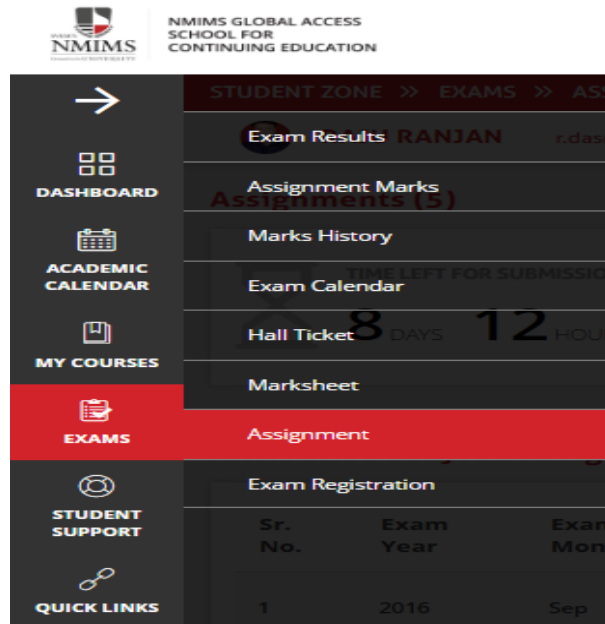


### Internal Assignment Submission Steps (Student View)

Log in to **Student Zone** → **Exams** → **Assignment**



### View of Assignment Home Page

- (a) Displays the student's current semester subjects (For students who are newly enrolled to a semester & students who do not have any previous semester failed subject/s)

DASHBOARD  
ACADEMIC CALENDAR  
MY COURSES  
**EXAMS**  
STUDENT SUPPORT  
QUICK LINKS

**Assignments (6)**

TIME LEFT FOR SUBMISSION  
67 DAYS 13 HOURS 0 MINUTES 2 SECONDS

Download Assignment Guidelines  
Download Submission & Fee Payment Steps  
View Previous Session Submissions

**Current Sem Subjects Assignments: (6 Assignments Submission Pending)**

Sr. No.	Exam Year	Exam Month	Subject	Sem	Assignment Question File	Click to Submit Assignment	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2016	Dec	Business Communication and Etiquette	1	Download	Submit Assignment	Not Submitted	3	
2	2016	Dec	Business Economics	1	Download	Submit Assignment	Not Submitted	3	
3	2016	Dec	Corporate Social Responsibility	1	Download	Submit Assignment	Not Submitted	3	
4	2016	Dec	Information Systems for Managers	1	Download	Submit Assignment	Not Submitted	3	
5	2016	Dec	Management Theory and Practice	1	Download	Submit Assignment	Not Submitted	3	
6	2016	Dec	Organisational Behaviour	1	Download	Submit Assignment	Not Submitted	3	

## Or View of Assignment Home Page

(b) Displays the student's current semester subjects (For students who are newly enrolled to a semester but also have failed/ANS subject/s of previous semester)

The screenshot displays the 'Assignment Home Page' with a sidebar on the left containing links: DASHBOARD, ACADEMIC CALENDAR, MY COURSES, EXAMS, STUDENT SUPPORT, and QUICK LINKS. The main content area is divided into two sections: 'Current Sem Subjects Assignments' and 'ANS/Failed Subjects Assignments'. Both sections show a table of assignments with columns for Sr. No., Exam Year, Exam Month, Subject, Sem, Assignment Question File, Click to Submit Assignment, Status, Submission Attempts left, and Student Assignment Submitted Date & Time. The 'Current Sem Subjects Assignments' section shows 6 assignments for December 2016, all with a status of 'Not Submitted'. The 'ANS/Failed Subjects Assignments' section shows 2 assignments for September 2016, both with a status of 'Not Submitted'. Above each table is a 'TIME LEFT FOR SUBMISSION' timer and three buttons: 'Download Assignment Guidelines', 'Download Submission & Fee Payment Steps', and 'View Previous Session Submissions'.

