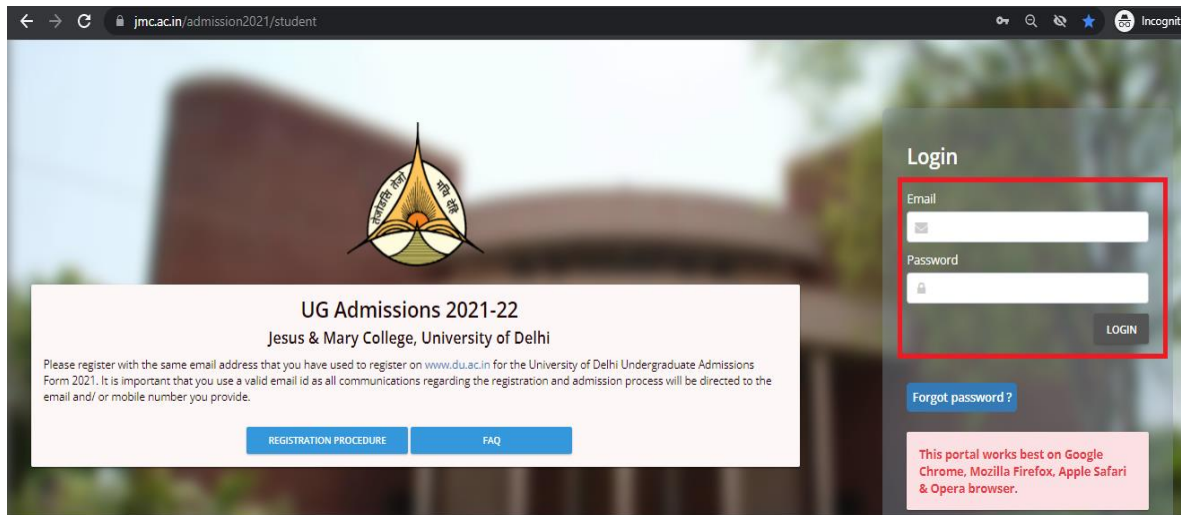


# Jesus and Mary College

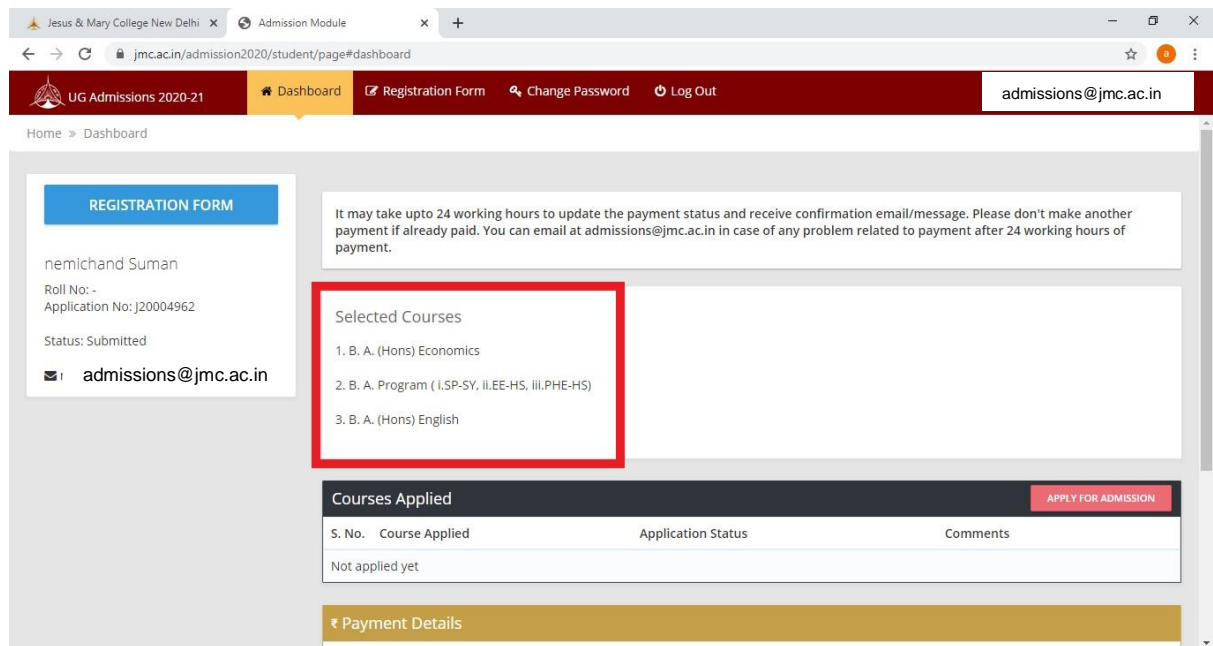
## Admissions 2021-22

### Instructions for Applicants

1. Check the college cut off list on the college website. Make sure you meet the criteria of the course you wish to take admission into.
2. Login with the registered email id and password into the portal.



3. All the three courses that you have applied for will be visible on the dashboard.



#### 4. Kindly click on **Apply for admission.**

The screenshot shows a web browser window with the URL [jmc.ac.in/admission2020/student/page#dashboard](http://jmc.ac.in/admission2020/student/page#dashboard). The page header includes "UG Admissions 2020-21" and navigation links for "Dashboard", "Registration Form", "Change Password", and "Log Out". The user's email is [admissions@jmc.ac.in](mailto:admissions@jmc.ac.in).

The main content area is titled "REGISTRATION FORM" and displays the following information:

- Name: nemichand Suman
- Roll No: -
- Application No: J20004962
- Status: Submitted
- Email: [admissions@jmc.ac.in](mailto:admissions@jmc.ac.in)

A message states: "It may take upto 24 working hours to update the payment status and receive confirmation email/message. Please don't make another payment if already paid. You can email at [admissions@jmc.ac.in](mailto:admissions@jmc.ac.in) in case of any problem related to payment after 24 working hours of payment."

The "Selected Courses" section lists:

1. B. A. (Hons) Economics
2. B. A. Program ( I.SP-SY, II.EE-HS, III.PHE-HS)
3. B. A. (Hons) English

The "Courses Applied" section contains a table with the following structure:

S. No.	Course Applied	Application Status	Comments
			Not applied yet

A red box highlights the "APPLY FOR ADMISSION" button located to the right of the table.

At the bottom, there is a section for "Payment Details".

#### 5. Next, click on the drop-down list of courses. Out of this, choose the one in which you are eligible and wish to seek admission. Select the appropriate option for first generation learner and only child drop downs

The screenshot shows a web browser window with the URL [jmc.ac.in/admission2021/student/page#apply](http://jmc.ac.in/admission2021/student/page#apply). The page header includes "UG Admissions 2021-22" and navigation links for "Dashboard", "Registration Form", "Change Password", and "Log Out". The user's name is Gaurav.

