

# Office of the Principal

P.O. Murazar : Pin : 782439, Dist. Hojai : Assam

Estd. 1989

Permanently affiliated to Gauhati University, Guwahati

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Date: 01-06-2024

Principal, Murazar College

Ref. No. FYUGP-2<sup>nd</sup> Sem./Exam. Form Fill up/2024

# জাননী

ইয়াৰ দ্বাৰা মোৰাজাৰ মহাবিদ্যালয়ৰ FYUGP দ্বিতীয় **ষান্মা**সিকৰ ছাত্ৰ-ছাত্ৰীসকলক জনোৱা হয় যে ইতিমধ্যে https://onlinegu.in ৰ মাধ্যমেৰে যিসকলে দ্বিতীয় ষান্মাসিকৰ পৰীক্ষাৰ Form Fill Upৰ কাৰণে online যোগে আবেদন কৰিছিল সেইসকল ছাত্ৰ-ছাত্ৰীয়ে অহা ইংৰাজী ৩ জুন তাৰিখৰ আগতেই <a href="https://gauhati.samarth.edu.in">https://gauhati.samarth.edu.in</a> মাধ্যমেৰে পুনৰ আবেদন কৰিব লাগিব।

অন্যথা ছাত্ৰ-ছাত্ৰীসকলে পৰীক্ষাৰ Admit Card download কৰিব নোৱাৰিব আৰু পৰীক্ষাত বহিবলৈ Admit Card অনাটো বাধ্যতামূলক।

উক্ত নিৰ্দেশনা ৩১/০৫/২০২৪ তাৰিখৰ GU Notification নং:GU/Con/8580 ভিত্তিত জাৰী কৰা হ'ল।

> অধ্যক্ষ মোৰাজাৰ কলেজ

Principal MURAZAR COLLEGE P.O. Murazar

Hojai (Assam)

https://drive.google.com/file/d/1EeQxlNyHsRPTiPE Tb-nZdqujro2Vr17/view?usp=drive web

## **User Manual**

### 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/)

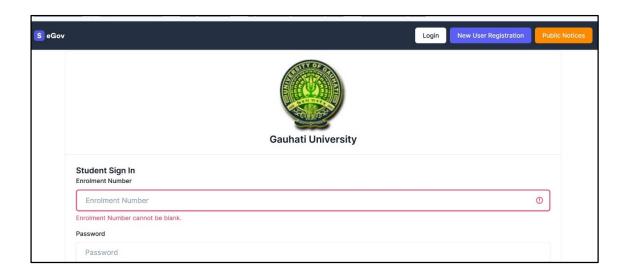
### Login

**Step 1**: Open the <a href="https://gauhati.samarth.edu.in">https://gauhati.samarth.edu.in</a>link, the homepage will appear as below:

In the student portal homepage, students will be able to see three (3) options as follows:

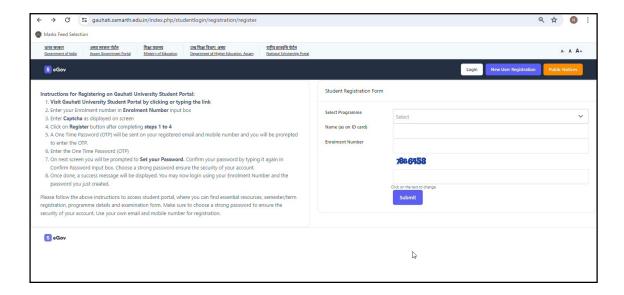
#### 1. Login

a. Already registered students can directly login using their login credentials of the portal.



