Ref. No. : KCDCC/   Date:

ONLINE EXAMINATION FORM FILL UP NOTICE

(FYUGP B. Com/B.A 1st Semester Examination, 2024)

Date- 03-12-2024

As per Gauhati University notification dated-03/12/2024 for filling up online examination form, it is hereby notified for information to all students of B.A. /B.Com Semester-I (Regular Batch, 2024) that their Form Verification will be held on **05-12-24 from 12:30 pm** onwards in the College premises. However, the following important steps have to be followed by the students before verification-

➢ Students have to fill up the Examination form & also make the payment of Examination Fees Rs. 890/- in https://gauhati.samarth.edu.in,

➢ After filling up the examination form & payment of Examination Fees, students have to pay Rs. 740/- (as Centre fees & Practical fees) online through the payment link **https://erp.kcdccollege.ac.in** → **Student Login** from 4th December to 5th December, 2024 up to 12 Noon.

Sl No	Particulars of Fees	Amount (in Rs)
1	Practical Fees	340
2	Centre Fees	400
Total		740

For verification students have to come to the college in College Uniform   and bring the hardcopies of the following documents compulsorily i.e.,
   a. Examination Form & Examination Fee Payment Receipt (downloaded from https://gauhati.samarth.edu.in)
   b. Centre fees & Practical fees (Rs. 740/-) Receipt (downloaded from https://erp.kcdccollege.ac.in → Student Login)
   c. B.Com/B.A 1st Semester Admission fees payment receipt

Ref. No. : KCDCC/   Date:

> Form verification of students will be done on **05-12-2024 from 12:30 pm** to **3.00 pm** as per the following Roll no. wise Room allocation:

Room No	Class Roll No. Range
N2	01-65
N4	66-125
4	126-250
5	251-375
6	376-500
14	501-625
25	626 onwards
3	B.A, (All)

** Before filling up the online examination form in https://gauhati.samarth.edu.in, students should go through the "Gauhati University notification dated-03/12/2024 for filling up online examination form" as well as "*annexure I- the steps to be follow by candidates to fill up examination form*" annexed with the notification.

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

Ref- GU/UG/Exam form/FYUGP & FYIMP/2024-2025/02

Date: 03.12.2024

To,

O.S.D
NEP, 2020 Coordination Centre
Gauhati University

Sub: Online Examination form fill up of Semester-I (FYUGP & FYIMP, Regular Batch 2024) and Semester-III (FYUGP & FYIMP, Regular Batch 2023) 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 (FYUGP & FYIMP, Regular Batch 2024) and Semester-III (FYUGP & FYIMP, Regular Batch 2023) Examination,2024 will be done through SAMARTH e-Gov Portal as per the dates mentioned below:

Examination form fill up will be done through SAMARTH e-Gov Portal from **03rd December' 2024 to 05th December' 2024**. Students can log in the **https://gauhati.samarth.edu.in** for filling their forms.

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

vi) 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.

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

viii) **Please note that those candidates who did not complete the Course Registration process as per Notification No. GU/CON/2024/Notice/8971 dated 28th October' 2024 and GU/CON/9007 dated 29th October' 2024 must not pay Examination Fees and their Form Fill Up will not be successful, even though payment has been made. University will not be responsible for such payments made in SAMARTH e-Gov Portal.**
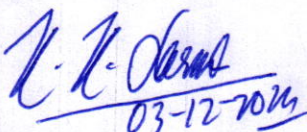
<u>Fees to be paid</u>:
Candidates have to deposit Examination Fees through online payment gateway available in the SAMARTH e-Gov Portal only.

Examination fees to be paid to Gauhati University
(For FYUGP & FYIMP 1st and 3rd Semester Examination' 2024)

Sl. No	Particulars of Fees	Amount (Rs.)
1	**Examination Fee**	**890.00**

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

Gopinath Bordoloi Nagar
03rd December, 2024

(Prof. K.K. Sarma)
Controller of Examinations (i/c)

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 "Examinatin 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 no. Notification No. GU/CON/2024/Notice/8971 dated 28th October' 2024 and GU/CON/9007 dated 29th October' 2024.
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 select the payment option as "Billdesk" or "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.**