LAKSHMIBAI COLLEGE

(University of Delhi)

Dated: 21.09.2022

NOTICE

Step by step guide to fill online Examination form for Sem 3 & 5 Nov/Dec'2022 Examinations

All the concerned Regular students of sem 3 & 5 along with Essential Repeaters (ER), improvement and Ex-students of sem 1/3/5 (Both UG and PG) in academic year 2022-23 are hereby informed that the last date of submission of Online Examination Forms for the Examination to be held in Nov/Dec'2022 is 11.10.2022 (Tuesday). Late fees will be levied by University if a student does not fill her exam form till the last date of submission of exam form.

IMPORTANT INSTRUCTIONS TO FILL EXAM FORM

- 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 meet the concerned official in admin office or 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.> exam roll number>course> 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. Similarly a B.Com(Prog) sem 5 student will be referring to BA Prog datesheet for its GE paper.

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

All the regular/Ex 2nd and 3rd year students who have been admitted in 2019,2020, 2021 will opt new syllabus paper code (Without OC).

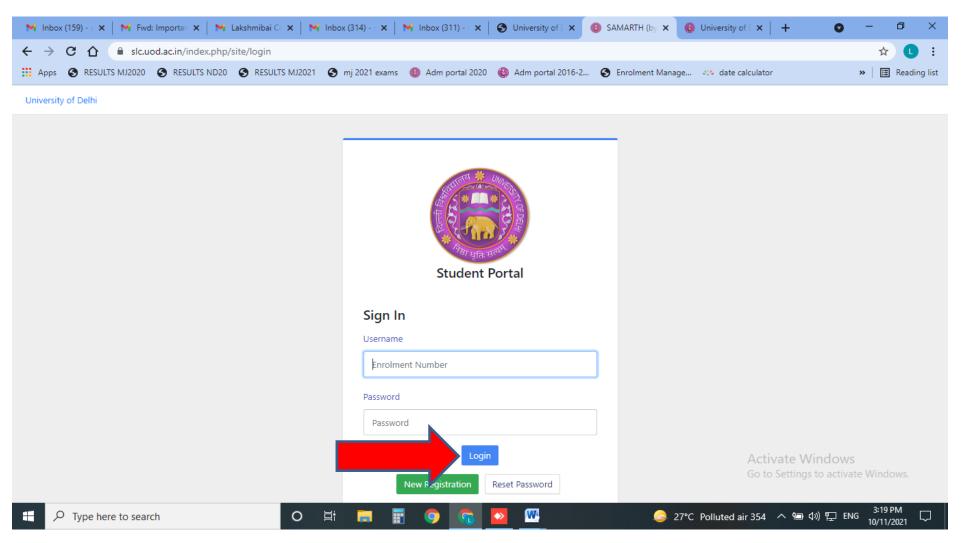
For Example:

1 of Example.	
Paper Code for 2020, 2021, 2019 Admissions	Paper Name
32205909	MEDIA, CULTURE AND SOCIETY

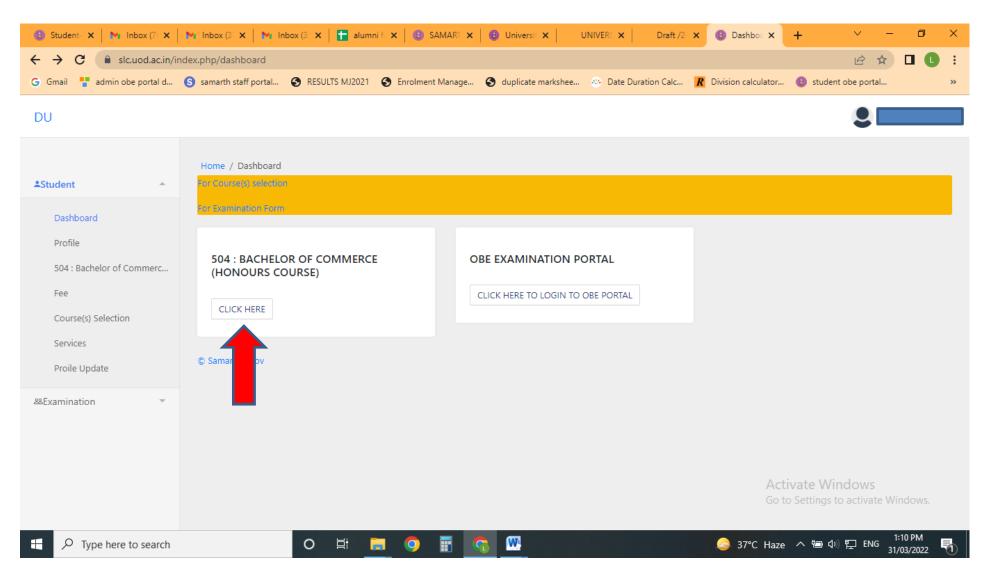
- All the Ex students who have admitted in 2018 and are giving ER/improvement of 1st or 2nd or 3rd year papers will opt for old syllabus paper codes. For old syllabus "_OC" is clubbed with paper code.

