

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

NOTIFICATION

No: UOL/2023/COE-11/325
Dated: 14th of March, 2023

It is notified for the information of all concerned that the examination forms for UG 2nd semester batch 2022 (Regular) is open from **15th March 2023-4th April 2023**. All the concerned can apply for the same during the given dates by visiting website of the University and following the link given viz www.uol.ac.in

The timeline of the examination application form will be as:

Opening of online portal link for Examination application form without late fee	15 th March 2023-28 th March 2023
Examination application form with late fee Rs. 500/-	29 th March 2023-4 th April 2023
Exam form verification (at respective colleges)	16 th March 2023-5 th April 2023
Generation of Admit Card	20 th April onwards
Practical (external) exam	From 18 th May 2023

Date sheet for practical exam will be notified separately.

Note:-

- All are required to get their Exam form verified at the respective colleges.
- Candidate himself/herself shall be responsible if falls under shortages. No refund of fee shall be done in such cases.

**UG Arts Candidates needs to select two courses from compulsory subjects and one from MIL.
UG Science students needs to select three compulsory courses along with the practical while filling up the online examination form.**

Before filling up the online examination form, please read the Annexure 1 carefully.



Controller of Examination
University of Ladakh

Enclosure:-

- Annexure-1: Instructions for filling up the online examination form (semester II regular) on the portal.

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

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

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

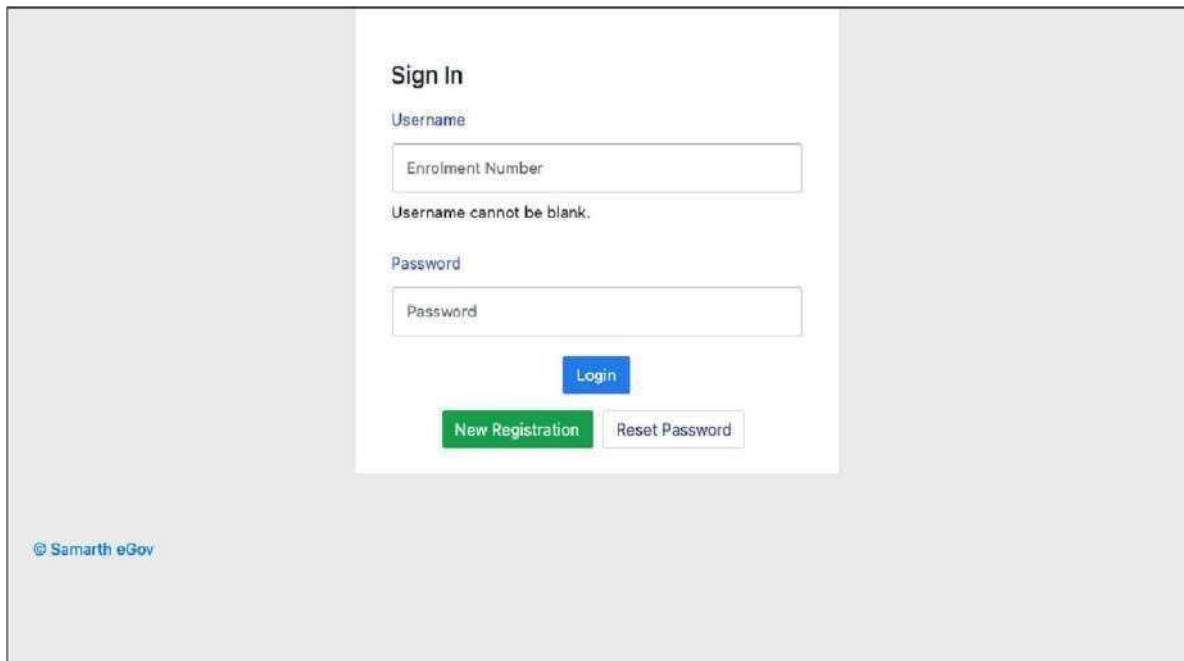
<u>Introduction</u>	2
<u>New Student Registration (Self-Registration)</u>	2-4
<u>Course Selection process</u>	5-10
<u>Examination Form Filling (Regular courses)</u>	11-13
<u>Examination Fee Submission</u>	14-15

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 “**Reset password**” option.

