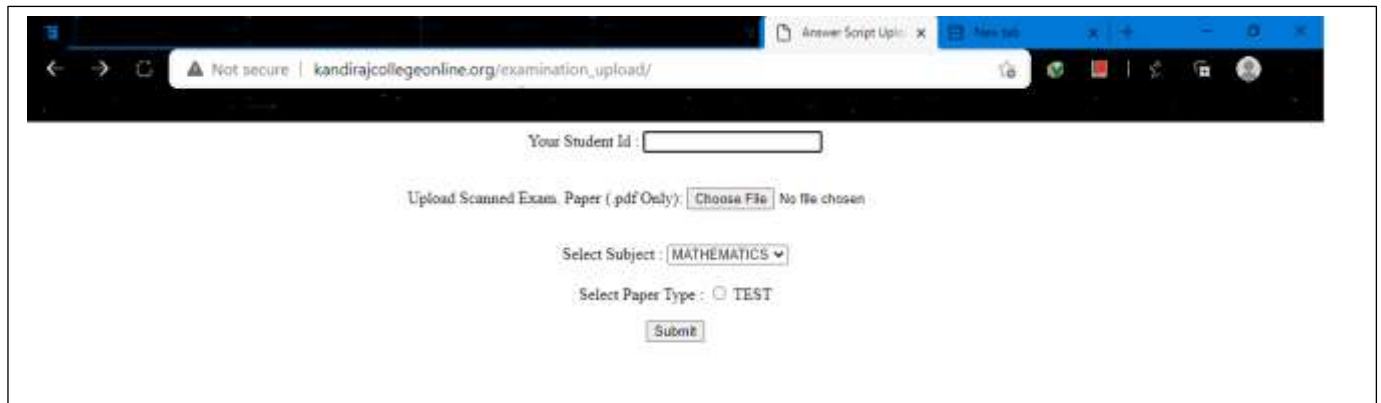**Steps to be followed at the time of submission of answer-scripts in the college portal:**
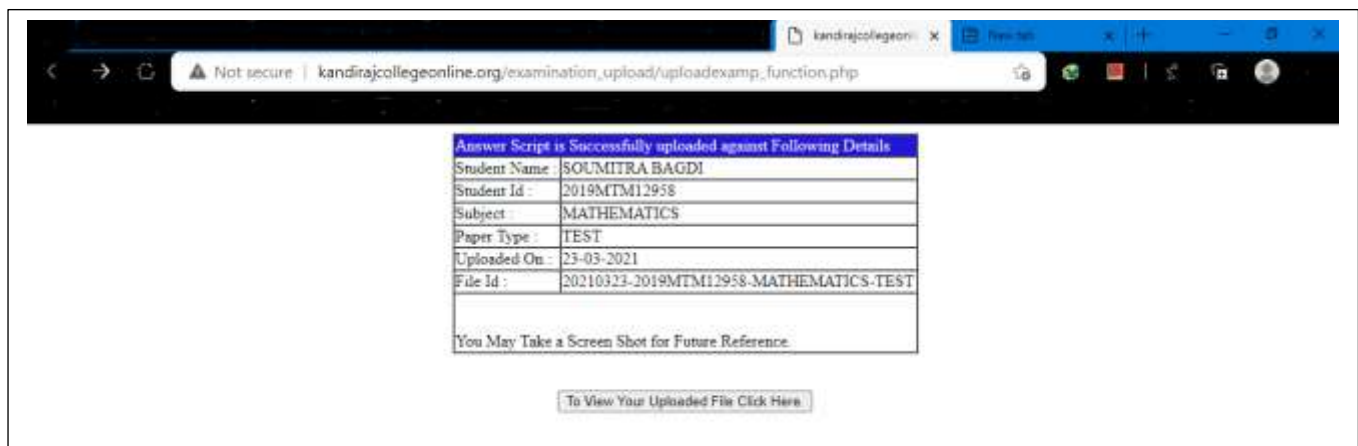
1. After answering take photos of your answer-script / scan the answer-script and convert it to a ==PDF== file.

2. In the college website click the =="upload your answer sheet"== button.

3. The following page will open:

4. Give your ==student id, upload the PDF, choose your subject and paper== appropriately and press =="submit"==.

5. The following page will open:

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:

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