

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

Maulana Mohammed Ali Jauhar Marg, New Delhi-110025

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Office of the Controller of Examinations

دفتر کنٹرولر امتحانات

Tel.: +91-11-26981717 Extn.: Sr. PA to CoE-1401, DCE- 1450, ACE-I-1421, ACE-II-1410

Direct-Controller: +91-11-26329167; Dy. Controller: 26329165; ACE-I: 26840961; ACE-II: 26847078

16 Feb 2016

NOTICE REGARDING EDITING IN FORMS DATA

**CANDIDATES APPLIED FOR ADMISSION IN B.TECH,
B.ARCH COURSE FOR THE SESSION 2016-17**

The candidates who have applied for the admission in course B.Tech , B. Arch at Jamia Millia Islamia for the session 2016-17, and willing to edit the data entered in the admission forms (for mistakes done during filing of the admission form- If any) are advised to visit the link:

<https://www.digialm.com/EForms/configuredHtml/1266/3401/login.html>

The detail guideline is available on the following links of JMI website:

http://jmi.ac.in/upload/admission/user_manual_for_jmi_form_editing.pdf

The data can be edited till midnight of 21 Feb 2016.

(Dr. A. A. A. Faizi)

Controller of Examinations

Instructions on how to Edit your JMI application form:

- Login to <https://www.digialm.com/EForms/configuredHtml/1266/3401/login.html> using your JMI credentials, viz, JMI16XXXXXX and password(date of birth in ddmmyyyy format).Only candidates who have successfully applied and whose payment for the course(s) has been received will be able to login.
- The screen at login would look like this:



Login

Candidate Login

User ID

Date Of Birth(ddmmyyyy)

- Post login, you will be able to see three tabs, viz Candidate Registration, Edit Registration Data and Edit Application Form as shown below:



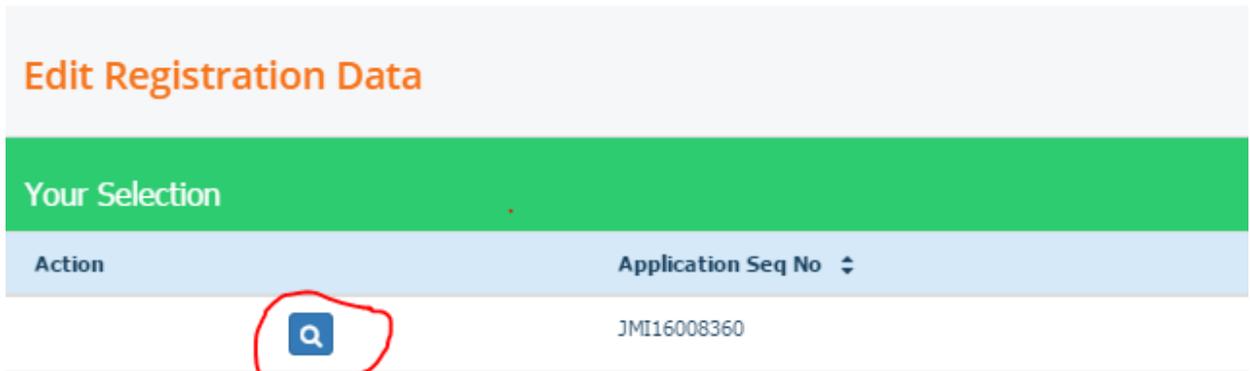
Logout

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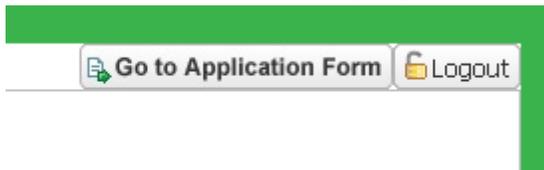
Personal Details

- The Candidate Registration Tab will contain the information submitted by the candidate at the time of registration to the program.

- On clicking the Edit Registration Data tab ,we get a new screen as shown:



Click on the lens button. A new window will open with the details submitted at the time of application(non –editable fields viz name, father’s name, date of birth, JEE Reg No ,Email Address, Photo and signature would be in disabled mode).To edit these details, drop a mail to admission@jmi.ac.in with subject line “Non-editable field modification” for easy tracking of such requests. Provide a valid reason to change such details. Once approved by the University only these fields can be edited.**(University reserves the right to reject cases for editing to these fields as well)**.To edit the details, click on the Go to Application Form icon at top right corner of screen:



The form will open with pre-populated details as entered by you. Edit the fields as per your choice and click on submit. **Fields once edited cannot be edited again, hence take utmost care while editing the same.**

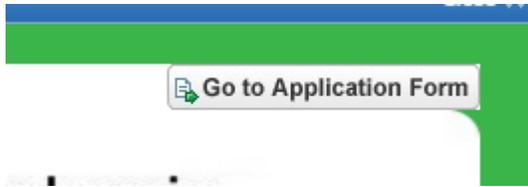
Also post editing take a printout of the same by clicking on the print button on at top right corner.

***Note: Last date for changing the non-editable fields will be 04-March-2016.**

- Post this ,if you want to change the details of the Application Form, click on Edit Application Form.Click on the lens button as shown:



Post this ,a new screen will be displayed with your details submitted initially. To edit these, click on the Go to Application Form link at top right corner as shown below:



- On clicking this ,a new window will open with all details entered by you at time of submission .You can edit these fields. **Do note that editing can be done only once,so kindly take utmost care befor submitting your edited application. Post edit, take a print of the page by clicking on the Print button.**
- **Candidates who do not wish to edit their application can visit the tabs and take print of both the Edit Registration Data and Edit Application Form.**
- Candidates who failed to download the acknowledgement slips can click on the **Program Registration Tab** download the same.

***Note: Take printouts of all the tabs and keep them safe for further use. Login would be disabled from midnight of 21 Feb 2016.**

Wishing you all the best for your future !!