



Prof. T. TAMIZH CHELVAM
DIRECTOR-IN-CHARGE

22.03.2017

INSTRUCTIONS TO THE CANDIDATES

1. You are required to go through the Regulations for Internal Assessment with effect from Academic year 2016-2017
2. All the students who are admitted to various courses offered through DD & CE should submit assignments, as per the UGC-DEB regulations.
3. The assignments will be the Internal Assessment Component / Marks of the evaluation process from May 2017 examinations onward for the students admitted from Academic year 2016-2017 onward.
4. The assignment should either be hand written or a printout using a Computer/laptop, on A4 size sheets.
5. Plagiarism/copying from other sources will be viewed very seriously. No marks will be awarded for such assignments.
6. Each student has to submit two assignments for each subject (Both assignments should be stapled together)
7. The cover page format is given in **Annexure A**, which is available in our website www.msuniv.ac.in (Distance Education -> Circulars) One cover page is enough for both assignments.
8. The student should answer either question 1 or 2 for Assignment I & either question 3 or 4 for Assignment II, for each subject.
9. Each question carries 10 marks.
10. The Assignment component is 20 marks.
11. Each assignment should be submitted for at least 5 (Five) pages. Hence, each subject, at least 10 pages.
12. The last date for submission of assignments is **17th April 2017**. *This means, the assignments (for all the subjects) written by students should reach this office on or before 17th April 2017, 05.00 PM.*



MANONMANIAM SUNDARANAR UNIVERSITY
DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION
(A State University by an Act of Govt. of Tamil Nadu, NAAC Accredited)



13. The assignments should be sent to,
**Deputy Director,
DD & CE,
Manonmaniam Sundaranar University,
Tirunelveli 627012**
14. Assignments received after the last date will not be considered for evaluation during May 2017 examinations. The internal mark for such case shall be `0' **(Zero)**.
15. The students are required to log in the website using student login id and password and check their Internal Assessment Marks on or after 15th May 2017, 05.00 PM.
16. Any discrepancy regarding the Internal Assessment marks should be brought to the notice of the office of the Deputy Director with in **31st May 2017** by email or written letter in the format given in **Annexure B**, which is available in our website www.msuniv.ac.in (Distance Education -> Circulars)

email : dddce@msuniv.ac.in

Subject : **Enrolment Number**

Enrollment No. :

Course Name :

**Subject for which
internal mark is**

not awarded :

The letter should be addressed to,

**The Deputy Director
DD & CE
M.S. University
Tirunelveli 627 012**

**DIRECTOR
DD & CE
M.S.UNIVERSITY**