**Current Sem Subjects Assignments: (6 Assignments Submission Pending)**

Sr. No.	Exam Year	Exam Month	Subject	Sem	Assignment Question File	Click to Submit Assignment	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2016	Dec	Business Law	2	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	
2	2016	Dec	Business Statistics	2	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	
3	2016	Dec	Essentials of HRM	2	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	
4	2016	Dec	Financial Accounting & Analysis	2	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	
5	2016	Dec	Marketing Management	2	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	
6	2016	Dec	Strategic Management	2	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	

**ANS/Failed Subjects Assignments: (6 Assignments Submission Pending)**

Sr. No.	Exam Year	Exam Month	Subject	Sem	Action	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2016	Sep	Business Communication and Etiquette	1	<a href="#">Submit Assignment</a>	Not Submitted	3	
2	2016	Sep	Business Economics	1	<a href="#">Submit Assignment</a>	Not Submitted	3	

## Student to Download:

### Internal Assignment Preparation Guidelines and Steps for Assignment Submission

## Screen displays:

**Current Semester Subjects:** Displays list of applicable current semester subjects assignment – Pls. check the last date & time of assignment submission for the applicable exam cycle.

**Previous Semester: Assignment not submitted (ANS) or Failed subjects:** For students who want to submit the assignment of failed subject/s (Pls. check the QP applicable for the respective exam) – Pls. check the last date & time of assignment submission for the applicable exam cycle.

**To Download Question Paper File:** → Click Download

**To Submit Assignment:** → Click Submit Assignment

**Submission Status:** → Not Submitted / Submitted (after submission)

DASHBOARD

ACADEMIC CALENDAR

MY COURSES

EXAMS

STUDENT SUPPORT

QUICK LINKS

Business Economics

70 DAYS 11 HOURS 45 MINUTES 31 SECONDS

Status: Not Submitted

Max Attempts Permitted  
3

Attempts Used  
0

Submission Start Date & Time  
31-Aug-2016 10:00

Submission End Date & Time  
09-Nov-2016 23:59

Assignment Question File  
[Download](#)

Note: The file size should not exceed 5MB. Please use Chrome to avoid any Browser compatibility issue.

Please attach your answer file in .pdf format  
[How to convert word file into pdf file?](#)

No file chosen

Please confirm below check points before you submit assignment:

☐ Selected subject assignment file is attached  
☐ Attached file contains only the selected subject assignment  
☐ Attached file size is below 5MB  
☐ Attached file is virus free

**Timer:** is displayed as per the deadline remaining (applicable for the exam cycle)

**No. of Attempts Permitted is Three & Attempts Used:** is displayed & will be captured

**Assignment Start & End Date / Time:** is displayed

**Download Assignment QP file:** even from here student can download assignment question file

**Steps to convert word document to PDF is provided for student's reference:** Click on link (incase student wants to understand how to convert the word file to PDF format)

**Assignment file size must be less than 5MB & only in PDF format & Virus Free.**

## Steps to Submit Internal Assignment

**For each subject:** [Click on Submit Assignment](#)

DASHBOARD

ACADEMIC CALENDAR

MY COURSES

EXAMS

STUDENT SUPPORT

QUICK LINKS

Assignments (6)

TIME LEFT FOR SUBMISSION  
67 DAYS 13 HOURS 0 MINUTES 2 SECONDS

Download Assignment Guidelines

Download Submission & Fee Payment Steps

View Previous Session Submissions

Current Sem Subjects Assignments: (6 Assignments Submission Pending)

Sr. No.	Exam Year	Exam Month	Subject	Sem	Assignment Question File	Click to Submit Assignment	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2016	Dec	Business Communication and Etiquette	1	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	
2	2016	Dec	Business Economics	1	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	
3	2016	Dec	Corporate Social Responsibility	1	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	
4	2016	Dec	Information Systems for Managers	1	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	
5	2016	Dec	Management Theory and Practice	1	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	
6	2016	Dec	Organisational Behaviour	1	<a href="#">Download</a>	<a href="#">Submit Assignment</a>	Not Submitted	3	

**Business Communication And Etiquette**

67 DAYS 12 HOURS 57 MINUTES 5 SECONDS

**Status: Not Submitted**

Max Attempts Permitted  
3

Attempts Used  
0

Submission Start Date & Time  
31-Aug-2016 10:00

Submission End Date & Time  
06-Nov-2016 23:59

Assignment Question File  
[Download](#)

Note: The file size should not exceed 5MB. Please use Chrome to avoid any Browser compatibility issue.

