



**ASSAM HIGHER SECONDARY EDUCATION COUNCIL**

**(AHSEC)**

**<https://darpan.ahseconline.in>**

**USER MANUAL FOR PROFILE UPDATE  
OF INSTITUTIONS  
ON  
DARPAN  
ADMISSION PORTAL**



This User Manual will guide the institutions to set up a profile in DARPAN Admission Portal.

**Home Page of DARPAN Admission Portal:**

**Step 1:**

After clicking Apply now button you will be redirected to Login and New Registration Page.



ASSAM HIGHER SECONDARY EDUCATION COUNCIL



HOME

INFORMATION

APPLY

LOGIN

Get Started

# "DARPAN" Online Admission Portal

Portal is Open

Update Institution Profile

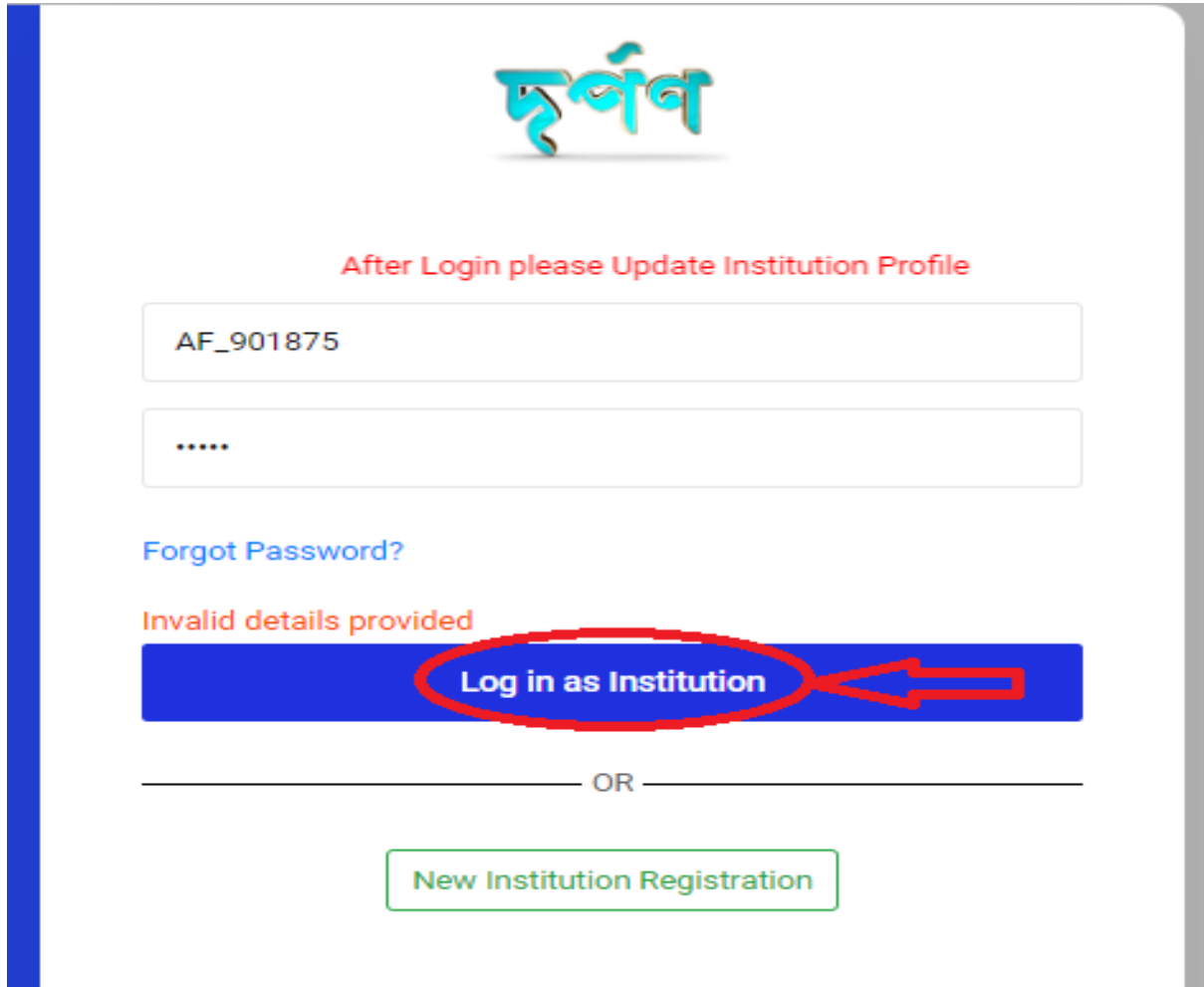
Student Admission

অসম উচ্চতৰ মাধ্যমিক শিক্ষা সংসদ  
Assam Higher Secondary Education Council  
Bamunimaldam, Guwahati - 781021

Estd. 1984

## Step 2: Login page for institutions

Institution can log in by using their institution code or verified mobile no and password.



