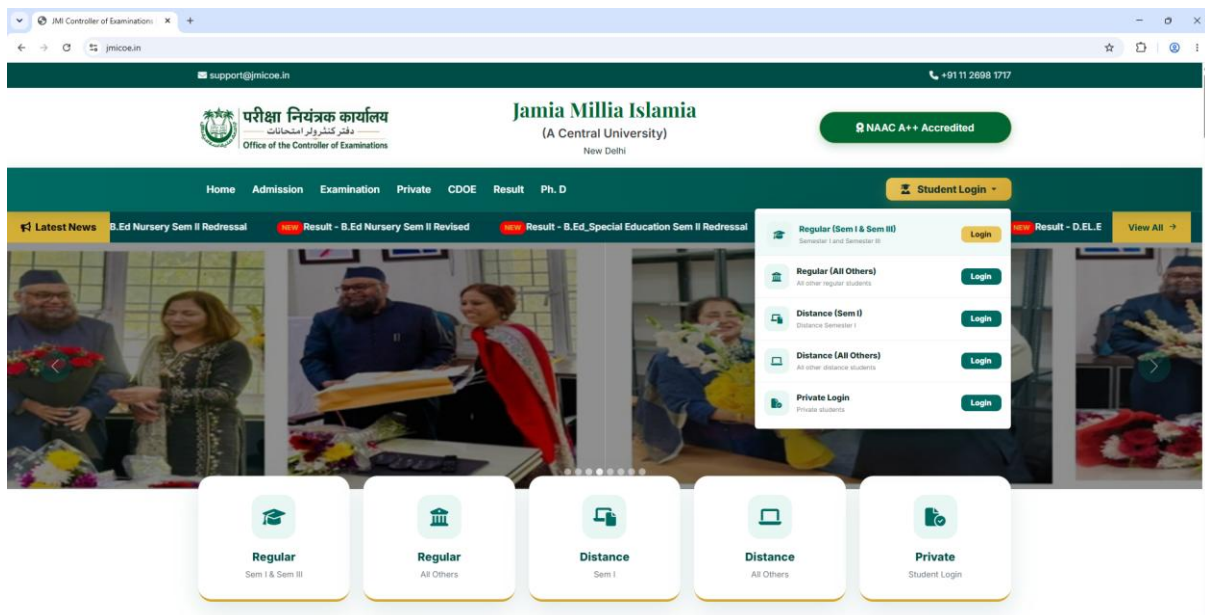


# How To Fill Examination Form (Semester 1 & III Only)

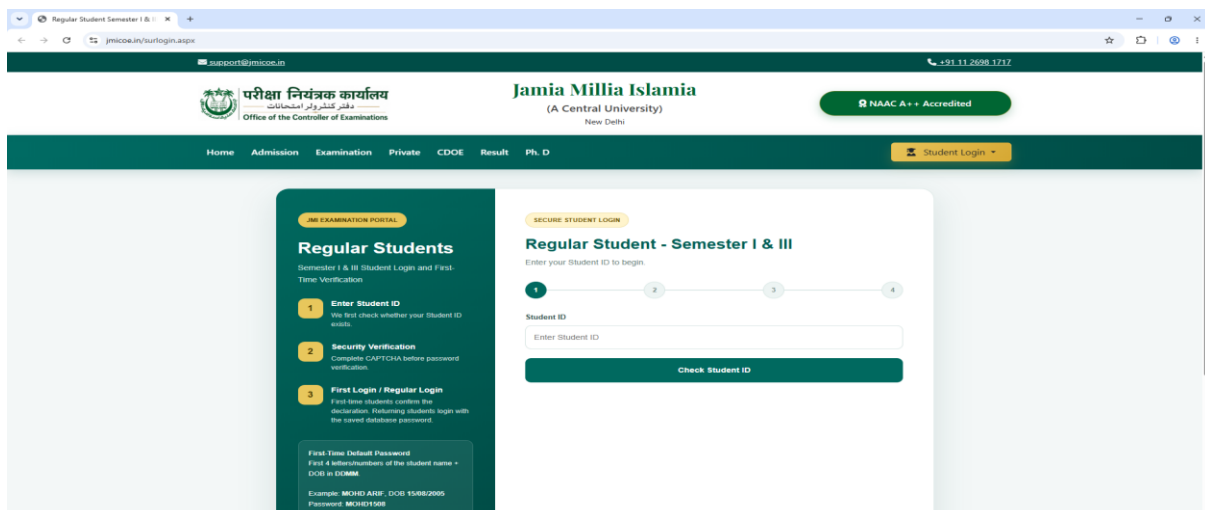
Step 1 : Visit [www.jmicoe.in](http://www.jmicoe.in) website



