



# JAGAT TARAN GIRLS DEGREE COLLEGE

A Constituent College of University of Allahabad

The JTGDC E-learn portal shall enable students of JTGDC to be able to access assignments / worksheets / videos given to them by their teachers, and also allow discuss and post any questions related to those assignments. This portal shall further be used to conduct Online Tests. The portal is intended to be used both on Desktop Computers and Mobile Devices.

## In this Document you will learn:

1.	How to login in E-Learn Portal.
2.	How to do Fee Payment through E-Learn Portal.
3.	How to access Microsoft Teams and participate in Live Classes.

### 1: How to login in E-Learn Portal:

The E-learn Portal can be accessed at this secure URL : ➡ <https://portal.jtgdc.ac.in/>

Preferred Browsers: Chrome, Firefox on Windows or Android phones.

On this Page, enter your Enrollment Number or UGAT Roll Number in first field.  
Registered Primary Mobile Number in Second Field, and then click on **LOGIN** Button.

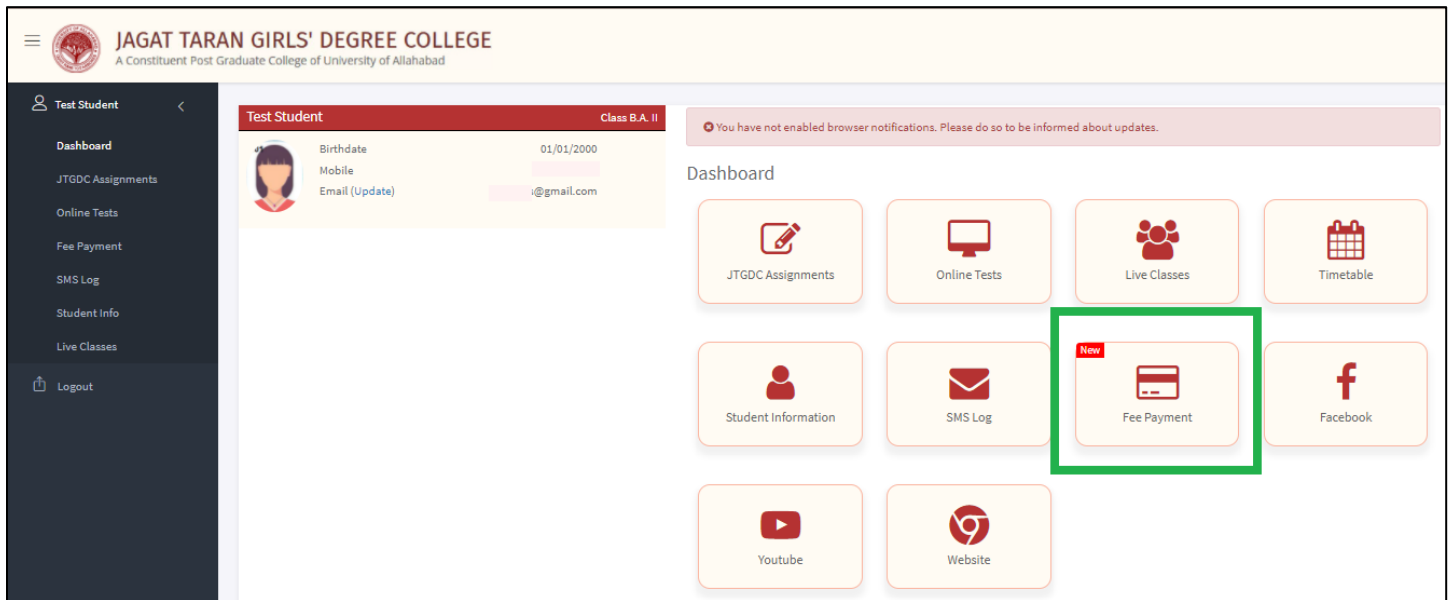
If there is any mismatch of information, an error shall be displayed. In case you have entered the student Number or Mobile number incorrectly, you may correct it and re-try.

#### Terms:

- Enrollment Number / UGAT Roll Number: The Unique Alpha-Numerical Admission number given to each student from the school
- Mobile Number: The primary registered mobile number in school records for the student.

## 2: How to do Fee Payment through E-Learn Portal:

After a Successful Login, an E- Learn portal Dashboard will appear and there you will see a **Fee Payment** Button, Click on that...



