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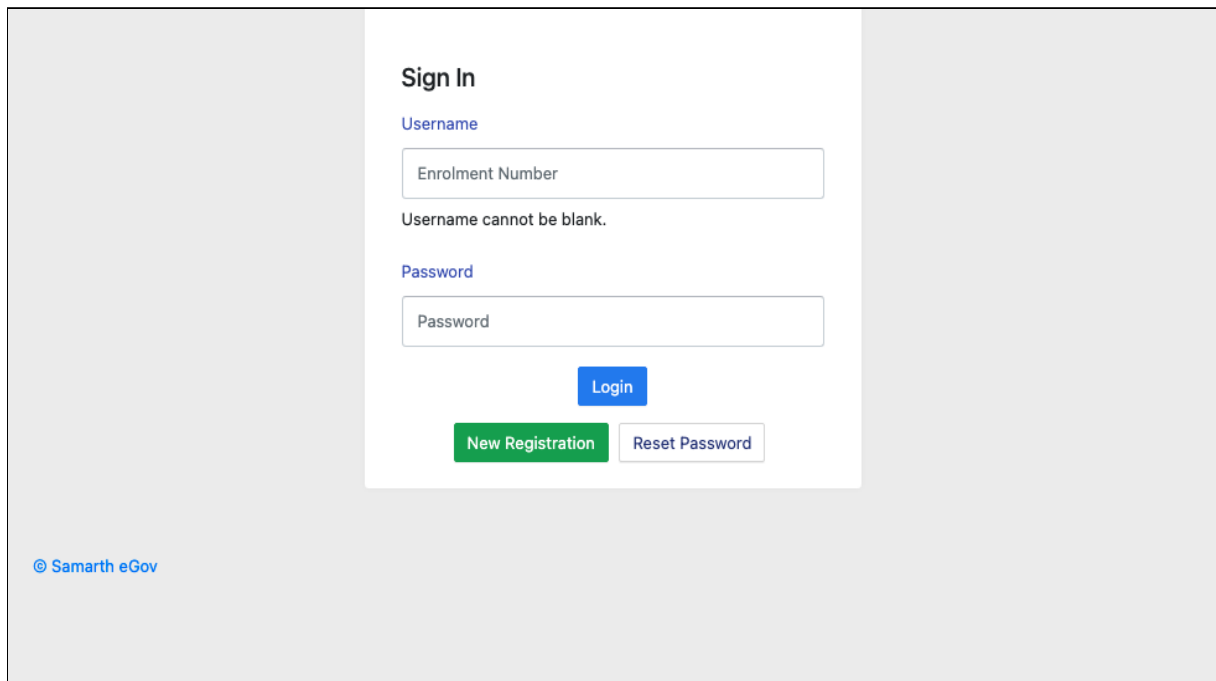
Introduction

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

Step 1. students can register themself 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
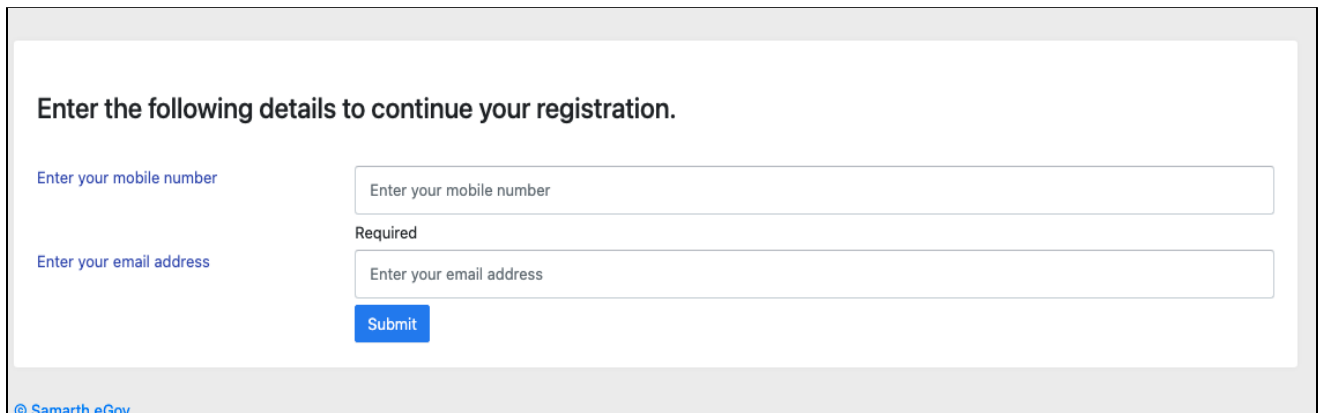
Then, click on the **Submit** button.

