



MAHARAJA BIR BIKRAM UNIVERSITY

P.O.: Agartala College- 799 004

Dial :(0381) 251 2250, 251 2252, 251 2254

Email: mbbuniversityagt@gmail.com

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NOTIFICATION

This is for information to the students admitted in First Semester of the Academic Year 2024-25 in MBB College and BBM College affiliated under MBB University to complete the 'Student Sign-Up Process' in Samarth Portal of MBB University (<https://mbbuniversity.samarth.edu.in>) before **February 25, 2025**. Examination Form will be generated from the above mentioned portal after completion of Student Sign-Up process. Details process of student Sign up process in Samarth Portal has been depicted in the 'User Manual for Student Sign-UP on Samarth portal' (*Annexure-1*). It is to be mentioned here that, 10 digit Enrolment number of each student and name of the student as per Samarth Student Admission portal will be provided by concerned college and students are strictly instructed to follow the User Manual for fill-up the Student Sign-Up Process.

For any problem/ correction of information, students are requested to contact with the nodal officer of the concerned college.

The principals of MBB College, Agartala and BBM College, Agartala, are requested to circulate the information among the students.

J. P. Debbarma
18/2/2025

(J. P. Debbarma)
Controller of Examinations

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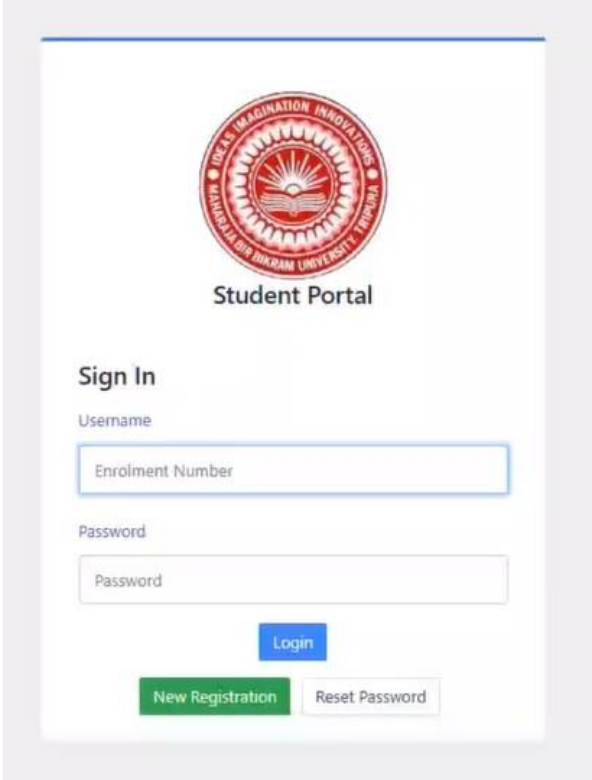
1. The P.A. to the Hon'ble Vice-Chancellor, MBB University, Agartala.
2. The P.A. to the Registrar, MBB University, Agartala.
3. The Principal, MBB College, Agartala.
4. The Principal, BBM College, Agartala.
5. Dr. Sanjoy Chakraborty, Nodal Officer, Samarth and Associate Professor, BBM College, Agartala
6. Dr. Smita Das, Nodal Officer, Samarth and Assistant Professor, MBB College, Agartala
7. The Examination Committee Convener, MBB College, Agartala.
8. The Examination Committee Convener, BBM College, Agartala.
9. The Assistant Controller of Examinations, MBB University, Agartala
10. The Guard File, MBB University, Agartala.

User Manual for Student Sign-Up on SAMARTH Portal

Steps to Sign Up

Step 1: Accessing the Portal

1. Open a web browser (Google Chrome, Mozilla Firefox, or Microsoft Edge).
2. Go to the official SAMARTH Portal website: <https://mbbuniversity.samarth.edu.in>



The screenshot displays the SAMARTH Student Portal login interface. At the top center is the university's logo, a red circular emblem with a sunburst and the motto 'IDEAS IMAGINATION INNOVATIONS'. Below the logo, the text 'Student Portal' is centered. The main section is titled 'Sign In' and contains two input fields: 'Username' with a placeholder 'Enrolment Number' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom of the form, there are two buttons: a green 'New Registration' button and a white 'Reset Password' button.

Step 2: Navigating to Sign-Up Page

1. On the homepage, locate the **New Registration** button.
2. Click on the button to open the registration page.



Student Portal

Sign In

Username

Username cannot be blank.

