



International Institute of Health Sciences	Policy number	IIHS/ AC/08
	Effective date	1 February 2013
Subject Policy on Assignment Distribution and Submission	Page	1 of 1
	Revision No:	02
	Date of Issue:	01 January 2015

Objectives: Steam line assignment submission in order to track documents and ensure student understanding of guidelines.

1. Assignment Distribution

- a) The course coordinator (the lecturer who conducts the course) should forward the assignment topic, guidelines and the rubric to the Academic Administration Department one week before the commencement of a particular course.
- b) The course coordinator should forward the activity plan for a particular course along with assignment topic.
- c) All the assignments should be uploaded in VLE.

2. Assignment Submission

- a) Written assignments should be submitted with the cover page format relevant to the academic study programme.
- b) Assignments should be type set. Headings in font size 12, body font size 12, spacing 1.5, left hand aligned 1" margins, and using Times New Roman, Arial or Calibri font (Please refer the APA/Harvard style in VLE-ODL page).
- c) The assignment submission date should be after one week of completion of lectures.
- d) The assignments should be forwarded to the modular coordinator copying to the Academic Administration Department via email.

Important: Please note that from January 2015 onward hard copies of the written assignments will not be accepted.

- e) A fee of Rs.2500 will be charged for late submissions and for repeat research submissions a fee of Rs.5000 will be charged.
- f) A late submission is accepted only till one week after the due date and still if the assignment is not submitted zero marks will be awarded to the assignment.

Guidelines for the Course Coordinator

- a) Students should be clearly informed of the assignment and the evaluation criteria.
- b) The course coordinator should mark all the assignments, enter the marks to marks sheet and forward to the Academic Administration Department.
- c) The course coordinators are encouraged to give feedback to students on assignment performance.

Guidelines for the Academic Administration Department

- a) The duly received assignment topics and rubrics should be distributed students and uploaded in VLE.
- b) Get the assignment submission list from the course coordinator and forward the assignments for printing.
- c) The printed copies should be entered to the Assignments & Exam Paper Issuing Book and issue to the course coordinator for marking.
- d) Inform the Finance Department about the penalty fees (for late submissions).