



RANGAPARA COLLEGE (AUTONOMOUS)

ৰঙাপৰা মহাবিদ্যালয় (স্বায়ত্তশাসিত)

An Institution of Arts, Science, Commerce & Teacher Education

Affiliated to Gauhati University, UGC Recognised u/s2(f) & 12(B) and the NCTE

Amaribari, P.O.-Rangapara, Dist-Sonitpur, Assam-784505



RefNo. RPC/COE/EX/2025/10

Date: 14/11/2025

Examination form Fill up Notification

(This notification is issued with the approval of the Principal, Rangapara College (Autonomous))

It is hereby informed to all students of BA, B.Sc., B.Com and BA-B.Ed. 1st Semester, Batch 2025 (Regular), that the Term-End 1st Semester Examination 2025 form fill up will be open from **18/11/2025 to 20/11/2025**. Students are required to submit their examination form online by visiting the website rcr.samarth.edu.in/ and by using the same login credentials that were used during course registration process. After submitting the form online, students must submit the printout of the examination form along with the examination fee at the office counter of the college as per the schedule mentioned below.

Stream	Roll No.	Date
Arts	1- 300	18-11-2025
Arts	301-661	19-11-2025
Science/Commerce and ITEP BA-BE.d	ALL	20-11-2025

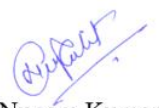
RANAGAPARA COLLEGE (AUTONOMOUS) Fee Structure of FYUGP 1st Semester Examination 2025

Particulars	Amount (Rs.)
Examination and Mark sheet fee	980.00
Centre Fee	500.00
Gauhati University Fee (To be submitted to the University, this fee is to be paid only once) Enrollment Fee: 350.00 Registration Fee: 550.00	900.00
Total (without Practical)	2380.00
Practical fee (if applicable)	350.00
Total (with Practical)	2730.00

N.B.: Students from outside Assam will be required to pay the eligibility fee. A separate notification regarding this will be issued.

For any clarification regarding form fill up, students may contact the following Assistant Officer In-charges of 1st Semester Examination, 2025:

1. Dr. Kiranjyoti Mohan : 6002798962
2. Dr. Ratan Chowdhury : 8136013039
3. Ms Priyadarshani Baruah : 6900979932


(Dr. Nupam Kumar Palit)
(Controller of Examinations)
Rangapara College (Autonomous)
Controller of Examinations
Rangapara College (Autonomous)
Sonitpur, Assam



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:

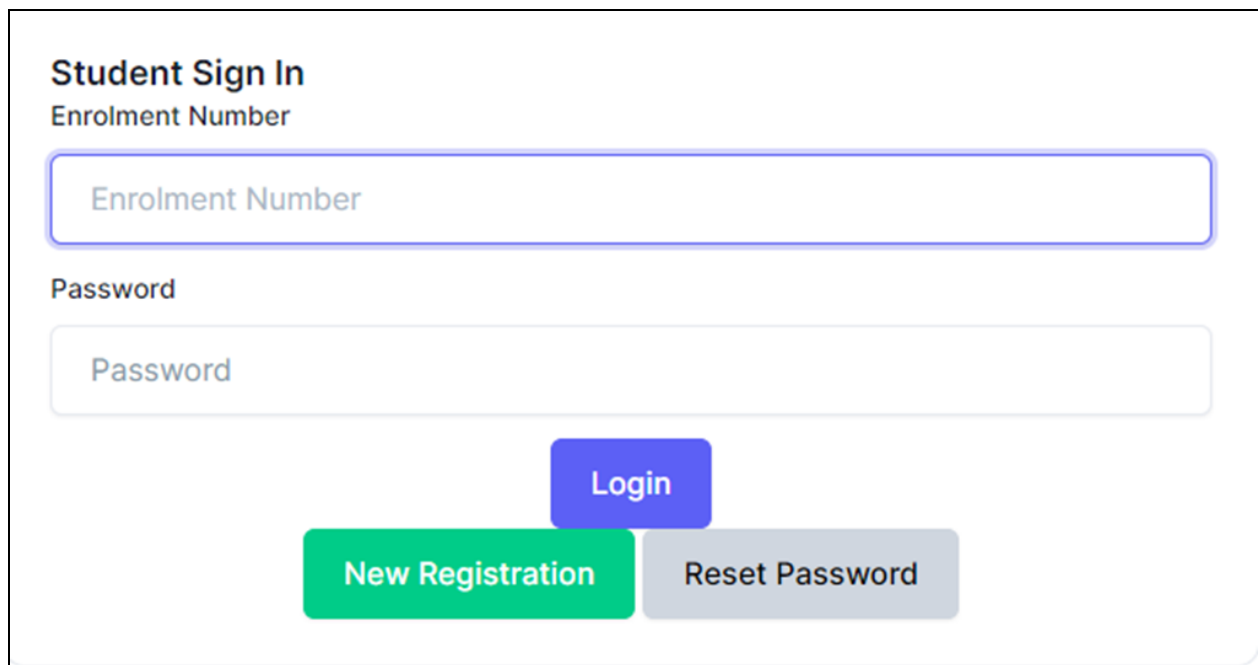
In this activity, Students need to select the (Appearing/Compartment/Improvement) papers/courses in which they want to appear for the examination according to the Institute's policy.

