



DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF JAMMU, JAMMU
www.distanceeducationju.in

NOTICE

It is hereby notified for the information of all the distance learners of the DDE that they will follow the following instructions for submission of online Internal Assessment Assignment files to the concerned Coordinators of UG/PG/ Programmes.

1. No typed, Photocopy assignments shall be accepted.
2. Each student shall submit hand written IAAs.
3. The IAAs in each course will be scanned by the distance learners and converted into separate Pdf file.
4. The title page shall have the details of the distance learners as per the IAA booklets performa.
5. The first page will be scanned copy of the enrolment card.
6. The second page onwards will be the IAA as per their respectiveth assignment booklets. The distance learners will submit the assignment w.e.f: 27 June, 20 to 4th July, 20. No internal IAA will be accepted after the last date i.e 4th July, 20.
7. The distance learners will write his/her name & complete enrolment number in the subject column of e-mail. Each Pdf will be named as per the respective course title.
8. The distance learners will sign each page of the IAA file and then scan and convert into Pdf file .
9. All the courses Pdf files(4/5) will be sent as attachment in one E-mail.

Note:- E-Mails of the Coordinators(UG/PG/) Programmes

	<u>Sem-II</u>	<u>Sem-IV</u>
1. Prof Sandeep Tandon	mcom.sem02@gmail.com	rupamhjn23@gmail.com
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11. Dr. Neha Viz vij.neha022@gmail.com nehavij52@gmail.com

No: DDE/Adm/20/758-59

Dated 26/6/20

Sd/-

Asstt. Registrar(Adm)

Copy to:-

Sr. P.A to the Director DDE, please.

I/C, Computer lab for uploading the information on the DDE website.

Guard File.