GAUHATI UNIVERSITY

GUWAHATI – 781014

Ref- GU/UG/Exam form/FYUGP/2024-2025/04

Date: 20.05.2025

To,

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

Sub: Online Examination form fill up of Semester-IV (FYUGP BA/B.SC/B.COM, 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-IV (FYUGP BA/B.SC/B.COM, Regular Batch 2023) Examination, 2025 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 **20th May' 2025 to 26th May' 2025 (Without Fine) and upto 28th May' 2025 (With Fine)**. Students must log in the ***https://gauhati.samarth.edu.in*** for filling their forms.

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

ii) 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.**

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

iv) **Please note that those candidates who did not complete the Course Registration process as per Notification No. GU/Acad/2025/Noti/806-10 dated 14th May' 2025 must not attempt to 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.**

v) **Colleges must complete the Form Verification process by 31st May' 2025. Admit Cards/Attendance Sheets will be available only for the verified examination forms.**

<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 2nd Semester Examination' 2025)

Sl. No	Particulars of Fees	Amount (Rs.)
1	Examination Fee (Without Fine)	890.00
2	Examination Fee (With Fine)	890.00 + 270.00 = 1160.00

Note: 1. Centre Fees and practical Fees (if any) will be collected & retained by the concerned college/Department.

2. Multiple extensions of the form fill up dates initiate several issues which hampers the smooth conduct of the Examinations. Hence all are requested to complete the Examination form fill up process within the stipulated period. Colleges are further requested for wide circulation of the Examination form fill up process among the students and also to complete the form verification process within the stipulated date such that the Admit Cards can be made available to verified candidates at the earliest possible time.

3. Refer to Annexure I for detail steps of form fill up procedure and other associated matters.

Gopinath Bordoloi Nagar
20th May, 2025

Registrar
Gauhati University

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.

4. The same facility is available in the last page of form submission also, if the form status remains as "Draft".