

Directorate of Distance Education University of North Bengal

Accredited by NAAC with Grade A

Door - Siksha Bhawan
P.O. North Bengal University,
Raja Rammohunpur
Dt. Darjeeling, Pin - 734013,
WB, India



समानो मन्त्रः समितिः समानी

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INSTRUCTIONS FOR ASSIGNMENT UNDER GRADUATE (UG)/ POST GRADUATE (PG)

Please note that assignments can be submitted either offline or online. If submitted in both, it will be treated as cancelled. Before you attempt the assignment read the instructions carefully:

OFFLINE ASSIGNMENT SUBMISSION, ACADEMIC SESSION: 2020-2021, (JANUARY, 2021) SEMESTER-I

Distribution of Marks of Assignment and word limit for PG:

Assignment	Political Science	History	English	Bengali	Nepali	Philosophy	Mathematics
Total Marks	100	100	100	100	100	100	100
Marks for each Course/Paper	25	25	25	25	25	25	25
Group A- Word limit and marks for each Course/Paper	1200 words 15 marks	1200 words 15 marks	1200 words 15 marks	1200 words 15 marks	1200 words 15 marks	1200 words 15 marks	(No word limit) 15 marks
Group B- Word limit and marks for each Course/Paper	700 words 10 marks	700 words 10 marks	700 words 10 marks	700 words 10 marks	700 words 10 marks	700 words 10 marks	(No word limit) 10 marks

Distribution of Marks of Assignment and word limit for UG:

Assignment	DSC	DSE	GE	Environmental Science
Marks for each Course/Paper	20	20	20	25
Group A- Word limit and marks for each Course/Paper	700 words (12 marks)	700 words (12 marks)	700 words (12 marks)	1000 words (15 marks)
Group B- Word limit and marks for each Course/Paper	400 words (8 marks)	400 words (8 marks)	400 words (8 marks)	500 words (10marks)

- Students are required to maintain the word limit with permissible lee-way.
- Use foolscap sheets or A4 size paper for writing answers.
- For every course/paper use separate answer sheet along with separate Top sheet for each Course/Paper.
- Write full Name, Enrolment no., Course no., Address on the top of each course/paper answer script.(for all the answers of Assignments).
- The Model Top-sheet is enclosed as Annexure-I at the back. Students are advised to have it photocopied or they may write it in their own legible handwriting for affixing it with each assignment.
- Before writing the Answer do write the Question.
- Answers should be written in candidate's own handwriting.
- Submit all the answers in one envelope. Write full Address, Subject, Enrolment no., Session, Contact number on the top of the envelope.
- Students are required to send Assignment Answer Scripts to: *The Director, Door-Siksha Bhawan, Directorate of Distance Education, University of North Bengal, P.O. North Bengal University, Dist. Darjeeling, PIN - 734013*
- The cover containing the assignment should be sent by Registered Post/ Speed Post. The assignment can also be submitted personally to the address stated above.
- **The last date of submission of offline assignment is 15.05.2021.**
- In case of any queries, please contact 0353 – 2580205 or mail to ddedydirector001@gmail.com

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- The learners may submit soft copies of their assignments to the following email address: ddenbuassignmentcell@gmail.com
- The assignments must be submitted in pdf format. No other format will be accepted.
- The learners must compose the mail in the following manner:
 - In the 'Subject' line, write: **Subject_ Course Name_January2021_Session 2020-21_ Enrollment number**. For example a student pursuing MA course in English of January 2021 (session 2020-21) and having enrollment number 210000045, will write in the subject line: **English_MA_January2021_Session 2020-21_210000045**. Please follow the session mentioned in the Question papers.
 - The mail must address to the Director, Directorate of Distance Education, University of North Bengal, Siliguri-734013 and mention the following details: **1. Name, 2. Address, 3. Subject, 4. Enrolment No., 5. January 2021 (Session: 2020-21), 6. Contact No., 7. E-mail ID.**
- The answers must be hand-written, scanned in single pdf file along with duly filled-in top sheet (on the top) and attached to the mail. Say, if a learner has four papers, answers to the questions of all four papers (both the groups) must be arranged one after the other (with duly filled-in top sheet on the top of each paper) to make a single pdf file.
- The files must be named in this format: **Subject_CourseName_January2021_Session 2020-21_Enrollment no.**
- Only in case of project papers, learners can attach the paper as a separate .pdf file. The project paper must be named in the following format: **PSubject_CourseName_January2021_Session 2020-21_Enrollment no.**
- The heading of each paper must have the Course name with session, the name of the subject, the name of the paper and the name of the group. For example: **M.A. Semester-I of January 2021 (Session: 2020-2021), Subject : History, Paper-101, Group A**. While answering for Group B of the same paper, the learner will write only '**Group B**' as the heading of that section, followed by the answers.
- Each and every instruction must be strictly complied by, or else the submission will be deemed incomplete and cancelled.
- The last date of submission of online assignment is 15.05.2021.**
- In case of any queries, please contact 0353 – 2580205 or mail to ddedydirector001@gmail.com

Director-In-Charge