The main content area is titled "Apply" and contains the following form elements:

- A "Course" dropdown menu with "Select Course" as the current selection, highlighted by a red box.
- A dropdown menu for "Are you a first generation learner?" with "- Select -" as the current selection.
- A dropdown menu for "Are you the only child in your family (with no male/female sibling)." with "Select" as the current selection.

The "Upload Document" section lists the following documents to be uploaded:

1. Provisional Certificate
2. Migration Certificate
3. 12th mark sheet \*
4. 12th Certificate
5. Medical Fitness Certificate
6. Class X Board Certificate for the Date of Birth \*

Each document entry includes a "SELECT FILE" button, a "PREVIEW" button, and a red "X" icon.

6. Kindly upload the original requisite documents / certificates in the **PDF format only**. (file must be less than 500KB in size).

Course: B. A. (Hons) History

Are you a first generation learner? \*  
Yes

Are you the only child in your family (with no male/female sibling) \*  
Yes

**Upload Document**  
\* Documents are mandatory.

1. Provisional Certificate	SELECT FILE	PREVIEW	X
2. Migration Certificate	SELECT FILE	PREVIEW	X
3. 12th mark sheet *	SELECT FILE	PREVIEW	X
4. 12th Certificate	SELECT FILE	PREVIEW	X
5. Medical Fitness Certificate	SELECT FILE	PREVIEW	X
6. Class X Board Certificate for the Date of Birth *	SELECT FILE	PREVIEW	X
7. Character Certificate	SELECT FILE	PREVIEW	X
8. Transfer Certificate	SELECT FILE	PREVIEW	X
9. Address Proof * Any one of the following (Aadhar Card, Ration Card, Driving License, Bank Passbook, Class 12th School ID Card)	SELECT FILE	PREVIEW	X

SUBMIT

7. **Class XII original marksheet, Class X Certificate and Address proof are mandatory.**

Candidates who appeared for improvement exams and have not received their original or Digilocker certified class XII mark sheet may upload a copy of their mark sheet **duly attested by the School Principal** along with an UNDERTAKING (*as per the prescribed format, see last page of this document*).

