



**Assam University  
Notification**

This is to inform all that the **Conference Hall Facility Management under Essential Services of Samarth Portal in Assam University is fully Operational** and is open for all the Departments, Officers, Employees, etc. for requesting/booking of Conference Hall(s) through SAMARTH.

The step by step procedure for booking of Conference Hall is attached for ready reference. For any technical assistance, please contact Computer Center/ Samarth Cell.

Attachment: As above

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Registrar *C/O*

Copy to:

1. PS to VC for kind information of Vice-Chancellor *for n.a.*
2. PS to FO for kind information of Finance Officer *for n.a.*
3. COE/ Librarian/ DCDC/DIQAC/ NO Samarth/DCC for kind information *for n.a.*
4. All Officers *for n.a.*
5. All Employees *for n.a.*
6. File

  
Registrar *C/O*

## **Steps for Usage of Conference Hall facility of Samarth Portal in Assam University**

This manual outlines the steps that need to be followed by -

- each department/section/employee of Assam University to avail Conference Hall facility under Samarth.
- Hall in-charges of Conference Halls to approve the booking requests.

### **A. For raising a request to book Conference Hall**

1. Open [aus.samarth.ac.in](http://aus.samarth.ac.in) using your office credentials.
2. Click on "Campus Services".
3. Under "Essential Services", click on "Conference Hall" to go to the Conference Hall index page.
4. Click on the "Request Conference Hall" button from the top right corner to open the request form.
  - a. Select the appropriate option from "Type of Account" dropdown.
  - b. Select the meeting coordinator's name from the "Co-ordinator's name" dropdown.
  - c. Select the appropriate option from the "Conference Level" dropdown.
  - d. Enter "Title".
  - e. Specify start date and start time under "Start Date".
  - f. Specify end date and end time under "End Date".
  - g. Select "Conference Room" under "Hall Type".
  - h. Select the appropriate option from "Hall No/Hall Name" dropdown.
  - i. Specify the following optional fields, if required -  
Purpose  
Total No. of speakers and participants expected
  - j. Submit the form by clicking the "Save" button.
  - k. Confirm submission by clicking the "Submit" button on the preview page.  
Click on "Update" if any changes are required.

**Booking request appears under Records section of Dashboard**

**An email to approve the request is sent to the Hall In-charge**

**On approval of Booking request by Hall In-charge an email  
is received by the requestor**



- I. Click on the "Print" icon against the booking request to print the booking form.

**B. For requesting cancellation of a booked Conference Hall**

1. Click on the "Cancel" button against the Conference Hall in the Conference Hall index page.
2. Specify the reason for cancellation and click "Save".

**An email to approve the cancellation is sent to the Hall In-charge**

**On approval of cancellation request by the Hall In-charge an email is received by the requestor**

**C. For approving a request to book Conference Hall**

1. Open [aus.samarth.ac.in](http://aus.samarth.ac.in) as Hall In-charge using your office credentials.
2. Click on "Campus Services".
3. Under "Essential Services", click on "Conference Hall" to go to the Conference Hall index page.

**Booking requests made by department/section/employee appears under Records section of Dashboard of Hall In-charge**

4. Click on the "Tick" icon against a Conference Hall record to process a request to book.
5. Review the booking request details.
6. Enter the "Reason".
7. Specify "Status" as applicable.
8. Submit the form by clicking the "Save" button.

**D. For approving a request to cancel booking of Conference Hall**

1. Click on the "Approve Cancel" button against the Conference Hall in the Conference Hall index page.
2. Specify the appropriate "Status" and click on "Save".

**Note: For Technical/Operational Help may visit to Computer Centre/ Samarth Cell**

