



Office of the
CONTROLLER OF EXAMINATIONS
NAGAON UNIVERSITY
OLD A.T. ROAD, NAGAON-782001, ASSAM

Ref No.: NU/COEX/NOTI-28/2025

Date: 20-11-2025

NOTIFICATION: 28/2025

Examination Form Fill-Up**PG First Semester End-Term Examinations 2025****Regular, Batch-2025**

This is for information of all concerned that the Form fill-up process of PG 1st Semester End-Term Examinations, 2025 (Regular Batch-2025) of Nagaon University will be done through SAMARTH online portal as per the schedule given below. 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 university office along with the photocopy of Marks-sheet/Grade-sheet of last examination passed (TDC) and Admission Receipt of PG 1st Semester.

The students are requested to go through the Instructions/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: **21/11/2025 to 26/11/2025**
2. Last date for submission of hardcopy to the University Office: **21/11/2025, 25/11/2025 & 26/11/2025**

Portal for Form Fill Up

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

Fee Structure:

Degree	Subjects	Examination Fee
M.A./M.Sc./M.Com.	Assamese, Commerce, Economics, Education, English, Hindi, History, Mathematics, Philosophy, Political Science & Sanskrit	Rs. 1500/-
	Botany, Chemistry, Geography, Physics and Zoology	Rs. 2500/-

Mode of Payment of Examination Fee

The stipulated examination fee is to be paid **online** by the students using any of the methods given below.

a. Payment through QR Code Scan.**b. UPI ID: 7002481571m@pnb****c. Online Account Transfer:**

Name of the Bank: Assam Gramin Vikash Bank
Account Name: NAGAON UNIVERSITY FUND
A/C- 7257010036458
IFSC- PUNB0RRBAGB
Branch- Nagaon

Documents to be Submitted to the University Office

1. Hardcopy of Examination Form
2. Hardcopy of Payment Transaction Slip (online payment proof)
3. Grade-sheet/Marks-Sheet of the Last Examination Passed/Appeared

Controller of Examinations (i/c)
Nagaon University

e-Copy to:

- Registrar (i/c)
- PS to Hon'ble Vice-Chancellor- for kind information
- Academic Registrar (i/c)
- University Website- for uploading
- Notice Board

Controller of Examinations (i/c)
Nagaon University



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Ref No.: NU/COEX/NOTI-28/2025

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INSTRUCTIONS FOR FILLING ONLINE EXAMINATION FORMS

The online Examination Form fill-up process is divided into two Activities (Steps). Students must complete both the activities to complete the form-fill-up process.

Activity (Step)-1: Course Selection: In this activity, students need to select the papers/courses opted for the first semester.

Activity (Step)-2: Examination Form Submission: In this activity, students need to submit the Online Examination Form.

However, before proceeding to login into the SAMARTH Examination portal for filling Examination Form, students have to register/create a new account and upload their photo & signature. The process of New Registration and Upload of Photo & Signature is shown below.

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

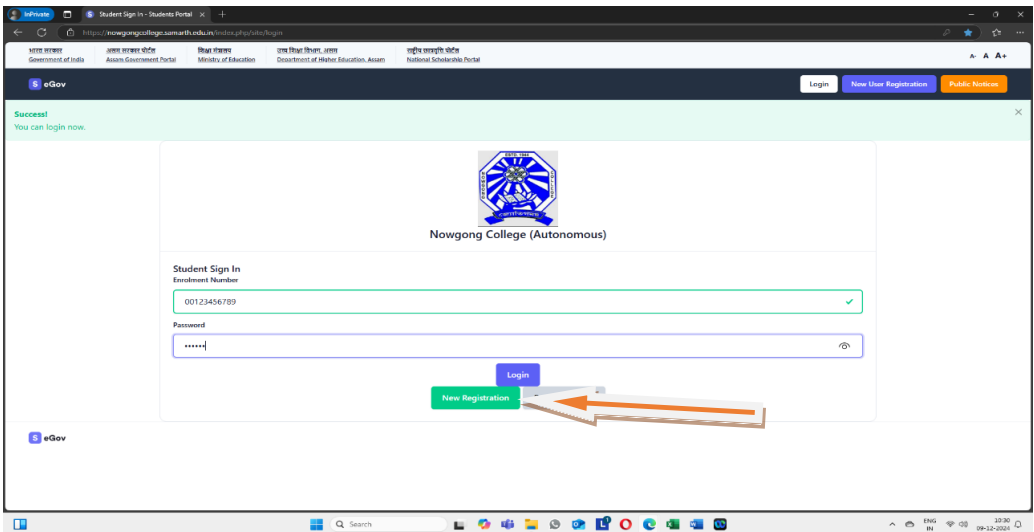
The screenshot shows the login page of the Samarth portal. On the left, there's a 'Student Portal' section with 'Important Instructions for Student'. On the right, there's a 'Student Sign In' section with fields for 'Enrollment Number' and 'Password'. A red circle highlights the 'New Registration' button.

2. Click on ‘NEW REGISTRATION’ button.
- Select your programme from the dropdown menu [Master of Arts (ASSAMESE), Master of Arts (ECONOMICS), Master of Science (BOTANY) etc.]
 - Write your Name as per Admission Record (Provided in a separate pdf file)
 - Put your Enrolment/Roll No. (Provided in a separate pdf file)
 - Insert Verification Code/Captch.
 - Now, click on ‘SUBMIT’ button as shown below.
 - You will get an OTP in your registered Email Id/Mobile number (Provided in a separate pdf file).
 - Insert the OTP and set your confidential PIN (Password).

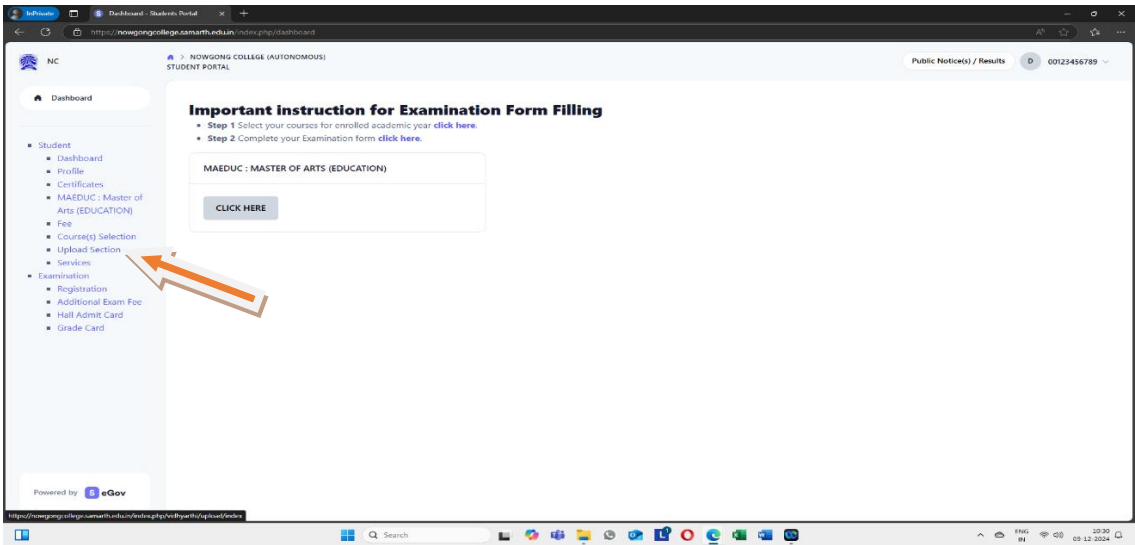
The screenshot shows the registration page of the Samarth portal. It displays the 'Student Registration Form' with fields for 'Select Programme', 'Name (as on ID card)', and 'Enrollment Number'. A red circle highlights the 'Submit' button.

3. Once a student is registered in the portal, he/she can login into the portal through using Enrolment/Roll No. and Password. After logging into the portal, complete your account by uploading your recent PASSPORT-SIZE PHOTO (jpg format) and SIGNATURE (jpg format).

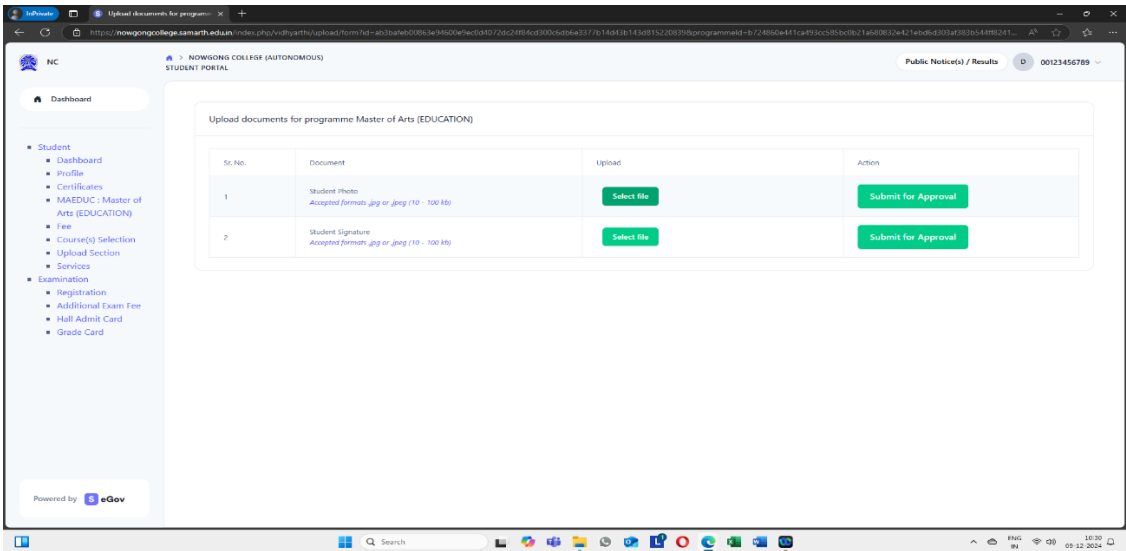
To upload your Photo and Signature, go to UPLOAD SECTION given on left side of the screen and follow the screen-instructions.



(Log-in Interface, Use your Enrolment no. and Password to login)



(After login, Go to **Upload Section** to upload Photo and Signature)



(Upload your photo and signature and submit for Approval)

Once you upload your photo and signature and Submit for Approval, your account is ready. Now you can proceed to fill-up the examination form, the process of which is shown in proceeding pages. Students must complete both the activities to complete the form-fill-up process. Activity (Step)-1: Course Selection & Activity (Step)-2: Examination Form Submission.



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:

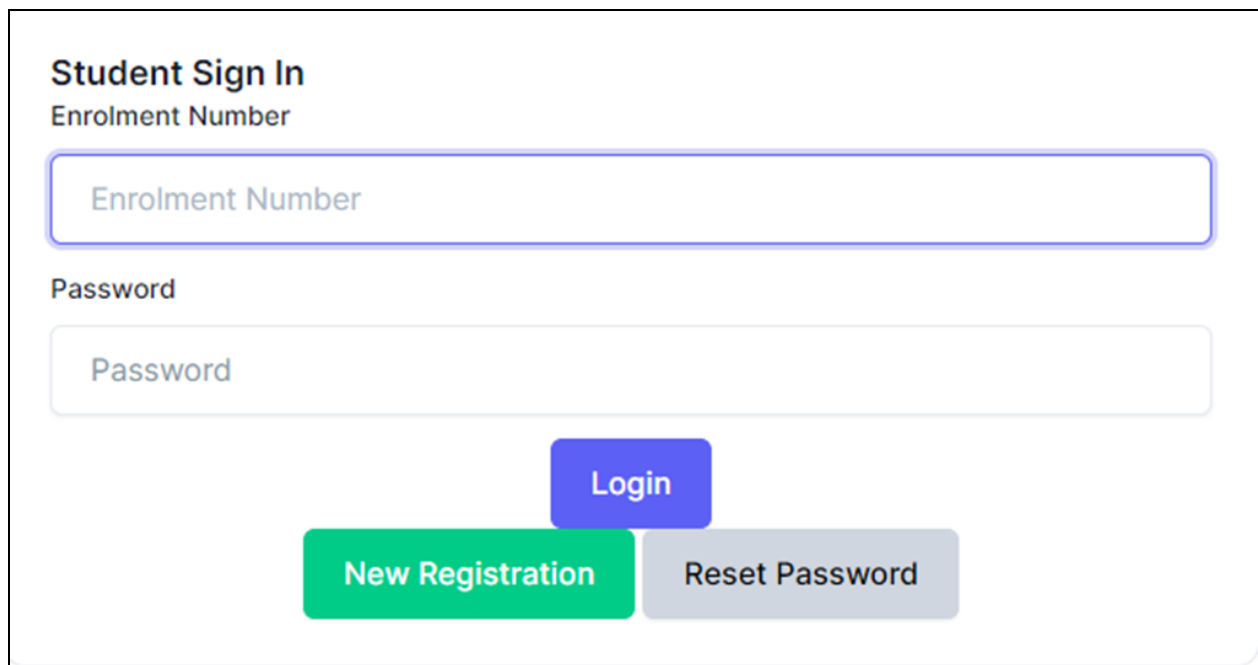
In this activity, Students need to select the (Appearing/Compartment/Improvement) papers/courses in which they want to appear for the examination according to the Institute's policy.

