



IN SEMESTER INDIVIDUAL ASSIGNMENT

Module Code: BUSS-B 1001.1

Module Name: Oral and Written Communication

Level: 1

Max. Marks: 100

Instructions to Student

- **Deadline of submission:** 10/01/2021 23:59
- **The marks received on the assignment will be scaled down to the actual weightage of the assignment which is 50 marks**
- **Formative feedback on the complete assignment draft will be provided if the draft is submitted at least 10 days before the final submission date.**
- **Feedback after final evaluation will be provided by 17/01/2021**

Module Learning Outcomes

The following LOs are achieved by the student by completing the assignment successfully

1. Write effective business letters showing awareness of basic principles of business communication.
2. Evaluate and interpret qualitative and quantitative data; prepare reports.
3. Develop basic ICT and business-specific vocabulary, syntax and discourse functions.

Assignment Objective

Students will be able to write Business letters conveying different kinds of messages; prepare a Portfolio and submit it online which will in turn help in developing basic ICT skills.

Assignment Task

It is an online portfolio. Your Portfolio should consist of the following:

1. **Introduction of yourself** (about 200 words) – your name, specialization, why did you choose this course, what are your future plans and what did you learn in this module. Give a brief description of all the components of the portfolio.
2. Email conveying good news.
3. Email conveying bad news.
4. Summarizing exercises.

5. Worksheets and quizzes on Communication; Functions of Communication; Meeting; Oral Communication and Presentation; Report Writing etc.
6. Copy of online Questionnaire.
7. **Write a short paragraph about your reflections** on the challenges faced by you during the online sessions and what were your learning experiences in this semester (250 words).

Marks distribution

Sl. No.	Content	Marks
1.	Introduction of yourself	10
2.	Email conveying good news	10
3.	Email conveying bad news	10
4.	Summarizing exercises (3)	30
5.	Worksheets and quizzes	20
6.	Online Questionnaire	10
7.	Self reflections and your learning experiences in this semester	10
	Total	100

Guidelines:

The Portfolio must be computer typed.

- Font - Times New Roman
- Font – Style - Regular
- Font - Size - 12
- Heading should be with Font Size 14, Bold, Capital and Underline.

Important Policies to be followed

1. Student Academic Integrity Policy*:

MEC upholds the spirit of academic integrity in all forms of academic work and any form of violation of academic integrity shall invite severe penalty. Any benefit obtained by indulging in the act of violation of academic integrity shall be cancelled.

All cases of violation of academic integrity on the part of the student shall fall under any of the below mentioned categories:

1. Plagiarism
2. Malpractice
3. Ghost Writing
4. Collusion
5. Other cases

If the student fails a module and has a proven case of academic integrity violation in this module, the student is required to re-register the module. This is applicable to first and second offenders of plagiarism.

1. Plagiarism

A. First offence of plagiarism

- I. If a student is caught first time in an act of plagiarism during his/her course of study in any assignment other than project work, the student will be allowed to re-submit the assignment once, within a maximum period of one week. However, a penalty of deduction of 25% of the marks obtained for the resubmitted work will be imposed.
- II. Period of re-submission: The student will have to re-submit the work one week from the date he or she is advised to re-submit.
- III. If the re-submitted work is also found to be plagiarized, then that assessment will be awarded a zero mark. Re-submission of the work beyond the maximum period of one week will not be accepted and the assessment will be awarded a zero mark.

B. Second offence of plagiarism

If any student is caught second time in an act of plagiarism during his/her course of study (in a subsequent semester), the student will directly be awarded zero for the work in which plagiarism is detected. In such cases, the student will not be allowed to resubmit the work. A warning of suspension shall be issued, and student has to sign an undertaking and undergo counselling session in such cases.

2. Malpractice/Ghostwriting/Collusion

A. First offence of Malpractice/Ghostwriting/Collusion

If a student is caught in an act of Malpractice/Ghostwriting/Collusion for an assessment component irrespective of coursework or end semester, the student shall fail the module and shall be required to re-register the module

B. Second Offence of Malpractice/Ghostwriting/Collusion

If a student is caught a second time in an act of Malpractice/Ghostwriting/Collusion for an assessment component irrespective of coursework or end semester, the student shall fail the module. A warning of suspension shall be issued, and student has to sign an undertaking and undergo counselling session in such cases.

