



দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

স্থাপিত : ১৯৮৮ ইং চন

**DAKSHIN KAMRUP GIRLS' COLLEGE**

Accredited by NAAC : B<sup>+</sup> Grade

Mirza - 781125, Kamrup : Assam

Estd. 1988

E-mail : dkgcmirza1988@rediffmail.Com

9365971719 (M)

Website: <http://dkgirlscollege.ac.in>

Dated Mirza the 03<sup>rd</sup> December 2024

**NOTIFICATION REGARDING EXAMINATION FORM FILL UP  
IN  
GAUHATI.SAMARTH.EDU.IN**

**[FUYGP BA 3<sup>rd</sup> Semester (Regular) 2024]**

In pursuance to Letter No. GU/UG/Exam Form/FYUGP & FUIMP/2024-2025/01 Dated 03.12.2024 of the Controller of Examination (i/c), Gauhati University, it is hereby informed to all the students of FUYGP BA 3<sup>rd</sup> Semester (Regular Batch) 2024 that the Examination Form Fill Up process through **SAMARTH e-Gov (GAUHATI.SAMARTH.EDU.IN)** is live now.

Hence all the students of FUYGP BA 3<sup>rd</sup> Semester (Regular Batch) 2024-25 is asked to fill up the Examination Form through **GAUHATI.SAMARTH.EDU.IN** from **03<sup>rd</sup> December 2024** to **05<sup>th</sup> December 2024**.

It is mentioned that the payment of **Rs. 890.00 (Rupees Eight Hundred & Ninety)** only against the Examination Form need to deposit through **online payment gateway** available in the **SAMARTH e-Govt. No other mode of payment will be accepted.**

In addition to Rs. 890.00 (Rupees Eight Hundred & Ninety) students need to pay **Rs. 400.00 (Rupees Four Hundred)** only against **Centre Fees & Rs. 340.00 (Rupees Three Hundred & Forty)** only against **Practical Fees** (having Home Science) at College Office, DK Girls' College, Mirza.

After successful completion of the Examination Form Fill Up process, students must submit the **acknowledgement of the Examination Form, Receipts of the Online Payment made & Admission Receipts of FYUGP BA 3<sup>rd</sup> Semester 2024** on or before **05<sup>th</sup> December 2024**.

The last date of Examination Form Fill Up process has been fixed on **05<sup>th</sup> December 2024**.

Please note that those who **fail to complete the Course Registration process** need not to pay Examination Fees and their Form Fill Up will not be successful even though payment has been made.

For the purpose, the **SOP** (submitted by GU) or the **User Manual** is enclosed herewith.

*N. Kanta Adhikary*

(Dr. Nara Kanta Adhikary)

Principal

Dakshin Kamrup Girls' College, Mirza

Principal

Dakshin Kamrup Girls' College

Mirza-781125



## 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. 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.**





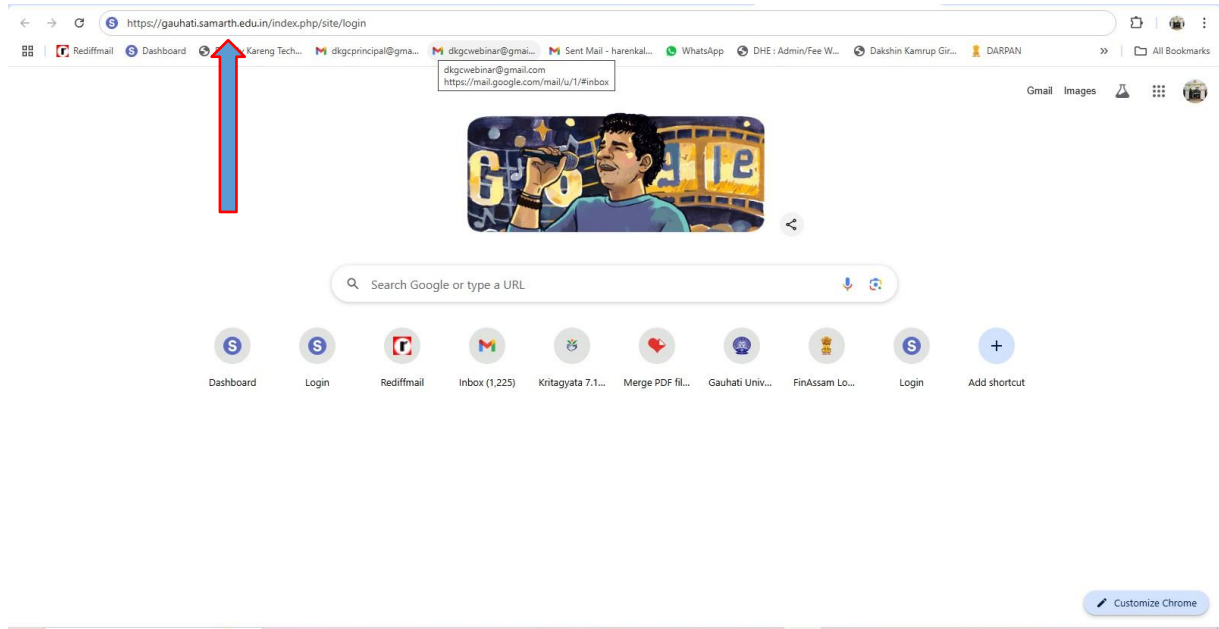
**DAKSHIN KAMRUP GIRLS' COLLEGE**  
**MIRZA ::: KAMRUP ::: ASSAM**

