



## OFFICE OF THE PRINCIPAL

# K.C. DAS COMMERCE COLLEGE

A Provincialised College under the Government of Assam

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

Chatribari, Guwahati: 781 008, Assam

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## FORM FILL NOTICE

### FOR FYUGP B.A./B.COM SEMESTER I (REGULAR BATCH 2025) STUDENTS

**(06/12/2025)**

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 2025) Examination, 2025 has been started through SAMARTH e-Gov Portal from 5<sup>th</sup> December, 2025.

The following are some of the guidelines:

1. Examination Form fill-up has been opened through SAMARTH e-Gov Portal from 5<sup>th</sup> December, 2025 to 10<sup>th</sup> December, 2025 (Without fine) & upto 12<sup>th</sup> December (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 & Enrolment fees through online payment gateway available in SAMARTH e-Gov Portal only. No other mode of payment will be accepted. For any "Draft" issue, refer to Annexure attached with the GU notice attached herewith.

#### **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
3	Late fee fine (after 10 <sup>th</sup> Dec, 2025 midnight)	550

4. Only the students who 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 Examination form, candidates need to deposit the following fees online through student login of the College ERP Portal [https://erp.kcdcollege.ac.in/students\\_login.php](https://erp.kcdcollege.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	Practical Fees (only for BA students who have practical paper)	340

7. After duly paid the Centre Fees, Candidates have to get their forms (hardcopy) and to be verified in the examination branch of the college on **12<sup>th</sup> December from 1.30 PM, 2025 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 Payment Receipt, Practical Fee Payment Receipt (if any), 2<sup>nd</sup> & 3<sup>rd</sup> level fee payment receipt of Value Added Course.**

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

**GAUHATI**  **UNIVERSITY**  
**GUWAHATI - 781014**

Ref- GU/UG/Exam form/FYUGP/2025/118

Date: 05.12.2025

To,

The Principal

All Affiliated/Permitted General Degree Colleges under Gauhati University

Sub: Online Examination form fill up of Semester-I (Regular Batch 2025) of FYUGP BA/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 2025) of FYUGP BA/B.SC/B.COM is opened through SAMARTH e-Gov Portal as per the dates mentioned below:

Examination form fill up has been opened through SAMARTH e-Gov Portal from **05<sup>th</sup> December' 2025 to 10<sup>th</sup> December' 2025 (Without Fine) and upto 12<sup>th</sup> December' 2025 (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. For any "Draft" issue, refer to Annexure attached herewith.**
- iii) For reference, please go through the User Manual attached herewith.
- iv) **Colleges must complete the Form Verification process by 13<sup>th</sup> December' 2025. Admit Cards/Attendance Sheets will be available only for the verified examination forms.**

**Fees to be paid:**

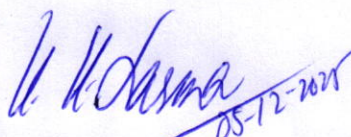
Candidates have to deposit Examination Fees through online payment gateway available in the SAMARTH e-Gov Portal only :

**Examination fees to be paid to Gauhati University  
(For FYUGP 1<sup>st</sup> Semester Regular Examination' 2025)**

<b>Sl. No</b>	<b>Particulars of Fees</b>	<b>Amount (Rs.)</b>
<b>1</b>	<b>Examination Fee (Without Fine)</b>	<b>980.00</b>
<b>2</b>	<b>Late fee fine (after 10<sup>th</sup> December' 2025 Midnight)</b>	<b>550.00</b>

Note: Centre Fees and practical Fees (if any) will be collected & retained by the concerned college/Department.

Gopinath Bordoloi Nagar  
05<sup>th</sup> December, 2025

  
(Prof. K.K. 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 via Razorpay"
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 remain 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".