



# **Nowgong College (Autonomous)**

## **Examination Form Fill Up Notice**

### **FYUGP First Semester End Term Examinations 2023**

---

This is for information of all concerned that the Examination Form fill up process of Nowgong College (Autonomous) for the students of FYUGP 1<sup>st</sup> Semester, Regular Batch-2023 (B.A., B.Sc., B.Com., B.Voc.) will be done through SAMARTH online portal. After filling up the Online Examination Form, the students shall have to take printouts of the submitted Form as well as Payment Transaction Slip and submit both to the college office along with the photocopy of Marks-sheet/Grade-sheet of last examination passed (H.S.) and Registration Certificate of the Board last attended.

The students are requested to go through the User Manual before filling up their online examination forms. The details of schedule, portal, fee structure etc. are given below.

#### **Schedule**

1. Online Form Fill up: **26/11/2023** to **04/12/2023**
2. Last date of submission of hardcopy at College Office: **05/12/2023**

#### **Portal for Form Fill Up**

<https://nowgongcollege.samarth.edu.in/index.php/site/login>

#### **Fee Structure:**

1. FYUGP-B.A. (All Major Subjects Except Geography): Rs. 1250/-
2. FYUGP-B.A. (Geography Major): Rs. 1450/-
3. FYUGP-B.Sc. (All Major Subjects): Rs. 1450/-
4. FYUGP-B.Com: Rs. 1250/-
5. FYUGP-B.Voc. (BMLT): Rs. 1450/-

#### **Documents to be Submitted at College Office**

1. Hardcopy of Examination Form
2. Hardcopy of Payment Slip
3. Grade-sheet/Marks-Sheet of the Last Examination Passed
4. Registration Certificate of the Board last attended

**Important: The students having minimum required class attendance are only entitled to get the Admit Card and be allowed to appear the examinations.**

This is issued with the approval of the Principal, Chief Controller of Examinations, dated 25<sup>th</sup> November 2023.

Controller of Examinations  
Nowgong College (Autonomous)



# Nowgong College (Autonomous)

## User Manual for Filling the Online Examination Form

### FYUGP First Semester End Term Examinations 2023

Before proceeding to login into the SAMARTH Examination portal for filling Examination Form, a student has to sign-up to register a new account. The process of New Registration is shown below.

1. Visit the Samarth portal at <https://nowgongcollege.samarth.edu.in/index.php/site/login>

The screenshot shows the 'Student Sign In' page. It features a 'Student Sign In' section with two input fields: 'Enrolment Number' and 'Password'. Below these fields are two buttons: 'New Registration' and 'Reset Password'. A blue circle highlights the 'New Registration' button. The page also includes a 'Student Portal' section with 'Important Instructions for Student' and a 'View Public Notice' link.

2. Click on 'NEW REGISTRATION' to put your details like Programme, Your Name, Samarth Enrolment Number and Verification Code. Then click on 'SUBMIT' button as shown below. You will get an OTP in your registered mobile number. Insert the OTP and set your confidential PIN (Password).

The screenshot shows the 'Student Registration form'. It includes a 'Select Programme' dropdown menu, a 'Name (as on ID card)' text input field, and an 'Enrolment Number' text input field. Below the 'Enrolment Number' field is a 'Submit' button. The page also includes a 'View Public Notice' link.

Once a student is registered in the portal, he/she can login to the portal through using Enrolment Number and Password to fill-up the examination form, the process of which is shown in proceeding pages.

## User Manual for Examination Form at Institution Student Portal

The Examination Form filling process is divided into two Activities. Students must complete Activity 1( Course Selection) and then Activity 2 (Examination Form Submission) to complete the process.

### **Activity 1 - Course Selection:**

In this activity, Students need to select the papers/courses opted for the current semester.