**दर्शन**

After Login please Update Institution Profile

AF\_901875

.....

[Forgot Password?](#)

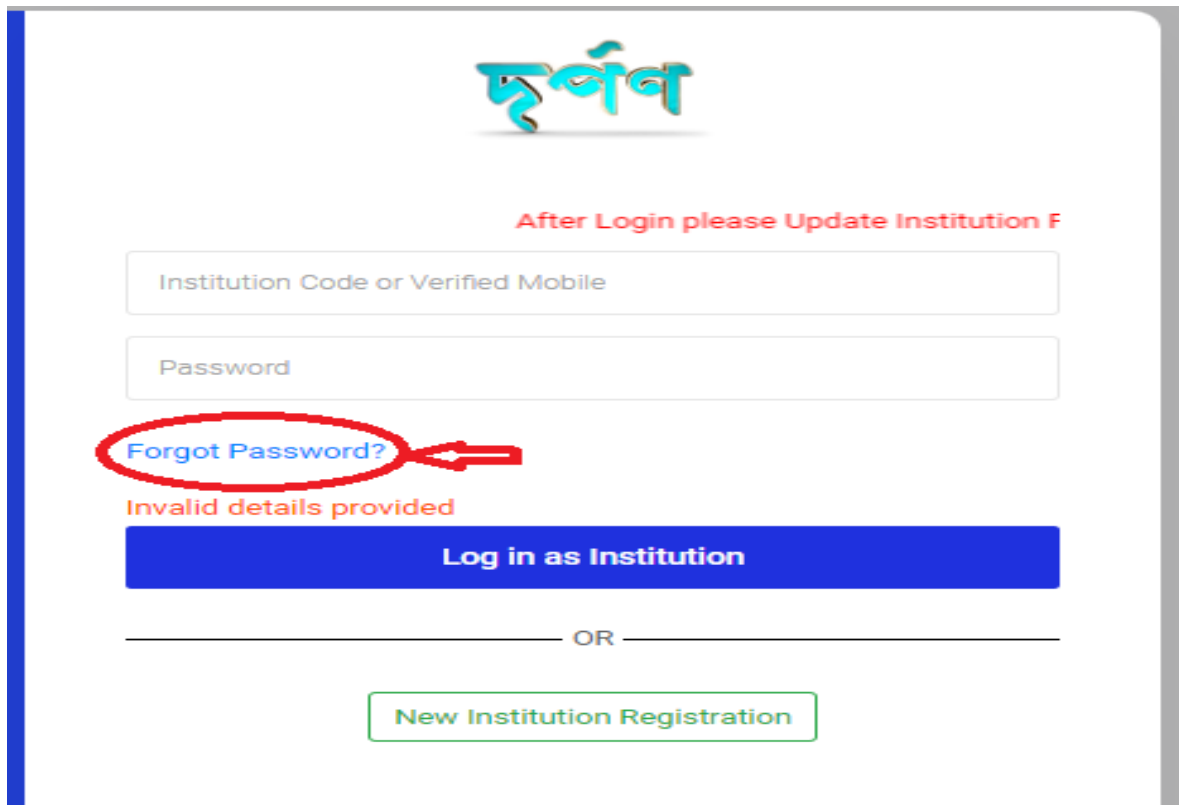
Invalid details provided

**Log in as Institution**

OR

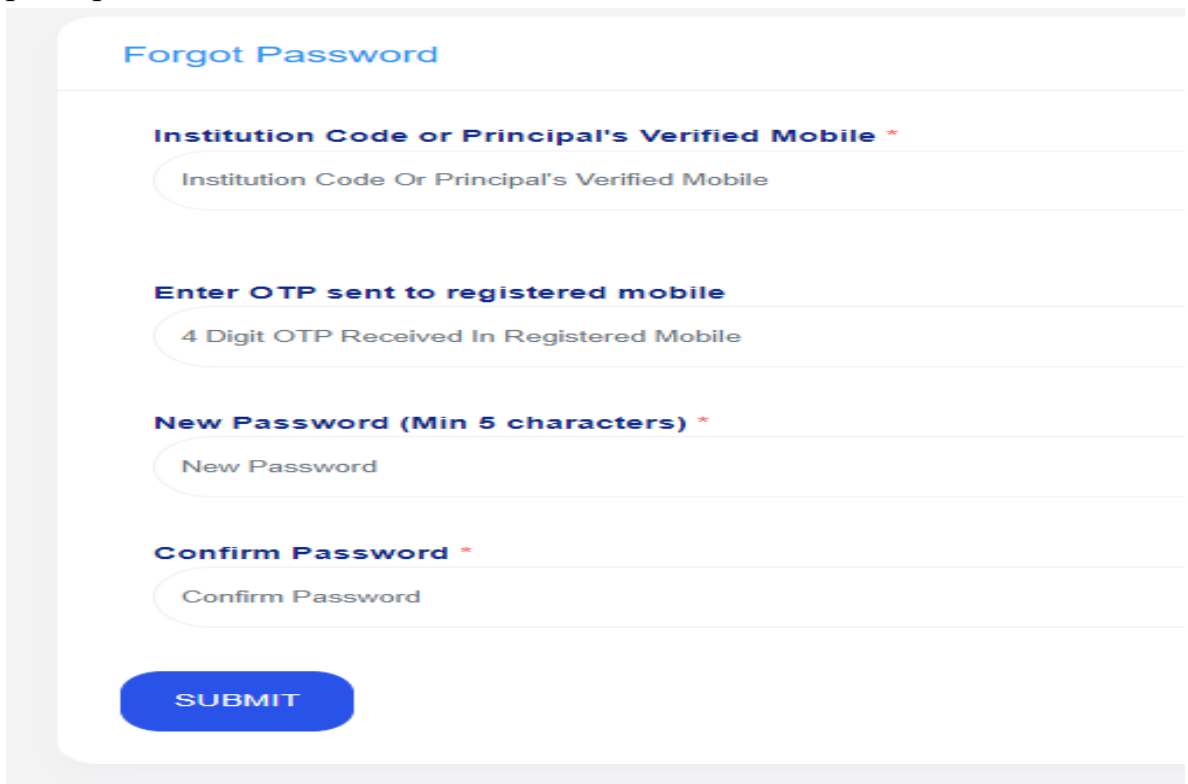
New Institution Registration

### Step 3: Forgot Password



The screenshot shows the 'Dharwad' logo at the top. Below it, a red message reads 'After Login please Update Institution F'. There are two input fields: 'Institution Code or Verified Mobile' and 'Password'. A red circle highlights the 'Forgot Password?' link, with