Samarth ERP Student Portal

User Manual
for
Student Registration on Portal

Diamond Jubilee Year
2022-23
Celebrating 60 Years of Academic Excellence

Contents

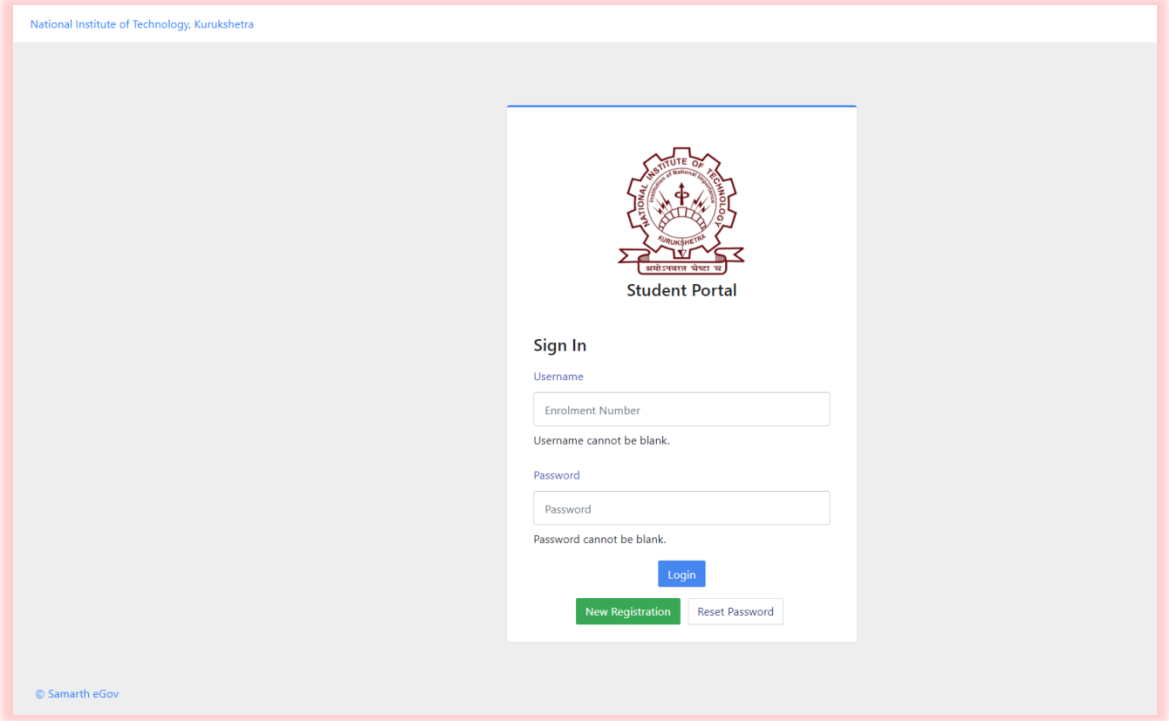
- How to Open Student Portal 3
- How to Open Fee Section and submit fee details 6
- How to apply for Fee Concession in the Semester Fee 11

❖ How to Open Student Portal

Step-1: Open Samarth ERP Student Portal URL

- **URL:** https://nitkkr.samarth.edu.in/index.php/site/login

Student Portal Home Page



In the Student Portal Homepage, students will be able to see three options as follows:

Option-I (Login): Already registered students can directly login using their login credentials of the portal.

Option-II (New Registration): Students doing first-time registration have to click on the 'New Registration' option to generate their login credentials (See **Next Page**).

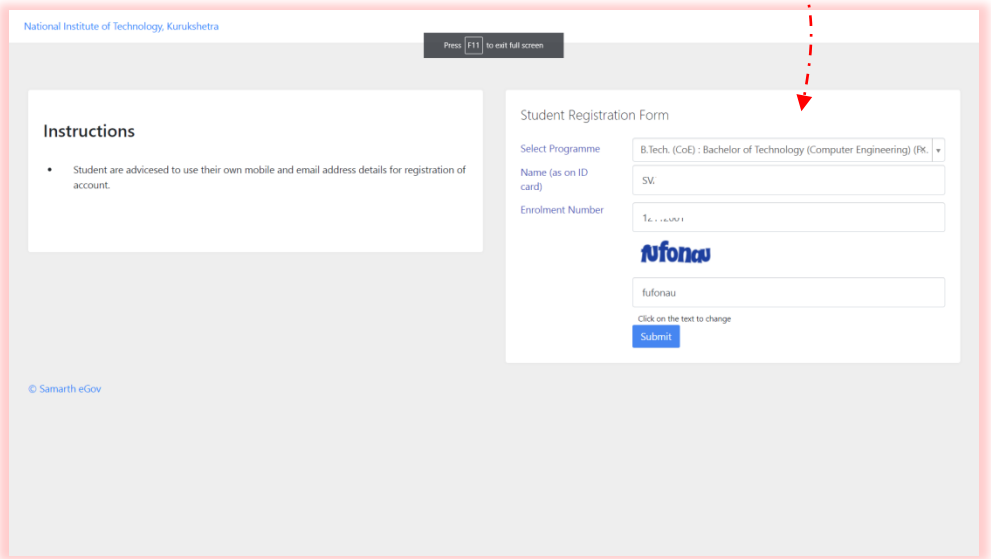
Option-III (Reset Password): If a student forgets his/her password they can reset it using the 'Reset Password' option.

New Student Registration (Self-Registration)

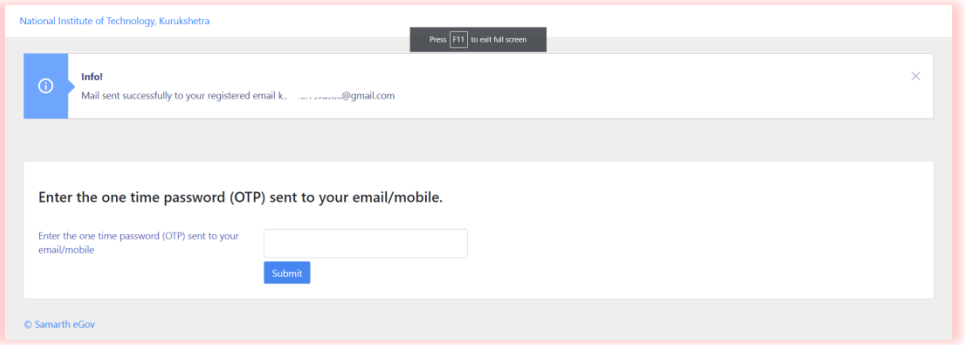
Step 1: Students can register themselves by clicking on the '**New Registration**' Button (on Home page screen).

