



Office of the Controller of Examinations
NORTH LAKHIMPUR UNIVERSITY
KHELMATI, ASSAM

No.NLU/CoE/2025/ 257

Dated: 12/12/2025

NOTICE

Subject: Implementation of New System for Mark Entry in Samarth Portal

All Heads of Departments are hereby informed that a new system (On Screen Marking) for the entry of Internal Assessment (IA), Practical (PR), and End Semester Examination marks has been introduced in the Samarth Portal.

Henceforth, all IA, PR, and End Semester marks must be uploaded strictly through the Samarth Portal as per the updated workflow and guidelines issued by the Examination Branch.

You are requested to kindly inform all concerned faculty members and ensure timely and accurate entry of marks in the portal. Any difficulties or technical issues faced during the process should be reported immediately to the Office of the Controller of Examinations.

Your cooperation in smooth implementation of the new system is highly appreciated.

Updated workflow to enter IA/PR marks:

1. First login to nlc.samarth.ac.in using your credentials, then click on **examination-evaluation**
2. Click on the relevant examination session i.e. **2025-2026-November:REGULAR**
3. Click on the **Launch** bottom of **Evaluation**
4. Click the **Launch** bottom of **Evaluator Marks Entry OU Based**
5. Select the course(s) assigned to you and proceed to **Enter Marks**
 - Enter the marks for each enrollment no.
 - Click **Present** (if applicable) and save after each entry
 - After completing all entries, click **Submit**.
6. After submission, you can generate and download the report for the respective course.

The IA report may be shared with students prior to declaration of results, if required.

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OFFICE OF THE CONTROLLER OF EXAMINATIONS
NORTH LAKHIMPUR UNIVERSITY
KHELMATI, ASSAM

Dy. Controller of Examinations (B) (i/c)
North Lakhimpur University

Copy to: -

- 1) P.A to Hon'ble Vice-Chancellor, NLU, for kind appraisal of the Hon'ble Vice Chancellor
- 2) The Registrar, NLU, for favour of information.
- 3) All the Dean, NLU, for favour of information.
- 4) All Head of the departments/ programmes, NLU
- 5) Website in-charge, for information with a request to upload in the university website.
- 6) Office copy (relevant file)