



Instructions for Assignments - BAVMSME

Dear Student,

As explained in the programme guide of Bachelor of Arts (Vocational Studies) Micro, Small and Medium Enterprise programme (BAVMSME), you have to do assignments for each course. **You have to complete the assignment within the due date as mentioned in the individual assignment sheet of each course respectively. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignment in time for that course.** If you appear in the term-end examination without submitting the assignments, the result of the term-end examination is liable to be cancelled. Ensure that your assignment responses are complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments. Incomplete assignment responses may affect your grades adversely.

You have to submit your assignment response sheets to the Coordinator of the Study Centre assigned to you. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. You are required to score at least 35% marks in both continuous evaluations (assignments) as well as the term-end examination of each course. If you do not get a pass mark in any assignment, you have to submit it again. Get fresh assignments from the Student Zone tab of the University website. However, once you get the pass mark in an assignment, you cannot re-submit it for improvement of marks. Assignments are not subject to re- evaluation except for factual errors, if any, committed by the evaluator.

Instructions for Formatting Your Assignments

Before attempting the assignments, please read the following instructions carefully.

1. On top of the first page of each answer sheet, please write the details exactly in the following format:

	Enrolment No :
	Name :
	Address :
Course Code :
Course Title :
Study Centre :	Date :

2. Use **A4-size or equivalent writing paper** of good quality (but not of very thin variety) for writing your answers.
3. Leave 3 cm margin on the left, top and bottom of your answer sheet.
4. **Your answers should be precise, handwritten.** They should **not be copied from the text material as it is** and rather should be written in your own language.
5. Answers in the form of photocopy or scanned from any source will **not be accepted.**

It is strongly suggested that you should retain a copy of your assignments to avoid any unforeseen situation.

Wishing you all good luck!