New Student Registration

Step1. 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
 - Enrollment Number
 - Examination Roll Number
- Name (as on ID card)
- Mode of Registration
- Enrollment 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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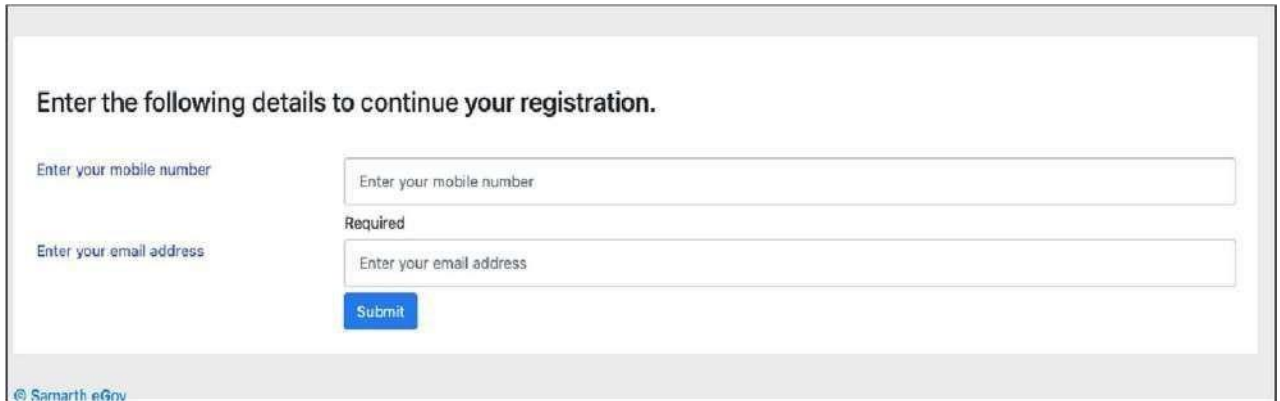
Student Registration Form

Select Programme	503 : Bachelor of Commerce (F2F) x
Name (as on ID card)	DEMO
Mode of Registration	Enrolment Number v
Enrolment Number	DEMO
<button>Submit</button>	

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)

A screenshot of a web registration form. The title is "Enter the following details to continue your registration." Below the title, there are two input fields. The first is labeled "Enter your mobile number" and the second is labeled "Enter your email address". The email field has a "Required" label above it. A blue "Submit" button is located below the email field. At the bottom left, there is a small copyright notice: "© Samarth eGov".

Enter the following details to continue your registration.

Enter your mobile number

Enter your email address

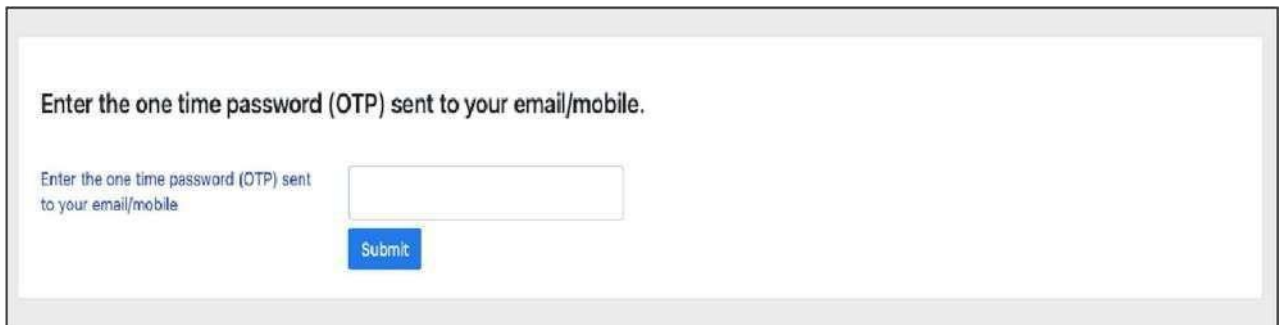
Required

Submit

© Samarth eGov

Then, click on the  button.

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

A screenshot of a web form for OTP verification. The title is "Enter the one time password (OTP) sent to your email/mobile." Below the title, there is a single input field labeled "Enter the one time password (OTP) sent to your email/mobile". A blue "Submit" button is located below the input field.

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

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

Submit

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

A screenshot of a web form titled "Set your password". It contains three input fields: "Username" (pre-filled with "DEMO"), "Password", and "Confirm Password". A message "Password cannot be blank." is displayed below the password field. A blue "Submit" button is at the bottom.

