

# **User Guide for Applicants**

**(for admission to PG Programmes in Affiliated  
Colleges)**

**Samarth PG Admission Portal**

**(<https://dibruadm.samarth.edu.in/>)**

**Dibrugarh University**

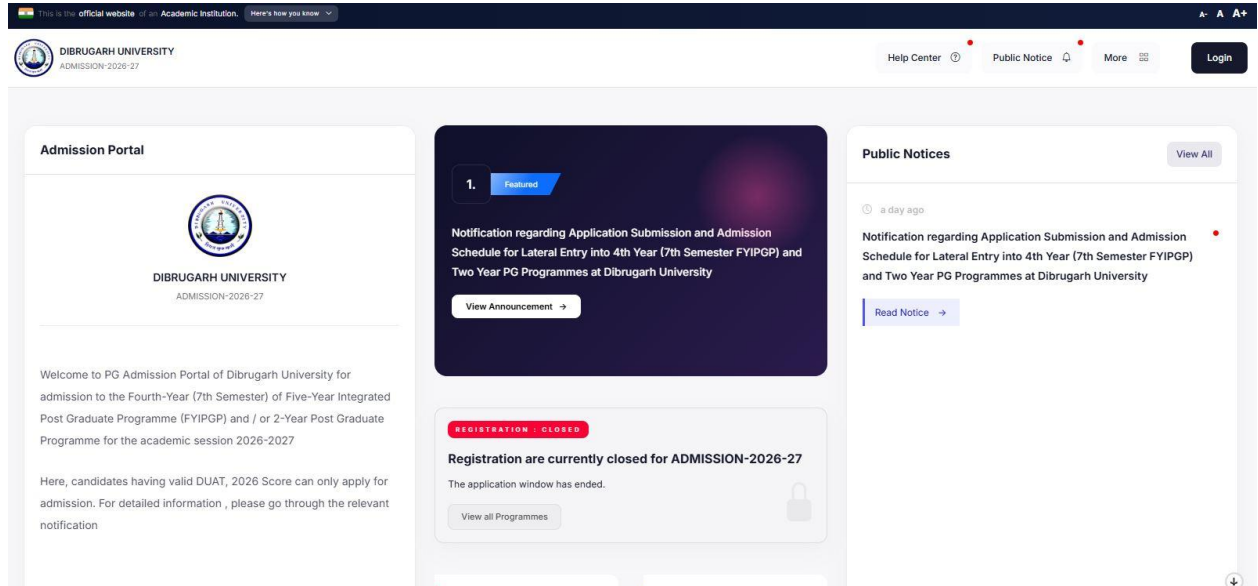
**Session: 2026-2027**

**This User Guide contains three sections:**

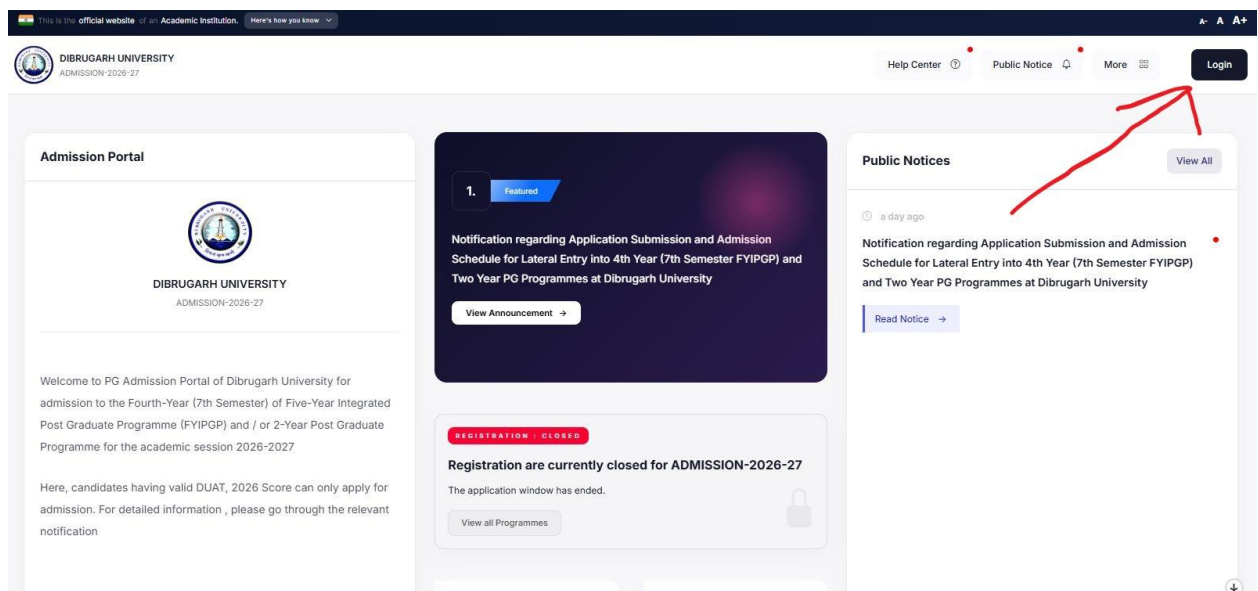
- A. Initial Account Setup**
- B. Profile Completion**
- C. Programme Selection and Application Submission**

