



USER MANUAL
FOR
IGNOU-SAMARTH
PROJECT

(VERSION 1.0)

Prepared by

IGNOU SAMARTH IMPLEMENTATION TEAM
Indira Gandhi national Open University
Maidan Garhi, New Delhi – 110 068



ACKNOWLEDGMENTS

I am thankful to Hon'ble Vice Chancellor, Hon'ble Pro-Vice Chancellors, Registrar (Administration), Finance officer for giving me opportunity to analyze the administration activities and implement the SAMARTH PROJECT in the university.

SAMARTH is a Project under Ministry of Education, Govt. of India. It is "an Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions". It is Designed & Developed By Institute of Informatics & Communication, University of Delhi under National Mission in Education through ICT.

We are also thankful to all the team members of SAMARTH Project for providing us all necessary support in implementation of the project in IGNOU.

(Pankaj Kumar)
Dy. Director (Software)

Team members:

Banmali Singh, DR
Anita Sajwan, AR
Sanjay Singh, EDP
Anklesh Baswal, AE-DP



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CHAPTER-1

INTRODUCTION

SAMARTH is a Project under Ministry of Education, Govt. of India. It is “an Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions”. It is Designed & Developed By Institute of Informatics & Communication, University of Delhi under National Mission in Education through ICT

IGNOU being a Open University having many challenges in implementation of the SAMARTH PROJECT as it is uniformly designed for various university. Many of the activities carried out at IGNOU are not similar in nature of other universities. But SAMARTH Team and IGNOU Team worked together and finally the university is initiating the implementation of the SAMARTH Project.

IMPLEMENTATION OF IGNOU-SAMARTH: The SAMARTH project will be implemented in the University in Phase wise manner. Initially, User Management (UMS) and Employee Management System (EMS) will be



implemented and once all the employee login credentials are created and their data is verified the other modules like Leave, File Tracking and Management System (FTMS), Payroll will be implemented.



