



OFFICE OF THE PRINCIPAL

DIBRUGARH H.S. KANOL COLLEGE

(AUTONOMOUS)

A scheduling webinar will be organized from 17th August to 4th September, 2026 by Project SAMARTH on employee modules, Academic modules, Governance modules, Finance and Accounts Modules. So all the staff are informed to attend the webinar positively. Schedule of the webinar is attached herewith.

Estd : 1945

Accredited by NAAC : A Grade

email : principal_dhsk@hotmail.com, principal@dhsk.org : Tel. No. - 0373-2324105

Ref. No. DHSK/ Notice

/2026/ 18142

Date : 14/8/26

From : Dr. Sashi Kanta Saikia,

Principal/ DDO

DHSK College (Autonomous) (Ph. No. 0373-2324105)

Notice

This is for information to all the office staff that as part of continuous efforts to implement SAMARTH at HEIs, a scheduling webinar will be organized from 17th August to 4th September, 2026 by Project SAMARTH on employee modules, Academic modules, Governance modules, Finance and Accounts Modules. So all the office staff are informed to attend the webinar positively. Schedule of the webinar is attached herewith.

Copy to:

1. Vice Principal
2. Coordinator, IQAC
3. H.A.
4. Mr. B. J. Baruah, Accountant
5. College website
6. Office file

(Dr. S. K. Saikia)

Principal

DHSK College (Autonomous),
Dibrugarh

Module	Date	Day	Time Slot	Meeting/Registration link	Learning Outcomes
Employee Modules					
TOT Management	17 Aug 2026	Monday	11:00 - 12:00 PM	Click here for the Registration	- Admin can schedule training for employees. Employees can request for training sessions which can be reviewed by the institution time-to-time.
Recruitment Management System (Pre-Application Process)	18 Aug 2026	Tuesday	11:00 - 12:00 PM	Click here for the Registration	- Users will able to set eligibility criteria, customize application forms, and publish advertisements in the Recruitment Management System.
Recruitment Management System (Post-Application Process)	19 Aug 2026	Wednesday	11:00 - 12:00 PM	Click here for the Registration	- Users will understand how to screen applications, schedule interviews, finalize selections, and use automated tools to improve efficiency and transparency.
Employee Management (Knowledge)	20 Aug 2026	Thursday	11:00 - 12:00 PM	Click here for the Registration	- To enable institutions to manage and organize employee information efficiently, ensuring smooth administration and access to staff details. - To support institutions in tracking the knowledge generated by staff and students, such as research publications, papers, patents, and more. This module facilitates the transformation of these knowledge assets into valuable learning outcomes, enriching the institution's academic and research environment.
Leave Management	21 Aug 2026	Friday	11:00 - 12:00 PM	Click here for the Registration	- Admin can create leave rules including leave types, holiday calendar, mail template. - Admin will be able to map leave and recommending and sanctioning authorities to employees, import leave balance.
LTC Features of the Leave Management	24 Aug 2026	Monday	11:00 - 12:00 PM	Click here for the Registration	- The LTC admin can configure basic settings, such as the minimum service required for LTC (in days), minimum earned leave required for earned leave encashment, the number of times LTC encashment can be availed during service, the maximum number of earned leaves that can be encashed, the pay advance amount percentage, and more. - The LTC admin can define the approval hierarchy for the employee, specifying the recommending, reviewing, and sanctioning authorities for the LTC application. - The admin can configure the leave LTC block period settings. - The leave admin can define the applicable travel modes for employees, such as train, air, bus, taxi, etc. - The admin can configure the LTC allowed hometown settings.
Career Advancement Scheme	25 Aug 2026	Tuesday	11:00 - 12:00 PM	Click here for the Registration	- Facilitates employees' applications for career advancement schemes under APAR and PBAS.
Payroll Management	31 Aug 2026	Monday	11:00 - 12:00 PM	Click here for the Registration	- Admin will be able to configure pay levels, salary structure template, earning and deduction heads, financial year and create employee groups.
Pension & Gratuity Management module	1 Sep 2026	Tuesday	11:00 - 12:00 PM	Click here for the Registration	- Institute will be able to efficiently managing employee pension and gratuity benefits while automating calculations to ensure timely and error-free disbursements. It also ensures transparency in retirement-related processes, and improves accuracy in record-keeping by minimizing manual errors and discrepancies.
Academic Module					
Configurations related to Programme Management	17 Aug 2026	Monday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to add Academic Year, Session, and new programs to configure program management in the module admin portal.
Creation of Course Structure & Student Course Mapping	18 Aug 2026	Tuesday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to configure courses, creation of Batches & Section programme & Termwise, Course structure mapping, Programme Termwise Credit, Re-Registration control, and Term-wise fee.
Hostel Management	19 Aug 2026	Wednesday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to oversee the overall management of hostel-related activities. - Institute will be able to Manage student and staff records, mess bills, room allotments, and generate student reports.
Convocation	20 Aug 2026	Thursday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to manage convocation events by allowing graduates and their families to enroll in the event. - Institute will be able to Handle ticketing, seat allocation, and communication with attendees.
Creation of Student Login & Course Selection from Student & Admin Portal	21 Aug 2026	Friday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to configure student portal
Alumni Management	24 Aug 2026	Monday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to connect with alumni to build and maintain a database. - Engages with alumni to foster professional networking opportunities.
Configurations related to the Examination Module	25 Aug 2026	Tuesday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to configure the examination form and generate Admit Cards for the same.
Managed LMS/VLE, and Online Proctored Examination	31 Aug 2026	Monday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to conduct online examinations through this module. - User will learn the process of uploading question papers, student answer submissions, evaluator assessment, and result declaration in an online examination system.
Configuration of the Evaluation & Grading Module	1 Sep 2026	Tuesday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to Add Programme Evaluators, Evaluation division groups, Detention Rules, Programme division Evaluation Mapping, and Programme Term.
Student Feedback Management	2 Sep 2026	Wednesday	02:30 - 03:30 PM	Click here for the Registration	Institute will be able to allow students to provide feedback on faculty and courses/subjects.
Process of Generating Results & Student Grade Card on Samarth Portal	3 Sep 2026	Thursday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to process the Result through Detailed Term reports and Grade Card. - Institute will be able to publish Data to NAD.
Certificate Management	4 Sep 2026	Friday	02:30 - 03:30 PM	Click here for the Registration	- Institute will be able to provide digital access to student services such as Digital Degree, Marksheet, Provisional, and Migration certification.
Training & Placement	1 Sep 2026	Tuesday	04:00 - 05:00 PM	Click here for the Registration	- Institute will be able to connect with industries and firms seeking a skilled workforce. - Institute will be able to allow industries to list opportunities for students. - Institute will be able to Enable students to apply for these opportunities.