# A. Initial Account Setup

1. Visit <https://dibruadm.samarth.edu.in>



2. Click “Login” button



3. Click “Forgot Password”, if you are a first time user.

The screenshot shows the Dibrugarh University website's login interface. On the left, there's a dark blue box with 'Important Instructions' and a link 'Need help? demo@samarth.ac.in'. On the right, the 'Login' form is visible, featuring fields for 'ENTER REGISTERED EMAIL ID', 'PASSWORD', and 'CAPTCHA VERIFICATION'. Below the captcha field is a 'Login →' button. A pink arrow points from the left towards the 'Forgot Password? →' link located just below the login button.

4. Enter the registered email id that you provided while applying for DUAT 2026. Enter the captcha and Click “Send OTP” button.

The screenshot displays the 'Forgot Password' page on the Dibrugarh University website. The page title is 'REQUEST PASSWORD RESET'. The form includes a 'REGISTERED EMAIL' field, a 'CAPTCHA VERIFICATION' field with a captcha image showing '831351', and an 'ENTER CAPTCHA' field. A 'Send OTP →' button is at the bottom. Red arrows point to the 'REGISTERED EMAIL' field, the 'ENTER CAPTCHA' field, and the 'Send OTP' button. A 'Back to Login →' link is at the bottom left.

5. If a message appears like “User does not exist”, please crosscheck your email id. You can find your registered email id in the Application Form submitted for appearing DUAT, 2026.

6. If you have entered the correct email id, you will view a screen as shown below. You will also receive an OTP in your registered mail id. Please enter the OTP, put a New Password and click “Submit OTP”.

The screenshot shows the 'Password Reset' page on the Dibrugarh University website. The page has a header with the university logo, name, and navigation links. The main content area contains a form with the following sections:

- Password Reset**: A heading at the top of the form.
- OTP Instructions**: A pink box with the text: "Please do not refresh this page. Time remaining to enter the OTP : 14 min 55 sec". Below this, it says: "Enter the OTP you received on your email guna\*\*\*\*@dibru.ac.in to reset your password."
- OTP received on Mail**: A text input field for the OTP.
- New Password \***: A text input field for the new password.
- Re-enter new password \***: A text input field for re-entering the new password.
- Captcha Verification**: A section with a captcha image showing the number '462223' and a text input field labeled 'Type the text'.
- Submit OTP**: A blue button at the bottom of the form.