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

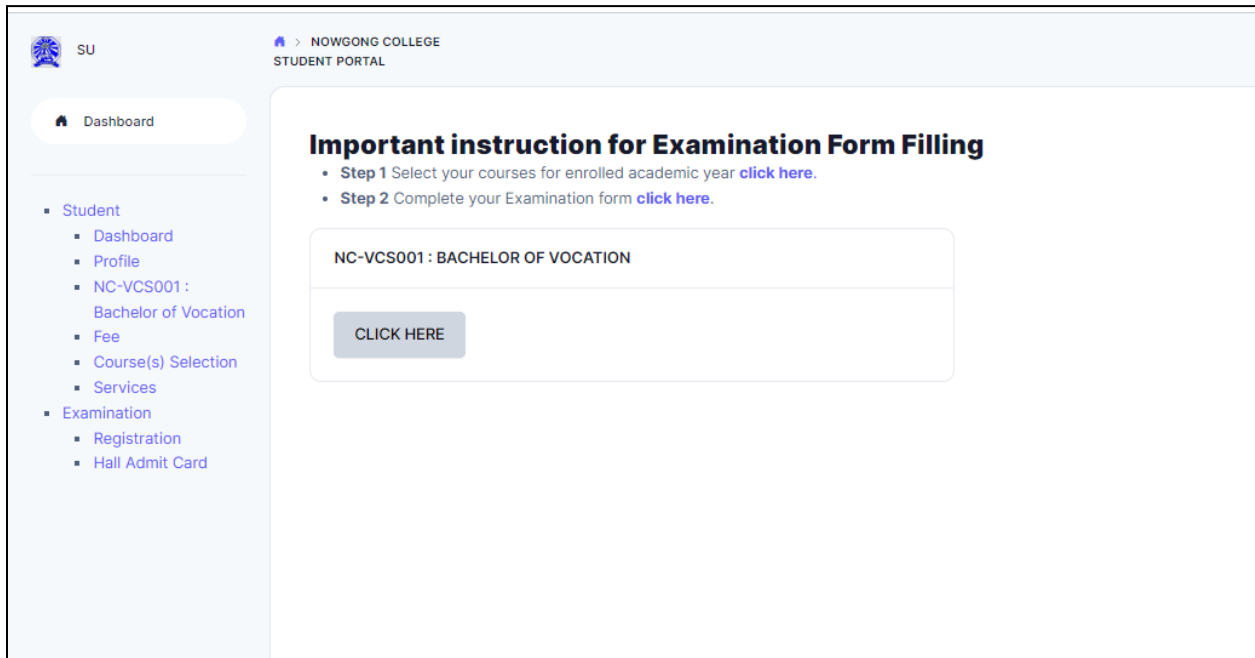
Login

New Registration

Reset Password

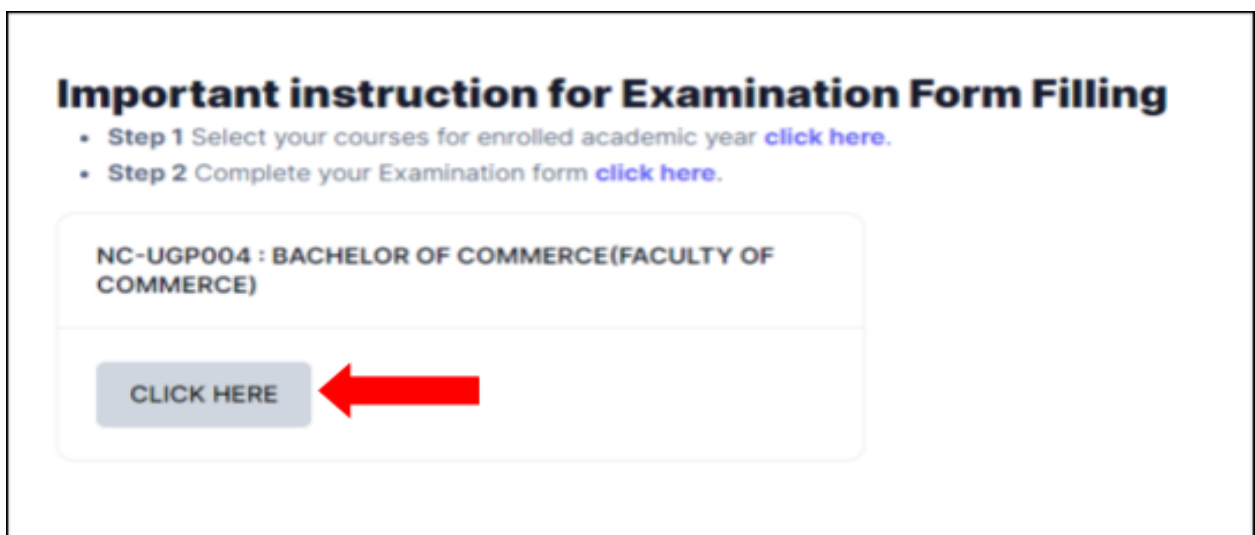
Step 2: Student Dashboard:

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	<div>Select maximum 4 credit. You have selected 4 credit, remaining selection 0 credit.</div> <div><input checked="" type="checkbox"/> ENSC-VAC-1012 : Environmental Science (2.00)</div> <div><input checked="" type="checkbox"/> NASS-VAC-1012 : National Service Scheme (2.00)</div> <div><input type="checkbox"/> UNIN-VAC-1012 : Understanding India (2.00)</div> <div><input type="checkbox"/> OUEB-VAC-1012 (Online) : Our Energy Future (Online) (2.00)</div> <div><input type="checkbox"/> PHSR-VAC-1012 (Online) : Philosophy, Science and Religion: Religion & Science (Online) (2.00)</div> <div><input type="checkbox"/> MOTH-VAC-1012 (Online) : Model Thinking (Online) (2.00)</div>					
				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 Exam 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

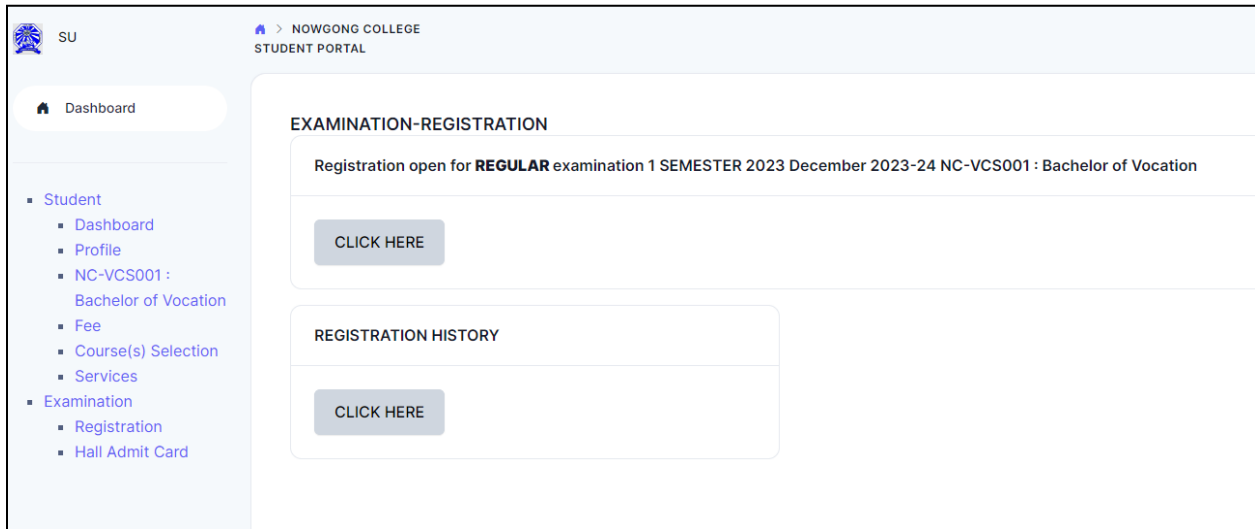
#	CODE	TITLE	CATEGORY	CREDITS	TERM	CYCLE
1	MELT-MAJ-1014	Basic anatomy & physiology	COMPULSORY	4.00	1 SEMESTER	JULY 2023
2	MELT-MIN-1014	General Microbiology	COMPULSORY	4.00	1 SEMESTER	JULY 2023
3	ARAB-IDC-1014	Arabic Learning-I	ELECTIVE	4.00	1 SEMESTER	JULY 2023
4	BOTA-SEC-1014	Nursery and Gardening	COMPULSORY	4.00	1 SEMESTER	JULY 2023
5	HIND-AEC-1012	Vyakaran Exam 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 'STUDENT PORTAL' for NOWGONG COLLEGE. 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 is titled 'EXAMINATION-REGISTRATION' and shows 'Registration open for **REGULAR** examination 1 SEMESTER 2023 December 2023-24 NC-VCS001 : Bachelor of Vocation'. Below this, there is a 'CLICK HERE' button. Further down, under the 'REGISTRATION HISTORY' section, there is 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	DEMO MOTHER DEMO FATHER	Correspondence Address	DEMO 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.