



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय  
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(A Central University)

पत्रांक : ग.वि.वि./ RO /2024/137

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### CIRCULAR

This is to inform all employees about the **Minutes & Resolutions Archive & Retrieval System Module** of the Samarth eGov suite. The module is accessible to all employees through their Samarth Employee Profile and can be used to streamline documentation management before, during, and after meetings.

Furthermore, it can be utilized to store and, if required, share documents pertaining to official meetings such as Minutes of the Meeting, Resolutions, Reminders, Action Items assignment, etc., either publicly or privately.

Instructions for using the Module are as follows:

- To upload a document, follow these steps:  
Login to Samarth Admin/ Employee Profile via <https://hnbgu.samarth.ac.in/index.php/site/login> > Click on 'Data Management' on the left menu of the dashboard> Navigate to 'Document' under the 'Minutes Archive & Retrieval' Card and click on 'Create Document'> Fill in all mandatory fields (marked with \*). Please note that all added 'Members' will be able to view the file regardless of the Public/Private view type. > Click on 'Save and Continue>>' after adding required details.> Upload files by clicking on '+ Select File'.  
*Note: Selecting 'Private' in the 'View Type' will restrict visibility of the uploaded document(s) to only the selected members.*
- To create a Document Type: Click on 'Document Types' on the sidebar.> Click on 'Add Document Type'.> Add 'Name' and under 'Status', select 'Active' to make the added Document type functional.> Click on 'Create'.

For more detailed information and instructions, please visit the official Samarth Website via the following link:

<https://docs.samarth.ac.in/docs/data-management/minutes-resolutions-archive-retrieval-system/>

For any queries or assistance regarding the Module, please contact Mr. Kuldeep Singh, A.R. (Meeting Cell), via [kuldeeparhnb@gmail.com](mailto:kuldeeparhnb@gmail.com) or at +91-9997745481

Registrar

#### **Copy for information & necessary action to:**

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7. PS to VC, for kind information of Hon'ble Vice Chancellor.
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