**USER MANUAL**  
**FOR**  
**EXAMINATION FORM FILL UP**  
**IN**  
**[GAUHATI.SAMARTH.EDU.IN](http://GAUHATI.SAMARTH.EDU.IN)**

**FYUGP 3<sup>RD</sup> SEMESTER (Regular Batch) 2024-25**

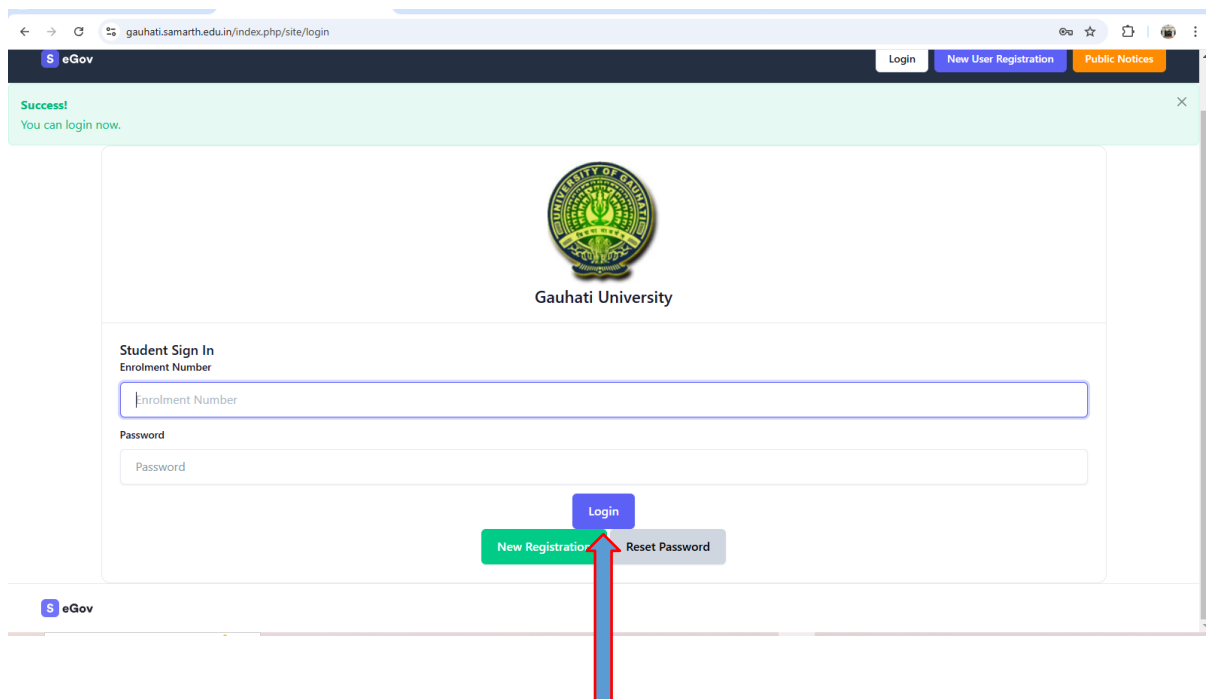
## STEP 01 :

OPEN ANY BROWSER (VIZ. – GOOGLE CHROME, MOZILA FIRFOX OR MICROSOFT EDGE) AND TYPE <https://gauhati.samarth.edu.in/index.php/site/login/> AND CLICK ENTER



