



OFFICE OF THE PRINCIPAL

K.C. DAS COMMERCE COLLEGE

A Provincialised College under the Government of Assam

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

Chatribari, Guwahati: 781 008, Assam

E-mail: kcdcollege@gmail.com Web: www.kcdcollege.ac.in

Phones: +91 361 2733691; +91 94357 07157

NOTICE

01/06/2024

It is hereby notified for information to all students of B.Com, B A & B.Sc. 2nd Semester (FYUGP) that their Final Examination Form Fill up is live in the website of Gauhati University i.e. <https://gauhati.samarth.edu.in> from 01/06/2024. Students are asked to complete their Examination Form Fill Up before 2nd June, 2024. All students are asked compulsorily to do their Form Fill up within the date.

(Dr. Hrishikesh Baruah)

Principal

K. C. Das Commerce College



Ref No. GU/COE/8580

Date 31/05/2024

NOTIFICATION

In continuation to earlier CoE. GU letter vide letter no. GU/UG/Exam form/FYUGP & FYIMP/2023-2024-02 dated 15-05-2024, this is to inform you that Gauhati University will process second-semester examination using the <https://gauhati.samarth.edu.in>

Although, the students have filled their forms in <https://onlinegu.in/>, it is mandatory to fill-up their examination forms in <https://gauhati.samarth.edu.in> for issuance of admit cards of second semester examination.

Hence, it is to be noted that the examination form fill-up has to be done for all students of Semester-II (FYUGP & FYIMP Regular batch 2023) Examination, 2024 are to compulsorily done in <https://gauhati.samarth.edu.in> and the following points are to be noted.

To be done by STUDENTS

Sl No.	Steps
1.	Students need to login and register their papers at the student portal (https://gauhati.samarth.edu.in), (step-by-step guide for student is enclosed Annexure-I)
2.	Students need to select their papers and submit the examination form at the student portal (https://gauhati.samarth.edu.in), (step-by-step guide for student is enclosed Annexure-I)

To be done by Colleges

1. Colleges need to validate the submitted form at the Institutional administrative portal (<https://gauhati.samarth.ac.in>). The login credentials of all Principals to enter this portal will be same which they are using in the (<https://assam.samarth.ac.in>)
2. The Colleges need to ensure that examination fees are collected from the students. If students are marked as validated by the Colleges in the portal, then it is implied that



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3. **Fees are collected by the College, and upon remittance of the amount to the University, the admit cards will be issued by the University.**
4. After issue of the admit cards, the students will be able to download their admit cards from the student portal (<https://gauhati.samarth.edu.in>)

The Examination Fee structure and account details remain the same, as per the earlier letter in reference, and if the relevant Fees are already paid earlier for the same set of examination process, the fees need not be paid again.

Last date

1. The last date of filling-up of the form by students is 3rd June 2024
2. The last date to validate/approve the submitted form by students is 4th June, 2024

It is to be noted that admit card of up-approved students will not be generated.

Note:

For any queries. Please feel free to contact in the following numbers: 8638031043,7576918840.

Date :- 31.05.2024

Dr. D. J. Choudhury
31/5/24
Controller of Examinations
Gauhati University

Copy for information to:

1. The Hon'ble Vice Chancellor, GU
2. The Registrar, GU.
3. The Director CDC, GU
4. The Deputy Controller of Examinations, GU, for information and necessary action
5. The Principal, all affiliated colleges with GU.
6. The System office, with a request to upload the notification in the university website..
7. Office File

Introduction

This document is the reference for students, for online submission of Examination form of Gauhati University through Samarth student portal (<https://gauhati.samarth.edu.in/>)

Login

Step 1: Open the <https://gauhati.samarth.edu.in> link, the homepage will appear as below:

In the student portal homepage, students will be able to see three (3) options as follows:

1. **Login**
 - a. Already registered students can directly login using their login credentials of the portal.

2. **New Registration**
 - a. Students doing first-time registration have to click on the “New Registration” option to generate their login credentials

3. **Reset Password**
 - a. If a student forgets his/her password they can reset it using the “Reset password” option.

Note:

Enrolment Number as assigned on the central admission portal for 2023. If you do not have your enrolment number contact your **College** to get your enrolment number or Login to admission portal 2023 to check your enrolment number.

SECTION-A

New Student Registration

Step 1. Students can register themselves by clicking on the “New Registration” Button,

After that, the following details need to be selected/entered by the students:

- Programme
- Name (as on ID card)
- Mode of Registration
 - Enrollment Number
- Enrollment Number

Then, click on the  button.

After that, a new window will appear. In that, the following details need to be entered for the new registration:

- Mobile Number
 - Email Address
- (These details must be correct to receive OTP via mail)

Then, click on the  button.

After successful verification of the OTP received via Mail/SMS, click on the  button to proceed further.

Once OTP will be verified, students need to set a password for their login in a new window

Then, click on the  button.

Note: The students need to note down the username for further use.

Paper (course) Selection Process

For selection of the papers (courses), students need to follow the below-mentioned steps:

Step 1: Login to Student Portal with valid credentials

Step 2: After successful login, the student will be redirected to the dashboard. Then the students need to click on [CLICK HERE](#) button to view/select the courses related to their respective programme.

Step 3: After that, a new window will appear. Here, students can view their courses and also select their courses.

To select the courses, students need to click on [Click here to select your courses](#) button.

Step 4: After clicking on the button, students need to select the courses from the dropdown lists. Then, click on the [Submit](#) button.

Step 5: After clicking on the "Submit" button, students will be able to preview the list of selected courses.

In that, Students can update their courses selection by clicking on [Update Course Selection](#) button.

Step 6: Then, click on  button to finally submit the selected course .

Step 7: A pop-up window will appear for confirmation of selected courses. On that, click on the “OK” button.

After successful completion of the course selection a new window will appear with the message that “Papers (courses) submitted successfully”.

SECTION- B

Examination Form Filling

For Examination form filling students need to click on the **Home** button.

Step 1: Then click on “**Examination**” from the left pane and then click on “**Registration**”.

In that, students can see the active examination sessions.

Students need to open their examination form by clicking on the “**CLICK HERE**” button below their programme.

Step 2: In a new window, examination form will appear and student needs to fill the following details:

- PWD Status (YES/NO)
- Disability Percentage(If YES)
- Need of scribe in the Examination (If YES)

Then, click on the  button.

Step 3: In the new window, students need to confirm the course (paper) selected in the Examination Form. Further, student will proceed for final submission by clicking on “**Submit Exam Form**” button.

After successful completion of the Examination Form Fill-up, students can download the examination form in the PDF format by clicking on the “**Print Application**” button located on the top right side of the student portal.

*****End of document*****