



KUVEMPU UNIVERSITY
OFFICE OF THE DIRECTOR
DIRECTORATE OF DISTANCE EDUCATION
Jnana Sahyadri, Shankaraghatta – 577 451, Karnataka



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**SUBMISSION OF INTERNAL ASSESSMENT ASSIGNMENTS FOR MBA
STUDENTS - (2017- JAN)**

IMPORTANT NOTE: All the M.B.A students are hereby informed that your Assignment submission should during the period of your registration to particular semester (i.e., I, II, III & IV). Examination will be conducted for odd and even semesters as is applicable to regular mode students. There is no provision to submit IA of any semester as a repeater students. Students need to attend orientation/contact classes during the period of registration to each of the semesters, and not during the period of appearing for exams as a repeater.

**Instructions to the Students for Writing & Submitting Internal
Assessment Assignments**

Note: Candidates are advised to read the following instructions carefully, and prepare and submit the assignments accordingly.

1. You are supplied with as many IA booklets as your theory papers are. Use 'one booklet' for writing assignment 'topics of one paper' only.
2. Without fail, you should write your (1) Name, (2) Register Number, (3) Study Centre Name, (4) Course and Semester (first, second, third or fourth), (5) Month & Year of I.A. Submission (for example November 2016) (6) Subject/Specialization, if any and (7) Paper No. and Paper Title, – neatly and legibly on the cover page of all the I A Booklets.
3. Affixing your signature and writing the date of submission is compulsory on the cover page of all the booklets. Booklets without student's signature and submission date are liable to be rejected.
4. Assignments must be in your own handwriting.
5. Last date to submit the Written Assignments is ~~31st Dec 2017~~ [31st Jan 2018]
6. While submitting the assignment booklets, do not stitch-bind or spiral-bind the booklets into one unit. You can tie them into a bundle using only thread or rubber band. Put them into an envelope and gum-paste envelope flap securely. Write "Answered IA Booklets MBA Programme" on the top of the Envelope, and also write all the details mentioned in instruction-2 above on the front left-hand side of the envelope.
7. a) For students enrolled directly with KUDDE – send the answered IA Assignments addressed to 'The Director, Directorate of Distance Education, Kuvempu University, Jnana Sahyadri, Shankaraghatta – 577 451' - by Registered Post with Acknowledgement-due only, or submit by hand at the specified counter in DDE Office, obtain a receipt and preserve the receipt safely.
b) Students who have taken admission through Student Counseling Centres should submit their IA Answer-books to the respective Student Counseling Centres only. Assignments should be submitted (follow instruction-6) directly to the Coordinator or the authorized person in the Centre Office, and **compulsorily obtain a receipt** for having submitted the IA booklets. Preserve the receipt safely.

- c) In case of any clarification sought regarding the IA marks from the DDE, student's request letter should be accompanied with the copy of the receipt of IA submission. Otherwise, representation/request letter will not be considered for verification.
8. Students should submit the written I.A. Booklets on or before the stipulated date (see instruction-5 above). Kuvempu University Directorate of Distance Education will not be responsible for the delay in receipt of I.A Answer-scripts after the stipulated date. No complaint will be entertained regarding the delay in or non-receipt of I.A. due to sending by 'non-registered Post', courier service, Ordinary Post or by any other means.
9. Assignments should be written in the booklets issued by the DDE. Student's own booklets/ paper sheets and without a proper cover page will not be considered for evaluation, and are liable to be rejected. In case you have not received the IA booklets or received booklets less than the required, you may contact KUDDE Office/ Student Counseling Centre immediately.
10. Assignments already submitted cannot be re-submitted for improvement of marks, and are not subject to re-evaluation.
11. Students are advised to retain with them the draft or a copy of their assignment write-up for his/her record/reading purpose.

Some tips for writing Assignments better.

- Students, who wish to prepare first the draft of the Assignment, can do so by doing it in your own papers. After finalizing the draft, you can rewrite in the supplied Assignment Booklets neatly and legibly.
- Write the number and title of the 'assignment topic' clearly and boldly on the top of the page as heading, i.e., always start the topic/ heading at the top of a new page.
- Those students, who are using additional sheets to write more, should attach the sheets firmly to the individual booklets. As far as possible complete your write-up within the pages of the supplied booklet. If the length (number of pages) of the answer is specified, please restrict your write-up to the pages specified.
- You are expected to read/ study the reference books, as many of them as available to you, comprehend the subject/ topic, and then start writing assignment with a good introductory paragraph.
- Give a list the books/source materials that you have referred while preparing the assignment (list of references) at the end of your write up.

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ADDITIONAL INSTRUCTIONS:

1. **For First Semester Students:** Registration Number will be sent/ intimated shortly. Students can start preparing the IA without waiting for it, but while sending the IA Booklets, they should write their **Registration Number** on all the IA Booklets without fail.
2. Writing correct Register Number is compulsory.
3. Students should mention the '**Total Number of IA Booklets**' that they are submitting on the front- top of envelope.
4. IA topics can also be read/ downloaded from website: www.kuvempuuniversitydde.org

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