

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

DIRECTORATE OF DISTANCE EDUCATION

GENERAL GUIDELINES FOR PREPARING AND SUBMISSION OF ASSIGNMENTS

(MBA Programme)

Important Instructions

Assignments are integral parts of course work of any programme of study in Distance Education of this university. The purpose of preparing and evaluating the assignments is to get the students acquainted with the theoretical and practical dimensions of the topics or area of study or the course work. The questions for the assignments are designed in a way to enhance the analytical skills of the students. The following are some important points to consider while preparing and evaluating the assignments.

1. All assignments should be legible and written in candidate's own handwriting on A4 size paper.
2. Answers should be appropriate, focused, legible and clean.
3. All questions are compulsory & carry equal marks.
4. Study centers are required to get these evaluated by the subject experts available with them.
5. Study centers are also required to maintain a complete and proper record of assignments and will keep the assignments in physical form till the declaration of result.
6. The University has the right to monitor, inspect or check this record any time.
7. The study centers are also required to submit award sheets in sealed cover in proper format and keep one copy of the same for record as per the schedule already notified.