

# UNIVERSITY OF LADAKH

## OFFICE OF THE CONTROLLER OF EXAMINATION

(Administrative Office, Melong-Thang, Leh and Purig Guest House, Kurba-Thang, Kargil)

E-MAIL: [uol.coe@gmail.com](mailto:uol.coe@gmail.com)

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### **NOTIFICATION**

No: UOL/2022/COE-12/643

Dated: 19<sup>th</sup> of August 2022

It is notified for the information of all concerned that the online link for examination forms of PG 1<sup>st</sup> semester regular (batch 2022) shall be available on the website of Ladakh University from **20<sup>th</sup> of August 2022 to 25<sup>th</sup> of August 2022.** All the concerned students to apply online during the given dates. All should ensure that they have completed the required attendance as regular candidate.

The backlog candidates of PG 1<sup>st</sup> semester (batch 2020-2021) are to submit the examination form in hard copies as given in Annexure-1 in the Office of the undersigned i.e Administrative Office, Melong-Thang, Leh and Purig Guest House, Kurba-Thang, Kargil during the said period.

**No any extension in date shall be given to anyone who misses applying during the given dates.**

Sd/-

Controller of Examination  
University of Ladakh

#### **Enclosure:-**

- Annexure-1: Examination Form
- Annexure-2: Online Examination Form Filling Up Instructions (Regular Batch Sem - I)

#### **Copy to –**

1. Coordinator, Exams of both the Campuses for information and necessary action.
2. In-charge – IT Cell of University of Ladakh for uploading of the circular on university website for wide coverage.
3. Office files for records.

**Annexure -1**  
**EXAMINATION FORM**  
**PG 1<sup>st</sup> SEMESTER (BACKLOG BATCH 2020-2021)**  
**Exam Roll No. \_\_\_\_\_**

NAME \_\_\_\_\_

S/O OR D/O \_\_\_\_\_

R/O \_\_\_\_\_

CENTER NO. \_\_\_\_\_

UNIV. REG. NO. \_\_\_\_\_ BATCH \_\_\_\_\_

MOB NO. \_\_\_\_\_



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 (Provisional)**  
**PG 1<sup>st</sup> SEMESTER (BACKLOG BATCH 2020-2021)**  
**Exam Roll No. \_\_\_\_\_**

**NAME** \_\_\_\_\_

**PARENTAGE** \_\_\_\_\_

**NAME OF THE CENTER** \_\_\_\_\_

**CENTER. NO.** \_\_\_\_\_

**SUBJECT IN WHICH TO APPEAR.** \_\_\_\_\_

AFFIX PASSPORT SIZED  
PHOTO HERE

**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.



## Annexure -2

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

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

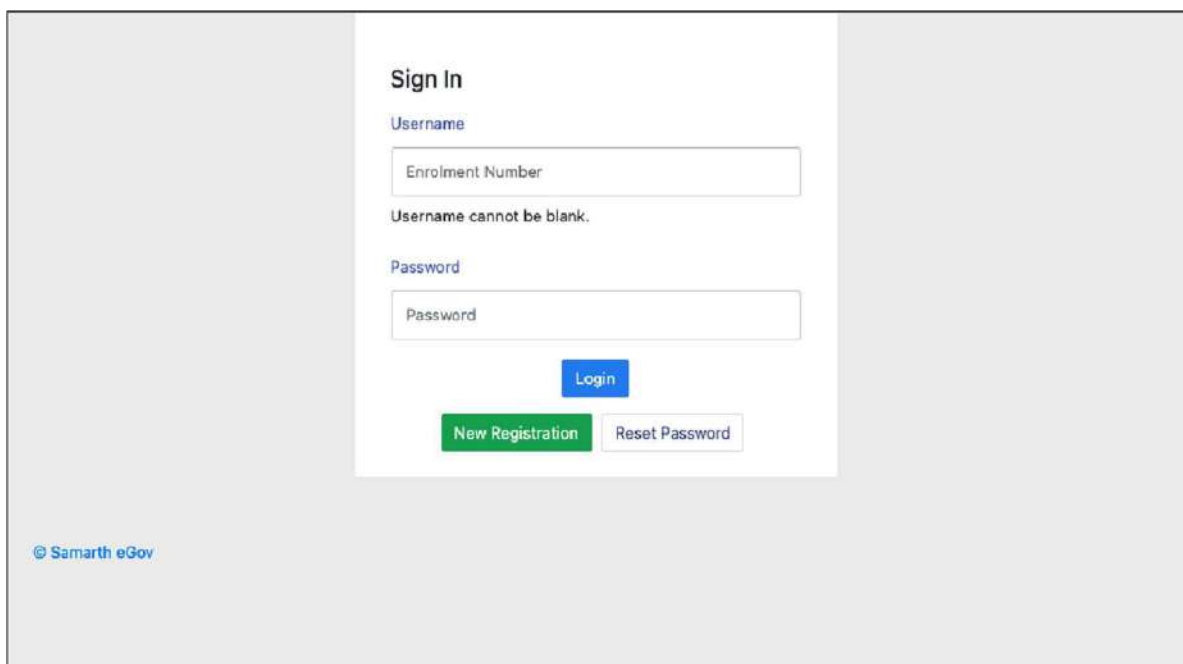
<u>Introduction</u>	2
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<u>Course Selection process</u>	6-11
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# Introduction

