You are requested to share the data in excel files that we have shared with you earlier. Please note and follow the following instructions rigorously:

1. DONOT CHANGE THE FORMAT OF FILE.
2. DO NOT ADD ANY COLUMN/HEADING OR REMOVE ANY COLUMN FROM YOUR SIDE.
3. FOR COURSE DATA, IF YOU HAVE NO SECTIONS OR SECTIONS ARE NUMBERED AS A, B, C etc. THEN LEAVE SECTION COLUMN BLANK. FILL SECTION COLUMN IF YOU HAVE SECTION NAMES OTHER THAN CONVENTIONAL ONES (AS FOLLOWED IN DEPARTMENTS OF ENGG.) . **EMAIL ID IS COMPULSORY** AS WITHOUT EMAIL ID NO ACCOUNT WILL BE CREATED.
4. IF A CLASS IS TAUGHT BY TWO OR MORE TEACHERS, MAKE A SEPARATE ENTRY BY COPYING THE EXISTING ROW IN NEW ROW FOR THAT. DO NOT PUT TEACHER NAME IN SAME CELL. ONE CELL MUST CONTAIN ONE ENTRY ONLY.
5. IF SOME COURSE IS NOT LISTED IN THE FILE THAT YOU RECIEVE, YOU MAY ENTER THE COURSE INFORMATION IN NEW ROW KEEPING DEPARTMENT COLUMN SAME AND COURSE INFORMATION SIMILAR TO OTHER COURSES IN FILE.
6. FOR STUDENT DATA, SECTION OF STUDENT AND EMAIL ID IS A MUST. WITHOUT EMAIL AND SECTION, STUDENT ACCOUNT WILL NOT BE CREATED. IF SOME STUDENT ENTRY IS MISSING, YOU CAN ADD IT FROM YOUR SIDE KEEPING NUMBER OF COLUMN SAME. IF A STUDENT HAS MULTIPLE EMAIL IDS, ONLY ONE SHOULD BE USED. DO NOT PUT ANY COMMENT OR EXTRA LINES IN FILE. ONE CELL MUST CONTAIN ONE ENTRY ONLY. IF ANY STUDENT LEFT NOW, HE OR SHE CAN CREATE HIS/HER ACCOUNT THEMSELF.
7. IF YOU ARE UNABLE TO FIND FILE FOR YOUR DEPARTMENT IN THE FILES SHARED EARLIER, YOU CAN TAKE ANY DEPARTMENT FILE AS TEMPLATE AND DEVELOP YOUR FILE BY REMOVING THEIR DATA AND ADD YOUR OWN DATA.

Send the completed file at pupelearning@pbi.ac.in