

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

1. The students of I B.A./I B.Com./I B.B.A. for the year 2017-18.

Sir/Madam,

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

I am happy that you have enrolled as a student of Distance Education Programme in Mangalore University. I am sure that you have gone through the Prospectus. It will give an idea of the new method of instruction that this University expects you to follow. As a Distance Education Centre student, you are expected to actively involve in your studies. You are required to go through the study materials supplied to you and also to refer the relevant Text Books. It is also important to attend the Contact Programmes from the point of view of your studies. The time table of these Contact programmes will be sent to you in due course. The other thing you have noticed by reading prospectus is that writing assignments is an integral part of learning process. I request you to go through all the instructions about the submission of assignments and also understand the significance of answering them as a part of feed back mechanism.

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 you are studying. Each assignment carries 10 marks.

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 Exam 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. Separate sheet papers 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.
8. The students shall write each assignment in the prescribed format enclosed.
9. The students shall submit all the assignments during the period from 16.03.2018 (Friday) to 30.03.2018 (Friday). Thereafter the students may submit the assignments till 16.04.2018 (Monday) with a penalty of Rs.200-00 per day. However, the assignments received after 16.04.2018 will not be considered under any circumstances.
10. The assignments shall be submitted to **The Director, Centre for Distance Education, Mangalore University, Shopping Complex, Mangalagangothri - 574 199.**

Yours faithfully,


DIRECTOR

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