

LAKSHMIBAI COLLEGE

(University of Delhi)

Dated: 04.03.2022

NOTICE

Step by step guide to fill online Examination form for semester 1 Examinations **(2021-22 session)**

All the concerned Regular students of sem 1 (Both UG and PG) in academic year 2021-22 are hereby informed that the last date of submission of Online Examination Forms for the Examination to be held in March/April 2022 is **15.03.2022 (Monday)**.

IMPORTANT INSTRUCTIONS TO FILL EXAM FORM

- Students must strictly enter their name as per class 10th marksheet because that same name will be printed in semester marksheet and graduation degree.
- After filling the examination form student should save the copy for further communication. Notice of admit card will be issued afterwards
- For any difficulty student can email their query to the Admin office on **examquery@lb.du.ac.in** as per following format: -
Subject of the Email:- Exam query- "Your course"
Body of the email must start with- Student enrollment no.> course>year>DOB> student query
- Students must crosscheck the paper name and code from datesheet available on DU exam website/consult the concerned subject teacher and then proceed for final submission (<http://exam.du.ac.in/datesheets.html>)
- Please note that there are separate datesheets for AECC and GE papers. Student must clearly select the paper code of GE subjects of the opted department.

For Eg: Student of B.Com Hons having Economics Department's GE will be referring to the paper code written against Economics Department in the GE datesheet.

Datesheet of BBE subjects (Main and GE paper) can be seen in "South campus datesheet" tab (<http://exam.du.ac.in/UDSC-datesheets.html>)

Examination Team
Lakshmibai College

Step by step to fill online exam form is given below:-



UNIVERSITY OF DELHI

Ref. No. Exam.VII/2022/10

Dated 02nd March, 2022

NOTIFICATION

Attention: Filling up examination form for Regular Students of Semester I, Non Collegiate Women Education Board (NCWEB) students of I/III/V Semester for all Under Graduate (UG) & Post Graduate (PG) Programmes for the Academic Session 2021-2022.

All concerned students of Semester I (Regular Students) and Non Collegiate Women Education Board (NCWEB) students of I/III/V Semester for all Under Graduate (UG) & Post Graduate (PG) Programmes for the Academic Session 2021-2022 are hereby informed that the last date of submission of Examination Forms for the Examination to be held in March/April, 2022 is **15.03.2022 (Monday) at 5:30p.m.**

Student may fill the examination form by filling the form available on the following link/portal.

<https://slc.uod.ac.in>

The Students are required to pay the online fee on the above link provided by the Examination Branch. In case, student had already paid fees to the Faculty/Department/College, he/she may request for refunds from respective Faculty/Department/College.

The students need to visit the page <https://slc.uod.ac.in> and click on new registration.

Fill in your basic details like

Select Programme

Name (as on id card)

Enrolment Number

And the captch code already on screen

Click Submit button

One OTP is sent to registered email id/mobile number

Create the password on next screen and input the OTP to get registered.

After filling the examination form student should save the copy of printout for further communication. Admit Card shall be issued after confirmation of the examination form by their respective Faculty/Department/College. The User Manual for the Course Selection and Examination Form Submission for Semester I Students is attached herewith.

In case of any query/discrepancy in filling the examination form, the student may contact their respective Faculty/Department/College.

Note:

In case of students of School of Open Learning (SOL), separate provision shall be made by School of Open Learning (SOL).

O.S.D. (Examinations)

Dean (Examinations)



DU Student Portal

User Manual for the Course Selection and Examination Form Submission For Semester I Students

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Introduction

This document is the reference for students, for online submission of Examination form of University of Delhi through Samarth student portal (<https://slc.uod.ac.in/>)

Login

Step 1: Open the <https://slc.uod.ac.in/> link, the homepage will appear as below:

University of Delhi



Student Portal

Sign In

Username

Enrolment Number

Username cannot be blank.

