

ज़ाकिर हुसैन दिल्ली महाविद्यालय (सांध्य)

Zakir Husain Delhi College (Evening)

(दिल्ली विश्वविद्यालय)(University of Delhi)

जवाहरलाल नेहरू मार्ग Jawaharlal Nehru Marg, New Delhi-110002

Phone: 011-23231899

Website: http://zhdce.ac.in/

E-mail: principal@zhe.du.ac.in

March 2, 2022

NOTICE FOR 1st YEAR REGULAR STUDENTS

INSTRUCTIONS BEFORE FILLING THE EXAMINATION FORM FOR 1st SEMESTER

- 1. Student may fill the examination form by filling the form available on the following link/portal https://slc.uod.ac.in
- 2. The Students are required to pay the online fee on the above link provided by the Examination Branch. In case, student had already paid fees to the College, he/she may request for refunds from the College.
- 3. The students need to visit the page https://slc.uod.ac.in and click on new registration.
- 4. Fill in your basic details like

Select Programme

Name (as on Admission Portal https://ugadmission.uod.ac.in/)

Enrolment Number (Available on Admission Portal https://ugadmission.uod.ac.in/)

And the captcha code already on screen

Click Submit button

One OTP is sent to registered email id/mobile number

Create the password on next screen and input the OTP to get registered.

For Paper details and Unique Paper Code (UPC) students should visit College Students Portal. (Link for College student's portal is https://zhdce.in/Internet/Index.aspx) College Students portal is only for reference to check your paper details.

After filling the examination form student should save the copy of printout for further communication. Admit Card shall be issued after confirmation of the examination form by the College. The User Manual for the Course Selection and Examination Form Submission for 1st Semester Students is attached herewith.

Exam Helpline Email id: exam@zhe.du.ac.in

(Always write your College Roll No./ Exam Roll No. with Name and Course while sending an email to exam@zhe.du.ac.in)

S/d Prof. Masroor Ahmad Beg Professor-Principal



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Prof. Masroor Ahmad Beg

Professor-Principal



UNIVERSITY OF DELHI

Ref. No. Exam.VII/2022/**10** Dated 02nd March, 2022

NOTIFICATION

Attention: Filling up examination form for Regular Students of Semester I, Non Collegiate Women Education Board (NCWEB) students of I/III/V Semester for all Under Graduate (UG) & Post Graduate (PG) Programmes for the Academic Session 2021-2022.

All concerned students of Semester I (Regular Students) and Non Collegiate Women Education Board (NCWEB) students of I/III/V Semester for all Under Graduate (UG) & Post Graduate (PG) Programmes for the Academic Session 2021-2022 are hereby informed that the last date of submission of Examination Forms for the Examination to be held in March/April, 2022 is **15.03.2022 (Monday) at 5:30p.m.**

Student may fill the examination form by filling the form available on the following link/portal.

https://slc.uod.ac.in

The Students are required to pay the online fee on the above link provided by the Examination Branch. In case, student had already paid fees to the Faculty/Department/College, he/she may request for refunds from respective Faculty/Department/College.

The students need to visit the page https://slc.uod.ac.in and click on new registration.

Fill in your basic details like

Select Programme

Name (as on id card)

Enrolment Number

And the captch code already on screen

Click Submit button

One OTP is sent to registered email id/mobile number

Create the password on next screen and input the OTP to get registered.

After filling the examination form student should save the copy of printout for further communication. Admit Card shall be issued after confirmation of the examination form by their respective Faculty/Department/College. The User Manual for the Course Selection and Examination Form Submission for Semester I Students is attached herewith.

In case of any query/discrepancy in filling the examination form, the student may contact their respective Faculty/Department/College.

Note:

In case of students of School of Open Learning (SOL), separate provision shall be made by School of Open Learning (SOL).