Step-2: After that, the following details need to be selected/entered by the students:

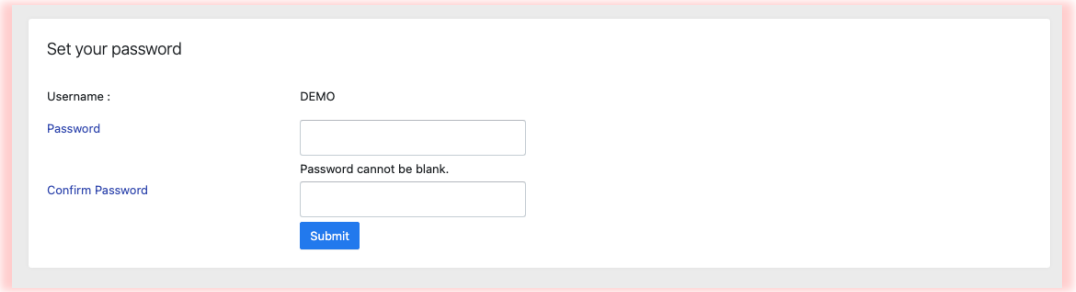
- **Select** correct **Programme**
- **Enter** Your **Name (as on ID card)**
- Mode of Registration
  - Enrollment Number
  - Examination Roll Number
- **Enter** Your **Roll Number**
- **Click** on **Submit button.**



Step-3: After that, a new window will appear. Enter the OTP Received.



Step 4: Once OTP will be verified, students need to **set a password** for their login in a new window



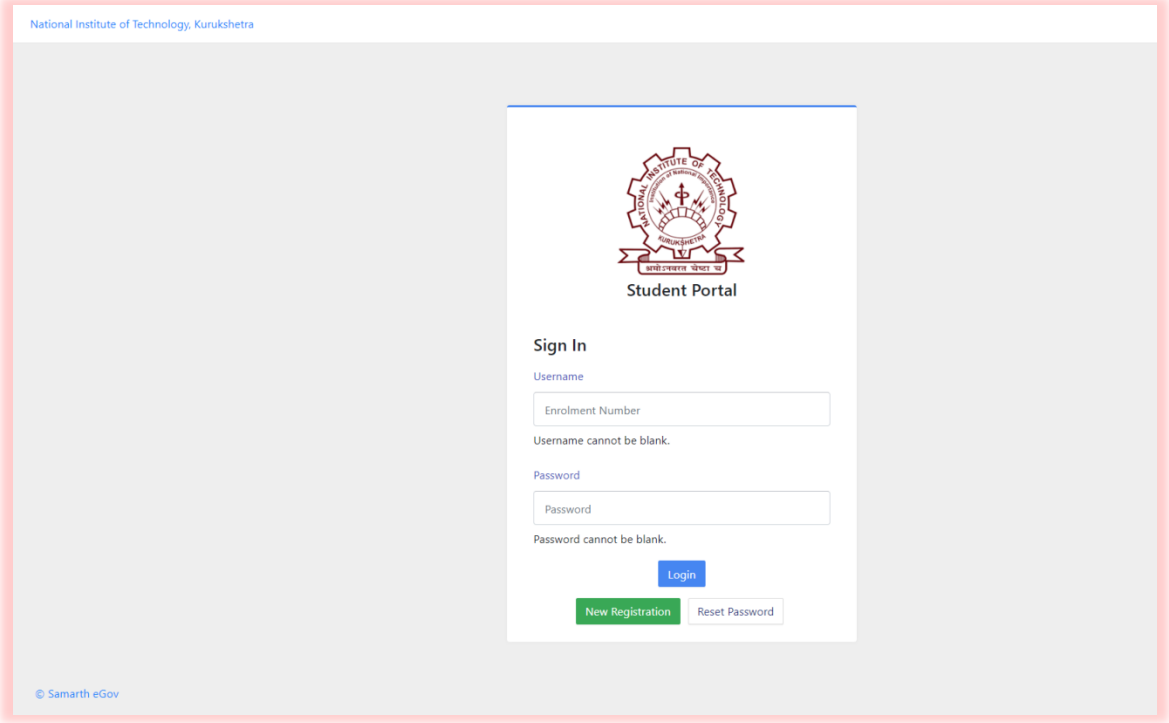
Then, click on the button.