Please upload the attested mark sheet and the signed undertaking as single pdf file in the 12<sup>th</sup> Mark sheet tab.

\* Documents are mandatory.

1. Provisional Certificate	SELECT FILE	PREVIEW	X
2. Migration Certificate	SELECT FILE	PREVIEW	X
3. 12th mark sheet *	SELECT FILE	PREVIEW	X
4. 12th Certificate	SELECT FILE	PREVIEW	X
5. Medical Fitness Certificate	SELECT FILE	PREVIEW	X
6. Class X Board Certificate for the Date of Birth *	SELECT FILE	PREVIEW	X
7. Character Certificate	SELECT FILE	PREVIEW	X
8. Transfer Certificate	SELECT FILE	PREVIEW	X
9. Address Proof * Any one of the following (Aadhar Card, Ration Card, Driving License, Bank Passbook, Class 12th School ID Card)	SELECT FILE	PREVIEW	X

8. Read the declaration carefully, Check the suitable box
9. Click on Submit button

The screenshot shows the 'Registration Form' page for JMC Admissions 2021-22. The page includes a navigation bar with 'Dashboard', 'Registration Form', 'Change Password', and 'Log Out'. A sidebar on the left contains a declaration: 'Are you the only child in your family (with no male/female sibling). \*' with a dropdown menu set to 'Yes'. The main content area lists nine required documents, each with a 'SELECT FILE' button (marked with a red 'x') and a 'PREVIEW' button:

2. Migration Certificate
3. 12th mark sheet \*
4. 12th Certificate
5. Medical Fitness Certificate
6. Class X Board Certificate for the Date of Birth \*
7. Character Certificate
8. Transfer Certificate
9. Address Proof \*  
Any one of the following (Aadhar Card, Ration Card, Driving License, Bank Passbook, Class 12th School ID Card)

A red box highlights the 'SUBMIT' button at the bottom right of the page.

10. Once your request has been submitted please wait, it may take upto **one working day** for your form to be processed. Kindly check the portal after 5p.m. the progress of your application can be seen under **Application Status**.

The screenshot shows the 'Dashboard' page for JMC Admissions 2020-21. The page includes a navigation bar with 'Dashboard', 'Registration Form', 'Change Password', and 'Log Out'. The user's email 'admissions@jmc.ac.in' is displayed in the top right. The dashboard displays the following information:

- Roll No: -
- Application No: J20004962
- Status: Submitted
- admissions@jmc.ac.in

**Selected Courses**

1. B. A. (Hons) Economics
2. B. A. Program ( i.SP-SV, ii.EE-HS, iii.PHE-HS)
3. B. A. (Hons) English

**Courses Applied**

S.No.	Course Applied	Application Status	Comments
1	B. A. Program (B.A. Physical Education - History)	IN PROGRESS	<a href="#">VIEW LOG</a>

**Payment Details**

S.No	Type	Amount	Status	Txn. Details
------	------	--------	--------	--------------

The screenshot shows the JMC Admission Module dashboard. A 'Comment Logs' pop-up window is open, displaying a table with the following data:

S. No.	Comment	Action taken By
1	Application submitted for Admission to B. A. Program	Student

Below the pop-up, the main dashboard shows an application status of 'IN PROGRESS' for the 'B. A. Program (B.A. Physical Education - History)'. A 'VIEW LOG' button is visible next to the status.