O.S.D. (Examinations)

Dean (Examinations)



DU Student Portal

<u>User Manual for the Course Selection and Examination</u> <u>Form Submission For Semester I Students</u>

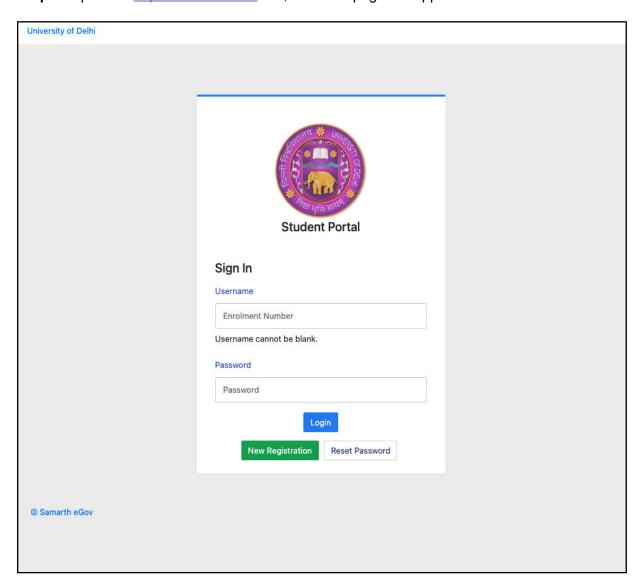
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Introduction

This document is the reference for students, for online submission of Examination form of University of Delhi through Samarth student portal (https://slc.uod.ac.in)

Login

Step 1: Open the https://slc.uod.ac.in/ 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

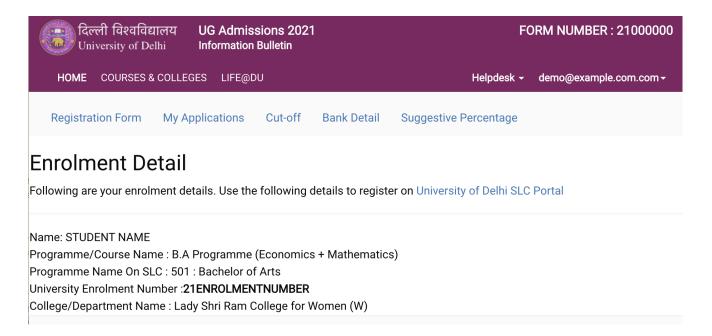
a. Students doing first-time registration have to click on the "New Registration" option to generate their login credentials

3. Reset Password

a. If a student forgets his/her password they can reset it using the "Reset password" option.

How to get University Enrolment number

Method 1: Students can login to the 2021 admission portal https://ugadmission.uod.ac.in/ and get their enrolment from the dashboard.



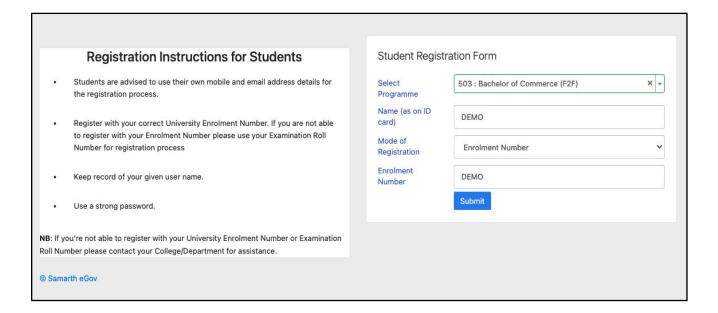
Method 2: Students can contact his/her College/Department to get enrolment number.

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
 - o Enrollment Number
- Enrollment 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:

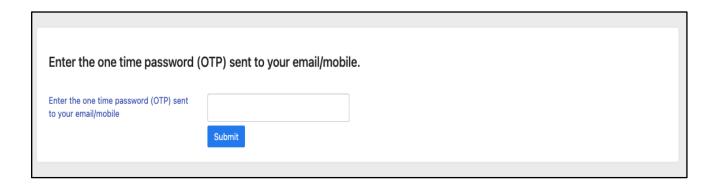
- Mobile Number
- Email Address

(These details must be correct to receive OTP via mail)

Enter the following details to continue your registration.		
Enter your mobile number	Enter your mobile number	
Enter your email address	Required	
	Enter your email address	
	Submit	
Samarth eGov		

Then, click on the Submit button.

