

**Non-Collegiate Women Education Board
University of Delhi
Delhi — 110007**

Instructions for the Preparation and Submission of the Assignments

1. The students who wish to submit typed assignments, need to adhere to the following format:

Paper size: A4
Font: Times New Roman / Krutidev / Gurmukhi
Font size: 12
Space: Double
Alignment: Left hand
Margin: One inch (all the four sides)

2. The students who wish to submit handwritten assignments can use preferably A4 size plain sheets. If someone doesn't have even the availability of A4 plain papers, she can use notebook pages.
3. The students need to write on one side of the paper so that scan / image of the sheets would be clear enough.
4. The students need to ensure that the scan / image files they are sending are intelligible.
5. The assignments will be submitted in PDF format only. The files size should not be more than 10 MB.
6. They need to make just one file per paper. Both the assignments topics / questions of any paper need to be sent in one file only.
7. One the top of the each file the following details need to be duly mention the following details:
- NAME OF THE STUDENT
DISCIPLINE / SUBJECT
8. Before giving their response / answer the students need to mention the attempted titles / questions in bold.

9. In order to avoid any confusion, instead of continuing their response / answer to the second title / question, the students are suggested to begin their response / answer to the second title / question on a fresh sheet.
10. In both the types of files (typed and handwritten) the students need to mark the page numbers at the bottom (in the centre) of the pages.
11. The assignments need to be E-mailed to the concerned teachers directly and will also be cced to NCWEB. The list of the E-mail IDs will be shared hereafter.
12. While sending the assignments the students need to duly mention the following details in the subject of the E-mail:

DISCIPLINE - TITLE OF THE PAPER [e.g. English - Disability Studies]

Dr. V K Singh
Teacher in Charge
PG Center