❖ How to Open Fee Section and submit fee details

Step-1: Open Samarth ERP Student Portal URL

- **URL:** https://nitkkr.samarth.edu.in/index.php/site/login

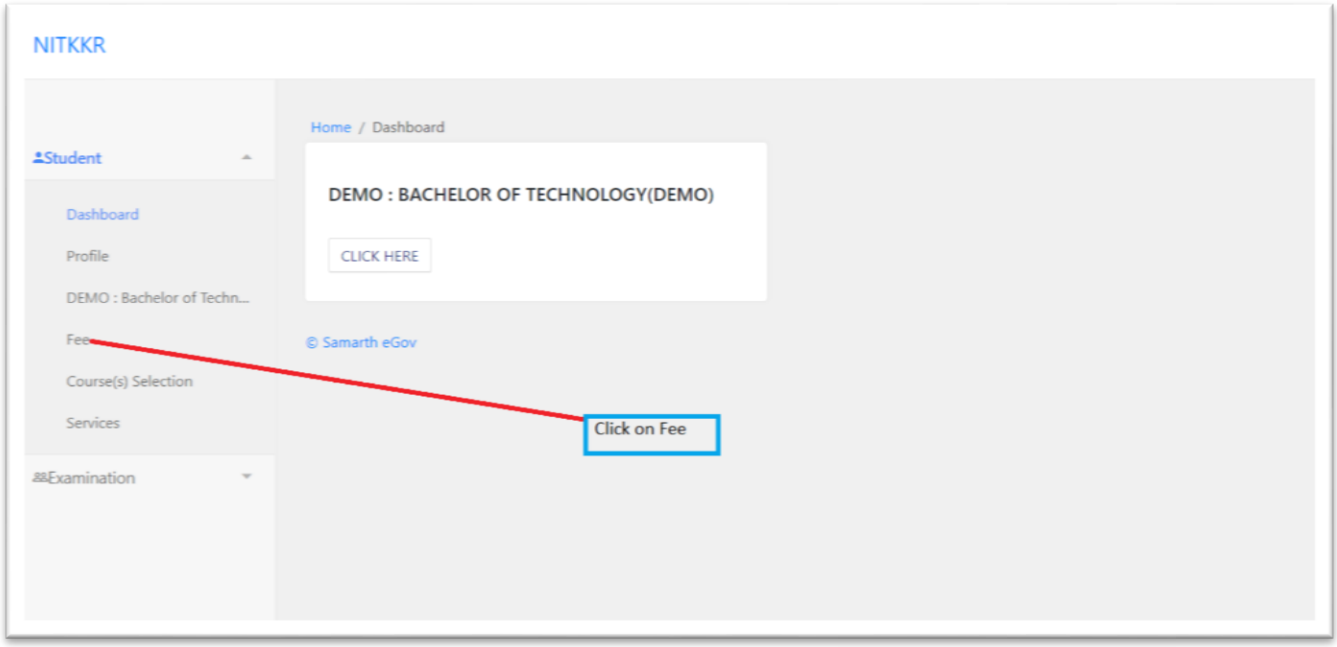
Student Portal Home Page



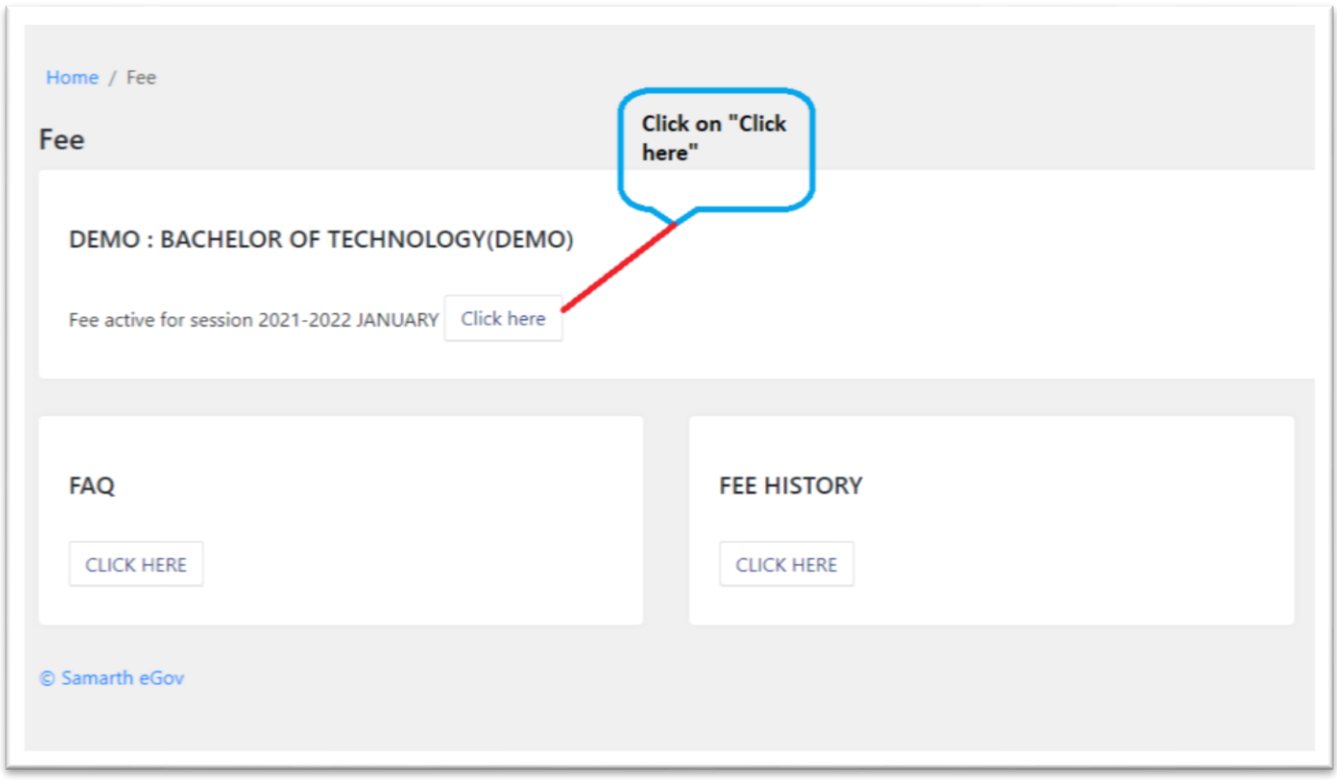
Semester Fee

Step 1: Login using their login credentials of the portal (if you are not registered please follows the registration manual to registered themselves).

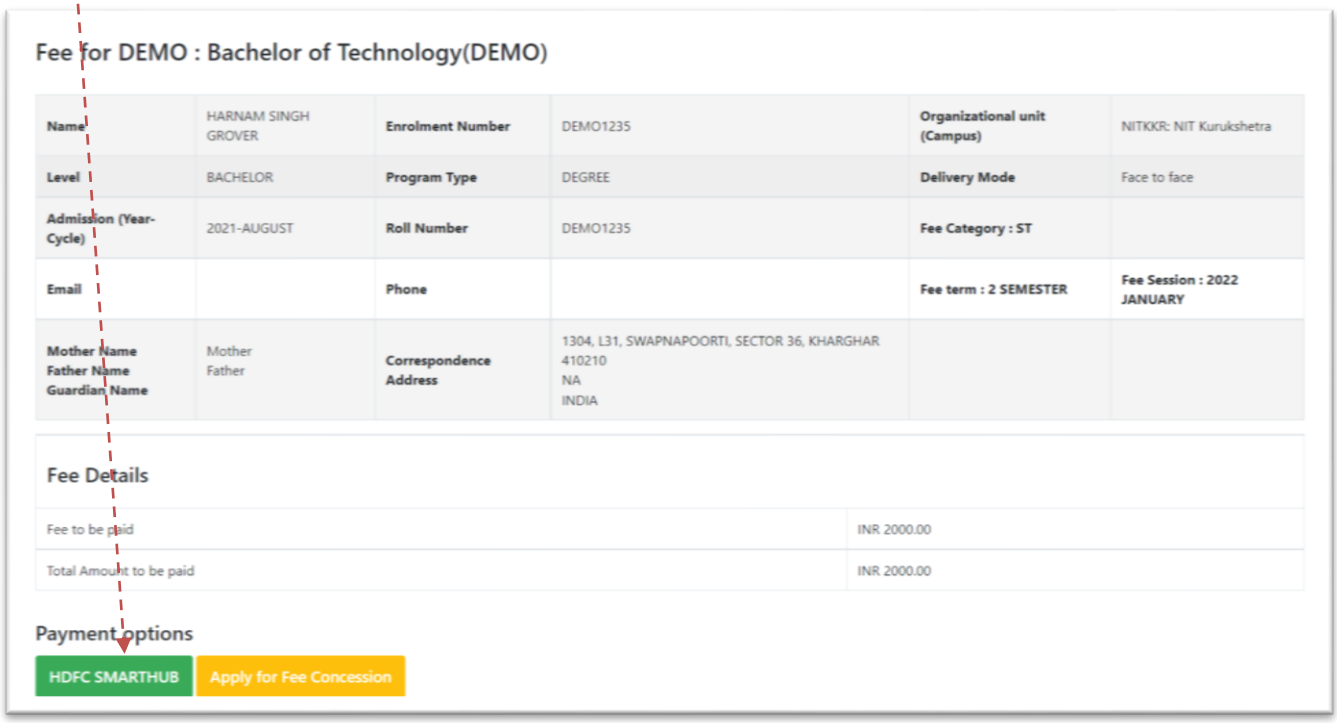
Step-2: Click on the Fee section.



Step-3: Click on the “Click here” button.

