# Detailed Information about February 2021 Assessment
## (For AIMA-AMU PhD Foundation Programme)

**Structure of the Case based Assignment:**

One Case based Assignment per subject would be given as per the following criteria:

- ➢ The assignment would have 2 small cases with 2-3 questions to be answered by the students.

- ➢ The cases would deal with the applicability of the concepts and would require students to understand the situation for answering the questions

- ➢ The student may refer to the Text/Reference Book or any other appropriate resource to understand the concept and answer the questions. This is in-line with the UGC's guidelines of Open-Book assessment

- ➢ Each Assignment would carry 100 marks

**How to attempt the February 2021 Case based Assignment:**

- ➢ As done every time, all the students are required to register themselves for the examination by mentioning the subjects which they want to appear for. This can be done through the Student Portal.

- ➢ All the registered students would be given the case based assignments through their registered e-mail ids as per the Date-Sheet for the conduct of the assessment. (Please refer the website for the Date-Sheet)

- ➤ The time slot to complete the assignment and submit the same would be **from 10 AM to 8 PM**

- ➤ The assignments would be made available to the student by **10:30 AM** and the answer-sheet must be submitted by the student by **8:00 PM.** Answer-Sheets received after the stipulated time would not be considered for the evaluation

- ➤ Student can write their answers on a word file or alternatively they can write on the paper and can send the scanned copy of the same in a single pdf file. No multiple jpeg files should be sent.

- ➤ Students are required to upload answer script using their Student Portal.

- ➤ Steps to upload the answer script on to the student portal are given below:

  - • Login to the student portal using your credentials
  - • Locate and click on the "**Term-End Examination**" tab
  - • Fill the Date, Subject and Subject code in the given column
  - • Click on the Browse button to select your file to be uploaded and then click on submit button to upload the answer script
  - • Please note that you can upload your file in word format or PDF format. Also the maximum size of file should not exceed by **5 MB** i.e. you would not be able to upload the file of more than 5 MB size.

- ➤ The assignment file should be named as per the given nomenclature: **Subject Code_Registration No of the Student_Name of the Student e.g.: DGM03_D41901346_Rupali Ganguly**

## How to mark your attendance on the Online Attendance Sheet:

- ➢ It is mandatory to mark the attendance in the Online Attendance Sheet for all the students appearing in the Term-End Assessment.
- ➢ The student who miss to mark his/her attendance in the Online Attendance Sheet would be deemed **ABSENT** for that particular assessment.

- ➢ The examination team while sharing the case based assignments on the registered email id of the student, would also share a **Google Form Link (Online Attendance Sheet)** to be used to mark the attendance by the students

- ➢ The Google Form Link (Online Attendance Sheet) would be active to record the entries from **12:30 AM to 6:30 PM**

- ➢ All the students appearing in the examination are required to mark their attendance by clicking on the link and filling the required entries.