Paper Code for 2018 Admissions	Paper Name
32205909_OC	MEDIA, CULTURE AND SOCIETY

Examination Team Lakshmibai College •Go to the website https://slc.uod.ac.in and login using User ID sent to your registered email during nov dec 2021 exam cycle. Enter the password you created in last sem or if you don't remember the password you can click on Reset password button

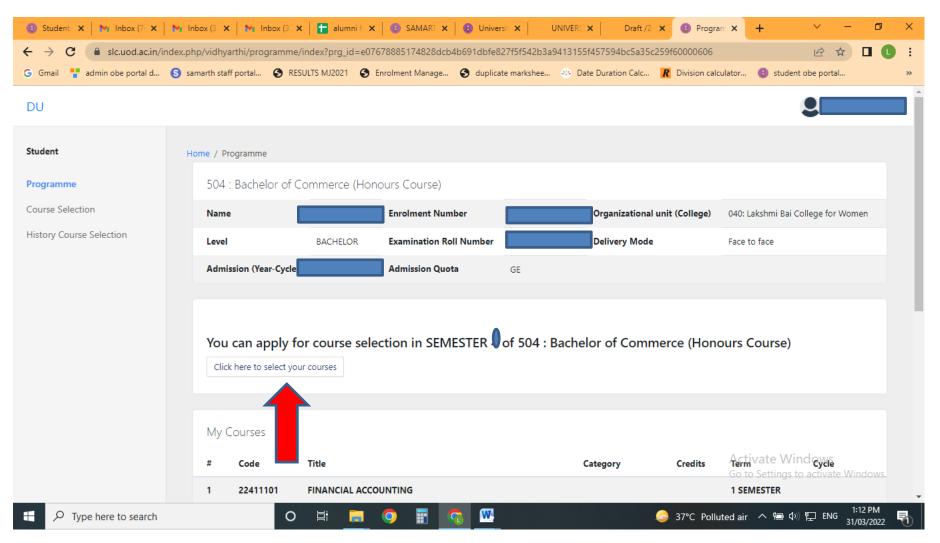


You can check allocated programmes and the student's details from the students section. Select 'click here' button

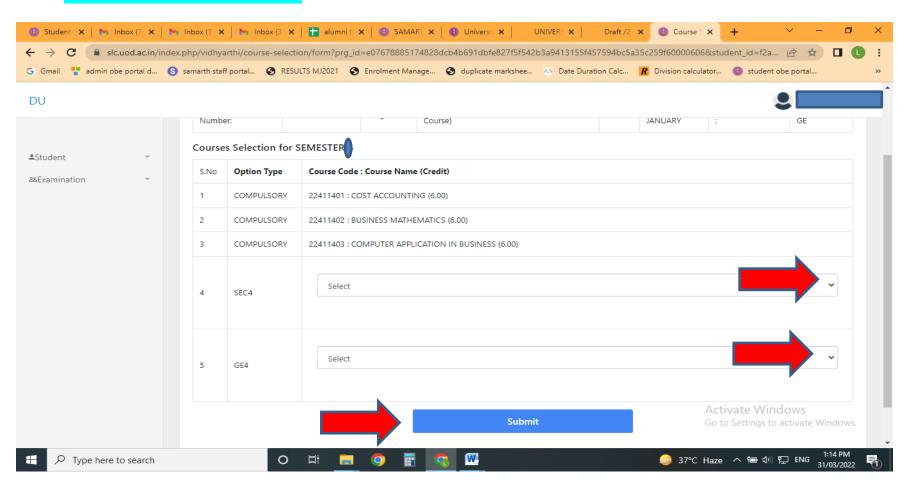


Steps for selecting Term (SEMESTER/YEAR) courses

In the "Course selection" students can select the courses for the term then proceed further.