### **Activity 2- Examination Form Submission:**

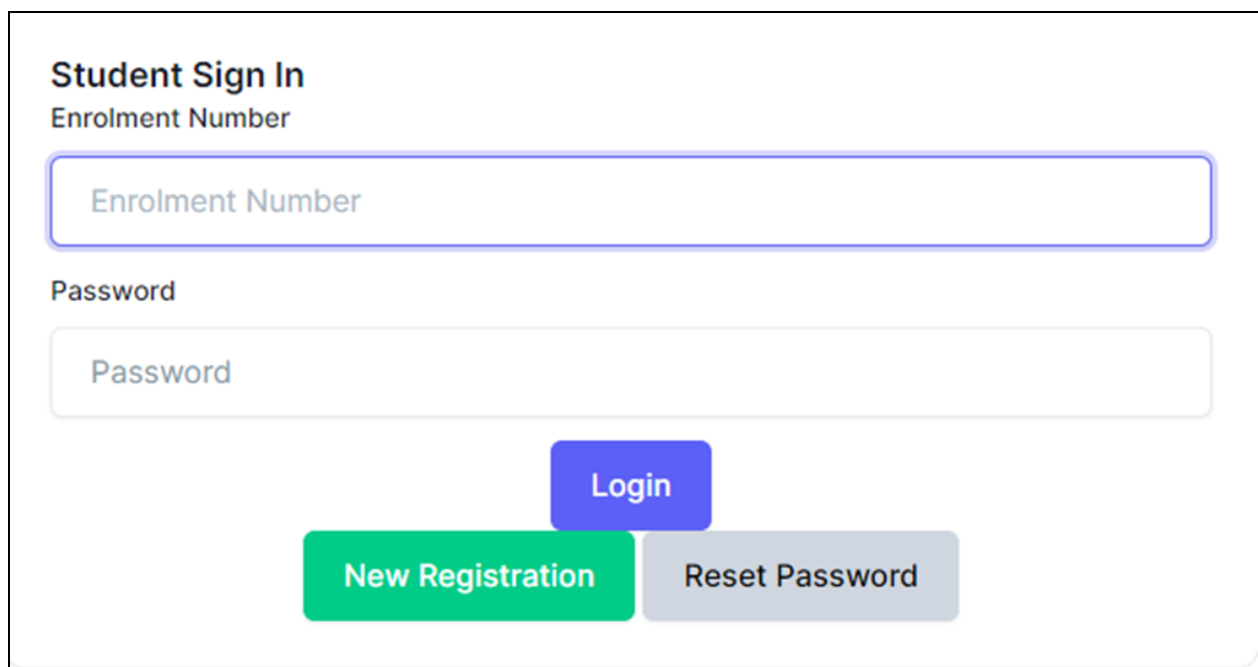
In this activity, Students need to select the (Appearing/Compartment/Improvement) papers/courses in which they want to appear for the examination according to the Institute's policy.