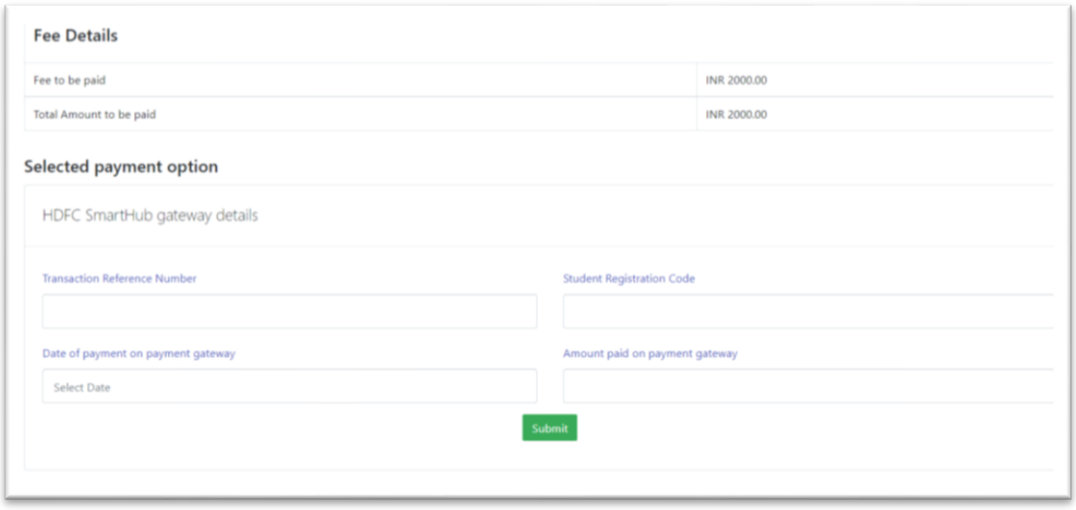


Step-4: Students needs to verify the details and Fee amount. After verifying the details click on the "HDFC SMARTHUB" to add payment details.

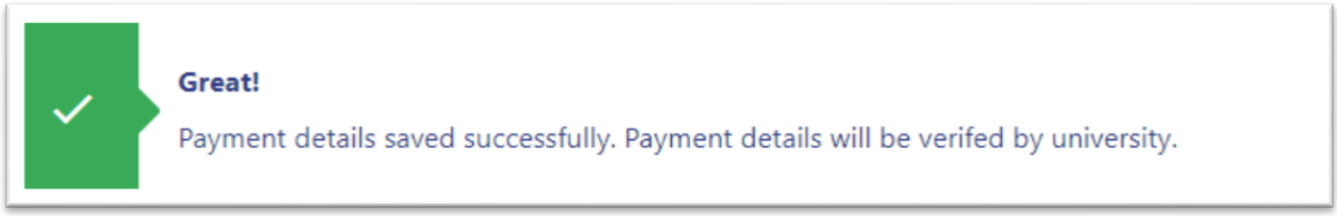


Step-5: After that, fill the following details in the in their respective boxes.

- Fill Transaction Reference Number
- Fill the Student Registration Code.
- Select Date Of Payment same as the payment done on the HDFC SMARTHUB
- Amount Paid (note amount paid should be matched with Total Amount to be paid)

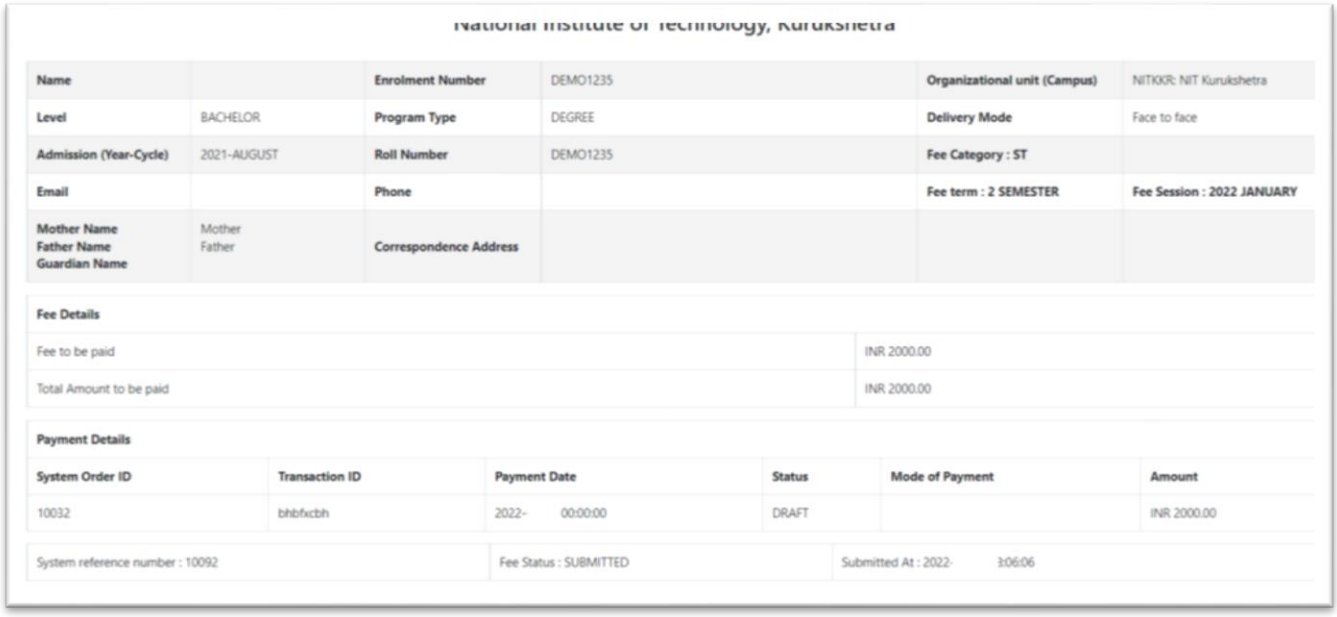


Step 7: Then click on submit to proceed. A popup box will appear to for final submission. Click on “OK” for final submission and click “CANCEL” to update the details. Then Fee is submitted.



