



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

Phones: +91 361 2733691; +91 94357 07157

Ref. No. : KCDCC/

Date:

FORM VERIFICATION NOTICE

Date- 06-05-2025

As per Gauhati University notification dated 5th May, 2025, 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.Sc. & B.Com, **II Semester** (FYUGP Regular Batch 2024) Examination, 2025 that their Form Verification will be held on **10-05-2025, from 12:00 Noon** onwards in the College premise. However, the following important steps have to be followed by the students before verification.

- After filling up the Examination form in <https://gauhati.samarth.edu.in> students have to pay Examination fees online through the payment link <https://erp.kcdcollege.ac.in> from 6th May, 2025 to 9th May, 2025.
- **Last date of submission of Examination form fill up is fixed on 9th May, 2025 without late fine and upto 11th May, 2025 with late fine.**
- **After last date the college will not entertain their examination form.**
- **The Practical fees of Rs. 340/- have to be paid by those students who have practical subjects.**

S. No	Particulars of Fees	Amount with late fine (Rs)	Amount without late fine (Rs)
1	Exam Fees	890	890
2	Late fine	270	Nil
3	Centre Fees	400	400
Total		1,560	1,290

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


(Dr. Hrishikesh Baruah)
Principal
K. C. Das Commerce College



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- Please note that those candidate who did not complete course registration process as per notification no.GU/Acad/2025/Noti/609-612 dated 10th April, 2025 **must not pay examination fees and their form fill up will not be successful, even though payment has been made.** University will not be responsibility for any such payment made in SAMARTH e-Gov Portal.
- Verification of students will be done as per the following Roll Nos wise Room Allocation:

Room No	Roll No.Range (G.U)
7	01-125
8	126-250
9	251-375
10	376-500
11	501-625
14	626 onwards

(Dr. Hrishikesh Baruah)
Principal
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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"
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. GU/Acad/2025/Noti/609-612 dated 10th April' 2025.
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.
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.