CHAPTER-2

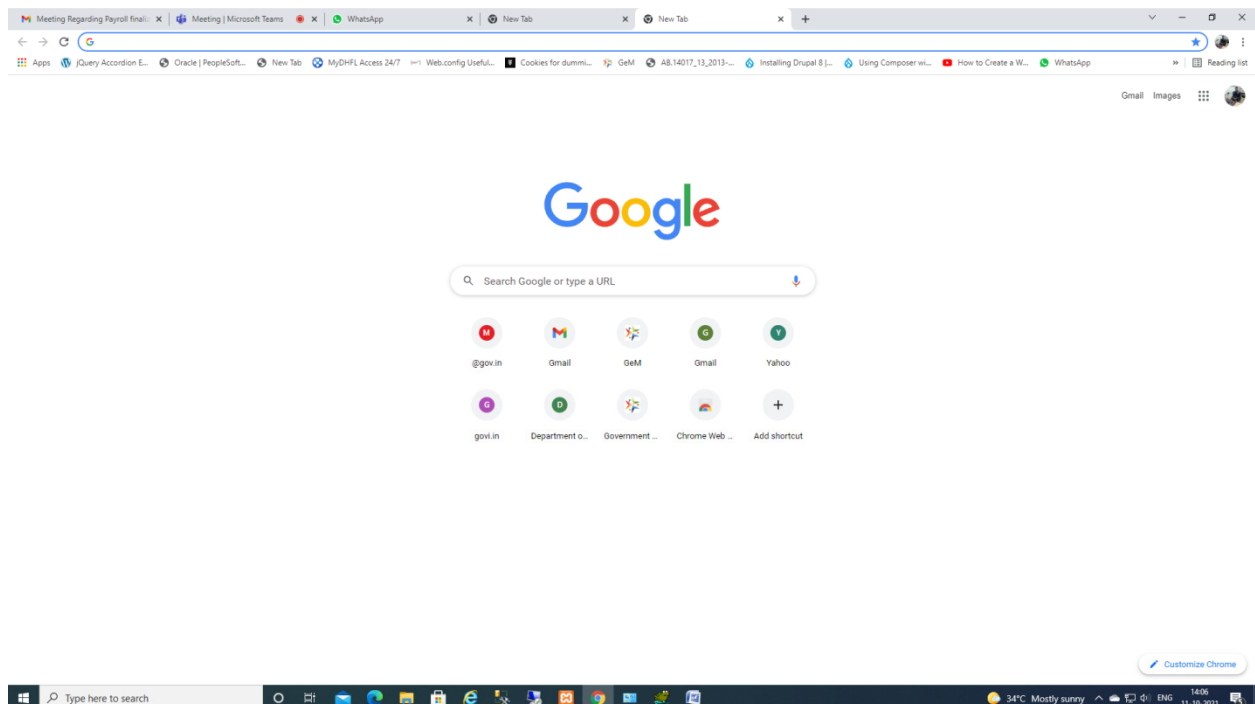
LOGIN TO THE SYSTEM

User Management (UMS) module gives user the facility to enter into the Samarth Portal and access various modules as per their access right. **In Samarth Portal an user will have different login for their own activities and for administrative activity i.e.** for applying leave there will be one account and for approving leave there will be other account.

As Samarth is Web-Application we required internet to use this application.

The various steps for login is as under:

