

## Guidelines for Internal Marks and Assignments

### Instructions for completion and submission of internal assignments

1. There are 20 marks allotted for Internal evaluation for each subject of BBA, BCA, MBA, MBA-IT (2003 course), MCA and B. A. /B. Com./ M. A. (Eco/ English/Sociology) B.Lib, M.Lib and M.Com which will be conducted through the submission of assignments by students.
2. There are 30 marks allotted for internal evaluation for each subject for MBA, MBA-IT (2010 course and 2013 course), EMBA and B.A. (Tourism) which will be conducted through the submission of assignments by students.
3. There are total 10 questions of assignment for each subject out of which the student has to attempt any two questions of assignment, as per the instructions mentioned below.
4. Each assignment carries:
  - 10 marks (for BBA, BCA, MCA, MBA & MBA-IT 2003 Course), B.A. / B.Com. / M.A. (Eco. / English / Sociology) B.Lib., M.Lib. and M.Com.
  - 15 marks (for MBA, MBA – IT (2010 & 2013 Course) EMBA) and B.A.(Tourism)
5. Answers of the assignments should be handwritten that should cover all the aspects of the Attempted question.
6. Make sure that your answers are simple, clear, logical, consists diagrams if required and comprehensible.
7. Students are required to submit the assignments in the same semester and he/she shall not be allowed to submit preceding semester's assignments. For example the student who is in second semester cannot submit the first semester assignments.
8. Student should submit the assignments in person or by post to the respective study centre in time / before the last date of submission of centre.

### Important Instructions

- It is mandatory that student who is eligible to appear for the examination should fill up examination form so that seat nos. is issued accordingly.
- If student would not submit examination form his /her seat no. not issued by the University in that case the assignment would be submitted on the student's name.
- Assignment submitted later, any time after the last date of submission will not be accepted by the University.
- It is compulsory to submit your assignments for each subject, failing which the student will not be assessed for internal evaluation and the student may lose internal marks. In order to become eligible for respective Semester-End a student has to complete study assignments to the satisfaction of the authority.

- The assignments will be evaluated by subject faculty and the marks allotted by the same will be full and final.
- Important Instructions while submitting the assignments:
  1. Each assignment question on normal A4 sheets should be submitted along with the separate and proper filled Response sheet. Do not use thick and colour pages.
  2. Combine all the assignments / Questions of all subjects in one bunch in spiral bounds
  3. Insert the page numbers (On all pages of answer sheet in continuous order)
  4. Main / First page consist Internal assessment Roll no, programme, year and semester, Table of Contents with subject, question no. And page no.
  5. Student of 2nd and 3rd year should write Permanent Registration Number (PRN) on the response sheet else the assignments will not be accepted.
- A copy of Acknowledgment sheet is required while submitting the assignments, it can also download from the website
- Do not just reproduce answer from the book reading material.
- Do not copy answer sheet of other students if noticed, the assignment of such students will be rejected.

The student can download the format of Response sheet from the website by clicking on following link.

- [Format of Response Sheet](#)

The student can download the format of Acknowledgement Paper for assignment from the website by clicking on following link.

- [Format of Acknowledgement for assignment](#)

The student can download the format of Index Paper for assignment from the website by clicking on following link

- [Format of Index Sheet for submission of assignment](#)