

UNIVERSITY OF KERALA
School of Distance Education

Instructions for Submission of Assignments
For Post Graduate 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 maximum of 100 marks. The End Semester Evaluation (ESE) (Written Examination) is for a maximum of 75 marks and Continues Evaluation (CE) for 25 marks comprising of (i) Assignment - 15 marks ii) Case Analysis/Test paper - 10 marks.
2. The assignment must be neatly handwritten and should contain not less than 15 pages covering introduction, conclusion and references/bibliography with sufficient titles, and sub-titles. Use your own language and do not copy each other and also from unauthenticated materials.
3. The Case Analysis must be neatly handwritten and should contain not less than 10 pages covering introduction, answer to the question, conclusion and references/bibliography with sufficient titles, and sub-titles. Use your own language and do not copy each other and also from unauthenticated materials.
4. Topics for assignment & case analysis are available in the SDE website under downloads menu.
5. Model facing sheet for Assignment & Case Analysis is provided in the following link: (www.ideku.net/home/2019resources/facingsheet2.pdf)
6. The assignments and case analysis for all courses, may be enclosed in a single envelope and submitted to the course coordinator concerned, by hand or post (Coordinator, MA/M Sc/M Com Programme, School of Distance Education, Senate House Campus, University of Kerala, Thiruvananthapuram-695034)
7. Students should write their full name and address with telephone number on the left hand side of the envelope.
8. The name of Programme, Semester, Study Centre and Enrolment Number must be provided at the top middle of the envelope in bold writing.
9. 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.

10. Assignments and case analysis for all the courses should be compulsorily submitted together; failing which the whole set will be rejected and will require re-submission as per university norms.
11. Result of those students who do not submit all assignments and case analysis reports within the stipulated dates will not be published by the university.
12. Rules regarding late submission and publication of results are available on pages 54 & 55 of the SDE Prospectus 2018-19
13. The mark list of assignments and case analysis shall be published in SDE website after evaluation of assignment. Complaints in respect of the award of marks for assignments if any have to be submitted to the Programme Coordinator within 15 working days from the publication of assignment results. The complaints shall be examined by the Programme Coordinator and shall arrive at a decision and the final result shall be published in the website.
14. The assignments and case analysis for both semesters (S1 & S2, S3 & S4) should be submitted together. **The date of submission will be informed later.**

Director