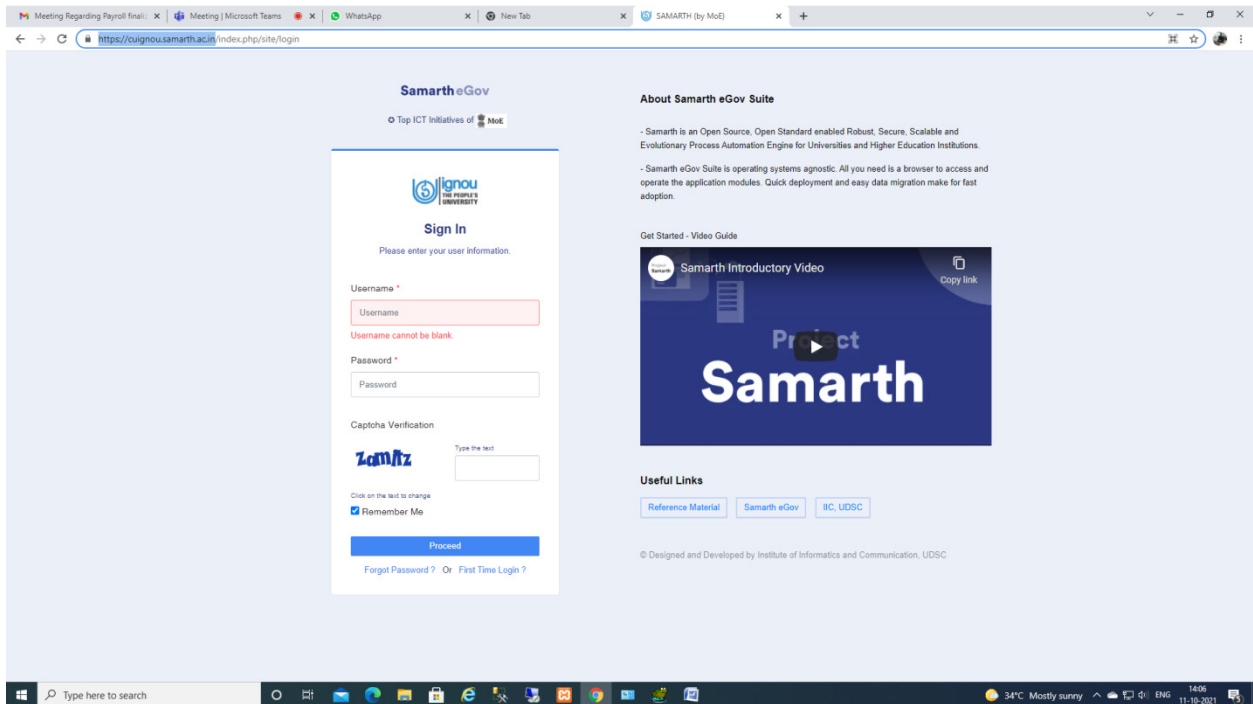
1. Open any web browser



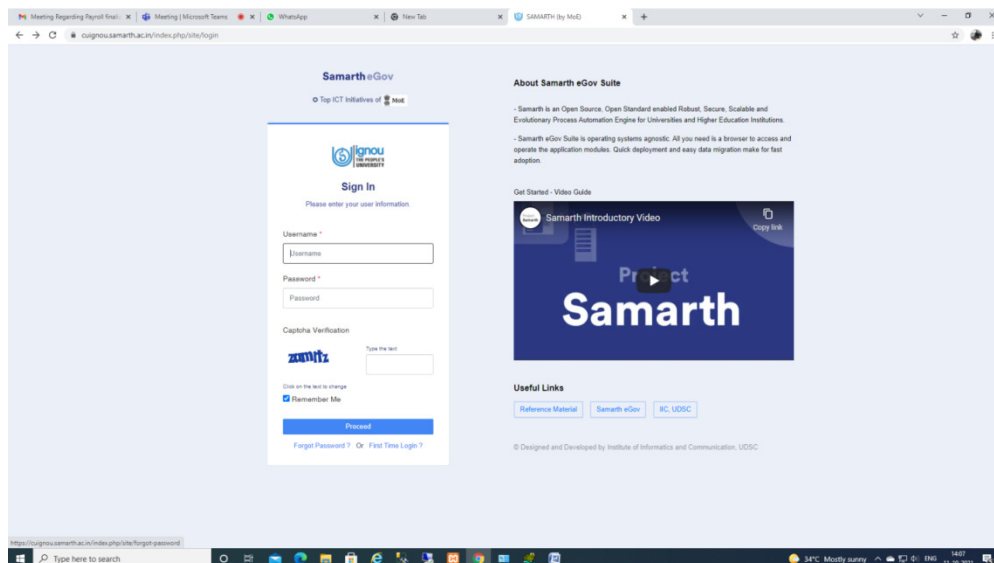


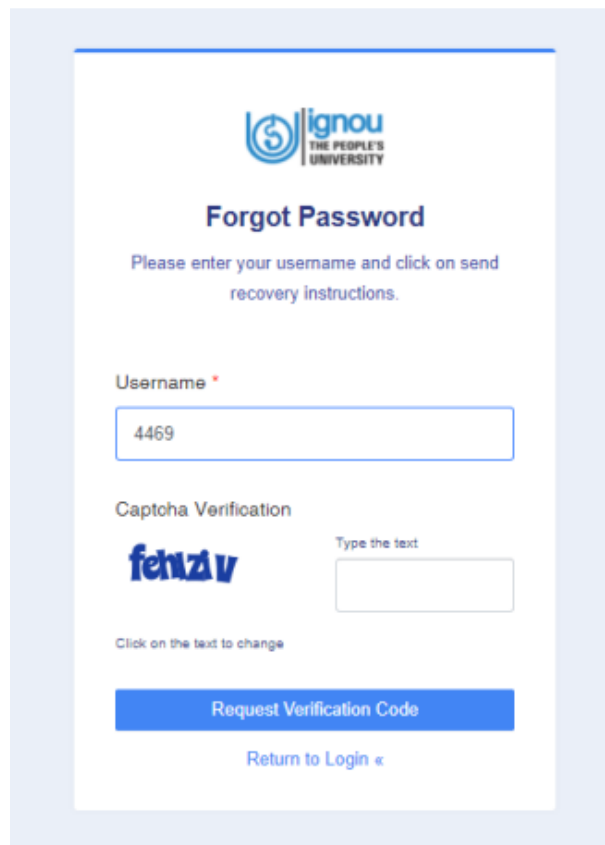
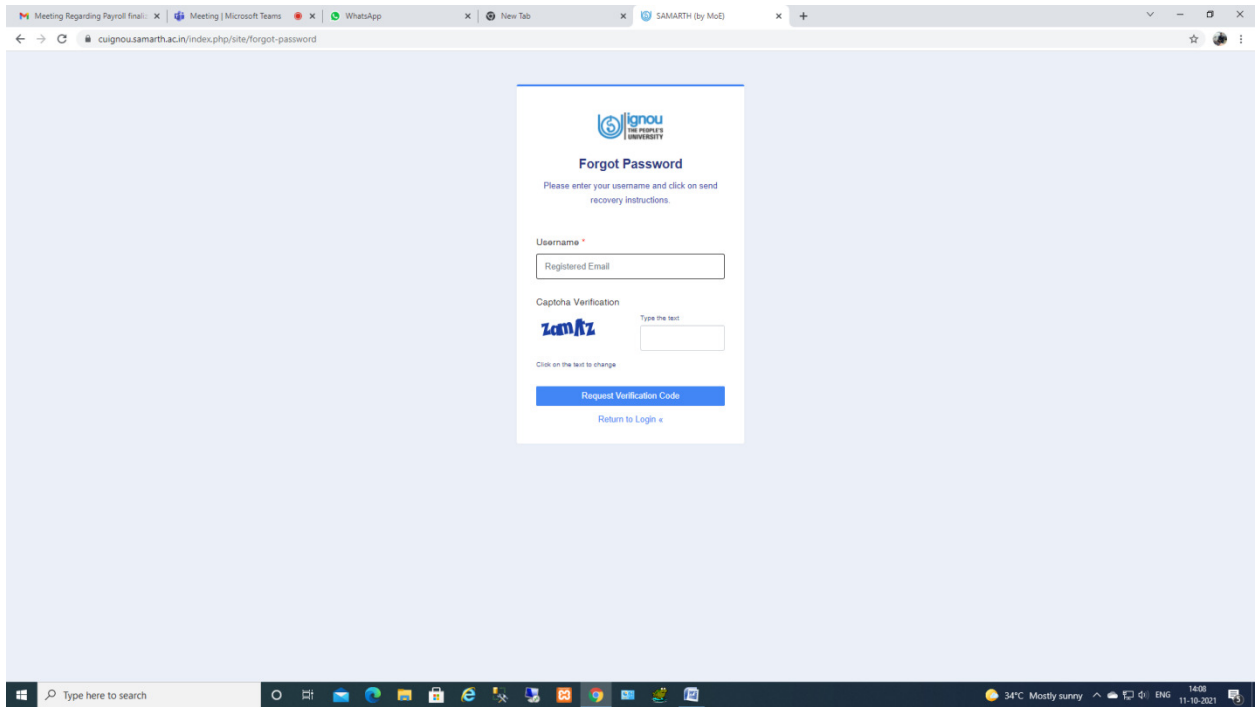
2. Enter the address of IGNOU-SAMARTH Portal

