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 1st 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 25th 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

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).

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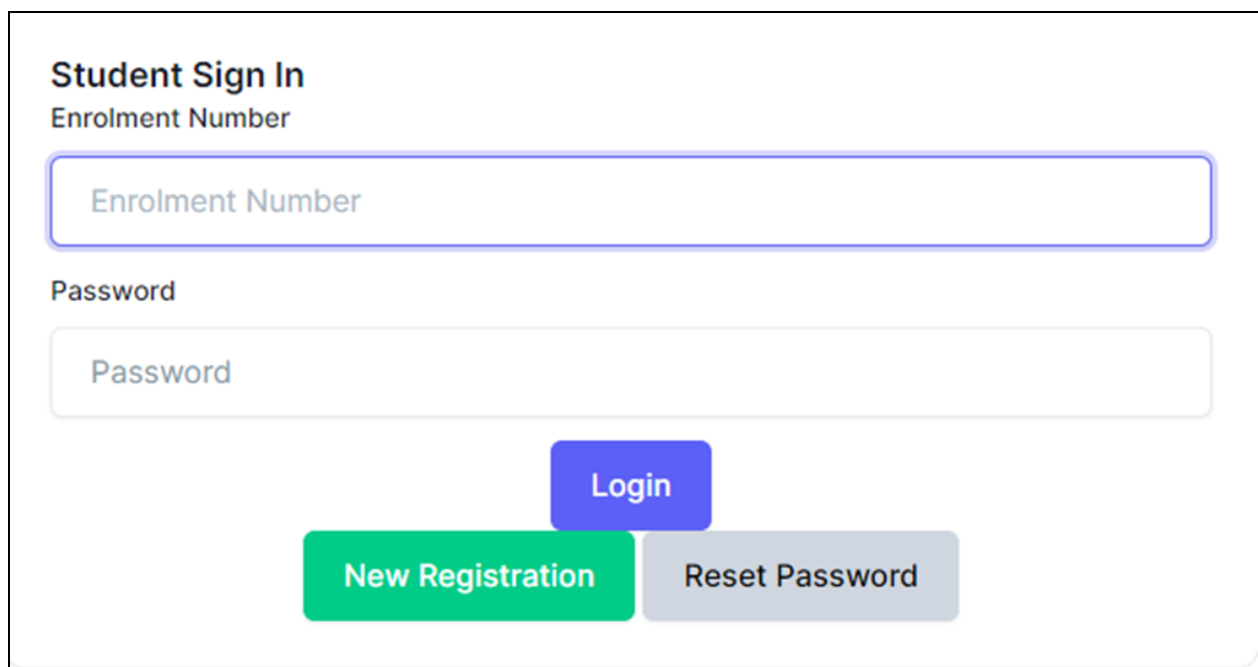
In this activity, Students need to select the (Appearing/Compartment/Improvement) papers/courses in which they want to appear for the examination according to the Institute's policy.

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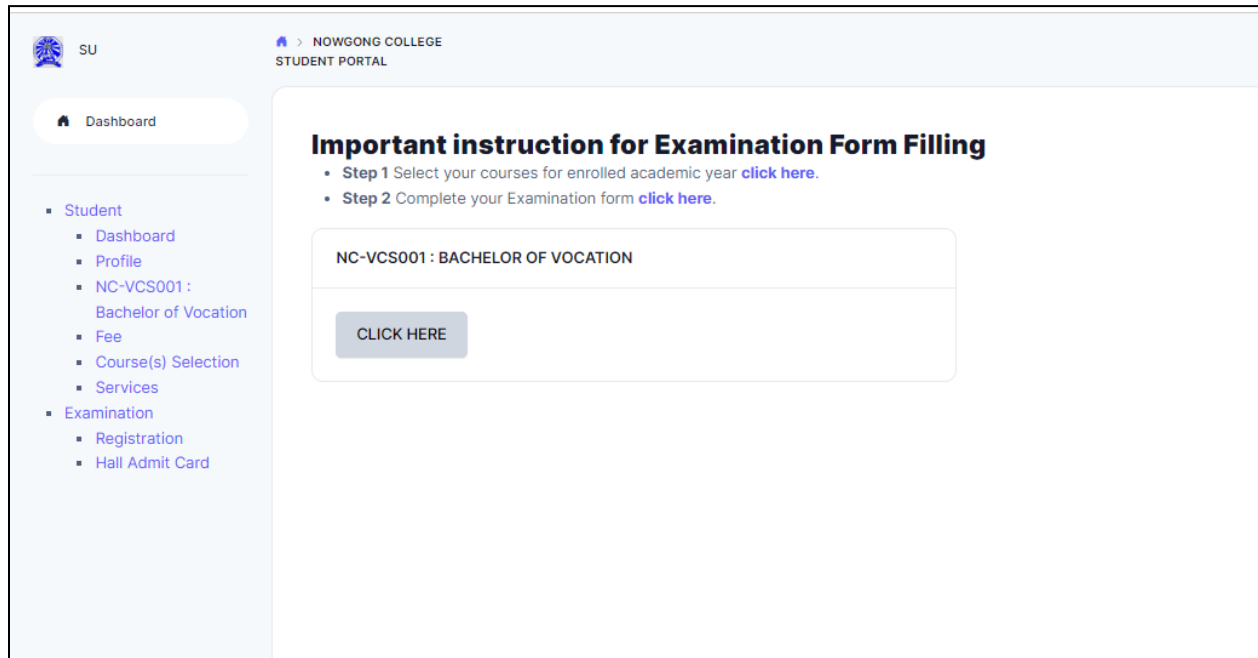
Students can mention their Enrolment number and Password and then click on the Login button.