Set your password

Username : DEMO

Password

Confirm Password

Password cannot be blank.

Submit

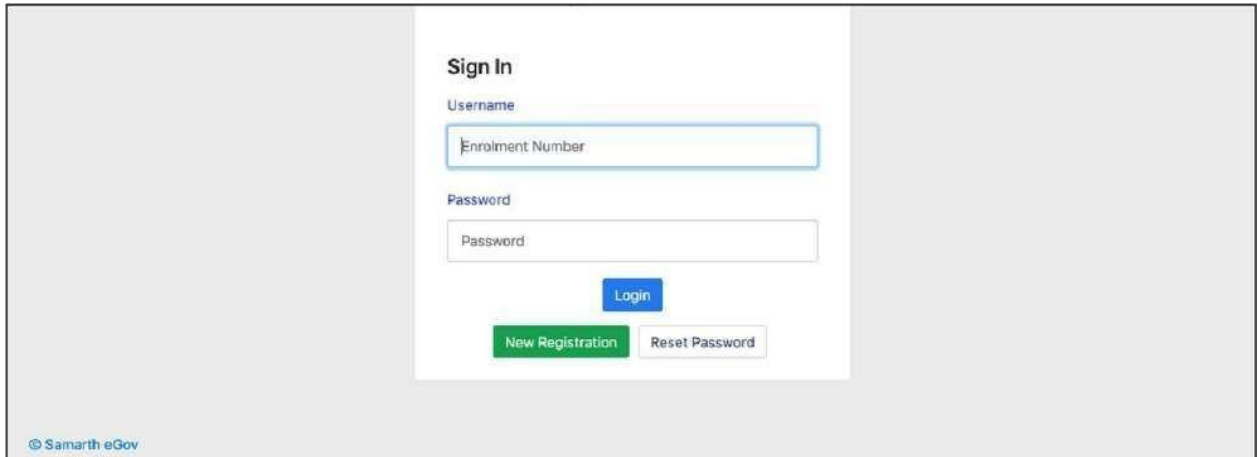
Then, click on the  button.

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

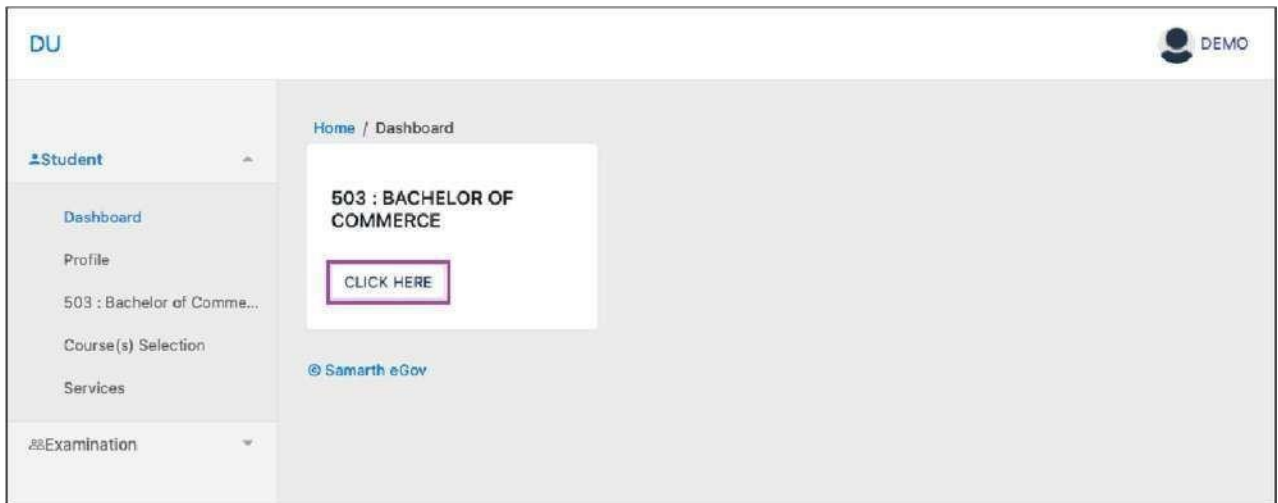
Course Selection Process

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

Step 1: Login to Student Portal with valid credentials



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.