Step 2 : Click on Student Login -> Regular Student



Step 3 : Enter your **Student ID** & Click on check **Student ID**



## How To Fill Examination Form (Semester 1 & III Only)

Step 4: If the **Student ID** provided is correct, Verify the Captcha

Regular Students

Semester I & III Student Login and First-Time Verification

- 1 Enter Student ID  
We first check whether your Student ID exists.
- 2 Security Verification  
Complete CAPTCHA before password verification.
- 3 First Login / Regular Login  
First time students confirm the declaration. Returning students login with the saved database password.

First-Time Default Password  
First 4 letters/numbers of the student name + DOB in DDMM  
Example: MOHD ARIF, DOB 15/08/2005  
Password: MOHD1508

Regular Student - Semester I & III

Enter your Student ID to begin.

1 2 3 4

Programme: Four Year B.A. (Multidisciplinary)

CAPTCHA

CAPTCHA Answer

2 + 2 = ? Enter Answer

Back Verify CAPTCHA

Step 5: After successful CAPTCHA verification, the system will automatically identify whether you are logging in for the **first time**. For first-time login: *The system will prompt you to enter the default password, which is a combination of the first four letters of your name in CAPITAL letters followed by your Date of Birth in DDMM format.* Examples:

1. Name: Abdul Kalam | DOB: 25 October → Default Password: **ABDU2510**
2. Name: Md. Arif | DOB: 09 January → Default Password: **MD. 0901**
3. Name: Amit Sharma | DOB: 07 August → Default Password: **AMIT0708**
4. Name: K M Fatima | DOB: 22 December → Default Password: **K M 2212**
5. Name: Raj Kumar | DOB: 16 August → Default Password: **RAJ 1608**

For **subsequent logins**: The regular Password field will be displayed after CAPTCHA verification, where you can enter your **existing password**.

Step 6 : Login & Continue

Regular Students

Semester I & III Student Login and First-Time Verification

- 1 Enter Student ID  
We first check whether your Student ID exists.
- 2 Security Verification  
Complete CAPTCHA before password verification.
- 3 First Login / Regular Login  
First time students confirm the declaration. Returning students login with the saved database password.

First-Time Default Password  
First 4 letters/numbers of the student name + DOB in DDMM  
Example: MOHD ARIF, DOB 15/08/2005  
Password: MOHD1508

Regular Student - Semester I & III

Enter your Student ID to begin.

1 2 3 4

Programme: Four Year B.A. (Multidisciplinary)

First-Time Login: Your default password is the first 4 characters of your name + DOB in DDMM format.

Password

Start Again Login / Continue

## How To Fill Examination Form (Semester 1 & III Only)

Step 7: For **First -Time Login** : The system will require you to set a new password. After setting the password, read and accept the Declaration, then click “Save Details & Activate Login” to activate your account. It'll logout and you need to re-login.

For **Subsequent Logins** : After successful verification and validation of your Student ID and Password, you will be automatically redirected to the Student Portal

<https://jmicoe.in/>

The screenshot shows the 'Regular Student - Semester I & III' login page. The sidebar on the left provides instructions for Regular Students, including steps for entering the Student ID, security verification, and first login. The main form area includes a progress bar with four steps: 1. Enter your Student ID to begin, 2. Security Verification, 3. First Login / Regular Login, and 4. Set New Password. The form fields include Student ID, Program (Four Year B.A. (Multidisciplinary)), DOB, Father's Name, Mother's Name, Mobile Number, Email Address, Set New Password, and Confirm New Password. A checkbox for accepting the declaration is present, and a 'Save Details & Activate Login' button is at the bottom.

Step 8 : Set Password -> Click& accept Declaration -> **Save Details & Activate Login**

This screenshot is identical to the previous one, but the checkbox for accepting the declaration is now checked, indicating the user has accepted the terms and conditions.

