

**PRE-REQUISITES:**

Before processing the candidates in Spot Admission, it is required to update the admitted list for the particular programme by sliding (modifying the admission category of the paid candidates after verification of seat matrix). Then start the admission process.

**LOGIN**

- a. Login in the [Samarth e-Gov suite \(https://pondiuni.samarth.ac.in/\)](https://pondiuni.samarth.ac.in/)

**Samarth eGov**  
Top ICT Initiatives of **WUf**

**Request verification code to Sign In**

Please enter your username, password and then click on request verification code button.

Username \*

Username cannot be blank.

Password \*

Captcha Verification

**wocgi** Type the text:

Click on the text to change.

Remember Me

**Proceed**

[Forgot Password ?](#) [First Time Login ?](#)

**About Samarth eGov Suite**

- Samarth is an Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions.
- Samarth eGov Suite is operating systems agnostic. All you need is a browser to access and operate the application modules. Quick deployment and easy data migration make for fast adoption.

Get Started - Video Guide

**Samarth Introductory Video** [Copy link](#)

**Watch on YouTube**

**Useful Links**

[Reference Material](#) [Samarth eGov](#) [IIC, UDSC](#)

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b. Enter the HoD/Dean credentials of the Leave Management System (LMS) to access the Admission portal

### Samarth eGov

Top ICT Initiatives of 



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Get Started · Video Guide



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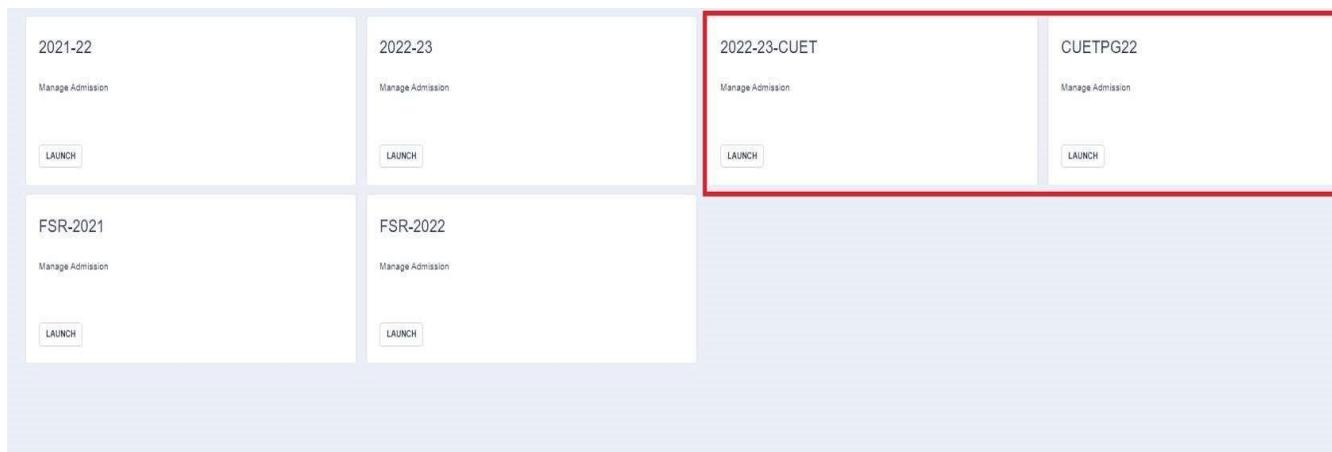
#### Useful Links

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## TO ACCESS ADMISSION PORTAL

- a. Launch Admission
- b. Launch CUETPG22 for PG Programmes / 2022-23-CUET for Integrated Programmes

