

Directorate of Open & Distance Learning

Guru Nanak Dev University, Amritsar

Links for Submission of Assignments for *Internal Assessment* during **Personal Contact Programme (PCP) Classes (Session 2020-21) Nov 2020**

SOPs for Submission of Assignments by Candidates under ODL Mode

Last date for online submission of assignments for 3rd and 5th Sem. Students is 27th Dec. 2020

Last date for online submission of assignments for 1st Sem. Student is 10th January 2021

1. Submission of Assignments is **MANDATORY**. Candidates will **NOT** be allowed to appear in their **end-term examinations** in case of *Non-Submission* of their Assignments.
2. All the Candidates will be allocated Assignments by their respective course coordinator(s) taking PCP classes.
3. Candidates will have to take their assignments on **Plain White A4 sheets** and in the **format designed by the Directorate** only as given at **page no. 3** of this document
4. The Candidates will have to take and submit these assignments in **handwritten** format only. *Printed and/or typed* assignments will **NOT** be considered for evaluation.
5. Candidates will have to submit the assignments within the stipulated time.
6. Candidates are strongly advised to do their research on their respective assignment topics (*assigned to them*) and submit their assignments in their own words.
7. The minimum length for submission of an assignment (per topic) is **5 Pages**. However, if needed students can go upto 10-15 pages as per the requirements of topic
8. Candidates are required to **scan** the **signed copy** of their assignment and upload a **Single PDF** file on the **Assignment Submission Link** (*available on the Directorate's website*). The maximum file size per PDF is 10MB. **Email submission is not allowed and will not be considered for evaluation.**
9. As only single link is provided so students need to submit the assignment of all subjects at a time not different subjects on different dates
10. Candidate need to sign on front page only
11. The scanned files **MUST** be **Clearly-Readable**. This will be the responsibility of the respective candidate to ensure the file is **Readable** and not blurry/shakky (even after taking the print).
12. In case the candidate fails to comply with these norms, his/her assignment is liable to be **Rejected**.
13. Upon successful submission of the assignment, the candidates will receive a confirmation message on their respective/registered email ids. In case there's no automated message received by the candidate; he/she should inform the Directorate immediately for further assistance (odl@gndu.ac.in).

[Links for online submission of Assignments](#)

Sr. No	Course	Assignment Submission Link
1.	B. Lib (ODL) – 1 st Sem	https://forms.gle/hWN0ZzRTxCtGV6XNA
2.	BCA (ODL) – 1 st Sem	https://forms.gle/UhRoCBNnwFkYwnj19
3.	BCA (ODL) – 3 rd Sem	https://forms.gle/4J4fJ3BM8RBvi8T88
4.	BCA (ODL) – 5 th Sem	https://forms.gle/OnJRyF9qDbg7bZuK8
5.	B. Com (ODL) – 1 st Sem	https://forms.gle/mA92nhgSXC6dbHBm7

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6.	B. Com (ODL) – 3 rd Sem	https://forms.gle/H4gYaR2PPeADiajm8
7.	B. Com (ODL) – 5 th Sem	https://forms.gle/HCwR4gosynRtW4bH9
8.	MBA (ODL) – 1 st Sem	https://forms.gle/xYLCrTrbhQ7EKHCj8
9.	MBA (ODL) – 3 rd Sem	https://forms.gle/G9M8TJZ7t348GLEc7
10.	MCA (ODL) – 1 st Sem	https://forms.gle/ukvZSF7J1VLKnhJH9
11.	MCA (ODL) – 3 rd Sem	https://forms.gle/8Ffdkn8VmWBqHUgh7
12.	MCA (ODL) – 5 th Sem	https://forms.gle/dKF5ctQdeviHo5kE6
13.	M. Com (ODL) – 1 st Sem	https://forms.gle/nzdogrBsRH3JpGjV9
14.	MA_Eng (ODL) – 1 st Sem	https://forms.gle/841Gy3uqquRXpDcA8
15.	MA_Eng (ODL) – 3 rd Sem	https://forms.gle/gh3eSgPuVRQZm4Ut8
16.	DCA (ODL) – 1 st Sem	https://forms.gle/c83g49Zf1eupoHqdA
17.	PGDCA (ODL) – 1 st Sem	https://forms.gle/FgEx6RNFdKc3Ec9z6
18.	PGDBM (ODL) – 1 st Sem	https://forms.gle/XpyKDuhVDAnTzQ6d8
19.	PGDJMC (ODL) – 1 st Sem	https://forms.gle/yRv6p69d6WW8vcD68
20.	PGDAN (ODL) – 1 st Sem	https://forms.gle/4QxqY3hbDiR5BkEGA

Design format for Front page for submission of Internal assignments

Directorate of Open and Distance Learning Guru Nanak Dev University

S.No.	Name of the student	
1	Father's name	
2	Student ID/Roll No.	
3	Class (Sem.)	
4	Subject (course) Code	
5	Subject (Course) name	
6	Learner Support Centre	
7	Assignment No.	
8	Topic	
9	No. of Pages	
10	Students Signature & Date	
11	Space for Faculty remarks	

Sd/-

Director ODL