a red arrow pointing to it. Below the link, a red message says 'Invalid details provided'. A blue button labeled 'Log in as Institution' is present. Below this is a horizontal line with 'OR' in the center. At the bottom is a green button labeled 'New Institution Registration'.

- Institution can recover their password by using institution's code or principal's verified mobile no.



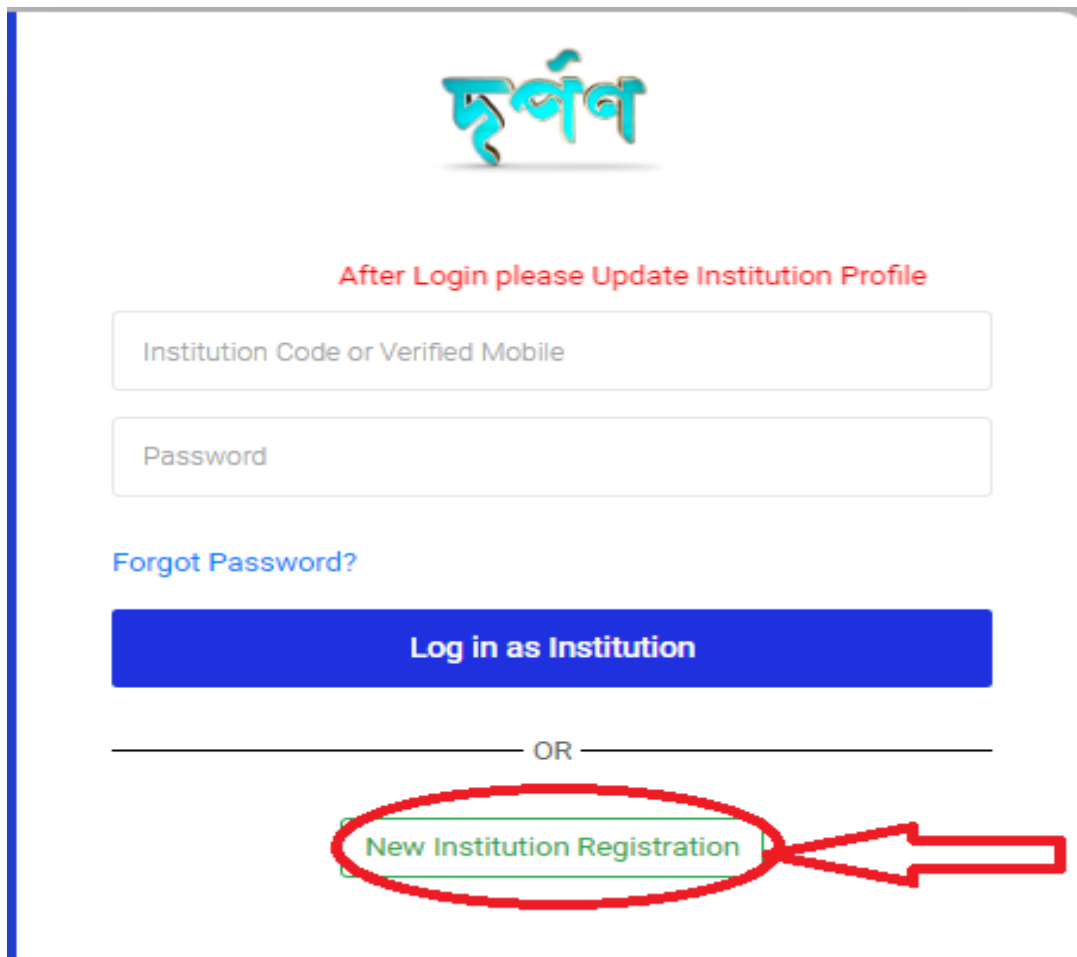
The form is titled 'Forgot Password'. It contains four input fields with labels and asterisks indicating required fields:

- Institution Code or Principal's Verified Mobile \***  
Institution Code Or Principal's Verified Mobile
- Enter OTP sent to registered mobile**  
4 Digit OTP Received In Registered Mobile
- New Password (Min 5 characters) \***  
New Password
- Confirm Password \***  
Confirm Password

A blue 'SUBMIT' button is located at the bottom left of the form.

#### Step 4: New Institution Register

After clicking New Institution Registration Button you will be redirected to Institution Registration Form.



The screenshot shows a web interface for institution login and registration. At the top center is a logo with the Hindi word 'दृष्टव' (Dṛṣṭav) in a stylized blue and green font. Below the logo, a red text prompt reads 'After Login please Update Institution Profile'. There are two input fields: the first is labeled 'Institution Code or Verified Mobile' and the second is labeled 'Password'. Below these fields is a blue link that says 'Forgot Password?'. A large blue button with the text 'Log in as Institution' is positioned below the link. A horizontal line with the text 'OR' in the center separates the login section from the registration section. In the registration section, there is a green button labeled 'New Institution Registration'. This button is circled in red, and a red arrow points from the right side of the circle towards the right edge of the page.

**दृष्टव**

After Login please Update Institution Profile

Institution Code or Verified Mobile

Password

[Forgot Password?](#)

**Log in as Institution**

OR



**New Institution Registration**

## Step 5: Institution Registration Form


**Note: All asterisk (\*) marked in red are mandatory**

- a) Fill-up all the required relevant information related to the institution.
- b) Password: Set a password for Profile Login (This password will be required for future institution login)
- c) Please verify thoroughly before submitting the application.
- d) After successful registration, you will be automatically redirected to the Dashboard.

**\*Note: For New Institution Registration a Token will be provided by DARPAN Council. (For Token please visit DARPAN council)**

Institution Registration Form

DOWNLOAD MANUAL



Registration Token ( Please Visit Registration & Admission Branch of AHSEC ,if don't have) \*

REGISTRATION TOKEN FROM AHSEC

1. Affiliation Status of Institution \*

Choose

Know Meaning of Applied For

Know Meaning of Unregistered

2. Name of the Institution \*

Name Of The Institution

3. District \*

Enter District Name

4. Address Line 1 \*

Address Line 1

5. Address Line 2 \*

Address Line 2

Activate Windows  
Go to Settings to activate Windows.

After Clicking **Submit Application** button, Institution will be redirected to Institution Dashboard.



Lab Photo

b.png

Browse

29. Password for Login (Minimum 5 Characters) \*

11111

30. Password Confirmation \*


\*\*\*\*\*


☒ I hereby declare that all information provided above is correct and true to the best of my knowledge.


Submit Application


## Step 6: Institution Dashboard.


- Please Note down the **Institution Code** on the top right corner for future login.
- On Dashboard, Institutions can monitor their detailed admission related information.