**For more details on the Examination policy, please visit the Institution website.**

## Steps to Complete Activity 1 - Course Selection

**Step 1: Open the student portal through {Student portal Url}, the homepage will appear as below:**

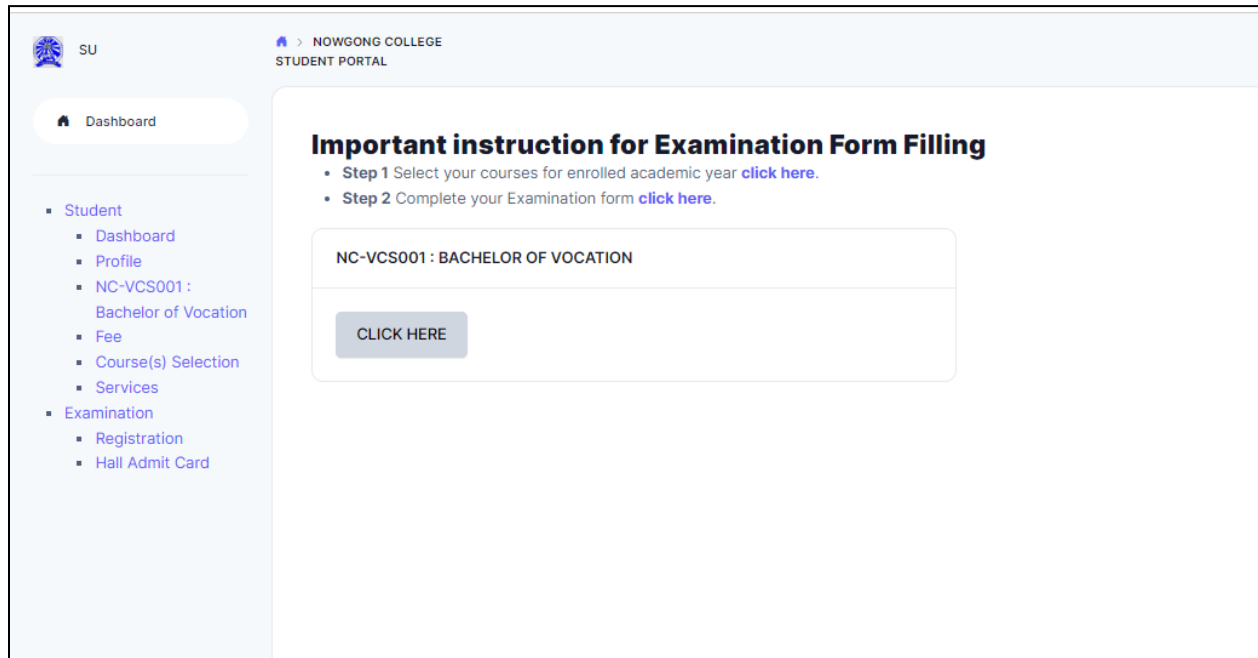
Students can mention their Enrolment number and Password and then click on the Login button.



The screenshot displays a 'Student Sign In' form. At the top left, the text 'Student Sign In' is followed by the label 'Enrolment Number' above a text input field containing the placeholder text 'Enrolment Number'. Below this is the label 'Password' above another text input field containing the placeholder text 'Password'. At the bottom of the form, there are three buttons: a blue 'Login' button centered, a green 'New Registration' button to the left, and a grey 'Reset Password' button to the right.

## Step 2: Student Dashboard:

Once the student successfully logs in to the student portal, the dashboard will be shown, following which, the student can see the respective programme which has been allocated to him/her.



SU > NOWGONG COLLEGE  
STUDENT PORTAL

Dashboard

- Student
  - Dashboard
  - Profile
  - NC-VCS001 : Bachelor of Vocation
  - Fee
  - Course(s) Selection
  - Services
- Examination
  - Registration
  - Hall Admit Card

