

## GUIDELINES FOR ASSIGNMENT SUBMISSION

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. Assignment should be of **Minimum 6 pages** and **Maximum 10 pages** excluding front page. Students must note that only a **single PDF file (Max. 1MB size)** covering the Topic should be uploaded. Do not upload **Multiple PDF File**.
3. Assignment should be **hand written** in students own handwriting, they must click the picture of the assignment and convert it into **PDF Format (Max. 1MB size)**. No other format i.e. JPEG, jpg, docx etc will be accepted.
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 (Enrolment No.) and password (Enrolment No.) which can be changed according to your Convenience.
  - III. Go to the tab "**Upload Assignment**". (Max. 1MB size)
  - IV. Upload the assignments in **PDF form** only subject wise as mentioned there.
5. Students can submit their assignments after getting it evaluated from respective faculties on the day of their presentation i.e. evaluated file to be uploaded from **03<sup>rd</sup> October 2023 (Tuesday)** till **18<sup>th</sup> December 2023 (Monday)**.
6. 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.
7. The Submission Tab of Assignment will be disabled on **18<sup>th</sup> December 2023 (Monday) Midnight 12am**. Any Assignment Submitted after that will neither be uploaded nor will be received in Soft or Hard Copy.
8. Assignment will be checked for plagiarism.
9. Once the assignment has been uploaded no correction or alteration can be made thereafter. So, kindly be careful while uploading the assignments.



25/9/2023  
DIRECTOR



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