Ph. : 0361-2970214 (O)

OFFICE OF THE PRINCIPAL

HANDIQUE GIRLS' COLLEGE

GUWAHATI - 781001, ASSAM

Dr. Ranjit Sarma, M.Sc.,M.Phil,Ph.D.
Principal-cum Secretary

e-mail : hgcollege75@gmail.com
Website : www.hgcollege.edu.in

Ref. No.: HGC/EXAM/NOTICE/2025/02/56 *Date :* 12-11-2026

ONLINE EXAMINATION FORM FILL-UP NOTICE
SEMESTER-I (REGULAR) BCA/BBA/B.SC(IT)

In pursuance to GU letter No. GU/UG/Exam Form/FYUGP/2026/013 dtd. 13-11-2026 the Examination Form fill up process for the students for the above Semester-Examination will be done through SAMARTH e- Gov Portal. https://gauhati.samarth.edu.in

The last date of Form Fill up is 18th November, 2026 Without Fine.
The Last date of Form Fill Up is 20th November, 2026, with Fine of Rs. 550.00 in addition to Examination Form Fill up Fee

The student needs to deposit the Examination fee as given below :

Students who could not complete the Course Registration earlier must complete the Course Registration process before attempting to fill up the examination forms.

The Candidates are directed to complete all the process within the time frame fixed by the concerned authority, **else College authority will not be held responsible in any manner.**

FEE TO BE PAID :

Sl. No	Category of Fee	Amount	Payment link
1	Examination Fee and Enrolment Fees Paid within 18-11-2026	₹ 980.00	https://gauhati.samarth.edu.in
2	Examination and Enrolment fee paid on 20-11-2026 (with fine of ® 550/-)	₹ 1530.00	https://gauhati.samarth.edu.in
2	Centre Fee	₹ 500.00	*Students are asked to pay the Centre and Practical fee(if applicable) through the College's LMS PORTAL* https://hgcollege.co.in/
3	Practical Fee *(Where ever applicable)*	₹ 340.00	

All students are directed to submit a printout copy of the Examination Form at the designated box kept in front of Examination Brach of Handique Girls' College along with Centre Fee Payment Receipt and Practical Fee Payment Receipt (Wherever applicable) for verification and onward submission to the concerned authority within the date mentioned above. Failing which the students will be responsible.

for, Principal
Handique Girls' College
Guwahati

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Ref. No.: ..... *Date :* .....

Annexure-1

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 "Examination 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 Course Registration process successfully as per the notification.
6. Those who did not complete Course Registration process must not proceed further to pay the Examination fee.
7. Then Click on submit button
8. After the select the payment option "Click here for payment via Razopay"
9. Pay the requisite amount as 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. After paying the requisite fees, if the form/payment status remains as "Draft", then follow the mentioned steps :

   Go to the "Fee" section>all transaction>> Check Payment Status. If the payment was successful, then the form will be submitted after clicking payment Status and a confirmation massage will be display.
4. The same facility is available in the last page of form submission also, if the form status remains as "Draft".