Password

Password

Login

New RegistrationReset Password

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In the student portal homepage, students will be able to see three (3) options as follows:

1. Login

- a. Already registered students can directly login using their login credentials of the portal

2. New Registration


- a. Students doing first-time registration have to click on the “New Registration” option to generate their login credentials

3. Reset Password

- a. If a student forgets his/her password they can reset it using the “**Reset password**” option.

How to get University Enrolment number

Method 1 : Students can login to the 2021 admission portal <https://ugadmission.uod.ac.in/> and get their enrolment from the dashboard.

 दिल्ली विश्वविद्यालय
University of Delhi

UG Admissions 2021
Information Bulletin

FORM NUMBER : 21000000

HOME COURSES & COLLEGES LIFE@DU Helpdesk ▾ demo@example.com.com ▾

Registration Form My Applications Cut-off Bank Detail Suggestive Percentage

Enrolment Detail

Following are your enrolment details. Use the following details to register on [University of Delhi SLC Portal](#)Name: STUDENT NAME
Programme/Course Name : B.A Programme (Economics + Mathematics)
Programme Name On SLC : 501 : Bachelor of Arts
University Enrolment Number :21ENROLMENTNUMBER
College/Department Name : Lady Shri Ram College for Women (W)

Method 2 : Students can contact his/her College/Department to get enrolment number.

New Student Registration

Step 1. Students can register themselves by clicking on the “**New Registration**” Button,

After that, the following details need to be selected/entered by the students:

- Programme
- Name (as on ID card)
- Mode of Registration
 - Enrolment Number
- Enrolment Number

The screenshot displays a web interface for student registration. On the left, a box titled "Registration Instructions for Students" contains four bullet points: "Students are advised to use their own mobile and email address details for the registration process.", "Register with your correct University Enrolment Number. If you are not able to register with your Enrolment Number please use your Examination Roll Number for registration process", "Keep record of your given user name.", and "Use a strong password." Below these instructions is a note: "NB: If you're not able to register with your University Enrolment Number or Examination Roll Number please contact your College/Department for assistance." and a copyright notice "© Samarth eGov". On the right, the "Student Registration Form" is shown. It includes a dropdown menu for "Select Programme" with the value "503 : Bachelor of Commerce (F2F)", a text input for "Name (as on ID card)" with the value "DEMO", a dropdown for "Mode of Registration" with the value "Enrolment Number", and another text input for "Enrolment Number" with the value "DEMO". A blue "Submit" button is located at the bottom of the form.

Then, click on the  button.

After that, a new window will appear. In that, the following details need to be entered for the new registration:

- Mobile Number
 - Email Address
- (These details must be correct to receive OTP via mail)

Enter the following details to continue your registration.

Enter your mobile number

Required

Enter your email address

@ Samarth eGov

Then, click on the button.

After successful verification of the OTP received via Mail/SMS, click on the button to proceed further.

Enter the one time password (OTP) sent to your email/mobile.

Enter the one time password (OTP) sent to your email/mobile

Once OTP will be verified, students need to set a password for their login in a new window

Set your password

Username : DEMO

Password

Password cannot be blank.

