



ANDHRA UNIVERSITY
SCHOOL OF DISTANCE EDUCATION
VISAKHAPATNAM 530 003 : ANDHRA PRADESH

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Website: www.andhrauniversity.info/sde

Prof. P. Hrushikesava Rao
DIRECTOR

No.SDE/MHRM/2010

Date:10.03.2010

Dear learner,

Greetings from the School of Distance Education.

We wish to inform you that from this academic year onwards we are parking the assignment question papers relating to MHRM course (both Previous & Final) on our website: www.andhrauniversity.info/sde so that you can download the same and send answers to School of Distance Education as per the schedule given below :

MHRM (Previous)	...	07.06.2010 (last date without fine)
MHRM (Final)	...	09.06.2010 (last date without fine)

However, after the due date, assignments will be accepted upto 25.06.2010 with a fine of Rs.1,400/- per year. Hence, you are hereby advised to keep in touch with our website for latest information. We herewith enclose a copy of guidelines for answering assignments.

Further, we wish to remind you that we did not have any private agencies and we sincerely advise you to be in touch with our School or our study centres to clarify your doubts at every stage.

We once again reiterate that the School will render every help to you in the fruitful pursuit of your academic endeavours.

With best wishes,

Yours sincerely,

(P. HRUSHIKESAVA RAO)

GUIDELINES FOR ANSWERING ASSIGNMENTS

1. Assignments constitute the continuous evaluation which carry a weightage of 25 per cent in each course. There will be two assignments for each course. The Candidates should answer compulsorily both the assignments per course and the average of two will be counted for the purpose of final result. A candidate shall be declared to have passed in the assignments if he / she secures not less than 10 marks in each course.
2. The main purpose of assignment is to test the student's comprehension of the course material sent to him and also in helping him in getting through the courses. The information given in the printed course material should be sufficient for answering the assignments. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to School of Distance Education, Andhra University before the due date. It is desirable that the student should retain a copy of all assignment responses which he / she submits.
3. Answering Assignments: While Answering Assignments:
 - i) A Student should read the assignment carefully and follow the specific instructions, if any.
 - ii) He / She has to study thoroughly the units on which assignments are based.
 - iii) He / She should note down relevant points of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, introduction as well as conclusion are to be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs.

The answer should cover the main points of the question. While solving case questions, proper format should be used.

- iv) Each Assignment is to be answered and submitted separately in a booklet form using A-4 Size papers providing clear cut margins and sufficient space in between each answer. On the top of the first page of each assignment the required information be furnished invariably in the format given below.
- v) The responses should be in candidate's own handwriting. Print or Typed answers will not be accepted. Answers copied either from course material sent by the University or from the response sheets of other students or Xerox copy of other's assignment will get zero marks. After receiving the assignment from the candidate, the Office of the School of Distance Education will arrange to sent acknowledgement thereon.

4. The top of the first page of each assignment should consist of the following information.

- a) Regd. No. _____
- b) Academic Year: _____
- c) Study Centre: _____
- d) Course Code & Title: _____
- e) Assignment No. _____
- f) Signature: _____
- g) Date: _____

Name and Address: _____

If pass marks are not obtained in any assignment, it should be resubmitted. Since the Assignment Question Papers are being changed every year, backlog candidates shall have to answer the current year assignment question papers and submit the assignments. Assignments submitted on the basis of previous years question papers will not be considered. Once the pass marks are obtained, the assignments cannot be resubmitted for improvement of marks / class.

Note: Please Note that there is no revaluation provision for assignments. Hence, candidates should take necessary precautions while answering the assignments.