

**CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY :: NAGARJUNANAGAR - 522510
(INTERNAL ASSESSMENT INSTRUCTIONS FOR ALL COURSES OFFERED BY CDE)**

Last date for submission of Assignments : 01-12-2019 (for DEC-2019 Examinations)

Last date for uploading of Assignment marks : 15-12-2019

The University has taken a decision to revise internal assessment component from 20% to 30% for all courses offered by the Centre for Distance Education (CDE). This will come into force with effect from the batch of admission notifications commencing from the Calendar Year 2015 and onwards i.e., to the students of Calendar Year 2015 appearing for First Year end examinations in December 2015 and so on.

Internal Assessment Component of 30% of marks for each theory paper of all courses will be awarded by way of evaluation of two assignments for each paper. The average of the two evaluations will be counted for the purpose of final results.

The candidate has to secure 12 marks out of 30 marks prescribed for assignments in each paper (15 out of 30 marks in case of LL.M). 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. Topics for Assignments:- The Questions given in the Question papers of May, 2016 examinations of CDE, ANU should be taken as topics for answering the assignments for those students who joined in CDE courses for the Academic Year 2016-17 and are appearing for examinations in May 2017.

These topics are to be answered by those who could not secure minimum marks required for pass or were not submitted the assignments for earlier examinations of CDE like December, 2016 and preceding examinations.

Similarly, those who join in the Calendar year 2017 batch shall have to answer the Questions given in Question papers of December, 2016 examinations. Similar procedure is to be followed for successive batches also.

Students are directed to download the topics from www.anucde.info and they can also approach the study centres for obtaining 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 annexure-II.

All the students must submit their assignments only to the Principal of study centre and obtain a receipt for the same.

Internal Assessment by way of Assignments: Every student will be given assignments. There will be two assignments per each paper. The average of two will be counted for purpose of final result. The student must be in touch with the study centre for receiving the topics for assignments or they can download the topics from www.anucde.info

If pass marks are not obtained in any assignment, it should be resubmitted. Once the pass marks are obtained, the assignment cannot be resubmitted for improvement of marks / class.

2. The main purpose of assignment is to test the student's comprehension of the course material sent to him and also 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 Study Centre before the due date. All the students should retain a copy of all assignment responses which he / she submit.
3. **Answering Assignments: While Answering Assignments:**
 - i) A student should read the assignment carefully and follow the specific instructions, if any.
 - ii) He / She has to study thoroughly the units on which assignments are based.
 - iii) 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, 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 is to be given wherever necessary.
 - iv) Assignments are to be submitted in A4 size papers providing for clear cut margins and sufficient space in between each answer and should be in the form of separate books for each paper.
 - v) The responses should be in 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.
 - vi) 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

Reference No / Enrolment No / Hall Ticket No:

Batch. : Academic Year / Calendar Year

Course Code :

Course Name :

Year of the study : I / II / III

Subject Code :

Subject Title :

Assignment No. :

Date of Submission :

Name of the Student :

Address :

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Phone No :

E_mail Id :

Signature :

Please enclose two sets of receipt along with your assignments and collect one signed receipt from the Principal/Coordinator of the study centre.

**Centre for Distance Education
Acharya Nagarjuna University
Nagarjuna Nagar, Guntur-522510**

Study Centre Name : _____

Study Centre Address : _____

Receipt

Sl.No:.....

Date:.....

Student Name :

Name of the Course : Year of the Study : I / II / III

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

Subject Code	Subject Titles	Assignment-1	Assignment-2
Total Number of Assignments			

Name of the Receiver :
(in CAPITAL LETTERS)

Signature