Then on next page, you will see your Details are pre-filled, kindly cross check them then follow the steps below ...

- Step 1. Click on **Generate OTP** Button.
- Step 2. Enter the OTP that you received in your registered Mobile Number.
- Step 3. Check ☒ the Undertaking statement above Submit Button.
- Step 4. Click on **Submit** Button.
- Step 5. Lastly, Click on “**Click here to Make Payment Now**” Button.

After that you will be redirected to the payment gateway then choose your desired payment option and complete your payment.

**Registration & Fee Payment Form (2021-22)**  
B.A. II

Step 1: Form Submission | Step 2: Admin Approval | Step 3: Fee Payment | Step 4: Receipt

**Part 1 - Student Information**

Enrollment No. T01  
Applicant's Full Name Test Student  
Fathers Name Shri F Name  
Mothers Name Smt. M Name  
DOB 01/01/2000  
Permanent Address Road, Alid  
Phone 6  
Category GENERAL

**Part 2 - Additional Information**

Email ID @gmail.com  
Aadhar No. AADHAR  
WhatsApp No. Whatsapp no.  
Medium of Examinations Medium Comes Here

Current Address  
Current Address comes here

1. **Generate OTP** 2. Enter the OTP here that you received in your mobile Number.

3. Check this box 4. Click on submit Button

**Fee Submission**

Sr	Particulars	Amount
1	Tuition Fee	1244.00
2	A.U. Exam Fee	400.00
3	Students Union Council Fee	15.00
4	Post Student Aid	15.00
5	Library Fee	150.00
6	Sports Fee	150.00
7	Development Fee	1250.00
8	Cultural Fee	120.00
<b>Total with Gen Subject</b>		<b>1784.00</b>
Practical Fee:		1250.00
Enrollment Fee:		1500.00
<b>Total Fee Payable:</b>		<b>11,334.00</b>

Please Note: Payment processing fees or leviable by the bank may get added to your final amount that is charged to your card.

Practical Fee: 1250.00  
Enrollment Fee: 1500.00  
Total Fee Payable: 11,334.00

5. Click here to make Fee payment.

**Click here to Make Payment Now.**

**Part 1 - Student Information**

Enrollment No. T01  
Applicant's Full Name Test Student  
Fathers Name Shri F Name  
Mothers Name Smt. M Name  
DOB 01/01/2000  
Permanent Address Panna Lal Road, Alid  
Phone 6  
Category GENERAL

**Part 2 - Additional Information**

Email ID @gmail.com  
Aadhar No. AADHAR  
WhatsApp No. Whatsapp no.  
Medium of Examinations Medium Comes Here


Current Address  
Current Address comes here

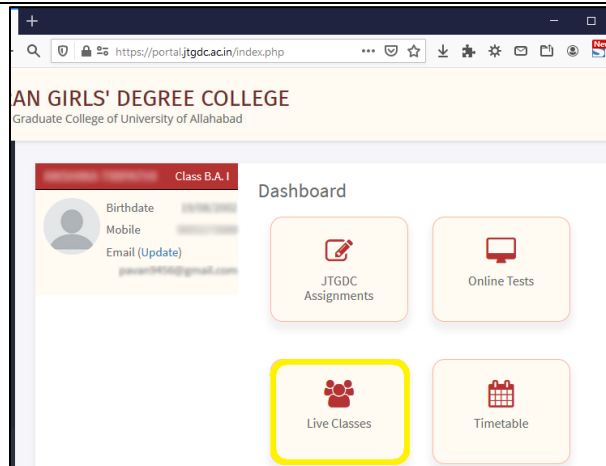
1. I declare that all the information given in form regarding applicant is true to the best of my knowledge and no fact has been concealed and if admitted candidate will behave in a disciplined way. She will not be indulged in any form of ragging.

