



Assam University, Silchar  
Notification

This is to inform all that the **Minutes Archive & Retrieval Facility Module of Samarth Portal in Assam University** is fully operational and is open for all the Departments, Sections, Officers, Employees, etc. to register any Minutes through SAMARTH.

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

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

Attachment: As above

File No. AUSSAMARTHCELL/2025/01,

Dated. <sup>21</sup>18/3/2025

  
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

## User Manual of Minutes Archive & Retrieval facility of Samarth Portal

This manual outlines the steps that need to be followed by each department/section/employee of Assam University to register any Minutes under Samarth.

### ➤ To Add New Minutes

1. Open [aus.samarth.ac.in](http://aus.samarth.ac.in) using your Employee credentials.
2. Click on "Data Management".
3. Under "Data Management", click on "Dashboard" to go to the Documents index page.
4. Click on the "Create Document" Button present in the right Side Corner.
5. To Add New Document in the create document page -
  - a. Enter the "Title".
  - b. Enter the "Members".
  - c. Enter the "Series Number".
  - d. Enter The "Date".
  - e. Select the appropriate type under "Types".
  - f. Select The "Language".
  - g. Enter The "Keywords".
  - h. Enter The "File Description".
  - i. Select the "View Type" (Public/private).
  - j. Select The "Status" (Active/Inactive).
6. Specify the following optional fields, if required -
  - k. Other Members.
  - l. Other Titles.
  - m. Abstract.
  - n. Sponsors.
  - o. Description.
7. Submit the form by clicking the "Save and continue" button.
8. Upload the relevant hard copy.
9. Confirm submission by clicking the "Submit" button.

