



Directorates of Distance Education

HY/DDE/ODDE/F.463/ 892.

Date: 16-10-2023

Notification

Sub: Revised Policy for the Assignments-Reg.

Ref: Approval of Hon'ble Vice Chancellor, dated 11-10-2023

It is to notify that the Competent Authority has accorded approval to revise the Policy for assignment and adopt updated procedure as per UGC-DEB from date of notification onwards for all the semester mode students (Backlog & fresher). The revised policy is as follows:

1. Assignment Policy:

- a) The weightage of marks for assignments and term-end examination is in the ratio of 30:70 for 6 & 4 credits and 15: 35 for 2 credits.
- b) The breakup of the assignment marks shall be as follows:
 - Six (6) Credit Course—3 assignments carrying 10 marks each totaling 30 marks.
 - Four (4) Credit Course—2 assignments carrying 15 marks each totaling 30 marks
 - Two (2) Credit Course – 1 assignment carrying 15 marks only
- c) Assignment 1 (Google Form) shall be objective type with multiple choice/fill in the blanks/matching two sets/true or false statements.
- d) Assignment 2 and 3 shall be descriptive type and may include objective type.
- e) Each assignment in a six (6) credit course shall carry 10 marks. Assignment 1 shall cover first 40% of the Syllabus; Assignment 2 shall cover the next 30% of the Syllabus; and Assignment 3 shall cover the remaining 30% of the Syllabus.
- f) Each assignment in a four (4) credit course shall carry 15 marks. Assignment 1(Google Form) shall cover first 50% of the Syllabus and Assignment 2 shall cover the remaining 50% of the Syllabus.
- g) Assignment 1 (Google Form) shall carry 30 questions with 0.5 mark each (15 marks) in a four (4) credit course and 20 questions with 0.5 mark each (10 marks) in a six (6) credit course.
- h) In a two (2) credit course, only one (1) assignment (Google Form) and there shall be 30 objective type questions with 0.5 mark each (15 marks).



2. Google Form Evaluation Process:

- i. Before uploading the Assignment 1 (Google Form), the concerned Coordinator shall certify the Question paper and Answer KEY also.
- ii. Before sharing the Google form link with the students, Student Support Service Unit (SSSU) should share it with the concerned coordinator for verification. Discrepancy, if any, should be brought in writing immediately.
- iii. Before finalizing the result of Assignment 1 (Google form), the concerned Coordinator shall certify the result.
- iv. The SSSU shall forward the Award List of Assignment 1 to the concerned RC/SRC.
- v. The RC/SRC shall prepare the consolidated assignment list with clear breakup of each assignment (1, 2, & 3 as applicable) in the prescribed format and submit the same to the Exam Branch as per the schedule.

3. The SSSU at DDE shall be the Nodal Unit for Assignments related activities


Director

Copy to:

1. Office of the Vice Chancellor/ Registrar
2. Office of the Controller of Examination/ RD Examination
3. All Programme/ Course Coordinator
4. All RDs/ARDs
5. DR/AR, DDE
6. Head of all the Units, DDE
7. All The Member of SSSU for implementation
8. Director CIT with request to upload on University website