

GUIDELINES FOR INTERNAL MARKS AND ASSIGNMENTS

Dear Students,

Instructions for completion and submission of internal assignments:

1. There are multiple **questions/assignment for each subject** out of which the student has to attempt **as per assignment question paper instructions**.
2. Each subject assignment carries **30** marks (for all **CBCS Courses** B.A., B.Com., M.A., M.Com., BBA, BCA, MBA, MCA and MSW)
3. Each subject's assignments should be **HANDWRITTEN** on normal A4 sheets (ruling or non-ruling both sheets are acceptable) and should be submitted along with the separate and proper filled Response sheet (30 or 20 marks as per your course) and corresponding question paper. Do not use thick and colour pages.
4. **Write question/sub-question's number on Response sheets and assignment answer sheets clearly.** [e.g. Q.1 (i), Q.2 (i), (ii) etc.]
5. Insert the page numbers (On all pages of answer sheet in continuous order).
6. **The last date for submission of the assignment is as given below**

Arts, Social Science and Commerce Courses (Both Old and CBCS Pattern Courses)	Last Date (All Year) for Winter Examination	Last Date (All Year) for Summer Examination
B.A./ B.Com/ M.A (English)/ M.Com/ MSW	30th September	28 February
Management & Computer Courses (Both Old & CBCS Pattern Courses)	Last Date (All Semester) for Winter Examination	Last Date (All Semester) for Summer Examination
BBA / BCA / MBA / MCA	10th October	10th March

NOTE:

- Submit a **SINGLE SPIRAL BINDING** of all assignments together.
- **ATTACH PRINT COPY OF THE ASSIGNMENT QUESTION PAPER AND RESPONSE SHEET IN FRONT OF EACH ASSIGNMENT.**
- Assignment submitted later, any time after the last date of submission will not be accepted by the University.
- It is mandatory to submit assignments for each subject. Failure to do so will result in non-assessment for internal evaluation and may lead to loss of internal marks. To be eligible for the respective Semester-end External Examinations, students must complete and submit the study assignments to the satisfaction of the competent authority.
- The assignments will be evaluated by subject faculty and the marks allotted by the same will be full and final.
- **TYPED AND XEROX COPIES** of solved assignment will not be accepted in any case.

- 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.
- Make sure that your answers are simple, clear, logical, consists of diagrams if required and comprehensible.

The student can download the format of Acknowledgement, Index and Response sheet from the website by clicking on the following link:

- [Assignment Format](#)

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

- [Assignment of Management Courses \(BBA, BCA, MBA, MCA\)](#)
- [Assignment of Social Science Courses \(BA, B.Com, MA, M.Com, MSW\)](#)

For any query contact to your following course co-ordinator:

- i. **Dr. Swati Rohatgi (8810297031) for Management, Social Science and Diploma Courses.**
- ii. **Ms. Gargi Mukherjee (9318411832) for BCA & MCA Course.**