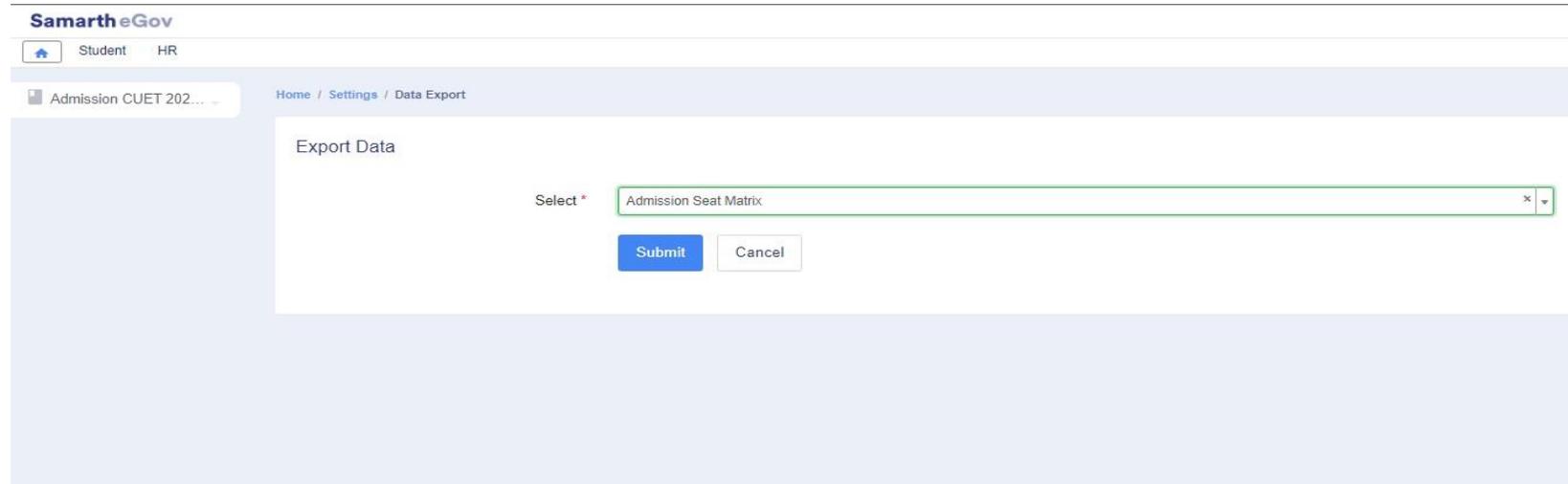


**TO DOWNLOAD THE INTAKE AND ADMISSION CATEGORY WISE STATISTICS (Seat Matrix)**

- a. In the left pane, click Dashboard
- b. Click “DATA EXPORT” view
- c. Select “Admission Seat Matrix” and submit to download the Seat Matrix

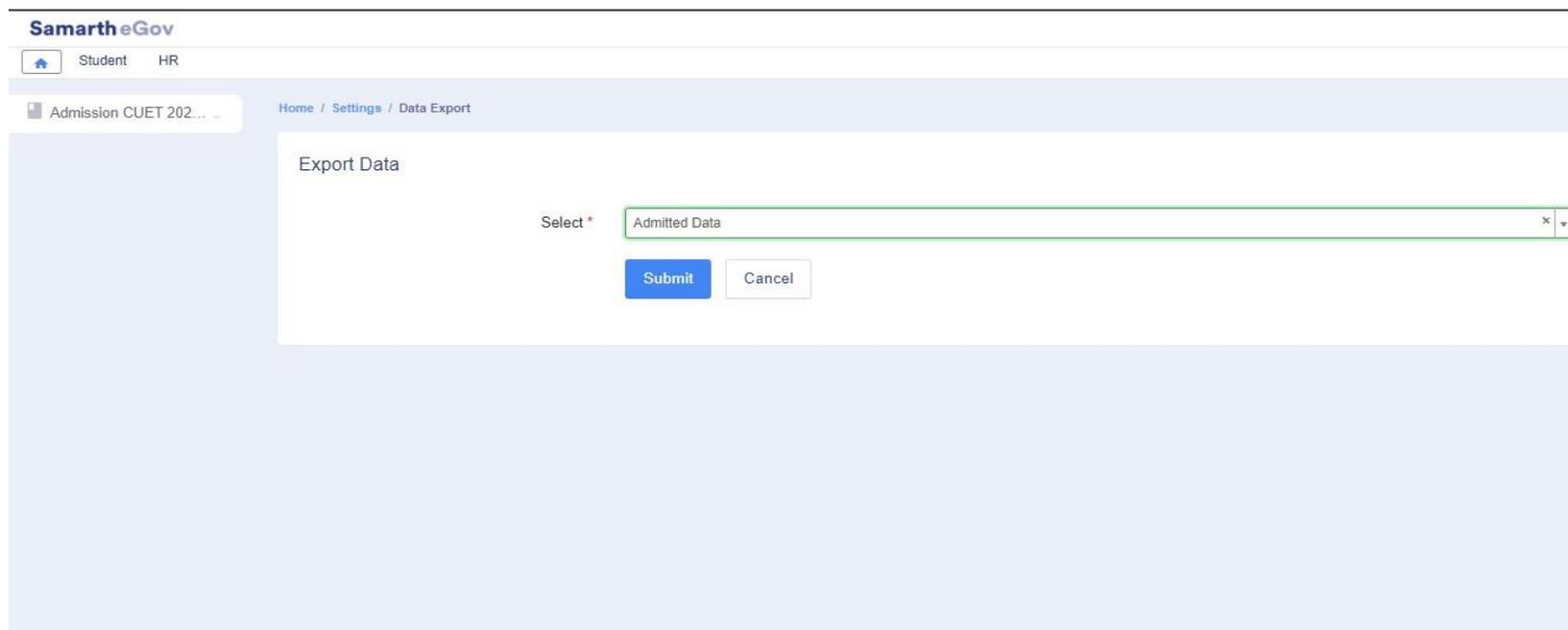
*Note: It is possible to find more candidates admitted than the sanctioned intake under a particular category. This is because conversion of seats from one category to the other, due to the non-availability of candidates in the merit list against that particular category*



