

XV ASSIGNMENT

Assignments are important part of total evaluation process of a learner. The rules regarding assignments are as follows:

- 15.1. Assignments, as prescribed by the university, will be given to the learners by the coordinators of the concerned study centre.
- 15.2. The learners need to complete the assignments and submit it to the study centers for evaluation within three months of the admission in the semester. If any learner fails to submit the assignment on time, it is to be reported to the office of the COE at least 15 days before the date of commencement of examination. Such learners will not be allowed to appear in the examination and will have to appear in the next year examination. **If the coordinator does not report any such case, it will be assumed that all learners have submitted their assignment to the coordinator, and the coordinator will be responsible to submit the assignment to the COE or his authorized personnel to check the assignment as and when required (within six months of completion of the examination). Failure to furnish the requisite assignment copies on demand may lead to financial penalty on the coordinator, and such penalty will be imposed on the study centre, which may be a percentage of the amount paid by the university to the concerned study centre and also no payment for assignment evaluation will be made.**
- 15.3. The evaluated or marked assignments are to be returned to the learners by the study centres within one month of submission.
- 15.4. The assignments are to be re-submitted by the learners to the study centre within 7 days of completion of examination of semester. **The marks must be submitted by soft copy and to be sent to the official email of KKHSOU from the official email of the study centre, apart from hard copy. Marks for different course/ semester must be submitted separately.**
- 15.5. The coordinator of the study centre is responsible to collect the same and send the evaluated marks to COE preferably within 10 days of completion of examination. If the mark is not sent by the coordinator on time, only the minimum marks will be given to the learner and it'll not be rectified afterwards and the responsibility will lie with the coordinators. The coordinator must submit the marks in the given format only, otherwise it will not be accepted.

- 15.6. In case of any lapse on the coordinators part, assignments already submitted by the candidate in the study centre will be accepted upto 90 days of end of the examination. Assignment submitted after 90 days of completion of examination will be considered only after one year i.e. in the examination of the next session; and the learner will have to fillup exam form and pay exam fee for assignments in the next session. The loss of one year of the learner will be responsibility of the coordinator of the study centre and the learner himself/herself.
- 15.7. The marks of assignment will be 20% of the complete marks of the subject. For example, for a subject having total marks of 100, the full theory paper will have 80 marks and the assignment will have 20 marks. This 20 marks meant for assignment may be divided in any of the two ways mentioned below (ammended in 2017):
- (I) Divided into two parts
 - (a) 17 marks for quality of the assignment
 - (b) 3 marks for timely submission
 - (II) Divided into three parts (as an incentive for attendance).
 - (a) 12 marks for quality of the assignment
 - (b) 5 marks for attendance, where a learner having 75% or more attendance will get 5 marks; a learner having 50 to 75% will have 4 marks; a learner having 40 to 50% will get 3 marks; a learner having 30 to 40% will get 2 marks and a learner having 1 to 20% will get 1 mark.
 - (c) 3 marks for timely submission. If any learner submits the assignment on a date later than the specified date, he/she will not get that 3 marks.
- 15.8. The assignment marks given by the study centre is stepped down by the university to eliminate the possibility of a learner getting pass mark without securing minimum marks in theory part. Hence maximum 35% of Pass Mark (i.e. only 12 marks in case of full paper) is allowed from Assignment in order to secure minimum pass mark in the subject.
- 15.9. Once the **online entry of assignment marks provision** is made by the university, all assignment marks will have to be entered by the coordinators of the concerned study centres directly within stipulated time.
- 15.10. Learners need to make three copies of the dissertation (Master Degree) and project (professional courses). One copy will have to be submitted to the University before the examination. One copy need to be carried by the learner to the examination centre on the date of viva-voce and submit the same to the examiner. Third copy is to be kept by the learner and may have to submit it in the University if required (to be returned after verification).