Step 9: **Login Again After Account Activation**

After successful account activation, the system will automatically log you out and redirect you to the Login Page. Please log in again using your Student ID and the new password set by you.

Step 10: **Instructions Page**

After successful login, you will be redirected to the Instructions Page of the Student Portal. Please read all instructions carefully before proceeding further.

# How To Fill Examination Form (Semester 1 & III Only)

Step 11 : Read instructions and Check Personal & Academic details and Photo with Profile Section

The screenshot shows the JMI Examination Portal dashboard. On the left is a dark green sidebar with a 'STUDENT MENU' containing links for Instructions, My Profile, Examination Form, Change Password, Help, and Logout. The main content area is titled 'General Instructions' and contains a list of 13 numbered instructions for filling out the examination form. An 'Important' note at the bottom states: 'Before clicking "Final Submit", carefully verify all personal details, selected papers, examination category and fee details. Ensure that the final submitted form and payment receipt are saved for future reference.'

**General Instructions**

Read all instructions carefully before starting the examination form.

1. Verify your each and every personal and academic details carefully before proceeding.
2. Select only those Papers/Courses for which you are studying in the current semester.
3. Carefully verify the **Paper Code** and **Paper Title** before selecting each paper.
4. Check all selected papers and other details carefully using the **Preview/Review** option before final submission.
5. Pay the prescribed **Examination Fee** through the authorized payment method provided by the University (for Back & Ex-Students Only).
6. After successful payment, save the **Payment Receipt/Transaction ID** for future reference.
7. After final submission, download and safely keep a copy of the **Submitted Examination Form and Fee Receipt**.
8. Students should ensure that the examination form is submitted within the prescribed deadline.
9. Submission after the deadline will be subject to University rules.
10. In case of any technical issue or discrepancy/support while filling in the Online Examination Form, students may contact the Office of the Controller of Examinations at Counter No. 4 from 04:30 to 05:30 p.m. (Monday to Friday). You may also send their queries in this regard to support@jmicoe.in with screenshot or supporting documents.
11. Do not share your **Login ID, Password** or **OTP** with anyone.
12. Students are responsible for ensuring the accuracy and completeness of the information provided in the examination form.
13. Once the form is finally submitted, any correction or modification will be subject to the rules and procedure prescribed by the University.

**Important**  
Before clicking "Final Submit", carefully verify all personal details, selected papers, examination category and fee details. Ensure that the final submitted form and payment receipt are saved for future reference.

Step 12 : Click on “Examination Form” from the left-side menu, located below your Profile section.

The screenshot shows the 'Examination Form' page. At the top, there are fields for Student Type (Regular), Registration Number, Email, and Roll No. Below this is the 'Papers - Semester III' section, which contains a table of papers. The table has columns for S.No., Subject Type, SubCode / Elective Selection, SubTitle, Type - Component, SubType, and Credit. Below the table is a 'Student Declaration' section with a checkbox and a confirmation statement.

**STUDENT TYPE**  
Regular

**REGISTRATION NUMBER**  
[Redacted]

**EMAIL**  
abdul[Redacted]@jmi.ac.in

**ROLL NO.**  
9887403998

**EXAMINATION SESSION**  
2026-2027

**Papers - Semester III**

| S.No. | Subject Type | SubCode / Elective Selection | SubTitle                                  | Type - Component  | SubType    | Credit |
|-------|--------------|------------------------------|-------------------------------------------|-------------------|------------|--------|
| 1     | Theory       | 24-ARB-C-200                 | Modern Arabic Prose (Short Story & Novel) | Major             | Compulsory | 4      |
| 2     | Theory       | 24-ARB-C-201                 | Grammar & Translation (Level: III)        | Major             | Compulsory | 4      |
| 3     | Theory       | (24-ARB-M-202                | Advanced Arabic Language (Level: I)       | Minor             | Elective   | 4      |
| 4     | Theory       | 24-ARB-T-203                 | Indo-Arab Relations                       | Multidisciplinary | Elective   | 3      |
| 5     | Theory       | 24-ARB-V-204                 | Reading & Comprehension (Level: I)        | VAC               | Elective   | 2      |
| 6     | Theory       | Swayam-1                     | Environmental Studies                     | Swayam            | Compulsory | 4      |

**Student Declaration**

☐ I confirm that I have verified my personal details, programme, semester and selected papers shown above. I understand that after final submission, correction or modification will be subject to University rules.