“cuignou.samarth.ac.in”



3. Click on forget Password and enter the ODL ID as user Id








4. Enter the ODL-ID (four digit) as user Id and captcha and click submit.

New Tab x SAMARTH (by MoE)


ignou
THE PEOPLE'S UNIVERSITY

Forgot Password

Please enter your username and click on send recovery instructions.

Username *

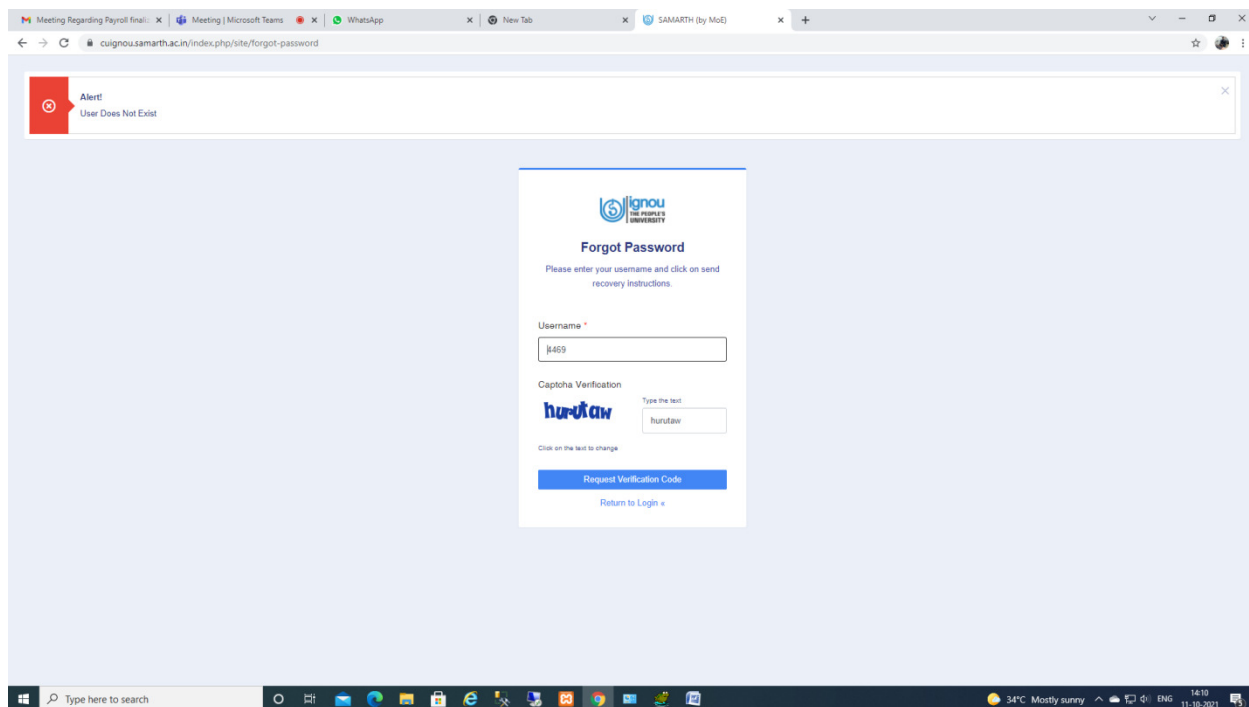
Captoha Verification

hurutaw Type the text

Click on the text to change

[Request Verification Code](#)

