





Internal Assignment Submission Steps (Student View)

Log in to Student Zone → Examination → Assignment

View of Assignment Home Page

- (a) Displays the student's current semester subjects (For students who are newly enrolled to a semester & students who do not have any previous semester failed subject/s)

Assignments (6) [Download Assignment Guidelines](#) | [View Previous Session Submissions](#)





Current Sem Subjects Assignments: (6 Assignments Submission Pending)

Sr. No.	Exam Year	Exam Month	Subject	Sem	Assignment Question File	Click to Submit Assignment	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2016	Jun	Business Communication and Etiquette	1	Download	Submit Assignment	Not Submitted	3	
2	2016	Jun	Business Economics	1	Download	Submit Assignment	Not Submitted	3	
3	2016	Jun	Corporate Social Responsibility	1	Download	Submit Assignment	Not Submitted	3	
4	2016	Jun	Information Systems for Managers	1	Download	Submit Assignment	Not Submitted	3	
5	2016	Jun	Management Theory and Practice	1	Download	Submit Assignment	Not Submitted	3	
6	2016	Jun	Organisational Behaviour	1	Download	Submit Assignment	Not Submitted	3	

Or View of Assignment Home Page





- (b) Displays the student's current semester subjects (For students who are newly enrolled to a semester but also have failed/ANS subject/s of previous semester)

Assignments (9) [Download Assignment Guidelines](#) | [View Previous Session Submissions](#)

Current Sem Subjects Assignments: (5 Assignments Submission Pending)

Sr. No.	Exam Year	Exam Month	Subject	Sem	Assignment Question File	Click to Submit Assignment	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2016	Jun	Business Law	2	Download	Review Submitted Assignment	Submitted	2	10-Feb-2016 13:25
2	2016	Jun	Business Statistics	2	Download	Submit Assignment	Not Submitted	3	
3	2016	Jun	Essentials of HRM	2	Download	Submit Assignment	Not Submitted	3	
4	2016	Jun	Financial Accounting & Analysis	2	Download	Submit Assignment	Not Submitted	3	
5	2016	Jun	Marketing Management	2	Download	Submit Assignment	Not Submitted	3	
6	2016	Jun	Strategic Management	2	Download	Submit Assignment	Not Submitted	3	

ANS/Failed Subjects Assignments : (2 Assignments Submission Pending)

Sr. No.	Exam Year	Exam Month	Subject	Sem	Assignment Question File	Click to Submit Assignment	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2016	Apr	Business Economics	1	Download	Review Submitted Assignment	Submitted	2	10-Feb-2016 13:25
2	2016	Apr	Information Systems for Managers	1	Download	Submit Assignment	Not Submitted	3	
3	2016	Apr	Management Theory and Practice	1	Download	Submit Assignment	Not Submitted	3	

Screen displays:

Student to Download:

Internal Assignment Preparation & submission Guidelines and Steps for Assignment Submission

Current Semester Subjects: Displays list of subjects applicable for current semester – Pls. check the last date & time of assignment submission for the applicable exam cycle.

Previous Semester: Assignment not submitted (ANS) or Failed subjects: For students who want to submit the assignment for failed subject/s (Pls. check the QP applicable for the respective exam) – Pls. check the last date & time of assignment submission for the applicable exam cycle.

To Download Question Paper File: → Click Download

To Submit Assignment: → Click Submit Assignment

Status: → Not Submitted / Submitted (after submission)

Steps to Submit Internal Assignment

Business Law

Time left to submit Assignment

DAYS 2 HOURS 18 MINUTES 33 SECONDS 50

Status: Not Submitted

Max Attempts Permitted
3

Attempts Used
0

Submission Start Date & Time
11-Mar-2015 11:00

Submission End Date & Time
11-Mar-2015 16:15

Assignment Question File
[Download](#)

Note: The file size should not exceed 5MB.
Please attach your answer file in .pdf format

No file chosen

Timer: is displayed as per the deadline remaining (applicable for the exam cycle)

No. of Attempts Permitted & Used: is displayed

Assignment Start & End Date / Time: is displayed

Download Assignment QP file: even from here student can download assignment question file

Steps to convert word document to PDF is given for student's reference: Click on link

Assignment file size must be less than 5MB & **only in PDF format** & Virus Free.

Attach the Assignment Submission file : choose the file prepared

After attaching the respective subject assignment file:

Student to confirm ALL the below Check Points: *else the submission won't happen

Max Attempts Permitted
3

Attempts Used
0

Submission Start Date & Time
17-Aug-2015 17:00



Submission End Date & Time
04-Nov-2015 18:00

Assignment Question File
[Download](#)

Note: The file size should not exceed 5MB.
Please do not refresh screen after submitting assignment, as it will consume additional attempt

Please use Chrome to avoid any Browser compatibility issue.

Please attach your answer file in .pdf format

How to convert word file  into pdf  file?

No file chosen

Please confirm below check points before you submit assignment:

- Selected subject assignment file is attached
- Attached file contains only the selected subject assignment
- Attached file size is below 5MB
- Attached file is virus free
- I have read the Internal Assignment Guidelines
- I have prepared Assignment & not copied
- I want to proceed to submit the attached file

Click on **Submit Assignment**

You will see the Dialogue Box confirming are you sure?

(Top Center)

Click OK

Do not refresh the screen & allow the submission to complete. If refreshed an additional submission attempt gets exhausted. Pls. be cautious.

This is your attempt number 1. Are you sure you want to submit assignment?

