



KANNUR UNIVERSITY
School of Lifelong Learning
Centre for Private Registration

No.SLL1/SLL1- I/254/2025

Kannur; Date: 30.07.2026

INSTRUCTIONS

Instructions to candidates regarding submission of Assignments of Internal Evaluation of Certificate Course in Additional optional Co-operation (Private Registration) Regular- 2025 Admission/Supplementary - 2022 to 2024 Admissions) Examinations, April 2026

A. ENSURE THAT YOU HAVE REGISTERED FOR THE EXAMINATION

1. Internal Evaluation (20%) of Certificate Course in Additional optional Co-operation (Private Registration - Regular- 2025 Admission/Supplementary - 2022 to 2024 Admissions) Examinations, April 2026 shall be based on Assignments.
2. Those who have registered for their Additional optional Co-operation (Private Registration - Regular- 2025 Admission/Supplementary - 2022 to 2024 Admissions) Examinations, April 2026 ONLY are eligible for submitting assignments.
3. Submission of assignments is compulsory. No grade will be awarded for the course if the candidate fails to submit the assignment, even if the candidate appeared for the Examinations at the end of the course.

B. ONLINE PAYMENT OF FEE AND DOWNLOADING QUESTION PAPER AND COVERING SHEET

4. The fee for Assignment is ₹ 135/- (Rupees One Hundred and Thirty Five only) per paper. The fee shall be paid online only. For making online payment, visit the Kannur University website www.kannuruniversity.ac.in on the link: **ACADEMICS >> Private Registration >> Assignment.**

Select the programme and enter the required data to log in. While paying the assignment fee online, **do not click the back button or refresh the page.** Wait until the "Assignment Fee Remittance



Details" are displayed on the screen to ensure a smooth transaction.

5. Piecemeal submission of assignments is not permitted. Hence, the total fee applicable shall be paid.

6. After successful online payment of the fee, you can download the **question paper (for each course (paper)) and the covering sheet (for each course(paper))**.

C. INSTRUCTIONS ON USING COVERING SHEET

7. After successful payment of the fee online, you can download a Covering Sheet (separate for each course), for submitting the assignment. Ensure that your enrolment number, fee details, and the name of the course (papers) for which the covering sheet to be used are clearly shown on each covering sheet. Fee details stated on the covering sheet should be noted for future purposes. **Assignments without a covering sheet will NOT be accepted or evaluated.** Candidates shall sign a declaration on the covering sheet. **Assignments without a signed declaration will be rejected.**

8. Only the covering sheet downloaded after making online payment shall be used. Assignments with a covering sheet in any other format or with a different payment mode will be summarily rejected.

9. If the assignment attached to a Covering Sheet does not match the one specified on the Covering Sheet, it will not be evaluated, and the internal assessment for that course (paper) will be marked as **ABSENT**. Therefore, please make sure that the assignment corresponds to the course (paper) listed on the Covering Sheet.

D. PREPARING ASSIGNMENT

10. As part of the assignment of a course (paper), candidates shall answer 4 essay questions for 10 marks each, out of 8 questions, covering the syllabus of the course, or as per the instructions given in the question paper.

11. Candidates shall write answers neatly in their own handwriting. Answers shall be written neatly and legibly using a pen in blue or black ink, and not using a pencil.

12. Differently abled candidates who are unable to write assignments in their own handwriting shall submit a request with a copy of the disability certificate to the Director, School of Lifelong Learning, or permission to submit the assignment using a scribe or submitting typed assignment. A copy of the document permitting the same shall be attached to the assignments.



13. Candidates are advised NOT to simply reproduce exact extracts from books/notes/internet sources or use AI or other tools for answering questions in assignments. Candidates shall answer questions in their own words. Copying verbatim from books, downloading from an internet source should be avoided. If the assignments of two or more candidates are found to be similar/identical on the basis of the report from the evaluator, the matter shall be treated as a suspected case of malpractice and be settled as per the rules.

14. Only A4-size paper (standard quality plain paper - 75 to 80 GSM) shall be used for assignments, and assignments shall not be written on undersized or thin paper. A 1" margin may be left on the left, top, and bottom of an assignment.

15. **The title of the course (paper) must be written at the top of the first page of the assignment in CAPITAL LETTERS. Questions should also be reproduced with each answer. If the questions are lengthy, the question number should be clearly stated along with the first sentence of the question.**

16. The answer may be written either in English or in Malayalam.

17. Assignments for each course (paper) shall be answered on separate sheets. For example, assignments of "3B04 COM - Course I Elective - Co-operative Principles" and that of "4B06 COM - Course II Elective - Management of Co-operatives" shall not be written on the same sheet in continuation, and a separate sheet shall be used to begin each assignment.

E. SUBMISSION OF ASSIGNMENT AND THE LAST DATE.

18. Assignments may be submitted to the office of the School of Lifelong Learning, Kannur University, Thavakkara (Students' Amenity Centre) during office hours or may be sent via registered post, parcel, or reliable courier to the **Director, School of Lifelong Learning, Kannur University, Thavakkara, Civil Station PO, Kannur, PIN - 670002**. The last date of receipt of the Assignment is **24.09.2026, Thursday 4 pm**. Assignments received after the last date will not be accepted.

19. Online or email submission of assignments is not allowed. Typed assignments or photocopies will not be accepted.

20. All assignments for courses (papers) must be submitted together.

21. Candidates will not be permitted to correct and resubmit the assignments once submitted.



22. Assignments with spiral binding, hard binding, laminations, plastic sticks, plastic covers and transparent/coloured plastic sheets **are not allowed**. The candidates should use a **simple white tag/thread/twine for tying** the assignment of each course (paper). All the assignments of a Programme, tied separately, shall be put in a single cover and submitted. The name of the Programme and the Enrolment number of the candidate should be furnished on the cover.

F. SUPPLEMENTARY CANDIDATES

23. Those candidates admitted in **2022, 2023 & 2024**, who are eligible to submit their supplementary assignments, shall remit a total fine of ₹ 150/- in addition to the prescribed assignment fee. Besides, these candidates must have registered for the relevant courses (papers) of **the Additional optional Co-operation (Private Registration - Regular-2025 Admission/Supplementary - 2022 to 2024 Admissions) Examinations, April 2026**

24. In case supplementary candidates are required to submit assignments of the remaining papers, they will have the option to select the course (paper) during the online payment process.

25. Assignments not complying with the above instructions will be rejected without intimation to the candidate.

26. Candidates are advised to keep a photocopy of their assignments and the receipt from the courier/Post Office obtained in this regard.

G. EVALUATION OF ASSIGNMENT

27. Assignments will be evaluated considering, among other things, the contents, ideas, logical sequence, and innovative ideas presented. 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.

28. **There shall be no revaluation for assignments.** No complaint or grievance redressal request regarding Internal Evaluation will be entertained after one month of the publication of results.

We wish you the best in the completion of the assignments and submission of the same by the last date.

Sd/-

Dr. N K Deepak

Director incharge (SLL)