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:



The screenshot shows a 'Sign In' form on a light gray background. The form has a title 'Sign In' and two input fields: 'Username' (with 'Enrolment Number' entered) and 'Password'. Below the 'Username' field is a message: 'Username cannot be blank.' Below the 'Password' field is a 'Login' button. At the bottom of the form are two buttons: 'New Registration' (green) and 'Reset Password' (white). In the bottom left corner of the page, there is a copyright notice: '© Samarth eGov'.

**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.

## 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
  - Examination Roll Number
- Enrolment Number/ Examination Roll Number

**Registration Instructions for Students**

- 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.
- Use a strong password.

**NB:** If you're not able to register with your University Enrolment Number or Examination Roll Number please contact your College/Department for assistance.

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**Student Registration Form**

Select Programme: 503 : Bachelor of Commerce (F2F) x

Name (as on ID card): DEMO

Mode of Registration: Enrolment Number v

Enrolment Number: DEMO

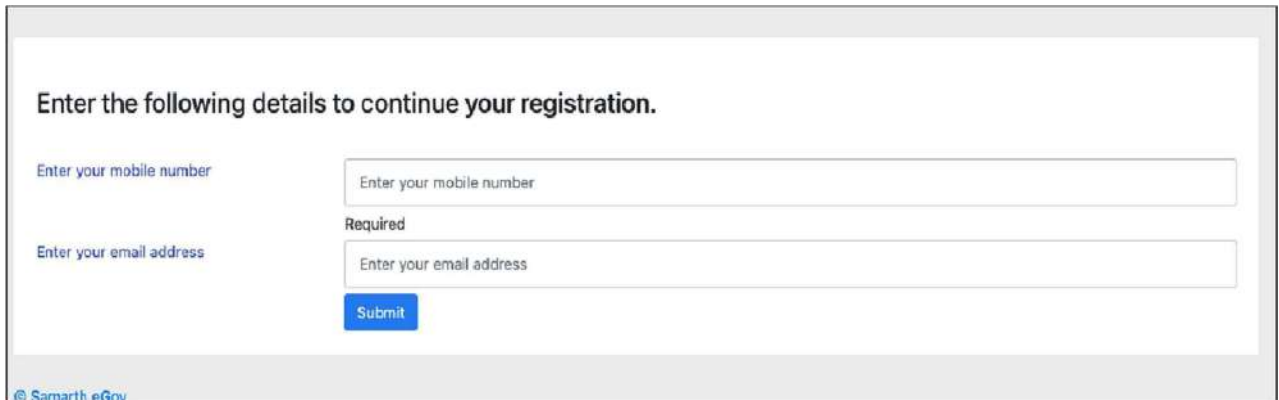
Submit

**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

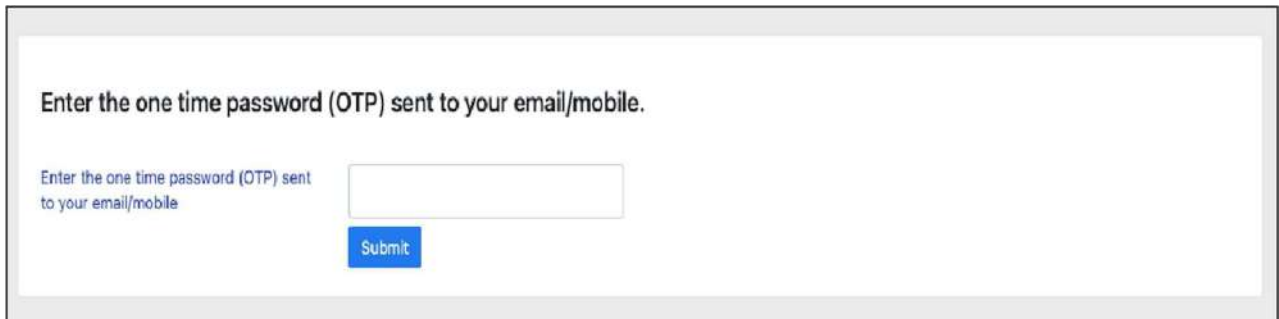
Required

Enter your email address

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**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

Confirm Password

Password cannot be blank.