Confirm Password

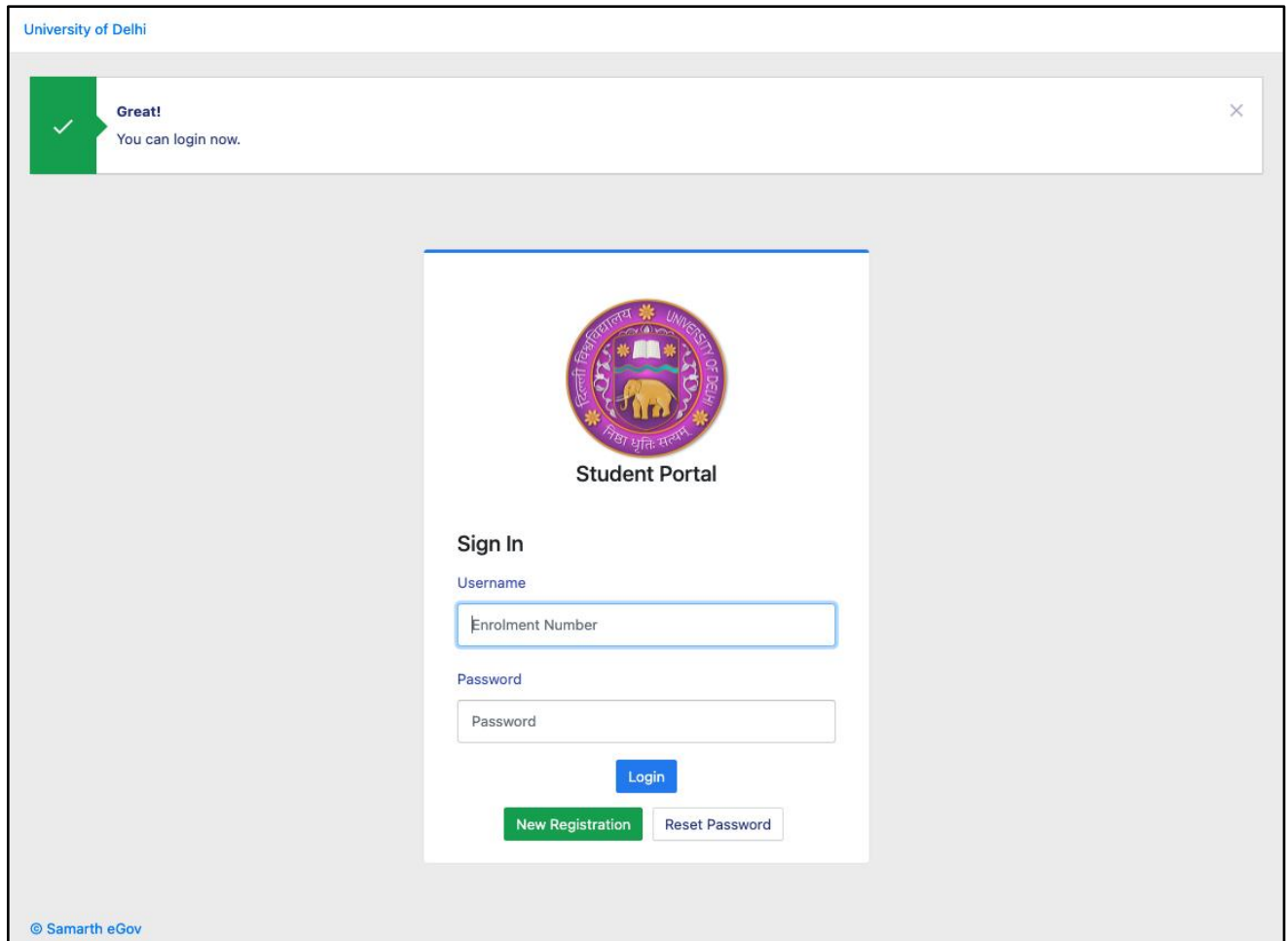
Then, click on the button.

Note: The students need to note down the username for further use.