### Important instruction for Examination Form Filling

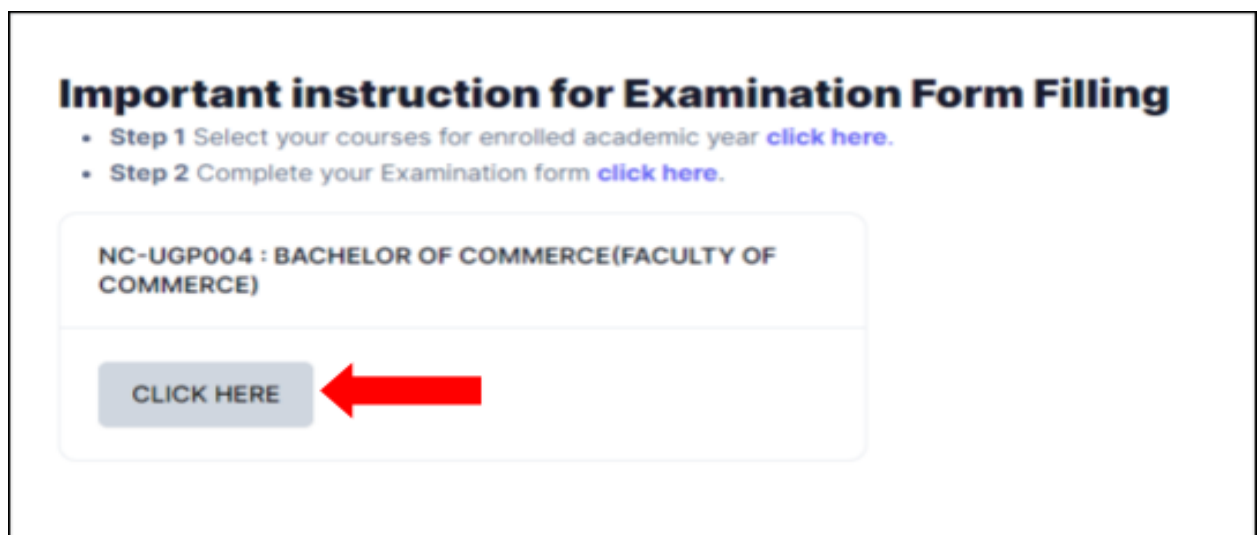
- Step 1 Select your courses for enrolled academic year [click here](#).
- Step 2 Complete your Examination form [click here](#).

NC-VCS001 : BACHELOR OF VOCATION

[CLICK HERE](#)

## Step 3: Course Selection for the Respective Programme:

Students can Click on the **CLICK HERE** button for course selection.



### Important instruction for Examination Form Filling

- Step 1 Select your courses for enrolled academic year [click here](#).
- Step 2 Complete your Examination form [click here](#).

NC-UGP004 : BACHELOR OF COMMERCE(FACULTY OF COMMERCE)

[CLICK HERE](#)

Students need to check the programme details and then click on the **Click here to select your courses** button.

NC-VCS001 : Bachelor of Vocation

Name	DEMO	Enrolment Number	DEMO
Level	BACHELOR	Examination Roll Number	DEMO
Admission (Year-Cycle)	2023-JULY	Admission Quota	OBC

ABC ID !! Action required click here to link/create your ABC Account

---

You can apply for course selection in SEMESTER 1 of NC-VCS001 : Bachelor of Vocation

[Click here to select your courses](#)

## Step 4: Course Selection Section:

Students need to select the courses/papers for the first semester from the drop-down and click on **SUBMIT** button.

**Course Selection Section**

Enrolment Number:	DEMO	Programme	NC-VCS001 : Bachelor of Vocation	Session	2023-JULY	Reference Number :	Category : OBC
-------------------	------	-----------	----------------------------------	---------	-----------	--------------------	----------------

**Courses Selection for SEMESTER 1**

S.No	Option Type	Course Code : Course Name (Credit)
1	MAJOR	MELT-MAJ-1014 : Basic anatomy & physiology (4.00)
2	MINOR	MELT-MIN-1014 : General Microbiology (4.00)
3	INTERDISCIPLINARY COURSE	ARAB-IDC-1014 : Arabic Learning-1 (4.00)
4	SKILL ENHANCEMENT COURSE	BOTA-SEC-1014 : Nursery and Gardening (4.00)
5	ABILITY ENHANCEMENT COURSE	HIND-AEC-1012 : Vyakaran Evam Vyavaharik Hindi (2.00)
6	VALUE ADDED COURSE	<p><b>Select maximum 4 credit. You have selected 4 credit, remaining selection 0 credit.</b></p> <p><input checked="" type="checkbox"/> ENSC-VAC-1012 : Environmental Science (2.00)</p> <p><input checked="" type="checkbox"/> NASS-VAC-1012 : National Service Scheme (2.00)</p> <p><input type="checkbox"/> UNIN-VAC-1012 : Understanding India (2.00)</p> <p><input type="checkbox"/> OUEE-VAC-1012 (Online) : Our Energy Future (Online) (2.00)</p> <p><input type="checkbox"/> PHSR-VAC-1012 (Online) : Philosophy, Science and Religion: Religion &amp; Science (Online) (2.00)</p> <p><input type="checkbox"/> MOTH-VAC-1012 (Online) : Model Thinking (Online) (2.00)</p>

Activate Windows  
Go to Settings to activate Windows.

