

INSTRUCTIONS TO LEARNERS FOR SUBMITTING ONLINE ASSIGNMENTS.

(PLEASE SPEND TIME IN READING THE INSTRUCTIONS VERY CAREFULLY)

- 1) The learners may submit soft copies of their assignments to the following email address: assignments.ddenbu@gmail.com
- 2) **The assignments must be submitted in pdf format. No other format will be accepted.**
- 3) The learners must compose the mail in the following manner:
 - a) In the 'Subject' line, write: Subject_ Course Name/session_ Enrollment number. For example a student pursuing MA course in English of the session 2018-19 and having enrollment number 150000045, will write in the subject line: English_MA2018-19_150000045. Please follow the session mentioned in the Question papers.
 - b) Body of the mail:

To
The Director
Directorate of Distance Education
University of North Bengal
Siliguri- 734013

Sir, I hereby, submit my assignments.

From:
Name:
Address:
Subject:
Enrolment No.
Session:
Contact No.
E-mail ID

- 4) The answers must be written in Times New Roman, 11 font size, with single space between lines
- 5) The files must be named in this format: **Subject_ Course Name/ session_ Enrollment no.**
- 6) 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_ Course Name/session_ Enrollment no.**
- 7) The answers must be attached to the mail as a single **pdf** file. 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 to make a single **pdf** file.
- 8) 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-III(2018-2019)

Subject : History

PAPER-301

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.

- 9) Each and every instruction must be strictly complied by, or else the submission will be deemed incomplete and cancelled.
- 10) In case of any queries, please contact 0353 – 2580205 or mail to ddedydirector001@gmail.com

N. B. Assignments can be submitted offline/ manually also. Offline/ manual submission are to be made in the same way as the learners did during Semester-I or II as may be the case. The Top-sheet to be used for this purpose is also uploaded herewith for them to download, fill in, and attach with respective Assignment Answers. Instructions for offline submission (PG & UG) are also uploaded for the learners' information.



**Directorate of Distance Education
University of North Bengal**

TOP SHEET

ASSIGNMENT (YEAR:)

- 1) ENROLMENT NO. :
- 2) NAME :
- 3) SUBJECT :
- 4) PAPER/ COURSE :
- 5) B.A. / B.Com. / M.A. / M.Sc. :
- 6) ADDRESS :

Signature of Candidate



Directorate of Distance Education University of North Bengal



Door – Sikshabhawan
P.O. North Bengal University, Raja Rammohanpur
Dist.- Darjeeling, Pin-734013, WB, India
Phone No.: (0353) 2580205
Website : www.ddenu.in

INSTRUCTIONS FOR ASSIGNMENT P.G.

Before you attempt the assignment read the instructions carefully:

• Distribution of Marks of Assignment and word limit:

| 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 |

- Students are required to maintain the word limit with permissible lee-way.
- Use full scope 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 on or before **5th November, 2019** 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.

• For any further assistance students may contact on the following numbers :

(0353)2580205

Director



Directorate of Distance Education University of North Bengal

Door - Sikshabhawan
P.O. North Bengal University, Raja Rammohangur
Dist.- Darjeeling, Pin-734013, WB, India
Phone No.: (0353) 2580205
Website : www.ddeunb.ac.in

INSTRUCTIONS FOR ASSIGNMENT U.G.

Before you attempt the assignment read the instructions carefully:

• Distribution of Marks of Assignment and word limit:

| Assignment | DSE | 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) |

• In case of any remainder left from total marks, a percentage of remainders will be added to the total score secured by the student.

• Students are required to maintain the **word limit** with permissible lee-way.

• Use full size sheets of A4 size paper for writing answers.

• For every course/ paper use **separate answer sheet** as the Courses will be examined by separate Examiners.

• 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 on or before 30th April, 2019 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.

• For any further assistance students may contact on the following numbers :

(0353)2580205

Director