



30th September 2020

J.D. BIRLA INSTITUTE
Departments of Science, Commerce & Management
ONLINE EXAMINATION, SEPTEMBER 2020

IMPORTANT INSTRUCTIONS

1. Read the question paper carefully. It may not be the same as that received by your friend.
2. Total time of exam is **3 hours**, and this includes the submission of the answer script.
3. Students will have to **hand write** the answers using **plain A-4 size paper** and a **blue/black pen**. On no account should students ask someone else to write their answers. Handwriting shall be verified before sending to examiners.
4. Student should leave an appropriate margin on all side of the paper.
5. **Student's Name, Class roll number** (as mentioned in the list uploaded on the website) and **Page numbers** has to be mentioned on each page of the answer script. Page numbers has to be mentioned with the total number of pages (e.g **Page 1 of total of 10 sheets**).
6. Answer script has to be sent as an **attachment** (as a pdf format) after collating all sheets of paper used in **one single file**. The size of the file (answer script) should preferably not be more than 25 mb. In case it is of a larger size, only then file can be split into two with proper nomenclature.
7. Students will also have to send a **screenshot of the timestamp** as a second attachment. This should also be named using the students full name and class roll no. Process of getting a timestamp is given below:
 - Visit www.google.com'
 - Type 'IST time' in the search bar.
 - Take a screen shot of the page showing the current time.
 - Attach this file with the scanned answer script
8. Students must **use their full name and class roll no to name the pdf file** (answer script).
9. The pdf file (answer script) must be **sent from the students' registered e-mail and to their departmental mail** only (the latter is same as the mail from which the question paper was sent). The departmental mails are also mentioned below for ready reference:

For Food Science & Nutritional Management	: fsnmexamjdbi@gmail.com
For Textile Science, Clothing & Fashion Studies	: tcfsexamjdbi@gmail.com
For Interior Designing	: idexamjdbi@gmail.com
For Human Development	: hdexamjdbi@gmail.com
For Commerce	: bcomexamjdbi@gmail.com
For Management	: bbaexamjdbi@gmail.com
For M.Sc / M.Com & PGDDAN	: pgexamjdbi@gmail.com

8. In case of any issues faced by students while sending the answer script, the concerned student must notify the Principal through the General Grievance email

(jdbiexamgrievance@gmail.com) with a copy to their respective Heads of Departments (HoD) only.

9. Students must restrain themselves from calling their teachers for any clarification.