



Quick Reference Guide

KSU Student Portal – Exam Form Registration Guide

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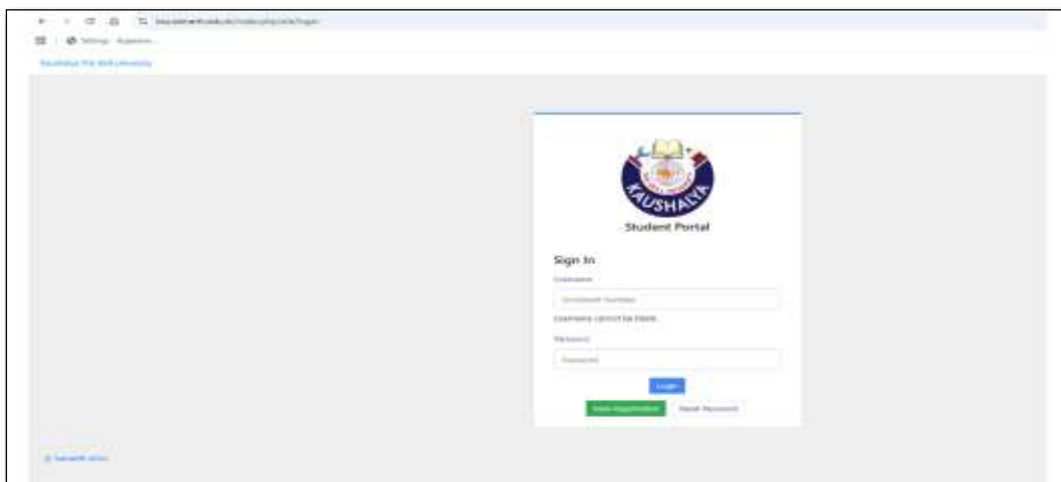
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Purpose

This guide explains the steps students must follow on the KSU Samarth eGov Student Portal to complete their examination registration. Learners are required to fill the online exam form, review and confirm their course/subject details, and pay the prescribed examination fee. Successful form submission and fee payment confirm eligibility and completion of the exam registration process.

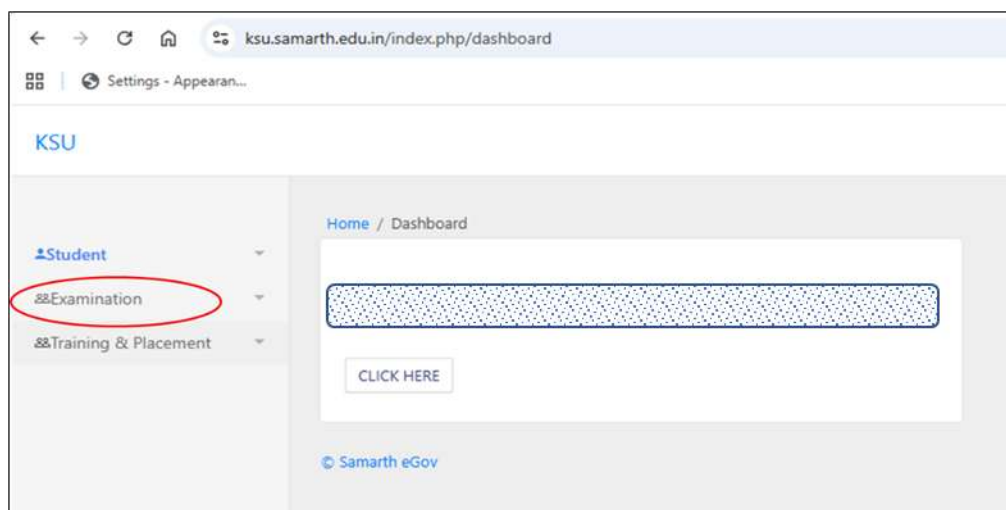
Steps to complete a Exam Form registration:

1. Login to the KSU Student Portal.
 - a. Visit <https://ksu.samarth.edu.in/index.php/site/login> and log in using your Enrolment Number and the password provided to you.



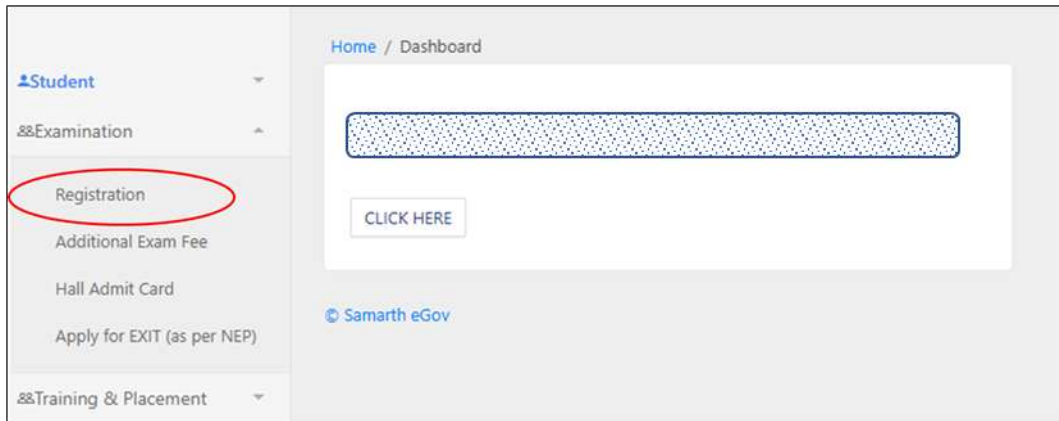
2. Open the Examination Section

From the **left-side panel**, click on **“Examination”** to expand the available options.