7. Now, login with your registered email id and newly created password.

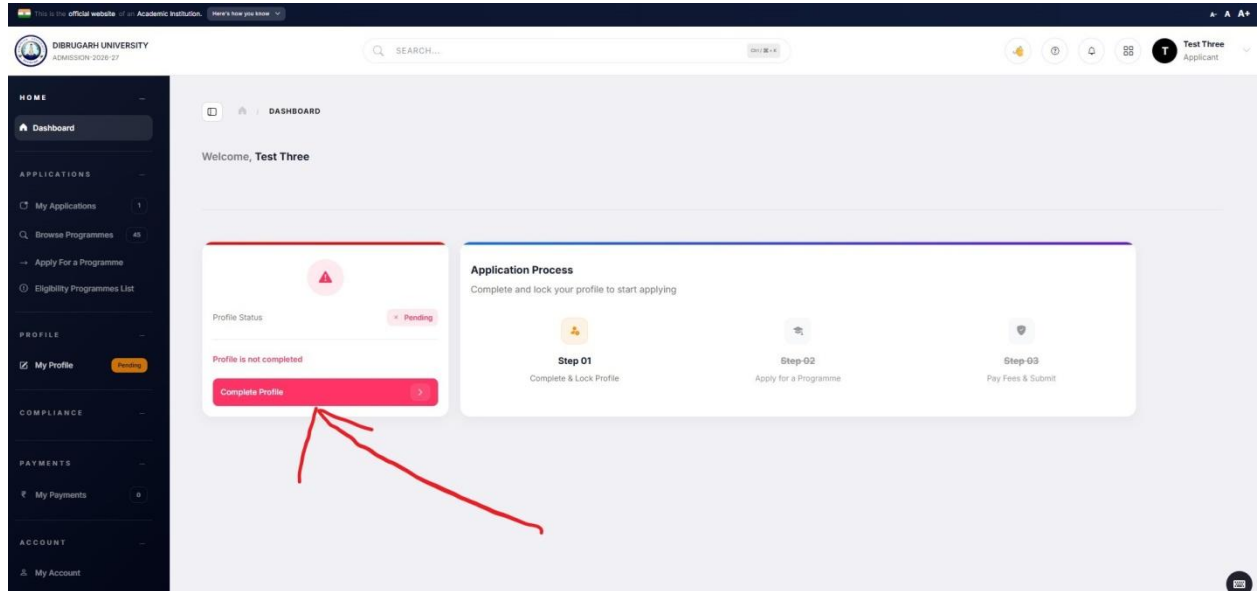
The screenshot shows the 'Login' page on the Dibrugarh University website. The page has a header with the university logo, name, and navigation links. The main content area contains a form with the following sections:

- Important Instructions**: A dark blue box with a white icon and the text: "Need help? demo@samarth.ac.in".
- Login**: A heading at the top of the form.
- ENTER REGISTERED EMAIL ID**: A text input field with a placeholder "Enter Registered Email ID".
- PASSWORD**: A text input field with a placeholder "\*\*\*\*\*" and a toggle icon.
- CAPTCHA VERIFICATION**: A section with a captcha image showing the number '831351' and a text input field labeled "ENTER CAPTCHA".
- Login**: A black button with a white arrow pointing right.
- Forgot Password? →**: A link at the bottom of the form.

Red arrows are drawn on the form, pointing to the 'ENTER REGISTERED EMAIL ID' field, the 'PASSWORD' field, the 'ENTER CAPTCHA' field, and the 'Login' button.

## B. Profile Completion

1. After successful login, please click “Complete Profile”.



2. You will find certain details already pre-populated in the profile.

The screenshot shows the 'Personal Details' form in the Dibrugarh University dashboard. The form is titled 'Personal Details' and includes a progress indicator 'Step 1 of 4'. The form fields are as follows:

| Personal Details                              |                                |
|-----------------------------------------------|--------------------------------|
| Full Name of the Applicant *                  | Applicant's Registered Email * |
| Test Three                                    | gunadeep@dibru.ac.in           |
| Registered Mobile Number *                    | Alternate Email                |
| 9999999999                                    |                                |
| Alternate Mobile Number (Parent's/Guardian's) | Applicant Date of Birth *      |
|                                               | 22 May 2005                    |
| Age as on Jul 1, 2022 *                       | Applicant's Gender *           |
| 17 Years 1 Month 10 Days                      | Female                         |
| Category *                                    |                                |
| SC                                            |                                |