Course Selection Process

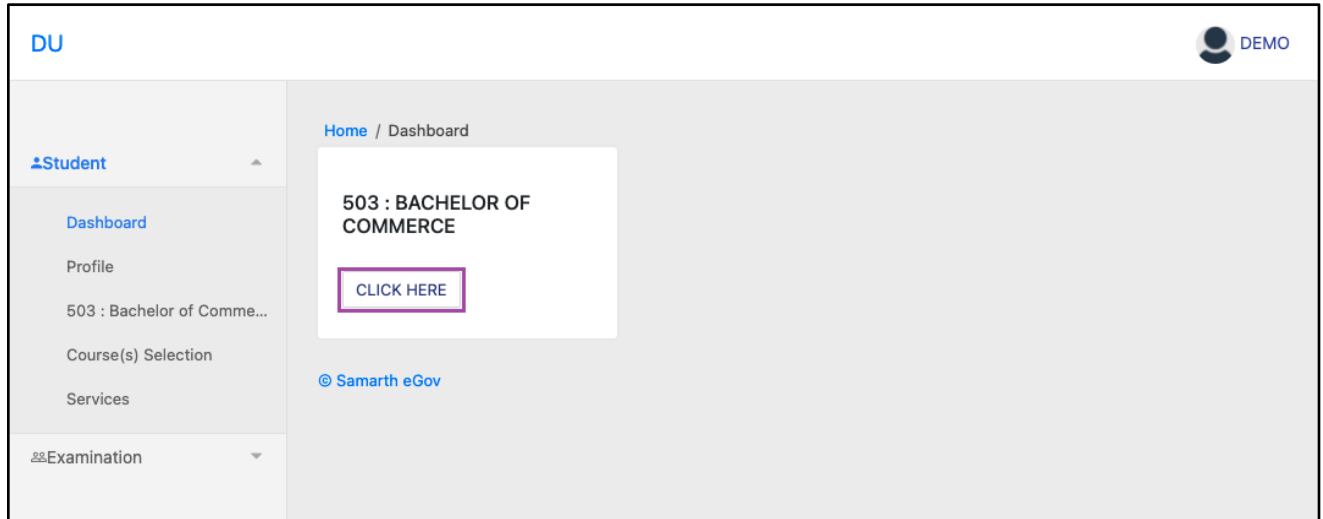
For selection of the courses, students need to follow the below mentioned steps:

Step 1: Login to Student Portal with valid credentials



The screenshot displays the login interface for the University of Delhi Student Portal. At the top left, the text "University of Delhi" is visible. A green notification banner at the top left contains a checkmark icon and the text "Great! You can login now." with a close button (X) on the right. The main content area features the University of Delhi logo, which includes an elephant and the text "UNIVERSITY OF DELHI" and "निसिद्धा धृतिः सत्यम्". Below the logo, the text "Student Portal" is displayed. The "Sign In" section contains two input fields: "Username" with the placeholder text "Enrolment Number" and "Password". Below these fields are three buttons: a blue "Login" button, a green "New Registration" button, and a white "Reset Password" button. The footer at the bottom left shows the copyright notice "© Samarth eGov".

Step 2: After successful login, the student will be redirected to the dashboard. Then the students need to click on [CLICK HERE](#) button to view/select the courses related to their respective programme.



Step 3: After that, a new window will appear. Here, students can view their courses and also select their courses.

To select the courses, students need to click on [Click here to select your courses](#) button.

DU

Student

Programme

Course Selection

History Course Selection

Home / Programme

503 : Bachelor of Commerce


Name	DEMO	Enrolment Number *	DEMO	Organizational unit (College)	008: Bharati College
Level	BACHELOR	Program Type	DEGREE	Delivery Mode	Face to face
Examination Roll Number	DEMO				

You can apply for course selection in SEMESTER 5 of 503 : Bachelor of Commerce

Click here to select your courses

My Courses

#	Code	Title	Term	Selection Session
1	52051122	HINDI-B	1 SEMESTER	
2	52411101C	FINANCIAL ACCOUNTING (PART-A & C)	1 SEMESTER	
3	52411102	BUSINESS ORGANISATION AND MANAGEMENT	1 SEMESTER	
4	72182801	ENVIRONMENTAL SCIENCE	1 SEMESTER	
5	52031204	ENGLISH LANGUAGE THROUGH LITERATURE	2 SEMESTER	
6	52411201	BUSINESS LAWS	2 SEMESTER	
7	52411202	BUSINESS MATHEMATICS AND STATISTICS	2 SEMESTER	

Step 4: After clicking on the button, students need to select the courses from the dropdown lists. Then, click on the  button.

Student

Examination

Course Selection Section

Enrolment Number:	DEMO	Programme	503 : Bachelor of Commerce	Session	2021-JULY	Reference Number :	Category : GE
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Courses Selection for SEMESTER 5

S.No	Option Type	Course Code : Course Name (Credit)
1	SEC5	<div>Select</div>
2	GE5	<div>Select</div>
3	DSE-1A	<div>Select</div>
4	DSE-2A	<div>Select</div>

Submit

Step 5: After clicking on the “**Submit**” button, students will be able to preview the list of selected courses.