Step 13 : Once again check the personal details and Papers and click to accept and verify declaration,

The screenshot shows the 'Review Examination Form' modal. It contains a warning message: 'Please verify everything carefully. After you proceed, these papers will be locked. For Back/Ex Stu students, payment will be taken next and the form will be submitted automatically after successful payment.' Below this are fields for Student Name (ABDUL [Redacted]), Student Type (Regular), Semester (III), and Exam Session (2026-2027). A section titled 'Current Semester Papers' lists the papers: 24-ARB-C-200 - Modern Arabic Prose (Short Story & Novel) (III / Compulsory), 24-ARB-C-201 - Grammar & Translation (Level: III) (III / Compulsory), (24-ARB-M-202 - Advanced Arabic Language (Level: I) (III / Elective), 24-ARB-T-203 - Indo-Arab Relations (III / Elective), 24-ARB-V-204 - Reading & Comprehension (Level: I) (III / Elective), and Swayam-1 - Environmental Studies (III / Compulsory). At the bottom are 'Go Back' and 'Confirm & Submit' buttons.

**Review Examination Form**

Please verify everything carefully. After you proceed, these papers will be locked. For Back/Ex Stu students, payment will be taken next and the form will be submitted automatically after successful payment.

**Student Name**  
ABDUL [Redacted]

**Student Type**  
Regular

**Semester**  
III

**Exam Session**  
2026-2027

**Current Semester Papers**

- 24-ARB-C-200 - Modern Arabic Prose (Short Story & Novel) (III / Compulsory)
- 24-ARB-C-201 - Grammar & Translation (Level: III) (III / Compulsory)
- (24-ARB-M-202 - Advanced Arabic Language (Level: I) (III / Elective)
- 24-ARB-T-203 - Indo-Arab Relations (III / Elective)
- 24-ARB-V-204 - Reading & Comprehension (Level: I) (III / Elective)
- Swayam-1 - Environmental Studies (III / Compulsory)

**Go Back** **Confirm & Submit**

## How To Fill Examination Form (Semester 1 & III Only)

Step 14 : If all good click on **Confirm & Submit** else to re-check click on **Go Back**

The screenshot shows the JMI Examination Portal interface. On the left is a dark green sidebar with a 'STUDENT MENU' containing links for Instructions, My Profile, Examination Form (highlighted), Change Password, Help, and Logout. The main content area has a header 'Papers - Semester III' and a table with 6 rows of exam papers. Below the table is a 'Student Declaration' section with a green box stating 'Examination form has already been submitted.' and 'Form No.: 6 | Submission Date: 24/09/2025 11:43 PM'.

| S.No. | Subject Type | SubjCode / Elective Selection | SubTitle                                  | Type - Component  | SubType    | Credit |
|-------|--------------|-------------------------------|-------------------------------------------|-------------------|------------|--------|
| 1     | Theory       | 24-ARB-C-200                  | Modern Arabic Prose (Short Story & Novel) | Major             | Compulsory | 4      |
| 2     | Theory       | 24-ARB-C-201                  | Grammar & Translation (Level: III)        | Major             | Compulsory | 4      |
| 3     | Theory       | 24-ARB-M-202                  | Advanced Arabic Language (Level: I)       | Minor             | Elective   | 4      |
| 4     | Theory       | 24-ARB-T-203                  | Indo-Arab Relations                       | Multidisciplinary | Elective   | 3      |
| 5     | Theory       | 24-ARB-V-204                  | Reading & Comprehension (Level: I)        | VAC               | Elective   | 2      |
| 6     | Theory       | Swayam-1                      | Environmental Studies                     | Swayam            | Compulsory | 4      |

**Student Declaration**

Examination form has already been submitted.

Form No.: 6 | Submission Date: 24/09/2025 11:43 PM

### Step 15 : Successful Submission

After successfully submitting the Examination Form, the confirmation message will be displayed on your screen.

In case of any technical issue or discrepancy/support while filling in the Online Examination Form, students may contact the Office of the Controller of Examinations at Counter No. 4 from 04:30 to 05:30 p.m. (Monday to Friday). You may also send your queries in this regard to [support@jmicoe.in](mailto:support@jmicoe.in) with screenshot or supporting documents.

# Thank You