[Submit](#)

## Step 5: Update Course Selection Section:

When the student clicks on the **Submit** button, the dashboard is shown and if the student wants to update the selected courses/papers, he/she can click on the **Update course selection** button. If this is not required, then the student will click on the **Submit course selection** button.

Update Course Selection

Course selection for NC-VCS001 : Bachelor of Vocation

Enrolment Number:	DEMO	Programme	NC-VCS001 : Bachelor of Vocation	Session	2023-JULY	Reference Number : 4	Category : OBC
-------------------	------	-----------	----------------------------------	---------	-----------	----------------------	----------------

**Your Course Selections**

S.No	Course Code	Name of Course	Credits	Term
1	MELT-MAJ-1014 : MAJOR	Basic anatomy & physiology	4.00	1 SEMESTER
2	MELT-MIN-1014 : MINOR	General Microbiology	4.00	1 SEMESTER
3	ARAB-IDC-1014	Arabic Learning-I	4.00	1 SEMESTER
4	BOTA-SEC-1014	Nursery and Gardening	4.00	1 SEMESTER
5	HIND-AEC-1012	Vyakaran Evam Vyavaharik Hindi	2.00	1 SEMESTER
6	ENSC-VAC-1012	Environmental Science	2.00	1 SEMESTER
7	NASS-VAC-1012	National Service Scheme	2.00	1 SEMESTER
<b>Total Credit</b>			<b>22</b>	

Submit your course selection

Update Course Selection

Submit course selection

Activate Windows  
 Go to Settings to activate Windows.

After clicking on the **Submit course selection** button, the courses will be submitted successfully and a pop-up message (*Courses submitted successfully*) appears on the dashboard.

**Info!**
×

Courses submitted successfully click here

NC-VCS001 : Bachelor of Vocation

Name	DEMO	Enrolment Number	DEMO	Organizational unit (Autonomous College Campus)	97: Nowgong College (Autonomous)
Level	BACHELOR	Examination Roll Number	DEMO	Delivery Mode	Face to face
Admission (Year-Cycle)	2023-JULY	Admission Quota	OBC	Discipline	MLT (Major) MLT (Minor)