[Click here to select your courses](#)

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

DU

DEMO

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				

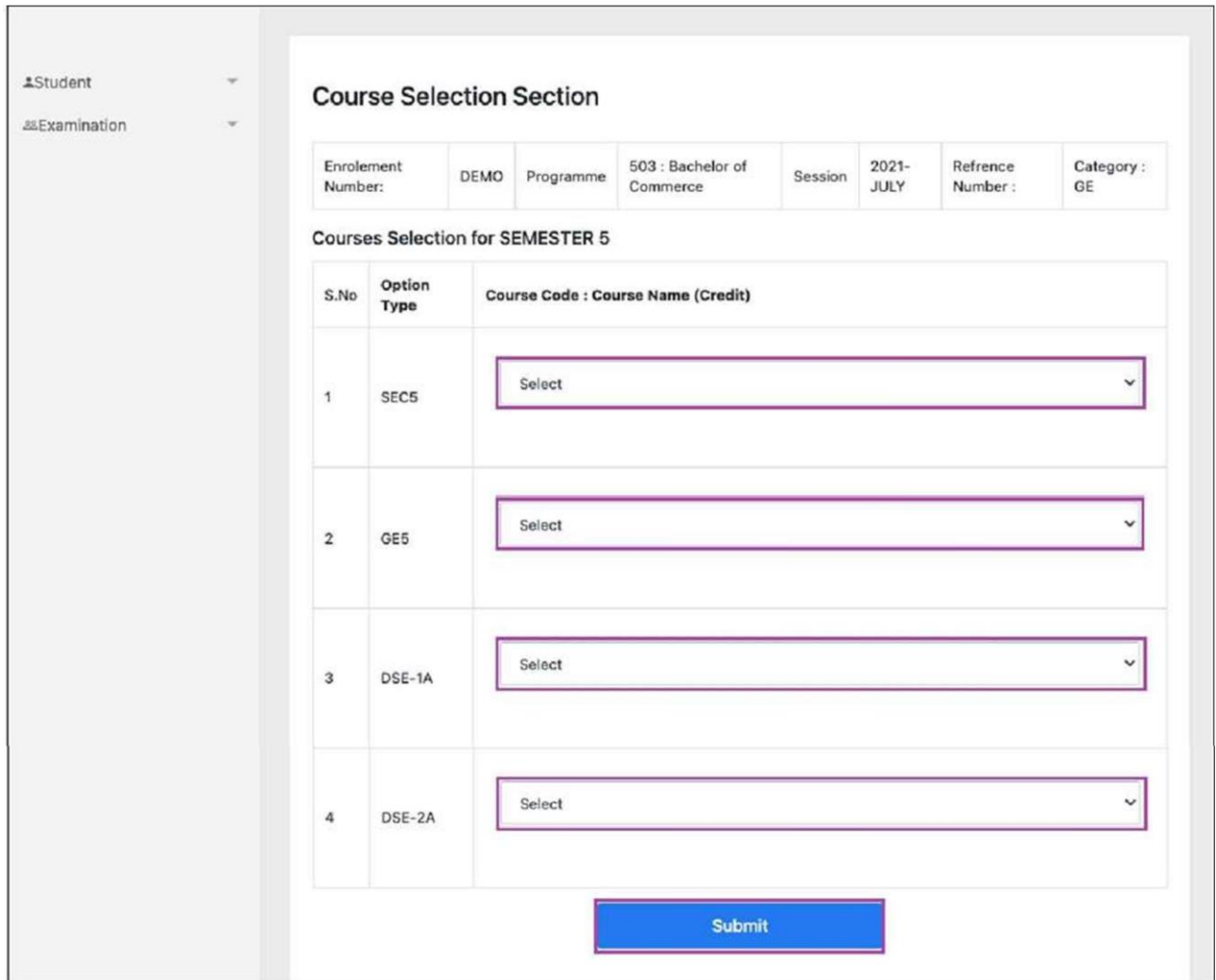
You can apply for course selection in SEMESTER 5 of 503 : Bachelor of Commerce

[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	

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



Course Selection Section

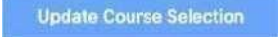
Enrolment Number:	DEMO	Programme	503 : Bachelor of Commerce	Session	2021-JULY	Refrence Number :	Category : GE
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Courses Selection for SEMESTER 5


S.No	Option Type	Course Code : Course Name (Credit)
1	SEC5	<input type="text" value="Select"/>
2	GE5	<input type="text" value="Select"/>
3	DSE-1A	<input type="text" value="Select"/>
4	DSE-2A	<input type="text" value="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 update their courses selection by clicking on  button.

