



OFFICE OF THE CONTROLLER OF EXAMINATIONS: SIBSAGAR UNIVERSITY

Notification

No.SU/EX/FYUGP/25/101

Date:29.04.2025

Subject: Regarding Form Fill up of FYUGP 2nd (Regular/Backlog)& 4th Semester (Regular) Examinations.

It is hereby notified for information of all concerned that the web portal for filling up Examination Form for **FYUGP 2ND & 4TH Semester (Regular/Backlog) Examinations, 2025** of Sibsagar University will be opened from the date(s) as mentioned below.

The eligible students are directed to follow the steps at the time of Online Examination Form Fill-up as mentioned below:

STEPS TO BE FOLLOWED BY THE STUDENTS:

1. Students need to login to the **SAMARTH** student portal URL (<https://sibsagarcollege.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' A screen will appear showing the courses along with the course credit, course term, etc. for both **REGULAR & SUPPLEMENTARY (BACKLOG) EXAMINATIONS**.
4. **Students having SUPPLEMENTARY (BACKLOG) Examination need to fill up the Examination forms & make the Examination fee separately.**
5. Check the information and choose the PwD option.
6. Proceed for selecting the Course
7. Select the Courses as per Course Registration
8. 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 University.
9. The screen will show **Click here to Payment Ease Buzz**
10. Make the payment by any of the MODE shown in the screen. However, Students are advised to use **UPI (Unified Payments Interface)** for payments to avoid additional transaction charges.
11. The completion of the process will be indicated by the 'Success' that appears on the Screen.

*Rupamkum
29.04.2025*

1. Portal for submitting online examination forms by the students for appearing into the <u>FYUGP 2ND & 4TH Semester (Regular/Backlog) Examinations , 2025</u> shall be activated in the Student's Samarth Portal by the University from-	30-04-2025
2. Last Date of submission of online Examination forms without late fine	06-05-2025
3. Last Date of submission of online Examination Forms with late fine	08-05-2025
4. Fees to be paid by the students through ONLINE mode only	
a. Examination Fee	Rs. 650/-
b. Marksheets 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. Non-collegiate Fee (If applicable)	Rs. 500/-

Fee for Backlog Examination	For one paper	Rs. 350/-
	For more than one paper	Rs. 650/-
	Marksheets Fee	Rs.150/-
	Centre Fee	Rs.400/-
	Practical Examination Fee	Rs.500/-
	Fine for late submission of Examination Form (If applicable)	Rs.500/-

NOTE:

- Students may contact the **Deputy Controller of Examinations (i/c)**, Sibsagar University for any discrepancy in the Course/Paper (s) related to their concerned Examination.
- No change (**especially the change of Course/Paper**) shall be allowed in the examination forms of students once it is submitted **ONLINE**.
- For any issue, related to **ONLINE PAYMENT**, Students may contact **Mr. Lekhak Hazarika**, Accountant, Sibsagar University.

Copy to:

1. The Honorable Vice Chancellor, Sibsagar University
2. The Registrar, Sibsagar University
3. The Academic Registrar(i/c), Sibsagar University
4. The Dean(i/c), Student Welfare, Sibsagar University
5. The Deputy Controller of Examinations(i/c), Sibsagar University
6. All Heads of Departments, with a request to inform students about this notification
7. HA, Sibsagar University
8. FAO, Sibsagar University
9. Office File
10. Notice Board

Rupam Kr. Gogoi
 (Dr. Rupam Kr. Gogoi)
 Controller of Examinations(i/c)
 Sibsagar University
Controller of Examinations (i/c)
Sibsagar University
Sibsagar