AHSEC
Update Profile
Logout



**TEST INSTITUTE**  
 Institution Code: AF 901874


 Dashboard


 Applications


 Selection List


 Waiting List


 Admissions



 Profile

Table 1: Summary Of Details For Institution:

Stream	Applications Received	Applications verified	Applications in the selection list	Applications in the waiting list	Admissions completed	Vacancy position
Arts	0	0	0	0	0	120
Commerce	0	0	0	0	0	N/A
Science	0	0	0	0	0	N/A
Vocational	0	0	0	0	0	N/A
Total	0	0	0	0	0	120

Table 2: Summary Of Admission:

Stream	Applications Received	Admission Completed			
		BOYS	GIRLS	TRANSGENDERS	TOTAL
ARTS	0	0	0	0	Reserved 0
					UnReserved 0
COMMERCE	0	0	0	0	Reserved 0
					UnReserved 0
SCIENCE	0	0	0	0	Reserved 0
					UnReserved 0
VOCATIONAL	0	0	0	0	Reserved 0
					UnReserved 0
TOTAL	0	0	0	0	Reserved 0 / UnReserved 0

Go to Settings to activate Windows.

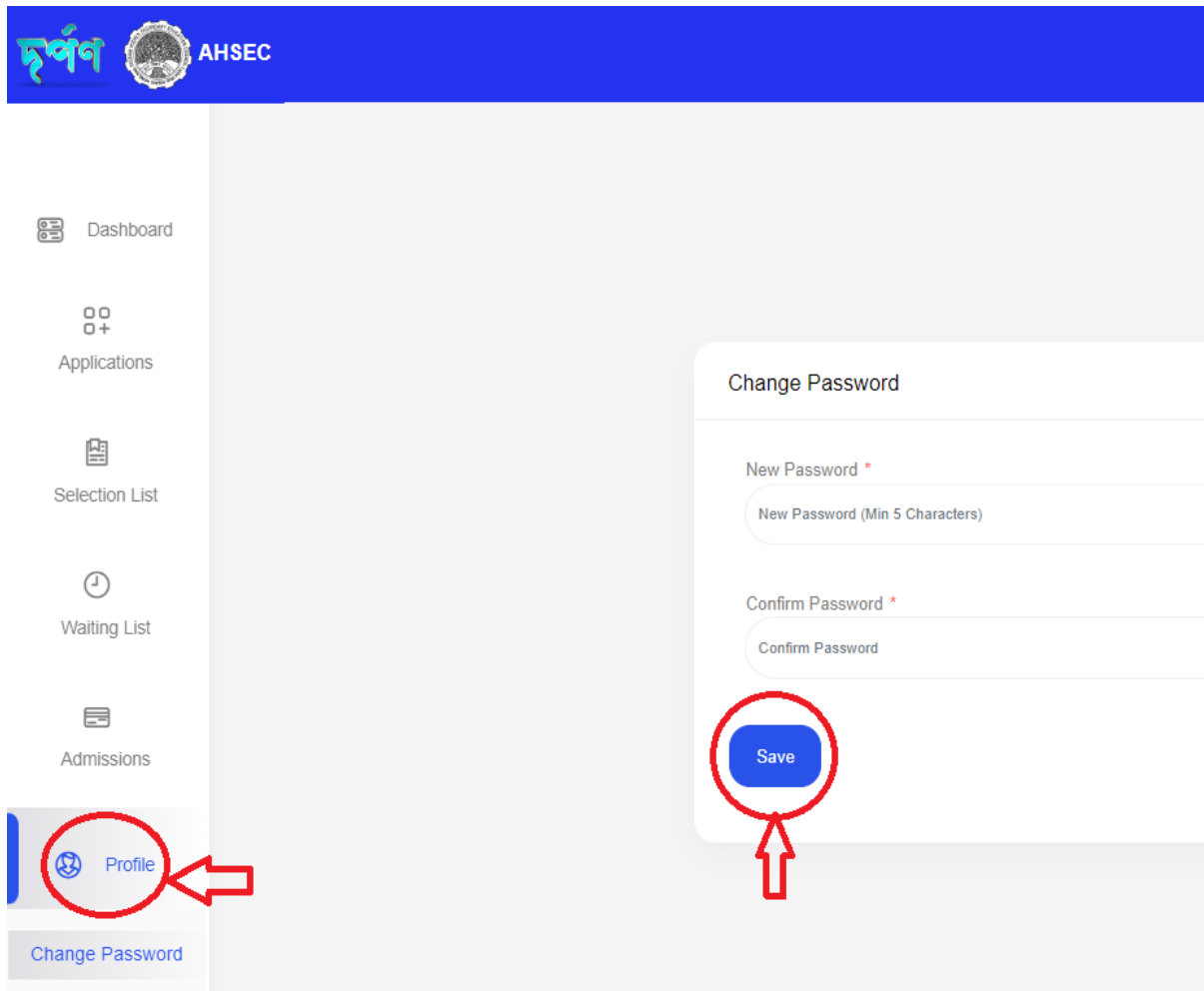
Show all



## Step 7: Change Password

Institution(s) can change their **Password** by navigating to “**Profile -> Change Password**” on sidebar menu.