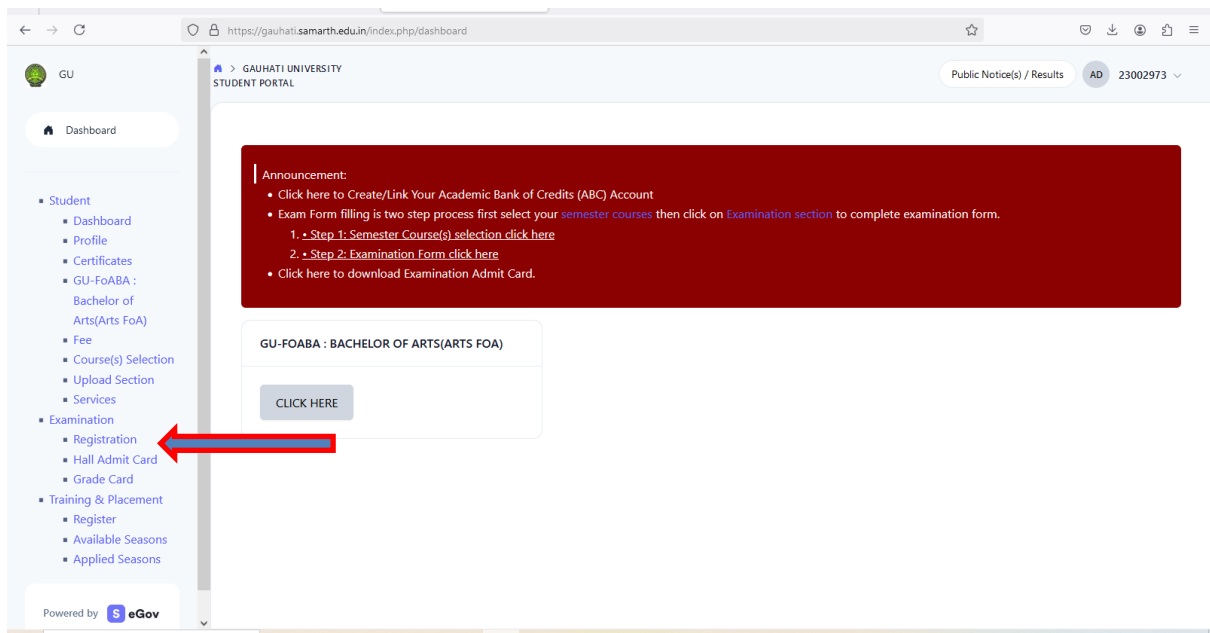
## STEP 02 :

STEP 01 WILL OPEN THE BELOW PAGE WHERE YOU NEED TO **LOG IN** USING THE CREDETIALS I.E. THE **USERNAME (GU REGISTRATION NO)** & THE **PASSWORD** [WHICH WAS CREATED TO VIEW THE REVISED GRADE SHEET (RESULT) OF FYUGP BA 1<sup>ST</sup>/2<sup>ND</sup> SEMESTER/COURSE REGISTRATION].



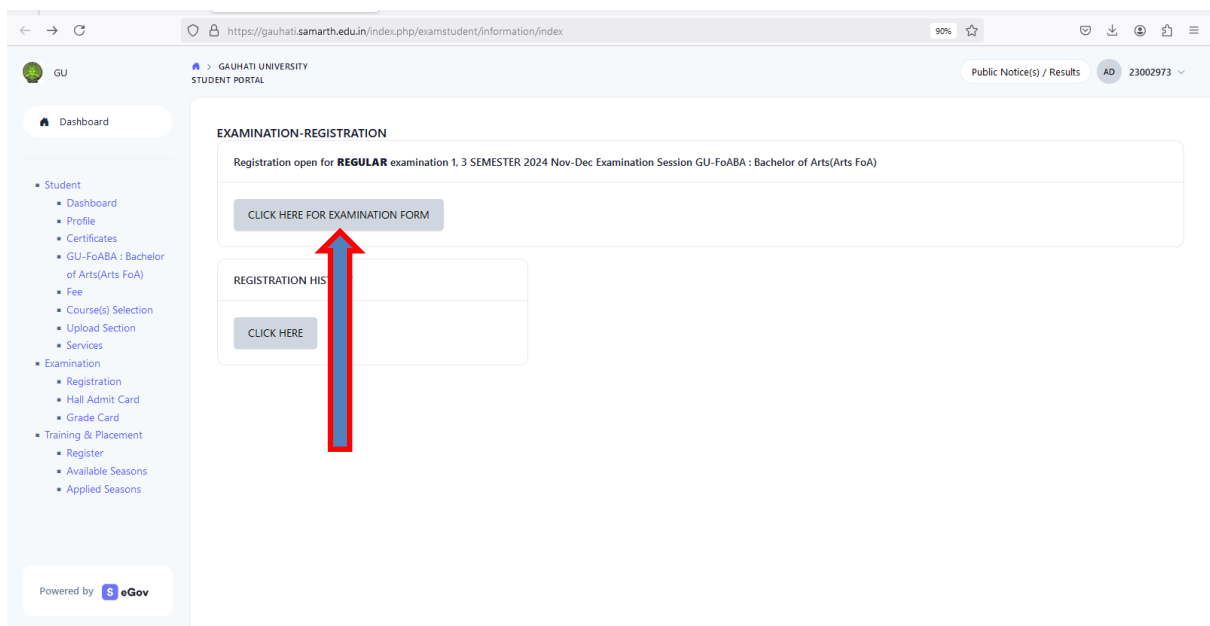
### STEP 03 :