In that, Students can update their courses selection by clicking on



Step 6: Then, click on  button to finally submit the selected course .

DU

DEMO

Re-Registration

Programme

Course Selection

Home / Course Selection

Course selection for 503 : Bachelor of Commerce

Update Course Selection

Enrolement Number:	DEMO	Programme	503 : Bachelor of Commerce	Session	2021-JULY	Refrence Number : 200	Category : GE
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Your Course Selections

S.No	Course Code	Name of Course	Category	Credits	Term
1	12033903	SOFT SKILLS	ELECTIVE	4.00	5 SEMESTER
2	62035919	MEDIA AND COMMUNICATION SKILLS	ELECTIVE	6.00	5 SEMESTER
3	52417504	FINANCIAL REPORTING & ANALYSIS	COMPULSORY	6.00	5 SEMESTER
4	52417502	PRINCIPLES OF MARKETING (B. COM)	COMPULSORY	6.00	5 SEMESTER
Total Credit				22	

Submit your course selection

Please check and verify your course selection before submission. No modification will be allowed once submitted.

In case you are not able to find your course(s), please contact the Nodal Officer of your College/Department.

Update Course Selection

Submit course selection

Step 7: A pop-up window will appear for confirmation of selected courses. On that, click on the “OK” button.

DU

Re-Registration

Programme

Course Selection

Home /

Course Selection

slc.uod.ac.in says
Please check your course selection after submission no changes will be allowed.Press OK to confirm or CANCEL to check/change your course selection.

CancelOK

Update Course Selection

Enrolment Number:	DEMO	Programme	503 : Bachelor of Commerce	Session	2021-JULY	Reference Number : 200	Category : GE
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Your Course Selections

S.No	Course Code	Name of Course	Category	Credits	Term
1	12033903	SOFT SKILLS	ELECTIVE	4.00	5 SEMESTER
2	62035919	MEDIA AND COMMUNICATION SKILLS	ELECTIVE	6.00	5 SEMESTER
3	52417504	FINANCIAL REPORTING & ANALYSIS	COMPULSORY	6.00	5 SEMESTER
4	52417502	PRINCIPLES OF MARKETING (B. COM)	COMPULSORY	6.00	5 SEMESTER
Total Credit				22	

Submit your course selection

Please check and verify your course selection before submission. No modification will be allowed once submitted.


In case you are not able to find your course(s), please contact the Nodal Officer of your College/Department.

Update Course Selection

Submit course selection

After successful completion of the course selection a new window will appear with the message that “**Courses submitted successfully**”.

DU

 DEMO

Student

Programme

Course Selection

History Course Selection

Home / Programme

Info!

Courses submitted successfully [click here](#)

503 : Bachelor of Commerce

Name	DEMO	Enrolment Number	DEMO	Organizational unit (College)	008: Bharati College
Level	BACHELOR	Program Type	DEGREE	Delivery Mode	Face to face
Examination Roll Number	DEMO				

My Courses

#	Code	Title	Term	Selection Session
1	52051122	HINDI-B	1 SEMESTER	
10	52413302	COMPUTER APPLICATIONS IN BUSINESS (PRACTICAL)	3 SEMESTER	
11	52414303	COMPANY LAW	3 SEMESTER	
12	52414304	INCOME TAX LAW AND PRACTICE	3 SEMESTER	
13	52031901	English Language Through Literature (English -A)	4 SEMESTER	
14	52413402	INVESTING IN STOCK MARKETS	4 SEMESTER	
17	52417502	PRINCIPLES OF MARKETING (B. COM)	5 SEMESTER	JULY 2021
18	62035919	MEDIA AND COMMUNICATION SKILLS	5 SEMESTER	JULY 2021
19	52417504	FINANCIAL REPORTING & ANALYSIS	5 SEMESTER	JULY 2021
20	12033903	SOFT SKILLS	5 SEMESTER	JULY 2021

Examination Form Filling

For Examination form filling students need to click on the **Home** button.

