NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

<u>Internal Assignment Preparation and Submission Guidelines for June – 2015 Exams</u>

- **Internal Assignment has 30% credence.** Internal Assignment submission is a pre-requisite and every student has to first submit the assignment on or before the last date of declared by NGA-SCE. Only subject/s wherein assignment is submitted, student will be allowed to register and appear for the scheduled term end examination.

- **Students need to submit Internal Assignments through Student Zone using the Assignment Submission Module.** (No assignment received by hardcopy or via email will be accepted).

- **Internal Assignment Questions are uploaded under each respective subject link applicable for the June 2015 Exam cycle.** Student need to download the assignment question file and accordingly prepare and submit the assignment answer file on or before the last date announced by the University.

- Students should use simple and good English while writing the answers of the assignment.

- **Internal Assignment needs to be typed.** Do not attach handwritten/ scanned image files/ documents, if attached such assignment submission will be graded zero. Fonts like Times New Roman, Arial and Font Size 12 is recommended to be used for professional appearance.

- Answer to each assignment question is to be explained in not more than 1500 words.

- **Maximum permitted assignment file size should not exceed 5MB**. Images, pictures, flow chart can be used to explain the answer wherever applicable. Avoid use of high resolution pictures/images.

- **The Internal Assignment should be submitted in PDF format only**. No other formats will be accepted by the module.

- Students must ensure there is proper net connectivity while uploading assignments. No network disruption /power failure issues faced at the student's side will be considered.

- Students are expected to write the assignment in their own words. However students are free to refer to any books/reference material/website/internet for attempting their assignments **but are not allowed to copy the matter as it is from the source of reference**. Assignments that are copied ad-verbatim from any source and submitted will be graded 'zero'.

- Copying of assignments from other students, discussion and group work is strictly not allowed. **Such shared/copied assignments submitted by both students/group will be graded zero.**

- Students are strictly warned **not to write comment/notes addressing to the faculty for any consideration** while evaluation of assignment or any other personal issue/request in the submitted assignment. Such notes/comments/request found will be treated as unfair means and graded 'zero'.

- Student needs to **check whether he/she is enrolled to the right courses/subjects (semester wise)** as per the program specialization. Incase of any doubt/discrepancy, student need to send an email regarding the same well before assignment submission due date. No last minute request will be entertained.

- Submit the correct subject assignment document under the respective subject link. (For e.g.: In Corporate Social Responsibility subject link: submit CSR assignment)

- **Assignments are to be submitted in a single file for each subject separately** on clicking the respective subject link. (For e.g.: In Business Economics subject link: one PDF file comprising all answers only of Business Economics assignment)

- **Incase a student submits a single file with all course assignments in one single subject link:** assignment only of the correct subject will be graded and the remaining course/subject will be considered as 'Assignment Not Submitted' and student will not be allowed to register and appear for the Term End Examination of the ANS subject/course.

- Each student gets **three attempts for assignment submission in each course/subject.** (in case the first attempt file is wrong or fails for any reason whatsoever)

  Scenarios:

  a. Student must ensure that he/she **attaches the right subject assignment under the respective subject link** before clicking on the submit button. Without attaching document if the student clicks on the submit button, the module will not permit to go ahead. After attaching the file, click on the check list and click '**submit**'. It's mandatory to click on

'**OK**', the Assignment Module displays the '**Preview**' of the assignment submitted. The respective attempt gets exhausted. **It is mandatory that the student must check the preview of the uploaded document.**

b. Incase after viewing the Preview of the assignment submitted**:** If in a given subject link, in the first attempt, assignment submitted is incorrect/incomplete or it fails for whatsoever reasons, the student can make use of the second/third submission attempt and attach the assignment. View the Preview of the assignment submitted. The respective attempt gets exhausted.

Pls. Note: The latest assignment submitted will be graded. Students will not get more than three attempts to submit assignment in any particular subject link. **These assignment submission attempts will be available only till the last assignment submission date announced by the University for that particular exam cycle.**

- Please exercise utmost caution while you submit the assignment.

- After every assignment submission an auto-generated mail is sent by the system. Student must keep the copy of the same for records.

- **Auto-generated submission mail is only the acknowledgement of file submitted by the student in the system (right/wrong) as the case may be and not confirmation from the University certifying it's the right submission. University expects students to check the assignment submitted.**

- Incase of any doubt or query regarding assignment: Student can get in touch by email at ngasce.exams@nmims.edu for clarification before last date of assignment submission. No last minute assignment query/request will be accepted.

- Students need to submit the assignment well before time and do not wait for the last minute submission.

- No request for assignment submission will be considered post the deadline.