3. Third Offence of Academic Integrity Violation

If a student is caught a third time in an act of Academic Integrity Violation for an assessment component irrespective of coursework or end semester (in a subsequent semester), the student shall fail the module and also shall be suspended for one semester from the College, as recommended by institutional level academic committee, Chaired by the Associate Dean, Academic Affairs.

4. Fourth Offence of Academic Integrity Violation:

If a student is caught a fourth time in an act of Academic Integrity Violation for an assessment component irrespective of coursework or end semester (in a subsequent semester), the student shall fail the module and also shall be expelled from the College, as recommended by institutional level academic committee, Chaired by the Associate Dean, Academic Affairs.

5. Other cases

If a student commits an act of academic integrity violation as per the definition of “other cases” mentioned in the previous section or of a different nature, student’s case shall be forwarded to an institutional level academic committee, Chaired by the Associate Dean, Academic Affairs. The committee shall investigate the case by means of a viva and/or a disciplinary hearing and shall take appropriate decision. The penalty that can be granted to a proven case of academic integrity violation which falls in this category of “other cases” can be a warning/component zero/ module fail/suspension/expulsion depending on the nature and gravity of the offence.

6. Types/Variations of Cases:

- I. If plagiarism is detected in any component of one assessment, the deduction in marks will be applicable for the whole assessment, even if only the component or part submission alone needs to be resubmitted.

- II. If plagiarism is detected in a group assessment, all students of the group will be considered as having committed an act of plagiarism and the policy will then be applied to all students
- III. If plagiarism is detected in any component of a **group assessment**, the deduction in marks will be applicable for the whole assessment even if only the component or part submission alone needs to be resubmitted.
All students of the group would be considered as having committed an act of plagiarism and the policy will then be applied to all the students of the group.
- IV. If the assessment consists of components or part submissions that could be a group assessment component (e.g. group assignment) and an individual assessment component (e.g. individual reflection), the following will be applicable:
 - a. If plagiarism is detected in the group assessment component, all students of the group will be considered as having committed an act of plagiarism, The policy will then be applied to all students of the group. Group assessment component will be resubmitted as per the policy.
 - b. If plagiarism is detected in the individual assessment component, the individual assessment component will be resubmitted and the policy will then be applied to that student alone.
 - c. For both (a) and/or (b), the deduction in marks will be applicable for the whole assessment.

** for further details Refer to MEC Student Academic Integrity Policy in Student Handbook.*

2. Late Submission Regulations:

It is the students' responsibility to check all relevant timelines related to assessments.

As per the Assessment Policy at MEC, late submissions are allowed for one week (5 working days) for all UG modules with a penalty. In such cases, a deduction of 5% of the marks obtained for the submitted work shall be imposed for each working day following the last date of submission till the date of actual submission. Assessment documents submitted beyond a period of one week (5 working days) after the last date of submission will not be accepted and will be awarded a zero for that assessment. In cases where the submission has been delayed due to extenuating circumstances, the student may be permitted to submit the work without imposing the late submission policy stated above. The extended period of submission will be one week from the original last date of submission. In such cases, the student is expected to submit the supporting certificates on or before the original last date of submission of the assessment and the decision of extension rests with faculty responsible for the assessment. The late submission policy shall be applied if the student fails to submit the work within one week of the original last date of submission.

Students may contact their teachers for clarification on specific details of the submission time if required.

3. Research Ethics and Biosafety Policy

To protect and respect the rights, dignity, health, safety, and privacy of research subjects involved including the welfare of animals and the integrity of environment, all student projects are expected to be undertaken as per the MEC Research Ethics and Biosafety Policy. Accordingly the following shall apply.

- Research and other enterprise activities shall be conducted by maintaining the high ethical standards consistent with national and international standards and conventions.
- Any research at MEC that is categorized as high-risk research shall be subject to review and approval by the Research Ethics and Biosafety Committee.
- Research activities involving collection of human or animal tissues and manipulation of microbial, animal or plant cells shall be subject to review and approval by the Research Ethics and Biosafety Committee.
- Participants involved in research must be informed about the purpose of research and intended uses of research findings. Written consent must be obtained from people involved prior to the commencement of research.
- Data obtained from participants must be treated with high confidence and should be used only for the intended purpose of research.