SCHOOL OF DISTANCE EDUCATION, UNIVERSITY OF KERALA

GUIDELINES FOR SUBMITTING ASSIGNMENTS , CASE ANALYSIS REPORTS / TEST PAPER
FOR UG 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
	Total	100 marks

    (BSc Programmes (core & complementary 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 with writing only one side. Assignments and Case Analysis should be not less than 10 and 5 pages respectively.

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/2019resources/facingsheet1.pdf)

5. Students should write their full name and address with telephone number on the left hand side of the envelope.

6. The name of programme , semester, study centre and Enrolment Number must be provided at the top middle of the envelope in bold writing.

7. 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. .

8. 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.

9. Students who do not submit all assignments and case analysis reports in time will not be allowed to appear for the end semester examination.

10. Rules regarding late submission and publication of results are available on page 21 of the SDE Prospectus 2018-19.

11. 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