



KUVEMPU UNIVERSITY
OFFICE OF THE DIRECTOR
DIRECTORATE OF DISTANCE EDUCATION
Jnana Sahyadri, Shankaraghatta – 577 451, Karnataka



Phone: 08282-256246, 256426; Fax: 08282-256370; Website: www.kuvempuuniversitydde.org
E-mail: ssgc@kuvempuuniversitydde.org; info@kuvempuuniversitydde.org

No. KU/DDE-1-5 & 8-10 /2008-09/

Date: 24-03-2009

SUBMISSION OF INTERNAL ASSESSMENT ASSIGNMENTS - 2008-09

**Instructions to the Students for Writing
Internal Assessment Assignments**

Important: Candidates are advised to read the following instructions carefully, and prepare and submit the assignments accordingly.

1. You are supplied with as many IA booklets as your theory papers are. Use ‘one booklet’ for writing assignment ‘topics of one paper’ only.
2. Without fail, you should write your (1) Name, (2) Register Number, (3) Course and Year, (4) Paper No. and Paper Title, (5) Study Centre Name – neatly and legibly on the cover page of all the I A Booklets.
3. Assignments must be in your own handwriting.
4. Last date to submit the Written Assignments is **May 30th 2009**.
5. While submitting, do not stitch-bind or spiral-bind the IA booklets into one unit. You can use a single pin and then tie them into one bundle using only thread or rubber band.
6. **a) For students enrolled directly with KUDDE** – send the answered IA Assignments addressed to ‘*The Director, Directorate of Distance Education, Kuvempu University, Jnana Sahyadri, Shankaraghatta – 577 451*’- by Registered Post with Acknowledgement-due only.
Note: While sending by post, don’t forget to write “**Answers to IA**” on the top of the Envelope, and also details such as your Name, Register Number, Course and Year of Admission.
- b) Students who have taken admission through Study Centres** should submit their IA Answer-books to the respective Study Centres only.
7. Students should submit the written I.A. Booklets on or before the stipulated date. Kuvempu University Directorate of Distance Education will not be responsible for the delay in receipt of I.A Answer-scripts after the stipulated date. No complaint will be entertained regarding the delay in or non-receipt of I.A. due to sending by ‘non-registered Post’, courier service, Ordinary Post or by any other means.
8. Students who have taken admission through Lateral Entry scheme are to submit assignments of both I & II years: Wherever necessary, Paper-wise and Year-wise separately, if they are permitted to repeat the previous exams.
9. Assignments written in your own paper/sheets and without a proper cover page are liable to be rejected. In case you have not received the IA booklets or received booklets less than the required, you may contact KUDDE Office/ Study Centre immediately.

Continued on page 2

10. Assignments already submitted cannot be re-submitted for improvement of marks, and are not subject to re-evaluation.
11. Assignments received after the last date are severally rejected.

Some tips for writing Assignments better.

- Students, who wish to prepare first the draft of the Assignment, can do so by doing it in your own papers. After finalizing the draft, you can rewrite neatly in supplied Assignment Booklets.
- Write the number and title of the ‘assignment topic’ clearly and boldly on the top of the page as heading, i.e., always start the topic/ heading at the top of a new page.
- Those students, who are using additional sheets to write more, should attach the sheets firmly to the individual booklets. As far as possible complete your write-up within the pages of the supplied booklet.
- If the length (number of pages) of the answer is specified, please restrict your write-up to the pages specified.
- You are expected to read/ study the reference books as many of them as available to you, comprehend the subject/ topic, and then start writing assignment with a good introductory paragraph.
- List the books/source materials that you have referred while preparing the assignment at the end of your write up.
- Students are advised to retain with them the draft or a copy of their assignment write-up for his / her record / reading purpose.

DIRECTOR

- P.S.:** 1. **For First Year Students:** Registration Number will be sent/ intimated to the students shortly. Students can start preparing the IA without waiting for it, but while sending the IA Booklets, they should write their Reg. No. on all the IA Booklets without fail.
2. **Students enrolled directly with KUDDE** should mention the ‘*Total Number of IA Booklets*’ that they are submitting in a covering letter address to the Director, DDE, Kuvempu University and send it along with IA Booklets.
3. IA topics can also be read/ downloaded from website: **www.kuvempuuniversitydde.org**