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

Set your password

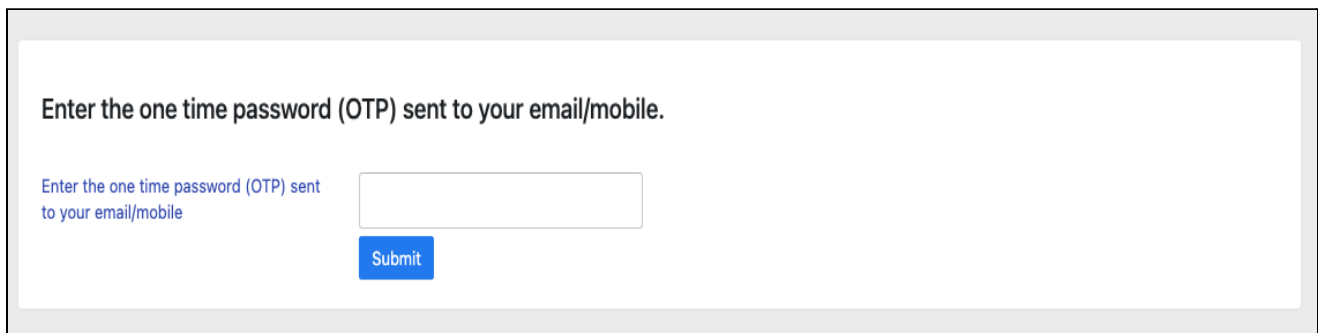|	
Username :	DEMO
Password	
	Password cannot be blank.
Confirm Password	
	Submit

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

<u>**Note: The students need to note down the username for further use.**</u>

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

Enrolment Number

Password

Password

Login

New Registration **Reset Password**

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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.
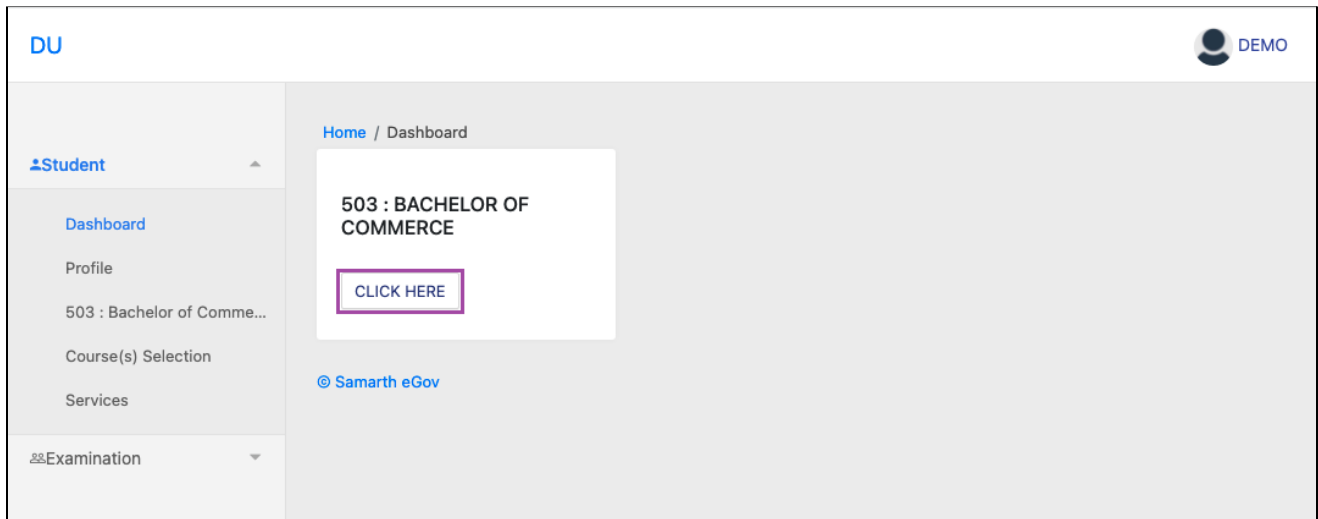
Step 3: After that, a new window will appear. Here, students can view their courses and also select their courses.

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

Step 4: After clicking on the button, students need to select the courses from the dropdown lists. Then, click on the **Submit** button.

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** button.

