



INTERNAL ASSIGNMENT SUBMISSIONS FOR SMUDE

In EduNxt



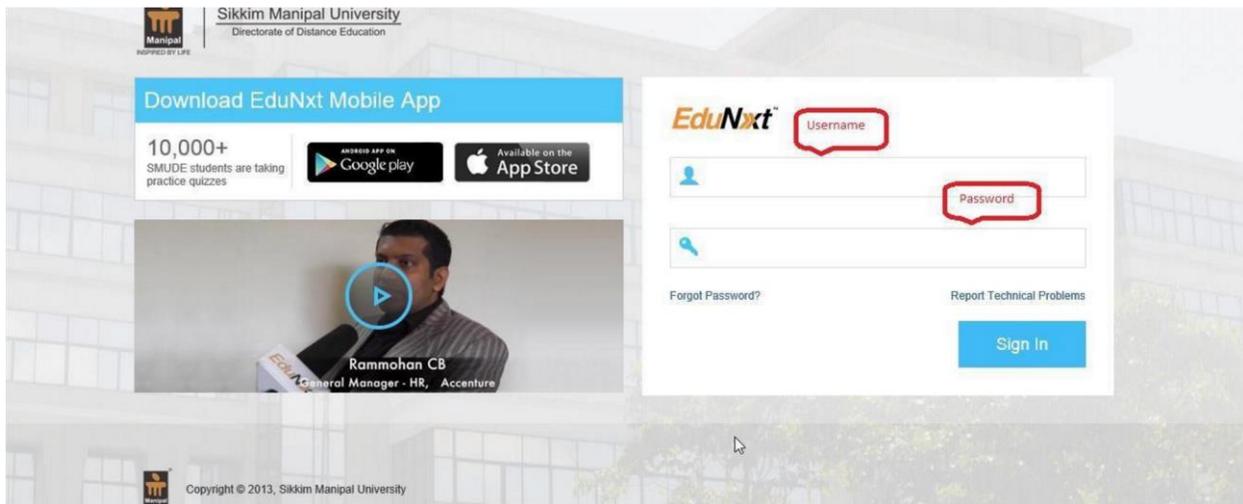
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IA Submission to University -Process Manual

The University is pleased to announce, that, for examinations to be held effective, April/May2013, as a prior requirement, students already enrolled with the University in its various Programs, will be required to submit assignments by uploading the same onto the EduNxt portal, for evaluation by the University's pool of approved evaluators, including SMUDE Central faculty. All students are hereby directed to comply with this change in form of evaluation and upload their Assignments on time as per accompanying Template and Guidelines.

Step 1: EduNxt portal will continue to remain the base enabler for the students to get their assignment questions, however, now, it will also additionally enable them to submit their answers for assignment question. For that, first and foremost, students need to sign in EduNxt portal using their username and secret password. Refer the following screen of EduNxt portal @ <http://edunxt.smude.edu.in>



Step 2: The following page would become visible upon successful signing in to the EduNxt portal. Students are required to click 'Upload IA' to proceed further and to view instructions and list of Subjects for uploading the answers of assignments.



Step 3: On clicking **Upload IA**, you will see the following options:

Click the **Question paper download** option for downloading the IA question paper. Once you prepare the IA answer (following the given instruction), click the **Upload** button to upload the Answer document.

Internal Assignments

Please read the below instructions carefully before proceeding further:

1. Completed assignments must be typed and formatted neatly and soft copies should be uploaded on or before the submission cut-off date.
2. Follow assignment format and complete all the details for each assignment individually. Ensure that you answer all questions according to the marks allocated (not more than 400 words for a 10-mark question and not more than 200 words for a five-mark question). The total page limit shall not exceed 12 pages of A-4 size. Please [Click here](#) to see the sample answer sheet template.
3. Assignment submissions are accepted only in .doc or.docx formats. Assignments not adhering to the template will not be considered for evaluation.
4. Please finalize your response for an assignment before submission. Only ONE submission is allowed per assignment set. Multiple submissions are not allowed. Late submissions will NOT be accepted.
5. Please restrict the assignment document size to <700 KB. Avoid inserting images of very high resolution into the document to remain within the size limit. Assignment response document should NOT contain colour images, highlighting of text content.
6. Please ensure you provide a valid email id and mobile number to receive confirmation message on successful submission.
7. Content that has been directly copied from the Internet and Assignments that have been copied and shared among students will be automatically rejected and disqualified.
8. In case the file format has been corrupted due to any reason, you will be informed.Please keep a copy of your assignment.
9. If your assignment submission file is on pen drive, Please copy the files to system local drive and then upload IA.

201308-Semester I-MB0038- Management Process and Organization Behaviour-DE

End Date: 06-12-2013 23:59:59 [Question Paper Download](#) **Subject Name** [Upload](#)

Annotations: "Assignment question to download" points to the Question Paper Download link. "To upload the assignment click here" points to the Upload button.

Step 4: In this new page students need to verify the Subject once again and ensure that the upload is initiated for the correct subject only. After ensuring that the subject is correct one needs to enter latest Email Id and Mobile number details. These email Ids will receive the token number acknowledging the receipt of assignment answers.

Upload Confirmation

- 1 Subject: 201308-Semester I-MB0038- Management Process and Organization Behaviour-DE
- 2 Assignment Name: MB0038- Assignment - Fall 2013
- 3 Email ID: ranjani.shastri@manipalglobal.com [\(Update \)](#)
- 4 Mobile Number: 9889400998 [\(Update \)](#)

5 TERMS & CONDITIONS:

Please read the below instructions carefully before proceeding further:

1. Completed assignments must be typed and formatted neatly and soft copies should be uploaded on or before the submission cut-off date.
2. Follow assignment format and complete all the details for each assignment individually. Ensure that you answer all questions according to the marks allocated (not more than 400 words for a 10-mark question and not more than 200 words for a five-mark question). The total page limit shall not exceed 12 pages of A-4 size. Please [Click here](#) to see the sample answer sheet template.
3. Assignment submissions are accepted only in .doc or.docx formats. Assignments not adhering to the template will not be considered for evaluation.
4. Please finalize your response for an assignment before submission. Only ONE submission is allowed per assignment set. Multiple submissions are not allowed. Late submissions will NOT be accepted.
5. Please restrict the assignment document size to <700 KB. Avoid inserting images of very high resolution into the document to remain within the size limit. Assignment response document should NOT contain colour images, highlighting of text content.
6. Please ensure you provide a valid email id and mobile number to receive confirmation message on successful submission.
7. Content that has been directly copied from the Internet and Assignments that have been copied and shared among students will be automatically rejected and disqualified.
8. In case the file format has been corrupted due to any reason, you will be informed.Please keep a copy of your assignment.
9. If your assignment submission file is on pen drive, Please copy the files to system local drive and then upload IA.

6 I accept the above terms and conditions

7 [Confirm & Upload](#) [Go Back](#) 8

In addition, one also needs to click the check box 'I accept the above Terms and Conditions' after ensuring 100% compliance of these points. Once, the student (a) ensures the correctness of subject (b) enters latest email address and mobile phone numbers and (c) ensures complete adherence of all the instructions the button 'Confirm and Upload' is to be clicked.

Step 5: Now, the following new page will emerge:

The students are required to make choice for typed or scanned copy of assignments and use the 'Choose File' button and select the correct file (.doc or .docx or .pdf) containing the answers, complying completely all the instructions, of assignment questions

Upload File

Roll No: 1205000672

Subject code: BCC303

Choose Submission Type:

I am uploading typed word document(doc,docx) for my submission

I am uploading handwritten scan copy(.pdf) for my submission

No file chosen

TERMS & CONDITIONS:

Please read the below instructions carefully before proceeding further:

1. Please DO NOT refresh this page while submitting the assignment.
2. Only ONE submission is allowed per assignment set. Multiple submissions are not allowed due to administrative reasons.
3. Please finalize your response for an assignment set before submission. Assignment response once submitted cannot be changed.
4. The number of pages in the document should NOT exceed 12 pages.
5. Please restrict the assignment document size to <700 KB.
6. Please avoid inserting images of very high resolution into the document to remain within the size limit.
7. For Handwritten scanned copies, submissions are accepted only in pdf (.pdf) format.

I accept the above terms and conditions

After confirming that the correct file is selected, the student needs to press the 'Submit Assignment' button. Detailed description of scanning the handwritten assignments and converting them to PDF file for uploading as PDF is mentioned in the end of this document.

Step 6: On successful submission, the following screen would appear indicating the submission details with the token number.

Assignment submitted successfully

Token Number : 219502F3-2DDF-4C89-8388-D08EB9580D24

Subject MB0038

Assignment MB0038- Assignment - Fall 2013

submitted on 19-11-2013 19:32:38

Internal Assignments

Please read the below instructions carefully before proceeding further:

1. Completed assignments must be typed and formatted neatly and soft copies should be uploaded on or before the submission cut-off date.
2. Follow assignment format and complete all the details for each assignment individually. Ensure that you answer all questions according to the marks allocated (not more than 400 words for a 10-mark question and not more than 200 words for a five-mark question). The total page limit shall not exceed 12 pages of A-4 size. Please [Click here](#) to see the sample answer sheet template.
3. Assignment submissions are accepted only in .doc or.docx formats. Assignments not adhering to the template will not be considered for evaluation.
4. Please finalize your response for an assignment before submission. Only ONE submission is allowed per assignment set. Multiple submissions are not allowed. Late submissions will NOT be accepted.
5. Please restrict the assignment document size to <700 KB. Avoid inserting images of very high resolution into the document to remain within the size limit. Assignment response document should NOT contain colour images, highlighting of text content.
6. Please ensure you provide a valid email id and mobile number to receive confirmation message on successful submission.
7. Content that has been directly copied from the Internet and Assignments that have been copied and shared among students will be automatically rejected and disqualified.
8. In case the file format has been corrupted due to any reason, you will be informed.Please keep a copy of your assignment.
9. If your assignment submission file is on pen drive, Please copy the files to system local drive and then upload IA.

201308-Semester I-MB0038- Management Process and Organization Behaviour-DE

End Date: 06-12-2013 23:59:59 [Question Paper Download](#)

Token Number:
219502F3-2DDF-4C89-8388-D08EB9580D24
19-11-2013 19:32:38

Instructions for uploading internal assignments

1. Completed assignments must be typed (or handwritten) and formatted neatly and soft copies should be uploaded on or **before end date.**
2. You may download the question paper by clicking on the question paper link provided on EduNxt portal.
3. Ensure that you answer all questions according to the marks allocated (not more than 400 words for a 10-mark question and not more than 200 words for a five-mark question). The total page limit shall not exceed 12 pages of A-4 size. Students are advised to check their Assignments thoroughly before uploading the same, as Only **ONE** submission will be considered and evaluated. Multiple submissions are not allowed.
4. Please restrict the assignment document for both typed and handwritten size to <700 KB.
5. Please avoid inserting images of very high resolution into the document to prevent exceeding the size limit.
6. Assignment submissions for typed documents are accepted in .doc or .docx formats. **There is no need for any specific nomenclature of the file containing assignment.**
7. **Assignment submissions for handwritten copies are now accepted in .pdf formats.**
Detailed description of scanning the handwritten assignments and converting them to PDF file for uploading is mentioned in the end of this document.
8. **Uploading should be done on EduNxt portal. Only those assignment copies uploaded on EduNxt will be considered for evaluation. No hard copies will be accepted. Please do not courier hard/soft copies of your assignments either.**
9. Please ensure you provide a valid email id and mobile number to receive confirmation message on successful submission.
10. Consult the Helpdesk if you have any problems in submitting the assignments.
11. Content that has been directly copied from the Internet will NOT be accepted.
12. Assignments that have been copied and shared among students will be automatically rejected and liable for disqualification.
13. Late submissions will NOT be accepted.
14. Follow assignment format and complete all the details for each assignment individually.

