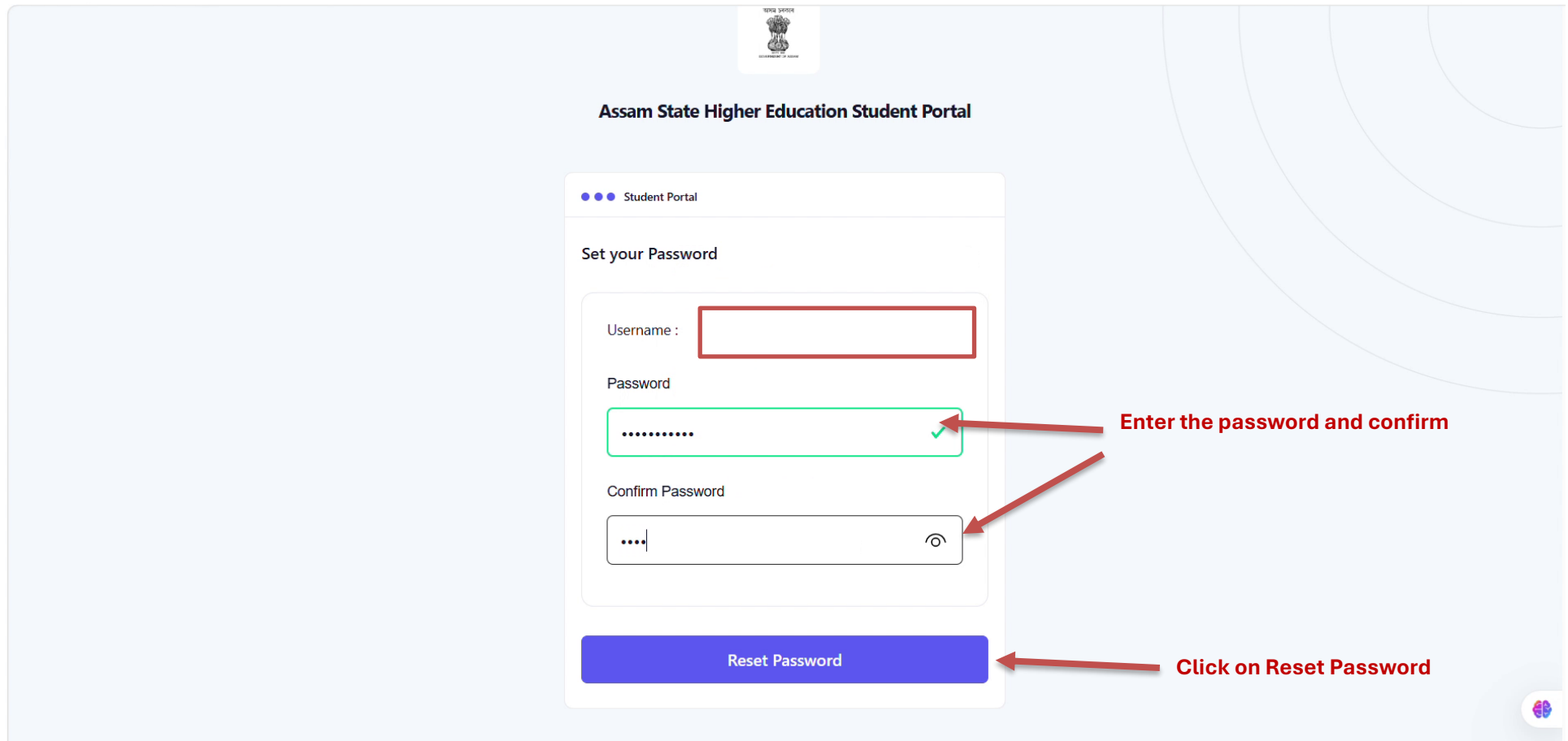
The screenshot displays the 'Assam State Higher Education Student Portal' interface. At the top, a dark blue header contains the 'eGov' logo and 'Login' and 'New User Registration' buttons. Below the header, a light blue banner shows an 'Info!' message: 'Mail sent successfully to your registered email', 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 heading 'Enter One Time Password Code'. Below this, a text prompt reads: 'Enter the one time password (OTP) sent to your email/mobile'. A text input field with the placeholder 'Enter One Time Password (OTP) Code' is shown, with a red arrow pointing to it from the text 'Enter the OTP sent to registered mail'. A blue 'Submit' button is located at the bottom of the card. 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 :' (highlighted with a red box), 'Password' (highlighted with a green box and a green checkmark), and 'Confirm Password' (highlighted with a red box). A red arrow points from the text 'Enter the password and confirm' to the 'Password' and 'Confirm Password' fields. Below the form is a blue button labeled 'Reset Password', with a red arrow pointing from the text 'Click on Reset Password' to it. The background is light blue with faint circular patterns.

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 exclamation mark icon, with a red error message below it: 'Username cannot be blank.' 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

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.

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

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". The "Scholarship" option is highlighted with a red rectangle. 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 options like Dashboard, Profile, Scholarship, Banking Details, and a QR code. 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 shows the 'Fee Waiver Details & Uploads' page. The left sidebar contains a 'MENU' with 'Student Services' expanded, showing 'Dashboard', 'Profile', 'Banking Details', and 'Scholarship'. The main content area has a header 'Fee Waiver Details & Uploads'. Below it, there is a form with the following fields and elements:

- Family Income \***: A text input field containing '300000'. A red box highlights the input, and a red arrow points to it with the text 'Insert Family income'.
- Family Income Certificate \***: A button labeled 'Select file'.
- Accepted file types**: Text indicating '(Accepted file types: JPG, JPEG, PDF | Min Size: 10 KB | Max size: 500 KB)'.
- Declarations**: Three checkboxes, all of which are checked. Red arrows point to each checkbox with the text 'Tick on the Check boxes':
  - ☒ I hereby provide my consent for the use of my Aadhaar number, biometric data and/or One-Time Password (OTP) for establishing my identity in connection with the respective scholarship scheme
  - ☒ I have no objection to authenticating myself through Aadhaar and fully understand that the information provided by me shall be used for authentication of my identity for the purpose stated above
  - ☒ I hereby voluntarily give my consent to the Government of Assam for collecting, collating, processing and sharing the information provided by me for the proper implementation of the respective government beneficiary scheme or any other relevant government beneficiary scheme in the future.
- Buttons**: 'Submit' and 'Back' buttons at the bottom.

At the bottom left, it says 'Powered by eGov'. At the bottom right, there is a small logo.

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.