

# **GUIDELINES FOR MARKS RE-VERIFICATION**

Please read the following guidelines carefully before using the Web Portal for purchase of Application form or Payment of Admission Fees. For any queries, applicants may kindly contact the college office during working hours.

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## **HELPLINE & SUPPORT**

Applicants / Students using the Online Web-portal are advised to go through these Guidelines first before contacting the Web-portal Helpline.

**Users facing any difficulty and unable to resolve the issues themselves may send an email to the helpline Email : [jbcollgeadcl@gmail.com](mailto:jbcollgeadcl@gmail.com). Alternatively, users may contact the college office during working hours or on the numbers provided on the main website.**

Please specify your request for support to the above email id in the following format :

1. Name of College applied for :
2. Registered Mobile no and password :
3. Name of applicant / user :
4. Course and session :
5. Details of problem faced/ support required :

## **SECTION-1 : INSTRUCTIONS FOR EXISTING STUDENTS / USERS**

### **Instructions for Existing students / Users :**

1. Existing Students shall have to first login to the system by registering their mobile no. Please keep the mobile no with you at the time of online registration.
2. Candidates are advised to use their own mobile no and email Id for registration and applying online. All further communications shall be made on this mobile no and email id only.
3. Preferred web browsers are updated versions of Firefox and Chrome.
4. We do not recommend using mobile phones for applying online as functionalities are seen to be limited on mobile phones. Any issues that arise are the sole responsibility of the applicant.
5. Please LOGOUT of the portal before leaving especially if you are using a shared computer.
6. Applicants facing any difficulty in online form fill-up are to contact the college helpline no / email id provided on the preceding page of this Guidelines document.
7. Applicants are advised to apply well in advance before the last of submission to avoid last minute issues. Since printed forms are not used, students facing any difficulty should contact the college office early to sort out any difficulties. Step by step guidelines are provided at each and every step of the online process to help you easily procure and submit your application form. Applicants may send their queries to the college email address provided on the website or contact the helpline no.

## [SECTION-2 : HOW TO LOGIN TO THE ONLINE SYSTEM](#)

### Steps to Login for existing students doing form verification:

1. Open the website <http://jbcollege.webdcl.com> on your computer (preferably on Firefox/ Chrome).
2. The Web-portal login page opens. Click on the Marks Re-Verification button provided.
3. Existing students shall have to login using their mobile number supplied to the college at the time of admission which is considered to be their registered mobile no.
4. Students shall have to create a password against their registered mobile no for first time login. Please keep this registered mobile no with you during this first time registration as OTP shall be sent to this mobile no by SMS.

The screenshot displays two main sections on a login page. The left section, titled "Students' Sign Up", contains instructions: "Before you can proceed to fill-up the admission form you need to Register yourself on the website. In order to Register you need to have your Mobile Phone with you for OTP (One time password) verification." It also notes that parents/guardians do not need to register again and that users already registered can log in with their mobile number and password. A "New Registration" button is at the bottom. The right section, titled "Registered Students' Sign In", has input fields for "User-Id (Mobile No.)", "Password", and "Captcha Image". The captcha image shows the string "69f0ac". Below the captcha is a text box "Enter the string as shown above". At the bottom are "Log in" and "Forgot Password" buttons.

5. To create a password click on the "Applicant Registration" button on the screen. This opens the Registration Window.

The screenshot shows a "Registration" window with the following fields and buttons: "Mobile No" (input field), "Generate OTP" (green button), "Name of Student" (input field), "Email" (input field), "Enter OTP" (input field), "Enter Password" (input field), "Confirm Password" (input field), and "Submit" (blue button).

6. On the registration window enter your mobile no in respective field and click on the "Generate OTP" button. If this mobile no was supplied by you at the time of admission, it should be associated with your student records in the student database and Name of student should appear on the screen below the OTP link. Also OTP code should come to the registered mobile no by SMS. Otherwise a message "Mobile no is not associated with any student record" is shown. (If your mobile no is not associated then you have to first associate your mobile no by following the steps written in **[SECTION-4 : HOW TO ASSOCIATE NEW MOBILE NO](#)**) before going for the registration process.

**Registration**

Mobile No	<input type="text" value="9678963983"/>
	<a href="#">Resend OTP</a>
Name of Student	ABHIGYAN JYOTI BORA
Email	
Enter OTP	<input type="text"/>
Enter Password	<input type="password"/>
Confirm Password	<input type="password"/>

7. Enter the OTP you received by SMS in the respective field and enter a password of your choice in both the “Enter Password” and “Confirm Password” fields (same password) and click submit. A screen displaying “Successful Registration on the online Admission Portal shall be shown and you may proceed to login next.

8. On the Login screen enter your User ID (registered mobile no), Password you created above and the Captcha text appearing on the screen. You shall be able to see the student details screen containing Student ID, Name, Course, Session, Fathers Name, Date of Admission records.

