



## NOTICE

DATE-01/06/2024

As per notification of Gauhati University vide letter no.GU/CON/8580 dated 31/05/2024 the students of B.A. 2<sup>nd</sup> Semester (FYUGP, Regular Batch, 2023) those who have filled up their examination form using the <https://onlinegu.in> are directed to fill up their examination form once again log in <https://gauhati.samarth.edu.in>.. Otherwise their Admit Card will not be generated by the University.

So the students are asked to fill up their examination form once again log in <https://gauhati.samarth.edu.in> on or before 03/06/2024 & submit their following documents in the office of the college within the stipulated period.

Documents required:-

1. Online generated hard copy of examination form,
2. Form filled up Receipt.

Principal  
South Salmara College  
Principal's Office  
South Salmara College

**N.B-** The student will have to follow the instructions enclosed here with while filling up their examination form.

## 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  proceed further.

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

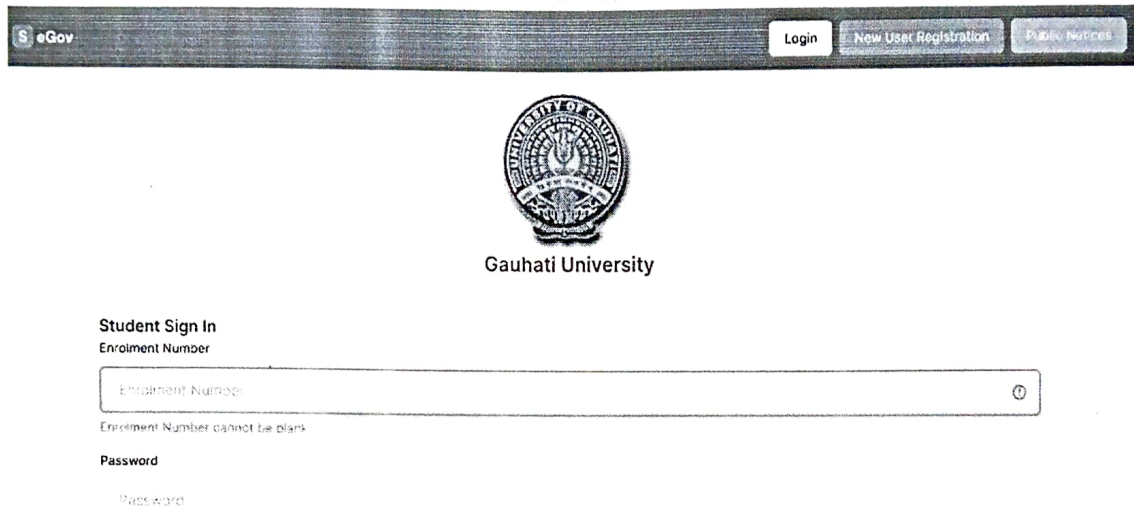
Then, click on the  button.

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

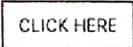
# Paper (course) Selection Process

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

**Step 1:** Login to Student Portal with valid credentials




The screenshot shows the top navigation bar with 'eGov' on the left and 'Login', 'New User Registration', and 'Public Notices' on the right. Below the navigation bar is the Gauhati University logo and the text 'Gauhati University'. The main content area is titled 'Student Sign In' and contains two input fields: 'Enrolment Number' and 'Password'. The 'Enrolment Number' field has a placeholder text 'Enrolment Number' and a small circular icon on the right. Below the 'Enrolment Number' field is a note: 'Enrolment Number cannot be blank'. The 'Password' field has a placeholder text 'Password'.

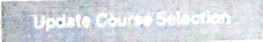
**Step 2:** After successful login, the student will be redirected to the dashboard. Then the students need to click on  button to view/select the courses related to their respective programme.

**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  button.

**Step 4:** After clicking on the button, students need to select the courses from the dropdown lists. Then, click on the  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  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\*\*\*\*\*

*Forwarded*  
*Approved*  
*01-06-24*  
*Principal*  
*South Sahyadri College*