



**OFFICE OF THE PRINCIPAL
PRAGJYOTISH COLLEGE
GUWAHATI – 781 009, ASSAM**

ISO 9001:2015 Certified; SDG Accord certified; NAAC accredited since 2004(3rd Cycle);
Recognized under section 2(f) and 12(B) of UGC

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PRINCIPAL

Ref. No: PC/GU/EX/2023/

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NOTICE


(FYUGP 2nd Semester Examination Form Fill Up in “SAMARTH PORTAL”)

This is for information of all concerned that Gauhati University will process **FYUGP/FYIMP 2nd Semester Examination, 2024** using the <https://gauhati.samarth.edu.in>

Although, the students have filled their examination forms in <https://onlinegu.in>, it is mandatory to fill-up their examination forms in <https://gauhati.samarth.edu.in> for issuance of admit cards of **second semester examination**.

Hence, it is to be noted that the examination form fill-up has to be done for all students of Semester-II (FYUGP & FYIMP Regular batch 2023) Examination, 2024 are to compulsorily done in <https://gauhati.samarth.edu.in> and the following points are to be noted.

1. Students need to login and register their papers at the student portal <https://gauhati.samarth.edu.in> (step-by-step guide for student is enclosed Annexure-I)
2. Students need to select their papers and submit the examination form at the student portal <https://gauhati.samarth.edu.in> (step-by-step guide for student is enclosed Annexure-I)
3. The last date of filling-up of the form is 3rd June, 2024.


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Introduction

This document is the reference for students, for online submission of Examination form of Gauhati University through Samarth student portal (<https://gauhati.samarth.edu.in/>)

Login

Step 1: Open the <https://gauhati.samarth.edu.in> link, the homepage will appear as below:

In the student portal homepage, students will be able to see three (3) options as follows:

1. **Login**
 - a. Already registered students can directly login using their login credentials of the portal.

2. **New Registration**
 - a. Students doing first-time registration have to click on the “New Registration” option to generate their login credentials

3. **Reset Password**
 - a. If a student forgets his/her password they can reset it using the “Reset password” option.

Note:

Enrolment Number as assigned on the central admission portal for 2023. If you do not have your enrolment number contact your **College** to get your enrolment number or Login to admission portal 2023 to check your enrolment number.

SECTION-A

New Student Registration

Step 1. Students can register themselves by clicking on the "New Registration" Button,

After that, the following details need to be selected/entered by the students:


- Programme
- Name (as on ID card)
- Mode of Registration
 - Enrollment Number
- Enrollment Number

Then, click on the  button.

After that, a new window will appear. In that, the following details need to be entered for the new registration:

- Mobile Number
- Email Address
(These details must be correct to receive OTP via mail)

Then, click on the  button.

After successful verification of the OTP received via Mail/SMS, click on the  button to proceed further.

Once OTP will be verified, students need to set a password for their login in a new window

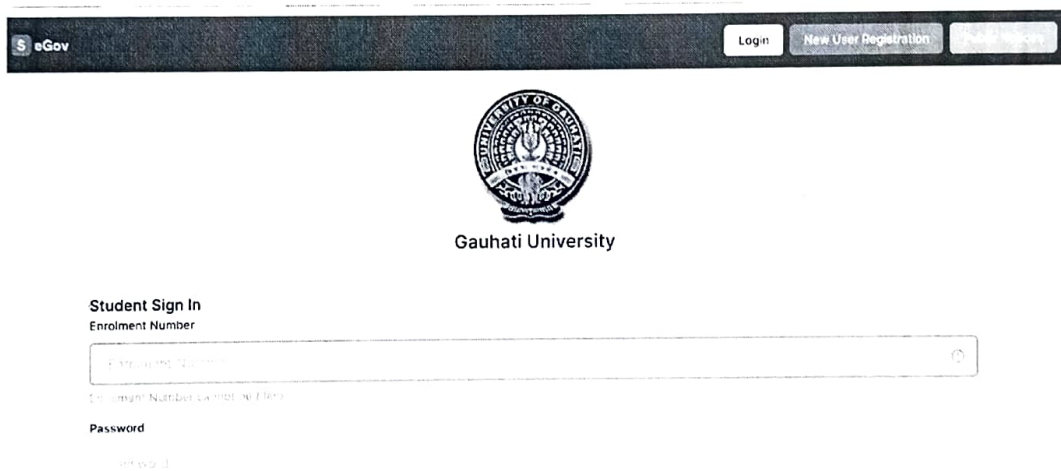
Then, click on the  button.

Note: The students need to note down the username for further use.

Paper (course) Selection Process

For selection of the papers (courses), students need to follow the below-mentioned steps:

Step 1: Login to Student Portal with valid credentials



Step 2: After successful login, the student will be redirected to the dashboard. Then the students need to click on [CLICK HERE](#) button to view/select the courses related to their respective programme.

Step 3: After that, a new window will appear. Here, students can view their courses and also select their courses.

To select the courses, students need to click on [Click here to select your courses](#) button.

Step 4: After clicking on the button, students need to select the courses from the dropdown lists. Then, click on the [Submit](#) button.

Step 5: After clicking on the "Submit" button, students will be able to preview the list of selected courses.

In that, Students can update their courses selection by clicking on

[Update Course Selection](#) button.

Step 6: Then, click on  button to finally submit the selected course .

Step 7: A pop-up window will appear for confirmation of selected courses. On that, click on the "OK" button.

After successful completion of the course selection a new window will appear with the message that "Papers (courses) submitted successfully".

SECTION- B

Examination Form Filling

For Examination form filling students need to click on the **Home** button.

Step 1: Then click on "Examination" from the left pane and then click on "Registration".

In that, students can see the active examination sessions.

Students need to open their examination form by clicking on the "**CLICK HERE**" button below their programme.

Step 2: In a new window, examination form will appear and student needs to fill the following details:

- PWD Status (YES/NO)
- Disability Percentage(If YES)
- Need of scribe in the Examination (If YES)

Then, click on the  button.

Step 3: In the new window, students need to confirm the course (paper) selected in the Examination Form. Further, student will proceed for final submission by clicking on "Submit Exam Form" button.

After successful completion of the Examination Form Fill-up, students can download the examination form in the PDF format by clicking on the "Print Application" button located on the top right side of the student portal.

*****End of document*****