OFFICE OF THE PRINCIPAL

# WEST GOALPARA COLLEGE

P.O. Balarbhita, Dist.Goalpara (Assam), PIN: 783129
Provincialised College under Govt. of Assam
Inclusion 2 (f) & 12 B under UGC Act,1956
NAAC Re-Accredited 'B+' Grade Standard College

✉ westgoalparacollege123@gmail.com
Website: westgoalparacollege.ac.in
✆ 73990 02231

*Memo No: WGC/Exam/Form fill up/1st Sem/2194/2026* *Date : 18/11/2026*

From,
Dr. Subhash Barman, M.A, Ph.D
Principal i/c & DDO

## EXAMINATION FORM FILL UP NOTICE
## For FYUGP 1st Semester (Regular Batch 2026)

It is notified to all the candidates of **Batch 2026** to be appeared in **FYUGP Semester-I Examination, 2026 both Arts & Science Stream** that their online Examination Form fill up process will be **opened from 19th November, 2026** and be **closed on 24th November, 2026 midnight (without fine)** and **up-to 25th November, 2026 (with fine)**. Candidates are asked to fill up and submit their online examination Form through https://gauhati.samarth.edu.in and necessary examination fees have to be deposited to the university online **Rs. 980 /- (without fine) & Rs. 1530/- (with fine)** through online payment gateway available in the SAMARTH e-Gov Portal only.

After completion of the process of online examination form fill up and deposit of required fees online to the GU, students have to submit the downloaded print copy of online submitted examination Form to the college office along with necessary fees and documents as per details given below, so that the verification and approval of examination forms may be completed in time. Examination Form will not be approved by the college subject to non-submission of the print copy, documents and fees to the college on due date.

| Semester | Exam Fees to be paid to GU | Exam Fees to be paid to college | Date of Submission of Exam Form & Fees |
|---|---|---|---|
| FYUGP 1st Sem (Batch-2026) Major & Minor Course | 980/- (without fine upto 24th November, 2026 midnight) | Rs. 700/- Note: Candidates having practical subjects / Paper have to pay Additional Rs. 350/- as Practical Fee. | 24th November, 2026 |
| | 1530/- (with fine on 25th November, 2026 ) | | 25th November, 2026 |

**NOTE**

***1) Students who could not complete the Course Registration earlier must complete the Couse Registration process before attempting to fill up the examination forms during the above stipulated time period.***

***2) The College/University will not be responsible for any false or mis payments made in SAMARTH e-Gov Portal.***

***3) College will not approve any online submitted examination form without submission of the downloaded examination print copy, necessary documents and FEES to the college on the fixed date.***

***5) Candidates are asked to follow Annexure-I enclose in the next page for detail guideline for Examination Form Fill Up.***

**DOCUMENTS REQUIRED :**

- **1st Semester College Admission Receipt.**
- **Downloaded copy of online submitted Examination Form and payment receipt.**

Academic Coordinator
West Goalpara College

**Sd/-**
**Dr. Subhash Barman**
**Principal i/c & DDO**
**West Goalpara College**

**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"
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 remains 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".