

## Submission of Assignment/ Reports after due date/ backlog

- 1) Candidates failing to submit their assignments/ reports as per the schedule can submit their assignments/ reports during the special online window created before each online semester examination. The special window will be available in the month of March and September before the online examinations scheduled in the month of April and October, respectively.
- 2) Such special windows will be available during 21 – 31 March for the batches having their online examination in the month of April and 21 – 30 September for the batches having their online examination in the month of October. There may be slight change in the schedule which candidates will be informed through WhatsApp or registered email Id.
- 3) There will not be any late fee applicable for candidates availing such window during their active enrollment for the program. Which means that if a candidate is not able to clear the assignment/online examination in the first semester, she/he will be provided with a change along with the second semester examination. Once a candidate has complete even the second semester, the late fee will be applicable for every backlog assignment or online examining.
- 4) So, if a candidate is enrolled for the period May 2021 – April 2022 (Registered through the window January 2021 – March 2021), anything being completed after April 2022 will be considered as backlog. Such candidates can avail backlog change by completing the due process and paying applicable fee.
- 5) However, a candidate availing such window as backlog, there will be a fee of Rs 100/- (Rupees One Hundred Only) applicable per assignment/ report. Which will have to be paid online as was done at the time of admission to the program.
- 6) Assignments/ reports will be considered for evaluation only after payment of applicable late fee through any mode of transaction (NEFT, IMPS, RTGS, Google pay, UPI payment etc.)
- 7) *Number of attempts available*

In total, a candidate will get three (03) additional chances to clear the assignments. These changes will be calculated on total applicable changes made available to the candidates in chronology rather than total changes availed by him/her.

**Note – This is applicable to all the candidates enrolled under the program.**