The 'Payment Details' section is also visible, showing a table with the following data:

S.No	Type	Amount	Status	Txn. Details
1	REGISTRATION FEE	₹ 250	PENDING	
2	COURSE FEE - B. A. (Hons) Economics	₹ 15610	PAID	VIEW VIEW
3	WITHDRAWAL FEE - B. A. (Hons) Economics	₹ 0	PENDING	
4	WITHDRAWAL FEE -	₹ 0	PENDING	
5	COURSE FEE - B. A. (Hons) English	₹ 15609	PAID	VIEW VIEW

**11. Once the roll number has been generated by college, application status will show Pending. Deposit your fee within the stipulated time or else your admission will be cancelled.**

**12. Please use this college roll number for all reference and correspondence with respect to your admission to JMC.**

**13. You are required to login to the JMC Admission portal**

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**Follow the below mentioned steps to pay your College fees:**

1. On the dashboard check the Payment Details
2. Check the Course Allotted, Roll No and the Amount of fees to be paid carefully before making the payment.
2. In case of any discrepancy in the above data, kindly email at **admissions@jmc.ac.in**.
4. Click on the pay button to make the payment online
5. On successful payment the details of the transaction will be displayed on your dashboard
6. You must download the Acknowledgement slip in pdf format from your dashboard.
7. You are advised to retain the acknowledgement slip for future reference.
8. Log out of the application.

**IMPORTANT**

**Please note you have to pay the fees within the days given for admission in the respective cut off list as per the admission schedule.**

**Failing which your admission is liable to be cancelled.**

## **Note for Special Category Applicants**

- You may have been offered admission in a course which you have not applied for, kindly check the cut off lists for all the available courses.
- Your portal will show **ONLY** the course which has been offered to you by the college

## **Procedure for Change of Course**

1. In the subsequent lists, If you are eligible for admission in another course and wish to change the course, you may apply through your dashboard.
2. The college fees in the above cases will be adjusted and the difference, if any will have to be paid by the applicant or be refunded by the college as the case may be.
3. Please note, once an applicant has cancelled her admission from a given course, she cannot be readmitted to the same course, at any time.

## **Procedure for Withdrawal/Cancellation of Admission**

1. Kindly note, once an applicant has cancelled/ withdraws her admission from a given course, she cannot be readmitted to the same course, at any time.
2. When an applicant withdraws her admission upto the last date of UG admissions of Delhi University, **Full fees after a deduction of Rs 1000 as processing fee will be refunded to the candidate. There is no provision of transfer of fees to any other College of the University.**
3. On Cancellation of admission after the last date of UG admissions as per Delhi University schedule, **No fees will be refunded by the College.**
4. When cancellation is due to concealment/falsification of facts/submission of false information/fake certificates/false or misleading information by the student or any error/mistake on part of the student, **no fees will be refunded.**

The following Staff members may be contacted for any enquiry regarding admissions 2021 **(10 am to 6 pm Mon-Fri)**:

### **Admission Help Desk**

011-26110041, 7011140234

Email : [admissions@jmc.ac.in](mailto:admissions@jmc.ac.in)

### **Grievance Committee**

<b>Name</b>	<b>Courses</b>	<b>Mobile</b>	<b>Email</b>
Dr.Anu Ahuja	Convenor	9289080833	aahuja@jmc.du.ac.in
Dr.Anuradha Sharma	BA(Programme) and B Voc	9773602543	anuradhasharma@jmc.du.ac.in
Dr Rama Saxena,	All Honors Courses and B.Com(Prog)	9810729435	rsaxena@jmc.du.ac.in
Dr Jennifer Monterio	All Honors Courses and B.Com(Prog)	9582995665	jennifermonteiro@jmc.du.ac.in

### **Nodal Officer**

Dr.Pavitra Bhardwaj 9310266488 pbhardwaj@jmc.du.ac.in

# Jesus and Mary College

## **UNDERTAKING**

*(To be filled by only those candidates who do not have Original/Digilocker certified class XII mark sheet)*

I, .....(*Name of the Applicant*),.....  
having registration number..(*JMC Registration Number*) ....., am seeking admission in .....(*Name of Course*)..... in Jesus and Mary College. I do not have my original or Digi locker certified Class XII mark sheet at the time of admission. I am submitting a copy of my mark sheet duly attested by my School Principal and undertake to submit the original marksheet to the College for verification purpose at the earliest.

I understand, my admission is liable to be cancelled if I fail to abide by this undertaking.

Name and Signature of the Applicant

Mobile Number:

Email:

Name and Signature of the Parent/Guardian

Date:

Place :