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



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



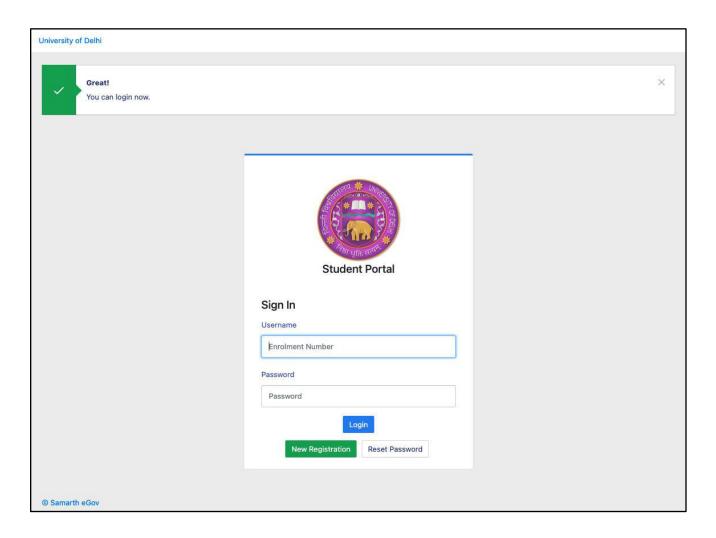
Then, click on the Submit button.

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

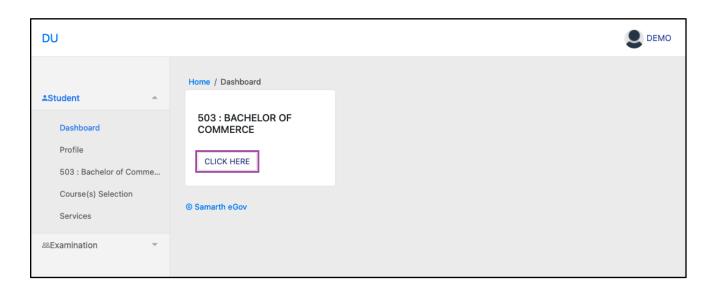
Course Selection Process

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

Step 1: Login to Student Portal with valid credentials

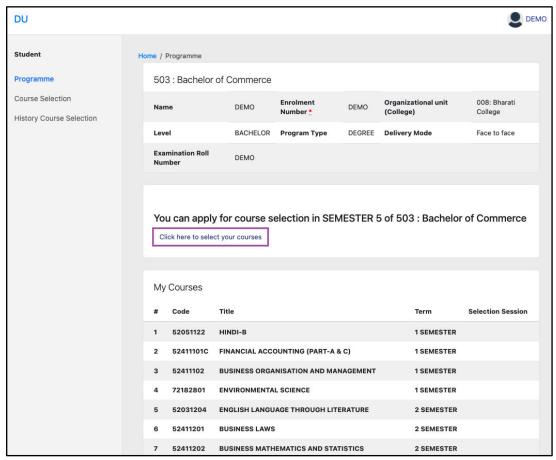


Step 2: After successful login, the student will be redirected to the dashboard. Then the students need to click on button to view/select the courses related to their respective programme.

