FAIRFIELD Institute of Management & Technology

(Affiliated to GGSIP University, New Delhi)

ISO 9001:2008 & 14001:2004
NAAC ACCREDITED

'A' Grade Institute by DHE, Govt. of NCT Delhi, Affiliated to GGSIP University Delhi and Approved by Bar Council of India & NCTE

GUIDELINES FOR ASSIGNMENT SUBMISSION

This is to inform all the students of FIMT that with COVID-19 spreading to more regions, state governments are closing down schools, colleges, educational institutions as a precautionary measuring against the disease.

In the wake of this emergency situation, Fairfield Institute of Management and Technology is trying to give every possible resource from its end to you. Therefore, the assignment submission will be **Online** and students are directed to follow the below mentioned guidelines:

1. The Front Page of assignment should be as per the format provided on **FIMT website**.
2. All the students are required to use uniform font and format i.e., **Times New Roman** in **Size 12** and **1.5 spacing**.
3. Assignment should be of **Minimum 6 pages** and **Maximum 10 pages** excluding front page. Students must note that only a **single PDF file** covering the Topic (Including Front page and Conclusion) should be uploaded. **Multiple PDF File** will neither be accepted nor be uploaded.
4. Students are directed to follow the following steps for the submission of assignment:
    I. Go to FIMT website **http://www.fimt-ggsipu.org**
    II. Login to Student Portal using provided username and password which is your Enrolment No. and which can be changed according to your Convenience.
    III. Go to the tab "**Upload Assignment**".
    IV. Upload the assignments in **PDF form** only subject wise as mentioned there.
5. Assignment should be submitted in pdf form only. No other format i.e. JPEG, jpg, docx etc will be accepted.
6. Students can submit their assignments from **18th April 2020 – 30th April 2020**.
7. Students must ensure that all the assignments irrespective of the number of subjects should be uploaded. Upon successful upload of all the assignments they will receive a system generated Receipt (**By Pressing the Confirmation tab**) which will only become active upon successful upload of all the assignment. The Receipt should be retained by the student and will have to be produced on demand before the concerned authority.
8. The Submission Tab of Assignment will be disabled on **30th April 2020 midnight**. Any Assignment Submitted after **30th April 2020** will neither be uploaded nor will be received in Soft or Hard Copy.
9. Assignment should not be copy pasted as plagiarism will be checked.
10. Once the assignment has been uploaded no correction or alteration can be made thereafter. So, kindly be careful while uploading the assignments.

STAY SAFE, STAY INDOORS, STAY HEALTHY