- Type a new password and confirm password field and then click **save** button to update your new password.



The screenshot displays the AHSEC portal interface. The top header is blue with the AHSEC logo and name. The left sidebar menu includes options: Dashboard, Applications, Selection List, Waiting List, Admissions, Profile, and Change Password. The 'Profile' and 'Change Password' items are circled in red, with a red arrow pointing from 'Profile' to 'Change Password'. The main content area shows the 'Change Password' form, which includes two input fields: 'New Password \*' and 'Confirm Password \*'. Both fields have placeholder text: 'New Password (Min 5 Characters)' and 'Confirm Password'. A blue 'Save' button is located at the bottom of the form, circled in red with a red arrow pointing to it.

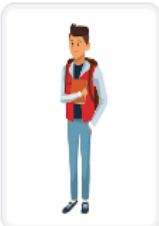
## Step 8: View Applications

To view applications, click on the **Application** tab, then select the Stream to view applications under that stream.

For Example:

“**Applications -> Arts stream**”, then all applications under arts stream will be displayed on the screen.

The screenshot shows the AHSEC portal interface. On the left sidebar, the 'Applications' tab is highlighted with a red circle and an arrow pointing to it. Below it, the 'Arts Stream' is selected. The main content area displays the 'All Pending Applicant List' with a table of pending applications. The table has columns for 'No', 'PHOTO', 'NAME', and 'PERSONAL'. The first entry is a student with a photo of a person with a backpack, labeled '1' in the 'No' column. The 'NAME' column shows 'TEST NAME'. The 'PERSONAL' column shows 'FATHER:TEST FATHER', 'MOTHER:TEST MOTHER', and 'GENDER:MALE'. Below the photo, there is a yellow box with the ID '28-05-2022-AF\_901875-1-736429'. At the bottom of the entry, there is a blue button labeled 'Verify Profile' which is circled in red with an arrow pointing to it. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom of the page, there is a section for 'List of Verified Applicants' with a 'Show 10 entries' dropdown.

No	PHOTO	NAME	PERSONAL
1		TEST NAME	FATHER:TEST FATHER MOTHER:TEST MOTHER GENDER:MALE

Showing 1 to 1 of 1 entries

Verify Profile

- To verify student's profile, please click on **Verify Profile**.

Dashboard

Applications

Arts Stream

Selection List

Waiting List

Admissions

Profile

### Applications In Arts

Easily find candidates by searching with their name or ARN number

#### All Pending Applicant List

Show 10 entries

No	PHOTO	NAME	PERSONAL
1		TEST NAME	FATHER:TEST FATHER MOTHER:TEST MOTHER GENDER:MALE

28-05-2022-AF\_901875-1-736429

Verify Profile

Showing 1 to 1 of 1 entries

Update Profile

Logout

TEST INSTITUTION 2

Institution Code: AF\_901875

Click here to know How To Add In Lists

ARN: 28-05-2022-AF\_901875-1-736429

TEST NAME

Arts Stream

BOARD: KBVSASU  
ROLL: B20-001  
NO: 0001  
RELIGION: HINDUISM  
CASTE: GENERAL  
MOBILE: 8753998079  
PASSED CLASS 10th In: 2022  
Address: address 1  
Belongs to Specially abled Category: no  
Belongs to EWS Category: no  
Have any state/national level extra curricular certificate: no

Add to List

After clicking **Add to LIST** you will be able to put a student to **Selection list** or **waiting list**.

## Step 9: Selection List

To view selection list, click on the **Selection List** tab, then select the Stream to view **selection list** under that stream.

For Example:

“**Selection List -> Arts stream**”, then all selection lists (unreserved and reserved) under arts stream will be displayed on the screen.