## SECTION- 3 : HOW TO DO FORM-VERIFICATION

### **Steps for applying for examination marks re-verification for existing students :**

1. On Login to the system using your User ID (registered mobile no), Password you created above and the Captcha text appearing on the screen, you shall be able to see the student details screen containing Student ID, Name, Course, Session, Fathers Name, Date of Admission records. If your mobile no is registered for all courses / semesters you shall be able to see all the rows.

**Student Profile**  
Click on the Re-Verification link of the row representing the current Course/ Session  
(Separate application will be required for each paper to be re-verified)

STUDENT ID	NAME	COURSE	SESSION	FATHERS NAME	DATE OF ADMISSION	VIEW PROFILE	
17JBDSR340S4	NAINA DOLEY	B SC 4TH SEMESTER	2017-2018		18/01/2018	<a href="#">View</a>	<a href="#">Re-Verification</a>

**Students' Profile**

Name	NAINA DOLEY	Student ID	17JBDSR340S4	Roll No	340
Course	B SC 4TH SEMESTER	Session	2017-2018	Date of Admission	18/01/2018
Date of Birth		Father's Name		Mother's Name	
Gender	F	Core Combination		Elective Combination	ZOO(M)\BOT\CHY

2. To view the students profile for a particular row click on the VIEW link under VIEW PROFILE for that row. The details of the student for that row shall be shown in the student profile.

3. To apply for Marks Re-verification, click on the RE-VERIFICATION link on the row for the current Course / Session. For example if HS 1<sup>st</sup> Year and HS 2<sup>nd</sup> Year rows are visible then Marks Re-Verification can be done on for HS 2<sup>nd</sup> Year only. After that you shall be directed to the Re-Verification application form where you can fillup the subject and other details.

**Re-Verification (Separate application will be required for each paper to be re-verified)**

Name	<input type="text" value="NAINA DOLEY"/>
Stream	<input type="text" value="SCIENCE"/>
Semester	<input type="text" value="B SC 4TH SEMESTER"/>
Examination Roll No	<input type="text"/>
Re-Verification Sought: Subject1	<input type="text"/>
Paper Name1	<input type="text"/>
Paper Code1	<input type="text"/>
Re-Verification Sought: Subject2	<input type="text"/>
Paper Name2	<input type="text"/>
Paper Code2	<input type="text"/>

4. On the Re-verification form enter the Examination Roll No and Subjects, Paper names and Paper Codes. You may apply for maximum two subjects/ papers for the same semester. The amount of application fees shall be different if one/ two subjects are entered. After entering the details press the Submit button.

5. Thereafter the Re-verification Payment form shall open where you will be able to see the amount you have to pay. To pay the amount and apply please click on the Proceed To Pay button. You shall be directed to the payment gateway where you can use your Credit Card/ Debit Card/ Net Banking/ Wallet to pay the application fees online

6. After successful payment take a printout of the payment receipt. The payment receipt contains the Re-Verification Application Number of the re-verification process. Students shall have to refer to this Application Number in their queries with respect to their application.

Please note that your Marks Re-Verification process shall be initiated only after successful payment of the application fees online. Merely filling up the application form without making the payment shall not mandate Marks Re-Verification by the college and no claims in this regard shall be entertained.

## SECTION-4 : HOW TO ASSOCIATE NEW MOBILE NO

### Steps to Associate new mobile no for existing students :

If your mobile number is different from the one present in your college record you will not be able to register your mobile number to create the password to login. In that case you will have to associate your mobile number with your student record present in the web-portal first before proceeding to registration.

The associate mobile number page also helps you to check which mobile number is presently associated with your student record.

To associate your mobile number in the web-portal perform the following steps -

1. Open the website <http://jbcollege.webdcl.com> on your computer (preferably on Firefox/ Chrome).
2. Click on 'ASSOCIATE MOBILE NO' on the menu on top. The Associate Mobile No screen appears.

The screenshot shows a web portal interface titled "Associate Your Mobile No with Your Student Records". It features two input fields: "Name of Student" with the value "NIKITA SHARMA" and "College RollNo" with the value "1". A blue "Get Record" button is positioned to the right of the "College RollNo" field. Below these fields is a table with the following data:

STUDENT ID	NAME	COURSE	SESSION	FATHERS NAME	MOBILE NO
T2A/R0001/18	NIKITA SHARMA	BA 2ND YEAR	2018-2019	GANGA PRASAD UPRETY	7002421972

Below the table, there are two input fields: "Enter New Mobile No" and "Enter OTP". A green "Generate OTP" button is located between the two input fields, and a green "Update" button is located to the right of the "Enter OTP" field.

3. Enter the Name of the student, & Roll No and click the 'GET RECORD'. Your Course/ Semester wise records should appear on the screen along with your (existing) mobile no.
4. If you want to change the (existing) mobile no enter the new mobile no in the respective field and click 'GENERATE OTP'. The OTP should come by SMS to the new mobile no. Enter the OTP and click Update.
5. Now your new mobile no is associated with all your student records and you can use your new Mobile No to login. Proceed to login as written in **SECTION-1 : HOW TO LOGIN TO THE ONLINE SYSTEM**

(For guidelines related to Payment please refer to the General Guidelines For Payment link on the Web-Portal home page).