Note: ***Fee payment will done in the HDFC SMARTHUB only, here students just have to fill payment details.***

Step 8: To print the PDF click on “ PRINT”



National Institute of Technology, Kurukshetra

Name		**Enrolment Number**	DEMO1235	**Organizational unit (Campus)**	NITKKR: NIT Kurukshetra
Level	BACHELOR	**Program Type**	DEGREE	**Delivery Mode**	Face to face
Admission (Year-Cycle)	2021-AUGUST	**Roll Number**	DEMO1235	**Fee Category : ST**	
Email		**Phone**		**Fee term : 2 SEMESTER**	**Fee Session : 2022 JANUARY**
Mother Name **Father Name** **Guardian Name**	Mother Father	**Correspondence Address**			

Fee Details

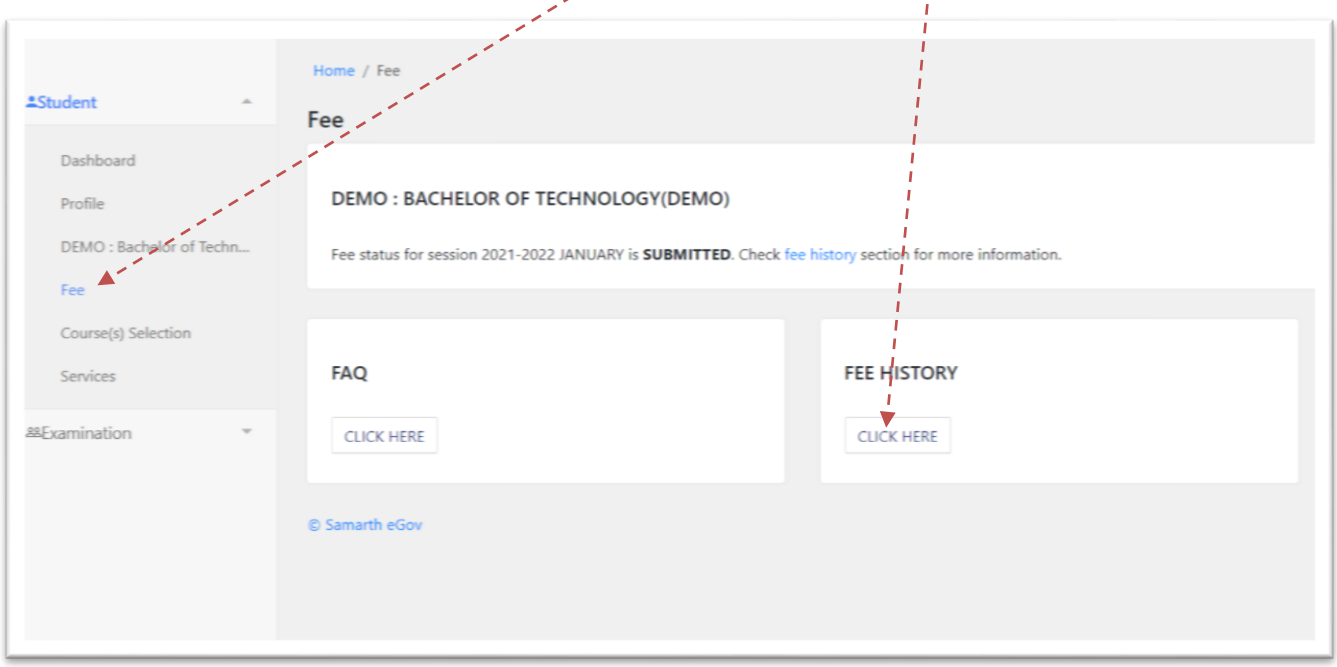
Fee to be paid	INR 2000.00
Total Amount to be paid	INR 2000.00

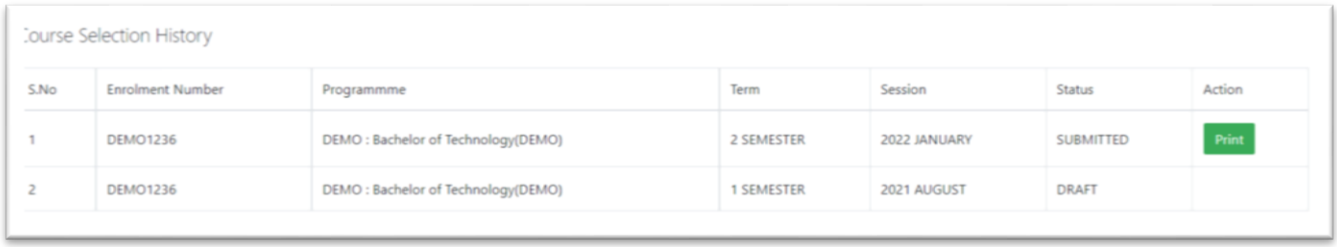
Payment Details

System Order ID	Transaction ID	Payment Date	Status	Mode of Payment	Amount
10032	bhbfxcbh	2022- 00:00:00	DRAFT		INR 2000.00

System reference number : 10092	Fee Status : SUBMITTED	Submitted At : 2022- 3:06:06

Step 9: To check the payment history, click on "FEE" then in the "FEE HISTORY"



