



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: kcdccollege@gmail.com Web: www.kcdccollege.ac.in

Phones: +91 361 2733691; +91 94357 07157

Ref. No. :KDCDC/

Date: 13/05/2026

FORM FILL-UP NOTICE FOR 4TH SEM. (FYUGP)

As per Gauhati University notification dated 11th May, 2026, for filling up online examination form through SAMARTH e-Gov Portal, it is hereby notified for information to all the students of **B.A. & B.Com. IV Semester (FYUGP) Examination, 2026** that their Form Verification will be held on **20th May, 2026, from 1:00 P.M.** onwards in the College premise. However, the following important steps have to be followed by the students before verification.

Examination Form fill-up has been opened through <https://gauhati.samarth.edu.in> from **11th May, 2026 to 15th May, 2026 (Without fine) & upto 16th May, 2026 (With fine)**---

- **Last date of Submission of Examination form is fixed on 20th May, 2026.**
- **After last date the college will not entertain their examination form.**

Fees to be paid to Gauhati University

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 5 th May, 2026 midnight)	550

1. 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 the Gauhati University Portal.
2. 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.
3. 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.kcdccollege.ac.in/students_login.php.



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S. No	Particulars of Fees (to be paid in College ERP Portal)	Amount with Practical fees (Rs)	Amount without Practical fees (Rs)
1	Practical fees (if any)	340	Nil
2	Centre Fees	400	400
3	AEC Examination Fees	100	100
Total		840	500

For verification students have to come to the College in College Uniform and bring the hardcopies of the following documents compulsorily i.e.,

- Examination Form
- Admission Fee Payment Receipt.
- Examination Fee payment receipt
- Mark sheet / Admit Card of previous semesters (in original & photo copy)

(Hrishikesh Baruah)

Principal

K. C. Das Commerce College

GAUHATI UNIVERSITY

GUWAHATI – 781014

Ref: GU/UG/Exam form/FYUGP/2026/137

Date : 11.05.2026

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

Sub: Online Examination Form fill up of Semester- IV (Regular Batch 2024) 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-IV (Regular Batch 2024) of FYUGP B.A/B.Sc/B.Com is opened through SAMARTH e-Gov Portal from **11th May, 2026 to 15th May, 2026 (without fine) and upto 16th May 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) **Colleges must complete the Form Verification process by 23th May, 2026. Admit Cards/Attendance Sheets will be available only for the verified examination forms latest by 2nd June, 2026.**

Fees to be paid:

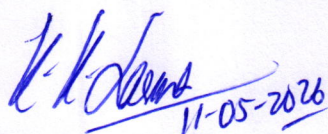
Candidates have to deposit Examination Fees through online payment gateway available in the SAMARTH e-Gov Portal only:

Examination fees to be paid to Gauhati University
(For FYUGP 4th Semester Regular Examination' 2026)

Sl No.	Particulars of Fees	Amount (Rs.)
1	Examination Fees(without fine)	980/-
2	Late Fee Fine (after 16 th May,2026 Midnight)	550/-

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

Gopinath Bordoloi Nagar
11th May, 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 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 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"