

## **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, MCA and B. A. /B. Com/M. A. (Economic/English/Sociology) 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 B.A. (Tourism), B.Lib, M.Lib, MBA, MBA-IT and EMBA which will be conducted through the submission of assignments by students.
3. There are many **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, B.A., B.Com., M.A. (Economic/English/Sociology) and M.Com
  - 15 marks (for MBA, MBA – IT, MBA (Executive), B.Lib, M.Lib 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.

**The last date for submission of the assignment is as given below**

<b>Annual Courses</b>	<b>Last Date (All Year) for October Examination</b>	<b>Last Date (All Year) for April Examination</b>
B. A. /B. Com./ B. Lib / B.A. (Tourism), M. Lib./ M.A(Economics/English/Sociology /M.Com/	<b>10<sup>th</sup> August</b>	<b>10 February</b>
<b>Semester Courses</b>	<b>Last Date (All Semester) for December Examination</b>	<b>Last Date (All Semester) for June Examination</b>
BBA / BCA / MBA / MBA-IT/ MCA / E-MBA	<b>20<sup>th</sup> September</b>	<b>20<sup>th</sup> March</b>

### **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 (ruling or blank) should be submitted along with the separate and proper filled Response sheet. **Do not use thick and colour pages.**
  2. **Each question start with separate sheet. Do not write next question answer after or back side of previous question answer sheet.**
  3. Insert the page numbers (On all pages of answer sheet in continuous order). **Do not restart page number when change of subject.**
  4. Assignment Page Order:
    - i. First/Main Page : Acknowledgement of office copy
    - ii. Second Page : Acknowledgement of Student copy
    - iii. Third Page : Index Page

Fill all the blanks (e.g. Student's Name, Father Name, Course, Semester, Year, PRN, Session, Batch, Address and Mobile No., full subject name, question no., page no. and date of submission.
  5. After that combine all the sheets in one bunch and spiral it.
  6. Student of 2nd and 3rd year should write Permanent Registration Number (PRN) on the acknowledgement sheet & response sheet else the assignments will not be accepted.
- **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, Acknowledgement & Index from the website by clicking on following link.

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

**Note : Kindly enclosed the both side photocopy of receipt of examination form with Assignment.**