[Return to Login](#) «



5. If you get a **user does not exist error**, please try again with ODL-ID (Six digit) i.e. prefix two zeros. If ODL ID is 4469, try with 004469.
6. Once you entered correct user id a verification code will be sent to your email id.



Meeting Regarding Payroll final | Meeting | Microsoft Teams | WhatsApp | New Tab | SAMARTH (by MoE)

cuignousamarth.ac.in/index.php/site/reset-password-token?token=r6PXQwGSt-vVHuIA_432NkyTwhFzp51_1633941638

Info!
Please check your email for OTP Verification Codes sent on k*****@ignou.edu.in. Please do not refresh this page.

Reset Password

Enter the verification code you received on your email k*****@ignou.edu.in to reset your password.

Please do not refresh this page.
Time remaining to enter the verification code : 1 min 55 sec

Verification code received on Mail

New Password *

Re-enter new password *

- Password must be between 6-100 characters
- Must include at least one Uppercase letter (Ex:A-Z)
- Must include at least one Lowercase letter (Ex:a-z)
- Must include one Numeric digit (Ex: 0-9)
- Must include one Special character (Ex: !@#\$%^&*()_+~.,/?{}|)

Reset Password

Inbox (4508) - krpankaj@ignou... | Meeting | Microsoft Teams | WhatsApp | New Tab | SAMARTH (by MoE) | Email Inbox (472)

email.gov.in/#1

Mail | Contacts | Calendar | Tasks | Briefcase | Preferences | Video Tutorials | Login History

New Message | Reply | Reply to All | Forward | Archive | Delete | Spam | Actions

Mail Folders
Inbox (472)
Sent
Drafts (3)
Junk
Trash
NIEUT
ProbablySpam
SMS
Store

Saved Searches
Tags
Zimlets

Sorted by Date

Verification Code for Password Reset - Hello 004469. Please use following verification code: 310205

SMS USER DETAILS - The Dy. Director Computer Division IGNOU Maidan Garhi New Delhi

Ministry
Message from Shri Bhupender Yadav, Union Minister of Ministry of Environment, For

mobileSeva@deity.gov.in
OTP for user id : IGNOU - Dear IGNOU Your Onetime password (OTP) - IZ60M1 for OTP |

mobileSeva@deity.gov.in
OTP for user id : IGNOU - Dear IGNOU Your Onetime password (OTP) - 9TPD6 for OTP Re |

noreply@samarth.edu.in
Verification Code for Password Reset - Hello 004469. Please use following verification co.

Swachh
Swachhata Samachar (August 2021) - Newsletter | August 2021 Edition Having trouble r

mobileSeva@deity.gov.in
OTP for user id : IGNOU - Dear IGNOU Your Onetime password (OTP) - USN18L for OTP f |

mobileSeva@deity.gov.in
OTP for user id : IGNOU - Dear IGNOU Your Onetime password (OTP) - DVVHNC for OTP fi |

krpankaj_rgaipur -
Urgent Request: User ID for CDAC SMS Service-reg - Dear Sir, Thank You very much.

seestbsac, Pankaj -
Minutes & Comparative statement - Dear Sir, Kindly check (M/s Smart Forms - (S/17)

rckoraput@ignou.ac.in
Fwd: Request to provide login details (User id and Password) of CDAC -reg - IG/KRP/

From: noreply@samarth.edu.in
To: Pankaj Kumar
October 11, 2021 2:10 PM

Hello 004469.
Please use following verification code to reset your password. This code is valid for only 2 minutes.
310205