STEP 02 WILL OPEN THE BELOW PAGE WHERE YOU NEED TO CLICK ON **REGISTRATION**



### STEP 04 :

STEP 03 WILL OPEN THE BELOW PAGE WHERE YOU NEED TO CLICK ON **CLICK HERE FOR EXAMINATION FORM**



## STEP 05 :

STEP 04 WILL OPEN THE BELOW PAGE WHERE YOU 1<sup>ST</sup> NEED TO SELECT THE **PWD STATUS** & THEN CLICK ON **SUMIT**

The screenshot shows the 'Examination Course(s) selection form for GU-FoABA : Bachelor of Arts(Arts FoA)'. The form is titled 'Examination Session 2024 Nov-Dec Examination Session'. It contains a table with the following data:

Name	Enrollment Number	Organizational Unit (Government Funded College)	198. Deadline (among other things)
ANUSHTA DAS	20002972	198. Deadline (among other things)	198. Deadline (among other things)
Level	BACHELOR	Program Type	Delivery Mode
2022-JULY	20002972	20002972	Education English Journalism & Mass Communication
Email	anusha.mazumdar@gmail.com	Student Ph. No. Mother Ph. No. Guardian Ph. No.	881287353
Mother Name	JULI DAS	Correspondence Address	906/16/10/14 781014, ASSAM
Student Name	KALPANA DAS	ABC ID	8214778222
Examination Session	2024 Nov-Dec Examination Session	Examination Type	REGULAR

Below the table, there is a section for 'Course(s) Selection'. It contains a table with the following data:

S.No	Course Code - Name	Course Credit	Course Term	Type	Action
1	EDU000104 - EDUCATIONAL SOCIOLOGY	4.00	2 SEMESTER	REGULAR / Appearing	REQUIRED
2	ENG000104 - English, Reading, Grammar and Composition	4.00	3 SEMESTER	REGULAR / Appearing	REQUIRED
3	MD000000 - Fundamentals of Mass Media Studies	3.00	2 SEMESTER	REGULAR / Appearing	REQUIRED
4	SD000000 - Film Appreciation	3.00	3 SEMESTER	REGULAR / Appearing	REQUIRED
5	MD000104 - Basics of Reporting and Editing	4.00	3 SEMESTER	REGULAR / Appearing	REQUIRED

At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. A red arrow points to the 'Submit' button.

## STEP 06 :

STEP 05 WILL OPEN THE BELOW PAGE WHERE YOU HAVE TO MAKE THE PAYMENT BY CLICKING ON **BILDESK/REZORPAY**

**NB : IN THIS PAGE MAY UPDATE THE COURSE IF MADE ANY MISTAKE EARLIER**

The screenshot shows the 'Examination Session 2024 Nov-Dec Examination Session' page. It contains a table with the following data:

Name	Enrollment Number	Organizational Unit (Government Funded College)	198. Deadline (among other things)
ANUSHTA DAS	20002972	198. Deadline (among other things)	198. Deadline (among other things)
Level	BACHELOR	Program Type	Delivery Mode
2022-JULY	20002972	20002972	Education English Journalism & Mass Communication
Email	anusha.mazumdar@gmail.com	Student Ph. No. Mother Ph. No. Guardian Ph. No.	881287353
Mother Name	JULI DAS	Correspondence Address	906/16/10/14 781014, ASSAM
Student Name	KALPANA DAS	ABC ID	8214778222
Examination Session	2024 Nov-Dec Examination Session	Examination Type	REGULAR
Examination Mode	EXAMINATION / Registration Mode - REGULAR	PWD Applicable	Not Applicable
Reference Number	19247	Softex Required	NO

