MANONMANIAM SUNDARANAR UNIVERSITY
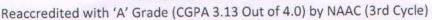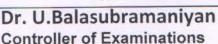## மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION
TIRUNELVELI - 627 012

Reaccredited with 'A' Grade (CGPA 3.13 Out of 4.0) by NAAC (3rd Cycle)

Dr. U.Balasubramaniyan
Controller of Examinations

29.04.2024

Instructions to Co-ordinators – May 2024 Examination

1. The Co-ordinators of study centers should accept the following candidates Assignments
   1. Dec.2021 batch 5th semester (Academic year 2021 Admission)
   2. May 2022 batch 5th semester (Calendar year 2022 Admission)
   3. Dec.2022 batch 4th semester (Academic year 2022 Admission)
   4. May 2023 batch 3rd semester (Calendar year 2023 Admission)
   5. Dec. 2023 batch 2nd semester (Academic year 2023 Admission)
   6. May 2024 batch 1st semester (Calendar year 2024 Admission)

2. The Co-ordinators are instructed to make necessary arrangements to value the assignments with a qualified examiner, as per UGC norms, and prepare the marks in the prescribed format as given below in MS-EXCEL only. Semester candidates Internal marks per subject is 25.

Name of the Degree	Enrollment No	Subject Code	Internal Marks

3. The Marks in the MS-EXCEL format file need to be printed and duly signed by the faculty member who valued the assignment and countersigned by the Principal of the LSC, before 10.05.2024. The signed printed sheets of Internal Marks should be scanned.

4. The MS-EXCEL format file and the scanned copy should be sent to internalddce@msuniv.ac.in on or before 15.05.2024.

5. The printed Internal Marks along with the valued hand written Assignments of the candidate should be sent to The Additional Controller of Examinations, Distance Education, Exam wing, Manonmaniam Sundaranar University, Tirunelveli – 627 012. On or before 20.05.2024 without fail. Otherwise the marks will be treated as absent.

6. The Marks received in the mail after 15.05.2024 and the hard copies of mark sheets and assignment will not be accepted / considered for the results.

7. Any query or grievance regarding to the Internal Assignments should be submitted within 15 days from the date of declaration of the result.

CONTROLLER OF EXAMINATIONS