

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. There will be two assignments per course/paper carrying three questions each.
2. All questions are compulsory & carry equal marks.
3. The total marks for these two assignments per paper/course will be 30 i.e. 15 marks each for Assignment-I and Assignment-II.
4. All assignments should be legible and written in candidate's own handwriting on A4 size paper.
5. Answers should be appropriate, focused, legible and clean.
6. The students are also required to submit the solved assignments in physical form till the declaration of result.
7. At-least two questions from each assignment will be **practical based** i.e. the students will be required to connect theory with practical/functional area of management.