

Guidelines for Internal Marks and Assignments

Instructions for completion and submission of internal assignments

1. There are **30 marks** allotted for internal evaluation for each subject for **Old courses BA-Tourism, M.Lib, B.Lib, MBA, MBA-IT, E-MBA** and **CBCS-2018 all courses** which will be conducted through the submission of assignments by students. Kindly download 30 marks response sheets.
2. There are **20 marks** allotted for internal evaluation for **only Old Courses** 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. Kindly download 20 marks response sheets.
3. There are many **questions/assignment for each subject** out of which the student has to attempt any **two questions/assignment or attempt as per assignment question paper instruction, as per the instructions mentioned below.**
4. Each subject assignment carries:
 - 20 marks (for **Old Courses** BBA, BCA, MCA, B.A., B.Com., M.A. (Eco./Eng./Socio.) and M.Com]
 - 30 marks (for **CBSE-2018 Pattern Courses** BBA, BCA, MBA, MBA-HR, MBA (Executive), MCA and **Old Courses** MBA, MBA-IT, MBA (E) & B.A.-Tour. Only)
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.

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

Social Courses & Diploma Courses (Both Old and CBCS-2018 Pattern Courses)	Last Date (All Year) for Winter Examination	Last Date (All Year) for Summer Examination
B. A. /B. Com./ B. Lib / B.A. (Tourism), M. Lib./ M.A(Economics/English/Sociology/M.Com/ MSW/DLL&LW/DIPL/DTL/DHR/DCyL/DCL	20th August	28 February
Management & Computer Courses (Both Old & CBCS-2018 Pattern)	Last Date (All Semester) for Winter Examination	Last Date (All Semester) for Summer Examination
BBA / BCA / MBA / MBA-HR/MBA (Executive)/ MBA-IT/ MCA	20th September	20th March

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.**
- **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 subject's assignments on normal A4 sheets (ruling or blank) should be submitted along with the separate and proper filled Response sheet (30 or 20 marks as per your course). 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 subjects assignment sheets in one bunch and **spiral** it.
 6. If university provide you a Permanent Registration Number (PRN), kindly write your Permanent Registration Number (PRN) on the all assignment sheet.
- 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](#)

For format of assignment reference kindly view the below link :

- [Assignment Format](#)

The student can download the assignment from the website by clicking on following link :

- [Assignment of Management Courses \(BBA, BCA, MBA, MBA-HR, MBA-IT, MBA-Executive, MCA\)](#)
- [Assignment of Social Science Courses \(BA, B.Com, BA-Tour., MA, M.Com\)](#)
- [Assignment of Diploma Courses. \(DLL&LW, DTL, DIPL, DCL, DCyL, DHR\)](#)

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