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ISO: 9001: 2015 Certified Institution  
**Dist. Bongaigaon (Assam) Pin.783384**

### **URGENT NOTICE**

Date: 01/06/2024

As per GU letter vide letter no. GU/UG/Exam. form/FYUGP & FYIMP/2023-2024-02 dated 15-05-2024, this is to inform you that Gauhati University will process second-semester examination using the <https://gauhati.samarth.edu.in>

Although, the students have filled their 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 must be done for all students of Semester-II (FYUGP Regular batch 2023) Examination. 2024 are to compulsorily done in <https://gauhati.samarth.edu.in> and the following points are to be noted.

#### **To be done by Students**

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/>), 0 (step-by-step, guide for student is enclosed Annexure-I)
3. After issue of the admit cards, the students will be able to download their admit cards from the student portal ([https://gauhati.samarth.edu.in](https://gauhati.samarth.edu.in/))

#### **Last date:**

**The last date of filling-up of the form by students is 3<sup>rd</sup> June 2024**

**It is to be noted that admit card of up-approved students will not be generated.**

GU Helpline No. 8638031043, 7576918840

Principal I/C  
Abhayapuri College  
Abhayapuri

## 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

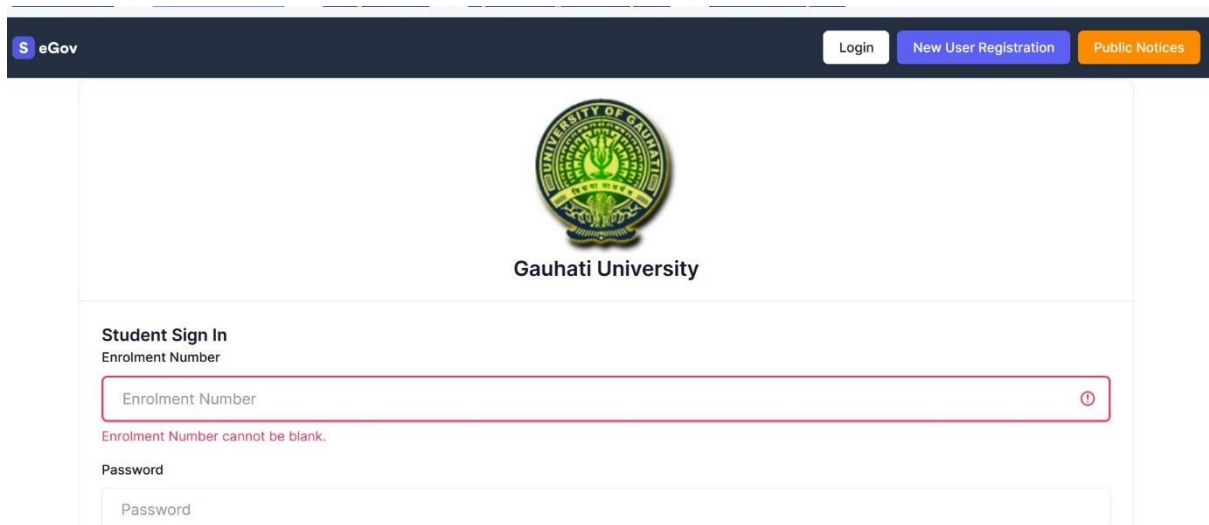
Then, click on the  button.

**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



The screenshot shows the Gauhati University Student Sign In page. At the top, there is a navigation bar with 'eGov' on the left and 'Login', 'New User Registration', and 'Public Notices' buttons on the right. The main content area features the Gauhati University logo and name. Below the logo is a 'Student Sign In' section with two input fields: 'Enrolment Number' and 'Password'. The 'Enrolment Number' field is currently empty and has a red border with a red error message below it: 'Enrolment Number cannot be blank.' The 'Password' field is also empty.

**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\*\*\*\*\*