

**MANGALORE UNIVERSITY**  
**CENTRE FOR DISTANCE EDUCATION**

**For the attention of students writing assignments in English**

No:MU/CDE/24/2017-18/D1

Date :. 13.07.2017

To

1. The students of II B.A./II B.Com./II B.B.A. for the year 2017 -18
2. The students of III B.A./III B.Com./III B.B.M. for the year 2017 -18

Sir/Madam,

**Sub: Submission of two assignments in each subject/paper.- reg.**

As was done in the previous year, this year too you are required to submit two assignments in a subject/paper which you are studying

I am enclosing herewith the list of topics for assignments pertaining to your course. You are required to answer two assignments in a subject / paper which carry 10 marks each.

**Make sure that your assignment**

- (a) is logical.
- (b) is written in simple and correct English.
- (c) is written neatly and clearly.

Please remember that it is compulsory to submit your assignments before the Annual Examinations. Also remember to keep the copies of your assignments with you.

**Instructions:**

- 1 Submission of two assignments in each subject / paper is compulsory.
- 2 20 marks for Assignments and 80 marks for annual examinations are allotted.
3. The students shall submit their assignments in the present Academic Year itself irrespective of they appear for Annual Examinations or not.
- 4 There is no scope for improving Assignment marks after obtaining minimum marks. The same marks will be retained in case the student appears for subsequent examinations.
- 5 The students not submitting Assignments may appear for the examinations. However their marks cards will give necessary indications.
- 6 For writing assignments, white sheet papers shall be used and separate new sheet shall be used for each assignment in each subject/paper.
7. The students shall write the assignments in their own handwriting, using blue ink pen and shall write in only one side of the paper.
8. The students shall write each assignment in the prescribed format enclosed.
- 9 **The students shall submit all the assignments during the period from 16.02.18 (Friday) to 28.02.18 (Wednesday). Thereafter the students, may submit the assignments till 15.03.18 (Thursday) with a penalty of R.200-00 per day. However, the assignments received after 15.03.18 will not be considered under any circumstances.**
- 10 The assignments shall be submitted to **The Director, Centre for Distance Education, Shopping Complex, Mangalagangothri - 574 199.**

Yours faithfully,

  
DIRECTOR 

**Please Note:** You are required to refer books in the subjects concerned recommended by the Teachers while writing assignments.