

STANDARD OPERATING  
PROCEDURE

Student Application for  
Fee Waiver 2026

Assam State Higher Education Student Portal

FOR STUDENT USERS

Open Scholarship

Select Fee Waiver

Enter Income

Upload Certificate

Submit

**Purpose:** To provide a visual, step-by-step procedure for eligible students to apply for Fee Waiver 2026 through the Assam State Higher Education Student Portal.

## 1. Before You Start

- Ensure that you are registered in the Assam Samarth Students Portal <https://assamshesp.samarth.edu.in/index.php/site/login>
- Keep the required family income details and the applicable income certificate/document ready for upload.
- Ensure that the uploaded document is clear and legible.
- Do not share your login password or other confidential credentials with anyone.

## 2. Step-by-Step Application Procedure

The following steps are based on the complete screen recording provided for the Fee-Waiver application process.

## 2.1. Log In to the Student Portal

Enter your Enrolment / Roll Number, password and Captcha, then click “Login”.

**Registered User?**  
If you have registered earlier, please login below.

**Login**

Enrolment / Roll Number  
2611088011 ✓

Password  
..... ✓

Click on the text to change the captcha

Captcha 3618776

Login

**Assam State Higher Education Student Portal**  
Student Portal

**General Instructions for Login**

**New User?**  
If you are registering for the first time, please click the button below.

Register

**Help and Instructions**

**Welcome to the Assam State Higher Education Student Portal!**

Please follow these instructions to access the student portal, where you can find essential resources, digital ID card, programme details and more:

**In case you are a first-time user of the portal:**  
Click on 'New Registration' button above to generate your log in credentials.

**If you have registered earlier:**  
You can log in directly by entering your enrolment/roll number credentials for the portal, your password and the captcha in the login form.

**In case you have forgotten your password:**  
Please use the link below to reset your password.

Reset Password

Figure 1. Student login page.

## 2.2 Home Screen After Login

After successful login, the student is taken to the Dashboard/Home screen. From the left-side Student Services menu, select “Scholarship” to view available scholarship opportunities.

The screenshot shows the Assam State Higher Education Student Portal dashboard. The browser address bar displays <https://assamshesp.samarth.edu.in/index.php/dashboard>. The page header includes the AHE logo, the text "ASSAM STATE HIGHER EDUCATION STUDENT PORTAL STUDENT PORTAL", a search bar, and links for "Public Notice(s) / Results", "AB", and "DEMO". The left sidebar menu is titled "MENU" and lists "Student Services" with a dropdown arrow. Under "Student Services", the options are "Dashboard", "Profile", "CLERM - Bachelor of Management", "Banking Details", and "Scholarship". The "Scholarship" option is highlighted with a red rectangle. Below the menu, there is a red text prompt "Click on Scholarship" and a "Powered by eGov" logo. The main content area is titled "Dashboard" and contains a "PROGRAMME DETAILS" button. Below this is an "ID Card" section displaying a student ID card with the following information: Student's Name, Father's / Mother's Name, Name Of Program, and Date Of Birth (20/05/2002). The ID card also features a QR code and a watermark.

Figure 2. Student dashboard/home screen after login.

## 2.3 Open Scholarship Opportunities

From the Dashboard/Home screen, open the “Scholarship” section under the Student Services menu. In the Scholarship Opportunities list, locate “FEE WAIVER 2026” for the relevant academic year and click the corresponding “Apply” button.

The screenshot shows the Assam State Higher Education Student Portal. The left sidebar contains the AHE logo, a home icon, and a menu with 'Student Services' expanded, showing options like Dashboard, Profile, Scholarship, Banking Details, and a QR code. The main content area is titled 'Scholarship Opportunities' and shows 'Showing 2 of 2 items.' Below this is a table with the following data:

| # | SCHOLARSHIP OPPORTUNITIES | ACADEMIC YEAR SESSION | STATUS                       | ADMIN REMARKS | APPLY | ADMIN CORRECTION REMARK |
|---|---------------------------|-----------------------|------------------------------|---------------|-------|-------------------------|
| 1 | NIJUT BABU 2026           | JULY 2026             | Application ID: 1278912:OPEN |               | Apply |                         |
| 2 | FEE WAIVER 2026           | JULY 2026             | Application ID: 1731763:OPEN |               | Apply |                         |

The 'FEE WAIVER 2026' row and its 'Apply' button are highlighted with red boxes. A red text label 'Click on Apply' points to the highlighted button.

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Figure 3. Scholarship Opportunities page.

## 2.4 Enter Family Income Details

The Fee Waiver Details & Uploads page opens. Enter the student's Family Income in the prescribed field. Read the declarations carefully.

The screenshot shows the 'Fee Waiver Details & Uploads' page. The left sidebar contains a 'MENU' with 'Student Services' expanded, showing 'Dashboard', 'Profile', 'Banking Details', and 'Scholarship'. The main content area has a header 'Fee Waiver Details & Uploads'. Below this, there is a 'Family Income' field with a red asterisk, a text input containing '300000', and a red label 'Insert Family income'. Below the input is a green 'Select file' button. Underneath is a section for 'Family Income Certificate' with a red asterisk and file upload instructions: '(Accepted file types: JPG, JPEG, PDF | Min Size: 10 KB | Max size: 500 KB)'. There are three declaration checkboxes, all of which are checked: 1. 'I hereby provide my consent for the use of my Aadhaar number, biometric data and/or One-Time Password (OTP) for establishing my identity in connection with the respective scholarship scheme'. 2. 'I have no objection to authenticating myself through Aadhaar and fully understand that the information provided by me shall be used for authentication of my identity for the purpose stated above'. 3. 'I hereby voluntarily give my consent to the Government of Assam for collecting, collating, processing and sharing the information provided by me for the proper implementation of the respective government beneficiary scheme or any other relevant government beneficiary scheme in the future.' At the bottom are 'Submit' and 'Back' buttons. Red arrows point to the checked boxes with the text 'Tick on the Check boxes'. A red arrow points to the 'Submit' button with the text 'Click on Submit'. The footer shows 'Powered by eGov'.

Dashboard

MENU

Student Services

Dashboard

Profile

Banking Details

Scholarship

Family Income \*

300000

Insert Family income

Family Income Certificate \*

Select file

(Accepted file types: JPG, JPEG, PDF | Min Size: 10 KB | Max size: 500 KB)

☒ I hereby provide my consent for the use of my Aadhaar number, biometric data and/or One-Time Password (OTP) for establishing my identity in connection with the respective scholarship scheme

☒ I have no objection to authenticating myself through Aadhaar and fully understand that the information provided by me shall be used for authentication of my identity for the purpose stated above

☒ I hereby voluntarily give my consent to the Government of Assam for collecting, collating, processing and sharing the information provided by me for the proper implementation of the respective government beneficiary scheme or any other relevant government beneficiary scheme in the future.

Submit

Back

Click on Submit

Tick on the Check boxes

Powered by eGov

Figure 5. Fee Waiver Details & Uploads page.

**Fee-Waiver Application Flow at a Glance**

- 2.1** Log in to the Assam State Higher Education Student Portal.
- 2.2** In the Home Screen Click on Scholarship.
- 2.3** Locate FEE WAIVER 2026 and click Apply.
- 2.4** Enter the Family Income. Upload the applicable Family Income Certificate. Read and accept the declaration. Verify the details and click Submit.

**Important:** A student can apply through SAMARTH only after being onboarded onto the Fee-Waiver Application Portal. Student should contact their respective Institutions if Fee-waiver application is not active in their login.