



Estd : 1945

OFFICE OF THE PRINCIPAL
DIBRUGARH H.S. KANOI COLLEGE
(AUTONOMOUS)

P.O. Dibrugarh-786001

Accredited by NAAC : A Grade

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

Ref. No.: DHSK/Notice/2026/ 18410

Date : 09.10.2026

From : *Dr. Sashi Kanta Saikia*,

Principal/ DDO

DHS Kanoi College (Autonomous) (Ph. No. 0373-2324105)

NOTICE

As per the instructions received from the Office of the Director of Higher Education, Assam, vide Memo No. E.539875/2024/4 dated 07.10.2026, all the students of FYUGP 3rd, 5th & 7th Semester of D.H.S.K. College (Autonomous), Dibrugarh, who have availed the benefit of the Fee Waiver Scheme (Admission), of the Government of Assam, are hereby informed that they are required to complete the following steps through the SAMARTH Portal for continuation of the benefit of the Fee waiver scheme.

1. Eligible students must apply for the Fee Waiver Scheme through the SAMARTH Portal:
<https://assamshesp.samarth.edu.in/index.php/site/login>
2. The User Manual for students regarding the procedure for applying for the Fee Waiver Scheme is enclosed with this notification.
3. Students are directed to fill in and submit the required form through the portal **on or before 14.10.2026, up to 9:00 PM positively.**
4. Any student who has already availed the benefit of the Fee Waiver Scheme but fails to fill in and submit the required form through the SAMARTH Portal within the stipulated time **may be required to take admission again by paying the full admission fee.**

All concerned students are therefore advised to complete the process within the stipulated time (14.10.2026) to avoid any inconvenience.


(Dr. S.K. Saikia)
Principal

DHSK College (Autonomous)
Dibrugarh

Copy to :

1. Vice Principal
2. Controller of Examinations
3. Coordinator (IQAC)
4. Member Secretary, Academic Council
5. All HoDs for information & necessary action
6. Head Assistant
7. Notice Board
8. College Website
9. Office file



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.

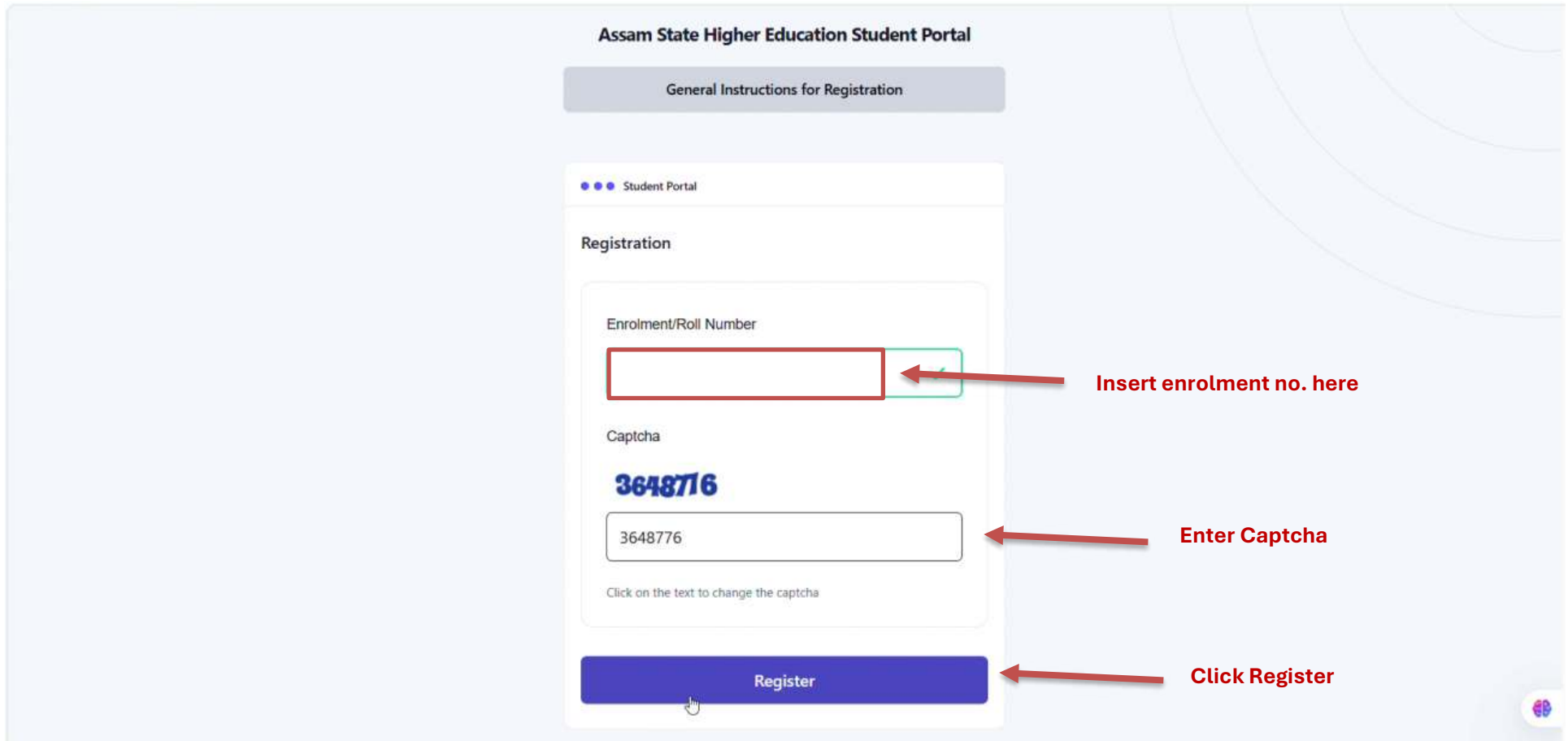
If you have registered earlier:
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

