NOTIFICATION

No: UOL/2022/COE-11/693
Dated: 13th of September, 2022

It is notified for the information of all concerned that the examination forms for UG 1st semester batch 2022 (Regular) is open from 15th -30th Sept. 2022. All the concerned can apply for the same during the given dates by visiting website of the University and following the link given viz https://universityofladakh.samarth.edu.in

The procedure of the examination application form will be as:

Opening of link for Examination application form	15th to 30th September 2022
Exam form verification (at respective colleges)	1st to 7th October 2022
Generation of Admit Card	11th to 17th October 2022
Practical (external) exam	From 14th November 2022

Date sheet for practical exam will be notified separately.

The backlog candidates of all UG 1st semester batch 2020-2021 are required to submit hard copies of their examination form directly at the University offices of Leh and Kargil as given in Annexure-1.

Controller of Examination
University of Ladakh

Enclosure:-

- Annexure-1 : Examination form
- Annexure-2 : Instructions for filling up the online examination form (Semester I regular) on the Portal.

Note : UG Arts Candidates needs to select two courses from Compulsory Subject and one from MIL. UG Science Students needs to select three Compulsory Courses along with the Practical while filling up the online examination forms.

Before filling up the online examination form, please read the Annexure-2 carefully.

Copy to —

1. Conveners, Exams of all the Colleges of Ladakh for information and necessary action.
2. PA to VC for information to Hon'ble Vice Chancellor
3. System Analyst — IT Cell of University of Ladakh for uploading of the circular on university website for wide coverage.
4. Office files for records.

Annexure -1
EXAMINATION FORM
UG 1ˢᵗ SEMESTER (BACKLOG BATCH 2020-2021)
Exam Roll No._____

NAME_____

S/O OR D/O_____

R/O_____

CENTER NO._____

UNIV. REG. NO._____BATCH_____

MOB NO. _____

AFFIX PHOTO HERE

S.NO	SUBJECT/S (IN WHICH APPEARING)	Practical Subject
1		
2		
3		
4		
5		
6		

An amount of Rs.........................(..) has been deposited in
 Account No:- 0069010200000826   Account Name:- Admission
Branch:-Main Branch Leh

SIGNATURE OF THE CANDIDATE

Admit Card
UG 1st SEMESTER (BACKLOG BATCH 2020-2021)

Exam Roll No._____

NAME_____

PARENTAGE _____

NAME OF THE CENTER _____

CENTER. NO._____

SUBJECT IN WHICH TO APPEAR. _____

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AFFIX PASSPORT SIZED
PHOTO HERE
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Important examination and result guidelines:-

- Due to the pandemic situation, candidates have to maintain social distance and the wearing of mask is mandatory in the examination hall.
- While attempting your papers in the examination hall, you have to strictly abide by various instructions which are printed on the cover page of each answer book. Some of the important guidelines are reproduced here for your benefit.
- The appearance of the candidate is purely on provisional basis subject to determination of eligibility.
- Always keep the examination admit card/Roll no slip with you and show it to the supervisory staff on duty whenever asked for.
- No candidate shall be allowed to carry inside the examination hall, any textual material, printed or written, bits of paper or any other material. If any candidate is found in possession of such material after the commencement of examination- whether in use or not – he/she is liable to be disqualified. Cellular phone, pager and other electronic devices are not allowed during the examination. Candidates must deposit these items in the custody of the supervisory staff well before the commencement of examination.
- A candidate, who reports after 20 minutes of the commencement of the examination, shall not be permitted to take the examination.

ATTENDANCE SHEET

Center No:_____

UG 1ˢᵗ SEMESTER (BACKLOG BATCH 2020-2021)

Exam Roll No._____

Session _____ Year_____

Name of the Examination _____

Name of the candidate _____

Parentage _____

Registration No _____

Name of the Center _____

Subject in which to appear _____

AFFIX PASSPORT SIZED
PHOTO HERE

S.Nos	Dates	Subject and Course code	Answer Book no	Signature of the candidate

Signature of the Assistant Superintendent

Signature of the Superintendent

Annexure -2

User Manual for the UG Course Selection and Examination
Form Submission through Student Portal

Click https://universityofladakh.samarth.edu.in

Introduction

This document is the reference for students, for Course selection and online submission of Examination form through Samarth student portal.

Login

Step 1: Open the Student Portal link, the homepage will appear as below:

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 "**Resetpassword**"option.

