



Instructions for Preparing Assignments

- ✓ Use plain or ruled A4 paper.
- ✓ Max no. of Pages should not exceed 10.
- ✓ Write only on one side of the paper.
- ✓ Page numbering at the top corner of every page is must.
- ✓ Assignments must be handwritten.
- ✓ Take photograph of the pages including the title page and convert that into single **PDF** file by using PDF converting application.
- ✓ The size of the **PDF** file should be preferably less than 5MB.
- ✓ Avoid sending multiple submissions of assignment.
- ✓ Assignments can be rejected if instructions are not followed properly.
- ✓ The title page of the assignment must contain the following information (Compulsory)

- **Name of the candidate (Capital Letters):** _____
- **Semester:** _____
- Capacity in Which Appearing : **Regular / Backlog / Fresh Private**
- **Batch:** _____
- **Subject / Paper:** _____
- **Examination Roll No :** _____
- **Class Roll No (For Regular Candidates Only)** _____
- **University Registration No :** _____
- **Date of Submission:** _____
- **Mobile No :** _____
- **Email Id:** _____
- **Signature of Candidate:** _____

After uploading the assignment check whether you have uploaded relevant assignment against the given paper.