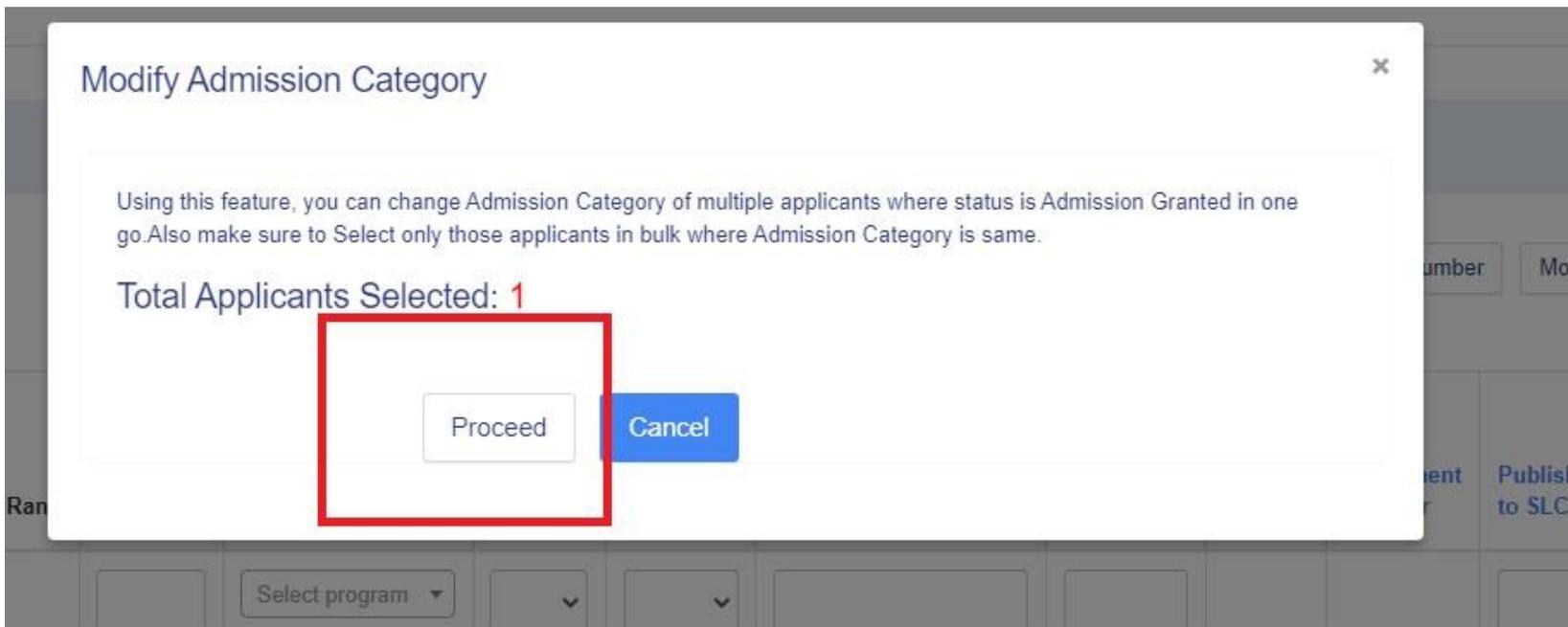


### **TO DOWNLOAD THE ADMITTED DATA**

- a. In the left pane, click Dashboard
- b. Click “DATA EXPORT” view
- c. Select “Admitted Data” and submit to download the Admitted Data







Bulk Process of Change in Category

SELECTED FORM NUMBERS: PONDIPGCT22005078

Admission Category \*

Remark \*

OBC (Non-Creamy) ▼

I agree that, I am processing the above mentioned form number for processing of change in Admission category, I have checked the Category before processing.

