

How to use submission portal ?

http://10.10.16.15/submission (within campus)

http://112.133.242.254/submission (outside campus)

1. Use Internet Explorer only
2. Open the above URL
3. Enter Login ID / Password
4. Homepage will open. Check at right top corner, your name will be display.
5. Press “Continue” button
6. Check at top right corner for “password change”
7. From dropdown list, select the assignment no e.g. Assignment_1 etc.
8. In “Particular” text box, type the short description/name of assignment.
9. Empty or blank in “Particular” text box, will not upload anything.
10. Browse the file to be uploaded.
11. The file name should not contain any space, special character etc.
12. Click the “Upload” button.
13. You will see the uploaded file with details in the grid list.
14. You may upload multiple files under the same assignment.
15. On top right corner, click logout to exit.

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