OFFICE OF THE PRINCIPAL

K.C. DAS COMMERCE COLLEGE

A Provincialised College under the Government of Assam

UGC Recognised; AICTE Recognised; Affiliated to Gauhati University; NAAC Accredited; ISO 9001:2015

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FORM FILL UP NOTICE

FOR FYUGP B.A./B.COM SEMESTER I (REGULAR BATCH 2026) STUDENTS

(19/11/2026)

It is hereby informed to all concerned students that the Examination form fill up process for the FYUGP B.A./ B.Com Semester- I (Regular Batch 2026) Examination, 2026 will be done through SAMARTH e-Gov Portal from **19th November, 2026**.

The following are some of the guidelines:

1. Examination Form fill-up has been opened through SAMARTH e-Gov Portal from 19th November, 2026 to 24th November, 2026 (Without fine) & upto 25th November (With fine).
2. Students must login the **https://gauhati.samarth.edu.in** for filing their forms.
3. Individual students need to deposit the examination fees through online payment gateway available in SAMARTH e-Gov Portal only. **No other mode of payment will be accepted.**

   Fees to be paid to Gauhati University (For Regular students only):

Sl No	Particulars of Fees (to be paid to Gauhati University)	Amount (in Rs)
1	Examination Fee (Without Fine)	980
2	**Late fee fine (after 24th Nov, 2026 midnight)**	550

4. Only the students who could complete the course registration process should pay the examination fees. Those students who did not complete the course registration process, their form fill up will not be successful even though payment has been made. College will not be responsible for any such payments made in SAMARTH e-Gov Portal.
5. The system for online filling up of form will become inoperative after the expiry of the last date (With fine). No student will be allowed to fill up the form afterwards.
6. After duly filling up the Online Examination form, candidates need to deposit the following fees online through student login of the **College erp Portal** **https://erp.kcdccollege.ac.in/students_login.php**

Sl No	Particulars of Fees (to be paid in College erp Portal)	Amount (in Rs)
1	Centre Fees	400
2	AEC/VAC/MDC/SEC Examination Fee	100
Total		**500**
3	Practical Fees (only for those B.A. students who have practical paper)	340

7. After duly paid the above mentioned Fees, Candidates have to get their forms (hardcopy) and to be verified in the college premises on **27st November, 2026 as per Room allotment notice to be served later on**.
8. For verification, candidates need to bring the **Hard copy of duly filled-up examination form, Centre fee, AEC/VAC/MDC/SEC Examination fee & Practical fee (if required) Payment Receipt, B.Com 1st Semester Admission Receipt & VAC Level II/III Fee Payment Receipt.**

Sd/-
Dr. Hrishikesh Baruah
Principal
K. C. Das Commerce College

GAUHATI UNIVERSITY
Guwahati – 781014

Ref: GU/UG/Exam form/FYUGP/2026/018 Date: 18-11-2026

To,
The Principal
All Affiliated/Permitted General Degree Colleges under Gauhati University.

Sub: Online Examination Form fill up of Semester-I (Regular Batch 2026) of FYUGP B.A./B.Sc./B.Com. through SAMARTH e-Gov Portal.

Sir/Madam,

This is to inform you all that the Examination form fill up process for the students of Semester-I (Regular Batch 2026) of FYUGP B.A./B.Sc./B.Com. will be opened through SAMARTH e-Gov Portal from **19th November, 2026 to 24th November, 2026 (without fine)** and upto **25th November, 2026 (With Fine)**. Students must log in the ***https://gauhati.samarth.edu.in*** for filling their forms.

i) Office of the Controller of Examinations, Gauhati University will not accept any examination form or fee from students.

ii) Individual students need to deposit the examination fees through online payment gateway available in the SAMARTH e-Gov Portal only. **No other mode of payment will be accepted**.

iii) For reference, please go through the User Manual attached herewith.

iv) Students who could not complete the Course Registration earlier must complete the Course Registration process before attempting to fill up the examination forms during the above stipulated time period.

v) Colleges must complete the Form Verification process by 30th November, 2026. Admit Cards/Attendance Sheets will be available only for the verified examination forms latest by 9th December, 2026.

Fees to be paid:

Candidates have to deposit Examination Fees through online payment gateway available in the SAMARTH e-Gov Portal only:

Examination fees to be paid to Gauhati University
(For FYUGP 1st Semester Regular Examination' 2026)

Sl No.	Particulars of Fees	Amount (Rs.)
1	Examination Fees (without fine)	980/-
2	Late Fee Fine (after 24th November, 2026 Midnight)	550/-

Note: An amount of Rs. 100/- as AEC/VAC/MDC/SEC Examination Fee along with Center fees and Practical fees will be collected & retained by the concerned colleges/institutions.

18-11-2026.

Gopinath Bordoloi Nagar
18th November, 2026

(Prof. Kandarpa Kr. Sarma)
Controller of Examinations
Gauhati University

Annexure I

Steps to follow by candidates to fill up Examination Form

1. Log in to your account through https://gauhati.samarth.edu.in/
2. Click on the "Examination Registration" from the left hand panel after login.
3. Click on "**Click here for Examination Form**"
4. Select your PwD status (**if not belonging to PwD, select Not Applicable from drop down menu**)
5. Verify all courses which are listed. Courses will be available for those candidates only who had completed the Course Registration process successfully as per the notification of o/o the Academic Registrar, GU.
6. *Those who didn't complete course registration must not proceed further to pay the Examination Fees.*
7. Then click on Submit button
8. After this click on the payment link "Click here for payment"
9. Pay the requisite amount shown

NOTE:

1. These steps are necessary actions to successfully submit the Examination Form.
2. Please don't refresh while doing the transaction. It may cause failure of the Examination Form submission.
3. **If your Form Status remains as "Draft" after attempting payment of fees, then do the following in the portal to check the payment status: Dashboard >> Fee (in the left-hand side panel) >> All Transactions >> Check Payment Status**. If payment was successful, then the form will be submitted after clicking "Check Payment Status" and a confirmation message in Green colour will appear at the top.
4. The same facility is available in the last page of form submission also, if the form status remains as "Draft".