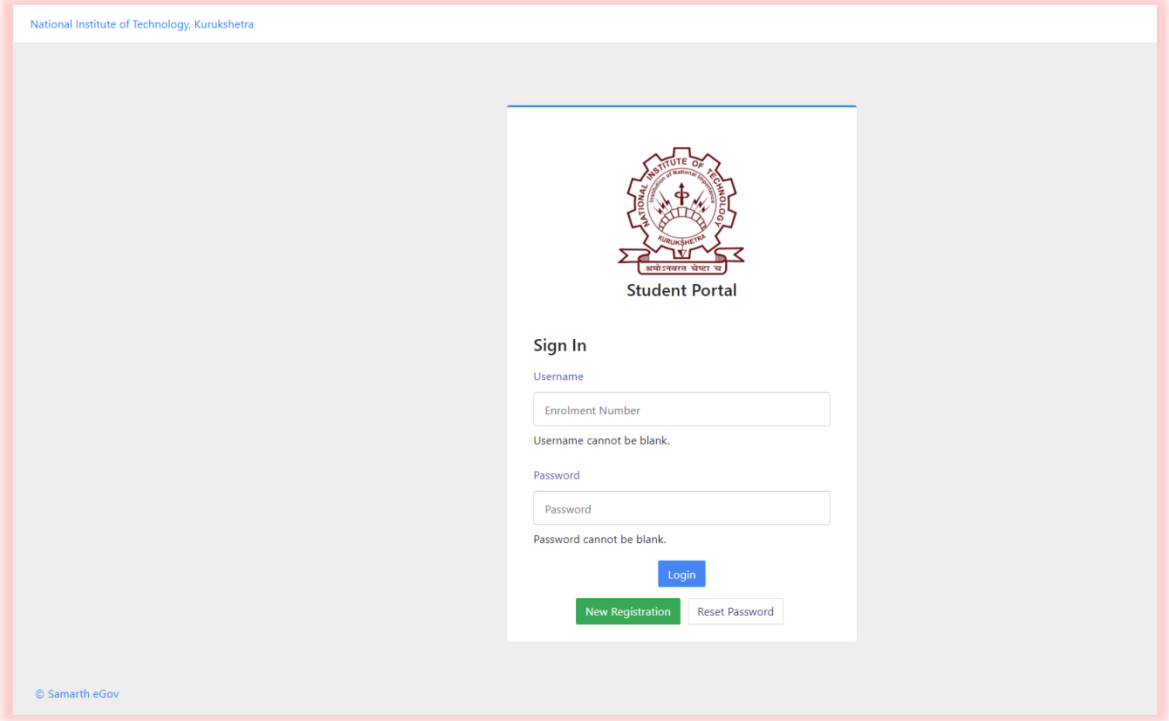


❖ How to apply for Fee Concession in the Semester Fee

Step-1: Open Samarth ERP Student Portal URL

- **URL:** https://nitkkr.samarth.edu.in/index.php/site/login

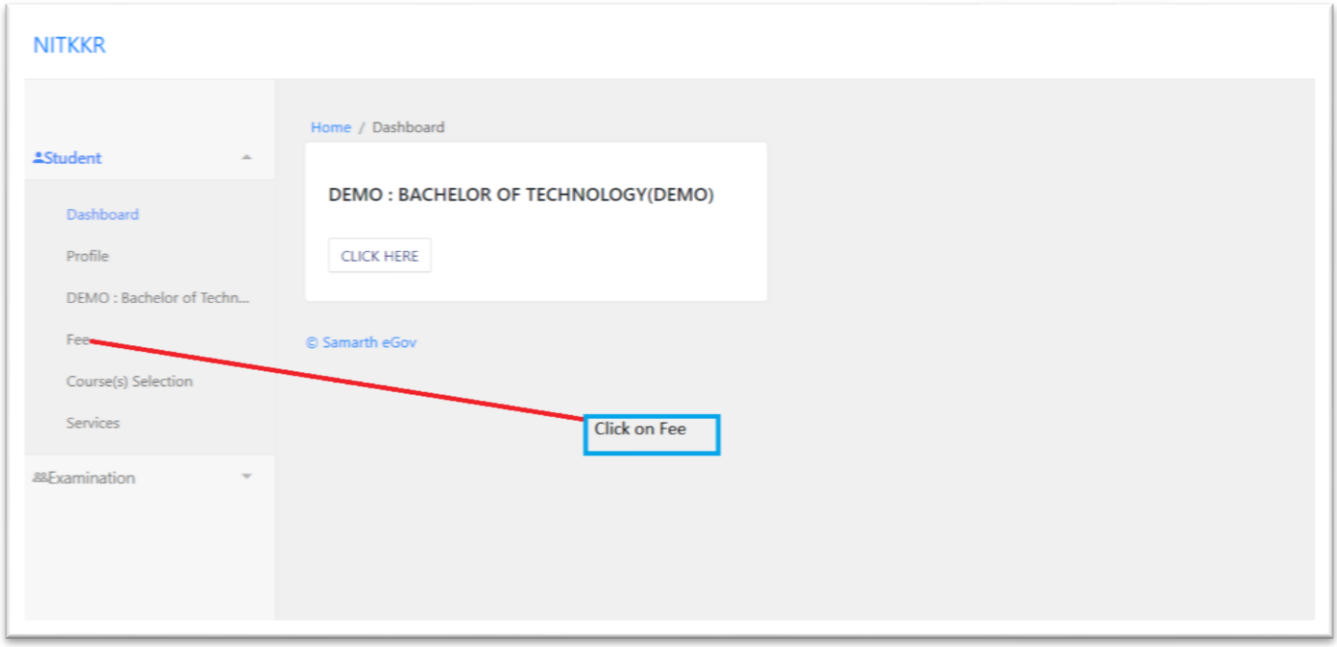
Student Portal Home Page



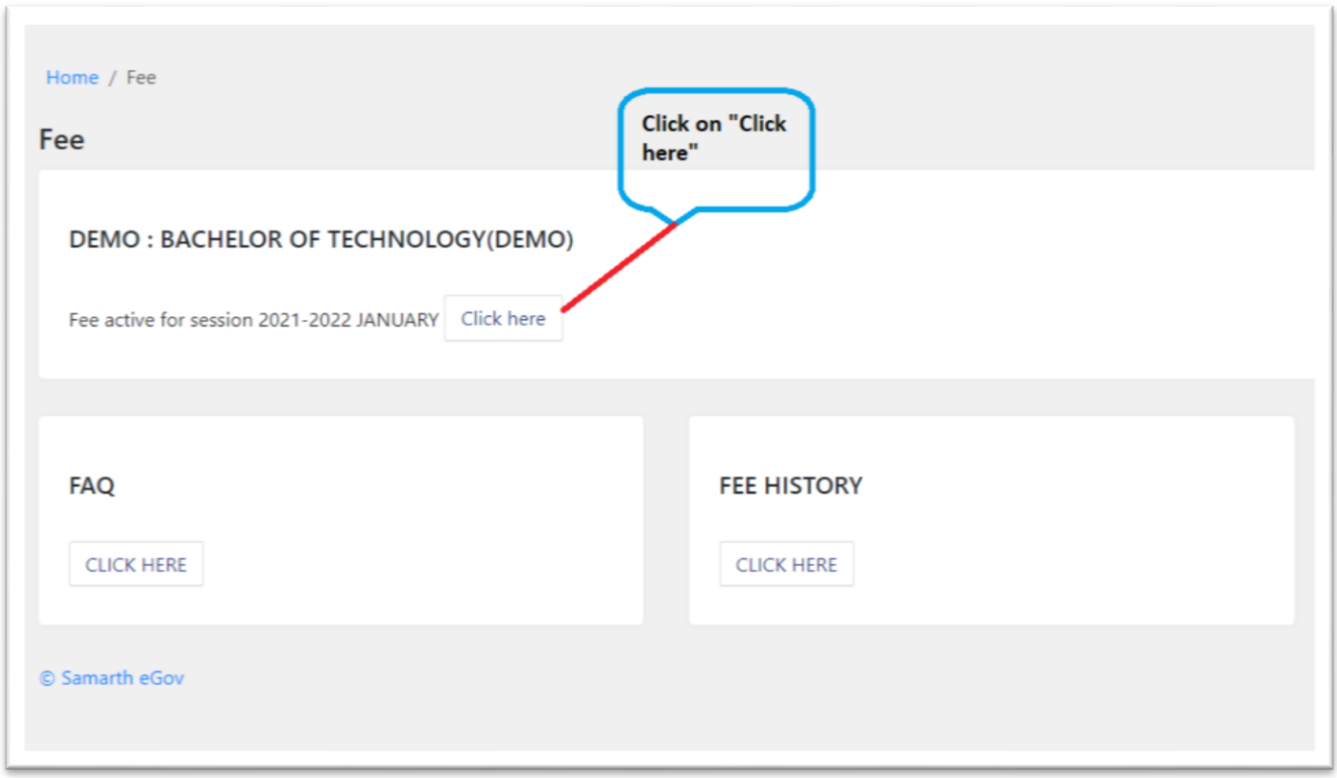
Fee Concession in the Semester Fee

Step 1: Login using their login credentials of the portal (if you are not registered please follows the registration manual to registered themselves).