**AHSEC**

Dashboard

Applications

**Selection List**

Arts Stream (Unreserved)

Arts Stream (Reserved)

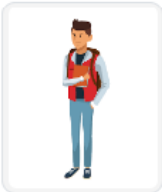
Waiting List

Admissions

Profile

All Pending Applicant List

Show 10 entries

No	PHOTO	NAME	PERSONAL
1		TEST NAME	FATHER:TEST FATHER MOTHER:TEST MOTHER GENDER:MALE

28-05-2022-AF\_901875-1-736429

Verify Profile

Showing 1 to 1 of 1 entries

List of Verified Applicants

images.png

seba\_app\_process\_....sql

Dashboard

Applications

Selection List

Arts Stream  
(Unreserved)

Arts Stream  
(Reserved)

Waiting List

Admissions

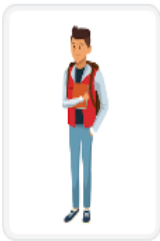
Profile

## Applications In Arts | Selection List | Unreserved

Easily find candidates by searching with their name or ARN number

### All Pending Applicant List

Show 10 entries

No	PHOTO	NAME	PERSONAL
1		TEST NAME	FATHER:TEST FATHER MOTHER:TEST MOTHER GENDER:MALE
	<div>28-05-2022-AF_901875-1-736429</div> <div>Verify Profile</div>		

Showing 1 to 1 of 1 entries

## Step 10: Waiting List

To view waiting list, click on the **Waiting List** tab, then select the Stream to view **waiting list** under that stream.

For Example:

“**Waiting List -> Arts stream**”, then all waiting lists (unreserved and reserved) under arts stream will be displayed on the screen.

Dashboard

Applications

Selection List

**Waiting List**

Arts Stream (Unreserved)

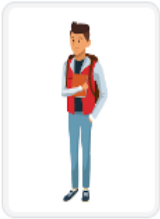
Arts Stream (Reserved)

Admissions

Profile

### All Pending Applicant List

Show 10 entries

No	PHOTO	NAME	PERSONAL
1		TEST NAME	FATHER: TEST FATHER MOTHER: TEST MOTHER GENDER: MALE

28-05-2022-AF\_901875-1-736429

Verify Profile

Showing 1 to 1 of 1 entries

### List of Verified Applicants

Dashboard

Applications

Selection List

Waiting List

Arts Stream (Unreserved)

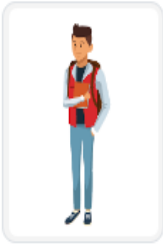
Arts Stream (Reserved)

Admissions

Profile

All Pending Applicant List

Show 10 entries

No	PHOTO	NAME	PERSONAL
1	<div><div>28-05-2022-AF_901875-1-736429</div><div>Verify Profile</div></div>	TEST NAME	FATHER:TEST FATHER MOTHER:TEST MOTHER GENDER:MALE

Showing 1 to 1 of 1 entries

List of Verified Applicants

Show 10 entries


## Step 11: Admissions

To view admissions, click on the **Admissions** tab, then select the Stream to view **admissions** under that stream.

For Example:

“**Admissions -> Arts stream**”, then all admissions under arts stream will be displayed on the screen.

The screenshot displays a web application interface for admissions. On the left is a sidebar with navigation links: Dashboard, Applications, Selection List, Waiting List, Admissions (highlighted with a red circle and arrow), Arts Stream, and Profile. The main content area is titled 'Applications In Arts | Admission List' and includes a search prompt: 'Easily find candidates by searching with their name or ARN number'. Below this is a section for 'All Pending Applicant List' with a 'Show 10 entries' dropdown. A table lists the applicants with columns for 'No', 'PHOTO', 'NAME', and 'PERSONAL'. One applicant is listed with a photo of a person in a red vest, the name 'TEST NAME', and personal details: 'FATHER:TEST FATHER', 'MOTHER:TEST MOTHER', and 'GENDER:MALE'. An orange badge shows the ARN '28-05-2022-AF\_901875-1-736429' and a 'Verify Profile' button is present. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