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' section contains a 'Registration' form. The form has two main input fields: 'Enrolment/Roll Number' and 'Captcha'. The 'Enrolment/Roll Number' field is empty and highlighted with a red border, with a red arrow pointing to it from the text 'Insert enrolment no. here'. The 'Captcha' field displays the number '3648716' in blue, with a red arrow pointing to it from the text 'Enter Captcha'. Below the captcha input, there is a link that says 'Click on the text to change the captcha'. At the bottom of the form is a blue 'Register' button, with a red arrow pointing to it from the text 'Click Register'. A small mouse cursor is hovering over the 'Register' button.

Assam State Higher Education Student Portal

General Instructions for Registration

Student Portal

Registration

Enrolment/Roll Number

Insert enrolment no. here

Captcha

3648716

Enter Captcha

3648776

Click on the text to change the captcha

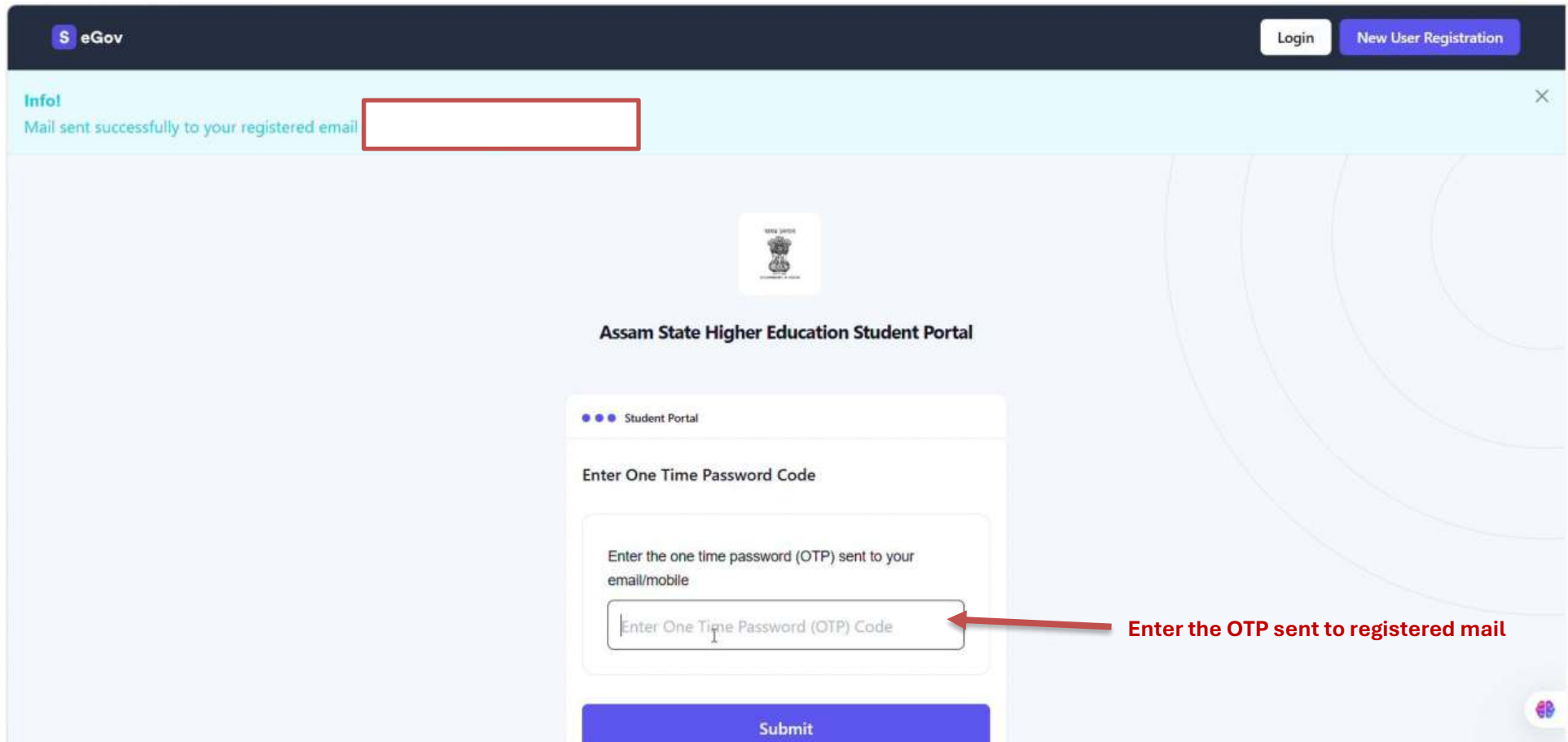
Register

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 a confirmation message: 'Mail sent successfully to your registered email', with a red rectangular box highlighting the text. The main content area features the Assam State Higher Education logo and the title 'Assam State Higher Education Student Portal'. 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.

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, there is a header with the Assam State Emblem and the text 'Assam State Higher Education Student Portal'. Below this, a 'Student Portal' tab is visible. The main section is titled 'Set your Password'. It contains three input fields: 'Username :', 'Password', and 'Confirm Password'. The 'Password' field is highlighted with a green border and a green checkmark, indicating it is the primary field for password entry. The 'Confirm Password' field is highlighted with a red border. A red arrow points from the text 'Enter the password and confirm' to the 'Password' field. Another red arrow points from the same text to the 'Confirm Password' field. A third red arrow points from the text 'Click on Reset Password' to the 'Reset Password' button, which is a blue button located at the bottom of the form.

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 left 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 error message 'Username cannot be blank.' below it. A captcha '3648776' is displayed below the password field. 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 and instructions for first-time users and existing users.

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 **3648776**

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

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 3648776

Login

Assam State Higher Education Student Portal
Student Portal

General Instructions for Login

New User?
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Welcome to the Assam State Higher Education Student Portal!

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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.

