



**OFFICE OF THE CONTROLLER OF EXAMINATIONS: SIBSAGAR COLLEGE:
JOYSAGAR: (AUTONOMOUS)**

EXAMINATION FORM FILL-UP NOTICE

(FYUGP 2nd Semester Examination 2024)

All 2nd Semester students of FYUGP Programme are hereby informed that the Samarth Portal is now open for online examination form fill-up process. Only the allowed students are directed to complete the online examination form fill-up process and the same shall remain opened **from today i.e. on 17-05-2024 up to 3:00 pm on 18-05-2024.**

Students will have to pay the examination fees using **College Challan through Cash only** in the college Counter and the College Copy of the same must be submitted by the students for verification and final approval of the process.


The instructions as laid down hereunder pertaining to **FYUGP 2nd Semester Examinations, 2024** should be followed by the students:

1. Portal for submitting online examination forms by the students for appearing into the FYUGP (ARTS & SCIENCE) Second Semester Examinations, 2024 shall be activated in the Student's Corner Section by the College from	17-05-2024
2. Last Date of submission of online Examination forms without late fine	18-05-2024
3. Last Date of submission of online Examination Forms with late fine	21 -05-2024 (For Students)
Last date for Approval of Online Examination Forms by the College	22-05-2024 (For College)
4. Fees to be paid by the students at the College	
a. Examination Fee	Rs. 650/-
b. Marksheet Fee	Rs. 150/-
c. Centre Fees	Rs. 400/-
d. Practical Examination Fee	Rs. 500/-
e. Fine for late submission of Examination Form (if applicable)	Rs. 500/-
f. Fine for specially considered collegiate (If applicable)	Rs. 500/-

Note: Students are requested to keep the money receipt of the Examination fees.

Date: 17-05-2024




Principal and Chief Controller of
Examinations
Sibsagar College, Joysagar (Autonomous),

Instructions to complete the form fill-up process

Students need to login to the **SAMARTH** student portal URL

(<https://sibsagarcollege.samarth.edu.in/>) using their Enrollment Number and password.

On the '**Dashboard**' (left side of the screen) one can see '**Examination**' and just below '**Registration**' Click on '**Registration**'.

Click on the button '**CLICK HERE FOR EXAMINATION FORM**'

A screen will appear showing the courses along with the course credit, course term, type and action.

1. Check the information and choose the PwD option.
2. Proceed for selecting the Course
3. Select the Courses as per Course Re-Registration
4. Click the '**Submit**' button below if found all correct. If any information appears as wrong, please contact the Deputy Controller of Examinations in the Office of the Controller of Examinations, Sibsagar College, Joysagar (Autonomous).
5. The screen will show 'Examination Fee Detail', with the examination fee amount. Two buttons will appear as 'Update Course(s)' and 'CLICK HERE TO ENTER PAYMENT DETAILS AND SUBMIT EXAM FORM'. Click the 'CLICK HERE TO ENTER PAYMENT DETAILS AND SUBMIT EXAM FORM' button.
6. Define the Transaction details as per the heads mentioned.
7. Click the 'Submit' button that appears below the screen. The completion of the process will be indicated by the 'Success!' Specify the Transaction Details and proceed for Submit Button that appears on the Screen.
8. 'Print Application' and keep it safe as proof.

Sd/-



Principal cum chief Controller of Examinations
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