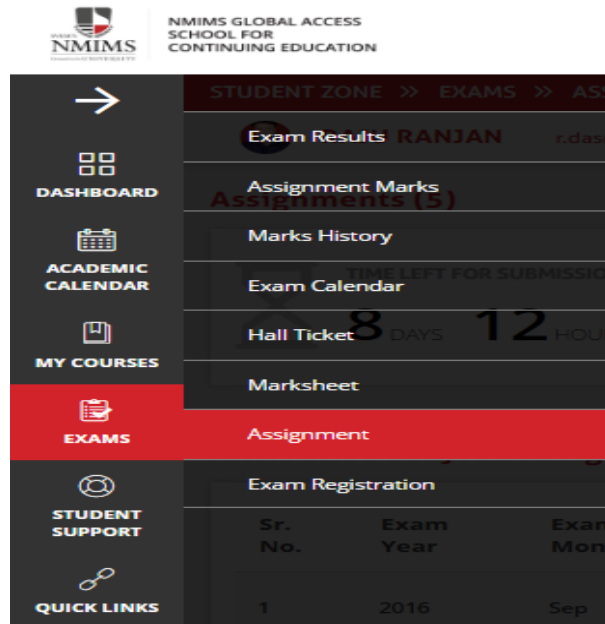


Internal Assignment Submission Steps (Student View)

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 for 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 timer for the submission deadline 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 | Download | Submit Assignment | Not Submitted | 3 | |
| 2 | 2016 | Dec | Business Statistics | 2 | Download | Submit Assignment | Not Submitted | 3 | |
| 3 | 2016 | Dec | Essentials of HRM | 2 | Download | Submit Assignment | Not Submitted | 3 | |
| 4 | 2016 | Dec | Financial Accounting & Analysis | 2 | Download | Submit Assignment | Not Submitted | 3 | |
| 5 | 2016 | Dec | Marketing Management | 2 | Download | Submit Assignment | Not Submitted | 3 | |
| 6 | 2016 | Dec | Strategic Management | 2 | Download | Submit Assignment | 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 | Submit Assignment | Not Submitted | 3 | |
| 2 | 2016 | Sep | Business Economics | 1 | Submit Assignment | 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 | 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 | |

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.

Assignment Re-submission & Payment Process (where applicable):

Effective from April, 2016 examination, in each subject, no assignment submission fees will be charged for the first two assignment submission exam cycle attempts. However, from the third assignment submission exam cycle attempt, Rs.500/- will be charged per subject per exam attempt.

For example: For subject/s where the student has submitted the assignment of a subject for December exam cycle (attempt1) & submitted the same subject assignment for April exam cycle (attempt2) and again wants to resubmit the same subject assignment for June exam cycle (attempt3), Rs.500/- will be charged per subject per exam attempt i.e. from the third exam attempt for the respective subject/s, Rs.500/- will be charged.

Pls. Note: For such cases, only after the student pays, he/she will be allowed to submit the assignment. Without paying the applicable subject/s assignment fees, portal will restrict the student to submit the assignment. Assignment Fee Payment will be accepted only 'online'.

For Example: In the below case, out of 5 pending subject, student has failed the subject & submitted the assignment twice in earlier examination (April / June) for the subject Marketing Management.

Under Action: Against Marketing Management, it displays **Proceed to Payment** → Status: **Assignment submission Fees Pending.**

DAYS
22

HOURS
13

MINUTES
18

SECONDS
50

ANS/Failed Subjects Assignments : (5 Assignments Submission Pending)

| Sr. No. | Exam Year | Exam Month | Subject | Sem | Assignment Question File | Action | Status | Submission Attempts left | Student Assignment Submitted Date & Time |
|---------|-----------|------------|----------------------------------|-----|--------------------------|--------------------|------------------------------------|--------------------------|--|
| 1 | 2016 | Sep | Business Law | 2 | Download | Submit Assignment | Not Submitted | 3 | |
| 2 | 2016 | Sep | Corporate Social Responsibility | 1 | Download | Submit Assignment | Not Submitted | 3 | |
| 3 | 2016 | Sep | Information Systems for Managers | 1 | Download | Submit Assignment | Not Submitted | 3 | |
| 4 | 2016 | Sep | Marketing Management | 2 | Download | Proceed to Payment | Assignment Submission Fees Pending | 3 | |
| 5 | 2016 | Sep | Organisational Behaviour | 1 | Download | Submit Assignment | Not Submitted | 3 | |

In case the student wants to resubmit the 'Marketing Management' assignment applicable for September, 2016, he/she will first have to pay the assignment fees only then the portal will allow the student to submit the assignment of the failed subject.

Click on **Proceed to Payment**

Click on **Proceed to Pay**

Select Assignments for Sep-2016 Exam : Payable Subjects (1)

| Sr. No. | Program | Sem | Subject | Booking Status | Select |
|---------|---------|-----|----------------------|----------------|-------------------------------------|
| 1 | PGDITM | 2 | Marketing Management | Not Booked | <input checked="" type="checkbox"/> |

Assignment Submission Fees per Subject: INR. 500/-

Proceed to Pay **Back**

Fill in your card details

Order No : 771140010191465363217113

Total Amount : INR **500**



HDFC Bank Credit Card

HDFC Bank Debit Card

Other Bank Credit Card

Other Bank Debit Card

Net Banking



Name On Card :


Card Number :

Card Expiry :


Card CVV :

Make Payment INR **500**

[Cancel Payment](#)



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After successful payment transaction, you will get the below screen (Booking Status: Booked)

Select Assignments for Sep-2016 Exam : Payable Subjects (1)

Your Assignment Fees is received. Please proceed to Assignment submission.Please click [here](#) to submit Assignments.

| Sr. No. | Program | Sem | Subject | Booking Status | Select |
|---------|---------|-----|----------------------|----------------|--------|
| 1 | PGDITM | 2 | Marketing Management | Booked | |

Assignment Submission Fees per Subject: INR. 500/-

Proceed to Pay **Back**

Click **here** to submit assignment: Portal will take you back to the homepage

After Payment Done: Action displays → Submit Assignment which will allow you to submit the assignment for 'Marketing Management'

Assignments (5) : [Download Assignment Guidelines](#) [Download Assignment Submission Steps](#) [View Previous Session Submissions](#)

DAYS
22

HOURS
13

MINUTES
6

SECONDS
13

ANS/Failed Subjects Assignments : (5 Assignments Submission Pending)

| Sr. No. | Exam Year | Exam Month | Subject | Sem | Assignment Question File | Action | Status | Submission Attempts left | Student Assignment Submitted Date & Time |
|---------|-----------|------------|----------------------------------|-----|--------------------------|-----------------------------------|---------------|--------------------------|--|
| 1 | 2016 | Sep | Business Law | 2 | Download | Submit Assignment | Not Submitted | 3 | |
| 2 | 2016 | Sep | Corporate Social Responsibility | 1 | Download | Submit Assignment | Not Submitted | 3 | |
| 3 | 2016 | Sep | Information Systems for Managers | 1 | Download | Submit Assignment | Not Submitted | 3 | |
| 4 | 2016 | Sep | Marketing Management | 2 | Download | Submit Assignment | Not Submitted | 3 | |
| 5 | 2016 | Sep | Organisational Behaviour | 1 | Download | Submit Assignment | Not Submitted | 3 | |

Regular assignment submission steps mentioned above to be followed.

**** In case of any further doubt/query regarding Examination mail at: ngasce.exams@nmims.edu and pls. mention your student number in all communication with the institute.**