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 image shows a 'Student Sign In' form. It has a title 'Student Sign In' in bold. Below the title is the label 'Enrolment Number' followed by a text input field containing the placeholder text 'Enrolment Number'. Below this is the label 'Password' followed by a text input field containing the placeholder text 'Password'. At the bottom of the form are three buttons: a blue 'Login' button, a green 'New Registration' button, and a grey 'Reset Password' button.

Student Sign In
Enrolment Number

Enrolment Number

Password

Password

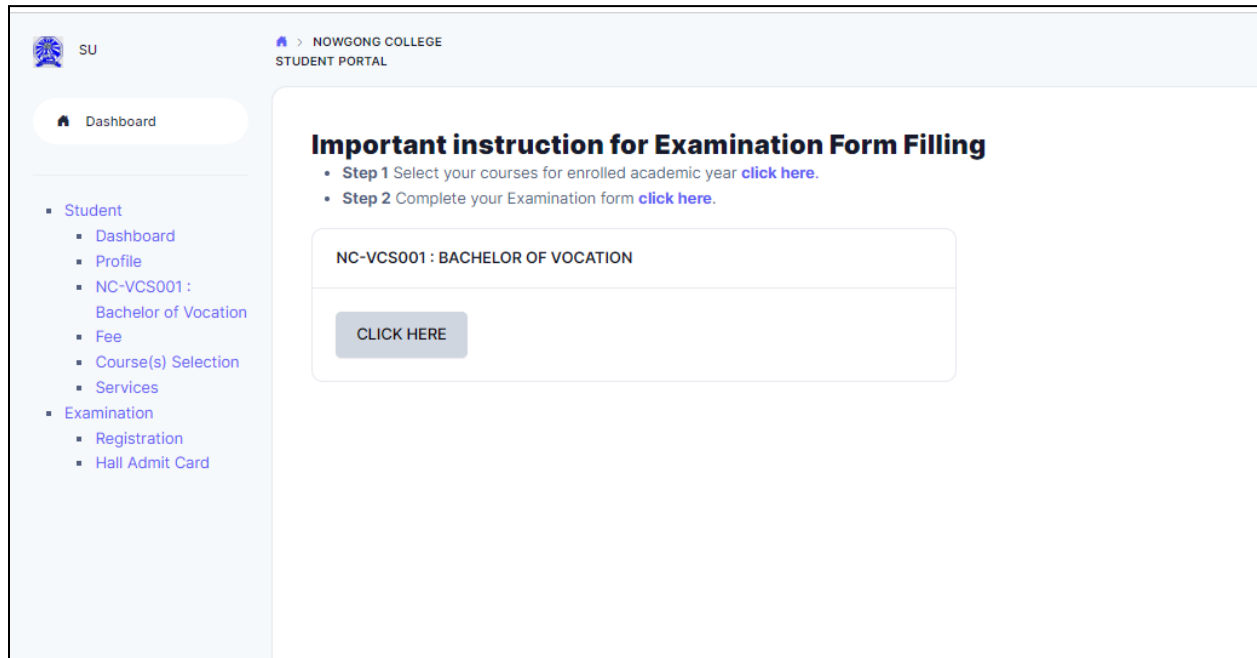
Login

New Registration

Reset Password

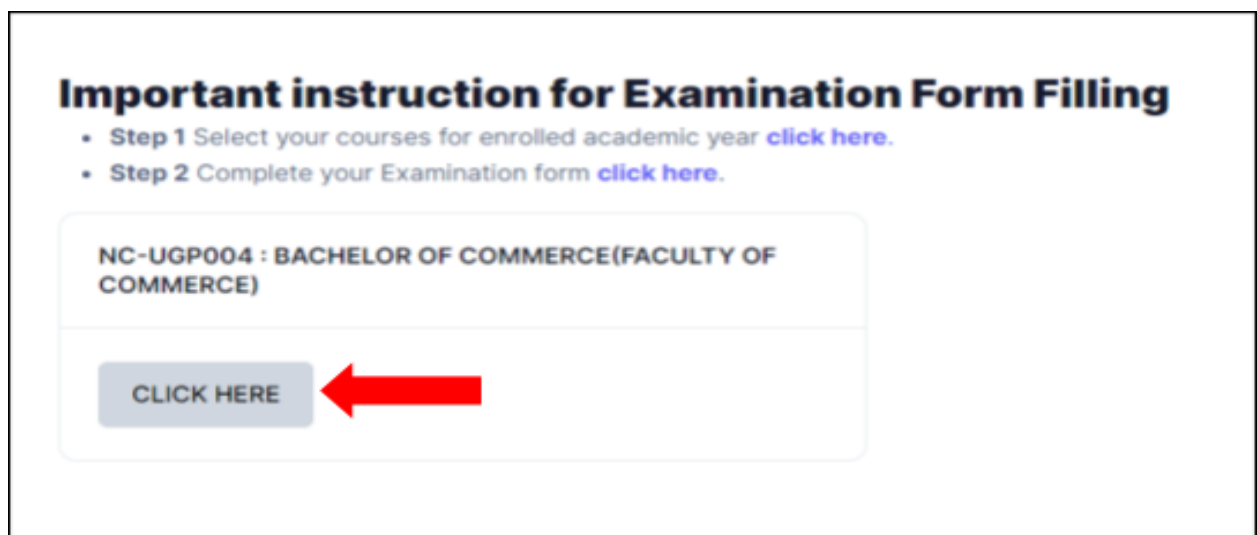
Step 2: Student Dashboard:

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.

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-I (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	Select maximum 4 credit. You have selected 4 credit, remaining selection 0 credit. ☒ ENSC-VAC-1012 : Environmental Science (2.00) ☒ NASS-VAC-1012 : National Service Scheme (2.00) ☐ UNIN-VAC-1012 : Understanding India (2.00) ☐ OUEB-VAC-1012 (Online) : Our Energy Future (Online) (2.00) ☐ PHSR-VAC-1012 (Online) : Philosophy, Science and Religion: Religion & Science (Online) (2.00) ☐ MOTH-VAC-1012 (Online) : Model Thinking (Online) (2.00)					
				Submit			

Activate Windows
Go to Settings to activate Windows.

