

Guidelines on Writing Assignment

Assignments constitute an important component of each course evaluation. Submission of assignment for each course is mandatory to complete the course. There are four assignments per course per unit, and the candidate has to complete all four assignments for individual courses. Therefore, you are advised to take your assignments seriously. You need to complete four assignments for each course.

Objectives

The main objectives of the assignment are:

1. To have a better understanding of the theories and concepts covered in the course
2. To have an in-depth analysis and synthesis on the subject
3. To help the candidates to relate with the theoretical inputs to field and job situation

Selection and content of assignments

- Mention the topic before you start your explanation/ writing for a particular topic so that it facilitates the examiner in understanding which topic/question is attempted by the candidate
 - The assignment should cover various facets and components with specific details and illustrations.
 - You should analyse and synthesize various facets on the topic and come out with conclusions and suggestions to utilize the given concept/theme.
 - It will be useful to highlight the various issues involved in the operationalization of the concept, wherever necessary.
 - Ultimately, writing the assignments should help you to end up with an in-depth understanding of the subject and also enhance your competencies to utilize the concept/theme in effective operation of activities related to course specialization.
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Specifications for writing the assignment

- Always start your assignment with topic name, subject name, subject code e.g., Topic, Marketing Management (OMBA101).
- Each assignment should not be answered in more than 500 – 1500 words and should not exceed 3-5 pages.
- Plagiarism should be avoided, and citations should be added in APA style.
- You may refer to various field study reports, annual reports, program evaluation reports, observations of experts and other sources relevant to answer the questions. The list of references should be clearly quoted at the end of the assignment.
- Make sure that it is presented in a logical manner and has clear connection between paragraphs.

Use only A 4 size page for typing your assignments, with the font name Times New Roman, a size of 12, with headings in bold and 1.5 spacing.