!! Action required click here to link/create your ABC Account

**My Courses**

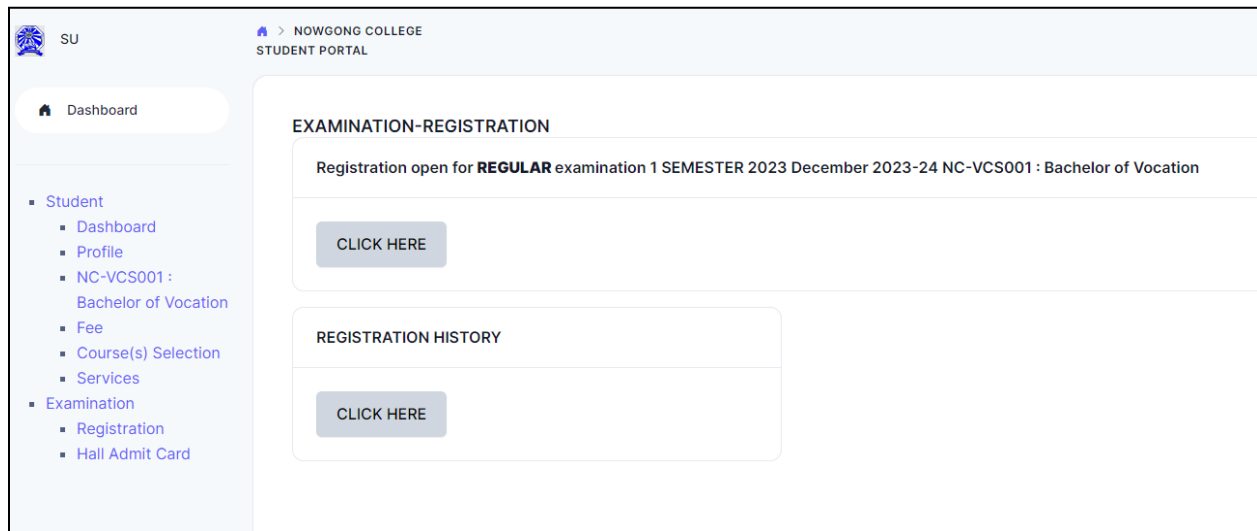
#	CODE	TITLE	CATEGORY	CREDITS	TERM	CYCLE
1	MELT-MAJ-1014	Basic anatomy & physiology	COMPULSORY	4.00	1 SEMESTER	JULY 2023
2	MELT-MIN-1014	General Microbiology	COMPULSORY	4.00	1 SEMESTER	JULY 2023
3	ARAB-IDC-1014	Arabic Learning-I	ELECTIVE	4.00	1 SEMESTER	JULY 2023
4	BOTA-SEC-1014	Nursery and Gardening	COMPULSORY	4.00	1 SEMESTER	JULY 2023
5	HIND-AEC-1012	Vyakaran Evam Vyavaharik Hindi	COMPULSORY	2.00	1 SEMESTER	JULY 2023
6	ENSC-VAC-1012	Environmental Science	ELECTIVE	2.00	1 SEMESTER	JULY 2023
7	NASS-VAC-1012	National Service Scheme	ELECTIVE	2.00	1 SEMESTER	JULY 2023

Activate Windows  
 Go to Settings to activate Windows.

# Steps for Activity 2- Examination Form Submission

## Step 1: Examination Registration:

Once students click on the Examination Registration option which is visible on the left sidebar menu then this dashboard will appear which is shown below:



In this dashboard, students can check their examination form-related details and if students belong to the PwD category, they can mention their Nature of Disability and if they require a Scribe, they can select Yes. If the student don't belong to the PwD category, he/she can select Not Applicable from the dropdown.



Dashboard

- Student
  - Dashboard
  - Profile
  - NC-VCS001 : Bachelor of Vocation
    - Fee
    - Course(s) Selection
    - Services
- Examination
  - Registration
  - Hall Admit Card

Powered by eGov

### Examination Course(s) selection form for NC-VCS001 : Bachelor of Vocation

#### Examination Session December 2023-24

Name	DEMO2	Enrolment Number	DEMO2	Organizational unit (Autonomous College Campus)	97: Nowgong College (Autonomous)
Level	BACHELOR	Program Type	DEGREE	Delivery Mode	Face to face
Admission (Year-Cycle)	2023-JULY	Roll Number	DEMO2	Discipline	MLT (Major) MLT (Minor)
Email	mohsin.ali@samarth.ac.in	Student Ph. No. Mother Ph. No. Father Ph. No. Guardian Ph. No.	9161123502		
Mother Name Father Name Guardian Name	DEMO MOTHER DEMO2 FATHER	Correspondence Address	DEMO2 LINE 1 DEMO LINE 2 NAGAON, 782103, Assam	ABC ID	

**Examination Session** December 2023-24      **Examination Type** REGULAR

Select your PwD (Persons with Disabilities) Status

Percentage of Disability

Select whether you need scribe in examination

Dashboard

- Student
  - Dashboard
  - Profile
  - NC-VCS001 : Bachelor of Vocation
    - Fee
    - Course(s) Selection
    - Services
- Examination
  - Registration
  - Hall Admit Card

