



RABINDRA BHARATI UNIVERSITY

Directorate of Distance Education

Rabindra Bhawan, EE- 9 & 10, Sector – II, Salt Lake City, Kolkata - 700091

Phone : (033) 2358 4014/4016/4018, E-Mail : dderbu@gmail.com, Website : www.rbudde.in

Manual for Internal Assignments for All Subjects/Courses under DDE-RBU LSCs

1. Students are required to complete **two** Internal Assignments per course / paper.
2. Students must answer only from the sample questions that are provided at the end of each lesson in the Self Learning Material.
3. Each **Internal Assignment** would carry **marks of 10** in case of **Semester Mode** and **20 marks** in case of **Annual Mode**. Students may attempt subjective questions of 10 or 20 marks as the case may be; in case the question is in parts, the distribution of marks shall be clearly mentioned. **In no case can the student attempt objective short questions.**
4. **Under no circumstances students can attempt to answer the same question(s) for their second Internal Assignment, which they have already attempted in the first Internal Assignment.**
5. Students are expected to consult the books that are provided as references / bibliography at the end of each lesson.
6. Students are required to submit their assignments in **A4 size papers** and provide individual details as guided by DDE-RBU rules.
7. They may consult their subject teachers at their respective LSCs when necessary.
8. Students must submit their Internal Assignments well within their stipulated time. **No extension of dates for submission of Internal Assessments will be provided under any circumstances. No Internal Assessment shall be accepted after the stipulated date(s).**

Naskar
24/06/19
Prof. ISHANI NASKAR
Director (Acting)
Directorate of Distance Education
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9. Students **must sign the Internal Assessment Register after every assignment has been submitted physically within the stipulated time** that will be made known to them by the respective subject faculties at the beginning of their PCPs. This register will be available with the subject faculties. The register will be procured by the concerned department the last date of submission for processing the information, **after which no Internal Assessment submissions shall be entertained at all.**

10. Students who fail to submit their internal assessments will not be qualified to sit for examination for that particular semester or year as the case maybe. There shall no exception to this condition under any circumstances.

Ishani Naskar
24/05/19
Prof. ISHANI NASKAR
Director (Acting)
Directorate of Distance Education
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