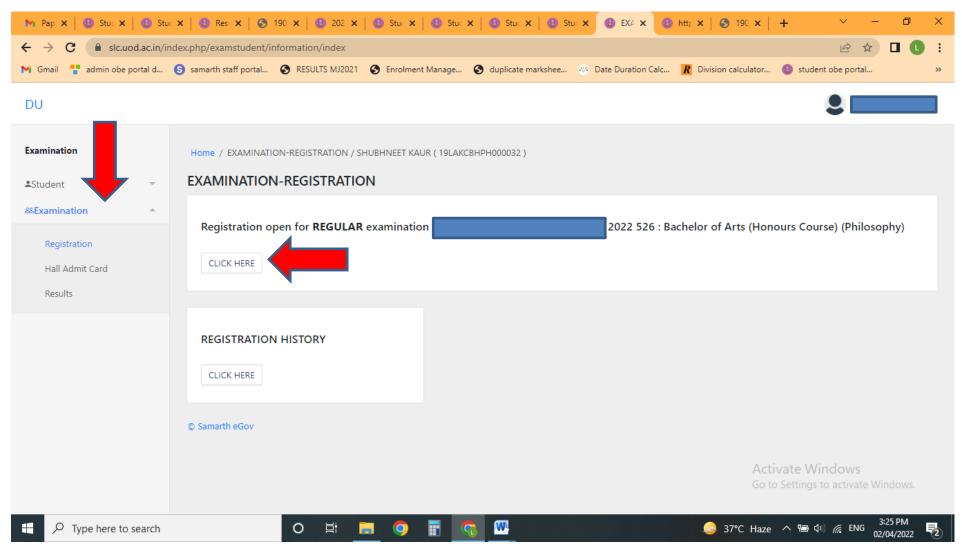


- You have to select the applicable CORE/GE/AECC/ELECTIVE courses. In case of any confusion in selecting any paper do not proceed and get in touch with your subject teacher and refer to datesheet.
- You need to confirm course selection before moving to the next session. Course once selected
 cannot be changed in any circumstances so take extra care while confirming. Match the Unique
 paper codes (UPC) from datesheet (http://exam.du.ac.in/datesheets.html).
- Note: Admissions of 2019, 2020 and 2021 will not choose any code with 'OC'. 'OC' codes are meant for 2018 admitted students

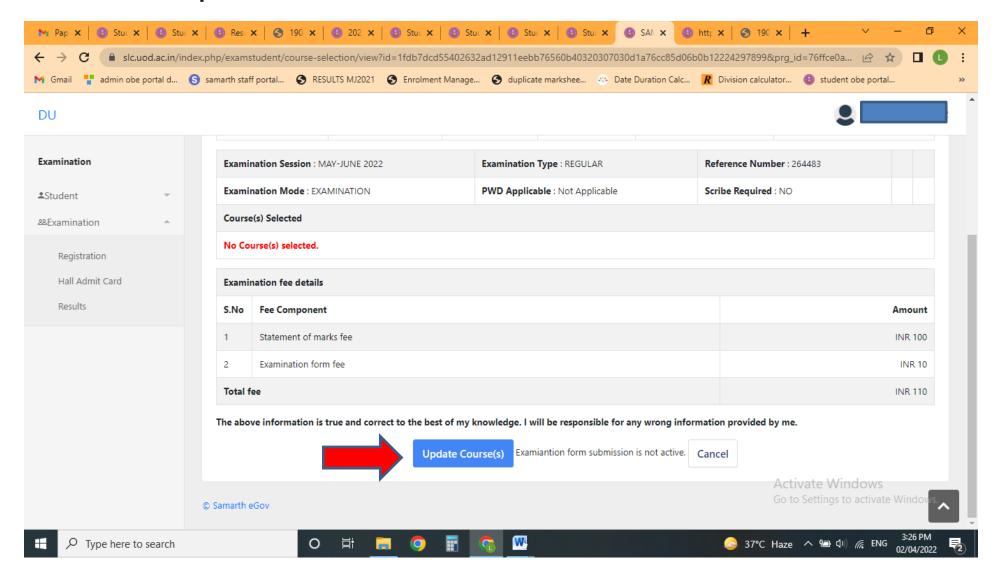


Steps for Examination Form (Most important)