Thank you,
IGNOU

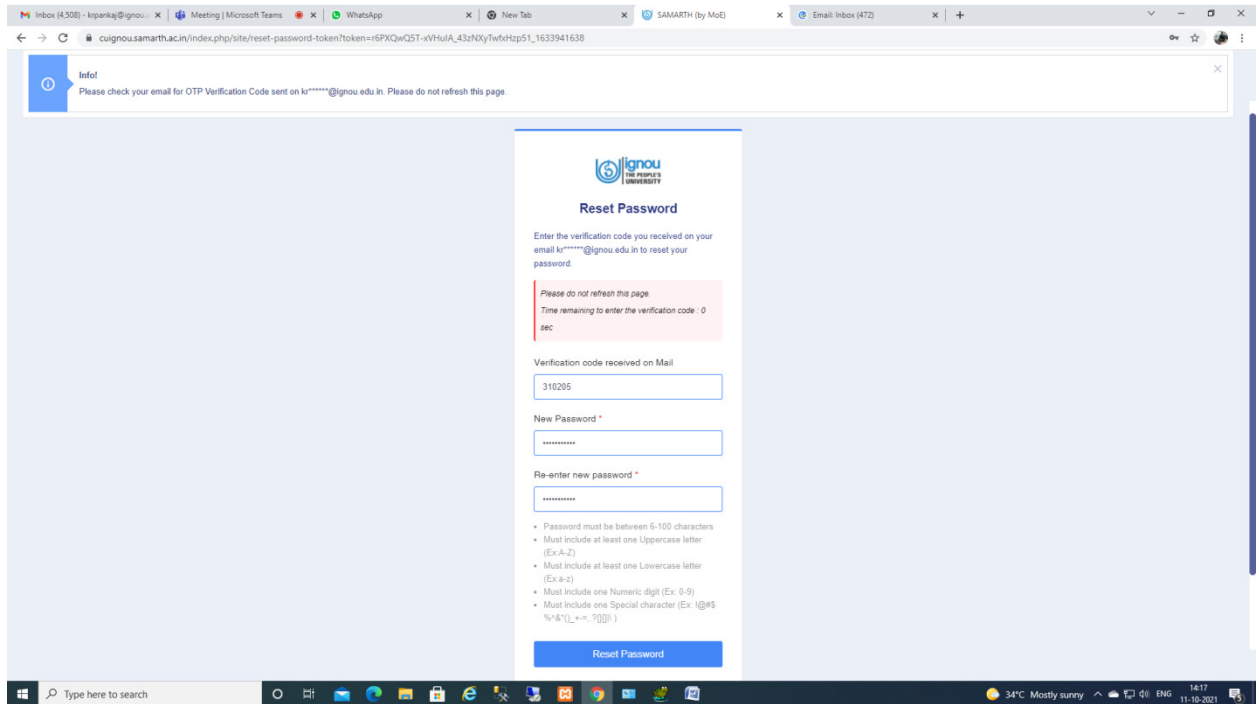
Note: This is auto-generated email. Please do not reply.

