OFFICE OF THE CONTROLLER OF EXAMINATIONS
GAUHATI COMMERCE COLLEGE (AUTONOMOUS)
(Affiliated to Gauhati University, Assam)
R.G. Barooah Road, Guwahati- 781021, Ph. (0361) 2413095 (O)
Website: www.gcc.ac.in E-mail: coe@gcc.ac.in

Ref. No. GCC(A)/CoE/Form Fill-up/2026/.31 Date: 14-11-2026

NOTICE

(Examination Form Fill-up for FYUGP BBA Semester - III (Regular Batch 2025) & Semester – V (Regular Batch 2024) through SAMARTH e-Gov Portal)

It is for information of all concerned that the Examination Form Fill-up process for the students of BBA Semester-III (Regular Batch 2025) & Semester-V (Regular Batch 2024) Examination, 2026 will be done through SAMARTH e-Gov Portal.

1. **The last date for filling up of the examination forms online fixed by the University is 18th November, 2026 (without fine) & up to 20th November, 2026 (with fine).**
2. **Students must log in the *https://gauhati.samarth.edu.in* for filling up their forms and necessary examination fee.**
3. Candidates have to deposit Examination fees and Enrolment fees to GU (980/- + 250/- = Rs. 1230/- without fine & 980/-+550/-+250/- = Rs. 1780/- with fine) through online payment gateway available in the SAMARTH e-Gov portal only. No other mode payment will be accepted.
4. **For Centre fee & Practical/Internship fee payment login to college portal *www.gcc.ac.in*, open the link "online services & payment" and sign up, fill-up the required information and pay Rs. 850/- for 3rd Semester (Centre fee 500/- + Practical fee 350/-) and Rs. 1000/- for 5th Semester (centre fee 500/- + Internship fee 500/- = Rs. 1,000/-) online.**
5. Office of the Controller of Examinations, Gauhati University will not accept examination form or fee from students.
6. For reference, please go through the User Manual Attached here with.

14/11/26

Sd/-
Principal
Gauhati Commerce College (A)
Guwahati – 21

(Dr. Champak Saikia)
Controller of Examinations
Gauhati Commerce College (A)
Guwahati – 21

Copy to:
1. College Notice Board
2. College Website & WhatsApp Channel
3. Notice File
4. Accountant

Controller of Examinations
Gauhati Commerce College (Autonomous)
Guwahati-21

Annexure I

Steps to follow by candidates to fill up Examination Form

1. Log in to your account through https://gauhati.samarth.edu.in/
2. Click on the "Examination Registration" from the left hand panel after login
3. Click on "Click here for Examination Form"
4. Select your PwD status (if not belonging to PwD, select not applicable from drop down menu)
5. Verify all courses which are listed. Courses will be available for those candidates only who had completed the Course Registration process successfully as per the notification of o/o the Academic Registrar, GU
6. *Those who didn't complete course registration must not proceed further to pay the Examination Fees.*
7. Then click on submit button
8. After this click on the payment link "Click here for payment via Razorpay"
9. Pay the requisite amount shown.

NOTE:

1. These steps are necessary actions to successfully submit the Examination Form
2. Please don't refresh while doing the transaction. It may cause failure of the Examination Form Submission.
3. If your Form Status remain as "Draft" after attempting payment of fees, then do the following in the portal to check the payment status: Dashboard>>Fee (in the left-hand side panel)>>All Transactions>>Check Payment Status. If payment was successful, then the form will be submitted after clicking "Check Payment Status" and a confirmation message in Green colour will appear at the top.
4. The same facility is available in the last page of form submission also, if the form status remains as "Draft".