Powered by eGov

Mother Name Father Name Guardian Name	DEMO MOTHER DEMO FATHER	Correspondence Address	DEMO DEMO LINE 2 NAGAON, 782103, Assam	ABC ID	
---	----------------------------	------------------------	--	--------	--

**Examination Session** December 2023-24      **Examination Type** REGULAR

Select your PwD (Persons with Disabilities) Status

**Course(s) Selection**

S.No	Course Code : Name	Course Credits	Course Term	Type	Action
1	MELT-MIN-1014 : General Microbiology	4.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
2	ARAB-IDC-1014 : Arabic Learning-I	4.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
3	MELT-MAJ-1014 : Basic anatomy & physiology	4.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
4	BOTA-SEC-1014 : Nursery and Gardening	4.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
5	HIND-AEC-1012 : Vyakaran Evam Vyavaharik Hindi	2.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
6	ENSC-VAC-1012 : Environmental Science	2.00	1 SEMESTER	REGULAR	REQUIRED SELECTION
7	NASS-VAC-1012 : National Service Scheme	2.00	1 SEMESTER	REGULAR	REQUIRED SELECTION

Then Click on the **Submit** button.

## Step 2: Submission of Papers/Courses:

After clicking on the Submit button, the option of **Update Course(s)** and **Fee Submission** will be visible to the students. If students want to update

the courses, they can do so or if they do not want to, they can submit their examination form by submitting the exam fee.

S.No	Course Code : Name	Course Credit(s)	Term	Classification	Type
1	MELT-MIN-1014 : General Microbiology	4.00	1 SEMESTER	THEORY AND PRACTICAL	REGULAR
2	ARAB-IDC-1014 : Arabic Learning-I	4.00	1 SEMESTER	THEORY AND PRACTICAL	REGULAR
3	MELT-MAJ-1014 : Basic anatomy & physiology	4.00	1 SEMESTER	THEORY AND PRACTICAL	REGULAR
4	BOTA-SEC-1014 : Nursery and Gardening	4.00	1 SEMESTER	THEORY AND PRACTICAL	REGULAR
5	HIND-AEC-1012 : Vyakaran Exam Vyavaharik Hindi	2.00	1 SEMESTER	THEORY	REGULAR
6	ENSC-VAC-1012 : Environmental Science	2.00	1 SEMESTER	THEORY	REGULAR
7	NASS-VAC-1012 : National Service Scheme	2.00	1 SEMESTER	THEORY	REGULAR

S.No	Fee Component	Amount
1	Fee not applicable.	INR 0
<b>Total fee</b>		INR 0

Then click on the **Submit Course(s) Selection** button

**Success!**  
Examination form submitted successfully.

[Print Application](#)

**Nowgong College**  
Examination Form for Examination Session December 2023-24

**Examination Course(s) Selection for NC-VCS001 : Bachelor of Vocation**

Name	DEMO	Enrolment Number	DEMO	Organizational unit (Autonomous College Campus)	97: Nowgong College (Autonomous)
Level	BACHELOR	Program Type	DEGREE	Delivery Mode	Face to face
Admission (Year-Cycle)	2023-JULY	Roll Number	DEMO	Discipline	MLT (Major) MLT (Minor)
Email	DEMO@gmail.com	Student Ph. No. Mother Ph. No. Father Ph. No. Guardian Ph. No.	9123456789		

Once students submit their Examination form, a message (*Examination form Submitted Successfully*) will be displayed and students can also print their examination form from the **Print Application** option.

## **The Process of Payment of Examination Fee**

The stipulated examination fee is to be deposited/paid by the students in online-mode through any of the ways mentioned below.

### **a. Payment through QR Code Scan.**



### **b. Through UPI ID: 9435931578m@pnb**

### **c. Online Account Transfer:**

Name of the Bank: Punjab National Bank  
Account No.: 7257010035574  
Account Name: Admission and Examination Fund  
IFSC: PUNB0RRBAGB

Please note the transaction number and date which will be required while submitting the examination form.