Steps to be followed at the time of submission of answer-scripts in the college portal:

- 1. After answering take photos of your answer-script / scan the answer-script and convert it to a **PDF** file.
- 2. In the college website click the *"upload your answer sheet"* button.
- 3. The following page will open:

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- 4. Give your student id, upload the PDF, choose your subject and paper appropriately and press "submit".
- 5. The following page will open:

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	Name :	SOUMITRA BAGDI				
	Subject :	MATHEMATICS				
	Paper Type :	TEST				
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	GO BACK	Submit an	d Upload			

- 6. Check all the relevant details. If you find them incorrect, press "GO BACK" to edit. Otherwise, if everything is ok, press "Submit and Upload".
- 7. The following page will open:

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8. Your submission is complete. Take a screenshot of this screen for future reference.