

Assam University, Silchar Notification

This is to inform all that the **Fleet Module of Samarth Portal in Assam University** is fully operational and the Module Administrator may add a new vehicle, assign a new vehicle and record daily tracking for a vehicle through SAMARTH.

The step by step procedure for doing the above is attached for quick reference of the Module Administrator.

For any Technical Assistance, Module Administrator may contact Samarth Cell / Computer Centre.

Attachment: As above

File No. AUSSAMARTHCELL/2025/01,

Dated. 10/3/2025

Registrar

Copy to:

- 1. PS to VC for kind information of Vice-Chancellor for necessary action
- 2. COE/FO/Librarian/DCDC/NO Samarth/DCC for kind information & necessary action
- 3. All Officers for necessary action
- 4. All Employees for necessary action
- 5. File

Registrar

Manual for Fleet Module Administrator of Samarth Portal

This manual outlines the steps that need to be followed by the staff of the Estate section of Assam University to manage vehicles, maintain daily tracking, manage vendors and generate reports under Samarth.

A. For Adding a new vehicle

- 1. Open aus.samarth.ac.in using your office credentials.
- 2. Click on "Campus Services".
- 3. Under "Fleet", click on "Manage Vehicles" to go to the Vehicles index page.
- 4. Click on "Add New Vehicle" from the top right corner to add a new vehicle.
 - a. Specify "Model".
 - b. Select the appropriate option from the "Type" dropdown.
 - c. Specify "Company".
 - d. Specify "Capacity".
 - e. Specify "Making Year".
 - f. Specify "Registration No".
 - g. Specify "Registration No".
 - h. Select the appropriate option from the "Type of Fuel" dropdown.
 - i. Specify appropriate "Status".
 - j. Specify the following optional fields, if data is available -Chassis/Engine No
 - k. Submit the form by clicking the "Add Vehicle" button.
 - I. Confirm submission by clicking the "Submit Vehicle" button on the preview page. Click on "Update" if any changes are required.

B. For Assigning a vehicle

- 1. Click on "Assign" from the left side panel to go the Assignment index page.
- 2. Click on "Add Assign Vehicle" button from the top right corner to Assign a Vehicle to Organisational Unit.
 - a. Select "Assam University "against "Organisational Unit".
 - b. Select a vehicle from the "Vehicle" dropdown.
 - c. Select appropriate "Issue On" and "Issue Till" dates.
 - d. Specify appropriate "Status".
 - e. Submit the form by clicking the "Assign Vehicle" button.
 - f. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

C. For adding Daily Tracking for a vehicle

- 1. Click on "Daily Tracking" from the left side panel to go the Daily Tracking index page.
- 2. Click on "Add Daily tracking of Vehicle" button from the top right corner.
 - a. Select a vehicle from the "Vehicle" dropdown.
 - b. Select "Assam University" from the "Assigned Organisational Unit" dropdown.
 - c. Specify "Date of Travel".
 - d. Specify "Driver Name".
 - e. Specify "Driver Contact No.".

- f. Specify "Travel(in KM)".
- g. Specify appropriate value against "Challan".
- h. Specify the following optional fields, if data is available -

Driver Email Id Travel(in Hr) Fuel Added (in Liters/Kg) Price Of Fuel(L/Kg) Expense on Fuel Other Expenses Total Expense Route Remarks

- i. Submit the form by clicking the "Add" button.
- j. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

D. For adding a vendor

- 1. Click on "Vendor Detail" from the left side panel to go the Vendor index page.
- 2. Click on "Add New Vendor" from the top right corner.
 - a. Enter "Vendor Name".
 - b. Specify appropriate value against "Vendor Type".
 - c. Enter "Vendor's Company Name".
 - d. Enter "Contact".
 - e. Specify the following optional fields, if data is available -Alternate Contact Email ID Address Vendor Registration No Any Upload Any Other Information
 - f. Submit the form by clicking the "Add Vendor" button.
 - g. Confirm submission by clicking the "Submit Vendor" button on the preview page. Click on "Update" if any changes are required.

E. For generating reports

- 1. Click on "Report" from the left side panel to see the options.
- 2. Select the icon under Action against "Report by Vehicle" or "Report by Organisational Unit".
- 3. Specify the appropriate values against "Start Date", "End Date" and "Vehicle"/"Organisational Unit" to generate a report.