No	PHOTO	NAME	PERSONAL
1		TEST NAME	FATHER:TEST FATHER MOTHER:TEST MOTHER GENDER:MALE

28-05-2022-AF\_901875-1-736429

Verify Profile

Showing 1 to 1 of 1 entries





AHSEC



Dashboard



Applications



Selection List



Waiting List



Admissions

Arts Stream



Profile

## Applications In Arts | Admission List

Easily find candidates by searching with their name or ARN number

### All Pending Applicant List

Show 10 entries

No	PHOTO	NAME	PERSONAL
----	-------	------	----------

1



TEST NAME

FATHER:TEST FATHER  
MOTHER:TEST MOTHER  
GENDER:MALE

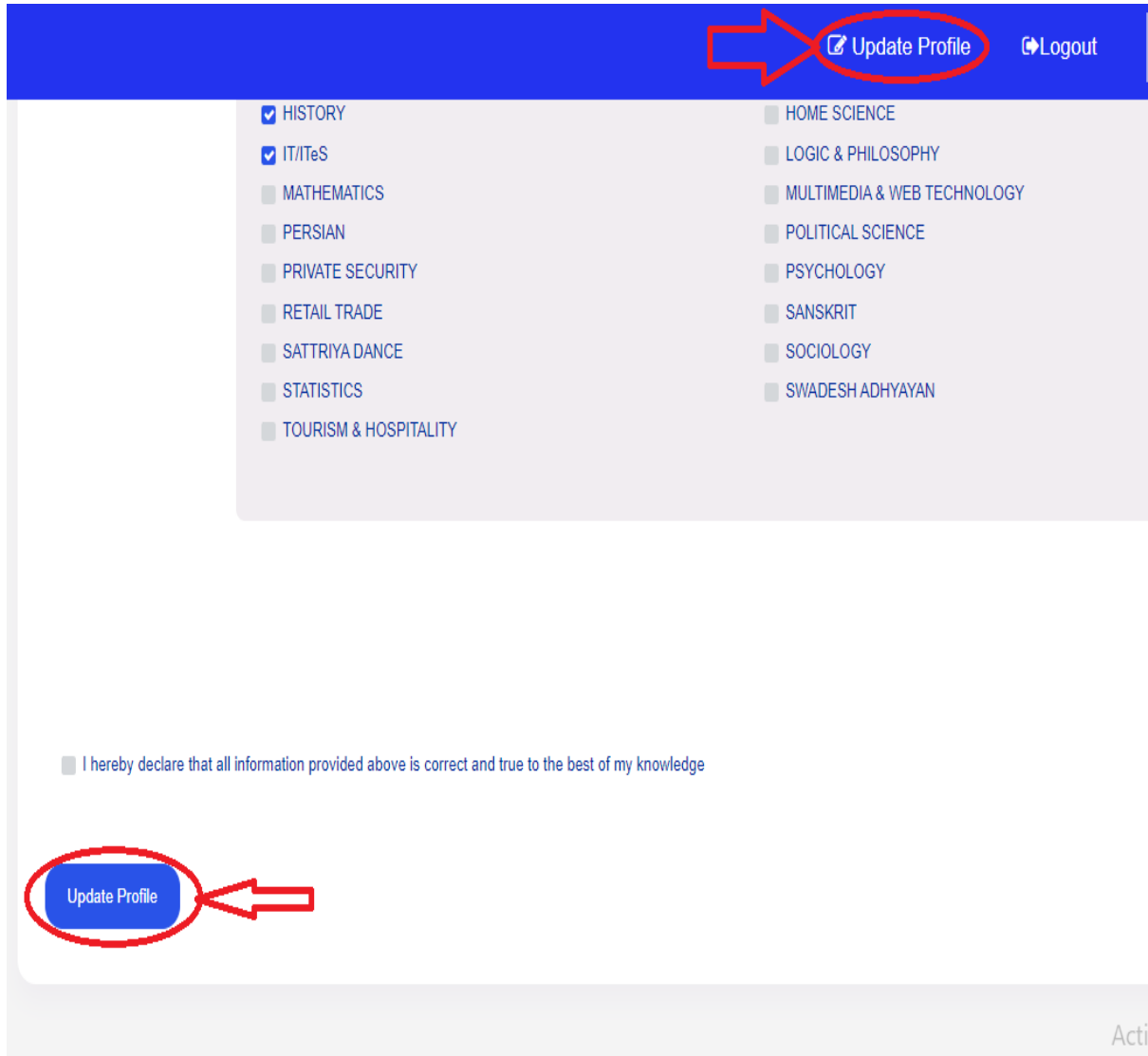
28-05-2022-AF\_901875-1-736429

Verify Profile

Showing 1 to 1 of 1 entries

## Step 12: Update Profile

- **Update Profile** (located on the Nav-Bar) : After clicking **update profile** you will be able to see your institution profile. Then you will be able to edit your institution by clicking on the **Update Profile** button located below.



☒ HISTORY

☒ IT/ITeS

☐ MATHEMATICS

☐ PERSIAN

☐ PRIVATE SECURITY

☐ RETAIL TRADE

☐ SATTRIYA DANCE

☐ STATISTICS

☐ TOURISM & HOSPITALITY

☐ HOME SCIENCE

☐ LOGIC & PHILOSOPHY

☐ MULTIMEDIA & WEB TECHNOLOGY

☐ POLITICAL SCIENCE

☐ PSYCHOLOGY

☐ SANSKRIT

☐ SOCIOLOGY

☐ SWADESH ADHYAYAN

☐ I hereby declare that all information provided above is correct and true to the best of my knowledge

Acti

Thank You