Save

## **TO PROCESS A CANDIDATE AND ENABLE ADMISSION FEE PAYMENT**

- a. In the left pane of the dashboard, select Process Admission
- b. Search for the Candidate using their Form Number in the Form Number search
- c. Click the Form Number, it will take to Process Admission Page
- d. Select Status for Admission as “Shortlist for Admission” (Only candidates under this status can make Admission Fee payment), then select “Admission List”, “Admission Category”, “Admission Fee Category” and set “Payment Start Date” and “Payment End Date”
- e. Click “Save “

*Note: Candidate will be moved to Processed Admission and now can make payment in the Candidate dashboard*



The screenshot displays the Samarth eGov dashboard interface. At the top left, the logo 'Samarth eGov' is visible. Below it, there are navigation links for 'Student' and 'HR'. The main content area is titled 'Home / Dashboard' and contains three primary sections: 'REGISTRATION REPORT', 'ADMISSION REPORT', and 'DATA EXPORT'. Each of these sections has a 'View' button. On the left side, there is a vertical sidebar menu with various options. The 'Process Admission' option is highlighted with a red rectangular box. Other options in the sidebar include 'Dashboard', 'Applicants', 'Download Registration D...', 'Download All Excel Data', 'Download Data By Admi...', 'Download Alerts', 'Customised / Sortlisting ...', 'Advanced Search: Perce...', 'Import Rank/Marks', 'Processed Applications', 'Application Withdraw List', 'Application Cancelled List', and 'Additional Fee From App...'. The top of the dashboard also shows a breadcrumb trail: 'Home / Dashboard'.

Admission CUET 202... / Home / Applicants List for Processing

Applicants List for Processing

Showing 1-1 of 1 item.

#	Form Number	Rank Obtained	Name	Programme	Category	Email	Mobile	Obtained Marks	Admission List	CUET Percentile Score	Remark	Photo	Verified Category	Order Number	Transaction Number	Gender
1	PONDIPGCT22029732			Select program												Fem

Samarth eGov

Student HR Administration Campus Governance Support Settings

You are processing the application for the programme '384 - Master of Performing Arts(Urdu and Theatre Arts) (F-2)'

Admission CUET 202...

Current Status of the Application: **Not Set**

Status \*  
 Shortlist for Admission

Admission List  
 4

\*Shortlisting an applicant makes an applicant eligible for payment.

Original Category  
 OBC (Central List, Non Creamy)

Admission Category  
 PONDICHERRY-GENERAL

Admission Fee Category  
 PH

Type	Format 1 [Full Payment]
Default fee	1142
TOTAL	1142

Payment Start Date  
 2022-11-16 00:00:00

Payment End Date  
 2022-11-17 23:55:00

Remark

I agree that, I am processing the above mentioned form number for processing of admission. I have checked the amount before processing for admission.

Save

**TO PROCESS A CANDIDATE, WHO HAVE NOT APPLIED EARLIER BUT HAVE CLEARED THE REQUIRED PAPER CODE(S) NOTIFIED FOR RESPECTIVE PG PROGRAMMES AND ENABLE ADMISSION FEE PAYMENT**

- a. Inform the student to register and apply online using the Registration link under P.G. Admissions in the Admissions Page ( <https://www.pondiuni.edu.in/admissions-2022-23/> )
- b. In the left pane of the dashboard, select Process Admission
- c. Search for the Candidate using their Form Number in the Form Number search
- d. Click the Form Number, it will take to Process Admission Page
- e. Select Status for Admission as “Shortlist for Admission” (Only candidates under this status can make Admission Fee payment), then select “Admission List”, “Admission Category”, “Admission Fee Category” and set “Payment Start Date” and “Payment End Date”
- f. Click “Save “

The screenshot displays the P.G. Admissions dashboard. On the left, there is a section titled "P.G. Admissions" with the subtitle "Based on Common Universities Entrance Test (CUET) PG - 2022". To the right of this section, there are two columns of dates: "Opens on 05.10.2022" and "Extended upto 31.10.2022". A vertical stack of buttons is located on the right side of the dashboard: "Registration" (highlighted with a red box), "Notification", "Information Brochure", and "Addendum-1" (with a sun icon). On the far right, there is a blue header for "Important Information - CUET PG 2022" followed by a list of public notices with their dates: "Information Bulletin", "Public Notice (Dt: 19.05.2022)", "Public Notice (Dt: 18.06.2022)", "Public Notice (Dt: 02.07.2022)", "Public Notice (Dt: 12.07.2022)", and "Public Notice (Dt: 08.08.2022)".