Assam University
Notification

This is to inform all that the **File Monitoring & Tracking System of Samarth Portal in Assam University is fully Operational** and is open for all the Departments, Officers, Employees, etc.

For sending/ receiving/ tracking of the existing file through SAMARTH all the Heads of the Department are requested to login using the following department wise username and create the existing file database. For ready reference of the stakeholders, the step by step procedure for creating, sending, receiving and tracking of a file is attached.

Username	Department	Username	Department	Username	Department
hod_eng	English	hod_mani	Manipuri	hod_sw	Social Work
hod_french	French	hod_mass	Masscom	hod_soc	Sociology
hod_hindi	Hindi	hod_math	Mathematics	hod_lis	Library & Information Sc.
hod_hist	History	hod_micro	Microbiology	hod_cse	Computer Sc. & Engg.
hod_htm	Hospitality and Tourism	hod_pa	Performing Arts	hod_ece	Electronics & Telecommunication Engg.
hod_law	Law	hod_pharma	Pharmaceutical Sc.	hod_edu	Educational Sc.
hod_lsb	Life Sc. & Bioinformatics	hod_phil	Philosophy	hod_eco	Economics
hod_ling	Linguistics	hod_sans	Sanskrit	hod_ees	Ecology & Env. Sc.
hod_com	Commerce	hod_agr	Agricultural Engg.	hod_cmp	Computer Sc.
hod_phy	Physics	hod_urdu	Urdu	hod_stat	Statistics
hod_esc	Earth Sc.	hod_chem	Chemistry	hod_dba	Business Administration
hod_bio	Biotechnology	hod_beng	Bengali	hod_arabic	Arabic
hod_ash	Applied Sc. & Humanities	hod_va	Visual Arts	hod_pol	Political Sc.

For any technical assistance, please contact Computer Center.

Attachment: As above
File no. AUS/SAMARTHCELL/2025/01 dt 7th Feb 2025

Registrar

Copy to:
1. PS to VC for kind information of Vice-Chancellor for n.a.
2. PS to FO for kind information of Finance Officer & n.a
3. COE/ Librarian/ DCDC/DIQAC/ NO Samarth/DCC for kind information & n.a.
4. All Officers for n.a.
5. All Employees for n.a.
6. File

Regsitrar

Steps for Usage of File Monitoring & Tracking System of Samarth Portal in Assam University

This manual outlines steps that need to be followed by each department/section of Assam University to enable online tracking of their files on the File Management & Tracking System (FMTS) module under Samarth.

The manual captures the file creation, forwarding, returning and tracking flows.

A. Creation of a "File"

1. Go to "Governance" on the left panel.
2. Go to "Manage Files" under "File Management & Tracking".
3. Click "Add New File" from the right corner of top section.

Fill up the following parameters of the Form as below:
1. Select File Type,
2. Enter File No.
3. Enter File Title,
4. Enter File Name (which may be same as Title),
5. Enter Diary No (Matter-id of AU FMS System),
6. Enter Description (same as File Title)
7. Enter "Is the File Confidential or not" Yes or No
8. Enter "Visible all response to all user or not ? Select either yes or No
9. Enter Volume No, If any
10. Enter Year of Creation

> **File appears under "My file"**

B. Forwarding of a "File"

1. Go to My Files
2. List of Files under your "My File" section will appear
3. Select the file which has to be forwarded (Click on the "EYE Button")
4. Scroll Down to Forward File section
5. Enter the "Fields" and then Click "SEND"

C. Receiving of a "File"

Forwarded File appears in the Incoming files section of the recipient

1. Go to Incoming files section.
2. Click on the checkbox under Actions column against the particular file.
3. Diary number window appears. In diary number, "***Enter the Reference No of the same file***"
4. Click on the "Eye button" against the particular file to open the detailed view.
5. From the top right corner, click on the "Accept/Reject the Physical/Hard copy" button to accept/reject the file.

The file can now be forwarded to another department using the forwarding feature as shown above.

File tracking gets updated under "Recent activities"

File tracking gets updated at the end of the original sender and all the departments to whom the file passes through.

D. Tracking of a "File"

1. For Tracking of the File at any stage, you may "View details of file" by clicking on the "Eye Button" against the file.
2. File tracking can be seen under "Recent Activities" while viewing file details.