Step 6: Then, click on **Submit course selection** button to finally submit the selected course .

DU

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   👤 DEMO

Re-Registration

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

Home /

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
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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

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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.
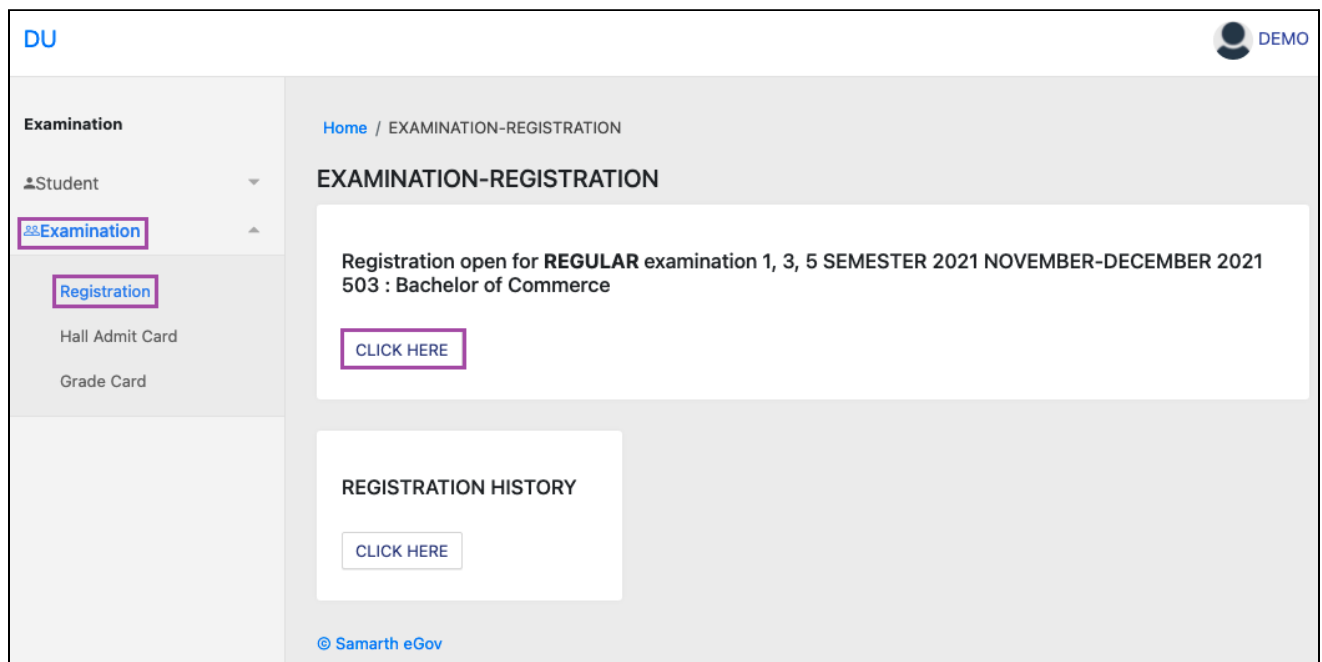
Step 2: In a new window, examination form will appear and student needs to fill the following details:
- PWD Status (YES/NO)
- Disability Percentage(If YES)
- Need of scribe in the Examination(If YES)
- Courses from the list by clicking on Checkbox of Action section

Then click on the **Submit** button.

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Examination

♟ Student ▾

👥 Examination ▾

DECEMBER 2021 | Type

Select your PwD (Persons with Disabilities) Status

| Select | ˅ |

Percentage of Disibility

| 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	☐
2	62035919 : MEDIA AND COMMUNICATION SKILLS	6.00	5 SEMESTER	REGULAR	☐
3	52417504 : FINANCIAL REPORTING & ANALYSIS	6.00	5 SEMESTER	REGULAR	☐
4	12033903 : SOFT SKILLS	4.00	5 SEMESTER	REGULAR	☐
5	52051316 : HINDI-B	6.00	3 SEMESTER	IMPROVEMENT	☐
6	52413302 : COMPUTER APPLICATIONS IN BUSINESS (PRACTICAL)	4.00	3 SEMESTER	IMPROVEMENT	☐
7	52414303 : COMPANY LAW	6.00	3 SEMESTER	IMPROVEMENT	☐
8	52414304 : INCOME TAX LAW AND PRACTICE	6.00	3 SEMESTER	IMPROVEMENT	☐

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.

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DEMO

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

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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	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 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*******************************