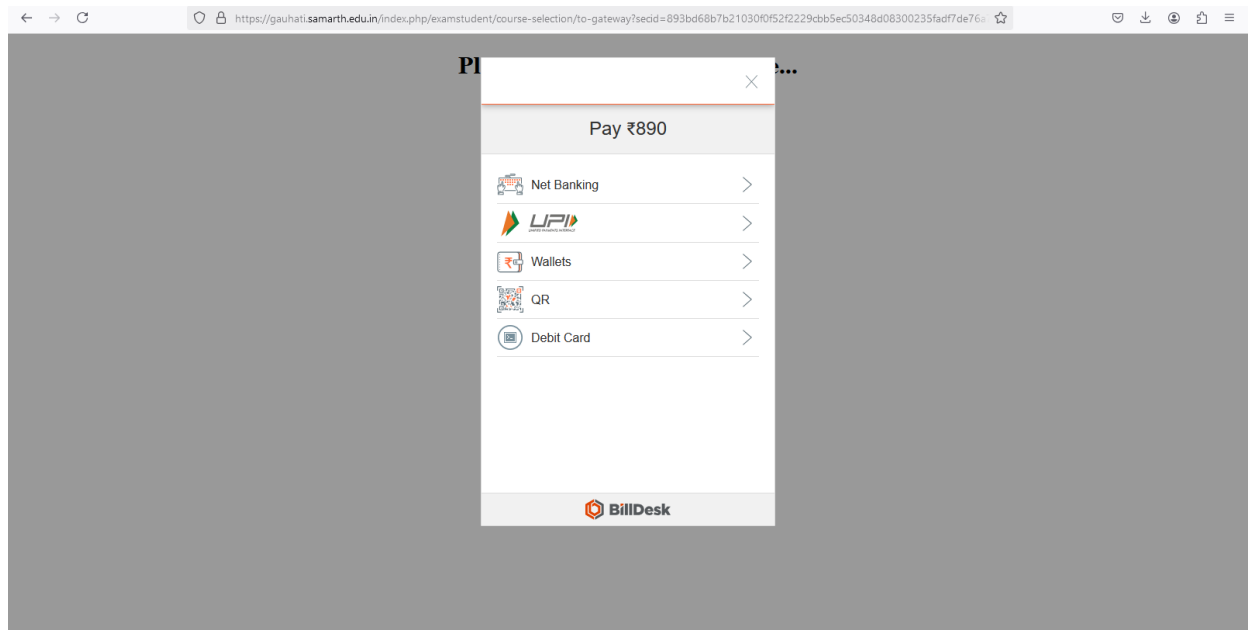
Below the table, there is a section for 'Course(s) Selected'. It contains a table with the following data:

S.No	Course Code - Name	Course Credit	Term	Classification	Type
1	EDU000104 - EDUCATIONAL SOCIOLOGY	4.00	2 SEMESTER	THIRD	REGULAR / Appearing
2	ENG000104 - English, Reading, Grammar and Composition	4.00	3 SEMESTER	THIRD	REGULAR / Appearing
3	MD000000 - Fundamentals of Mass Media Studies	3.00	2 SEMESTER	THIRD	REGULAR / Appearing
4	SD000000 - Film Appreciation	3.00	3 SEMESTER	THIRD	REGULAR / Appearing
5	MD000104 - Basics of Reporting and Editing	4.00	3 SEMESTER	THIRD	REGULAR / Appearing

At the bottom of the form, there are two buttons: 'Update Course(s)' and 'BILDESK/REZORPAY'. A red arrow points to the 'BILDESK/REZORPAY' button.

