

## **INSTRUCTIONS :**

- 1.Download the Excel book from University website and fill the excel sheets with 2018 Admitted Batch Student information.**
- 2.The data must be sent in downloaded MS-Excel file only.If not, the CD will be rejected.**
- 3.Follow instructions and fill the dowloaded Excel file.**
- 4.CD will be rejected if the data is not in the below format or in the dowloaded Excel book.**

<b>Note: Follow the instructions before making Soft Copy (CD)</b>		
1	Sl. No.	<b>Sl .No of list of students</b>
2	Regd. No.	<b>Will be filled by Computer Centre, ANUR for First Year students</b>
3	Student Name	<b>As per SSC or equivalent only</b> (Please check the spelling of the Student before making soft copy (CD))
4	Course Code	<b>As in Code Section</b>
5	Group Code	<b>As in Code Section</b>
6	College Code	<b>Code given by ANUR ( in three digits - Example 001)</b>
7	Medium of Study	<b>Starting Two Letters of the Medium only</b> (Starting Letter Should be in Capital Letter) <b>(EM/ TM)</b>
8	Father Name	<b>As per SSC or equivalent only</b> (Please check the spelling before making soft copy (CD))
9	Mother Name	<b>As per SSC or equivalent only</b> (Please check the spelling before making soft copy (CD))
10	DOB	<b>As per SSC or equivalent only</b> (Please check the DOB of the Student before making soft copy (CD)) - <b>(29/05/2014)</b> <b>Please use ( / ) slash in date format</b>
11	Religion	<b>As in Code Section</b>
12	Gender	<b>(M / F) only</b>
13	Second Language	<b>Telugu (or) Sanskrit (or) Hindi (or) Urdu only [Please mention the second language correctly] (First letter should be in Capital letter and other letters should be in Small letters)</b>
14	Student Type	<b>Regular</b>
15	Category	<b>As in Code Section (Mention in Number only i.e. Example Mention 1 for OC)</b>
16	Aadhar No.	<b>Aadhar No. as in Student's Aadhar Card</b>
17	X Hallticket No	<b>Mention the student's X Class Hallticket No</b>
18	Board	<b>Mention the X Class Board</b>

**Sd**  
**(A.MATTA REDDY)**  
**CONTROLLER OF EXAMINATIONS**