



# MANONMANIAM SUNDARANAR UNIVERSITY

Directorate of Distance and Continuing Education  
TIRUNELVELI 627 012, TAMILNADU, INDIA



**Dr. T. TAMIZH CHELVAM**  
**DIRECTOR- IN-CHARGE**

Ref: MSU/DD&CE/Int-Ass-Submission/2018

Date: 22.03.2018

## **CIRCULAR**

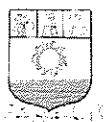
It is informed that all the Co-ordinators of the Learning, Information and Facilitation Centres of Directorate of Distance and Continuing Education, Manonmaniam Sundaranar University are requested to collect the assignments from the II year candidates of the Academic year 2016-17 & I Year candidates of the Academic year 2017-18 admitted to various courses offered through DD&CE and submit to this office **on or before 30.04.2018**.

Detailed instructions are given separately for candidates and centres. The question papers for Internal Assessment are uploaded in the University Website ([www.msuniv.ac.in](http://www.msuniv.ac.in) / Distance Education / Internal Assessment II year candidates of the Academic year 2016-17 & I Year candidates of the Academic year 2017-18). All the centres are requested to follow the instructions and submit the same within time.

The University shall publish internal marks once the valuation is completed. Students can refer the same for internal marks.

  
22/3/18  
DIRECTOR-IN-CHARGE

- Encl: 1. Annexure – A  
2. Instructions for Learning, Information & Facilitation Centres  
3. Instructions to the Candidates



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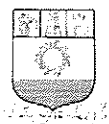
## INSTRUCTIONS TO THE CANDIDATE

1. The candidates are required to go through the Regulations for Internal Assessment with effect from Academic year 2016-2017
2. The assignments will be the Internal Assessment Component / Marks of the evaluation process for May 2018 examinations for the students admitted for II year candidates of the Academic year 2016-17 & I Year candidates of the Academic year 2017-18 admissions.
3. The assignment should be prepared only **hand written on A4 size sheets**.
4. Plagiarism/copying from other sources will be viewed very seriously. No marks will be awarded for such assignments.
5. Each student has to submit **two assignments** for each subject (Both assignments should be stapled together)
6. The cover page format is given in **Annexure-A**. One cover page is enough for both assignments.
7. The student should answer either question 1 or 2 for Assignment-I & either question 3 or 4 for Assignment-II, for each subject.
8. Each question carries 10 marks.
9. The Assignment component is 20 marks.
10. Each assignment should be submitted for at least 5 (Five) pages. Hence, each subject, at least 10 pages.
11. The last date for submission of assignments is 30<sup>th</sup> April 2018. This means, the assignments (for all the subjects) written by students should reach this office on or before **30<sup>th</sup> April 2018, 05.00 PM**.
12. Assignments received after the last date will not be considered for evaluation during **May 2018** examinations. The internal mark for such case shall be **`0' (Zero)**.
13. Any discrepancy regarding the Internal Assessment marks should be brought to the notice of the office of the Deputy Director by email or written letter within 7 days from the date of publication of Internal Assessment marks by proving the following information:

Email : ddddce@msuniv.ac.in  
Enrolment No. :  
Course Name :  
Subject for which internal mark  
is not awarded :

The letter should be addressed to **The Deputy Director, DD&CE, Manonmaniam Sundaranar University, Tirunelveli – 627 012.**

  
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## Instructions for Learning, Information and Facilitation Centres

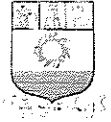
- 1) All the Coordinators of the Learning, Information and Facilitation Centres of Directorate of Distance and Continuing Education are required to inform all the students admitted to various courses offered through DD & CE, M.S. University with effect from Academic year 2016-2017 onward, regarding the Internal Assessment Component/Marks as a part of the Evaluation process as per UGC-DEB regulations.
- 2) You are required to ensure that the students are submitting the assignment to the

Deputy Director  
DD & CE  
Manonmaniam Sundaranar University  
Tirunelveli 627012  
**on or before 30<sup>th</sup> APRIL 2018, 5.00 PM.**

- 3) The Assignments will carry a maximum of 20 marks and remaining 80 marks for University Examinations.
- 4) Copying from other sources/plagiarism should be strictly avoided. Severe disciplinary action will be initiated, if found guilty.
- 5) Internal marks for all the students will be uploaded on the University Website **on or after 31<sup>st</sup> May 2018.**
- 6) **Each Centre has to give consolidated statement indicating the names of the students submitting assignments for each paper separately.**

*[Handwritten Signature]* 22/3/18

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**ANNEXURE – A**

**ASSIGNMENTS I & II**

Name :

Enrolment Number :

Course :

Subject :

Subject Code :

Signature of the student :

Date of submission :

For Office Use only			
Marks I	Marks II	Total	Evaluated by