3. Please carefully fill-up all the relevant fields in each section. Click “Save Details” at the end of each section.

Permanent Address ☒ Click if Same As Correspondence Address

Address \*

Address Line 2 \*

Country \*

State \*

District \*

City \*

Pin Code \*

[← Cancel / Go Back](#) [Save Details →](#)

4. You can verify the saved content in the next screen. Carefully review them and if required you can edit them by clicking “Update Details” button. Otherwise click “Proceed to Next”

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ADMISSION 2024-25

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Test Three Applicant

|                  |              |
|------------------|--------------|
| Account Number   | IFSC Code    |
| Not Provided     | Not Provided |
| Bank Branch Name |              |
| Not Provided     |              |

Other Category/Quota Details

|                                                              |                                            |
|--------------------------------------------------------------|--------------------------------------------|
| Person with Benchmark Disabilities (PwBD) Category           | Kashmiri Migrant                           |
| Not Applicable                                               | Not Applicable                             |
| Prime Minister's Special Scholarship Scheme for J&K Students | Children/ Widows of Armed Forces Personnel |
| Not Applicable                                               | Not Applicable                             |
| Single Girl Child Quota                                      | Cultural Activities Quota(CCA Quota)       |
| No                                                           | Not Applicable                             |
| Sports Quota                                                 |                                            |
| No                                                           |                                            |

[← Update Details](#) [Proceed to Next →](#)

5. Carefully fill-up all the sections. In the Upload section, upload all the required documents. The documents to be uploaded should match the format (jpg/pdf etc.) and size specification as mentioned in the portal.

The screenshot shows the 'DIBRUGARH UNIVERSITY ADMISSION-2026-27' portal. At the top, there is a search bar and a user profile section labeled 'Test Three Applicant'. The main area is a form with several upload fields:

- Photo \***: Accepted formats .jpeg .jpg [10 KB - 500.00 KB]. A photo of a man is displayed.
- Signature \***: Accepted formats .jpeg .jpg [10 KB - 500.00 KB]. A 'Select file' button is present.
- OBC/MOBC (Creamy) \***: Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]. A 'Select file' button is present.
- Undertaking for availing Fee Waiver benefit**: Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]. A 'Select file' button is present.
- Upload the latest Ration Card/Income Certificate Document \***: Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]. A 'Select file' button is present.

At the bottom, there are navigation buttons: 'Back to Profile Details', 'Save as Draft', and 'Proceed to Next'.

6. After filling-up all the sections and reviewing carefully, please click "Submit and Lock".

The screenshot shows the 'Uploads' section of the portal. It displays the status of the uploads for the following documents:

- Photo**: Uploaded
- Signature**: Uploaded
- OBC/MOBC (Creamy)**: Uploaded
- Undertaking for availing Fee Waiver benefit**: Uploaded
- Upload the latest Ration Card/Income Certificate Document**: Uploaded

At the bottom, there are navigation buttons: 'Back to Uploads', 'Save as Draft', and 'Submit and Lock'. A red arrow points from the 'Submit and Lock' button towards the bottom right corner of the page.

7. You will be asked for a confirmation before finally locking your profile. If you are satisfied, please click “Confirm and Lock”. **Please note that once your profile is confirmed and locked, no further modifications will be allowed. Therefore, carefully review all information before locking your profile.**

Submit and Lock Profile Details

×

This is an important step. Please ensure that you have verified the profile details for correctness. No modification will be allowed after this step.

Click on **"Confirm and Lock"** if you are sure to proceed, else click on **"Cancel"** to go back.

