

## **EXAMINATION NOTICE**

### **PAYMENT OF EXAMINATION FEE AND SELECTION OF COURSE FOR 1<sup>ST</sup> AND 3<sup>RD</sup> SEMESTER STUDENTS**

All 1<sup>st</sup> and 3<sup>rd</sup> Semester FYUGP and BCA students are instructed to pay the Examination Fee as per the schedule given below. Students will have to pay the Examination Fee at the college cash counter, through a debit/credit card only. No cash will be accepted.

<b>Date</b>	<b>Time</b>	<b>1<sup>st</sup> semester</b>	<b>3<sup>rd</sup> semester</b>
29/10/2024	11 am to 3 pm	BCA	BCA & B. Com
30/10/2024	11 am to 3 pm	-	B. Sc
02/11/2024	11 am to 3 pm	-	B.A.
04/11/2024	11 am to 3 pm	B. Sc	
05/11/2024	11 am to 3 pm	B.A.	
06/11/2024	11 am to 3 pm	B. Com & All Backlog	

#### **Note:**

1. After the payment of the Examination Fee student must complete the selection of the course, in the SAMARTH e-portal. Students must complete the process by clicking "Submit Course Selection"
2. Students will have to fill up the examination form online, on the SAMARTH e-portal. They are requested to keep the 'money receipt' of the Examination Fee. Reference of the same may be required to upload on the portal.
3. All the students of FYUGP are informed that those who have paid the examination fee must fill in and submit the Exam Form on the Samarth Portal on or before 08-11-2024 or else their Admit Card will not be generated. Note that for entry into the Examination Centre, the Admit card is compulsory.
4. Examination Form Fillup will not entitled after 08-11-2024.
5. Students appearing in backlog papers need to get permission from the Office of the Controller of Examinations, J.b College (Autonomous) for which they are asked to bring the marksheet or 1<sup>st</sup> Semester.

Date: 28-10-2024



Controller of Examinations  
J.B College (Autonomous),

## **Instructions to complete the form fill-up process**

1. Students need to login to the SAMARTH student portal URL (<https://jbcollege.samarth.edu.in/>) using their Enrollment Number and password.
2. On the '**Dashboard**' (left side of the screen) one can see 'Examination' and just below '**Registration**'. Click on '**Registration**'.
3. Click on the button '**CLICK HERE FOR EXAMINATION FORM**'
4. A screen will appear showing the courses selected by the student, along with the course credit, course term, type and action. Check the information and choose the PwD option. Click the 'Submit' button below if found all correct. If any information appears as wrong, please contact the Vice-Principal or System Administrator of The Office of the Controller of Examinations, J.B College (Autonomous), Jorhat.
5. The screen will show '**Examination Fee Detail**', with the examination fee amount. The amount that appears here will be more than the Fee paid by the student. Two buttons will appear as 'Update Course(s)' and '**CLICK HERE TO ENTER PAYMENT DETAILS AND SUBMIT EXAM FORM**'. Click the '**CLICK HERE.....FORM**' button.
6. The screen will show 'Select payment options' with four (4) boxes.
  - a. Reference Number: Enter the Sl. No. of pink colour Money Receipt issued against of Exam Fee.
  - b. Remarks: Write 'Examination Fee'.
  - c. Date of Payment: Select the date on which payment was made.
  - d. Amount Paid: Enter the amount that appears on the screen as 'Total Fee'. Not the amount that the student paid. (If the amount of 'Total Fee' appears on the screen and the 'Amount Paid' is different the process will not complete.
7. Click the '**Submit**' button that appears below the screen. The completion of the process will be indicated by the '**Success!**' Fee Detail saved successfully on the top of the screen.
8. '**Print Application**' and keep it safe as proof.