



Non Collegiate Women's Education Board

(University Of Delhi)

Teaching Centre-Sri Gobind Singh College of Commerce
Pitampura, Delhi-34



Ref. No : SGGSCC/NCWEB/292

Date 28/09/2025

Notice Regarding Examination Form for ODD Semester students

Dear students, kindly note you are required to refer the attached University of Delhi notification regarding filing up of Examination Form for Semester 1, 3 and 5 students. The last date to fill Examination Form is 30th Sep 2025, 11:59 PM. Kindly refer the paper codes and paper names list and university notification for further details, attached in the notice for filling examination form. For any assistance or clarity, you can visit B6 ncweb office in college or email at ncwebhelpdesk@sggscs.ac.in.

Fill exam form very carefully. Steps to fill exam form are

1. Login at www.slc.uod.ac.in with your email id and password which you have created in first semester for exam.
2. Under the Announcement (Given in Blue Colour) click on – For Course(s) Selection.
3. Click on you course; For BCom - Bachelor of Commerce 22503 for BA Prog – Bachelor of Arts 22501
4. Then click on: you can apply for course selection in Semester 3 and 5 of 22503: Bachelor of Commerce /22501: Bachelor of Arts
5. Now select your papers you are going to appear for in Third and Fifth semester. Refer Paper code list as per your class for this action. Fill all the seven papers three core papers, Generic, AEC, SEC and VAC papers and click on submit and then again on submit course selection. One pop up will appear, click on OK button.
6. NOW CLICK ON HOME OPTION AGAIN AND YOU WILL SEE WINDOW WHICH WAS APPEARING AT STEP 2.
7. Click on for Examination Form and then click on Registration for examination.
8. Now fill examination form. select not applicable if you are not PH candidate and select yes if you are PH candidate. Now tick mark every checkbox (Given on same page against paper name) of the papers you have added at step 5. And click on SUBMIT.
9. Now Examination fee payment option will appear. Click on that and pay Exam fees.

IT IS ADVISED TO PAY VIA DEBIT CARDS/CREDIT CARDS/ NET BANKING. AVOID UPI PAYMENTS. ONCE PAYMENT IS DONE YOUR FORM IS CONSIDERED SUBMITTED. IF IT COMES IN DRAFT DO NOT PAY AGAIN. VISIT B6 OR EMAIL AT HELPDESK.

10. First Semester students will get a separate notice for filling up exam form because they can fill after receipt of Enrollment Numbers

Amanjot

Ms Amanjot Kaur

Teacher in Charge

SGGSCC CENTRE NCWEB



NOTIFICATION

Subject: Filling up of Examination Form for Regular, NCWEB & SOL students for Session December/January 2025-2026.

All Regular & NCWEB Students of Semester I/III/V of all Undergraduate (UG) and Postgraduate (PG) Programmes may fill Examination Form as per schedule given below:-

SEMESTER-I/III/V (UNDER GRADUATE & POST GRADUATE COURSES)

Sr. No.	Details	Dates
1	Examination Form Opens	01.08.2025
2.	Last date for filling up of Examination Form	(without late fee) 30.09.2025 (till 11:59 pm) (with late fee) 15.10.2025 (till 11:59 pm)
3.	Correction by College on student's request in Examination Form (No fresh Form shall be accepted).	01.08.2025 to 15.10.2025
4.	Verification by College/Department/ Centre	01.08.2025 to 30.10.2025 (till 11:59 pm)
5.	Generation of Admit Card	28.11.2025 onwards

Note: End term Examinations Begins w.e.f. 10.12.2025

Important Note:

- No student shall be allowed to fill Examination Form after the last date mentioned at Sr. No.2 above.
 - The Information of the Examination Form shall be widely published on website and notice board of the College/Department/Centre.
- The Process for filling out a University of Delhi (DU) student examination form using 'Samarth Portal' is available on the DU student portal at <https://slc.uod.ac.in>. The process involves the following steps:
 - Visit to the Students Portal
 - Do the registration using Enrolment Number provided by the University after Admission. (ignore this step if already registered).
 - Login using your enrolment number and password. You will reach your Dashboard.
 - Go to the Course Selection Form.
 - Select the correct papers offered and submit.
 - Preview the form and update courses, if needed.
 - Go to the Examination Form.
 - Select the PwD status and percentage of disability (if any).
 - Select the Regular, Essential Repeat and Improvement courses in which student wants to appear for the examination.
 - Submit the examination form.
 - Go for the payment of examination form fee.

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3. Instructions for Students: -

- i) Use a mobile device and email address that are personal to you for receiving OTP.
- ii) Use the correct university enrollment number.
- iii) If you can't use your enrollment number, use your examination roll number.
- iv) Create a strong password.
- v) Keep a record of your username.
- vi) In case of any query/discrepancy in filling the examination form, Mobile Number and email address updation the student may contact their respective Faculty/Department/College.
- vii) After selecting courses and filling the examination form student should keep the printout of the Examination form. Admit Card shall be issued after confirmation of the examination form by their respective Faculty/Department/College.

4. Instructions for College/Department/Centre while verifying the Examination Form:

- i) Check details of student Name, Gender, Course Name, Parent Name etc.
- ii) Check whether student has filled all previous Examination Forms.
- iii) Check whether student is eligible for promotion to Part-2/3/4
- iv) Check whether the course filled by the student are being offered by College/Department/Centre.
- v) Check whether the UPC and Title of the course filled by Student are correct.
- vi) Check whether fee is correctly filled.
- vii) The Examination Form schedule is to be strictly followed.

Important Notes:

- (I) Those candidates who are promoted to Part-2/3/4 in their respective Courses as per promotion rules are only eligible to fill the exam form for Semester III/V.
- (II) Those Candidates who do not get registered and fill the Semester I/II/III/IV/V/VI Examination Form shall become ineligible to take all subsequent examinations till the foregoing requirement is fulfilled.
- (III) The above schedule is also applicable for the Essential Repeaters, Improvement and Ex-students of Semesters I/III/V under CBCS (LOCF) & NEP-UGCF-2022 Scheme for the Academic Session 2025-2026.
- (IV) The Examination form are provisional and subject to the fulfilling all the requirements for appearing in the End Term Examination like attendance and passed in the previous Examinations, as per the University Rule.
- (V) The College/Department/Centre shall be liable for any lapse on their part also be solely responsible for any outcome of the lapse.


Controller of Examinations