



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

Ref. No. Exam.VII/2025/06
Dated 28th January, 2025

NOTIFICATION

Subject: Filling up of Examination Form for MBA students for Session March/April 2025.

All MBA (Full Time), (MBA Executive)/MBA Executive (HCA) Students of Semester I/II/III/IV may fill Examination Form as per schedule given below:-

SEMESTER-I/II/III/IV

Sr. No.	Details	Dates
1	Examination Form Opens	28.01.2025
2.	Last date for filling up of Examination Form	(without late fee) 27.02.2025 (till 11:59 pm) (with late fee) 28.02.2025 (till 11:59 pm)
3.	Correction by College on student's request in Examination Form (No fresh Form shall be accepted).	28.02.2025 to 01.03.2025
4.	Verification by College/Department/ Centre	28.01.2025 to 04.03.2025 (till 11:59 pm)
5.	Generation of Admit Card	05.03.2025 onwards

Note: End term Examinations Begins w.e.f. 19.03.2025

Important Note:

- i) No student shall be allowed to fill Examination Form after the last date mentioned at Sr. No.2 above.
- ii) The Information of the Examination Form shall be widely published on website and notice board of the Faculty.
2. 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:
 - i) Go to the Students Portal
 - ii) Do the registration using Enrolment Number provided by the University after Admission. (ignore this step if already registered).
 - iii) Find the active examination sessions
 - iv) Login using your enrolment number and password. You will reach your Dashboard.
 - v) Go to the Course Selection Form.
 - vi) Select the correct papers offered and submit.
 - vii) Preview the form and update courses, if needed.
 - viii) Go to the Examination Form.
 - ix) Select the PwD status and percentage of disability (if any).
 - x) Select the regular and improvement (if any) courses already appearing for which the student wants to appear for the examination.
 - xi) Submit the examination form.
 - xii) Go for the payment of examination form fee.

Contd. P/2



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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, the student may contact their respective Faculty.
- 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.

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 to promote in Part-2/3
- iv) Check whether the course filled by the student are being offered by Faculty.
- 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-1, Part-2 in their respective Courses as per promotion rules are only eligible to fill the exam form for Semester II/IV.
- (II) Those Candidates who do not get registered and fill the Semester I/II/III/IV 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 II/IV for the Academic Session 2024-2025.
- (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 Faculty shall be liable for any lapse on their part also be solely responsible for any outcome of the lapse.


Controller of Examinations