Filling of online Examination Form in the SAMART portal by

1st semester BA/ B Sc/ B Con/ BCA students

The 1st semester BA/ B Sc/ B Com/ BCA students, who have paid the Examination Fee, now need to complete the filling of Examination form on the SAMARTH portal. They should go through the following stages to complete the process.

1. Students need to login the SAMARTH student portal URL (https://jbcollege.samarth.edu.in/) using own Enrolment no. 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 Vice-Principal or Office of the Controller of Examination.

5. Screen will show 'Examination Fee Detail', with examination fee amount. The amount appears here will be more than the Fee actually 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. 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. <u>Amount Paid:</u> ***Enter the amount that appear on screen as 'Total Fee'. Not the amount that student actually 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 appears below the screen. The completion of the process will be indicated by <u>'Success!' Fee Detail saved successfully</u> on the top of the screen.

8. 'Print Application' and bring it on the day of examination as proof.

Note: Students must Complete the Process before <u>10 pm of 01/12/2023</u>

Principal
J.B. College (Autonomous), Jorhat