



# 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. BALASUBRAMANIYAN**

Controller of Examinations

20.11.2024.

## Instructions to Co-ordinators – DD&CE – December 2024 Examinations


- The Co-ordinators of study centers should accept the following candidates Assignments.
  - Calendar Year 2022 (Semester) : Sixth Semester
  - Academic Year 2022 (Semester) : Fifth Semester
  - Calendar Year 2023 (Semester) : Fourth Semester
  - Academic Year 2023 (Semester) : Third Semester
  - Calendar Year 2024 (Semester) : Second Semester
  - Academic Year 2024 (Semester) : First Semester
- to make necessary arrangements to value the assignments by a qualified examiner, as per UGC norms, and entered the marks in the prescribed format as given below in **MS-EXCEL** only.

The marks to be awarded to the assignment (as Internal mark) should not exceed 23 per course.

Name of the Degree	Enrollment No	Course Code	Internal Marks

to enter marks in the MS-EXCEL format and send the same duly signed by the Examiner who valued the assignment and countersigned by the Principal of the LSC and send the same through mail ([internalddce@msuniv.ac.in](mailto:internalddce@msuniv.ac.in)). The hard copy (Handwritten assignment) along with the printed copy of the Internal mark in the excel format should be sent to the office of the Director, Directorate of Distance and Continuing Education, Manonmaniam Sundaranar University, Tirunelveli – 627 012. on or before **27.12.2024**, through post /in person. Failing which it shall be treated as “**ABSENT**” and further more chance will not be given.

- to strictly adhere the above instructions.
- 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

4/4