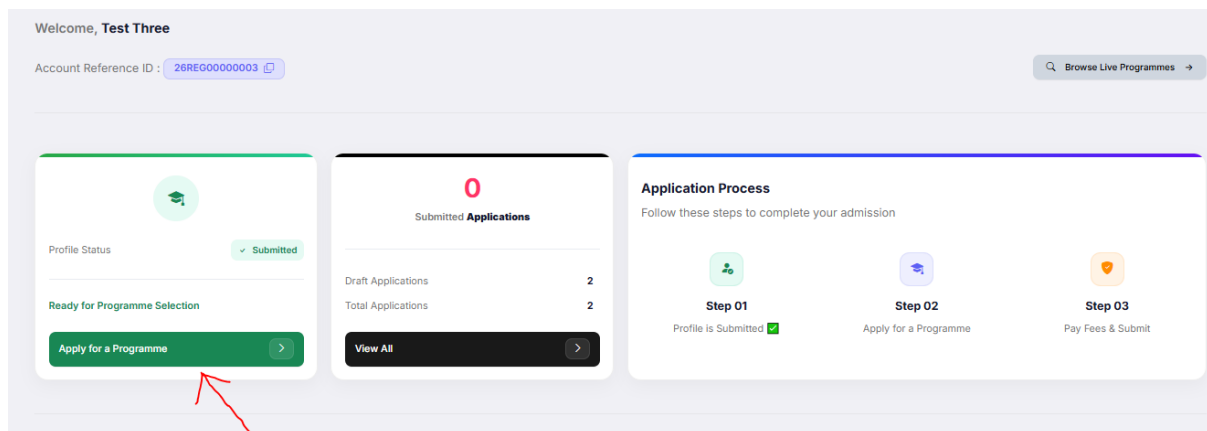
☒ I do hereby declare that all the statement made in the profile details are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled.

Confirm and Lock

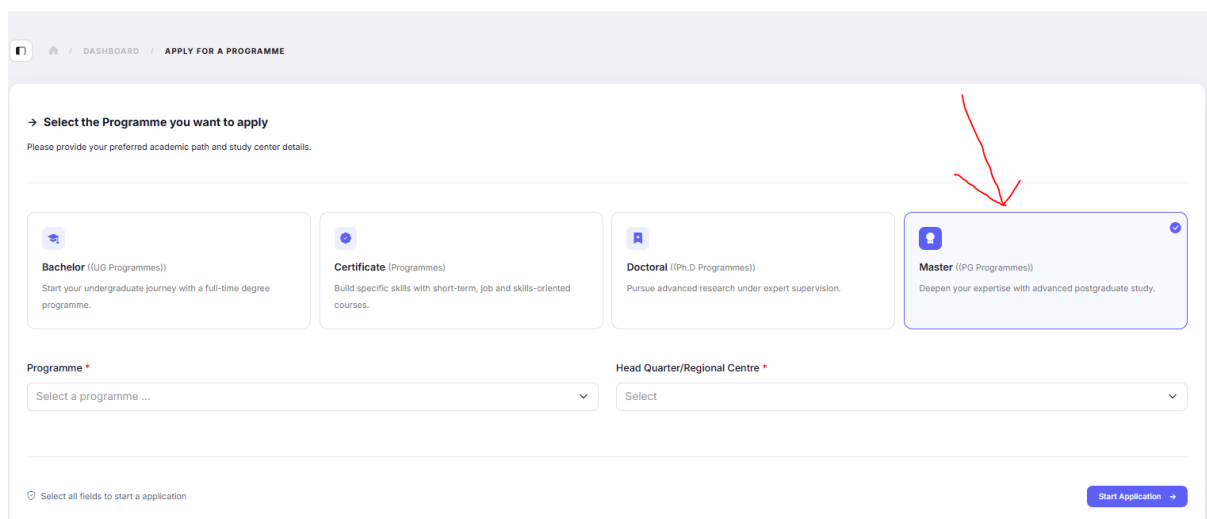
Cancel

## C. Programme Selection and Application Submission

1. After locking your profile, click “Apply for a Programme”



2. Click Master(PG Programmes) tab



3. Select the Programme and Name of the College where you want to apply. Then click “Start Application”.

Programme \*  x

Head Quarter/Regional Centre \*

**Eligibility Criteria 1**

☒ Eligible

Bachelor's Degree with Major/ Honours in the concerned subject securing at least 45% marks or equivalent grade point OR Bachelor's Degree with at least 50% marks in the subject applied for admission and 45% marks in aggregate in case of the candidates of General Programme or equivalent grade point.