Reply | Reply to All | Forward | More Actions

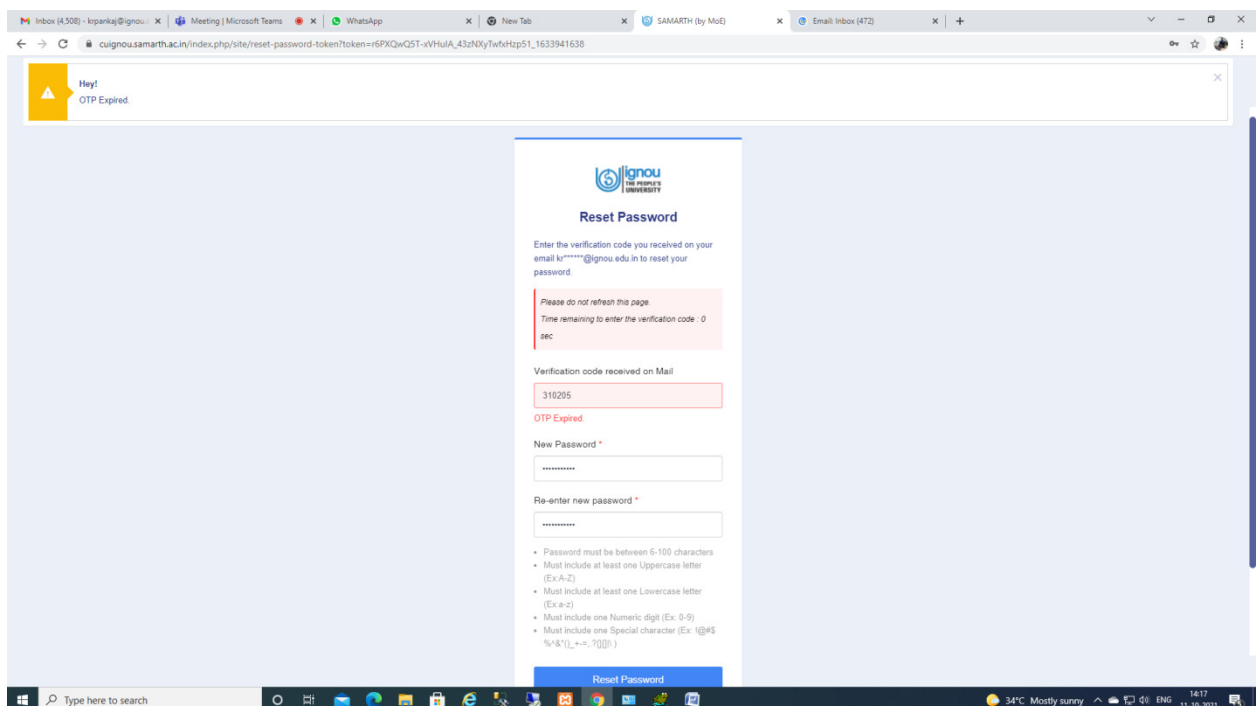
CHANGE YOUR PASSWORD ONCE IN 90 DAYS



7. Enter the verification code and login into the system and reset your password.



8. Login to the portal using the user id and newly reset password.





9. In case of any difficulty, please send email to

samarth.support@ignou.ac.in



CHAPTER-3

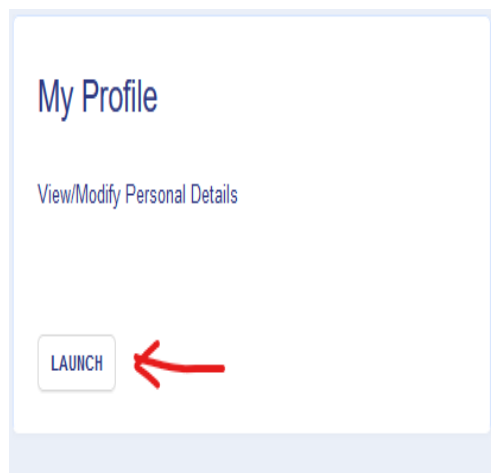
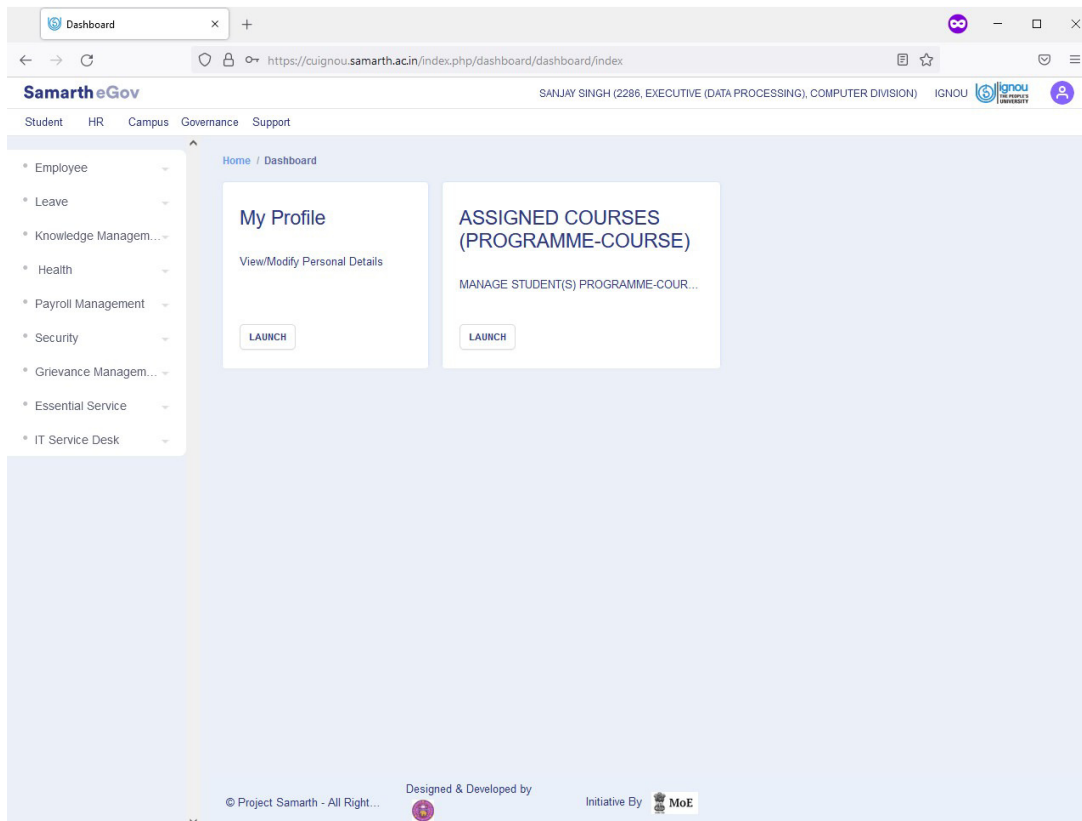
UPDATING INFORMATION/DATA

