✓ *front page/ top sheet* must include:

| | |
|---|---|
| *Candidate's Roll No :* | |
| *Candidate's Registration No :* | |
| *Exam Name and Year :* | |
| *Subject* | |
| *Semester No.:* | |
| *Paper Name :* | |
| *Exam Date :* | |
| *Candidate's Phone No :* | |
| *Total pgs used including topsheet* | |
| *Type of Candidate: Regular/Supplementary* | |

✓ Information on *each page* must include:

**Roll No :**
**Page No:**
**Question No :**

✓ After completing the test, click the photo of each answered page serially (page no. in order) through **Adobe Scanner or Cam Scanner or Office Lens(or any other app). If necessary,** use the **crop option to focus only on the written part.**

✓ **DO NOT**use the normal camera of mobile phone.

✓ Then make all the answered pages into **one 1 pdf file** with the help of Adobe Scanner / Cam Scanner/ Office Lens.

✓ Save the pdf with *CURoll No* **(In case roll number is not available use the Registration Number).**

✓ **Keep the hard copy of the answers-scripts at a safe place**

*To submit follow email ids given in college website*

***For any clarification contact your paper Coordinators*

*. For complete list of emails see the college website.*

*In case of any problem with submission contact your paper coordinators immediately*