Please attach your answer file in .pdf format  
[How to convert word file into pdf file?](#)

[Choose File](#) No file chosen

Please confirm below check points before you submit assignment:

- ☐ Selected subject assignment file is attached
- ☐ Attached file contains only the selected subject assignment
- ☐ Attached file size is below 5MB
- ☐ Attached file is virus free
- ☐ I have read the Internal Assignment Guidelines
- ☐ I have prepared Assignment & not copied
- ☐ I want to proceed to submit the attached file

[SUBMIT ASSIGNMENT](#) [BACK TO LIST](#)

**Attach the Assignment Submission file :** Choose the file prepared

After attaching the respective subject assignment file:

**Student to confirm ALL the below Check Points:** \*else the submission won't happen

**Click on Submit Assignment**

**Business Communication And Etiquette**

67 DAYS 12 HOURS 55 MINUTES 35 SECONDS

**Status: Not Submitted**

Max Attempts Permitted  
3

Attempts Used  
0

Submission Start Date & Time  
31-Aug-2016 10:00

Submission End Date & Time  
06-Nov-2016 23:59

Assignment Question File  
[Download](#)

Note: The file size should not exceed 5MB. Please use Chrome to avoid any Browser compatibility issue.

Please attach your answer file in .pdf format  
[How to convert word file into pdf file?](#)

[Choose File](#) Research Methodology.pdf

Please confirm below check points before you submit assignment:

- ☒ Selected subject assignment file is attached
- ☒ Attached file contains only the selected subject assignment
- ☒ Attached file size is below 5MB
- ☒ Attached file is virus free
- ☒ I have read the Internal Assignment Guidelines
- ☒ I have prepared Assignment & not copied
- ☒ I want to proceed to submit the attached file

[SUBMIT ASSIGNMENT](#) [BACK TO LIST](#)

Please do not refresh screen after submitting assignment, as it will consume additional attempt. This is your attempt number 1. Are you sure you want to submit assignment?

[OK](#) [Cancel](#)

**You will see the Dialogue Box confirming are you sure?**

**(Top Center)**

**Click OK**

**Do not refresh the screen & allow the submission to complete. If refreshed an additional submission attempt gets exhausted. Pls. be cautious.**

After successful submission, check the complete Preview of Submitted File: **(Check Top center screen Msg.)**  
**(Attempt 1 exhausted)**

\*Keep the Print screen for records

Click on Back to List: Goes to Home Page **Home Page – View**

Sr. No.	Exam Year	Exam Month	Subject	Sem	Assignment Question File	Click to Submit Assignment	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2016	Dec	Business Communication and Etiquette	1	Download	Review Submitted Assignment	Submitted	2	31-Aug-2016 11:07
2	2016	Dec	Business Economics	1	Download	Submit Assignment	Not Submitted	3	
3	2016	Dec	Corporate Social Responsibility	1	Download	Submit Assignment	Not Submitted	3	
4	2016	Dec	Information Systems for Managers	1	Download	Submit Assignment	Not Submitted	3	
5	2016	Dec	Management Theory and Practice	1	Download	Submit Assignment	Not Submitted	3	
6	2016	Dec	Organisational Behaviour	1	Download	Submit Assignment	Not Submitted	3	

Status: **Displays Submitted (on submission)**

Submission Attempts left: 2

Student Assignment Submitted Date & Time: Captured

After each complete submission, an auto-generated email is sent to the registered Email ID of the student

\* The same process is to be continued for remaining subject/s assignment submission.

Pls. mention your student number in all communication with the institute.