

EXAM FORM FILL-UP NOTICE

(FYUGP & BCA Examination 2024)

All 2nd Semester students of FYUGP and BCA 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 before **5 pm on 03-05-2024**.

Students will have to pay the examination fees in the **College Cash Counter** through debit/credit card only. No cash will be accepted.

The date and amount of examination fees to be paid are as follows:

Date	Time	Programme	Fee Amount (Rs)
30-04-2024	11 am to 3 pm	BCA	1740/-
30-04-2024	11 am to 3 pm	B.Com	1700/-
30-04-2024	11 am to 3 pm	B.Sc.	1860/-
02-05-2024	11 am to 3 pm	B.A	1700/- (+80/- for NCC)
03-05-2024	11 am to 3 pm	B.A / B.Sc. / B.Com / BCA (Students if allowed later)	

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

Date: 27-04-2024



Controller of Examinations
J.B College (Autonomous), Jorhat

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.