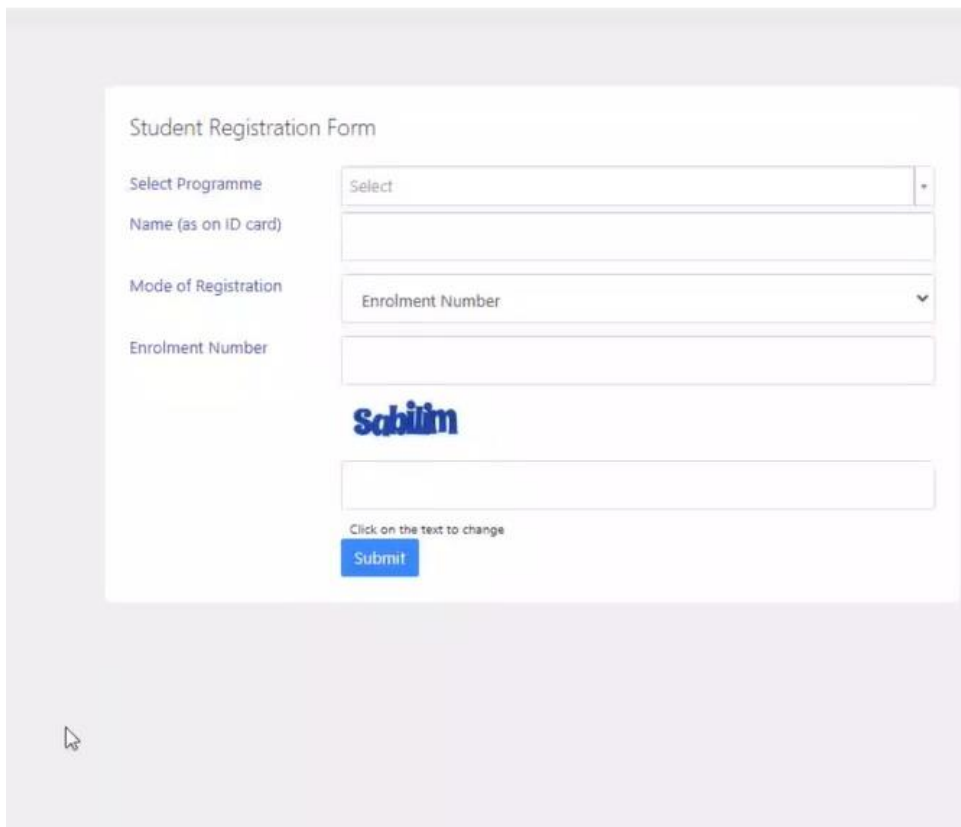
Password

Login

New Registration

Reset Password

Step 3: Entering Student Details



The screenshot shows a web form titled "Student Registration Form". It contains the following fields and elements:

- Select Programme:** A dropdown menu with "Select" as the current selection.
- Name (as on ID card):** A text input field.
- Mode of Registration:** A dropdown menu with "Enrolment Number" as the current selection.
- Enrolment Number:** A text input field.
- Captcha:** A blue "Sobit" logo above a text input field.
- Submit:** A blue button labeled "Submit".

Below the form, there is a small mouse cursor icon.

1. Personal Information:

- Select Program: (e.g. BA-NEP: 4 year Bachelor of Arts, BCOM-NEP: 4 year Bachelor of Commerce or BSC-NEP: 4 year Bachelor of Science)
- Full Name: (As per admission records in Samarth Portal)
- Mode of Registration: Select **Enrolment Number** as the mode of Registration
- Enrolment Number: Enter 10 digit Enrolment Number
- Captcha Code: Enter the Captcha Code display on the screen
- Click on the Submit button

Student Registration Form

Select Programme BA-NEP : 4 year Bachelor of Arts

Name (as on ID card) Aayan chakraborty

Mode of Registration Enrolment Number

Enrolment Number 2413018419

swamijon

swamijon

Click on the text to change

Submit

Note: The 10-digit enrolment number will be provided by respective colleges. The **Enrolment Number** and **University Roll Number** are not the same. When selecting the mode of registration, choose only the **Enrolment Number** field from the dropdown list.

Step 4: OTP Verification

1. An OTP (One-Time Password) will be sent to your registered email address.
2. Enter the OTP in the provided field.
3. Click on **Submit button**.



Info!

Mail sent successfully to your registered email bappa.datta80@gmail.com

Enter the one time password (OTP) sent to your email/mobile.

Enter the one time password (OTP) sent to your email/mobile

Submit



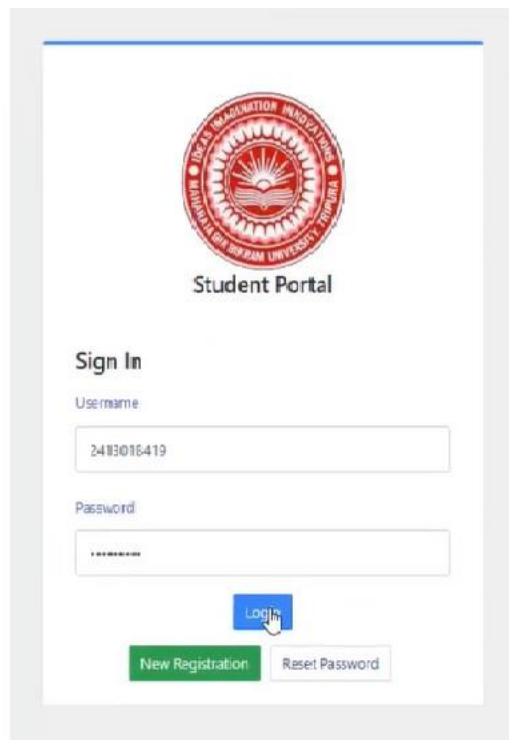
Step 5: Setting Login Credentials

- Username: Your 10-digit enrolment number will be displayed as the username.
- **Set a Secure Password** :Combination of letters, numbers, and special characters
- **Confirm Password**
- Click on **Submit** button

The screenshot shows a web interface for creating a password. At the top left, there is a blue information icon and the text "Info! Please create your password." Below this, the main heading is "Set your password". The form contains three fields: "Username :" with the value "2413018419", "Password" with a masked input field containing seven dots, and "Confirm Password" with a masked input field containing seven dots. A blue "Submit" button is located below the confirm password field, with a mouse cursor hovering over it. At the bottom left of the page, there is a logo for "Samarth eGov".

Step 6: Logging in to the Portal

1. Return to the SAMARTH Portal homepage.
2. Click on **Login**.
3. Enter your username and password.
4. Click **Sign In** to access your dashboard.



Dashboard Access: Once logged in, you will have access to various academic and administrative features through your dashboard.