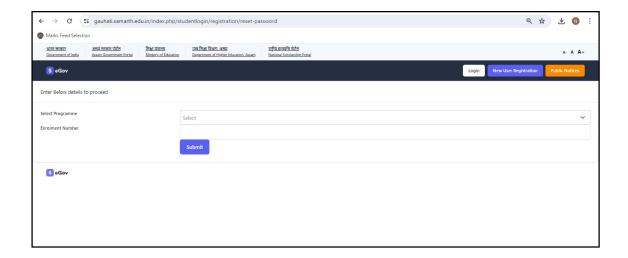
### 2. New Registration

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**

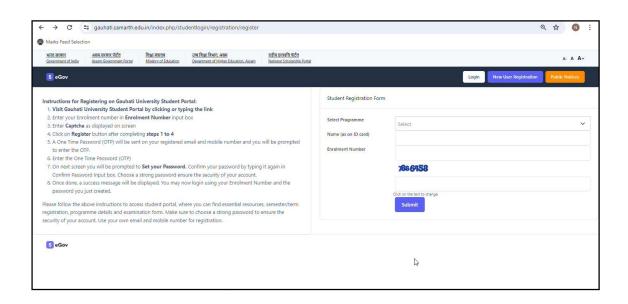
# **New Student Registration**

**Step 1.** Students can register themself by clicking on the "**New Registration**" Button,

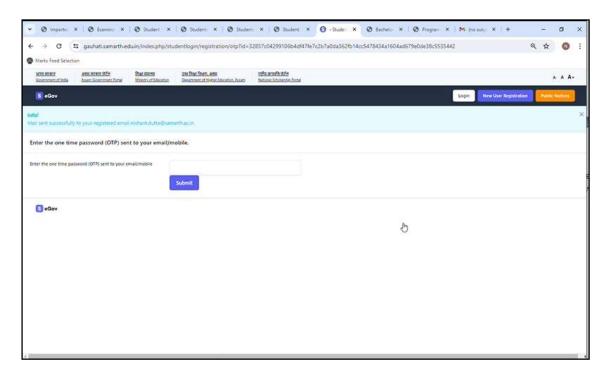
After that, the following details need to be selected/entered by the students:

- Programme
- Name (as on ID card)
- Mode of Registration
  - o Enrollment Number
- Enrollment Number

Then, click on the submit button.

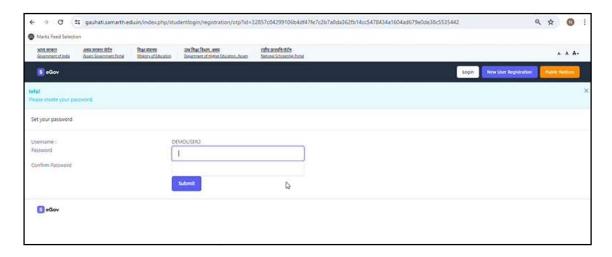


After that, a new window will appear. In that, students needs to enter the OTP received via mail. After successful verification of the OTP received via Mail/SMS, click on the Submit button to proceed further.



Once OTP will be verified, students need to set a password for their login in a new window

Then, click on the submit button.

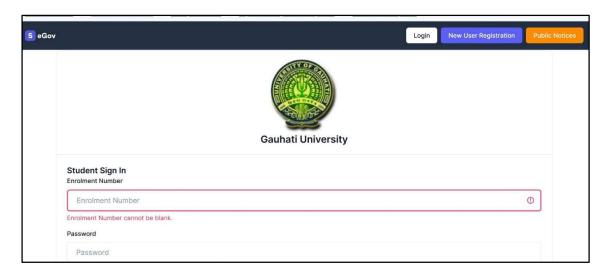


Note: The students need to note down the username for further use.

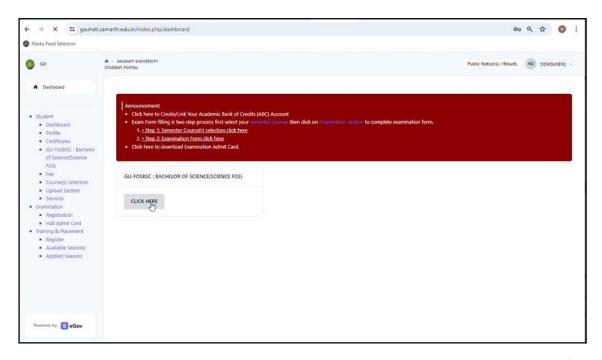
# Paper (course) Selection Process

For selection of the papers (courses), students need to follow the below-mentioned steps:

**Step 1:** Login to Student Portal with valid credentials

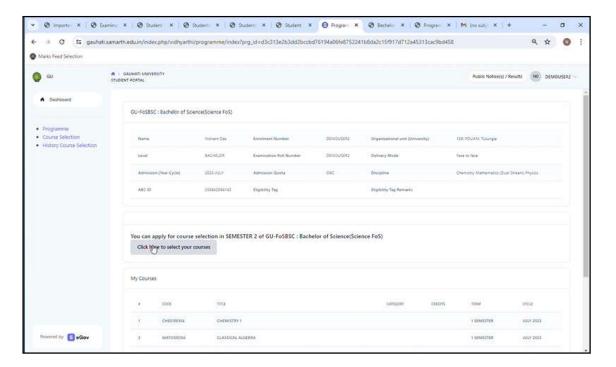


**Step 2:** After successful login, the student will be redirected to the dashboard. Then the students need to click on button to view/select the courses related to their respective programme.