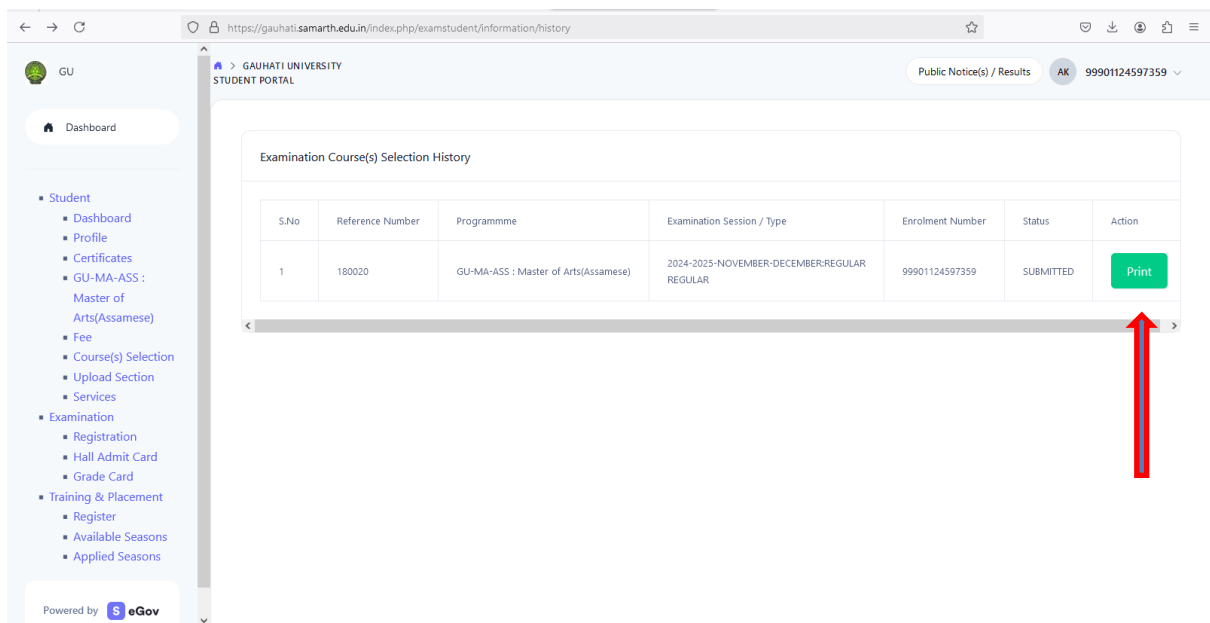
## STEP 07 :

STEP 06 WILL OPEN THE BELOW PAGE WHERE YOU CAN SELECT ANY OPTION TO MAKE THE PAYMENT.



## STEP 08 :

AFTER SUCCESSFUL PAYMENT, THE BELOW PAGE WILL OPEN WHERE YOU NEED TO CLICK ON **PRINT**.



## STEP 09 :

**STEP 08 WILL OPEN THE BELOW PAGE WHERE YOU CAN NEED TO TAKE A PRINT OUT OF THE EXAMINATION FROM BY CLICKING **PRINT APPLICATION**.**

The screenshot shows the Gauhati University Student Portal. The left sidebar contains a menu with options like Dashboard, Profile, Certificates, GU-MA-ASS : Master of Arts(Assamese), Fee, Course(s) Selection, Upload Section, Services, Examination, Registration, Hall Admit Card, Grade Card, Training & Placement, Register, Available Seasons, and Applied Seasons. The main content area displays the 'Examination Form for Examination Session 2024 Nov-Dec Examination Session' for 'GU-MA-ASS : Master of Arts(Assamese)'. At the top of this form are two buttons: 'Add Additional Fee' and 'Print Application'. A red arrow points to the 'Print Application' button. Below the buttons, the form contains a table with student details:

Name	ANAMIKA KALITA	Enrolment Number	99901124597359	Organizational unit (Government Funded College)	198: Dakshin Kamrup Girls' College
Level	MASTER	Program Type	DEGREE	Delivery Mode	Face to face
Admission (Year-Cycle)	2024-JULY	Roll Number			
Email	kalitaanamika846@gmail.com	Student Ph. No.	6900672282	Mother Ph. No.	
		Father Ph. No.		Guardian Ph. No.	
Mother Name	MINA KALITA	Correspondence	VILL - GOWALHATI PO- SIKARHATI		

**NB :**

**1. Students must submit the PRINT COPY OF THE APPLICATION (EXAMINATION FORM) & ADMISSION RECEIPTS OF FYUGP BA 3<sup>RD</sup> SEMESTER 2024.**

**2. In addition to Rs. 890.00 (Rupees Eight Hundred & Ninety) students need to pay Rs. 400.00 (Rupees Four Hundred) only against Centre Fees & Rs. 340.00 (Rupees Three Hundred & Forty) only against Practical Fees.**

**3. LAST DATE OF EXAMINATION FORM FILL UP & SUBMISSION IS 05<sup>TH</sup> DECEMBER 2024.**

**\*\*\*-- THANK YOU --\*\*\***