



# **TECNIA INSTITUTE OF ADVANCED STUDIES -CDL**

**Ref.No.F.No. DEC/Recog/09/3181 dated 09.09.2009**

**Recognized by Distance Education Council (IGNOU), New Delhi**

**Centre for Distance Learning Approved by UGC & DEB**

**INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI - 110085**

## **Assignments Guidelines**

### **Instructions for completion and submission of assignments:-**

1. There are 30 marks allotted for internal evaluation for each subject for PGDM, which will be conducted through the submission of assignments by students.
2. There are total four assignments for each subject; the student has to submit all four assignments on time.
3. Each assignment carries: 50 marks:-
  - a. 10 Marks short answer 5 questions.
  - b. 25 Marks long answers 5 questions.
  - c. 15 marks very long answers 1 question.

The aggregate of all four assignments will be finally assessed with 30 marks.

4. Answers to assignments should be handwritten and should cover all the aspects of the said question.
5. Assignment should be written on A4 size paper on one side only.
6. Assignment should be spiral bind, subject-wise.
7. Student must received acknowledgement of assignment at the time of submission. The acknowledgement form download from the TIAS-CDL website, [www.cdl.tecnia.in](http://www.cdl.tecnia.in)

### **Important Instructions:**

It is compulsory to submit your assignments for each subject, failing which the student will not be assessed for internal evaluation and thereby may lose internal assessment. In order to become eligible for respective Semester-End a student has to complete study assignments to the satisfaction of the higher authority.

The assignments will be evaluated by subject faculty and the marks allotted by the same will be full and final.

### **Important Instructions while submitting the assignments:**

1. Insert the page number (On all pages in continue order with name and enrollment on each page)
2. Copying other student's assignments will be rejected.
3. Answers to assignments should be handwritten and should cover all the aspects of the said question.
4. Make sure that your answers are simple, clear, logical, consists diagrams if required, is and comprehensible.



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5. Students are not allowed to submit the previous semester assignments in the next semester. For example the student can not submit the first semester assignments in the second semester.
6. **The last date for submission of the assignment and examination form:**

Semester	Without Late fine	With late fine
All January Semesters	By 31 <sup>st</sup> May positively	By 30 <sup>st</sup> June positively
All August Semesters	By 30 <sup>th</sup> November positively	By 31 <sup>th</sup> December positively

It is mandatory that student who is eligible to appear for the examination should fill up the examination form by 31<sup>st</sup> May and 30<sup>th</sup> November for January semester and August semester respectively.

After last dates late fine will be charges.

Assignment sent later and after the due date of submission will not be accepted by the University.

The Acknowledgment Receipt is required while submitting the assignments which can be downloaded from the website.

The assignments should be submitted in person or by post at following address:

To Program Director: -

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“Mode of delivery: ODL/Distance”