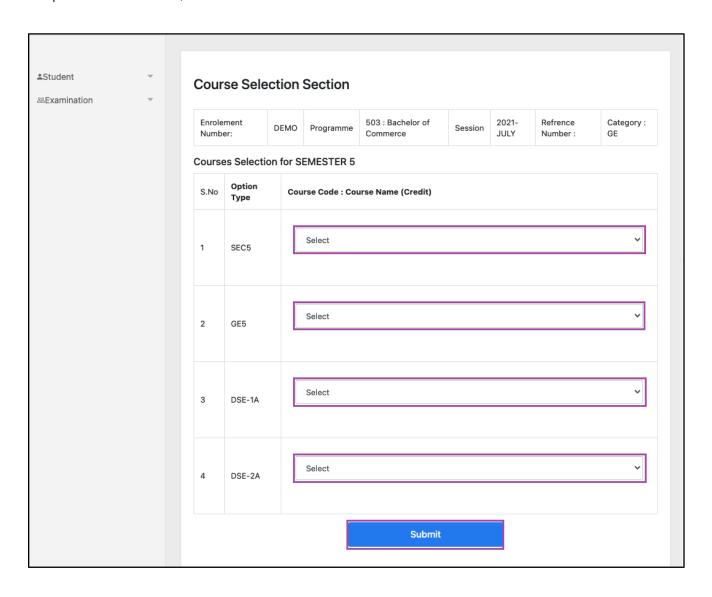


Step 3: After that, a new window will appear. Here, students can view their courses and also select their courses.

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



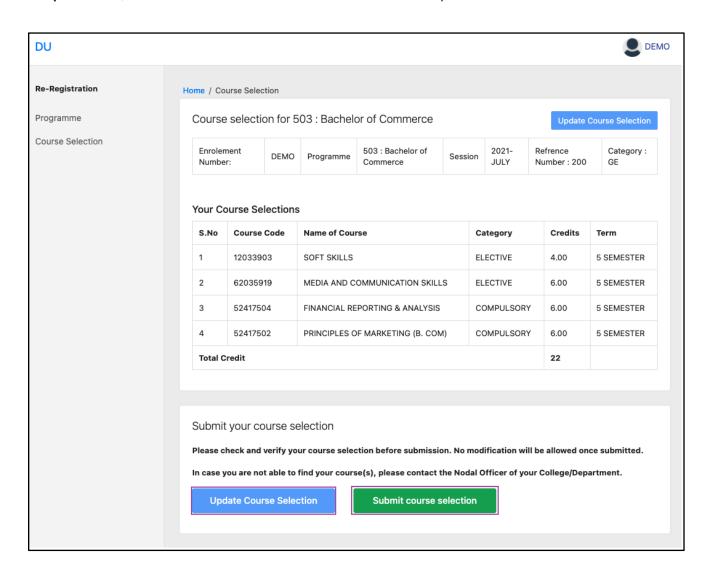
Step 4: After clicking on the button, students need to select the courses from the dropdown lists. Then, click on the button.



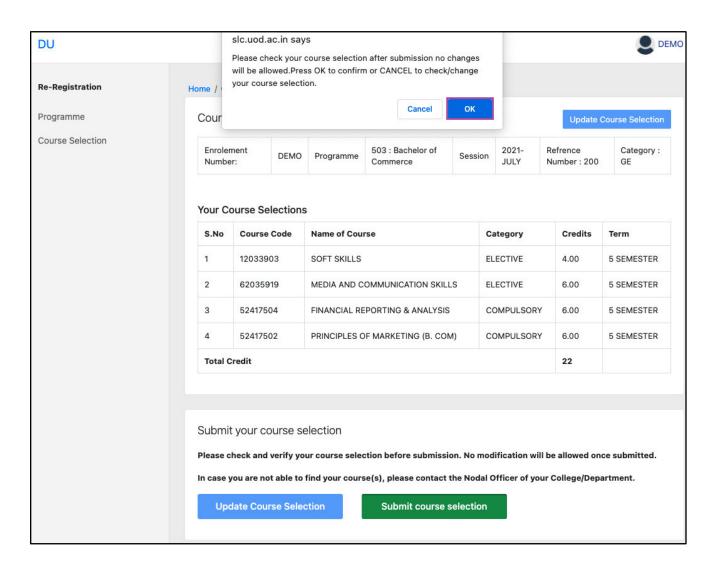
Step 5: After clicking on the "**Submit**" button, students will be able to preview the list of selected courses.

In that, Students can update their courses selection by clicking on button.

