



1st November 2021

PROCEDURE FOR ONLINE EXAMINATION (Special Supplementary Examination 2021, Session 2020-2021)

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), Subject name (as mentioned on the Question Paper) 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:

For Android users:	For iPhone users:
Download the timestamp app from GooglePlay Store	Search for Indian Standard Time on the Googlesearch bar
Click on 3 line bars at the top left hand comer	Take a screenshot when you start the exam
Click on the +sign at the bottom, a window will open asking for category. Type 'Examination'.	Take a screenshot when you finish writing the examination.
Click on the stamp when you start the exam and click on the stamp again when you finish	Name the file and attach
Take a screenshot, name the file 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: fsnmexamjdbi@gmail.com

Textile Science, Clothing & Fashion Studies: tcfsexamjdbi@gmail.com

Interior Designing: idexamjdbi@gmail.com

Commerce: comexamjdbi@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.

Djalaz

Principal
Prof. Deepali Singhee

Copy to

- College Website
- Notice Board 1E
- Dean (Science and Commerce)
- HoD Office
- Examination office for Records