

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 ACADEMIC SESSION: 2017-2018, (ANNUAL MODE) PG PART-II

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

- 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 and students are advised to have it printed/ photocopied 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 15.06.2021.**
- In case of any queries, please contact 0353 – 2580205 or mail to ddedydirector001@gmail.com

ONLINE ASSIGNMENT SUBMISSION

- 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_CourseName_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 15.06.2021.**
- In case of any queries, please contact 0353 – 2580205 or mail to ddedydirector001@gmail.com

Director-In-Charge