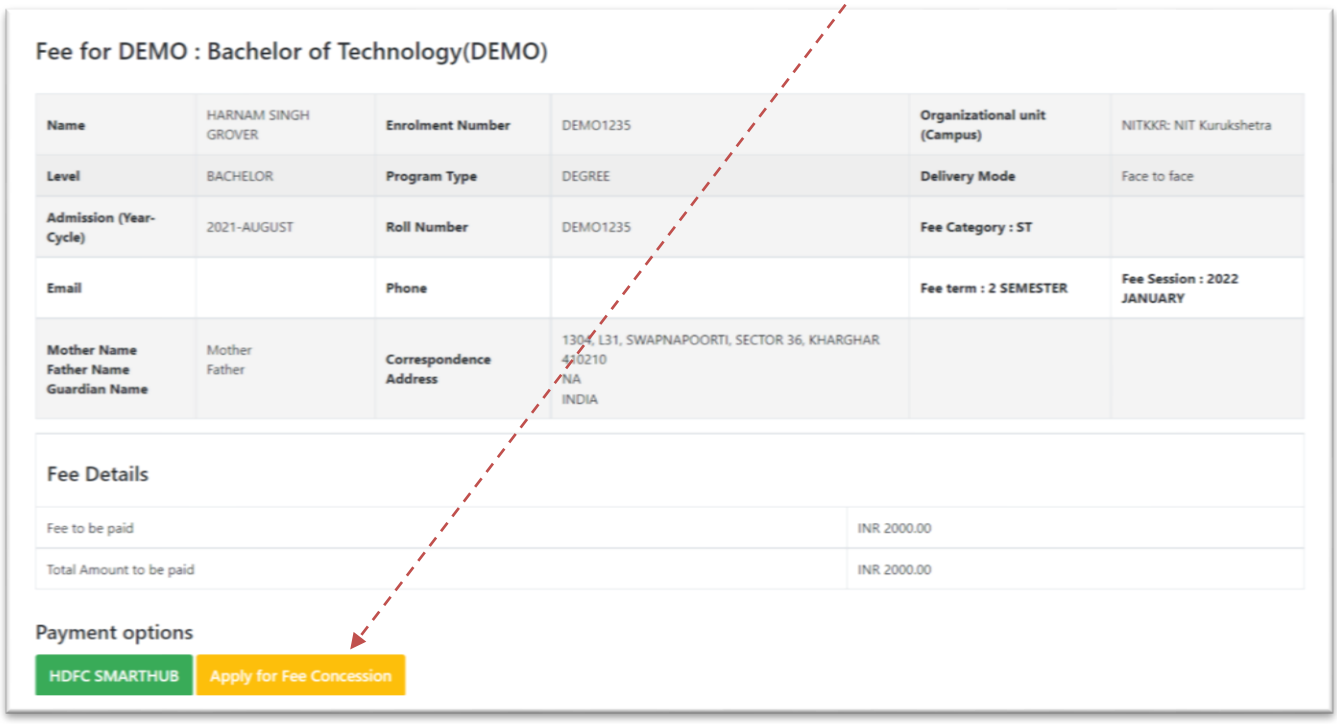
Step-2: Click on the Fee section.



Step-3: Click on the “Click here” button.

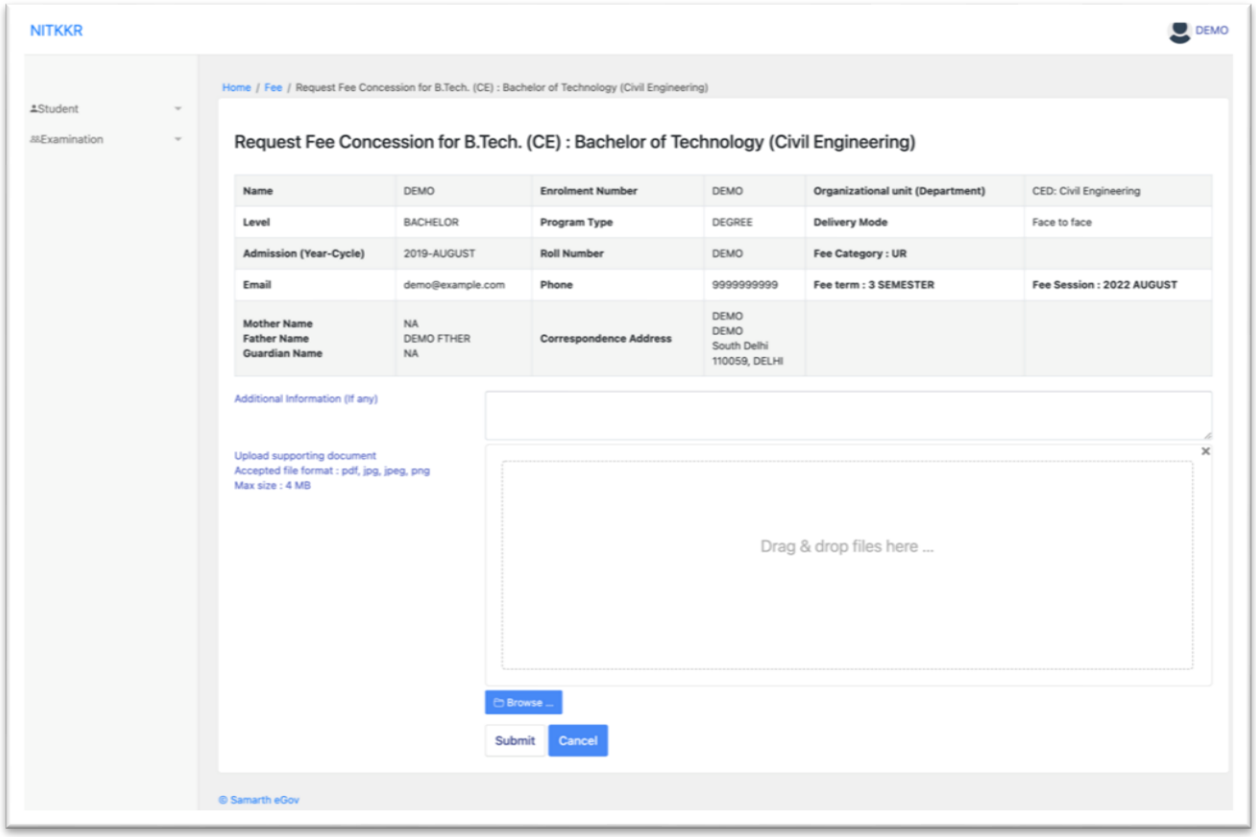


Step-4: Verify the details and Fee to be paid amount. Click on "Apply for Fee Concession" for Fee Concession.

