

15th September, 2020

J.D. BIRLA INSTITUTE
Departments of Science, Commerce & Management
NOTICE

Sub: Pending Examination for Final Year Students, Session 2019-2020

In view of the recent Hon'ble Supreme Court Judgment dated August 28, 2020 (WP Civil Nos.724, 739, 741, 746, 745, 794, 814, 861, 862 of 2020 With Special Leave Petition /C/ No. 1042 of 2020) upholding the latest UGC guidelines published on July 6, 2020 the Jadavpur University, like all other universities of India, are now required to hold final semester examinations for UG and PG courses. In view of the pandemic situation the examinations for all final year students, **Batch 2017-2020 (UG) & 2018-2020 (PG)** will be conducted through online (including digital) mode.

Exams will commence from 1st October, 2020 an end by 15th October 2020. Exams already conducted for Sessional papers and back papers however will not be repeated. The exam timetable will be put up soon at the college website.

Exams will be conducted through the **online mode where questions will be sent to students through an official departmental email** (as mentioned below) and 2 hours will be given to the student to complete the exams. Another additional hour will be given for **submitting (attaching) pdf/scanned version of their answer scripts** through the same email (the stepwise process for the same is described below for more clarity). For some practical papers, the exam will be conducted using the **video mode**.

In case of inability to send the answer scripts, students must immediately notify the General Grievance Cell (jdbiexamgrievance@gmail.com) with a copy to their respective Heads of Departments (HoD). The process must be completed within **three hours**.

Department wise Official Emails

Food Science & Nutritional Management	: fsnmexamjdbi@gmail.com
Textile Science, Clothing & Fashion Studies	: tcfsexamjdbi@gmail.com
Interior Designing	: idexamjdbi@gmail.com
Human Development	: hdexamjdbi@gmail.com
Commerce	: bcomexamjdbi@gmail.com
Management	: bbaexamjdbi@gmail.com

Students are requested to **update their personal email IDs with their respective HoDs** and notify the college in case they have issues pertaining to process by Wednesday 16th September 2020. Notification of the IDS and students consent must be **done formally** through an email to the HoD by the students themselves. Such consent will be accepted only if sent by the student himself/herself. A dummy mail will be sent for a check-up before the exams to confirm the email.

STEPWISE PROCESS FOR ONLINE EXAMINATION

1. Students must **fill Examination form** available on the college website latest by 16th September 2020 and send to examination@jdbikolkata.in.

2. **Question paper** shall be sent by the college from an exclusive official departmental email ID to each student separately, on the email officially notified by him/her **on the day of the exam by 10.00 am.**
3. Students will have to **write** the answers on blank sheets of paper, scan each page after numbering them using a **appropriate scanning software** and send the file as an attachment through the same email on which the question paper was sent. Alternatively, student, may use Microsoft Word to type the answer and send the **pdf version** only as attachment through the same email on which the question paper was sent. This must be done within three hours of receiving the question paper.
The answer script **must carry the name and class roll number of the student on the 1st page.**
Answer scripts must be sent by the concerned student through his/her email registered with the college.
4. 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.

Principal