

## GENERAL INSTRUCTIONS FOR SEC OPTION FORM

Dear Students,

As you are aware, under the UGCF scheme, all students are expected to study one Skill Enhancement Course (SEC) in each semester. Students of semesters 3 and 5 will have the choice to study either SEC, or opt for Internship/Community Outreach in lieu of SEC. Please read the instructions below before filling the form that can be accessed through their SmartProf login: <https://www.jmc.ac.in/smartprof/>

- **Form opens: MONDAY, 22<sup>ND</sup> JUNE 2026 AT 10:00 A. M.**  
**Form closes: WEDNESDAY, 24<sup>TH</sup> JUNE 2026, 5 P.M.**  
**Final class lists of SEC allocations: WEDNESDAY, 1<sup>ST</sup> JULY 2026, EVENING**  
**Commencement of Classes: First Week of college**
- Students CAN choose one Skill Enhancement Course (SEC) being offered by their parent departments provided that the syllabus is not similar to the DSC/DSE/GE/VAC courses that they are studying, or are expected to study.
- Students cannot repeat a Skill Enhancement Course (SEC) that they have already studied.
- **SOUTH CLUSTER SEC PAPERS:** Students are free to choose SEC papers which may be offered by JMC as well as other colleges in the South Cluster. Allocation of seats for the students who choose courses in the cluster colleges will be done subject to seat availability. Application for South Cluster course does not guarantee a seat. If your first preference for SEC is a course offered by a South Cluster College, you have to choose courses in JMC as your second and third preferences.
- **Students will be allotted courses on a first-come-first-served basis.** Once the seat capacity of a particular course is filled, the students will not be able to choose that paper.
- It is advised that you go through the syllabi of papers on the DU Website ([SEC Document 1](#) and [SEC Document 2](#)) to ensure that you satisfy the minimum eligibility conditions for the papers, if any.
- To avoid technical glitches, please ensure that you have access to a proper internet connection.  
**You can submit the form SEC only once.**
- **Once allotted, no requests for change in SEC papers shall be considered by the college.**
- **SEC Classes will begin from the first week of college.** Students who do not register their choices through the portal and therefore are not part of any class lists, will lose their attendance till they are able to register their choices till the next round of SEC allocation.

- The SEC course allocations will be notified on “**NOTICES**” section of the college website on **1 JULY, 2026 evening** and the students are requested to check the college website for the same: <https://www.jmc.ac.in/home-notices>. **No individual e-mails will be sent out to students notifying them about their course allocation.**
- **SPECIAL INSTRUCTION FOR STUDENTS OF SEMESTERS 3 AND 5 APPLYING FOR INTERNSHIP/COMMUNITY OUTREACH:** Students who have already been assigned an internship by their department, or students whose applications for internship and CO are under process at the moment, may skip filling the SEC form.
- **In case of issues arising with filling of the SEC option form, please contact us via email ONLY.** Email: [sec@jmc.du.ac.in](mailto:sec@jmc.du.ac.in). Please allow us at least 12 hours to respond to you and ensure that you provide all necessary information such as name, course, semester, college roll number, contact number, and nature of the issue in your email.
- For those interested in Community Outreach and Internship, kindly connect with the concerned committees via email: [communityoutreach@jmc.ac.in](mailto:communityoutreach@jmc.ac.in), [n\\_sharma@jmc.du.ac.in](mailto:n_sharma@jmc.du.ac.in)
- Students are requested to ensure that their correct contact information is updated on the SmartProf portal. They may contact the General Office for help regarding the same.
- **NOTE:** The college reserves the right to change the allocation of seats per paper, or cancel any paper, without prior notice. The decision of the college in this regard will be final and binding.

Warmly,

SEC Committee

[sec@jmc.du.ac.in](mailto:sec@jmc.du.ac.in)

Jesus and Mary College