Governance Modules					
File Management & Tracking System	17 Aug 2026	Monday	04:00 - 05:00 PM	Click here for the Registration	-Admin can configure the FMTS settings to enable Users to view their files, add a new file, update them, forward them, lock them or delete them as per the assigned roles.
Sports Facilities					-Institutions will be able to manage and track of all sports-related information offered by the institution.
Service Desk	18 Aug 2026	Tuesday	04:00 - 05:00 PM	Click here for the Registration	- Allow admins to assign tickets to agents for resolution. - Enable Institutions to manages tickets raised within the institution by both employees and students.
Content Federation System					- Institutions will be able to moderate content, enabling multiple contributors to create, edit, and submit content for publishing on the institution's website.
Residential (Accommodation) Allocation & Management	19 Aug 2026	Wednesday	04:00 - 05:00 PM	Click here for the Registration	- Admin will be able to list housing facilities available for staff members. - Manages online house allocation system based on schemes.
Estate Management					- Allows admin to add and manage property details like buildings, floors, rooms, roads, and footpaths etc.
Core Messaging System	20 Aug 2026	Thursday	04:00 - 05:00 PM	Click here for the Registration	- Institute will be able to send bulk information circulation among employees and students via email and SMS. - Track emails sent to employees and students.
Essential Services					- Admin will be able to add services offered by the institutions such as a guest house, conference hall, transport, etc.
Health Facilities	21 Aug 2026	Friday	04:00 - 05:00 PM	Click here for the Registration	- Institute will be able to list healthcare facilities within the institution. - Institute will enable the staff to access information about available health facilities.
Endowment Portal					Admins will be able to facilitate alumni and public contributions or pledges of endowments to the institution through the Portal.
Minutes and Resolutions Archive and Retrieval System	24 Aug 2026	Monday	04:00 - 05:00 PM	Click here for the Registration	- The institute will be able to add minutes of meetings and assign action items to meeting attendees.
Fleet Management					- The admin will be able to list the fleet and transport facilities of the institution. - The admin will be able to manage daily operations of vehicles, fuel, and other services.
Security Management System	25 Aug 2026	Tuesday	04:00 - 05:00 PM	Click here for the Registration	- Instutue will be able to manage complete security infrastructure and measures. - Publish security guidelines, arranges security programs, and tracks security items like cameras and fire extinguishers.
Legal Case Management					- The institute will be able to enter details of legal cases, hearings, lawyer information, and track case outcomes.
RTI Management	31 Aug 2026	Monday	04:00 - 05:00 PM	Click here for the Registration	- The admin will be able to manage RTIs (Right to Information requests) received by the institution.
Grievance Management					- Allow users to submit grievances. - Enables the institution to process and monitor redressals.
Finance and Accounts Modules					
Financial Supply chain management and Bill Tracking	2 Sep 2026	Wednesday	11:00 - 12:00 PM	Click here for the Registration	- Institute will be able to achieve complete budget visibility for the institution. - Institute will able to manage requested estimates by various departments and allocate budgets against these estimates for the financial year. - Institute will be able to generate balance sheets based on available statistics.
Inventory Management	3 Sep 2026	Thursday	11:00 - 12:00 PM	Click here for the Registration	- The institute will be able to manage records of stock items stored in various store locations within the institution. - Admins will be able to track and issue stock items to employees. - The admin will enable employees to request items from stores.
Research Project and Grants Management	4 Sep 2026	Friday	11:00 - 12:00 PM	Click here for the Registration	- Institute will be able to manages research projects and grants from funding agencies. - Track project and funding approvals. - Manage sanction orders, project accounts, and expenditure as per sanctioned budget heads.