

Dear Learner,

You have to complete one Tutor Marked Assignment (TMA) for each course.

It is important that you write the answers to all the TMA questions in your own words. Your answers should be according to the word-limit set for a particular question. Remember, writing answers to assignment questions will improve and sharpen your understanding of the concept.

### **Submission**

You need to submit all the assignments within the stipulated time for being eligible to appear in the Term-End-Examination (TEE). The completed assignments should be submitted as per the following schedule :

For July, 2023 Session (Bachelor's Degree / Master's Degree/ Diploma/PG Diploma Programme) : **During March,2024** (1<sup>st</sup> to 31<sup>st</sup> March,2024) .

**Place of Submission** : At your Study Centre. Under any circumstances do not send the assignment(s) to any other place. To know your Study Centre, please visit

:[www.ignou.ac.in...Student Zone ... Registration Status](http://www.ignou.ac.in...Student Zone ... Registration Status) **or**

<https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>

***Please obtain a receipt from the Study Centre for the assignments submitted and retain it. Also keep a photocopy / xerox copy of the assignments with you.***

### **INSTRUCTIONS**

Following instructions are to be carefully followed before writing the assignments:

1. Provide information about your Enrolment Number, Name, Full Address, Signature and Date on title page of your assignment. Also provide details about the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the title page. Course Code and Assignment Code will be available in the assignment.

The title page may look like this:

Enrolment No .....

Name.....

Address .....

Signature.....

Date .....

Programme Code and Title .....

Course Code & Title .....

Assignment Code .....

Study Centre Code : .....

*All Tutor Marked Assignments are to be submitted at the study centre assigned to you.*

2. Read the assignments carefully and follow the instructions (if any) given on the assignment.

3. We expect you to answer each question as per guidelines mentioned in the assignment.

**You will find it useful to keep the following points in mind:**

i. **Planning:** Read the assignments carefully. Go through the Units on which they are based. Make some points regarding each question and then re-arrange these in a logical order.

ii. **Organisation:** Be a little more selective and analytical before drawing up a rough outline of your answer. Give adequate attention to your introduction and conclusion. Make sure that your answer:

a) is logical and coherent;

b) has clear connections between sentences and paragraphs;

c) is written correctly giving adequate consideration to your expression, style and presentation

iii. **Presentation:** Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underlining the points you wish to emphasize. Make sure that the answer is within the stipulated word limit.

4. Use A4 size ruled paper for your response and tie all the pages carefully. Allow a 4 cm margin on the left and leave some space between each answer. This will facilitate the Evaluator to write useful comments in the margin at appropriate places.

5. Write the responses in your own hand. **Do not print or type the answers**. Do not copy your answers from the Units / Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.

6. Do not copy from the response sheets of other students. If copying is noticed, the assignments of such learners will be rejected.
7. Write each assignment separately. All the assignments should not be written in continuity. For each Course ,use separate sheets.
8. Write the question and question number with each answer.
9. After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator.
10. In case you have requested for a change of Study Centre, you should submit your Tutor-Marked-Assignments (TMA) only to the original Study Centre until the change of Study Centre is notified by the University.
11. ***After title page, please insert a copy of assignment question paper.***

**Please ensure the following before submitting your assignment :**

1. Your enrolment number, name and address have been written correctly.
2. The title of the course and assignment number has been written clearly.
3. Each assignment on each course has been written on separate sheets and pinned / stitched properly. **Do not use channel file** as few pages may be misplaced.
4. All the questions in a particular section should be answered before attempting the next section.

**Note :** Assignments carry 30 % weightage in overall evaluation. Hence, give due importance while writing the assignment(s). There is no scope for re-evaluation / re-checking of assignment(s). Once submitted and evaluated, assignments marks remain valid for maximum duration of your Programme.

**WISH YOU ALL THE BEST**