

## **:: Guidelines and instructions for submission of assignments ::**

### **:: For Term End Examination June / December ::**

Date of Submission of Assignments: **The last date of submission of assignments is notified by the Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi.**

You may check the latest notification for last date at

University Website: <http://www.ignou.ac.in/> or <http://rcrajkot.ignou.ac.in/> or

RC Facebook Page: <https://www.facebook.com/IGNOURegionalCentreRajkot> or

RC Twitter Page: [https://x.com/IGNOU\\_RC\\_Rajkot](https://x.com/IGNOU_RC_Rajkot)

**However, you are advised NOT to wait for the last date.**

#### **• NOTE - A: The assignments will NOT be considered and processed for evaluation.**

1. If the learners found NOT to be from IGNOU RC RAJKOT.
2. Incomplete assignment received.
3. If the guidelines as mentioned are not followed by the learners.
4. If there is any mismatch in the details filled up in form (**Annexure-I**)
5. **Prematurely** and **irregularly** (Not Eligible /Non completion of minimum study period) submitted assignments **cannot be uploaded for result.**

**In such cases students are advised to submit fresh one assignments in next session.**

#### **• NOTE - B: You are required to attach your IGNOU ID card**

#### **• NOTE - C: Important Instructions**

1. Please write your enrollment no. & course code at the **header/footer** of each page of your Assignment. Also, PLEASE put Page Numbers at the bottom of all pages of your Assignment.
2. **Please retain Xerox/Scan/photocopy assignments safe with you for records. You may be asked anytime by the RC to submit, if and when required.**
3. If assignment awards are not updated in your Grade Card within next 09 months, please write to us at [rcrajkot@ignou.ac.in](mailto:rcrajkot@ignou.ac.in) giving your complete details and attaching the proof of assignment submission.

#### **• NOTE - D: Special Instructions**

1. Do NOT submit any assignment which you have already passed because Improvement in assignments is not allowed. Please refer to your program guide for details.

#### **• NOTE - E: Assignment should have following components in the sequence given**

1. First page should be this document as Annexure-I.
2. Second page should be Copy of IGNOU Identity Card
3. Third page should be this document Assessment Sheet.
4. Copy of valid/applicable assignment question paper attempted by you. The valid assignment question paper for the current session may be downloaded from the link: → <https://www.ignou.ac.in/pages/54>
5. Assignments should be Hand--written only.



इंदिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

क्षेत्रीय केन्द्र - राजकोट / Regional Centre - Rajkot



Assignment Submission for Term End Exam June [ ] / December [ ] 20\_\_\_\_

(Please read the instruction given below carefully before submitting assignments)

- 1 Name of the student : .....
- 2 Enrollment No. : 

--	--	--	--	--	--	--	--	--	--
- 3 Programme Code : .....
- 4 Course Code : .....
- 5 Study Centre Code : .....
- 6 Name of the Study Centre : .....  
with complete address .....
- 7 Mobile No. : 

--	--	--	--	--	--	--	--	--	--
- 8 Email Id : .....
- 9 Above information is cross checked and it is correct: YES [ ] NO [ ]

Date of Submission [ DD / MM / YYYY ]

.....  
(Signature of the student)**A. Important Instructions:**

1. Please do not send any assignments at any email of the Regional Centre Rajkot, it will not be considered and no correspondence will be made/ replied.
2. We discourage plastic covers. Use plain A4 size papers for assignments for uniformity and better management with this cover page on each assignment.
3. Please write your enrollment no. and course code at the **header/footer** of each page of your Assignment. Also, please put Page Numbers at the bottom of all pages of your Assignment.
4. Please retain Xerox/Scan/photocopy assignments safe with you for record (may be asked to submit at later stage) and also keep the assignment submission receipt in safe custody.
5. If assignment awards are not updated in your Grade Card within next 09 months, please write to us at rcrajkot@ignou.ac.in giving your complete details and attaching the proof of assignment submission.
6. **Prematurely** and **irregularly** (Not Eligible /Non completion of minimum study period) submitted assignments **cannot be uploaded for result**. Therefore, a new assignment will have to be submitted in the next session to successfully pass the course code(s).

**B. Assignments Should have following components in the same sequence:**

1. First page should be this documents as Annexure - I
2. Copy of IGNOU Identity Card
3. Third page should be as Assessment Sheet.
4. Print of valid / applicable assignment question paper.
5. Assignments should be hand-written only



## Assessment Sheet

Enrollment No.  Programme \_\_\_\_\_ Assessment \_\_\_\_\_

Student's Name \_\_\_\_\_ Course \_\_\_\_\_ Grade/Marks

LSC Code No.  Assignment No. \_\_\_\_\_ Max. Marks

### Evaluator's Comments

(If this space is not sufficient, please use back page)

Please tick  in the relevant box below

CONTENT			STRUCTURE & PRESENTATION		
Accurate Information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Inaccurate Information	Well Planned	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Inadequately Planned
Adequate Coverage	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Inadequate Coverage	Concise	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Too long or too short
Good		Poor			
Conceptual Analysis	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Conceptual Analysis	Clearly Expressed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Not Clearly Expressed
Good		Poor			

