

**UNIVERSITY OF KERALA
SCHOOL OF DISTANCE EDUCATION
2 YEAR MBA PROGRAMME
I SEMESTER ASSIGNMENT INSTRUCTIONS TO LSC**

LSC Centre heads are hereby directed to strictly adhere the following instructions for the candidate's assignment submission

- 1) Assignment question of each subject is to be evaluated for 15 marks**
- 2) Students studying at the LSCs shall submit the assignments at the LSCs concerned on or before 25th June, 2014. Assignment marks shall be displayed in the notice board on 30th June, 2014. Complaints if any from the part of students shall be considered and the final mark list along with marks given for attendance (15+10) should be sent to the Coordinator, MBA(SDE) in the format given below in an excel sheet.**

I SEMESTER

Enrol:No.	NAME	PM	AC	QM	BE	OM	OB	ME
------------------	-------------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

3) Marks for attendance:

75% and above: 10 marks

Below 75%: To be calculated on a proportionate basis

- 4) Hard copy and CD of the same should sent to LSC Officer, SDE, Palayam campus in a sealed cover**
- 5) It may be noted that original scripts of the assignment have to be kept in safe custody in the respective LSC's for a period of one year.**
- 6) It may be pointed out that SDE reserves the sole authority to revalue the assignment/s if any discrepancy is detected.**