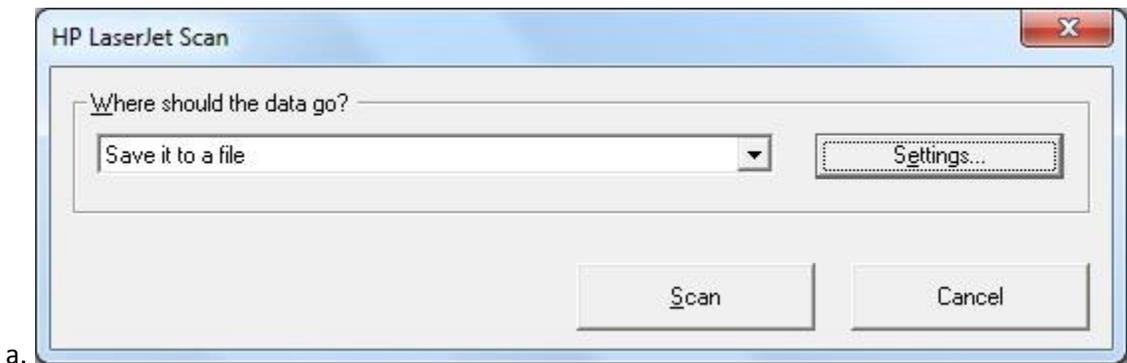
Handwritten answer sheet submissions

Following are the detailed instructions for converting How to convert handwritten answer sheet to scanned copy for submission in PDF format

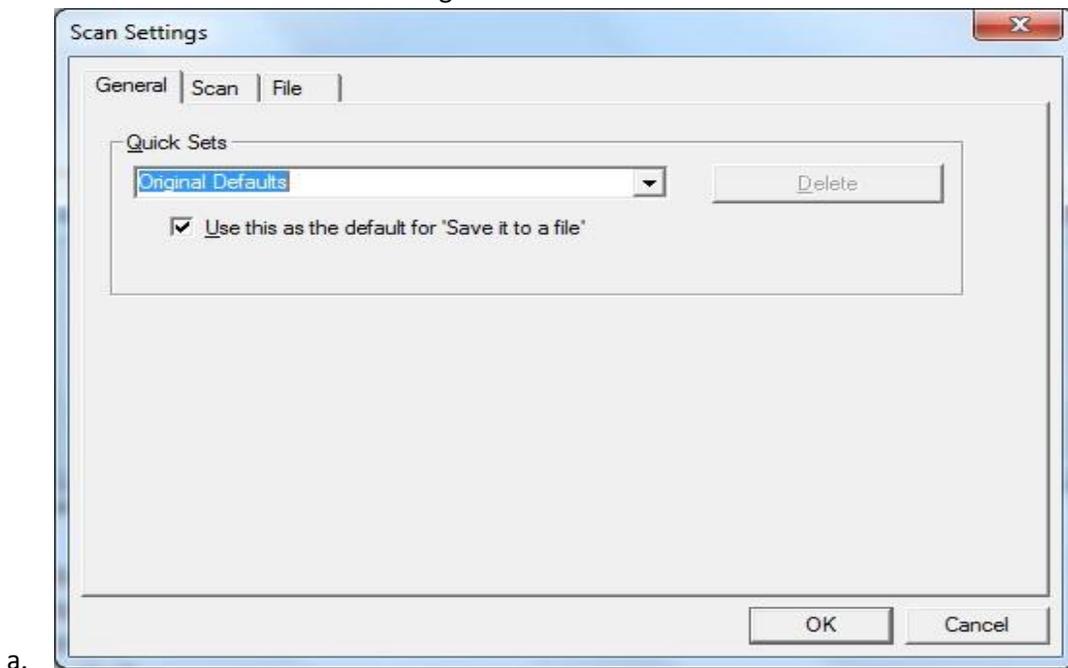
Please note that Assignments needs to be handwritten using **BLACK Ball Point Pen only** before they are scanned.

However, the below provided screenshots may differ as per the scanner make and model. These steps are only indicative of the process to scan and convert the final scanned images into .pdf (Adobe Acrobat) files.

