



# 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**

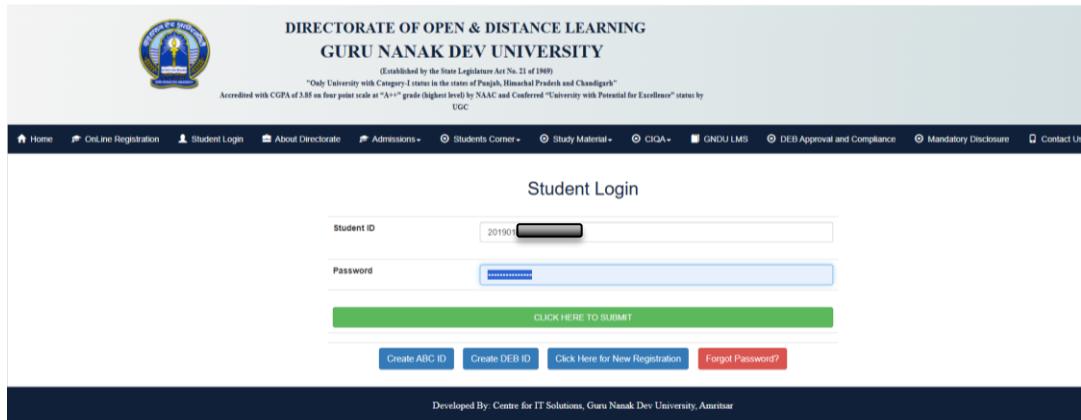
**Director, ODL & Online Studies**

# 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**.

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**Directorate of Open and Distance Learning**  
**Guru Nanak Dev University, Amritsar** 

Only University of Punjab is here called "Category-I" Status  
(Established Under State Legislature Act No. 21 of 1962)

**B.Com (ODL) Sem 1st Assignment  
Submission Session 2025-26 (DEC-2025)**

SOPs for Submission of Assignments by Candidates under ODL Mode  
Last date for online submission of assignments Students is **20th November 2025**

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. As per the scheme for all ODL courses 30 marks per subject assigned for internal assignment and remaining 70 marks for end term theory examination  
3. All the Candidates need to submit the assignments of any two topics out of ten topics given by the Course coordinator(s) per subjects for submission of Assignments by their respective course coordinator(s) during the PCP classes only  
4. 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  
5. 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.  
6. Candidates will have to submit the assignments during the PCP classes only. For current session the last date is **20th November 2025**.  
7. Candidates will have to submit the assignments within the stipulated time.  
8. Candidates are strongly advised to do their research on their respective assignment topics (assigned to them) and submit their assignments in their own words.  
9. The minimum length for submission of an assignment (per topic) is 5 Pages. However, if needed students can go upto 10-20 pages as per the requirements of topic  
10. Candidates are required to scan the signed copy of their assignment and upload a Single PDF file (on both the topics) per subject 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.  
11. 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  
12. You MUST Rename your files as your Name. Last four digits of your Student ID plus

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16. 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](mailto:odl@gndu.ac.in)).

odl@gndu.ac.in [Switch account](#)  Draft saved

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

Email \*

odl@gndu.ac.in 

Name of the Candidate (Please enter your full name as mentioned in your ODL Student Portal) \*

Name 

Father's Name \*

Fathers' name 

Please enter your Student ID (Example 2021012001234) \*

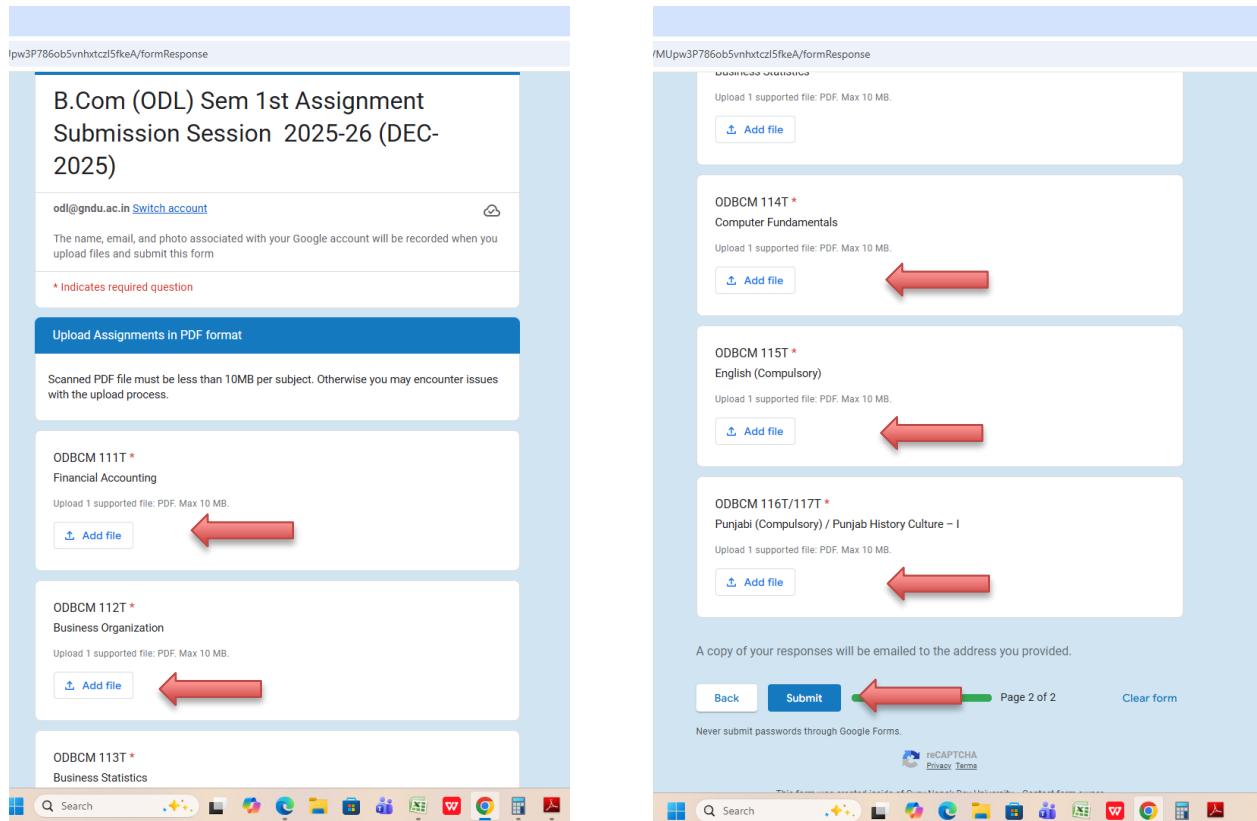
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## Step 4: Prepare Subject-wise PDF Files

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**.



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B.Com (ODL) Sem 1st Assignment Submission Session 2025-26 (DEC-2025)

odl@gndu.ac.in [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

Upload Assignments in PDF format

Scanned PDF file must be less than 10MB per subject. Otherwise you may encounter issues with the upload process.

ODBCM 114T \*

Computer Fundamentals

Upload 1 supported file: PDF. Max 10 MB.

ODBCM 115T \*

English (Compulsory)

Upload 1 supported file: PDF. Max 10 MB.

ODBCM 116T/117T \*

Punjabi (Compulsory) / Punjab History Culture –

Upload 1 supported file: PDF. Max 10 MB.

ODBCM 112T \*

Business Organization

Upload 1 supported file: PDF. Max 10 MB.

ODBCM 113T \*

Business Statistics

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Never submit passwords through Google Forms.

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## 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**.

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### Important Instructions

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