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**

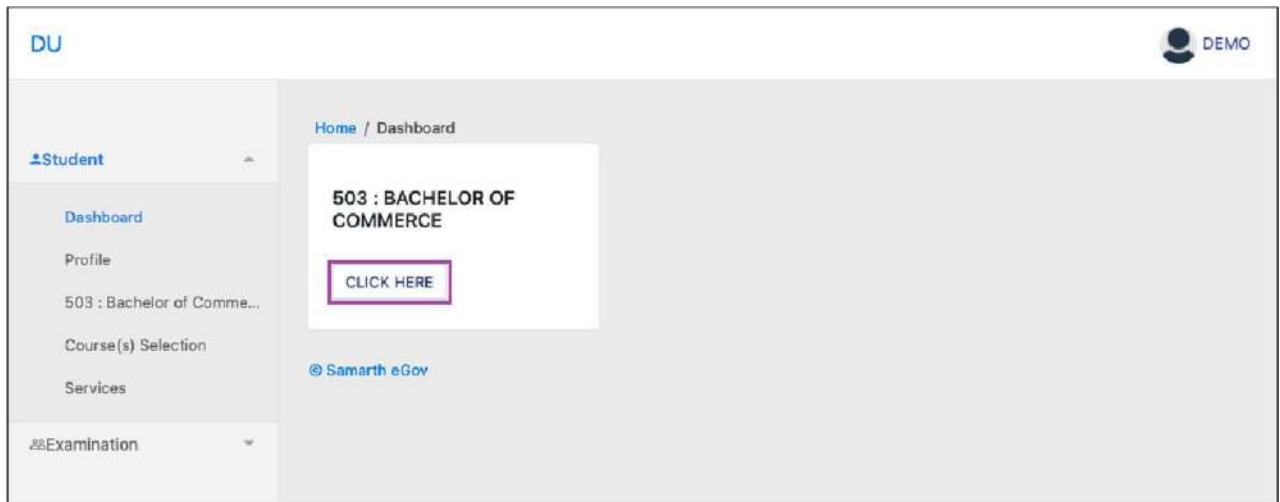
Sign In

Username

Password

© 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 DEMO

**Student**

[Home](#) / [Programme](#)

503 : Bachelor of Commerce


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

Student

Examination

### Course Selection Section

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

**Courses Selection for SEMESTER 5**

S.No	Option Type	Course Code : Course Name (Credit)
1	SEC5	<input style="width: 100%; height: 20px;" type="text" value="Select"/>
2	GE5	<input style="width: 100%; height: 20px;" type="text" value="Select"/>
3	DSE-1A	<input style="width: 100%; height: 20px;" type="text" value="Select"/>
4	DSE-2A	<input style="width: 100%; height: 20px;" type="text" value="Select"/>

**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**

Update Course Selection

**Step 6: Then, click on**

Submit course selection

**button to finally submit the selected course.**

## Re-Registration

Programme

Course Selection

[Home](#) / Course Selection

## Course selection for 503 : Bachelor of Commerce

[Update Course Selection](#)

Enrolment Number:	DEMO	Programme	503 : Bachelor of Commerce	Session	2021-JULY	Reference 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
<b>Total Credit</b>				<b>22</b>	

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.**

## Re-Registration

Programme

Course Selection

Home /

Cour

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

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
<b>Total Credit</b>				<b>22</b>	

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”**.

The screenshot displays a student portal interface. On the left is a navigation menu with options: Student, Programme, Course Selection, and History Course Selection. The main content area shows the program '503 : Bachelor of Commerce' with details for Name, Level, and Examination Roll Number. Below this is a 'My Courses' section with a table listing 20 selected courses, including their codes, titles, terms, and selection sessions.