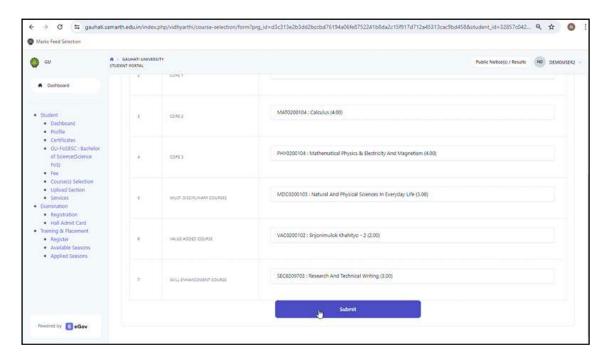


**Step 3:** After that, a new window will appear. Here, students can view their courses and also select their courses.

To select the courses, students need to click on Click here to select your courses button.



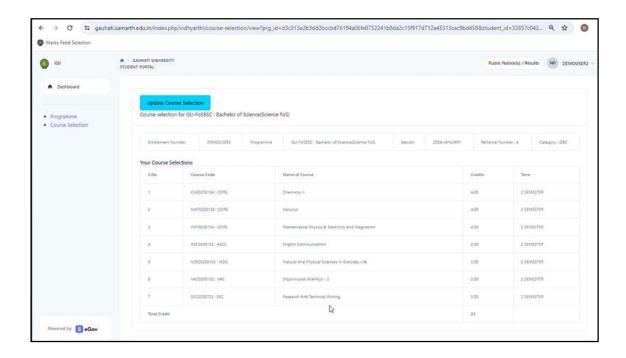
**Step 4:** After clicking on the button, students need to select the courses from the dropdown lists. Then, click on the submit button.



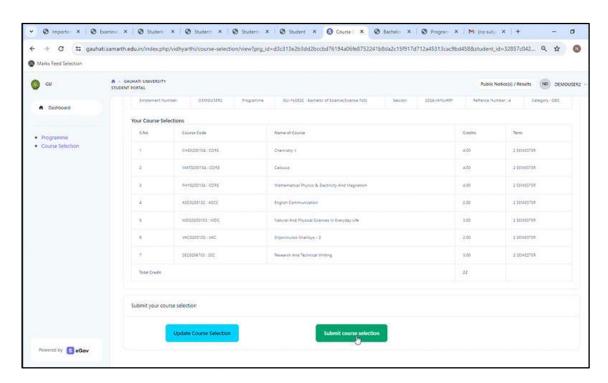
**Step 5:** After clicking on the "**Submit**" button, students will be able to preview the list of selected courses.

In that, Students can update their courses selection by clicking on

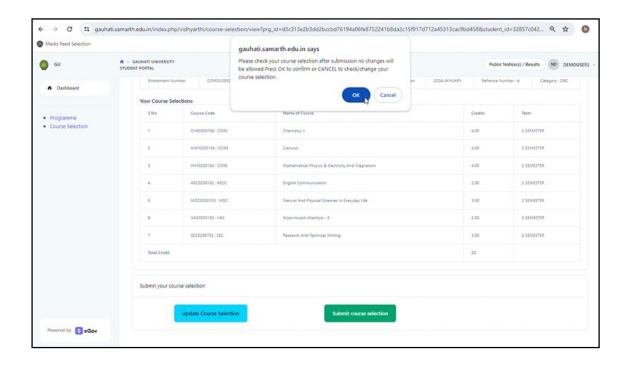
button.



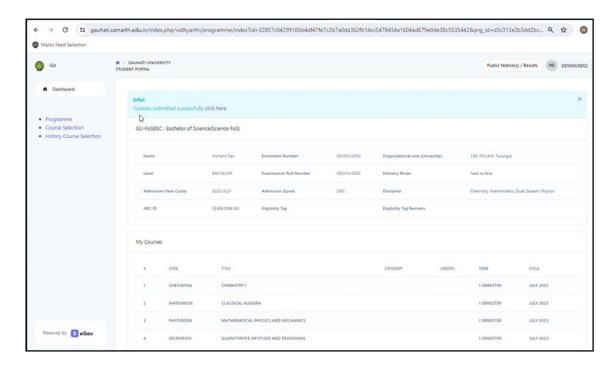
**Step 6:** Then, click on selected courses.



