



Prof. T. TAMIZH CHELVAM
DIRECTOR-IN-CHARGE

22.03.2017

Instructions for Learning, Information and Facilitation Centres

1. All the Coordinators of the Learning, Information and Facilitation Centres of Directorate of Distance and Continuing Education are required to inform all the students admitted to various courses offered through DD & CE, M.S. University with effect from Academic year 2016-2017 onward, regarding the Internal Assessment Component/Marks as a part of the Evaluation process as per UGC-DEB regulations.

2. You are required to ensure that the students are submitting the assignment to the

Deputy Director
DD & CE
Manonmaniam Sundaranar University
Tirunelveli 627012

on or before 17th April 2017, 5.00 PM.

3. The Assignments will carry a maximum of 20 marks and End Year Exams to be held in May 2017 will carry a maximum of 80 marks.

4. Copying from other sources/plagiarism should be strictly avoided. Severe disciplinary action will be initiated, if found guilty.

5. Internal marks for all the students will be uploaded on the University Website **on or after 15th May 2017.**

6. Any discrepancy should be brought to the notice of the office of the Deputy Director, DD & CE, M.S. University **on or before 31st May 2017.**

7. If you are collecting the assignments from the students and submitting them to this office in bulk, please provide a checklist as provided in **Annexure I**, which is available in our website www.msuniv.ac.in (Distance Education -> Circulars) Ensure that you receive an acknowledgement of receipt in the duplicate copy of the checklist.

DIRECTOR