



**OFFICE OF THE PRINCIPAL**

**MARGHERITA COLLEGE**  
**(THE SPIRIT OF QUALITY AND EXCELLENCE)**

Regd. No. 2094 of 1991-92  
P.O. MARGHERITA – 786181  
DIST. TINSUKIA (ASSAM)  
Email: [mrgcollege@gmail.com](mailto:mrgcollege@gmail.com)

(REACCREDITED THIRD CIRCLE BY NAAC)

Ref. No. MC/Sem.Syst./435/24/7191

Date. 05-09-2024

**NOTICE**

As per DU email Dated 03-09-2024 it is for information to all the FYUGP Third Semester B.A. / B.Sc. / B.Com. (Arts/Sc./Comm.) regular students that the process of changing/swapping major and minor courses/disciplines under FYUGP 3rd Semester Programmes is available in Samath Portal. The students are directed to follow the steps as mentioned below as per **Students Manual for Requesting a Discipline Change** which is attached herewith and complete the process of changing/swapping major and minor courses/disciplines within one week.

- Students need to login in [dibru.samarth.edu.in](http://dibru.samarth.edu.in).
- There is Programme name (Like Bachelor of Arts/Science/Commerce) and Click Here
- After clicking it, Click Change Discipline
- Select Discipline Change Request Type -> Swap Major and Minor
- Click on the checkbox I declare and Save and Preview
- Click Submit

For  
  
(Dr. A. Kakoty)  
Principal  
Margherita College  
Margherita



# Student Manual for Requesting a Discipline Change

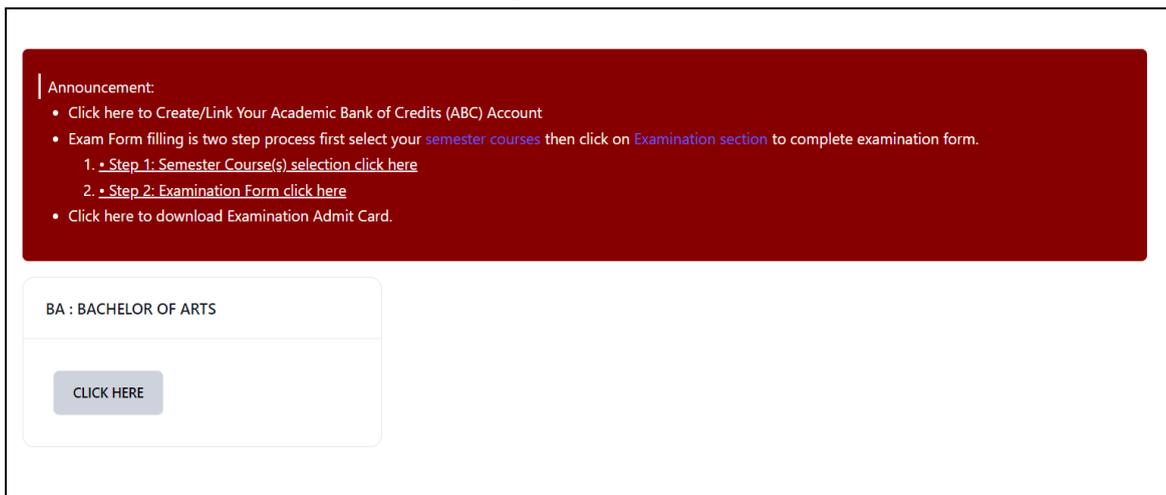
This guide provides an overview of the steps students need to follow to request a discipline change, as outlined below.

## Step 1:

Students need to login to the institution student portal.

## Step 2:

Student needs to click on the programme



The screenshot shows a dark red announcement box with the following text:

Announcement:

- Click here to Create/Link Your Academic Bank of Credits (ABC) Account
- Exam Form filling is two step process first select your [semester courses](#) then click on [Examination section](#) to complete examination form.
  1. • [Step 1: Semester Course\(s\) selection click here](#)
  2. • [Step 2: Examination Form click here](#)
- Click here to download Examination Admit Card.

Below the announcement box, there is a white box containing the text "BA : BACHELOR OF ARTS" and a grey button labeled "CLICK HERE".

## Step 3:

Students need to click on the "Change Discipline" button to initiate their discipline change. Please note that the visibility of this option is controlled by the institution's schedule.

BA : Bachelor of Arts

Name	DEMO	Enrolment Number	<input type="text"/>	Organizational unit (Government Funded College)	<input type="text"/> College
Level	BACHELOR	Examination Roll Number		Delivery Mode	Face to face
Admission (Year-Cycle)	2023-JULY	Admission Quota	<input type="text"/>	Discipline	Political Science Education
ABC ID	!! Action required click here to link/create your ABC Account	Eligibility Tag		Eligibility Tag Remarks	

Option to Change Discipline

Change Discipline

## Step 4:

Students need to select the discipline request type and accept declaration.

**Change Discipline Request**

**Student Details**

Programme	BA : Bachelor of Arts	OU	i College
Student Name	<input type="text"/>	Enrolment Number	<input type="text"/>
Registration Number	<input type="text"/>	Date Of Birth	<input type="text"/>
Gender	Male		

**Current Discipline Details as on 03-09-2024 03:50:09**

Discipline Scheme	1 Major 1 Minor		
Discipline 1	Political Science (MAJOR)	Discipline 2	Education (MINOR)

Select Discipline Change Request Type

Swap Major And Minor

After approval, your discipline will be updated as Education(MAJOR) and Political Science(MINOR)  
Major and Minor will be swapped after approval from college.

I declare that I have verified my selection. I will adhere to all the rules and regulations set by the University for the option I have selected.

Save and Preview

## Step 5:

After clicking "Save and Preview," students can verify the request details and then submit the application. If you wish to modify any details, click on the "Edit Selection" button.

Review and Submit Discipline Change Request			
<b>Student Details</b>			
Enrolment Number		Student Name	
Registration Number	<input type="text"/>	Term	<input type="text"/>
Programme	BA : Bachelor of Arts	OU	College
Date Of Birth	<input type="text"/>	Gender	Male
<b>Current Discipline Details</b>			
Discipline 1	Political Science (MAJOR)	Discipline 2	Education (MINOR)
<b>After Approval Discipline Details Will be Updated as</b>			
Discipline Change Request Type	Swap Major And Minor	Discipline Scheme	1 Major 1 Minor
After approval, your discipline will be updated as Education(MAJOR) and Political Science(MINOR)			
Application Status	NOT-SUBMITTED		
<a href="#">Submit</a>	<a href="#">Edit Selection</a>		

## Step 6:

Students can track the status of their discipline change request through the "Services" menu. To check the status, students need to click on "Discipline Change Management." and select a programme.

<p><b>Dashboard</b></p> <ul style="list-style-type: none"><li>- Student<ul style="list-style-type: none"><li>- Dashboard</li><li>- Profile</li><li>- Certificates</li><li>- BA : Bachelor of Arts</li><li>- Fee</li><li>- Course(s) Selection</li><li>- Upload Section</li><li>- Services</li></ul></li><li>- Examination<ul style="list-style-type: none"><li>- Registration</li><li>- Hall Admit Card</li><li>- Grade Card</li></ul></li><li>- Training &amp; Placement<ul style="list-style-type: none"><li>- Register</li><li>- Available Seasons</li><li>- Applied Seasons</li></ul></li></ul>	<p><b>Discipline Change Management</b></p> <p>Discipline Change Management</p> <p><a href="#">Click Here</a></p>
---	--