



**Shivaji University, Kolhapur**  
**Centre for Distance Education**  
**MBA (Executive/ Distance) 2020-2021**

**NOTIFICATION: ONLINE ASSIGNMENT SUBMISSION**

Dear students, as you all are aware that MBA assignments are to be submitted this semester but due to COVID-19 and the flood crises, it is not possible for the students to visit study centres and submit the hard copy of assignments. So, it is decided that, assignments can be submitted **online through email.**

Hence, all the students appeared for MBA SEM-I/II/III/IV examinations as well as the repeater students who have not submitted assignments in the previous semesters, have to submit it online through mails mentioned below as per the concerned study centres on or before **25<sup>th</sup> August, 2021.**

**Instructions regarding assignment submission online:**

1. Take photos of your assignments and convert it into a **PDF file** in a proper sequence with cover page.
2. As you have 8 subjects per semester, it is required to make 8 PDF files per subject with separate cover page. (Only SEM-IV students will have total 7 assignments)
3. While **renaming the PDF**, the name should have subject code and your correct Seat Number.  
E.g., Subject is 'Marketing Management' then PDF name will be 42419-10101 where, 42419 is subject code and 10101 is Seat No. (Check your hall ticket and get your seat number and check your contact session timetable, where you will get the subject codes)
4. When you complete 8 PDF files, it should be sent in only one mail. (Do not send 8 emails separately)
5. While sending mail, subject in the mail should be 'MBA SEM-I/II/III/IV Assignments -Seat No.'  
e.g., SEM-I student will write the subject as - '**MBA SEM-I Assignments-10012**'
6. Kindly note that, there **will not be any extension** in the date of submission. After the **GIVEN DEADLINE**, assignments will not be accepted.

7. Herewith mentioned all the email IDs of concerned study centres, make sure you have written **correct spellings of their email IDs** and confirm that it is sent through your sent box.
8. If anyone send it on wrong email IDs or with wrong seat number or late submission, we are not responsible for your any academic loss.
9. Please note that, the students who have already submitted their assignments at study centres are not required to send it again through online mode.

**Email IDs of Concerned Study centres for Assignment Submission**

Study Centre	Email ID
Centre for Distance Education, Shivaji University, Kolhapur (CDE)	<a href="mailto:cdeassignments21@gmail.com">cdeassignments21@gmail.com</a>
Vivekanand College, Kolhapur (VCK)	<a href="mailto:vckassignments20@gmail.com">vckassignments20@gmail.com</a>
Vasantdada Patil Institute of Management Studies & Research, Sangli (VPIMSR)	<a href="mailto:vpassignments20@gmail.com">vpassignments20@gmail.com</a>
Sadguru Gadage Maharaj, Karad (SGM)	<a href="mailto:sgmassignments20@gmail.com">sgmassignments20@gmail.com</a>
Shri Venkatesh Mahavidyalaya, Ichalkaranji	<a href="mailto:Kmahesh182@gmail.com">Kmahesh182@gmail.com</a>
Arts, Commerce & Science College, Palus	<a href="mailto:sprakashnikam@gmail.com">sprakashnikam@gmail.com</a>
Sadashivrao Mandlik Mahavidyalaya, Murgud, Tal- Kagal	<a href="mailto:mahadeobenake17@gmail.com">mahadeobenake17@gmail.com</a>

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**Centre for Distance Education**  
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**Sd/-**  
**Director**  
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