



OFFICE OF THE
CONTROLLER OF EXAMINATIONS
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Memo No. KU/CoE/E/2025/0125

Date: 24 December, 2025

NOTICE

Uploading of Photograph and Signature on e-Samarth Portal M.A. / M.Sc. / PG Diploma – Semester-I (Regular Batch: 2025) of Kokrajhar University

It is hereby notified for information and necessary compliance of all students admitted to M.A. / M.Sc. / PGDJMC Semester-I, Regular Batch-2025 of Kokrajhar University that they are required to upload a recent formal passport-size photograph and their signature in the Kokrajhar University e-Samarth Portal <https://kgu.samarth.edu.in/index.php/site/login>.

The aforesaid process must be completed on or before **26 December 2025**. Non-completion of the upload within the stipulated time may result in incomplete generation of the Semester-I Examination Admit Card.

Controller of Examinations (i/c)
Kokrajhar University

Controller of Examination (i/c)
KOKRAJHAR UNIVERSITY

Note:

A step-by-step procedure for uploading the photograph and signature on the e-Samarth Portal is provided below this notice for the guidance of students.

Memo No. KU/CoE/E/2025/0125A, Date: 24th December, 2025.

Copy to:

1. P.S. to the Hon'ble Vice-Chancellor, Kokrajhar University for kind information.
2. P.S. to the Registrar, Kokrajhar University for kind information.
3. The Academic Registrar, Kokrajhar University — for information.
4. The Media In-charge, Kokrajhar University — for circulation of the notice.
5. Office File.

STEPS OF UPLOAD:

1. Visit the weblink <https://kgu.samarth.edu.in/index.php/site/login>
2. Login now by using username and password.



Kokrajhar University

Student Sign In

Enrolment Number

Enrolment Number

Enrolment Number cannot be blank.

Password

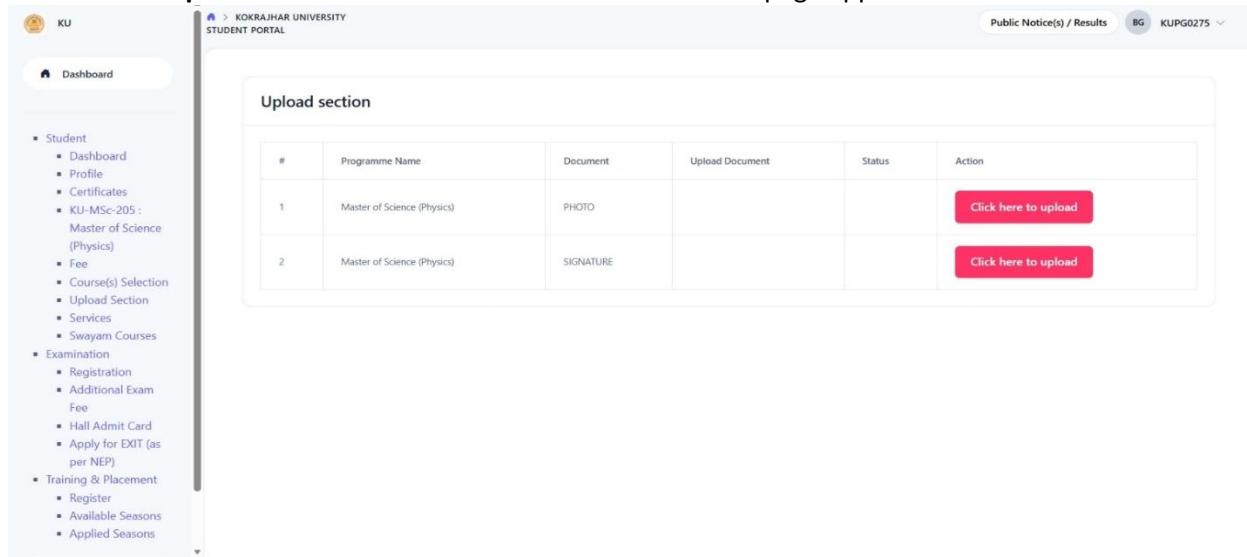
Password

Login

New Registration

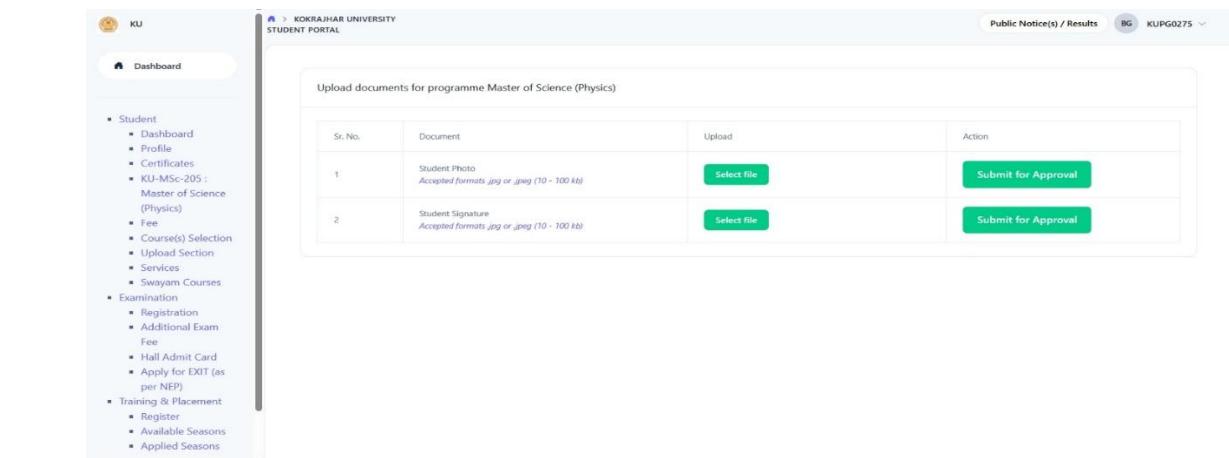
Reset Password

3. Click **Upload Section** on the left of the Dashboard. This page appears



#	Programme Name	Document	Upload Document	Status	Action
1	Master of Science (Physics)	PHOTO			Click here to upload
2	Master of Science (Physics)	SIGNATURE			Click here to upload

4. Press **Click here to upload**. Upload document page appears



Sr. No.	Document	Upload	Action
1	Student Photo Accepted formats .jpg or .jpeg (10 - 100 kb)	Select file	Submit for Approval
2	Student Signature Accepted formats .jpg or .jpeg (10 - 100 kb)	Select file	Submit for Approval

5. Click **select file** and choose the photo and signature images as per the format and file size(jpg/jpeg,10-100 kB) shown in the screenshot. Next click **submit for approval** and its done.