1. After successful login following screen will be displayed

The screenshot displays the Samarth eGov dashboard interface. At the top, the browser address bar shows the URL <https://cuignou.samarth.ac.in/index.php/dashboard/dashboard/index>. The page header includes the 'Samarth eGov' logo, the user name 'SANJAY SINGH (2286, EXECUTIVE (DATA PROCESSING), COMPUTER DIVISION)', and the 'IGNOU' logo. A navigation menu below the header lists 'Student', 'HR', 'Campus', 'Governance', and 'Support'. On the left side, a vertical sidebar menu contains various service categories such as 'Employee', 'Leave', 'Knowledge Management...', 'Health', 'Payroll Management', 'Security', 'Grievance Management...', 'Essential Service', and 'IT Service Desk'. The main content area features two primary cards: 'My Profile' with a 'View/Modify Personal Details' link and a 'LAUNCH' button, and 'ASSIGNED COURSES (PROGRAMME-COURSE)' with a 'MANAGE STUDENT(S) PROGRAMME-COUR...' link and a 'LAUNCH' button. The footer contains copyright information for 'Project Samarth', credits for 'Designed & Developed by' and 'Initiative By MoE', and a small logo.



2. To view your personal details click on LAUNCH button on My Profile Tile as shown below





3. Following page will be displayed

The screenshot displays the 'Employee Profile' page for Mr. SANJAY SINGH on the Samarth eGov portal. The page is divided into two main sections: Organizational Information and Personal Information.

Organizational Information

Service Cadre	Non-Teaching	Organization Unit	COMPUTER DIVISION	Designation	EXECUTIVE (DATA PROCESSING)	Nature of Employment	Permanent	Qualification at the Time of Appointment	Master
Existing Employee Code	2286	Date of Joining	1997-02-04	Date Of Superannuation	2033-07-31	Official Email		Office Phone Number	
PAN Number	AXXPS5042E	Accomodation Provided by University	No						

Personal Information

Full Name	Mr. SANJAY SINGH		Name In Hindi	SANJAY	Gender	Male	Category	OBC	Blood Group	B+
Belong to PwD Category ?	No	Nature of Disability	Nationality	Indian	Date Of Birth	1973-07-03	Guardian/Father Name	guardianName	Mother Name	motherN:
Marital Status	Married	Spouse Name	Wedding Date		Religion		Mobile Number	8076141719	Personal Email	sanjays@

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4. Employee may check his/her personal details in above page



Leave Applications

https://cui.ignou.samarth.ac.in/index.php/leave/applications/index

Samarth eGov

Student HR Campus Governance Support

SANJAY SINGH (2286, EXECUTIVE (DATA PROCESSING), COMPUTER DIVISION) IGNOU

Home / Leave Applications

Leave Applications [New Leave Application](#)

Showing 1.1 of 1 item.

#	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave	From Date	To Date	Days	Status	Rejoin	Actions
1	2286	SANJAY SINGH (SANJAY), Mobile 8076141719, Email sanjays@ignou.ac.in, Designation - OU EXECUTIVE (DATA PROCESSING) - COMPUTER DIVISION	Non-Teaching	CL2100001	CASUAL LEAVE	Oct 18, 2021	Oct 18, 2021	1	Cancelled		Edit Delete

Last Updated: 2 days, 21 hours, 58 minutes and 7 seconds ago

In case of any discrepancy of data, please email to Samarth.support@ignou.ac.in by mentioning your ODLID, Name, email, Mobile, intercom and data where discrepancy is there.