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.
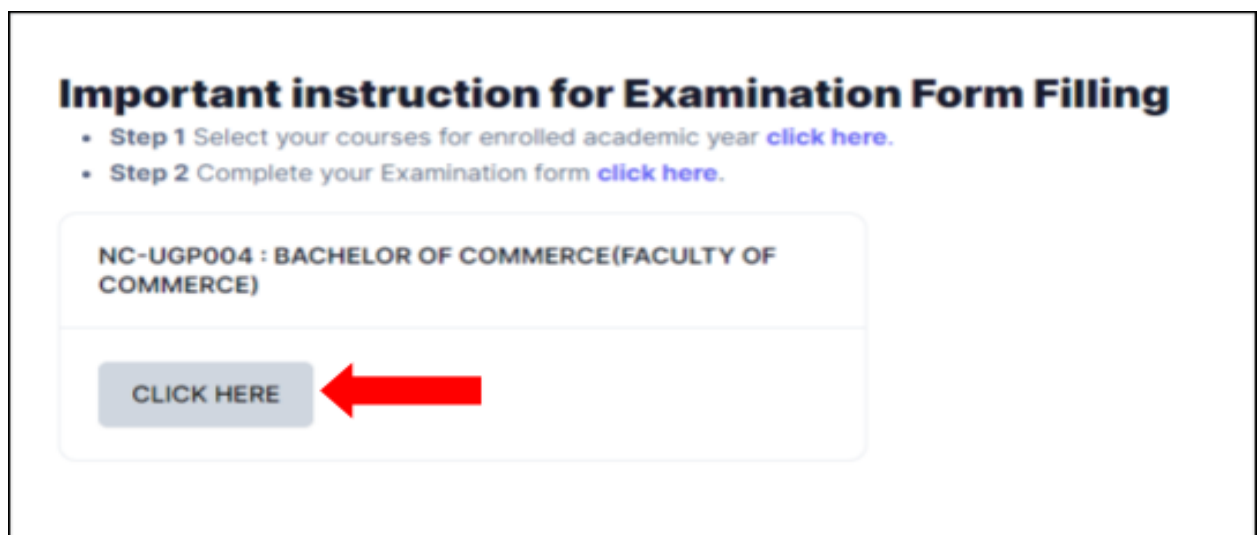
Step 3: Course Selection for the Respective Programme:

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

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

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.

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.

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.

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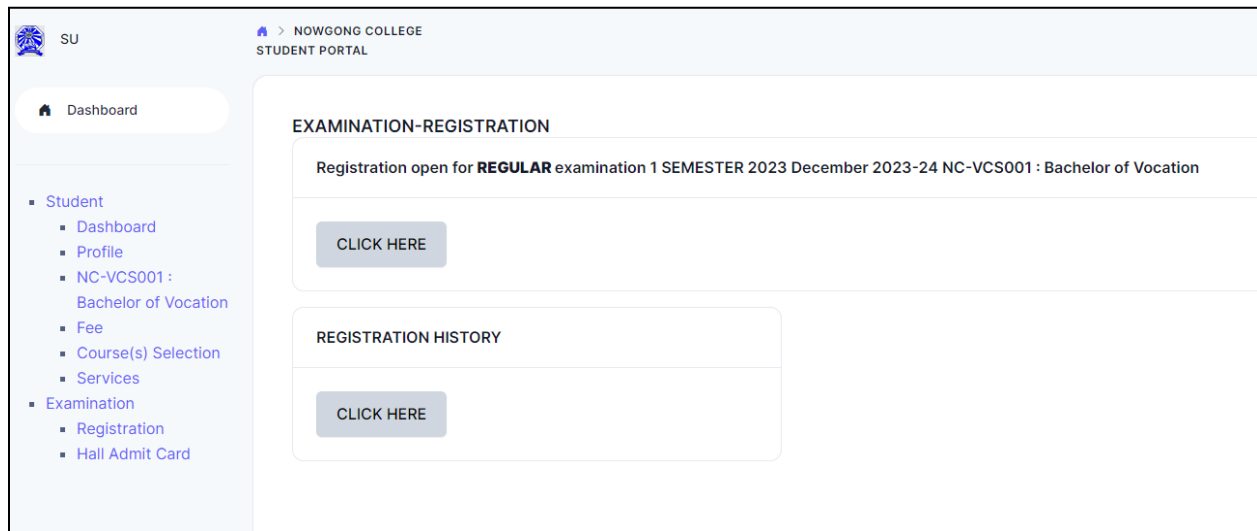
In this dashboard, students can check their examination form-related details and if students belong to the PwD category, they can mention their Nature of Disability and if they require a Scribe, they can select Yes. If the student don't belong to the PwD category, he/she can select Not Applicable from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

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.

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

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.**

SCAN & PAY USING ANY BHIM UPI APP

9435931578m@pnb

MERCHANT: ADMISSION AND EXAMINATION FUND NOWGONG COLLEGE

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.