OFFICE OF THE CONTROLLER OF EXAMINATIONS: SIBSAGAR UNIVERSITY

Notification

No. SU/EX/CON/FYUGP-PG-ITEP/ Odd Sem /2026/187 Date: 13-11-2026

Sub: Regarding Form Fill up of **FYUGP 1st /3rd/5th Semester (Regular/Backlog), PG 1st semester (Regular)/ITEP/ MBA/MCA/LLM 1st Semester (Regular) Examinations,2026**

It is hereby notified for information of all concerned that the web portal for filling up Examination Form of **FYUGP 1st /3rd/5th Semester (Regular/Backlog), PG 1st semester (Regular)/ITEP/ MBA/MCA/LLM 1st Semester (Regular) Examinations,2026** 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) need to fill up the Examination forms & make the Examination fee separately.**
5. Check the information and choose the **PwD (Persons with Disability)** option. If it does not apply to you, select **Not Applicable**
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.

Rupanshi
13.11.26

1. Portal for submitting online examination forms by the students for appearing into the **FYUGP 1st /3rd/5th Semester (Regular/Backlog), PG 1st semester (Regular)/ITEP/ MBA/MCA/LLM 1st Semester(Regular) Examinations,2026** shall be activated in the Student's Samarth Portal by the University from-		**14-11-2026**
2. Last Date of submission of online Examination forms without late fine		**18-11-2026**
3. **Last Date of submission of online Examination Forms with late fine**		**20 -11-2026**
4. Fees to be paid by the students through **ONLINE** mode only		
a. Examination Fee		**Rs. 650/-**
b. Marksheet 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/-**
	Marksheet 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 **the Finance and Accounts (F&A) Section,** Sibsagar University.

Rupamkri

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

Controller of Examinations (i/c)
Sibsagar University
Sivasagar

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, Student Welfare i/c, 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. FAO, Sibsagar University
8. HA, Sibsagar University
9. Office File
10. Notice Board

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