Ref:BC/2016/Notice/102/2832   Date:01/06/2024

NOTICE

As per the notification vide notification reference no GU/con/8580 received from Gauhati University it is hereby informed to all the students of B.A. 2nd Semester that though the aforesaid students did their form submission earlier but yet they are asked to do form fill up and submission in the given portal **https://gauhati.samarth.edu.in** for issuance of admit card of B.A. 2nd Semester Examination. It is mandatory to do form fill up and submission within 3rd June, 2024.

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)
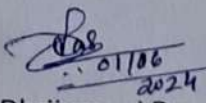
Last Date:

1. The last date of filling-up of the form by students in 3rd June 2024
2. The last date to validate/approve the submitted form by students is 4th June, 2024.

It is to be noted that admit card of un approved students will not be generated.

Sd/-

Principal

Beltola College

Copy to:-

1. AOC 2nd Semester Examination-2024
2. Notice Board
3. Office file
4. Technical Person to upload in the College Website.

Mrs Dhrijumoni Das

In-charge, Examination Cell

Beltola College

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 themself 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 [Submit] 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 [Submit] button.

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

Once OTP will be verified, students need to set a password for their login in a new window
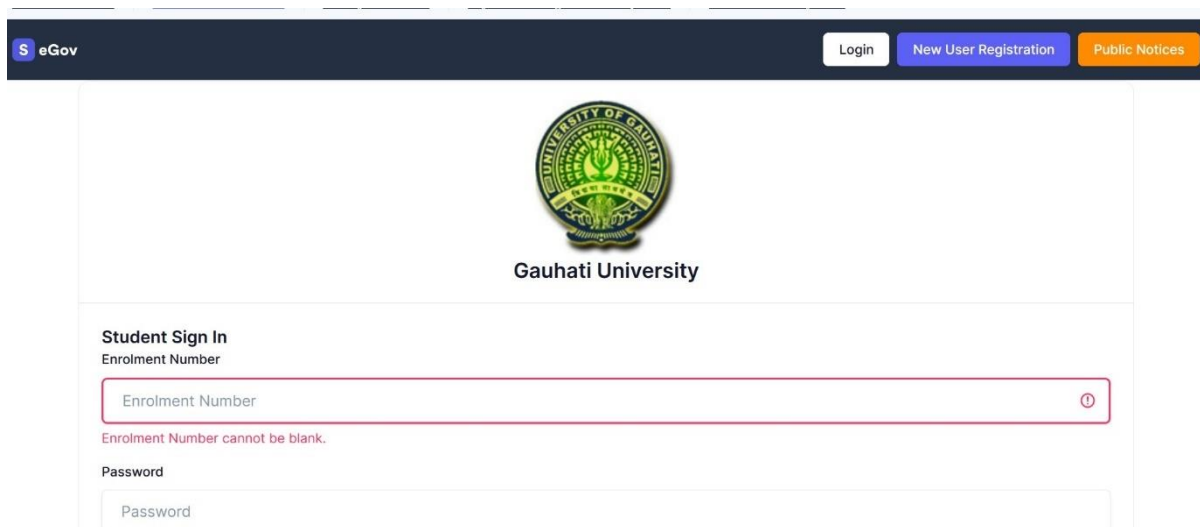
Then, click on the [Submit] button.

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 Submit course selection 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 Submit 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*****************************