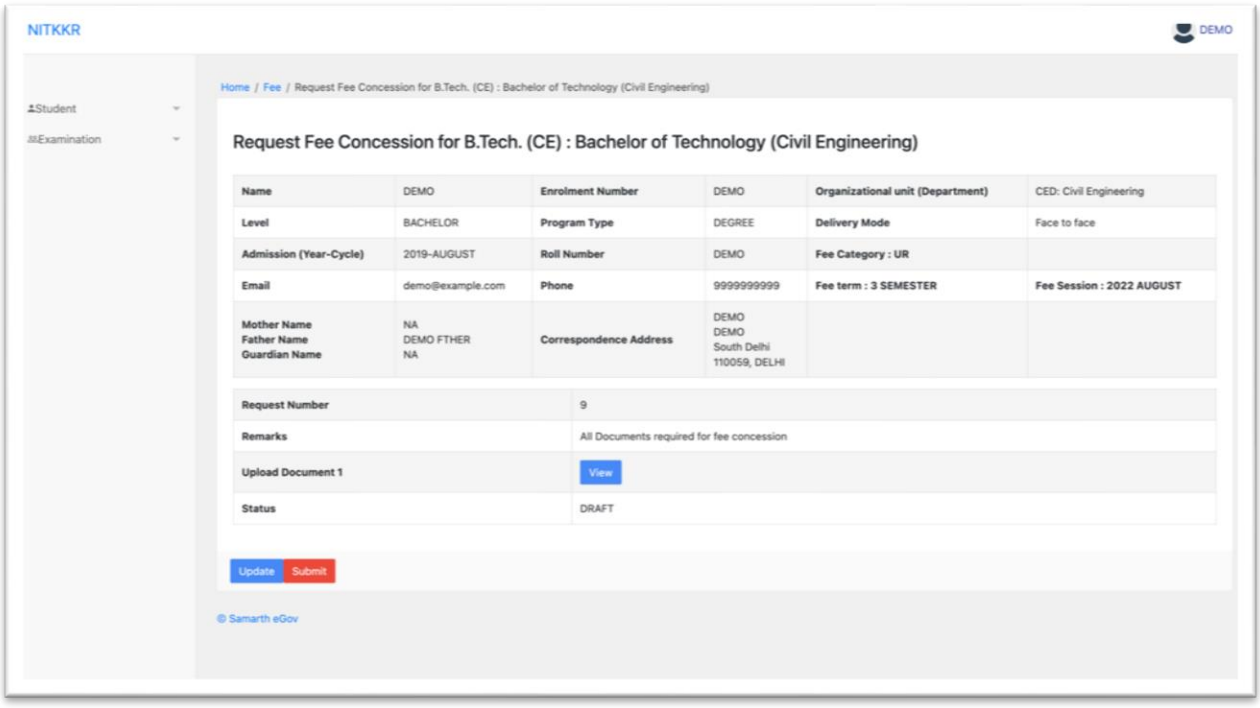


Step-5: After that, the follow the steps for making payment through SBI collect:

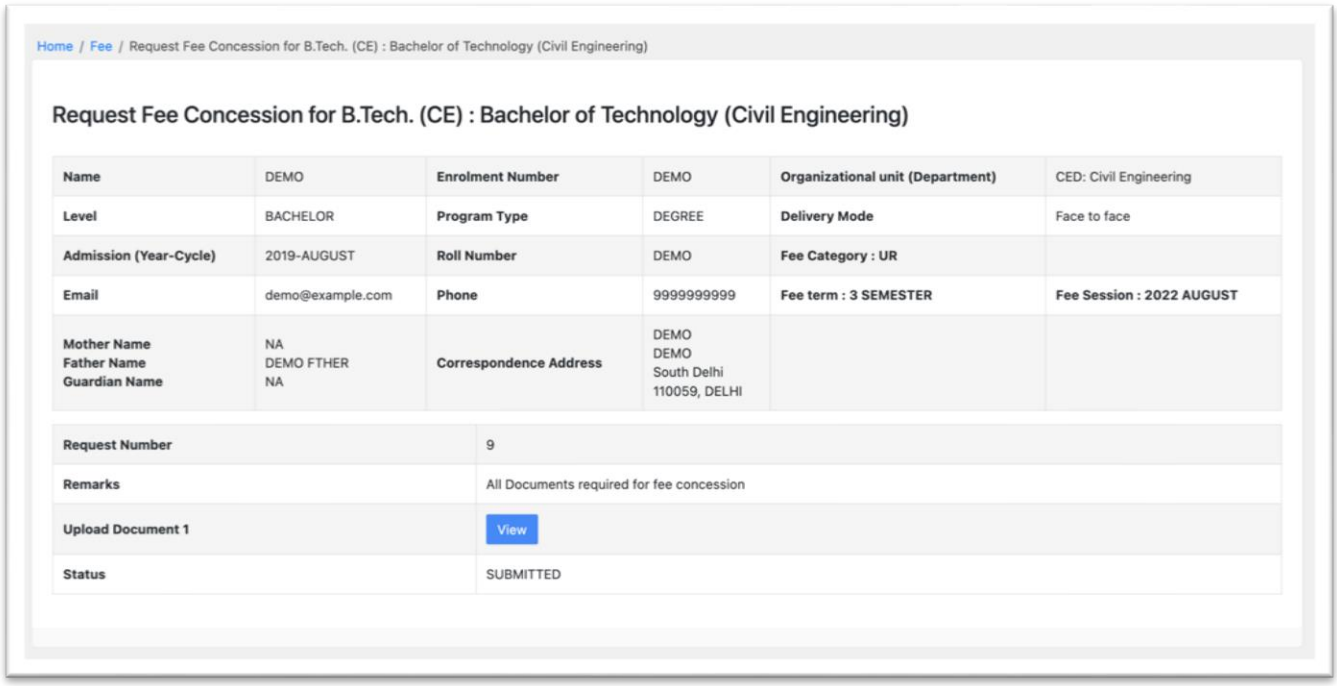
- Add Additional Information
- Upload the supporting upto 4 MB (supported formats PDF, JPG, JPEG, PNG only)
- Then click on “Submit” button.



Step-6: After submission system asked for final submission. Students can also update previously added details by clicking on "UPDATE". If all things are correct then click on "SUBMIT"



Step 7: After Final Submission application is send to admin to verify and then after verification students have to pay the updated fee (for the please follow Semester Manual).



Home / Fee / Request Fee Concession for B.Tech. (CE) : Bachelor of Technology (Civil Engineering)

Request Fee Concession for B.Tech. (CE) : Bachelor of Technology (Civil Engineering)

Name	DEMO	**Enrolment Number**	DEMO	**Organizational unit (Department)**	CED: Civil Engineering
Level	BACHELOR	**Program Type**	DEGREE	**Delivery Mode**	Face to face
Admission (Year-Cycle)	2019-AUGUST	**Roll Number**	DEMO	**Fee Category : UR**	
Email	demo@example.com	**Phone**	9999999999	**Fee term : 3 SEMESTER**	**Fee Session : 2022 AUGUST**
Mother Name **Father Name** **Guardian Name**	NA DEMO FTHER NA	**Correspondence Address**	DEMO DEMO South Delhi 110059, DELHI		

Request Number	9
Remarks	All Documents required for fee concession
Upload Document 1	View
Status	SUBMITTED