

### Instructions to be followed:

1. Student attendance should be either present or absent.
2. Maximum Marks & Minimum Marks will accept Only numeric values.
3. Obtained Marks should be less than or equal to Maximum Marks.
4. Student Name, Branch Name, Academic Year, Exam Name, Exam Type, Class and Division are mandatory fields.
5. Fill every fields in the displayed table.
6. Excel Format headings will not be saved.
7. Avoid altering and interchanging the Excel sheet headings.
8. Format the data cells before uploading.
9. For more, Follow url: <http://www.excel-easy.com/basics/format-cells.html>.
10. Do not refresh the browser after uploading excel sheet.
11. Data may not save properly if don't follow the excel sheet format and instructions.