

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

GUIDELINES TO STUDENT ASSIGNMENTS

OBJECTIVES OF ASSIGNMENTS:

It is very essential that students of MBA should not only be thorough in theoretical concepts but should also have the ability to apply the same in practical situations. The more the student combines conceptual thinking with practical exposure, the more likely is the success rate in his/her career. The student should learn the analysis of financial statement, changing environmental factors of organizations, changes in employee work life and all that is happening in the contemporary business world. To inculcate this integrated thinking, AUCBM adopt a system of giving assignments to students so that their analytical, logical and reasoning skills can be sharpened. The following are the objectives of assignments

- Giving the idea of abstract concepts in each unit in each subject area and identify and implement key concepts.
- To encourage student engagement and to assess student self learning through various sources like newspaper, journal and media articles on the concepts explained in each unit.
- To enhance their conceptual skills to understand subject and its implementation.

PROCESS OF ASSIGNMENT:

Before the commencement of every unit and for each subject in the respective semester, the faculty concerned will divide the class into 20 learning groups with 3 students in each group and give key concepts unit wise to students. The students in each group have to write 5 assignments carrying 5 marks in all of the subjects and submit the same to the faculty before the completion of the unit. The assignments will be validated on the criteria of introduction to the topic, subject knowledge, and sources of information, comprehensive analysis and presentation skills. The total marks allotted for assignments in each of the subject are five.

- Identify key concepts in every unit and in each subject (format enclosed)
- The class is divided into learning groups (20 learning groups with 3 students in each group)
- The faculty prepares different concepts for every learning group(4x20 concepts in every unit)
- Each group gets 4 different concepts*5 units =20 concepts each subject.
- Assignment to be submitted at the end of each unit.
- All the 5 units concepts to be evaluated ($20 \times \frac{1}{4} = 5$) at the end of five units & submitted to the students and uploaded on the parents portal.

KEY CONCEPTS

A **concept** is a fundamental category of existence. The classical theory of concepts says that concepts have a definitional structure. A concept is a common feature or characteristic. It is mostly the abstract form of something to understand. Key' - talks of critical concepts – implementing the same in the subject or domain under teaching. Concept is abstract and may be applicable differently in different domain areas. For ex: RISK in finance always talks of money related. Risk in physical world may be affecting relations, trying out something earlier not tried, venturing into unknown etc.

SCOPE OF CONCEPTS

The various sub topics covered in this unit of syllabus, case studies in this subject area, the articles related to given domain/subject area in the latest newspapers/journals, the current trends, practices in use in different companies in the given subject Area, the latest happenings in national and international business areas.

PARAMETERS FOR EVALUATION: - (General parameters are identified here. Specific key concepts are identified for each subject/ unit in the assignment sheet)

