

Instructions for **updating Mobile Number and E-Mail id** regarding **2nd Semester Final Admission**:-

1. Click on the following link http://jrcadmission.net/student_area/student_index.php
(OR) visit <https://jrc.ac.in/> → Click on **Student Portal** → Click on **Student's Area**
2. Click on the sub-menu button: **Update Mobile & eMail ID** under '**Upload**' menu bar.
3. A dialog box will appear with the title '**Search My Biodata**' containing Student ID, Date of Birth, 10+2 Examination Board Name, 10+2 Examination Roll No., 10+2 Level Registration No., 10+2 Level Registration Year and 10+2 Level Year of Passing, etc.
4. Students are required to fill up all the fields carefully and correctly.
5. After filling the required fields, enter the **new mobile number** and the **new e-Mail** id in the respective fields and click on '**Submit**' button.
6. After successful submission, **Mobile & E-Mail ID updated successfully** will be displayed on screen.

(OR) Alternatively,

The request for updating mobile and email id may be sent to jrcugadmission@gmail.com in the following manner:-

From: (Mail id of the Student)

To: jrcugadmission@gmail.com

Sub: **Request for updating Mobile No. and E-mail ID**

Write the following in 'Compose email':

Respected Sir/Madam,

I, (Name of the student), a student of 2nd Semester B.A./B.Sc./B.Com (Hons./Gen.), would request you to kindly update my new mobile number and E-Mail id in the Student Management System of our college. The details are as follows:-

1. **Student ID:** _____
2. **Name:** _____
3. **Mobile No:** _____
4. **E-Mail Id:** _____

Kindly do the needful and oblige.

Thanking you,

Yours faithfully,

(Name of the Student)

(College Roll No., Class/Semester)

N.B.: After composing the aforesaid mail and filling up all the required information like Student ID, Mobile No. and E-Mail id, send the mail to jrcugadmission@gmail.com