GENERAL INSTRUCTIONS FOR SEC OPTION FORM FOR THIRD YEAR STUDENTS

Dear Third Year 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 semester 6 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/

SEC FORM OPENS	FRIDAY, 27TH NOVEMBER 2026 AT 7 PM.
SEC FORM CLOSES	SATURDAY, 28TH NOVEMBER 2026 AT 9 PM.
FINAL CLASS LISTS OF SEC ALLOCATIONS	SECOND WEEK OF DECEMBER.
COMMENCEMENT OF SEC CLASSES	FRIDAY, 1 JANUARY, 1 PM ONWARDS.

- 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. List of papers is mentioned at the end of this document.
- 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.
- Once you select your options, you have to click the “SUBMIT” button. After that you will receive another dialog box asking you to confirm your selection. **Please ensure you complete all steps while filling the form.**
- To avoid technical glitches, please ensure that you have access to a **proper internet connection**. It is also advised that you use the **Google Chrome browser** and ensure **no Pop-Up blockers** are active on your device. **You can submit the form for SEC only once.**
- **Once allotted, no requests for change in SEC papers shall be considered by the college.**

- **SEC Classes will begin from FRIDAY, 1 JANUARY, 1 PM ONWARDS.** 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 the "NOTICES" section of the college website in the Second Week of December** 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.**

- **For those interested in Community Outreach and Internship**, kindly connect with the concerned committees via email.

    - **Community Outreach:** communityoutreach@jmc.ac.in

    - **Internship:** n_sharma@jmc.du.ac.in

- **SPECIAL INSTRUCTION FOR STUDENTS OF SEMESTER 6 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. 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.

- 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.

- On the day the SEC Option form goes live, students are requested to check their batch groups as any live updates regarding the form will be shared by the CRs via WhatsApp.

- **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

Jesus and Mary College

List of SEC papers for Semester 6 (2026-2027)	
Department	**Paper Title**
Commerce	BUSINESS INTELLIGENCE AND DATA VISUALISATION
	IT SKILLS AND DATA ANALYSIS - 1
Economics	DIGITAL MARKETING
English	CREATIVE WRITING
	COMMUNICATION IN PROFESSIONAL LIFE
History	LIFE SKILL EDUCATION
Mathematics	IT SKILLS AND DATA ANALYSIS 1
	STATISTICS WITH R
Political Science	NEGOTIATIONS AND LEADERSHIP
Sociology	WORKING WITH PEOPLE
Hindi	RANGMANCH