

LAKSHMIBAI COLLEGE
(University of Delhi)

Dated: 19.02.2021

NOTICE
Online Examination form for March/April 2021 For Semester -1
Examinations

All the concerned Regular UG and PG students of semester 1 (2020 admission) are hereby informed that the last date of submission of Online Examination Forms for the Examination to be held in March/April, 2021 is **26.02.2021 (Friday)**.

The step by step process for filling the online examination form has been shared below:-

Step-1: Fresh students will register from the link "**Register New Student**" available on login page (http://durslt.du.ac.in/DuExamForm_ND2020/StudentPortal/Fresh_Students/Login.aspx) of the student portal.

When student will click on submit button after filling all the details of the registration page, an **Admission Ref. No.** will be generated.

Step 2: By using Admission Ref. No. , Student Name, Date of Birth and Email Id, student can login and fill her Examination form.

Step 3: After selecting each paper one by one press on 'Add Papers' button.

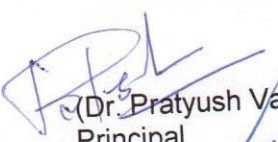
Step 4:- After filling the complete Examination Form students will click on "**Submit & Print**" button. As soon as students click on this button the filled "Tentative Exam Form" will be display for the student record.

Step 5: After submitting, take a printout of the examination form. This printout has to be submitted in the college when demanded in future.

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 Admission Ref. No.> course>year>DOB>college roll no> student query

Note: Kindly go through the important instructions given on the next page.


(Dr. Pratyush Vatsala)
Principal

Copy to: College Website & App

LAKSHMIBAI COLLEGE
(University of Delhi)

INSTRUCTIONS TO FILL EXAM FORM

1. Provide all the information asked carefully. Fill your email id, phone number and mode of appearing in examination [ie. Either physical mode (From college) or Remote mode (using personal internet facility at home)]. **Note: In Physical mode student needs to come to college for giving exams whereas in remote mode-students can give exams using personal internet facilities at home.**

2. All the 1st year students who have been admitted in 2020, will opt new syllabus paper code (Without OC).

For Example:

Paper Code for 2020 Admissions	Paper Name
32205909	MEDIA, CULTURE AND SOCIETY

3. Students must crosscheck the paper name and code from datesheet available on DU exam website and then proceed for final submit.

4. 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.

5. Students are hereby informed to not fill new exam form incase of any correction in the existing exam form. In such case students need to re-login and do the modifications. Don't forget to delete the wrong paper and then only proceed for final submit.