Select all fields to start a application Start Application →

4. Carefully complete all sections of the application form by clicking “Save and Next” at the end of each section. Before final submission, you will be provided with an opportunity to preview all the information entered.

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ADMISSION 2028-29

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Test Three Applicant

**DASHBOARD / ACADEMIC DETAILS**

You are applying for **Five Year Integrated Post Graduate Programme in Commerce (Marketing)** Selected

**Academic Details**  
Complete your Academic Details

**PROGRAMME** **ACADEMIC** UPLOADS PREVIEW PAYMENTS Step 2 of 5

Select Applicable Eligibility Criteria (Read Information Bulletin/Prospectus for Eligibility Criteria)

Applicable Eligibility Criteria\*

☒ Successfully completed 6th Semester of FYUG/Integrated PG Programme under NEP 2020 with minimum 60 Credits in the subject applied for admission.

**Qualification Details - X or Equivalent**

Class X Year of Passing \*  Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) \*

Class X Division \*  Class X Name of the Institution \*

4. Once you have verified all the details, click on the “Submit” button.

|                                                                           |                                                                                    |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]                      |  |
| Class X (Scan both marksheet and certificate in a single file and upload) | <a href="#">View File</a>                                                          |
| Class XII Scan both marksheet and certificate in a single file and upload | <a href="#">View File</a>                                                          |

**Form Declaration**

"I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."



APPLICANT SIGNATURE

[Previous](#)
[Submit](#)

5. In the next screen, accept the terms and conditions and confirm. Finally click “Submit Application” to submit the application.



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☐ Father's / Guardian's Name **Fatherdsgsdgsg.**

☐ My address for correspondence is correct, which is **gdgdgfdgdg, gfhhdhd, Dibrugarh, Assam, Dibrugarh - 786004, India**

☐ I have rechecked all the information in the application form and upload fields.

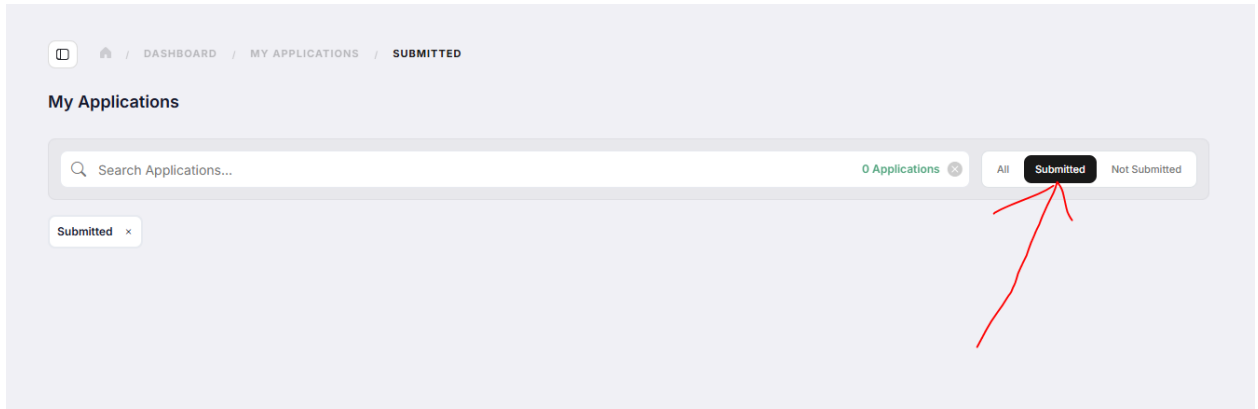
☐ I have read all the guidelines and other related information about the admission.

☐ I hereby confirm the Declaration →
 

"I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

[Home](#)
[Submit Application](#)

6. Upon successful submission, your application will appear under the “Submitted” category in the “My Applications” section. The submitted application will be assigned an actual form number.



7. You may download the submitted application form and take a printout for future reference.