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OFFICE OF THE PRINCIPAL

HANDIQUE GIRLS' COLLEGE

GUWAHATI - 781001, ASSAM

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

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Ref. No. :..... *Date :.* 22-112025

Online Examination Form Fill-Up Notice
FYUGP BA/BSc Semester-III (Arrear Batch 2023)

In Pursuance to the GU letter no.: GU/UG/Exam form/FYUGP/2024-2025/106, dtd. 21.11.2025, the Examination Form Fill-up process for the students of Semester-III (**Arrear Batch 2023**) of FYUGP BA/BSc is opened through SAMARTH e-Gov Portal. Students will take note of the followings:

- Gauhati SAMARTH Portal: https://gauhati.samarth.edu.in/
- **The last date of form fill up 26th November, 2025 (Without Fine).**
- **The last date of form fill up 27th November, 2025 (With Fine Rs. 550/-)**
- **Students must log in to the aforesaid portal and fill-up their forms.**
- Individual students need to deposit the Examination fees through online payment gateway available in the aforesaid portal.
- **In addition to this, students need to deposit the Centre Fees and Practical Fees separately through SBI Collect link: https://onlinesbi.sbi.bank.in/sbicollect/icollecthome.htm?corpID=857247**
- To deposit the Centre Fee & Practical Exam Fee students will click on the above link and select "**Short Payment**" Category in SBI Collect and type- "**FYUGP Sem 3 Exam Fees Arrear Batch 2023**" in Remarks Field.
- Please note that those students who did not complete the Course Registration process as per the Notification of O/o the Academic Registrar, GU must not 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.
- **Fees to be paid:**

Particulars	University Fees	College Fees	Payment Portal
University Fees	Examination Fees (Without fine)	₹ 980/-	GU SAMARTH Portal
	Examination Fees (With fine)	₹ 1530/-	
College Fees	Centre Fee	₹ 400/-	SBI Collect (Handique Girls' College)
	Practical Exam Fee *(Where applicable)*	₹ 340	

- After successful examination form fill-up and all necessary payment to GU and College, all students will submit print out copies to the examination form, payments receipts at the designated box kept in front of the Examination Branch for verification and onward submission to the concerned authority **within 03:00 PM 26th November, 2025**, failing which the students will be responsible.

Principal
Handique Girls' College

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Guwahati-781001

Annexure I

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 per the notification of o/o the Academic Registrar, GU
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 click on the payment link "Click here for payment via 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".

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