

**ACHARYA NAGARJUNA UNIVERSITY::CENTRE FOR DISTANCE EDUCATION  
NAGARJUNANAGAR, GUNTUR – 522510  
(INTERNAL ASSESSMENT INSTRUCTIONS FOR ALL COURSES OFFERED BY ANUCDE  
UNDER SEMESTER BASED)**

**Last date for submission of Assignments : 15-12-2022 (for NOV.-2022 Examinations)**

**Last date for uploading of Assignment marks : 31-12-2022**

The University has taken a decision of Internal Assessment Component of 30% (30 marks) for each theory paper of all courses offered by the Centre for Distance Education (CDE). It will be awarded by way of evaluation of two assignments for each paper. The average of the two evaluations will be counted for the purpose of final results.

The candidate has to secure 40% (12 marks) out of 30 marks prescribed for assignments in each paper. If pass marks are not secured in any assignment, it should be resubmitted. Once the pass marks are secured, the assignment cannot be re-submitted for improvement of marks/class.

**PROCEDURE FOR ANSWERING ASSIGNMENTS**

1. Students are directed to download the topics from [www.anucde.info](http://www.anucde.info) and they can also approach the study centres for obtaining the topics. Separate Communications will not be sent to the students regarding the topics and date of submission of the assignments. Students should follow the academic schedule annexure-II. All the students must submit their assignments only to the Principal of study centre and obtain a receipt for the same.
2. The main purpose of assignment is to test the student's comprehension of the course material sent to him and also to help him/her in getting through the course. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to the Principal of the Study Centre before the due date. All the students should retain a copy of all assignment responses which he / she submit.
3. **Answering Assignments: While Answering Assignments**
  - A student should read the assignment carefully and follow the specific instructions, if any.
  - He / She has to study thoroughly the units on which assignments are based.
  - He / She should note down relevant points of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, introduction as well as conclusion is to be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs. The answer should cover all the main points of the question. while solving numerical questions, proper format should be used. The working notes is to be given wherever necessary.
  - Assignments are to be submitted in A4 size papers providing for clear cut margins and sufficient space in between each answer and should be in the form of separate books for each paper.
  - The responses should be in candidate's own handwriting. Print or typed answers will not be accepted. Answers copied either from the course material sent by the university or from the response sheets of other students will get zero marks.
  - Each assignment is to be answered separately. The question number is to be given with each answer.
4. **Submission of Assignments: While submitting Assignments, Assignment-1 and Assignment-2 for each paper should be bounded as one book and candidate must write the following "Assignment Submission Form" information on the top cover and also on the first page of the response sheet for Assignment -1 and Assignment – 2.**

# ASSIGNMENT SUBMISSION FORM

Reference No / Enrolment No / Hall Ticket No: .....

Batch. : Academic Year / Calendar Year

Programme Code : .....

Programme Name : .....

Semester : I / II / III / IV

Course Code : .....

Course Title : .....

Assignment No. : .....

Date of Submission : .....

Name of the Student : .....

Address : .....

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Phone No : .....

E\_mail Id : .....

Signature of the Student: .....

Please enclose two sets of receipt along with your assignments and collect one signed receipt from the Principal/Coordinator of the study centre.

**Centre for Distance Education  
Acharya Nagarjuna University  
Nagarjuna Nagar, Guntur-522510**

Study Centre Name: \_\_\_\_\_

Study Centre Address: \_\_\_\_\_

**Receipt**

Sl.No:.....

Date:.....

Student Name : .....

Name of the Programme:..... Semester: I / II / III / IV

Reference No / Enrolment No / Hall Ticket No:.....

Course Code	Course Titles	Assignment-1	Assignment-2
Total Number of Assignments			

Name of the Receiver: .....  
(in CAPITAL LETTERS)

Signature of the Receiver