



J. D. BIRLA INSTITUTE

(A Vidya Mandir Society Venture)

Affiliated to Jadavpur University

DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT

11 Lower Rawdon Street, Kolkata - 700 020

Contact : 2475 5070 / 2476 7340 ■ Tele-fax: 2454 3243

E-mail: jdbiadmin@jdbikolkata.in • Website: www.jdbikolkata.in

27th August 2026

NOTICE

Students are hereby informed that the **Students' Administrative Body Election 2026-2027** shall be **digitally** held as per the following:

1. **Instruction Sheet** (Enclosed herewith for necessary guidance)
2. **Election URL:** [<https://election.jdbikolkata.com>]
3. **Date and Voting Window:**
 - a) **B.Com & M.Com Department:** 31st August 2026, from **9:30 a.m.** to **6:00 p.m.**
 - b) **Science & BBA Departments:** 1st September 2026, from **10:30 a.m.** to **7:00 p.m.**


Dr. Tapobrata Ray
Principal, J.D. Birla Institute

Copy to:

- College Website



J.D. BIRLA INSTITUTE

(Affiliated to Jadavpur University)

Department of Management, Commerce & Sciences

INSTRUCTION SHEET

Student Administrative Body Elections 2026–2027



How to Cast Your Vote

For the Positions of **Class Representative (CR)** and **Student President (SP)**



Students are required to follow the instructions below to cast their vote for the **Class Representative (CR)** and **Student President (SP)**.



Important Voting Rules

- 1 You can vote only for your **Class & Section CR** and **Student President (SP)** of your respective department.
- 2 Select only **ONE candidate** for CR and **ONE** candidate for SP.
- 3 The election will be conducted digitally through the **Election URL** provided by the Institute.
- 4 Students must use their **registered email ID** available with the Institute to access the election portal and cast their vote.
- 5 Voting must be completed within the **designated voting window** applicable to your programme:
- 6 Students are advised to **carefully review** the candidate names before submitting their votes.
- 7 Once the vote has been submitted, it **cannot be changed or recast**.
- 8 Students are requested to **maintain the confidentiality** of their vote and not share their voting credentials or access details with others.



Important:

Please read the instructions carefully before casting your vote and ensure that you have selected the intended candidates before submitting the ballot.