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

Enrollment Number:	DEMO	Programme	NC-VCS001 : Bachelor of Vocation	Session	2023-JULY	Reference Number : 4	Category : OBC
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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
Total Credit			22	

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

My Courses

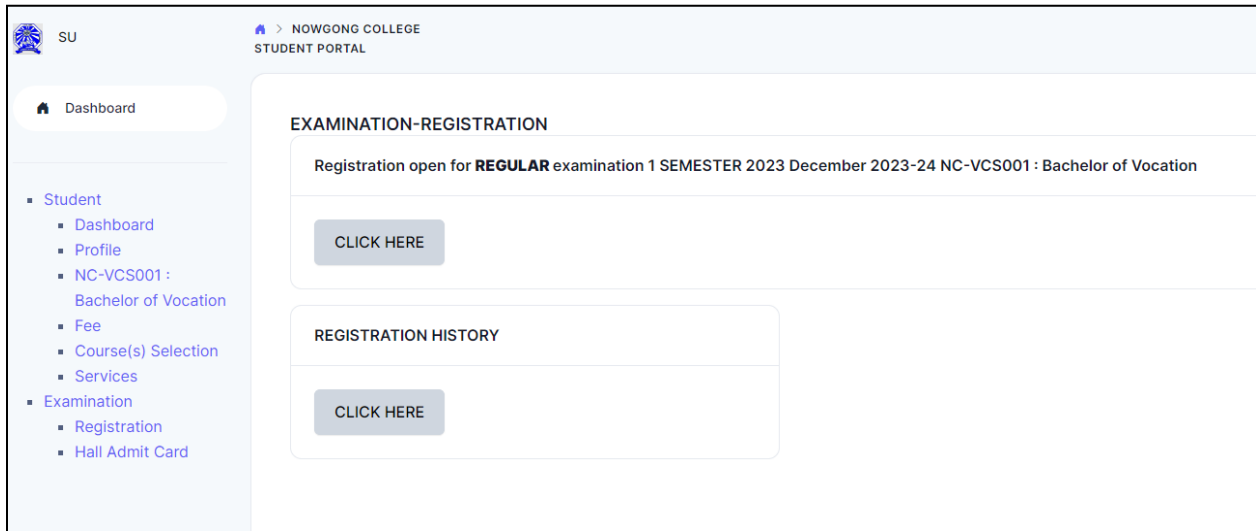
#	CODE	TITLE	CATEGORY	CREDITS	TERM	CYCLE
1	MELT-MAJ-1014	Basic anatomy & physiology	COMPULSORY	4.00	1 SEMESTER	JULY 2023
2	MELT-MIN-1014	General Microbiology	COMPULSORY	4.00	1 SEMESTER	JULY 2023
3	ARAB-IDC-1014	Arabic Learning-I	ELECTIVE	4.00	1 SEMESTER	JULY 2023
4	BOTA-SEC-1014	Nursery and Gardening	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:



The screenshot displays the 'EXAMINATION-REGISTRATION' dashboard within the 'NOWGONG COLLEGE STUDENT PORTAL'. The left sidebar menu includes 'Dashboard', 'Student' (with sub-items: Dashboard, Profile, NC-VCS001 : Bachelor of Vocation, Fee, Course(s) Selection, Services), and 'Examination' (with sub-items: Registration, Hall Admit Card). The main content area features a header 'EXAMINATION-REGISTRATION' and a notification: 'Registration open for **REGULAR** examination 1 SEMESTER 2023 December 2023-24 NC-VCS001 : Bachelor of Vocation'. Below this is a 'CLICK HERE' button. Further down, there is a 'REGISTRATION HISTORY' section with another 'CLICK HERE' button.

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

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	DEMO2 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

Select

Percentage of Disability

Enter Disability Percentage

Select whether you need scribe in examination

Select

Dashboard

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

Powered by

Mother Name Father Name Guardian Name	DEMO2 MOTHER DEMO2 FATHER	Correspondence Address	DEMO2 LINE 1 DEMO LINE 2 NAGAON, 782103, Assam	ABC ID	
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Examination Session
December 2023-24
Examination Type
REGULAR

Select your PwD (Persons with Disabilities) Status

Not Applicable

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

Submit
Cancel

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.

Dashboard

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

Course(s) Selected

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 Evam 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

Examination fee details

S.No	Fee Component	Amount
1	Fee not applicable.	INR 0
Total fee		INR 0

Update Course(s)
Submit Course(s) Selection
Cancel

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

SU
NOWGONG COLLEGE STUDENT PORTAL
Public Notice(s) / Results
DEMO

Dashboard

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

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.