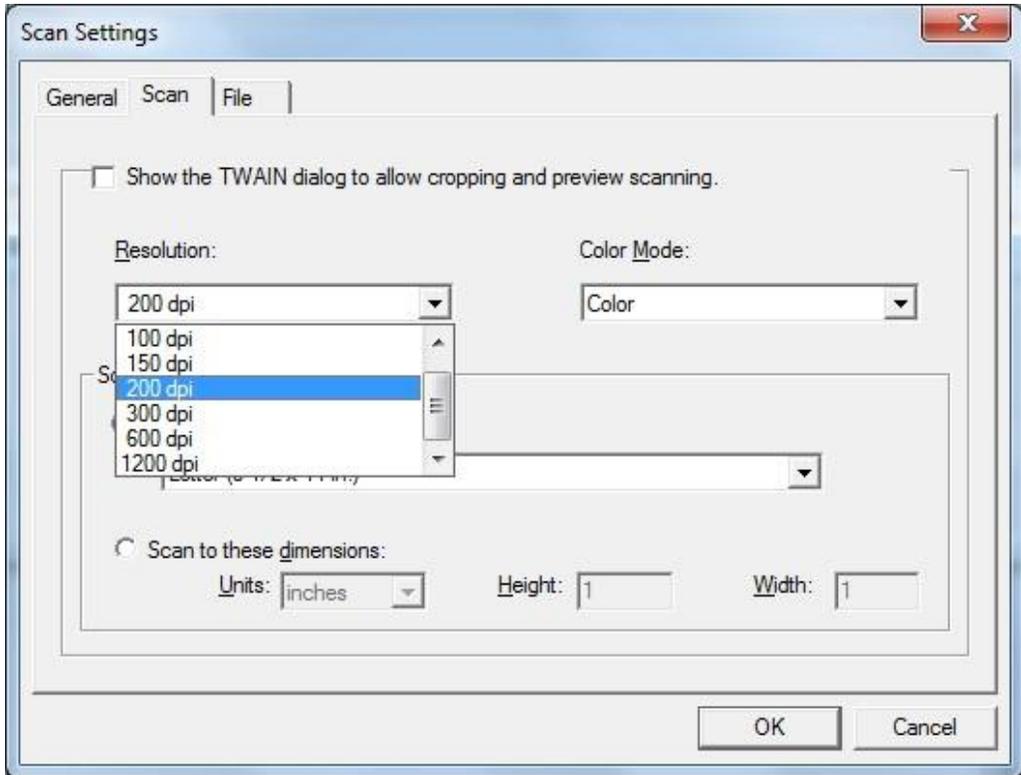
1. Place the handwritten assignment paper in the scanner and close the lid.
2. Open Scanner software installed.



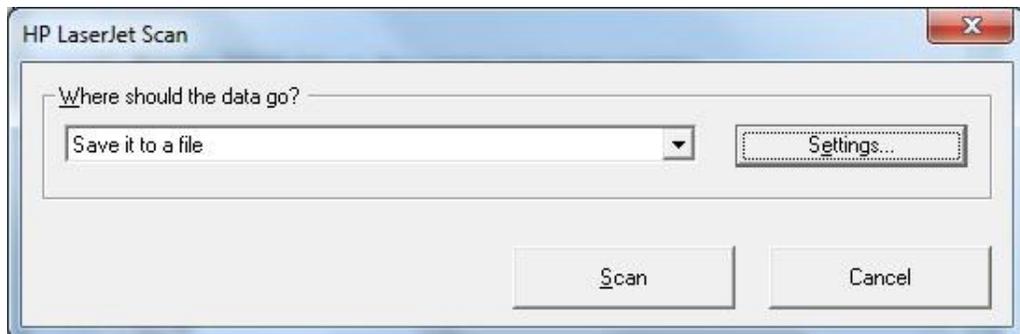
3. Chose 'Save it to file' and Click on 'Settings...'



