(INTERNAL ASSESSMENT INSTRUCTIONS FOR PG COURSES OFFERED BY SVU-CDOE UNDER SEMESTER BASED)

Last date for submission of Assignments	
Last date for uploading of Assignment marks	

➢ The University has decided to implement an Internal Assessment Component, accounting for 30% (30 marks) for each theory paper across all courses offered by the SVU Centre for Distance and Online Education (CDOE). This assessment will be determined through the evaluation of two assignments associated with each paper. The maximum marks obtained from these two evaluations will be considered in calculating the final results.

➢ The candidate must secure 40% (12 marks) out of 30 marks prescribed for assignments in each paper. If pass marks are not secured in any assignment, it should be resubmitted. Once the pass marks are secured, the assignment cannot be re-submitted for improvement of marks/class.

PROCEDURE FOR ANSWERING ASSIGNMENTS

1. Students are directed to download the topics from https://svucdoe.ac.in/ and they can also approach the Learner Support centres to obtain the topics. Separate Communications will not be sent to the students regarding the topics and date of submission of the assignments. Students should follow the academic schedule. All the students must submit their assignments only to the principal of the LSC and obtain a receipt for the same.

2. The main purpose of the assignment is to test the student's comprehension of the course material sent to him and to help him/her in getting through the course. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to the Principal of the LSC before the due date. All the students should retain a copy of all assignment responses which he / she submits.

3.   Answering Assignments: While Answering Assignments

A student should read the assignment carefully and follow the specific instructions, if any.

He / She must study thoroughly the units on which assignments are based.

- He / She should note down relevant points of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, an introduction as well as conclusion is to be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs. The answer should cover all the main points of the question. while solving numerical questions, proper format should be used. The working notes are to be given wherever necessary.
- Assignments are to be submitted on A4 size papers providing clear cut margins and sufficient space in between each answer and should be in the form of separate books for each paper.
- The responses should be in the candidate's own handwriting. Print or typed answers will not be accepted. Answers copied either from the course material sent by the university or from the response sheets of other students will get zero marks.
- Each assignment is to be answered separately. The question number is to be given with each answer.

4. Submission of Assignments:

While submitting Assignments, Assignment -1 and Assignment-2 for each paper should be bounded as one book and candidate must write the following "**Assignment Submission Form**" information on the top cover and also on the first page of the response sheet for Assignment -1 and Assignment – 2.

ASSIGNMENT SUBMISSION FORM

Name of the Student: ……………………………………………………………………

Reference No / Enrolment No / Hall Ticket No:..

Batch.   : Academic Year/Calendar Year 20_____- 20_____

Programme Code   : ....

Programme Name   : ....

Semester   : I / II / III /IV/V/VI

Course Code   :……………………………………………………………

Course Title   : ....

Assignment No.   : ....

Date of Submission : ....

Address of the Student :……………………………………………………………
                            ……………………………………………………………………
                            ……………………………………………………………………
                            ……………………………………………………………………

Mobile No.   :……………………………………………………………

E-mail ID   ……………………………………………………………

Signature of the Student :……………………………………………………………

Study Centre Name:_____

Study Centre Address:_____

Receipt

Sl.No:…………………   **Date:…………………..**

Student Name :………………………………………………………………………….

Name of the Programme:…………………………………..Semester: I /II/   III / IV/V/VI

Reference No / Enrolment No / Hall Ticket No:…………………………………….………

Course Code	Course Titles	Assignment-1	Assignment-2

Name of the Receiver: ………………………………………………

(in CAPITAL LETTERS)

Signature of the Receiver