Evaluator's Signature \_\_\_\_\_

Moderator's Comments, if any

Date \_\_\_\_\_

Name in full \_\_\_\_\_

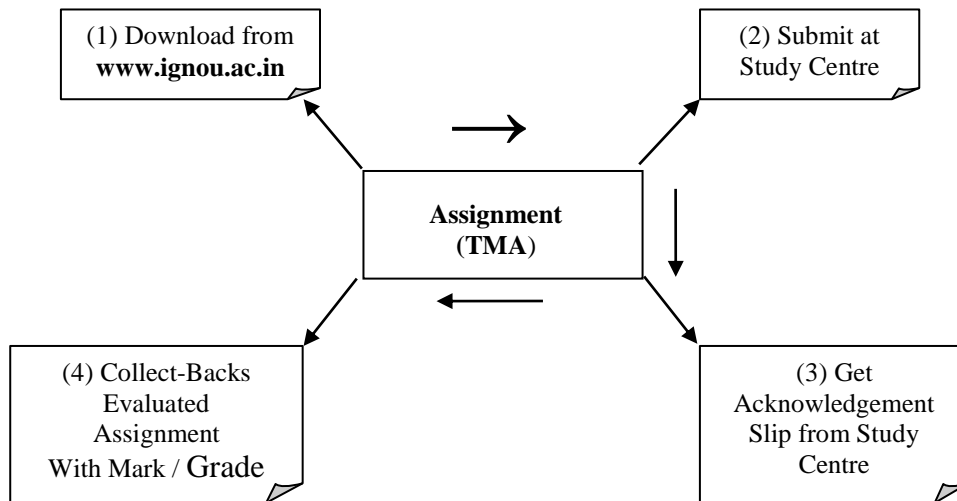
Evaluator's Code No. \_\_\_\_\_

Address \_\_\_\_\_

Signature of the Moderator \_\_\_\_\_

Name in full \_\_\_\_\_

## Assignment Submission and Collect-Back Process



- Read instructions for submission of assignment given in your Programme Guide carefully
- **Download the current assignment / latest Assignments (TMA=Tutor Marked Assignment) from <https://www.ignou.ac.in/> or <https://www.ignou.ac.in/pages/54> and attached with each assignment.**
- Use A-4 size RULLED white sheets. For diagram / graph / tables etc. use unrulled white sheets, if required
- Always add your personal inputs such as – topic relevant personal experiences, reference from current journals / publications / websites / other library books (other than study material) so as to score good grads/ marks. Make sure that you have attempted all the main points of the question
- Mere reproduction of study material is to be avoided
- Mention your Enrolment number on left-top – corner of each page of your assignment response
- Multi-color presentation is preferred
- Normally each assignment can have 15-25 pages. Follow the minimum words limits of each or aversion. For example, 150 words (or) 300 words (or) 600/1200 words etc.
- Write Enrolment Number, Programme Code, Course Code, Assignment (TMA) Number, Study Centre Code on first page of Assignment

PROGRAMME TITLE _____	ENROLMENT NO	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
COURE CODE _____	NAME _____											
COURSE TITLE _____	_____											
ASSIGNMENT CODE _____ (as printed on assignments)	SIGNATURE _____											
STUDY CENTRE CODE _____	DATE : _____/_____/_____ (DD/MM/YYYY)											

- Assignment should be hand written only. Should write on both side of the paper. Computer printout / Xerox copy not acceptable for evaluation
- 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.
- Each assignment is to be submitted in a separate (paper based) file. That is, one file should have only one assignment (not more the one).
- Should not leave right side, bottom side margin at all.
- Keep carbon / Xerox copy of complete (full) assignments before its submission
- Timely submit at your allotted Study Centre as per prescribed dates mentioned on the assignment itself
- Get assignment submission Acknowledgment Slip from study centre, with date & signature of receiver
- Postal / Courier mode of submission is to be avoided due to its risk of loss in transit
- Return your assignment submission Acknowledgment Slip to collect-back evaluated assignments and make your entries in "Assignment – Returning Register" at your study centre.
- **Collect-Back your EVALUATED assignment with in 60 or 90 days of submission. Cross check your grades / marks recorded in the "Award List" prepared by study centre**
- TMA may help you in preparing for exam.

(1) Download from  
www.ignou.ac.in

(3) Submissions at Study  
Centre In person

(5) Collect-Back Evaluated  
Assignment from Study Centre

Term End Examination June Session

JANUARY - MARCH

MARCH - APRIL

MAY - JUNE

Term End Examination December Session

JULY - SEPTEMBER

SEPTEMBER - OCTOBER

NOVEMBER - DECEMBER

(2) Preparation of  
Assignment

(4) Get Acknowledgments  
Slip from Study Centre

(6) Cross check the Grade /  
Mark in Award List

- Once you have secured minimum passing marks/grade in TMA resubmission for improvement is not permitted.
- In the assignments marks/grade not updated at website grade card meet the coordinator of your study centre.
- If marks/grade not updated if site grade card before the next semester assignment submission date, letter should submit fresh assignment as per submission schedule, without any delay.
- Assignment will not be approved beyond its submission date. It will be rejected at study centre