

## INSTRUCTIONS AND GUIDELINES

1. Please read the instructions and procedures carefully before you start filling the form.
2. **On-line Database Submission Procedure:** Submit the online form with due care. After successful submission of On-line Application Form, you will be informed(via email) a date and time on which you have to be present in the college EC Dept (L1 Lab) , for verification of your data. When your data is verified then a username (i.e. your enrollment no.) and a password will be sent to you. You can then use this to access your account and discussion forum.
3. If after submitting the online form, you see a message stating that, “**This enrollment number is already registered**”. Then contact the P.R.O. team or mail us at [netrix@jec-jabalpur.org](mailto:netrix@jec-jabalpur.org) as soon as possible.
4. **Guidelines for Submitting Online Form :**
  - Fields marked with an asterisk (\*) are required and must be filled out. If the information does not pertain to you, please complete with an "N/A"
  - **F.Name/L.Name/ Guardian Name:** Fill your first name, Last name and your guardian's name respectively .If you have middle then write it with your first name.
  - **DOB-Date of Birth:** Date of birth as recorded in the Secondary Education Board/University/Birth Certificate only will be taken as authentic. The date of Birth field must be given in the given format (i.e. yyyy/mm/dd). The date may be given manually or by clicking on the calendar image.
  - **Email:** Give a valid email id against the **Email(Primary)** field as this email will be used for further correspondence .If you have more than one email id then do specify it in the **Email(secondary)** field.
  - **Address:** Write your full permanent and local address including the city name, in the **Address(Perm)** and **Address(Local)** fields. If your permanent and local address are the same then write the whole address in both the fields, a “same as above” or “---do---”answer will not be accepted. **Note:** DO Specify your permanent address in two lines otherwise you will not be able to submit your form successfully.
  - **Contact No. :** Specify your active contact no.(preferably mobile no.), if you have two contact nos. then specify both.
  - **Academic Information:** Specify your Enrollment No, Year of Passing (expected), Branch/Dept, and Type of Course correctly.
  - **Curriculum Marks / Details:** Specify your marks in percentage for all the semesters whose result has been declared. Mention only one digit after decimal.
  - **Current status of Backlog:** If you have a backlog in a current semester then click the **YES** radio button against the 'Current status of Backlog' field otherwise click **NO** radio button.(Current Backlog does not include the backlogs which you have cleared,. say for example a person 'Ravi Sharma' is in 6<sup>th</sup> Semester and he had a backlog in 3<sup>rd</sup> Semester, which he cleared in the 5<sup>th</sup> semester .then he must click the NO button . But if a person 'Rohan Raj'

who is also in 6<sup>th</sup> Semester had a backlog in the 3<sup>rd</sup> Semester and has not yet cleared this backlog, then he must click the YES button.)

- **Are You Student of BA group :** It means you got the semester back like year back.
- **High School:** Specify your 10<sup>th</sup> class percentage here. Mention only one digit after decimal.
- **High Secondary/ Diploma:** Specify your 12<sup>th</sup> class percentage here or if you are a diploma holder then specify your aggregate percentage. Mention only one digit after decimal.
- **Job Title / Employer:** If you are already placed in any company then specify the Job Title and the Employer otherwise leave it as N/A.
- **Declaration:** Do remember to click on the declaration check box for successful submission.

5. **If you have any problems than contact the P.R.O. team or mail at**

[netrix@jec-jabalpur.org](mailto:netrix@jec-jabalpur.org)