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
  - Enrollment Number
  - Examination Roll Number
- Enrollment Number/ Examination Roll Number
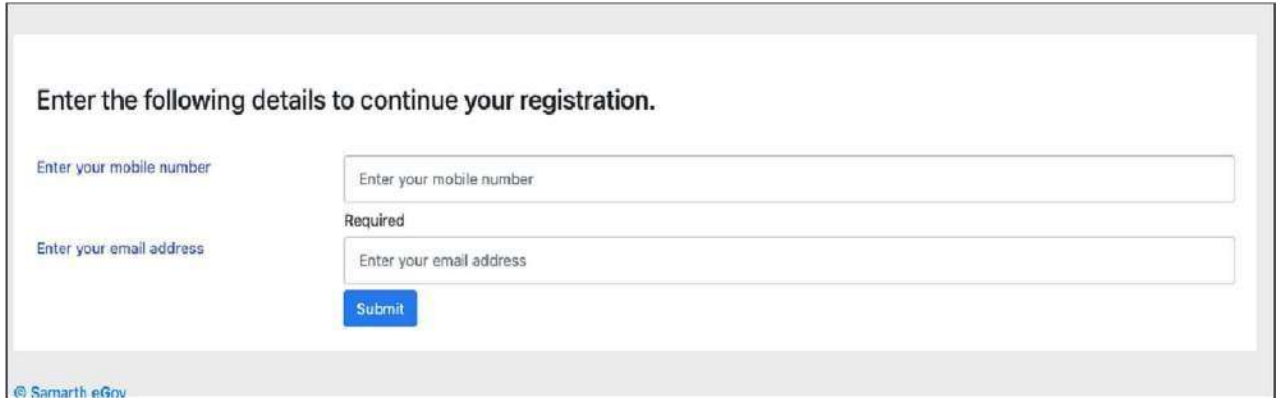
Then, click on the **Submit** button.

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)
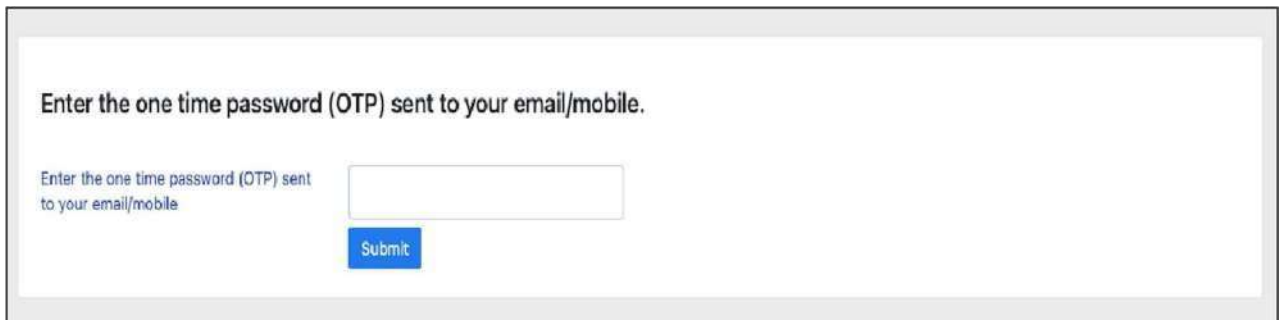
Then, click on the [Submit] button.

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

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

Then, click on the **Submit** button.

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

Step2: 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.
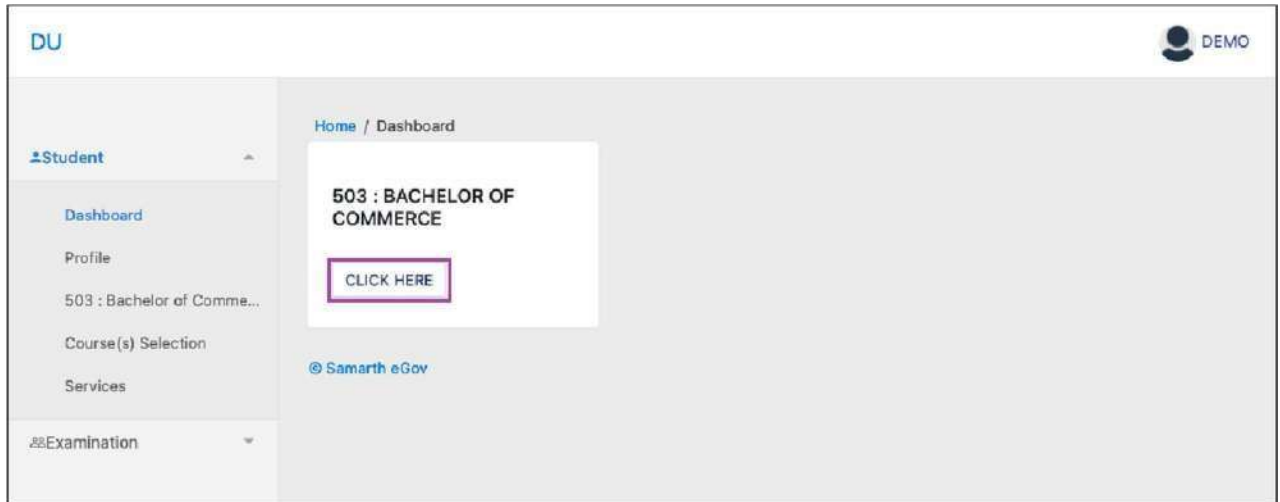
Step3: After that,a new window will appear.Here, students can view their courses and also select their courses.

To select the courses,students need to click on Click here to select your courses button.

DU   DEMO

Student

Programme   Home / Programme

Course Selection   503 : Bachelor of Commerce

History Course Selection

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	

Step4: After clicking on the button,students need to select the courses from the dropdown lists.Then,click on the Submit button.

Course Selection Section

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

Courses Selection for SEMESTER 5

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

Submit

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

In that, Students can up date their courses selection by clicking on **Update Course Selection** button.

Step 6: Then, click on **Submit course selection** 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

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

Home /

Programme

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.

Cancel   OK

Cour

Update Course Selection

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

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.

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

Submit button.

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.

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.

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 responsable for any wrong infomation provide 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*****************************