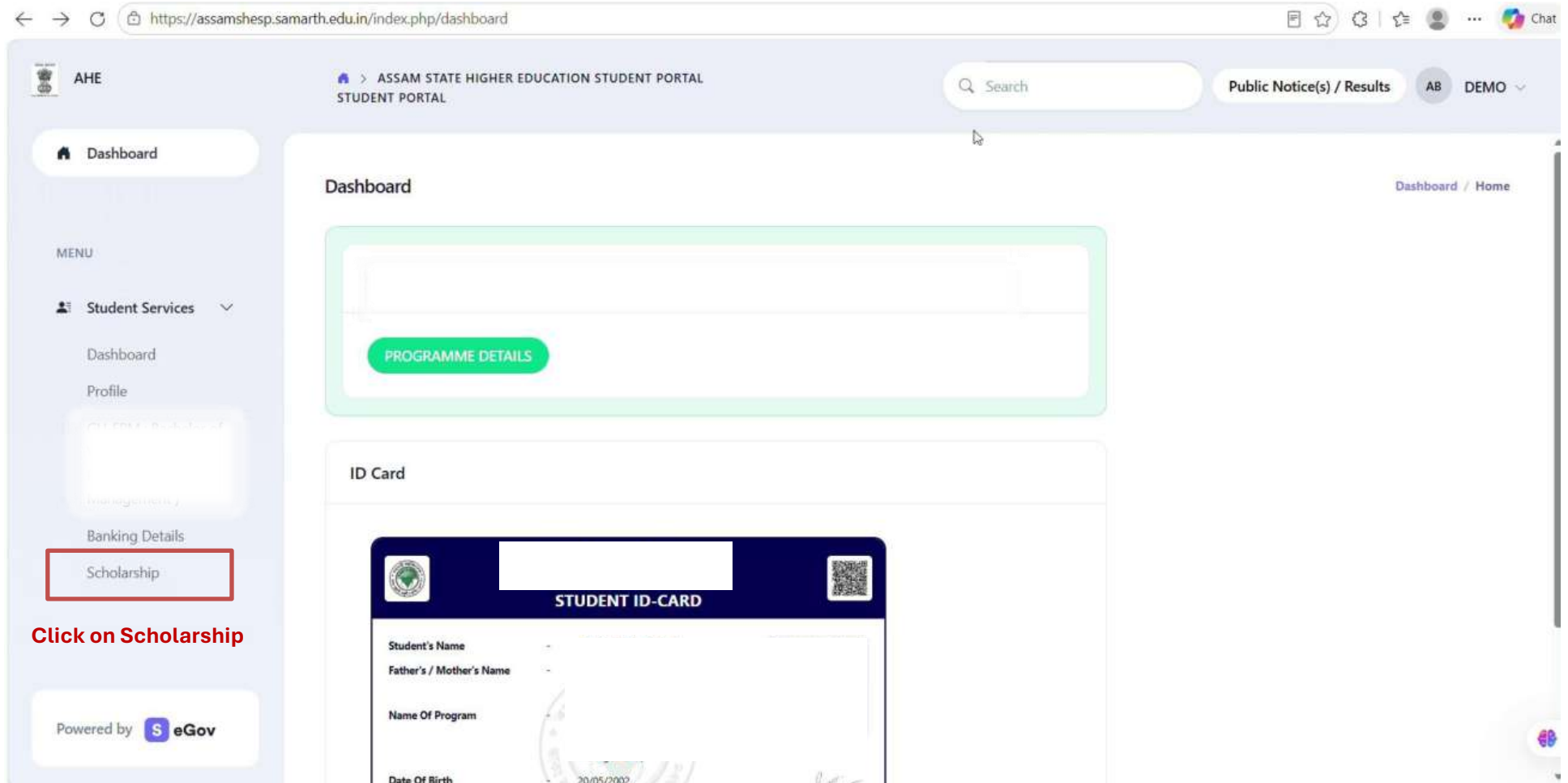


Figure 2. Student dashboard/home screen after login.

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 displays the Assam State Higher Education Student Portal. The left sidebar contains a menu with options: Dashboard, Profile, Management, Banking Details, and Scholarship. The main content area is titled "Scholarship Opportunities" and shows a table with two items. The second item, "FEE WAIVER 2026", is highlighted with a red box, and its corresponding "Apply" button is also highlighted with a red box. A red text label "Click on Apply" points to the button.

Scholarship Opportunities

Showing 2 of 2 items.

#	SCHOLARSHIP OPPORTUNITIES	ACADEMIC YEAR SESSION	STATUS	ADMIN REMARKS	APPLY	ADMIN CORRECTION REMARK
1	NIJUT BABU 2026	JULY 2026	Application ID: 1278812:OPEN		Apply	
2	FEE WAIVER 2026	JULY 2026	Application ID: 1731763:OPEN		Apply	

Click on Apply

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 displays the 'Fee Waiver Details & Uploads' page. The header includes the AHE logo, navigation links, a search bar, and a 'Public Notice(s) / Results' button. The left sidebar contains a 'Dashboard' button and a 'MENU' section with 'Student Services' expanded, showing links to 'Dashboard', 'Profile', 'Banking Details', and 'Scholarship'. The main content area contains the following form 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 section with a 'Select file' button and file type specifications: '(Accepted file types: JPG, JPEG, PDF | Min Size: 10 KB | Max size: 500 KB)'.
- Consent Checkboxes**: 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. A red arrow points to the 'Submit' button with the text 'Click on Submit'.

At the bottom left, it says 'Powered by eGov'.

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.