

Master in Business Administration  
Assignment Report

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**Directorate of Distance Education, Swami Vivekananda Subharti  
University**



Enrolment Number.....

Assignment Code.....

Year of Admission.....

Regional Centre .....

Programme Title.....

Study Centre Code.....

Programme Code.....

Course Code.....

Course Title.....

Address.....

Signature .....

Date.....

## **Instruction regarding Assignment.**

1. The learners should write the answer in their own hand written .They should not print or type the answers. The answer should be in the learner's own words and they should not merely copy their answer from the study material sent to them by the university
2. Use A-4 size paper for your responses, write on both sides with margin and tie all the pages carefully.
3. The learners should write the question number of each answer
4. The leaners should not copy from the response sheets of other learners. If copying is caught , the assignment of such learners will be rejected
5. The response should be complete in all respects .Before submission; the learners should ensure that they have answered all the questions.
6. It is compulsory for the learners to submit response of the assignment through their study centre. so as to reach the university within the 20days from the day of uploading of Assignment
7. The study centre may reject assignment received after the due date .The learners are therefore advised to submit their assignment before the due date
8. Download & Print the starting page present on our website and attach it with your answer sheet

## **GUIDELINES For the Assignment**

1. Be a little more selective and analytical. Give attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it.
2. Go through the reading material / books on which they are based. Make some points regarding each question and then rearrange these in a logical order.
3. Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underline the points you wish to emphasize.