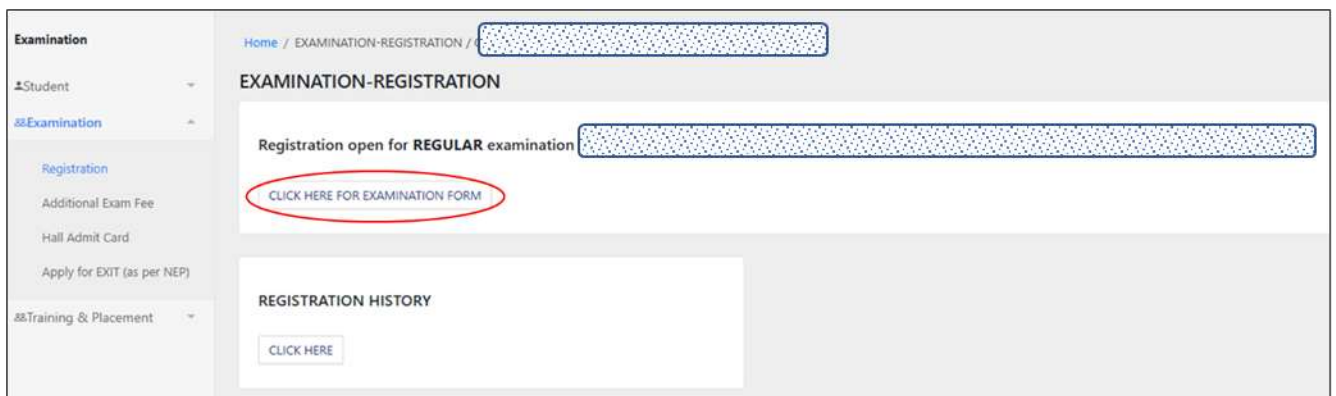
3. Select Examination Registration

Under the Examination menu, click on “**Registration**”.



4. Access the Examination Form

On the Examination Registration page, click on “**Click here for Examination Form**”.



5. Fill the Examination Course Selection Form

- Under “**Select your PwD (Persons with Disabilities) Status**”, choose “**Not Applicable**” from the dropdown menu (unless applicable).
- A list of your courses will appear below. **Select all the courses** by checking the boxes next to each one.
- Click the “**Submit**” button at the bottom of the page.

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S.No	Course Code : Name	Course Credits	Course Term	Type	Action
1		6.00	1 SEMESTER	REGULAR / Appearing	<input checked="" type="checkbox"/>
2		10.00	1 SEMESTER	REGULAR / Appearing	<input checked="" type="checkbox"/>
3		3.00	1 SEMESTER	REGULAR / Appearing	<input checked="" type="checkbox"/>
4		2.00	1 SEMESTER	REGULAR / Appearing	<input checked="" type="checkbox"/>
5		3.00	1 SEMESTER	REGULAR / Appearing	<input checked="" type="checkbox"/>

6. Make the Examination Fee Payment

On the next page, click the **green button** titled “Click here for Payment via Razorpay”.

S.No	Fee Component	Amount
1	EXAMINATION FEE	INR 1750

Check Status	Order ID	Transaction Type	Amount	PG	Payment Transaction ID	PG Transaction Date	Created At / Update At Date	Final Status
No transaction details available.								

You will be redirected to the Razorpay payment portal. Select your preferred mode of payment—QR code, Net Banking, Debit/Credit Card—and click on “**Continue**” to complete the payment process.

Once the transaction is successfully completed, your **Examination Form will be submitted.**

Collect Now

Pay through EASYEMI with HDFC Bank Credit Cards

SAMARTH

Scan the QR using any UPI App

Pay using HDFC Bank

HDFC Bank Netbanking

Pay Via Card

By proceeding, I agree to Razorpay's Privacy Notice - Edit Preferences

₹1,750

Continue

Support and resolution of queries

- **For Students (Contact your school first):** If you encounter problems during the process (e.g., invalid enrolment number, payment stuck issue or payment successful but registration not done, etc.), email details to your respective **schools**. Provide your enrolment number, Programme and a clear description of the issue.
 - **Compilation of student concerns:** Schools are responsible for collecting queries from their students, identifying common problems and forwarding them to the **Samarth eGov (samarth@kaushalyaskilluniversity.ac.in) support team**. This helps ensure that issues affecting many students are resolved efficiently.
 - **Samarth eGov support team:** Samarth team will response to the queries within 24-48 hours.
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