Step 1: Then click on “**Examination**” and then click on “**Registration**”.

In that, students can see the active examination sessions.

Students need to open their examination form by clicking on the “[CLICK HERE](#)” button below their programme.

The screenshot shows a web interface for DU (Delhi University) Examination-Registration. On the left, there is a sidebar with a menu containing 'Student', 'Examination', 'Registration', 'Hall Admit Card', and 'Grade Card'. The 'Examination' and 'Registration' items are highlighted with red boxes. The main content area has a header 'Home / EXAMINATION-REGISTRATION' and a title 'EXAMINATION-REGISTRATION'. Below the title, there is a message: 'Registration open for **REGULAR** examination 1, 3, 5 SEMESTER 2021 NOVEMBER-DECEMBER 2021 503 : Bachelor of Commerce'. Under this message is a red-bordered button labeled 'CLICK HERE'. Below this is a section titled 'REGISTRATION HISTORY' with another red-bordered button labeled 'CLICK HERE'. At the bottom of the page, there is a footer that reads '© Samarth eGov'.

Step 2: In a new window, examination form will appear and student needs to fill the following details:

- PWD Status (YES/NO)
- Disability Percentage(If YES)
- Need of scribe in the Examination(If YES)
- Courses from the list by clicking on Checkbox of Action section

Then click on the  button.

DU
DEMO

Examination

Student ▼

Examination ▼

Select your PwD (Persons with Disabilities) Status

Select ▼

Percentage of Disability

Enter Disability Percentage

Select whether you need scribe in examination

Select ▼

Course(s) Selection

S.No	Course Code : Name	Course Credits	Course Term	Type	Action
1	52417502 : PRINCIPLES OF MARKETING (B. COM)	6.00	5 SEMESTER	REGULAR	<input type="checkbox"/>
2	62035919 : MEDIA AND COMMUNICATION SKILLS	6.00	5 SEMESTER	REGULAR	<input type="checkbox"/>
3	52417504 : FINANCIAL REPORTING & ANALYSIS	6.00	5 SEMESTER	REGULAR	<input type="checkbox"/>
4	12033903 : SOFT SKILLS	4.00	5 SEMESTER	REGULAR	<input type="checkbox"/>
5	52051316 : HINDI-B	6.00	3 SEMESTER	IMPROVEMENT	<input type="checkbox"/>
6	52413302 : COMPUTER APPLICATIONS IN BUSINESS (PRACTICAL)	4.00	3 SEMESTER	IMPROVEMENT	<input type="checkbox"/>
7	52414303 : COMPANY LAW	6.00	3 SEMESTER	IMPROVEMENT	<input type="checkbox"/>
8	52414304 : INCOME TAX LAW AND PRACTICE	6.00	3 SEMESTER	IMPROVEMENT	<input type="checkbox"/>

Note: Select the Course(s) from the above list (under action column) you wish to appear for examination.


Submit

Cancel

Step 3: In the above window students can select the **Regular courses as well as Improvement Courses** of their respective programme.

Preview window of the form will appear where students can update their courses before the payment of the examination fee (if required).

Step 4: Click on the “Pay Examination Fee” button to proceed further.

DU

Examination
Student
Examination

Roll Number	DEMO				
Email	demo@example.com	Phone	9999999999		
Examination Session : NOVEMBER-DECEMBER 2021			Examination Type : REGULAR	Reference Number : 1026	
Examination Mode : EXAMINATION			PWD Applicable : Not Applicable	Scribe Required : NO	
Course(s) Selected					
S.No	Course Code : Name	Course Credit(s)	Term	Classification	Type
1	52417502 : PRINCIPLES OF MARKETING (B. COM)	6.00	5 SEMESTER	THEORY	REGULAR
2	62035919 : MEDIA AND COMMUNICATION SKILLS	6.00	5 SEMESTER	THEORY	REGULAR
3	52417504 : FINANCIAL REPORTING & ANALYSIS	6.00	5 SEMESTER	THEORY	REGULAR
4	12033903 : SOFT SKILLS	4.00	5 SEMESTER	THEORY	REGULAR
Examination fee details					
S.No	Fee Component	Amount			
1	Minimum fee for SEMESTER 5 course(s)	INR 400			
2	Statement of marks fee	INR 100			
3	Examination form fee	INR 10			
Total fee		INR 510			

The above information is true and correct to the best of my knowledge. I will be responsible for any wrong information provided by me.