**Note:** You have to contact to college in order to make any changes in your Details.

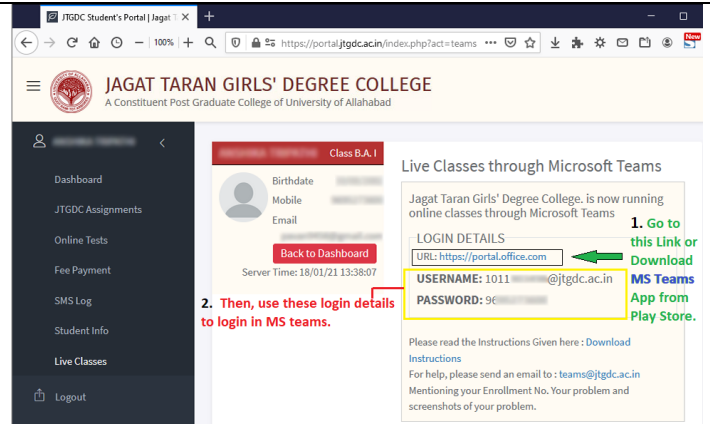
### 3: How to access Microsoft Teams and participate in Live Classes.

**Step: 1** - Login to your E- Learn portal <https://www.portal.jtgdc.ac.in> with your Enrollment Number or UGAT Roll No. and Registered Mobile Number.

**Step: 2** - After login, click on “**Live Classes**”  button in order to get your login details that you will be using for Online Classes.



**1. Click on Live Classes.**



**2. Get your Login Details from here.**

On this page, you have to do the following:

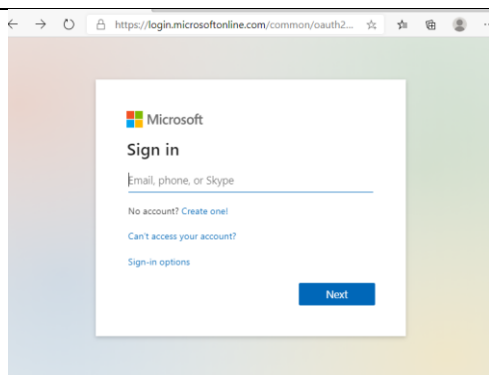
1. Click on Live Classes button.
2. Go to this link <https://portal.office.com> or download Microsoft teams App from the play store. (Recommend: Download the app)
3. Note down or Copy & paste you login details, use these to login in MS Teams.

(NOTE: Please **do not** use your personal or any other email id to login in MS teams.)

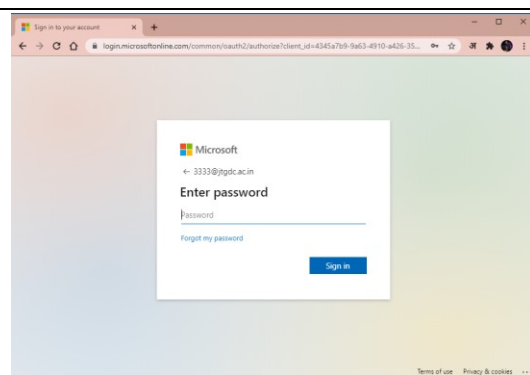
**Step: 3** - Open Microsoft Teams App  on your mobile or Laptop.

**Step: 4** - Use Login details that you got from the Portal.

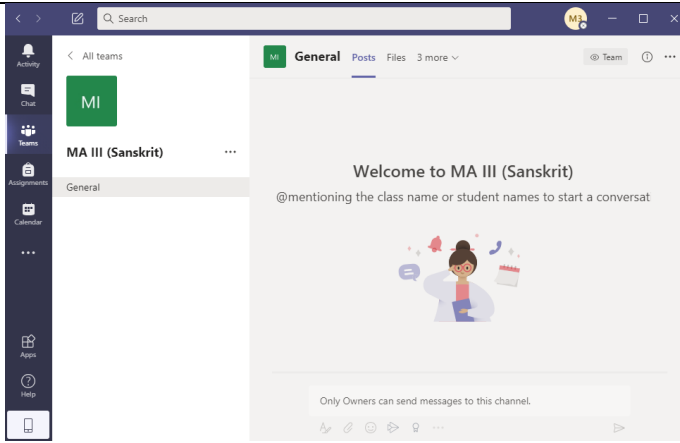
**Email :** < Your UGAT Roll No. / Enrollment No.>@jtgdc.ac.in  
**Password :** < Your registered Mobile Number >



