



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

E-mail: kcdccollege@gmail.com

Web: www.kcdccollege.ac.in

Phones: +91 361 2733691; +91 94357 07157

Ref. No. : KCDCC/

Date:

ONLINE EXAMINATION FORM FILL UP NOTICE

(For Semester-I FYUGP (B. Com/B.A/B.Sc Arrear Batch 2023))

Date- 02-01-2025

As per Gauhati University notification dated-31/12/2024 for filling up online examination form, it is hereby notified for information to all students of B.A./B.Sc/B.Com Semester-I (Arrear Batch, 2023) that their Form Verification will be held on **06/01/25 from 11:00 AM to 2:00 PM** 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> on or before 5th January, 2025.
- Candidates with "F" (Fail) grade in INT (Internal Assessment) component only need not to fill up Examination Form. For "F" (Fail) grade in Practical & ESE (theory) component, Candidates need to fill up Examination Form following the guidelines.
- 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 2nd January to 5th January, 2025.

Sl No	Particulars of Fees	Amount (in Rs)
1	Practical Fees (applicable only to the students having practical paper)	340
2	Centre Fees	400
Total		740



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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 (as applicable) Payment Receipt
(downloaded from <https://erp.kcdccollege.ac.in> → Student Login)
- c. Xerox Copy of Arrear Marksheet of 1st Semester.

- Form verification of students will be done on **06-01-2025 from 11:00 am to 2.00 pm in Room no 7 & 8.**

**** Before filling up the online examination form in <https://gauhati.samarth.edu.in>, students should go through the “Gauhati University notification dated-31/12/2024 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

GAUHATI UNIVERSITY



GUWAHATI - 781014

Ref- GU/UG/Exam form/FYUGP(Arrear)/2024-2025/12

Date: 31.12.2024

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

Sub: Online Examination form fill up of Semester-I FYUGP (BA/B.Sc./B.Com/B.Voc), Arrear 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 (BA/B.Sc./B.Com/B.Voc), Arrear 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 **02nd January' 2025 to 05th January' 2025**. Students can log in the <https://gauhati.samarth.edu.in> for filling their forms.

- Office of the Controller of Examinations, Gauhati University will not accept any examination form or fee from students.
- 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 reference, please go through the Annexure - I attached herewith.
- Colleges / institutions need to verify the forms by 07th January, 2025.
- Candidates with "F" (Fail) grade in INT (Internal Assessment) component only need not to fill up Examination Form. For "F" (Fail) grade in Practical & ESE (theory) component, Candidates need to fill up Examination Form following the guidelines.

Fees to be paid:

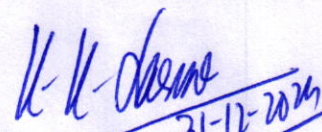
Candidates have to deposit Examination Fees through online payment gateway available in the SAMARTH e-Gov Portal only.

Examination fees to be paid to Gauhati University

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
31st December, 2024


(Prof. K.K. Sarma)
31-12-2024
Controller of Examinations (i/c)
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 "Examinatin Registration" from the left hand panel after login
3. Click on "**Click here for Examination Form**" under Supplementary Examination 1 Semester 2024-25.
4. Select your PwD status (if not belonging to PwD, select not applicable from drop down menu)
5. Then click on submit button
6. After this select the payment option as "Billdesk" or "Razorpay"
7. Pay the requisite amount as 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. **After paying the requisite fees, if the form / payment status remains as "Draft", then follow the below mentioned steps :**
Go to the "Fee" section > All transaction > Click on Check payment Status of the available options. If the payment was successful, then the form will be submitted.