

# SCHOOL OF DISTANCE EDUCATION, UNIVERSITY OF KERALA

## GUIDELINES FOR SUBMITTING ASSIGNMENTS , CASE ANALYSIS REPORTS / TEST PAPER

### FOR BA / BSc. / BCA / BCom. PROGRAMMES

1. All students are required to submit Assignments and Case Analysis reports/Test Papers as part of Continues Evaluation (CE). Each course (paper) carries a total of (including ESE & CE) 100 marks.

End Semester Evaluation (ESE) (Written)	-	80 marks
Continues Evaluation (CE)		
i) Assignment	-	10 marks
ii) Case Analysis/Test paper	-	10 marks
<b>Total</b>		<b>100 marks</b>

(BSc programmes (core paper & complementary paper) & BA Sociology (only for core paper) will have test papers instead of Case Analysis. Students of these programme need to submit only assignments.)

2. Assignments and Case Analysis shall be submitted in hand written form in not less than 10 pages with writing only on one side. Case Analysis must not exceed 5 pages.
3. Topics for assignment & case analysis are available in the SDE website under downloads menu.
4. Model facing sheet for Assignment & Case Analysis is provided in the following link: ([www.ideku.net/home/2018resources/facingsheet\\_model06022018.pdf](http://www.ideku.net/home/2018resources/facingsheet_model06022018.pdf))
5. The assignments and case analysis of each course (English, Additional Language, Core, Foundation, Complementary I & II) should be submitted in separate sealed covers to the respective co-ordinators on 12, 13 April 2018 by hand or post (Co-ordinator, BA/BSc/BCA/BCom ....., School of Distance Education, Senate House Campus, University of Kerala, Thiruvananthapuram-695034)
6. Students should write their full name and address with telephone number on the left hand side of the envelope.
7. The name of programme , semester, study centre and Enrolment Number must be provided at the top middle of the envelope in bold writing.
8. Any malpractices noticed relating to preparation or any other aspect of submitting the assignment/case analysis /test papers shall lead to punitive action decided by Director. .
9. Assignments and case analysis for all the courses should be compulsorily submitted together; failing which the whole set will be rejected and will require resubmission as per university norms.
10. Students who do not submit all assignments and case analysis reports in time will not be allowed to appear for the end semester examination.
11. Rules regarding late submission and publication of results are available on page 21 of the SDE Prospectus 2017-18
12. Assignments / case analysis may be submitted to the respective coordinators on 12, 13 April 2018 .

Sd/-  
Director