

Dear Learners,

**Download Assignments from the below given link:**

<https://www.ignou.ac.in/studentService/download/assignments>

**Download Study Material from the below given link:**

<https://egyankosh.ac.in/handle/123456789/78830>

### **Instructions for Submission of TMA**

**Following instruction are to be carefully followed before writing the assignments:**

1. Use A4 size ruled / white paper for your response and tie all the pages carefully. Allow a four cm margin on the left and **leave some space between each answer**. This will facilitate the evaluator to write useful comments in the margin at appropriate places.
2. *Answers should be in your own handwriting using blue or black pen.* Do not print or type the answers. Do not copy your answers from the study material sent to you by the University.
3. Photocopy of Answer book should be retained by the student
4. **Photocopy of Identity Card and Latest Question Paper must be attached with the assignment.**
5. **Assignment must be stitched with thread separately**
6. **Stapled / Channeled file assignment will not be accepted.**
7. Mentioned the page nos. clearly in the assignment
8. In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.
9. Attach only one "**Acknowledgment Receipt Copy (Revised)**" for all the assignments. Get back the acknowledgement receipt signed by Study Centre personnel while submitting your assignments.

The Coordinator has the right to reject the assignments received after the due date. Therefore, the students are advised to submit the assignments before the due date. Late submission of assignment will not be accepted.

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### **The Assignment must have the following details:**

- 1) Enrolment Number:
- 2) Name
- 3) **Programme Code: MBA**
- 4) Course Title & Course Code:
- 5) Assignment Code Number: **MMPC001/TMA/2025-26**
- 6) Date of submission:
- 7) Signature: