

# **DEPARTMENT OF B. B. A.**

B. H. College, Howly, P.O. Howly Dist : Barpeta (Assam)

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**EXAM FORM FILLUP NOTICE FOR**  
**B.B.A. 5<sup>th</sup> Sem. (Regular Batch-2023) Examination, 2025**  
**Under Gauhati University**

**08/12/2025**

It is hereby informed to the students of B.B.A. 5<sup>th</sup> Sem. (Regular Batch-2023) Examination, 2025 under Gauhati University, that their form fillup process has been started from 08/12/2025 at <https://gauhati.samarth.edu.in>. Students are asked to filled the forms as early as possible in the form fillup portal.

Student have to submit their **Examination Form** and **Payment Receipt** of Examination Fee along with the Centre fee at college.

**Examination Fee to be paid to university :**

Rs. 980/- (Examination fees must be paid through Online payment gateway available in SMART e-Gov Portel) **Without fine.**

Rs. 1530/- (Examination fees must be paid through Online payment gateway available in SMART e-Gov Portel) **With fine.**


**Enrolment fee : Rs. 250/-**

**Fee to be paid at college :**

**Centre Fee of Rs. 1000/-**

**Date of form submission at college : 15<sup>th</sup> December, 2025**  
**(10.00 AM to 2.00 PM)**

**N. B. : No forms will be accepted after this day.**

  
Principal  
B. H. College, Howly

To,

The Principal

All Affiliated / Permitted Degree Colleges under Gauhati University running  
BCA/BBA/B.Sc(IT)/B.Sc(Microbiology)/B.Sc(Biotechnology)

Sub: Online Examination form fill up of Semester-V (Regular Batch 2023) of FYUGP  
BCA/BBA/B.Sc(IT)/B.Sc(Microbiology)/B.Sc(Biotechnology) through SAMARTH e-Gov  
Portal

Sir/ Madam,

This is to inform you all that the Examination form fill up process for the students  
of Semester-V (Regular Batch 2025) of FYUGP  
BCA/BBA/B.Sc(IT)/B.Sc(Microbiology)/B.Sc(Biotechnology) is being done through  
SAMARTH e-Gov Portal as per the dates mentioned below:

Examination form fill up has been opened through SAMARTH e-Gov Portal from  
**08<sup>th</sup> December' 2025 to 13<sup>th</sup> December' 2025 (Without Fine) and upto 15<sup>th</sup>  
December' 2025 (With Fine).** Students must log in the  
**<https://gauhati.samarth.edu.in>** for filling their forms.

- i) Office of the Controller of Examinations, Gauhati University will not accept any examination form or fee from students.
- ii) Individual students need to deposit the Examination fees and Enrolment fees through online payment gateway available in the SAMARTH e-Gov Portal only.  
**No other mode of payment will be accepted.**
- iii) For reference, please go through the User Manual attached herewith.
- iv) Please note that those candidates who did not complete the Course Registration process as per 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.
- v) **Colleges must complete the Form Verification process by 16<sup>th</sup> December' 2025. Admit Cards/Attendance Sheets will be available only for the verified examination forms.**

**Fees to be paid:**

Candidates have to deposit Examination Fees through online payment gateway available in the SAMARTH e-Gov Portal only :

**Examination fees to be paid to Gauhati University  
For FYUGP BCA/BBA 5<sup>th</sup> Semester Regular Examination' 2025**

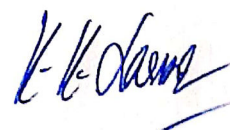
Sl. No	Particulars of Fees	Amount (Rs.)
1	Examination Fee (Without Fine)	980.00
2	Examination Fee (With Fine)	980.00+550.00=1530.00
3	Enrolment Fee	250.00

**Examination fees to be paid to Gauhati University  
For FYUGP B.Sc (Biotechnology/Microbiology/IT) 5<sup>th</sup> Semester Regular  
Examination' 2025**

Sl. No	Particulars of Fees	Amount (Rs.)
1	Examination Fee (Without Fine)	1550.00
2	Examination Fee (With Fine)	1550.00+550.00=2100.00
3	Enrolment Fee	250.00

Note: Centre Fees and practical Fees (if any) will be collected & retained by the concerned college/Department.

Gopinath Bordoloi Nagar  
08<sup>th</sup> December, 2025



(Prof. K.K. Sarma)  
Controller of Examinations  
Gauhati University



## 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".