



**INSTRUCTIONS TO THE STUDENTS FOR
WRITING INTERNAL ASSESSMENT ASSIGNMENTS (2010-11)**

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) Counseling Centre Name – neatly and legibly on the cover page of all the IA Booklets.
3. Assignments must be in your own handwriting.
4. Last date to submit the Written Assignments is **31st March 2011**
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.

Submission of Written IA Booklets: Along with the IA booklets, an envelope is supplied to all the students to send/submit the written IA Booklets. Students are advised to use this specifically supplied envelop to send the answered IA Booklets. Fill in all the required details/boxes given on envelop without fail. This is applicable to all the students.

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 Speed Post/Registered Post with Acknowledgement-due only. Please use **supplied envelop** for this purpose.
b) For students enrolled through Student Counseling Centres - should submit their answered IA books to the respective Counseling Centre only. Please use **supplied envelop** for this purpose.
7. Kuvempu University Directorate of Distance Education will not be responsible for the delay in receipt of IA Answer-scripts after the stipulated date of submission. No complaint will be entertained regarding delay in or non-receipt of IA, due to 'non- registered Post' or IA, 'sent by Courier' or 'Ordinary Post' or any other means.
8. Students who have taken admission through Lateral Entry scheme are to submit assignments of both I & II years: Paper-wise and Year-wise separately, if they are repeating 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/ Counseling Centre immediately.
10. Assignment already submitted cannot be re-submitted for improvement of marks, and are not subject to re-evaluation.

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.

A. W. Suber 27/11/10
Faculty Advisor

IMPORTANT:

- (1) Please note that Enrollment Number and Register Number are one the same.
- (2) **For Second/ Third Year Students:** Register Number will remain same for second/ final year of the course, hence they can submit IA write-ups with the same Register Number.
- (3) **For First Year Students:** Register Number (Card) for the first year students will be sent in the coming days. Students are informed to submit IA only **after writing their Register Number on all the IA Booklets** and also on envelop. They are informed to contact DDE Office if they don't receive their registration numbers before 20th March 2011. **Mentioning Register Number is compulsory.**