



Assam University, Silchar

Notification

This is to inform all that the **Endowment Management System Module of Samarth Portal in Assam University** is fully operational and the Module Administrator may perform the activities like provide and enter the Endowment related data, etc. 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

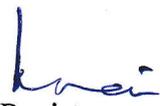
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Registrar

Copy to:

1. PS to VC for kind information of Vice-Chancellor for necessary action
2. COE/FO/Librarian/DCDC/DIQAC/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 Endowment Management System of Samarth Portal

This manual outlines the steps that need to be followed by -
Endowment Admin to provide and enter the Endowment related data under Samarth.

A. To Add New Endowment

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Governance".
3. Under "Endowment", click on "Dashboard" to go to the Endowment dashboard.
4. Click on "Endowment Form" button present in the left side of the dashboard.
5. To add new Endowment information, fill the endowment form present under "Endowment Form" section -
 - a) Specify the "Type of Contribution" (Financial/property/Other). If Other is selected, enter "Other Contribution Type".

Specify "Other Contribution Type" when Other is selected under "Type of Contribution"

- b) Enter the "PAN Number".
- c) Specify the "Title" from the drop down.
- d) Enter "First Name".
- e) Enter "Last Name".
- f) Specify "Association with the Assam University" from the drop down.
- g) Enter the "Active Email-ID".
- h) Enter the "Mobile Number".
- i) Enter "Address Line 1", "Address Line 2", "City", "State", select "Country", enter "Postal code".
- j) Enter "Contribution Amount".

"Contribution Amount" field does not appear in case "Property" is selected under "Type of Contribution".

- k) Click appropriate boxes under "I would like my contribution utilized for". If "Other" is checked, enter "Other areas of contribution".
- l) Tick on the "Agree" box.

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6. Specify the following optional fields, if required -
 - a) Active Email-ID.
 - b) Current Designation
 - c) Presently Working with Organization.
 - d) Suggestions.
7. Submit the form by clicking the "Save and Proceed to contribute" button.

Upon submission the Endowment entry is created and appears in the "Endowment Applications" section with status "Un-paid".

Payment/Contribution Details need to be added in case of all Endowments, regardless of "Type of Contribution", to make their status marked as "Paid".

B. To Add Payment/Contribution Details of Endowment

1. On the "Endowment Applications" index page, click on the "pencil" icon present in the right side of an Endowment entry.
2. Fill the form to add payment/contribution details. Specify the following optional fields, if required -
 - a) Order ID
 - b) Transaction Number
 - c) Paid Amount
 - d) Payment Date
3. Click on "Save" button to submit the form and the "Ok" on the confirmation dialogue that appears next.

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