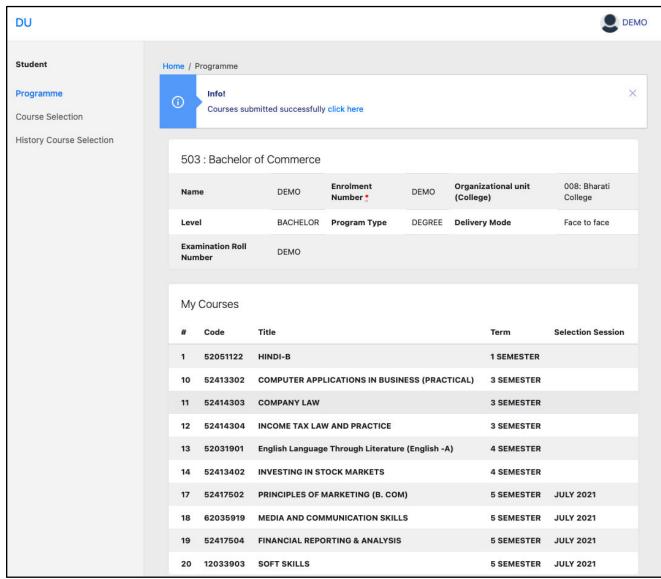
Step 6: Then, click on button to finally submit the selected course.



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



After successful completion of the course selection a new window will appear with the message that "Courses submitted successfully".



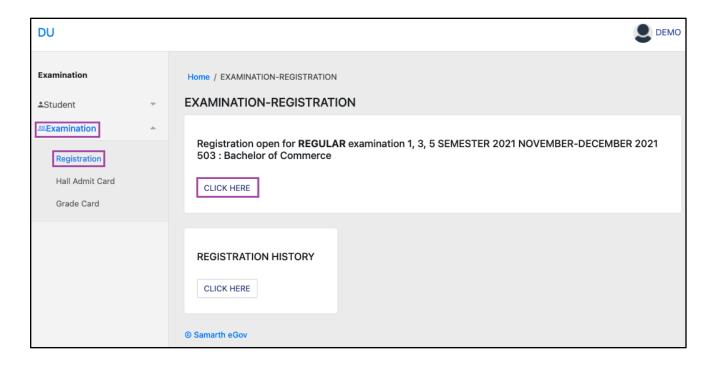
Examination Form Filling

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.

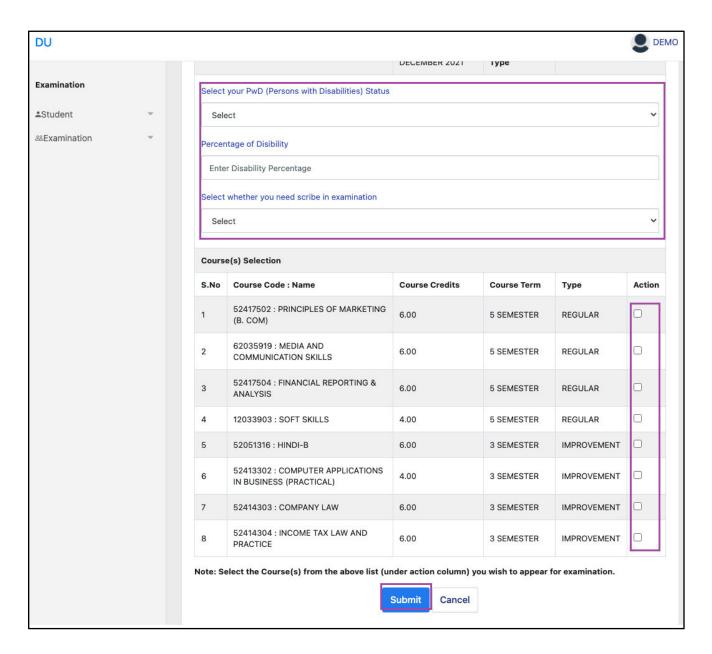
Students need to open their examination form by clicking on the "CLICK HERE" button below their programme.