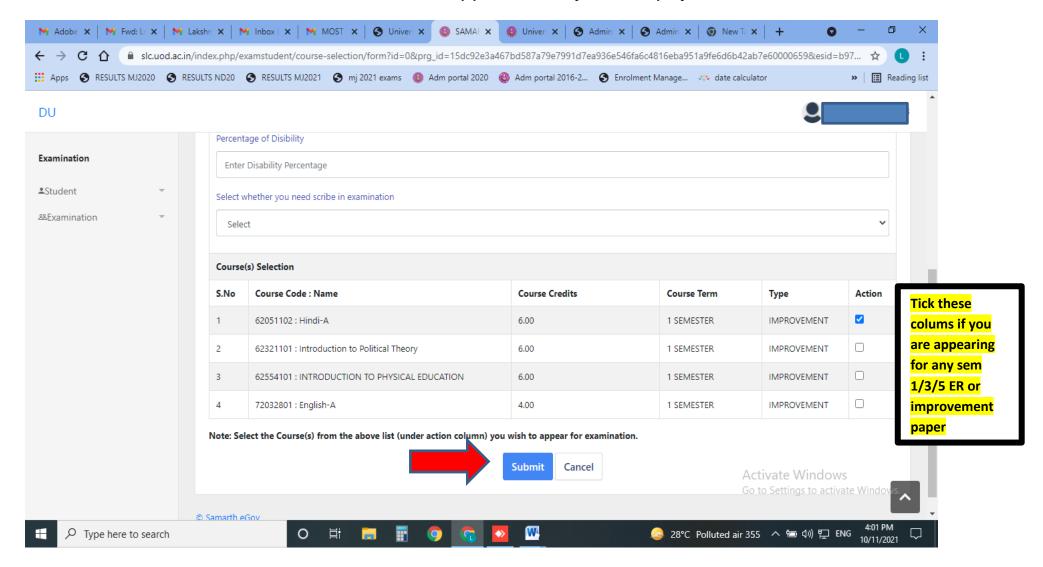
- After term course selection click on the Examination section.
- •In the Examination section select Registration for examination form.



•Click on "update courses" button

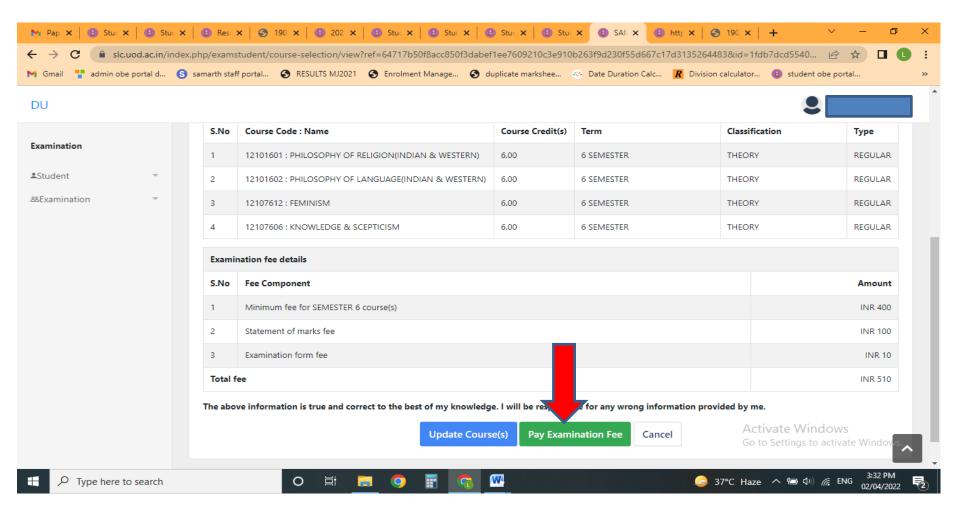


Non PWD students with choose PWD status as "Not applicable". Then Tick your
current sem papers and If you are having any ER or want to give improvement of any paper
of sem 1 or 3 then tick the courses as applicable to you and pay the extra fee.



- Examination form will reflect all the selected courses.
- Submit application by paying the configured exam fee. Students should avoid paying their exam fee through UPI/Wallets (Due to low success rate in previous exam cycle) and are advised to pay through Debit/Credit Card/Net banking.

Your Examination form is submitted.



Note: If your exam form shows "Submitted" status, it means it has been successfully completed. Only those Students whose exam form shows "Submitted" status will be allowed to sit in exams.

