



KANNUR UNIVERSITY

School of Lifelong Learning

Centre for Private Registration

Three Year UG (FYUGP Pattern – private registration scheme--2020 to 2023 Admissions)

No. SLL/SLL1- II/56/2026

Kannur; Date:20.06.2026

INSTRUCTIONS

Instructions to Candidates Regarding the Submission of Assignments for Internal Evaluation of the First Semester B.Com. / B.B.A. / B.A. Degree (Supplementary - 2020 to 2023 Admissions) Examinations, November 2025, under the Private Registration Scheme

A. Ensure That You Have Registered for the Examination

1. The Internal Evaluation (20%) of each course for the First Semester (**Supplementary - 2020 to 2023 Admission**) November 2025 shall be based on assignments.

2. **Only those candidates who have registered** for the First Semester B.Com. / B.B.A. / B.A. Degree (Supplementary - 2020 to 2023 Admission) Examinations, November 2025, under the Private Registration Scheme, **are eligible to submit assignments.**

3. Submission of assignments is compulsory. No grade will be awarded for a course if the candidate fails to submit the assignment, even if he/she has appeared for the end semester examinations

B. Online Payment of Fees and Downloading Question Papers and Covering Sheets

4. To make online payment and to download Question Papers and Covering Sheets, visit the Kannur University website at www.kannuruniversity.ac.in. Navigate to **Academics > Private Registration > Assignment > UG > Supplementary (2020 to 2023 Admission)**

5. After you log in with your enrolment number and date of birth, the courses (papers) you have registered for your I semester supplementary November 2025 examination will be displayed under the head "**Verify and confirm your data**". If the courses (papers) displayed are the ones you have registered for your I semester supplementary November 2025 examination, you can save and proceed to the Payment Page (SBI e-payment). In case there is any discrepancy, please



contact the IT Cell via email at development@kannuruniversity.ac.in, attaching a copy of your hall ticket for the Third Semester supplementary November 2025 examination, and IT Cell will give you instructions to proceed further. You may also contact the IT Cell or School of Lifelong Learning Department in email development@kannuruniv.ac.in or sosll1@kannuruniv.ac.in for further assistance.

6. The fee for the assignment is ₹90/- per course (paper) plus a common fine of ₹150/- for supplementary candidates. The fee should be paid only through the payment link provided in the login page . While paying the fee , do not click the back button or refresh the page. Wait until the '**Assignment Fee Remittance Details**' are displayed on the screen to ensure the completion of the transaction.

7. After successful online payment, you can download **the question paper (for each course (paper)) and the covering sheet (for each course (paper))**.After downloading, verify that you have received the correct question paper for each course (paper) concerned. In case of any discrepancy, please contact the **IT Cell** via email development@kannuruniv.ac.in for further assistance.

8. Piecemeal submission of assignments will not be permitted. Therefore, the total fee for all the registered courses shall be paid in full. Fee once remitted will not be refunded.

C. Instructions for using Covering Sheets

9. After the successful payment of the fee online, download the covering sheet (separate for each course) for submitting the assignment. Ensure that your enrolment number, fee details, and the course name for which that covering sheet to be used, are clearly printed on each sheet. The fee details provided on the covering sheet should be noted for future reference. **Assignments submitted without a covering sheet will not be accepted or evaluated.** Candidates shall sign the declaration on the covering sheet. **Assignments without signed declaration will be rejected.**

10. Use only the covering sheet downloaded after making an online payment. **Assignments submitted with a covering sheet in any other format or linked to a different payment method will summarily be rejected.**

11. If the assignment attached to a covering sheet does not correspond to the course specified on the sheet, it will not be evaluated, and the Continuous Comprehensive Assessment (CCA) for that course (paper) will be recorded as **absent**. Therefore, please ensure that the assignment matches the course (paper) listed on the covering sheet.

D. Preparing Assignments

12. As part of the assignment of a course (paper) candidate shall answer 4 essay questions for 10 mark each, out of 8 questions, covering the syllabus of the course, or as per any specific instruction given in the question paper.



13. Candidates shall write answers neatly and legibly in their own handwriting, using a pen in blue or black ink, and not using a pencil.
14. Differently-abled candidates unable to write assignments in their own handwriting shall submit a request, along with a copy of their disability certificate, to the Director, School of Lifelong Learning, for permission to use a scribe or submit a typed assignment. A copy of the document permitting the same shall be attached to the assignments of all semesters.
15. Candidates are advised **not to reproduce exact extracts** from books, notes, internet sources, or use AI or other tools to answer assignment questions. Answers shall be written in the candidate's own words. Copying verbatim from books or downloading from internet sources should be avoided. If assignments of two or more candidates are found to be similar or identical based on the evaluator's report, the matter shall be treated as a suspected case of malpractice and follow up action will be taken as per the rules.
16. Assignments shall be written on A4-sized paper (*standard quality plain paper - 75 to 80 GSM*) only. Undersized or thin paper is not permitted. A **1-inch margin must be left on the left, top, and bottom of each page.**
17. The **title of the course (paper)** shall be written in capital letters at the top of the first page of the assignment. Questions should be reproduced before each answer. For lengthy questions, clearly state the question number and the first sentence of the question.
18. Answers may be written in English or Malayalam. However, in the case of courses in language discipline, the answers shall be written in the language concerned except otherwise directed.
19. Assignments for each course (paper) in a semester shall be written on separate sheets.

E. Submission of Assignments and Deadlines

20. Assignments may be sent by registered post or reliable courier to: The Director, School of Lifelong Learning, Kannur University, Thavakkara, Civil Station P.O., Kannur, PIN 670002. The last date for receipt of assignments **by post** is **06-07-2026 (Monday)**
21. The candidates may submit Assignments **in person** at the office of the School of Lifelong Learning, Kannur University, Thavakkara (Students' Amenity Centre), on **06-07-2026 (Monday)**. **till 4.30 pm**
22. Online or email submissions of assignments are not permitted. Typed assignments, photocopies, or reproductions will not be accepted.
23. Candidates will not be permitted to revise and resubmit assignments once submitted
24. Assignments with spiral binding, hard binding, laminations, plastic sticks, plastic covers, and transparent/coloured plastic sheets are not allowed. Candidates shall use a simple white tag, thread, or twine to tie the assignment for each course (course). All assignments for a programme, tied separately, shall be placed in a single cover for submission. The name of the programme and



the Enrolment number of the candidate should be furnished on the cover.

25. All assignments for courses (papers) of a semester shall be submitted together.

26. **Assignments not complying with these instructions will be rejected without notifying the candidate.**

27. Candidates are advised to keep a photocopy of their assignments and the receipt from the courier or Post Office for reference.

F. Evaluation of Assignments

28. Assignments will be evaluated based on content, ideas, logical sequence, and innovative idea presented, among other criteria.

29. The marks secured by the candidates out of 40 marks will be converted into 10 (i.e., 20% earmarked for internal evaluation) and awarded. Fractions of 0.5 and above will be rounded to the next integer, and less than 0.5 will be ignored.

30. **There will be no re-evaluation of assignments.** No complaints or requests for grievance redressal regarding Continuous Comprehensive Assessment will be considered after one month from the publication of results.

We wish you the best in completing and submitting the assignments by the deadline.

(Sd/-)

Dr. N K Deepak

Director incharge (SLL) (SLL)

