



## Gauhati Commerce College: Guwahati-21

**NOTICE:: DATED : 06-05-2025**

### **(Examination Form Fill-up for B.Com. Semester - II (FYUGP, Regular Batch 2024) through SAMARTH e-Gov Portal**

It is for information of all concerned that the Examination Form Fill Up process for the students of B.Com. 2<sup>nd</sup> Semester (FYUGP, Regular Batch 2024) will be done through SAMARTH e-Gov Portal.

Examination form fill up will be done through SAMARTH e-Gov Portal from **5<sup>th</sup> May, 2025 to 9<sup>th</sup> May 2025 (Without Fine) and upto 11<sup>th</sup> May, 2025 (With fine)**. Students must log in the <https://gauhati.samarth.edu.in> for filling their forms. Students are asked to take note of the following:

1. Students are hereby directed to submit a 'Printout Copy' of the online form and Centre Fee in the College Cash Counter latest by **11<sup>th</sup> May, 2025**.
2. Office of the Controller of Examinations, Gauhati University will not accept examination form or fee from students.
3. For reference, please go through the User Manual Attached herewith.
4. Those candidates who did not complete the Course Registration process 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 any such payments made in SAMARTH e-Gov Portal.
5. **Examination Fees to be paid online to Gauhati University through SAMARTH e-Gov Portal only. No other mode of payment will be accepted.**

Sl. No.	Particulars of Fees	Amount (Rs)
1	Examination Fee (Without Fine)	890.00
2	Examination Fee ( With Fine)	890/- + 270/- =1160/-

6. **Centre fee to be paid at the college cash counter along with printout of forms- Rs. 400/-**



*06/05/25*  
(Dr. Amarendra Talukdar)  
Principal i/c  
Gauhati Commerce College  
Principal i/c  
Gauhati Commerce College  
Guwahati-21

Copy to:

1. Examination Committee (B.Com.)
2. S.A., Sri Dipen Sarma for arrangement of necessary Cash Counter separately for Boys & Girls.
3. Accountant, Sri Anupam Choudhury for necessary arrangement.
4. Cashier, Sri Kamal Kalita for necessary arrangement.
5. Student's Notice Board
6. College Website.

### 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.