Step6:Then,clickon  button to finally submit the selected course.

DU DEMO

Re-Registration
Programme
Course Selection

Home / Course Selection

Course selection for 503 : Bachelor of Commerce 

Enrolment 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.



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

The screenshot shows the 'DU' (Dr. Yashwantrao Chavan Pratishthan University) Re-Registration portal. A pop-up window from 'slc.uod.ac.in' is displayed, asking the user to confirm their course selection. The background interface includes a sidebar with 'Re-Registration', 'Programme', and 'Course Selection' options. The main area shows a header with 'Home / Course Selection' and a user profile 'DEMO'. Below this is a table with student details: Enrolment Number, DEMO, Programme (503 : Bachelor of Commerce), Session (2021-JULY), Reference Number (200), and Category (GE). An 'Update Course Selection' button is present. The 'Your Course Selections' section contains a table with 4 rows of selected courses. At the bottom, there is a 'Submit your course selection' section with instructions and two buttons: 'Update Course Selection' and 'Submit 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

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
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				

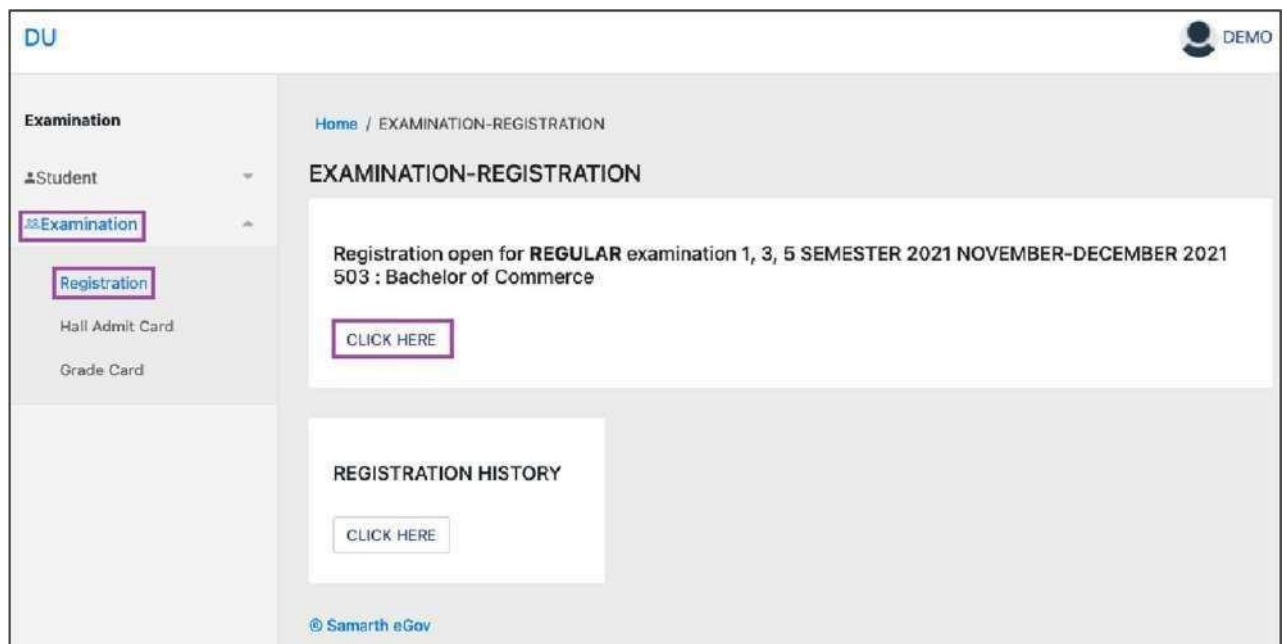
My Courses

#	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.



Step2: 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
DECEMBER 2021
type

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.

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 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' (selected), 'Debit Card', 'Credit Card', and 'UPI'. The central area displays transaction details in a 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 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 red box) and 'Cancel'. The footer of the page reads '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 17:51:53	PG transaction number: 211109108360300, 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*****