1) CRITERIA

Cover page (format enclosed)
Grammar
Spelling
Index
Concept

2) ANALYSIS

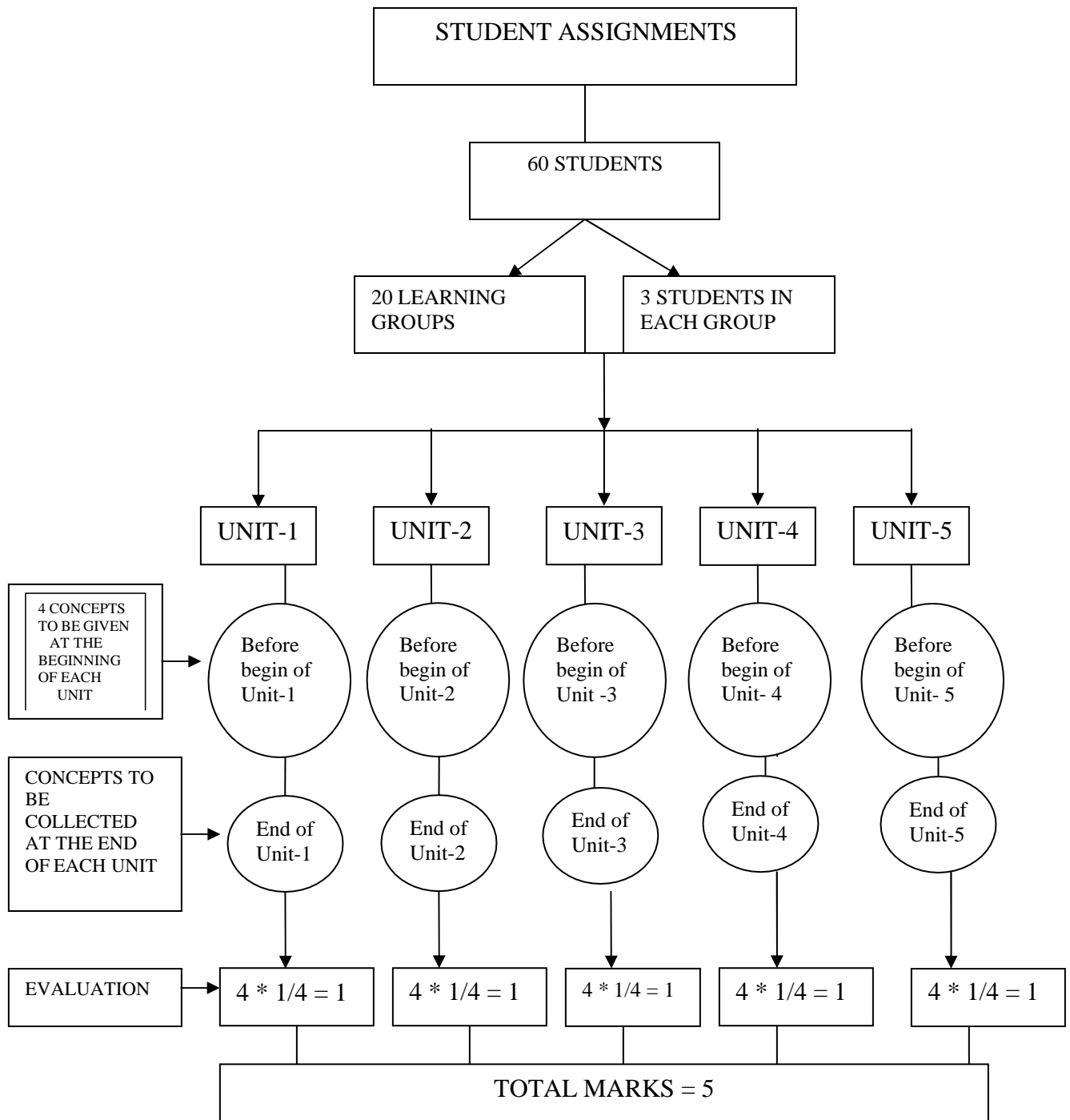
Clarity of thought
Relevance and Coverage
Examples and applying Concept with exposure to current trends

3) SOURCES OF DATA COLLECTION

Primary data
Secondary data

EVALUATION AND ANNOUNCEMENT OF RESULTS:

- After the submission of assignments by the students, they will be evaluated by the subject faculty concerned and the results will be announced within one week from the submission.
- The maximum marks awarded for assignments in each subject are five, which will be added to the total internal marks.
- The results also will be placed in the students' and parents' portal of college web site.
- Students who fail to submit the assignment on time will not be given any extensions and have to forgo their marks.



ASSIGNMENT

Paper Title:

Paper Code:

Name of the Faculty:

Name of the Student: (In Block Letters)

Hall Ticket No : (College Code-Year-Roll No)

Marks Scored:

Unit wise Assignments	I	II	III	IV	V
Maximum marks	1	1	1	1	1
Marks secured					

Total Marks scored In Figures:

In Words:

Signature of the Student

Signature of the Faculty

GUIDELINES TO THE STUDENTS:

1. Write legibly in your own hand writing leaving sufficient space for margin.
2. Use A₄ size paper and blue ink only & write on one side of the paper only leaving sufficient space in between the lines.
3. Each answer must be concise, cohesive and correct
4. Write your name, semester, section, Hall ticket number in the space provided.
5. Enclose the answer sheets to the cover page and Bibliography pages as per the format enclosed.
6. Do not copy from your Peers; there should not be striking, overwriting, grammatical mistakes, spelling mistakes and technical mistakes.
7. The answer scripts will not be evaluated in case any of the instructions are not followed properly.
8. Grace period of 2 days will be given in any unit failing which it will not be valued.

Co-ordinator

PRINCIPAL

GUIDELINES TO THE FACULTY:

1. The Class is divided into Learning Groups (Class 60 @ 20 learning groups @ 3 each)
2. All the Faculty Members are required to give the 4 different key concepts to each Learning Group before the beginning of each unit.
3. In case faculty members teaching more than one sections, separate set of concepts are to be given to the respective learning Group.
4. The marks awarded are to be entered by the respective faculty in their own handwriting and signed by the students before submitting the final tabulation sheet in the prescribed format.
5. The corrected Assignment with duly filled in tabulated sheet should be submitted and sent to the student and parent portal with in a week.
6. Submit the identified concepts neatly typed in Times New Roman with Font 12 along with the evaluated answer scripts separately for each section.(To assignment coordinator)
7. Evaluate scripts with utmost care to encourage students who do very good job and identify them to motivate better.
8. All the key concepts should be verified and approved by the head and principal at least one week before the start of the semester.

Co-ordinator

PRINCIPAL

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