Update Course(s)

Pay Examination Fee

Cancel

Examination Fee Submission (Through Payment Gateway)

After successful completion of the above mentioned steps, students are redirected to the payment gateway. Here student select/enter the following options:

- Payment Mode
- Mobile Number
- Bank options (ICICI / others)

Then, click on the “**Proceed Now**” button.

The screenshot shows the eazypay payment gateway interface. At the top, the eazypay logo is on the left, and the merchant information "Merchant : STUDENT LIFE CYCLE FEE PAYMENT UNIVERSITY OF DELHI" and timestamp "09/11/2021 17:11:928" are on the right. The main section is titled "Payment Mode" and contains a sidebar with four options: "Net Banking" (selected), "Debit Card", "Credit Card", and "UPI". The main content area displays a transaction summary table:

Transaction ID	DEMO
Amount	Rs. 510
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
BILL	Rs. 510.00


Below the table, there are input fields for "Mobile No" (999999999), "Email ID" (Optional), and "Payer Name" (Optional). A red asterisk note states: "*Please provide the mobile number for transaction communication & viewing transaction history." Below this, there are radio buttons for "ICICI Bank (Retail)" (selected) and "Other Bank". At the bottom, there are two buttons: "Proceed Now" (highlighted with a purple border) and "Cancel". The footer on the right says "Brought to you by ICICI Bank".

Examination

Student

Examination

[Print Application](#)



University of Delhi

Examination Form for Examination Session NOVEMBER-DECEMBER 2021

Examination Course(s) Selection for 591 : Bachelor of Science (Pass) Home Science

Name	DEMO	Enrolment Number	DEMO	Organizational Unit (College)	038: Lady Irwin College
Level	BACHELOR	Program Type	DEGREE	Delivery Mode	Face to face
Roll Number	DEMO				
Email	demo@example.com		Phone	999999999	

Examination Session : NOVEMBER-DECEMBER 2021	Examination Type : REGULAR	Reference Number : 1015
Examination Model : EXAMINATION	PWD Applicable : Not Applicable	Scribe Required : NO

Course(s) Selected

S.No	Course Code : Name	Credit	Term	Classification	Type
1	42203911 : TRAINING FOR DEVELOPMENT PRACTICAL	4.00	5 SEMESTER	PRACTICAL	REGULAR
2	42207904 : CHILD RIGHTS AND GENDER EMPOWERMENT	0.00	5 SEMESTER	THEORY AND PRACTICAL	REGULAR
3	42207909 : ENTREPRENEURSHIP DEVELOPMENT	6.00	5 SEMESTER	THEORY AND PRACTICAL	REGULAR
4	42207905 : COMMUNICATION FOR DEVELOPMENT	6.00	5 SEMESTER	THEORY AND PRACTICAL	REGULAR

Examination fee details		
S.No	Fee Component	Amount
1	Minimum fee for SEMESTER 5 course(s)	INR 400
2	Fee for 4 PRACTICAL course(s)	INR 800
3	Statement of marks fee	INR 100
4	Examination form fee	INR 10
Total fee to be paid		INR 1310

The above information is true and correct to the best of my knowledge. I will be responsible for any wrong information provided by me.

Amount Paid: INR 1310.00, Payment Date : 2021-11-09 17:51:50	PG transaction number: 211109108360390, Order Id: 69
Status : SUBMITTED	Submission Date : Nov 9, 2021 5:51:51 PM

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After successful completion of the Examination Fee payment, students can download the examination form in the pdf format by clicking on the “**Print Application**” button located on the top right side of the student portal.

*****End of document*****