Assam University, Silchar

Notification

This is to inform all that the **Security Management Module of Samarth Portal in Assam University** is fully operational and each Department, Section, Employee, etc. of Assam University may record any security related incident under Samarth. The Administrator may approve, resolve and provide the proper status of the recorded incidents 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. AUS/SAMARTHCELL/2025/01, Dated. 13/3/2025

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 Security Management Module of Samarth

This manual outlines the steps that are needed to be followed by –

- Each Department/Section/Employee of Assam University to record any security related incident under Samarth.
- The Module Administrator to approve, resolve and provide the proper status of the recorded incidents under Samarth; and also to add University Help lines, Security Guidelines, Security Facilities and Awareness Programs.

A. To Add New Incident on Incident Record List

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Campus Services".
3. Under "Security", click on "Dashboard".
4. Click the "Incident Record" menu item on the left side menu of the dashboard page.
5. Click on the "Add Incident" button Present in the right top Side of the Incident Record index page. Specify details against the following form fields -
    a. Select the "Organization Unit".
    b. Select the "Incident Type".
    c. Enter the "Date and Time".
    d. Enter the "Description".
    e. Enter the "Reporting Person Name".
    f. Specify the following optional fields, if required -
        i. Enter the "Reporting Person Contact".
        ii. Enter the "Reporting Person Designation".
        iii. Upload relevant documents against the "Image Upload (jpeg, jpg, png and PDF)" field.
6. Submit the form by clicking the "Submit" button.
7. You can see the submitted incident on the incident record index page.

An email will be sent to the Security Officer to review the incident

B. To Approve New Incident from Incident Record List

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Campus Services".
3. Under "Security", click on "Dashboard".
4. Click on the "Incident Record" menu item on the left side menu of the dashboard page.
5. To take any action regarding any incident recorded with "Reported" status, click on the "tick" icon. Specify details against the following form fields –
    a. Enter "Resolution".
    b. Enter "Resolution Date".
    c. Select 'Status'" from the dropdown (Reported/Pending/Resolved).
6. Click on the "Update" button to submit.

An email will be sent to the person who recorded the incident.

C. To Add New Security Helpline in the University Helpline List

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Campus Services".
3. Under "Security", click on "Dashboard" to go to the Security Helpline index page.

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4. Click on the "University Helpline" Present on the left Side menu or Click on the "View details" button in the "Total Helplines" Section Present on the Dashboard.
5. To Add New Helpline – Click on the "Add Helpline" Button Present on the Right Top Corner on University Helpline Index Page.
    a. Enter the "Helpline Name".
    b. Enter the "Helpline Number".
    c. Select the Appropriate option from the "Status" dropdown (Active/Inactive).
    d. Click on the "Add Helpline" button to submit.
    e. Specify the following optional fields, if required –
        a. Contact Authority.
        b. Contact Number.
        c. Email.
        d. Address.
        e. Description.
        f. Upload File (CSV, XLSX, XLS, PDF).
6. Submit the form by clicking the "ADD Helpline" button.
7. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

A person added as a "University Helpline" will appear in the Helpline dropdown in the Create Guidelines form under "Security Guidelines".

D. To Add New Guidelines in the Security Guidelines List

1. Under "Security", click on "Dashboard" to go to the Security Guidelines index page.
2. Click on the "Security Guidelines" Present on the left Side or Click on the "View details" button in the Total Guidelines Section Present on the Dashboard.
3. To Add New Guideline – Click on the "Add Guidelines" Button present on the Right Top Corner on the Security Guidelines Index Page.
    a. Enter the "Title of Guideline".
    b. Enter the "Guideline For".
    c. Write the "Description".
    d. Select the "Helpline".
    e. Select the Appropriate option from the Status dropdown (Active/Inactive).
    f. Upload File (CSV, XLSX, XLS, PDF) - Optional.
4. Submit the form by clicking the "ADD Guidelines" button.
5. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

E. To Add New Security Facilities in the Security Facilities List

1. Under "Security", click on "Dashboard" to go to the Security Facilities index page.
2. Click on the "Security Facilities" Present on the left Side menu or Click on the "View details" button in the "Total Facilities" Section present on the Dashboard.
3. To Add New Security Facility – Click on the "Add Facility in Organization" Button present on the Right Top Corner on Security Facility Index Page.
    a. Select the "Organization unit".
    b. Enter the following details under "Facility"-
        i. Facility Type
        ii. Total
        iii. In-charge Name
        iv. In-charge Contact

v. In-charge Email (optional)

c. Enter the "Main In-charge Name".
d. Enter the "Main In-charge Contact No." (Optional).
e. Enter the "Main In-charge Email".
f. Enter "Remarks" (Optional).
g. Upload File (CSV, XLSX, XLS, and PDF) (Optional).
h. Select the Appropriate option from the "Status" dropdown (Active/Inactive).

4. Submit the form by clicking the "ADD Facility in Organization" button.
5. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

Note:- If you want to add more Security Type which is not given in the list then you have to go to Facility type in the Setting Section.

F. To Add New Awareness Programs in the Awareness Program List

1. Under "Security", click on "Dashboard" to go to the Awareness Program Index page.
2. Click on the "Awareness Programs" menu item present on the left Side menu or click on the "View details" button in the "Total Awareness Programs Conducted" Section Present on the Dashboard.
3. To Add New Awareness Program – Click on the "Add Awareness Program" Button present on the Right Top Corner on Awareness Program Index Page. Specify details against the following form fields –
   a. Enter the "Title".
   b. Select the "Awareness Program Type".
   c. Enter the "Start Date".
   d. Enter the "End Date".
   e. Enter the "No. of Student Participated".
   f. Enter the "No. of Staff Participated".
   g. Enter the "No. of Teacher Participated".
   h. Select the Appropriate option from the Status dropdown (Active/Inactive).
   i. Specify details against the following optional form fields, if applicable –
      - Enter the Organization Unit
      - Enter the Coordinator Name
      - Enter the Organized By
      - Write the Description
      - Write the Feedback/Outcome
      - We can also Upload File (CSV, XLSX, XLS, and PDF)
4. Submit the form by clicking the "ADD Awareness Program" button.
5. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

Note- If you want to add more Awareness Type which is not given in the list then you have to go Awareness type in the Setting Section.