

Instructions for Assignment Submission

1. Submission Deadline:

- Assignments must be submitted on or before the deadline specified in the assignment instructions.

2. File Format:

- Submit assignments in Microsoft Word (.doc or .docx) or PDF format unless otherwise specified.

3. File Naming Convention:

- Use the following naming format: [CourseCode_YourName_AssignmentTitle].
Example: CC1_ABCD_Print Media.

4. Plagiarism:

- Ensure that the work submitted is original. Assignments with more than 15% similarity (checked through plagiarism detection tools) may be rejected. Properly cite all sources using APA/MLA referencing style, as per the guidelines of your course.

5. Formatting Standards:

- Font: Times New Roman, Size: 12.
- Line Spacing: 1.5.
- Margins: 1 inch on all sides.
- Include page numbers at the bottom middle of each page.

6. Cover Page:

- The assignment must include a cover page with the following details:
 - Student Name
 - Roll Number/ID
 - Course Title and Code
 - Assignment Title
 - Submission Date

7. Word Count:

- Adhere to the word count mentioned in the assignment brief. A tolerance of $\pm 10\%$ may be allowed unless explicitly stated.

8. Submission:

- Submit via email as specified.

9. Technical Issues:

11/26/25

10/8/25

- If you face technical issues while submitting, inform the concerned faculty before the deadline.

Additional Notes:

- Always review your assignment thoroughly for grammar and spelling errors before submission.
- Collaborate ethically. Sharing or copying assignments is prohibited.

ML
26.7.21

Jayaram
[Signature]