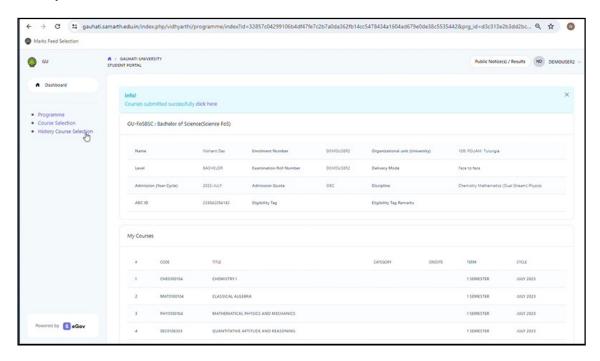
**Step 7:** A pop-up window will appear for confirmation of selected courses. On that, click on the "**OK**" button.

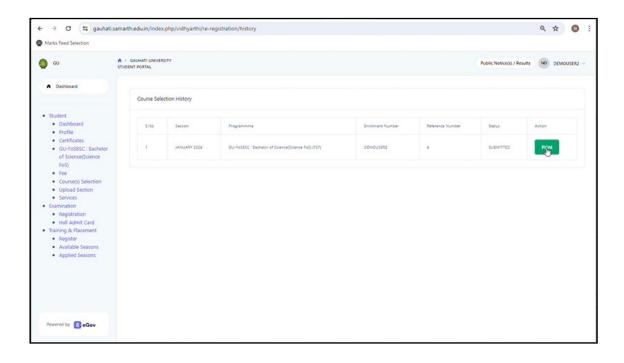


After successful completion of the course selection a new window will appear with the message that "Papers (courses) submitted successfully".



After successful form filling, students can also print their "Course Selection" history.



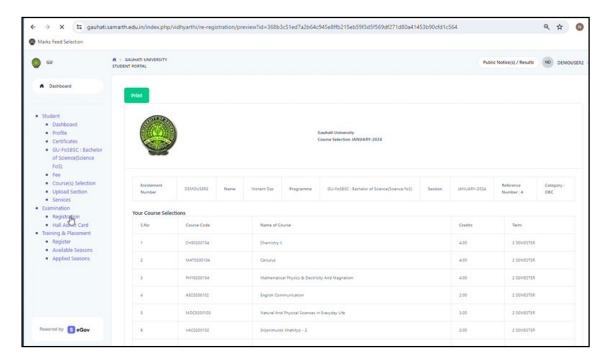


### **SECTION-B**

# **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.

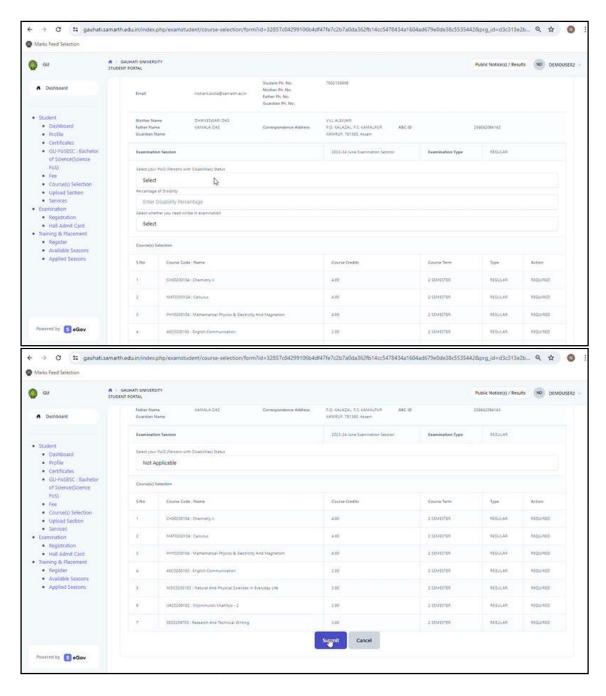
Students need to open their examination form by clicking on the "CLICK HERE" button below their programme.



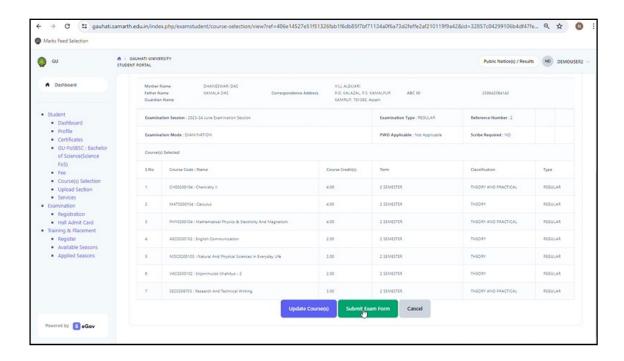
**Step 2:** In a new window, examination form will appear and student needs to fill the following details:

- PWD Status (YES/NO)
- Disability Percentage(If YES)
- Need of scribe in the Examination(If YES)

Then, click on the submit 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.

