

Centre for Distance and Online Education University of North Bengal

Door-SikshaBhawan
Raja Rammohunpur
P.O. North Bengal University
Dist.Darjeeling
PIN734013
WestBengal (INDIA)

Accredited by NAAC with Grade B++



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INSTRUCTIONS FOR ASSIGNMENTPOST GRADUATE (PG)

Please note that assignments can be submitted either offline or online. If submitted in both, it will be treated as cancelled. Before you attempt the assignment read the instructions carefully:

OFFLINE ASSIGNMENT SUBMISSION

- Use foolscap sheets or A4 size paper for writing answers.
- For every course/paper use separate answer sheet along with separate top sheet for each course/paper.
- Write full name, enrolment no., course no., address on the top of each course/paper answer script (for all the answers of assignments).
- The model top-sheet is enclosed and students are advised to have it printed/ photocopied for affixing it with each assignment.
- Before writing the answer do write the question.
- Answers should be written in candidate's own handwriting.
- Submit all the answers in one envelope. Write full address, subject, enrolment no., session, contact number on the top of the envelope.
- The offline assignment submission address: The Controller of Examinations, Distance Education Cell, University of North Bengal, Raja Rammohunpur, P.O. NBU, District-Darjeeling, West Bengal, India, PIN-734013.
- The cover containing the assignment should be sent by Registered Post/ Speed Post. The assignment can also be submitted personally to the address stated above.
- The details related to the date of submission of offline assignment will be announced at the website <https://cdoe.nbu.ac.in>
- In case of any queries, please contact 0353 – 2580205 or ddedydirector001@gmail.com (please don't submit your online assignment/s in this e-mail. This e-mail is for official communication only).

ONLINE ASSIGNMENT SUBMISSION

- The learners may submit soft copies of their assignments to the email address mentioned in the CDOE NBU upcoming notification that is going to be uploaded in the CDOE NBU website: <https://cdoe.nbu.ac.in> soon.
- The assignment must be submitted in pdf format. No other format will be accepted.
- The learners must compose the mail in the following manner:
 - In the 'Subject' line, write: Subject Course Name_January2021_Session 2020-21_Semester-II_Enrollment number. For example a student pursuing MA course in English of January 2021 (session 2020-21) of Semester-II and having enrollment number 210000045, will write in the subject line: English_MA_January2021_Session 2020-21_Semester-II_210000045. Please follow the session mentioned in the Question papers.
 - The mail must address to the Controller of Examinations, Distance Education Cell, University of North Bengal, Raja Rammohunpur, P.O.-NBU, District-Darjeeling, West Bengal, India, PIN-734013 and mention the following details: 1. Name, 2. Address, 3. Subject, 4. Enrolment No., 5. January 2021 (Session: 2020-21), 6. Semester 7. Contact No., 8. E-mail ID.
- The answers must be hand-written, scanned in single pdf file along with duly filled-in top sheet (on the top) and attached to the mail. Say, if a learner has four papers, answers to the questions of all four papers (both the groups) must be arranged one- after-the-other (withduly filled-in top sheet on the top of each paper) to make a single pdf file.
- The files must be named in this format: Subject_CourseName_January2021_Session 2020-21_Enrollment no.-Semester
- Only in case of project papers, learners can attach the paper as a separate pdf file. The project paper must be named in the following format: PSubject_CourseName_January2021_Session 2020-21_Enrollment no.-Semester.
- The heading of each paper must have the Course name with session, the name of the subject, the name of the paper and the
- Name of the group. For example: M.A. Semester-II of January 2021 (Session: 2020-2021), Subject: History, Paper-201, Group A. While answering for Group B of the same paper, the learner will write only 'Group B' as the heading of that section, followed by the answers.
- Each and every instruction must be strictly complied by, or else the submission will be deemed incomplete and cancelled.
- The details related to the date of submission of online assignment will be announced at the website <https://cdoe.nbu.ac.in>
- In case of any queries, please contact 0353 – 2580205 or ddedydirector001@gmail.com (please don't submit your online assignment/s in this e-mail ID. This e-mail is for official communication only).

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