



12th February 2021

PROCESS FOR ONLINE EXAMINATION, FEBRUARY-MARCH 2021

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 A4 paper and a blue/black pen. On no account should students ask someone else to write their answers. Handwriting shall be verified before sending the papers to examiners.
4. 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 a total of 10 sheets).
5. Answer script has to be sent as attachment (as a pdf/scanned file) after collating all sheets of paper used in the one single file.
6. 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:
 - a) Download the timestamp app from Google Play Store.
 - b) Click on 3 line bars at the top left hand corner.
 - c) Click on the + sign at the bottom, a window will open asking for category. Type Examination.
 - d) Click on the stamp when you start the exam and click on the stamp again when you finish.
 - e) Take a screen shot and attach.
7. The size of the file (answer script) should preferably not be more than 25mb. In case it is of a larger size, only then file can be split into two with proper nomenclature.
8. Students must use their full name and class roll no to name the PDF/scanned file (answer script).
9. The pdf/scanned file (answer script) must be sent from the student's registered mail only and to their departmental mail only (the latter is same as the mail from which the question paper was sent). The departmental mails are mentioned below for ready reference:

Food Science & Nutritional Management

- 1st Year : 1styearfsnmexamjdbi@gmail.com
2nd Year : 2ndyearfsnmexamjdbi@gmail.com
3rd Year : fsnmexamjdbi@gmail.com

Textile Science, Clothing & Fashion Studies

- 1st Year : 1styeartcfsexamjdbi@gmail.com
2nd Year : 2ndyeartcfsexamjdbi@gmail.com
3rd Year : tcfsexamjdbi@gmail.com

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Interior Designing

1st Year : 1styearidexamjdbi@gmail.com
2nd Year : 2ndyearidexamjdbi@gmail.com
3rd Year : idexamjdbi@gmail.com

Human Development

1st Year : 1styearhdexamjdbi@gmail.com
2nd Year : 2ndyearhdexamjdbi@gmail.com
3rd Year : hdexamjdbi@gmail.com

Commerce

1st Year : 1styearbcomexamjdbi@gmail.com
2nd Year : 2ndyearbcomexamjdbi@gmail.com
3rd Year : bcomexamjdbi@gmail.com

Management

1st Year : 1styearbbaexamjdbi@gmail.com
2nd Year : 2ndyearbbaexamjdbi@gmail.com
3rd Year : bbaexamjdbi@gmail.com

10. In case of any issues faced by students while sending the answer script, the concerned student must send a note addressed to the Principal on the General Grievance mail ID (jdbiexamgrievance@gmail.com) and also inform the concerned HoD.
11. Students must refrain themselves from re-submitting the answer scripts.
12. Students must refrain themselves from calling their teachers for any clarification.


Principal

Prof. Deepali Singhee