OK Cancel

Status: Not Submitted

Max Attempts Permitted
3

Attempts Used
0

Submission Start Date & Time
11-Mar-2015 11:00

Submission End Date & Time
15-Mar-2015 16:15

Assignment Question File
[Download](#)

Note: The file size should not exceed 5MB.
Please attach your answer file in .pdf format

Choose File | Internal Assignment P...delines-June2015.pdf

Please confirm below check points before you submit assignment:

- Selected subject assignment file is attached
- Attached file contains only the selected subject assignment
- Attached file size is below 5MB
- Attached file is virus free
- I have read the Internal Assignment Guidelines
- I have prepared Assignment & not copied
- I want to proceed to submit the attached file

Submit Assignment Back to List

Check the complete Preview of Submitted File: (Check Top center screen Msg.) (Attempt 1 exhausted)

*Keep the Print screen for records

Business Law

Files Uploaded successfully. Please cross verify the Preview of the uploaded assignment file. Take Printscreens for your records. Attempt 1 Exhausted.
Incase of incorrect/incomplete file: you can use the remaining attempts and be cautious while resubmitting the assignment file.

Time left to submit Assignment

DAYS 1 HOURS 5 MINUTES 7 SECONDS 28

Status: Submitted

Max Attempts Permitted
3

Attempts Used
1

Submission Start Date & Time
11-Mar-2015 11:00


Submission End Date & Time
15-Mar-2015 16:15

Assignment Question File
[Download](#)

Note: The file size should not exceed 5MB.
Please attach your answer file in .pdf format

Choose File | No file chosen

Preview of Submitted File

 **NMIMS GLOBAL ACCESS
SCHOOL FOR
CONTINUING EDUCATION**

**Internal Assignment Preparation and Submission Guidelines
for June – 2015 Exams**

- **Internal Assignment has 30% credence.** Internal Assignment submission is a pre-requisite and every student has to first submit the assignment on or before the last date of declared by NGA-SCE. Only subject/s wherein assignment is submitted, student will be allowed to register and appear for the scheduled term end examination.
- **Students need to submit Internal Assignments through Student Zone using the Assignment Submission Module.** (No assignment received by hardcopy or via email will be accepted).
- **Internal Assignment Questions are uploaded under each respective subject link applicable for the June 2015 Exam cycle.** Student need to download the assignment question file and accordingly prepare and submit the assignment answer file on or before the

Attempts Used
1

Submission Start Date & Time
11-Mar-2015 11:00

Submission End Date & Time
15-Mar-2015 16:15

Assignment Question File
[Download](#)

Note: The file size should not exceed 5MB.
Please attach your answer file in .pdf format

Choose File | No file chosen

Please confirm below check points before you submit assignment:

- Selected subject assignment file is attached
- Attached file contains only the selected subject assignment
- Attached file size is below 5MB
- Attached file is virus free
- I have read the Internal Assignment Guidelines
- I have prepared Assignment & not copied
- I want to proceed to submit the attached file

[Re-Submit Assignment](#) [Back to List](#)

- Students need to submit Internal Assignments through Student Zone using the Assignment Submission Module. (No assignment received by hardcopy or via email will be accepted).
- Internal Assignment Questions are uploaded under each respective subject link applicable for the June 2015 Exam cycle. Student need to download the assignment question file and accordingly prepare and submit the assignment answer file on or before the last date announced by the University.
- Students should use simple and good English while writing the answers of the assignment.
- Internal Assignment needs to be typed. Do not attach handwritten/ scanned image files/ documents, if attached such assignment submission will be graded zero. Fonts like Times New Roman, Arial and Font Size 12 is recommended to be used for professional appearance.
- Answer to each assignment question is to be explained in not more than 1500 words.
- Maximum permitted assignment file size should not exceed 5MB. Images, pictures, flow chart can be used to explain the answer wherever applicable. Avoid use of high resolution pictures/images.
- The Internal Assignment should be submitted in PDF format only. No other formats will be accepted by the module.
- Students must ensure there is proper net connectivity while uploading assignments. No network disruption /power failure issues faced at the student's side will be considered.

Click on **Back to List**: Goes to Home Page

Home Page – View

Assignments (7)

[Download Assignment Guidelines](#) Please view Jun-2015 Examination Internal Assignment Preparation Guidelines and go through it thoroughly before preparation and submission.
Last Date of Internal Assignment Submission for June, 2015 Examination is 29th April, 2015 before 4.00p.m.

Current Sem Subjects Assignments: (5 Assignments Submission Pending)

Sr. No.	Exam Year	Exam Month	Subject	Sem	Assignment Question File	Click to Submit Assignment	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2015	Jun	Business Law	2	Download	Review Submitted Assignment	Submitted	2	14-Mar-2015 11:07
2	2015	Jun	Business Statistics	2	Download	Submit Assignment	Not Submitted	3	
3	2015	Jun	Essentials of HRM	2	Download	Submit Assignment	Not Submitted	3	
4	2015	Jun	Financial Accounting & Analysis	2	Download	Submit Assignment	Not Submitted	3	
5	2015	Jun	Marketing Management	2	Download	Submit Assignment	Not Submitted	3	
6	2015	Jun	Strategic Management	2	Download	Submit Assignment	Not Submitted	3	

Status: **Displays Submitted (on submission)**

Submission Attempts left: 2

Student Assignment Submitted Date & Time: Captured

After each complete submission, an auto-generated email is sent to the registered Email ID of the student

* The same process is to be continued for next subject assignment submission.

** In case of any further doubt/query regarding Examination mail at: ngasce.exams@nmims.edu and pls. mention your student number in all communication with the institute.