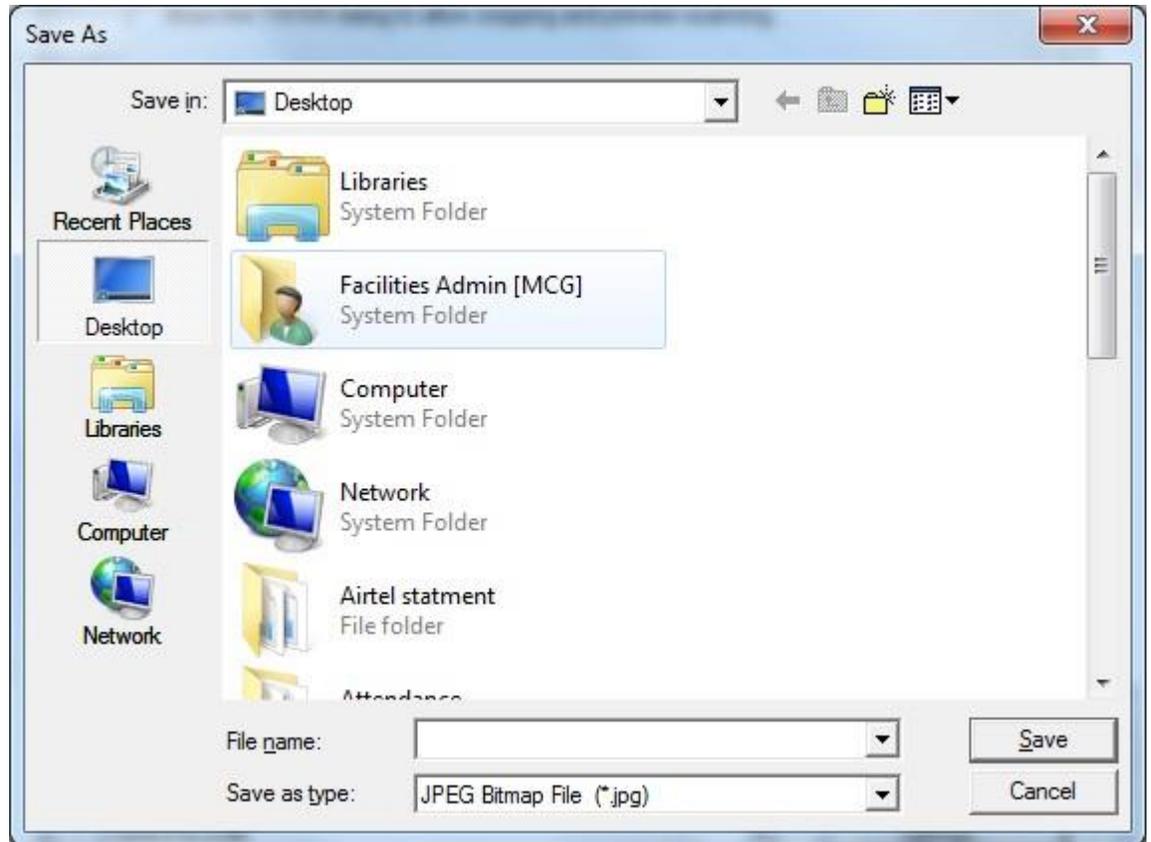
4. Choose 'Scan' tab and make sure to choose following settings before clicking 'OK'
 - a. 'Resolution' as 300dpi (**NOT BELOW 200 dpi**)
 - b. Color Mode as 'Grayscale',
 - c. Scan size as 'A4'



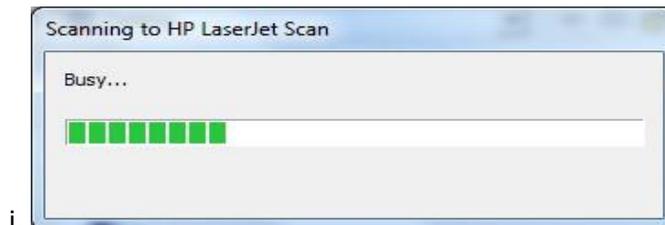
5. Same Screen as in Step1 will be shown



6. Click on Scan and Choose preferred path to save scanned file as **JPEG format** along with Filename



7. Scanning will Start



8. After Completion, file location will be opened as provided in Step 6 above, to view the scanned file.
9. Open MS Word
10. Copy the Scanned JPEG files in new document. Please note that each scanned image needs to be copied on whole single page and total count of pages should be equal to or less than 12 pages (else pages beyond 12th page will be truncated while uploading and will not be sent for evaluation).
11. Click on File>Save As and select **.pdf** as '**Save As Type**' before providing file name and Click Save.

Document will be saved as pdf ready to be uploaded as Handwritten PDF.

Please make sure that file size of final pdf file **should be less than or equal to 700KB.**