



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
Hemvati Nandan Bahuguna Garhwal University
श्रीनगर गढ़वाल (उत्तराखण्ड)–246174
Srinagar Garhwal (Uttarakhand) - 246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)



पत्रांक : हे.न.ब.ग.वि.वि./मान्यता/2025/ 488

दिनांक : 30 / 01 / 2025

Office Order ()

All colleges/institutes temporarily affiliated with HNB Garhwal University are hereby notified that the application process for the extension of temporary affiliation for the Academic Session 2025-26 will be conducted via the **Samarth Portal** from **January 30, 2025, to February 15, 2025**.

To initiate the application process, it is mandatory for all colleges/institutes to complete the **College Profile** on the Samarth Portal. The "College Profile" section is accessible from January 30, 2025, to facilitate this process.

I. Steps to Complete the College/ institute Profile:

1. Log in to the Samarth account assigned to your college.
2. Navigate to the "**Governance**" section in the left-hand menu.
3. Select "**Dashboard**" under the "**Affiliation**" card.
4. Click on "**Start**" under the College Profile section.
5. Complete all mandatory fields in each section, upload the required documents, and use the "**Save and Next**" button to proceed. To view all fields within a section, click on the section name in the left-hand menu.
6. After completing all sections, click "**Submit**" to finalize the College Profile.

The submitted College/ institute Profile will be reviewed by the University. If discrepancies are identified, the profile may be returned for resubmission. Upon approval of the College/institute Profile, colleges will be able to access the **Affiliation Application** from February 07, 2025, onwards.

II. Steps to Access and Submit the Affiliation Application:

1. Log in to the Samarth account and follow the steps outlined above (Steps 1 to 3).
2. Click "**Apply for Affiliation**" in the left-hand menu.
3. Select the required programmes for affiliation.
 - o For **BA/B.Sc/B.Com NEP-Based Programmes**, select the **Major/Core Subjects**, and in the **Minor Subject** field, select the same subjects as chosen for Major/Core.
4. Click "**Start Application**" to begin.
5. Complete all mandatory fields, and use the "**Save and Next**" button to proceed.
6. Click "**Submit**" to finalize the application. The application will then be submitted to University for approval.
7. Post-approval, Colleges can proceed to pay the prescribed fees in "Affiliation Application List" section of the Affiliation Module on the Samarth Portal as follows:
 - o ₹10,000 per programme
 - o ₹86,500 as Inspection Fees

III. Submission of Hard Copies to the University:

Along with the submission of the online application and payment of fees via the Samarth Portal, colleges/institutes must submit the following documents in hard copy to the University by **February 20, 2025** also submit the soft copy on the **SAMARTH Portal**:

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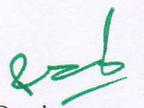
2025

1. **Annexure-I:** Proforma for Extension of Temporary Affiliation
(<https://hnbgu.ac.in/sites/default/files/2025-01/Annexure-I%20-%20Proforma.docx>)
2. **Annexure-II:** Affidavit (as per UGC Affiliation Regulations, 2009)
(<https://hnbgu.ac.in/sites/default/files/2025-01/Annexure-II%20-%20Affidavit.docx>)
3. **Annexure-III:** Checklist of Certified Documents (<https://hnbgu.ac.in/sites/default/files/2025-01/Annexure-III%20-%20Checklist.docx>)

Additionally, all colleges/institutes are advised to carefully review:

- **Annexure-IV:** Guidelines and Procedure for Continuation/Extension of Affiliation for the Academic Session 2025-26 (<https://hnbgu.ac.in/sites/default/files/2025-01/ANNEXURE-IV%20-%20General%20Conditions%20and%20Guidelines.pdf>)

For any queries or technical assistance, please contact the Affiliation Section at affiliationsectionhnbgu@gmail.com.


Registrar


Copy for information and necessary action to:-

1. All Principals/Directors of the affiliated colleges/institute of the University.
2. System manger (I/C) with the request to upload the circular on university website.
3. PS to Registrar/FO/COE for kind information.
4. PS to VC for kind information of Hon'ble VC.
5. Chairman, Standing Committee (affiliation).


Registrar