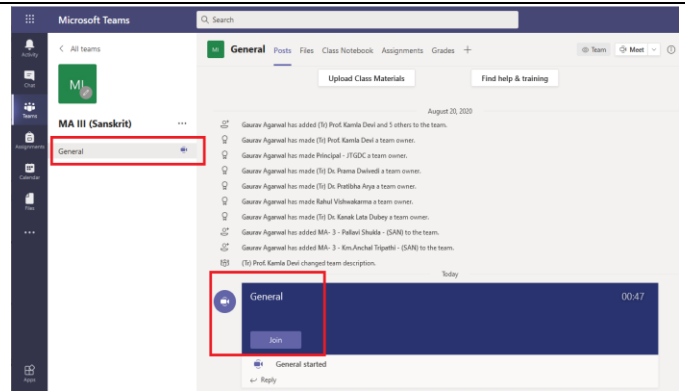
**1. Enter Login ID (<your UGAT roll no>@jtgdc.ac.in)**



**2. Enter Password (your registered mobile number)**

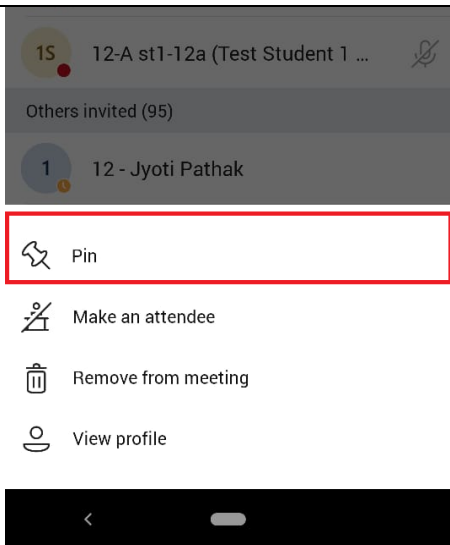


3. Welcome to TEAMS!! Enjoy Learning.

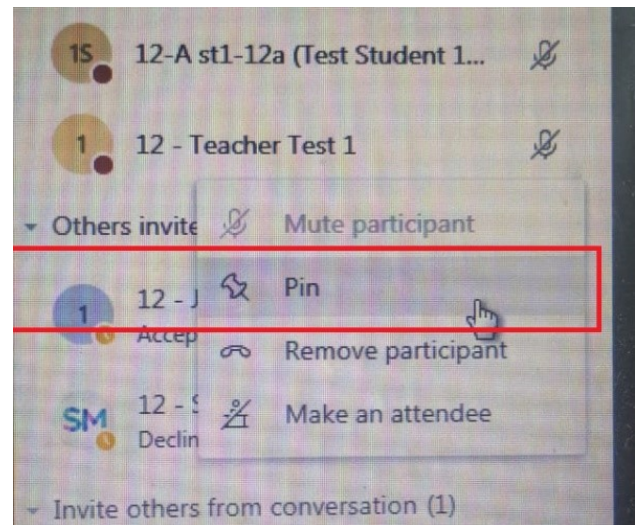


4. At the Time of your class, you will see a JOIN Now Button. Click on that to join the class.

## How to PIN a VIDEO:-



ON MOBILES



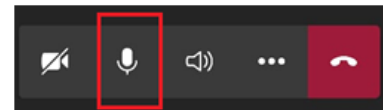
ON COMPUTERS



**CORRECT SETTING : WebCam ON / MICROPHONE ON MUTE**

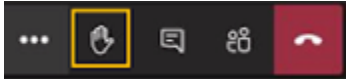


**INCORRECT SETTING : MICROPHONE NOT ON MUTE**



## Important Points to Follow for Live Classes.

- All Students will join the classes with their **Microphones on MUTE AT ALL TIMES.**
- Students are required to note down their passwords carefully and use it to log in.
- No Student will attempt to change any settings for Team, Channel or change permissions of anyone else.
- Discipline is required to be maintained at all times during the class.
- Students are required to dress formally and attend the classes from a quiet location so that they can attentively listen to what is being taught in the class.
- Students who disturb the class during teaching time shall not be able to participate in these classes.
- Last 10 minutes of the class are reserved for questions / clarifications. During this interactive time, those students who have to ask questions will Raise their hands



and the teacher will then unmute them to allow to ask.

- For HELP IN LOGGING IN, send an email to [teams@itgdc.ac.in](mailto:teams@itgdc.ac.in) Mentioning your Name, Registration Number. Mobile Number and Description of your problem along with Screenshot.
- In case any student is unable to attend the class, a Recording of the class shall be made available through the software.
- Students can “Pin” the Teachers’ video, so that it is shown on the full Screen.