**503 : Bachelor of Commerce**

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

**My Courses**

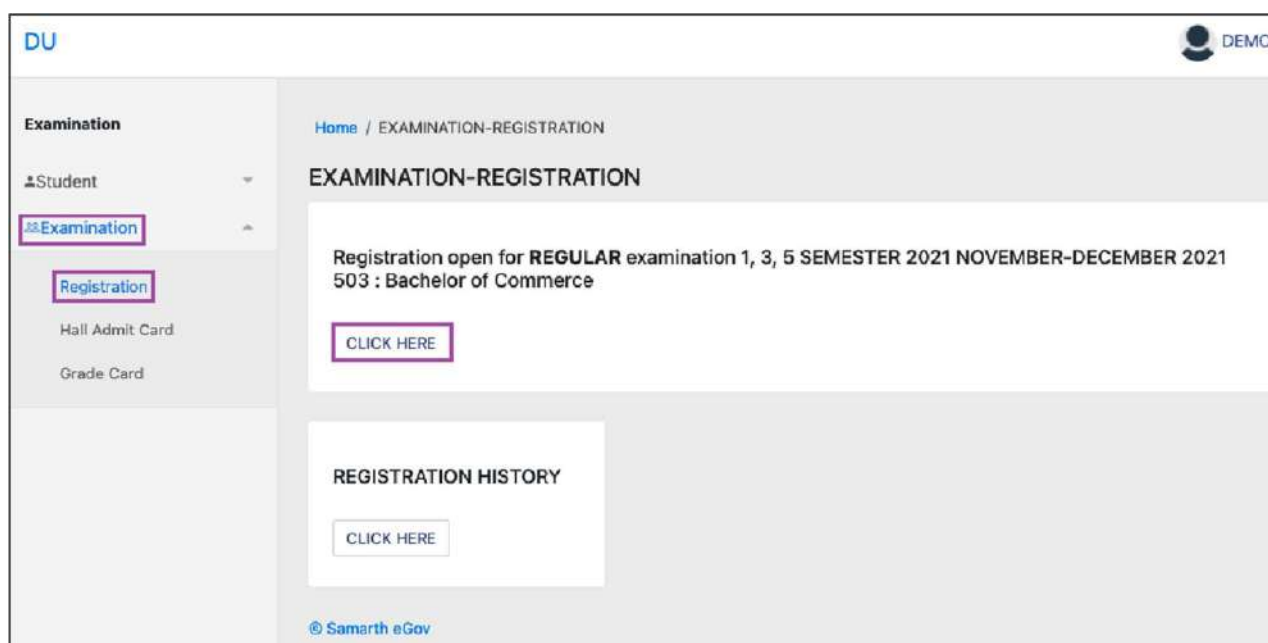
#	Code	Title	Term	Selection Session
1	52051122	HINDI-B	1 SEMESTER	
10	52413302	COMPUTER APPLICATIONS IN BUSINESS (PRACTICAL)	3 SEMESTER	
11	52414303	COMPANY LAW	3 SEMESTER	
12	52414304	INCOME TAX LAW AND PRACTICE	3 SEMESTER	
13	52031901	English Language Through Literature (English -A)	4 SEMESTER	
14	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

 button.



DU DEMO

DECEMBER 2021    type

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.

**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
DEMO

**Examination**

Student

Examination

<b>Roll Number</b>	DEMO				
<b>Email</b>	demo@example.com	<b>Phone</b>	9999999999		
<b>Examination Session</b> : NOVEMBER-DECEMBER 2021		<b>Examination Type</b> :	<b>Reference Number</b>		
		REGULAR	: 1026		
<b>Examination Mode</b> : EXAMINATION		<b>PWD Applicable</b> : Not Applicable	<b>Scribe Required</b> :		
			NO		
<b>Course(s) Selected</b>					
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
<b>Examination fee details</b>					
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			
<b>Total fee</b>		<b>INR 510</b>			

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
- Bankoptions(ICICI/others) Then,

clickonthe“**Proceed Now**” button.

The screenshot shows the 'eazypay' payment gateway interface. At the top, the merchant is identified as 'STUDENT LIFE CYCLE FEE PAYMENT UNIVERSITY OF DELHI' with a timestamp of '09/11/2021 17:11:928'. The main section is titled 'Payment Mode' and features a sidebar with options: Net Banking, Debit Card, Credit Card, and UPI. The 'Debit Card' option is selected. A table displays transaction details: Transaction ID (DEMO), Amount (Rs. 510), Convenience Fee (Rs. 0.00), GST (Rs. 0.00), and a total BILL amount of Rs. 510.00. Below the table, there are input fields for Mobile No (999999999), Email ID (Optional), and Payer Name (Optional). A note states: '\*Please provide the mobile number for transaction communication & viewing transaction history.' At the bottom, there are radio buttons for 'ICICI Bank (Retail)' (selected) and 'Other Bank', followed by 'Proceed Now' and 'Cancel' buttons. The footer includes the text 'Brought to you by ICICI Bank'.

Transaction ID	DEMO
Amount	Rs. 510
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
<b>BILL</b>	<b>Rs. 510.00</b>

Mobile No : 999999999      Email ID : Optional

Payer Name : Optional

\*Please provide the mobile number for transaction communication & viewing transaction history.

ICICI Bank (Retail)     Other Bank

**Proceed Now**    **Cancel**

Brought to you by ICICI Bank

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	6.00	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 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

**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\*\*\*\*\*