Directorate of Open and Distance Learning
Guru Nanak Dev University, Amritsar
(University Established by the state Legislature act no. 21 of 1969)
Accredited as "A++" grade by NAAC and awarded "University with potential for excellence" status by UGC

Date: 20.11.2025

URGENT NOTICE REGARDING INTERNAL ASSIGNMENTS

The Directorate had earlier fixed 20.11.2025 as the last date for submitting assignments. After receiving many requests from students, the Directorate has decided to extend this date one final time. _**The revised and final last date for submission of assignments is now 26.11.2025**_. No assignments will be accepted after this date under any circumstances, and the submission portal will be closed.

**All students are also informed that internal viva will be conducted during the PCP classes on 29.11.2025 and 30.11.2025.** Attendance for the viva is compulsory for every student. Since the viva is scheduled immediately after the submission deadline, the last date for assignment submission cannot be extended any further. **This is the final chance for all students to submit their assignments**.

It has been noticed that many students are facing difficulties while uploading their assignments. **To assist them, the detailed SOP for assignment submission has been attached on pages 2 and 5 of this notice. All students are advised to read the SOP carefully and upload their assignments correctly before the final deadline.**
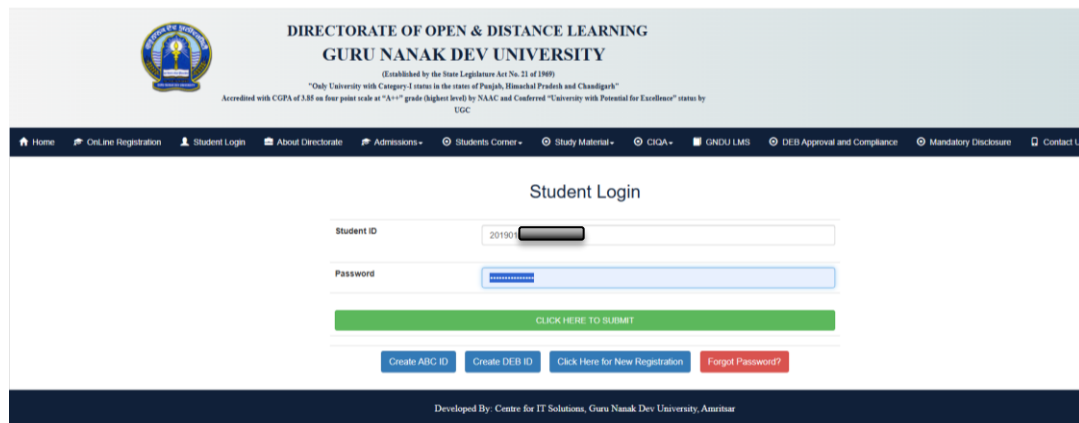
Enclosure: SOP from page No. 2 to 5

Director, ODL & Online Studies

Standard Operating Procedure (SOP) for Uploading Assignments – ODL Students

This SOP guides all students of the Directorate of Open & Distance Learning (ODL), Guru Nanak Dev University, on how to correctly upload their assignments on the portal.
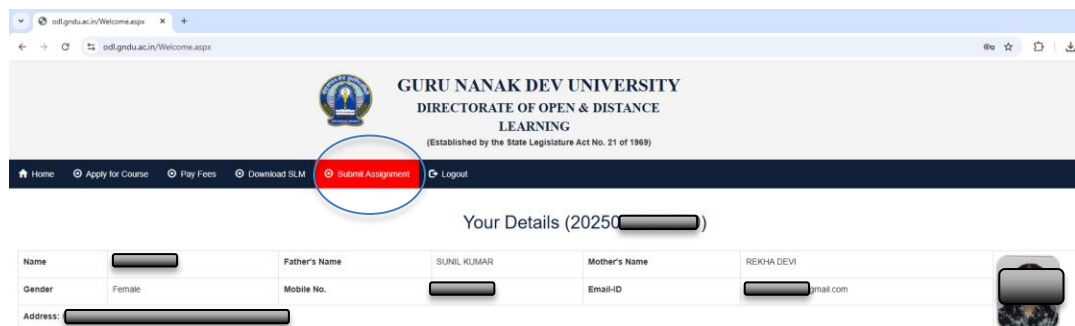
Step 1: Login to Student Portal

1. Visit the official ODL student login page:
   https://odl.gndu.ac.in/studentlogin.aspx
2. Enter your **Student ID** and **Password**.
3. Click on **Login**.

Step 2: Open Assignment Submission Section

1. After login, your **student dashboard** will appear.
2. Click on **"Submit Assignments"**.

Step 3: Fill Student Details

1. Your **Class/Programme** will be displayed.
2. Enter the following details:
   - o Name
   - o Father's Name
   - o Email
   - o Student ID
3. Click on **Next**.

Step 4: Prepare Subject-wise PDF Files

1. Prepare **one separate PDF file** for each subject.
2. **Maximum file size allowed: 10 MB** for each PDF.
3. If you have **4 subjects**, prepare **4 individual PDFs**.
4. All assignments must be uploaded **in one single attempt**.
5. Do **not** upload one subject today and another later.
6. The portal accepts **only one-time submission**.

Step 5: Upload the Assignment PDFs

1. Select the subject name.
2. Click on **Upload** and attach the correct PDF.
3. Repeat for all subjects.

Step 6: Final Submission

1. Review all uploaded PDFs carefully.
2. Click on **Submit** to complete the process.
3. After submission, assignments **cannot be edited or re-uploaded**.

Important Instructions

- Ensure all PDF files are clear and readable.
- Make sure no subject is left out.
- Submit all assignments before the deadline.