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

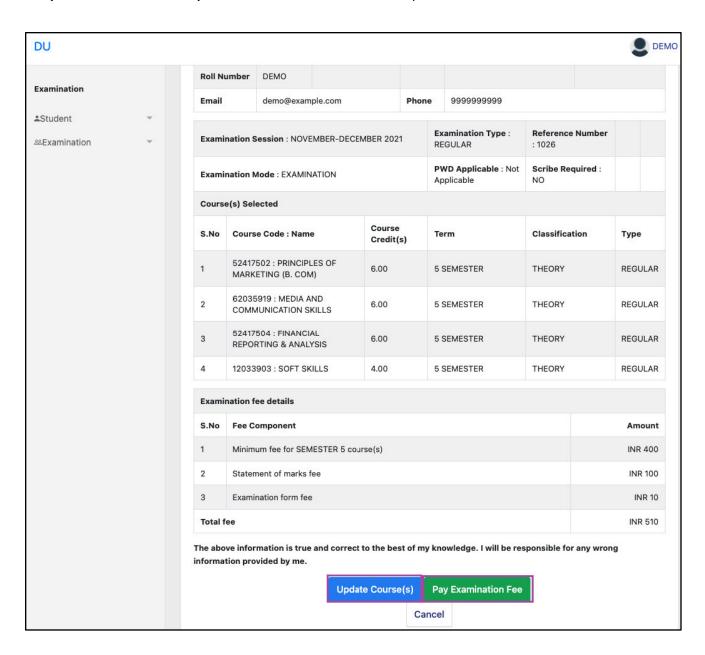
Then click on the Submit button.



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.

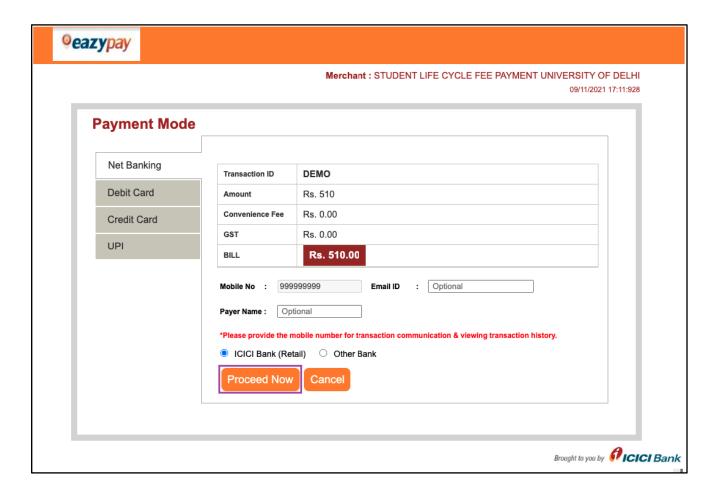


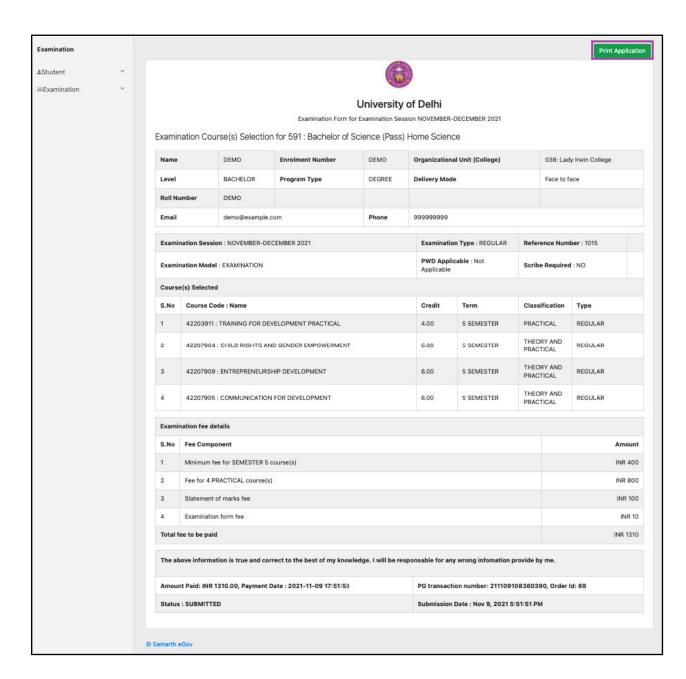
Examination Fee Submission (Through Payment Gateway)

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.





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.