



Submission of IGNOU Assignment(s) Guidelines for SC:28140 Students

Students of Muralidhar Girls' College – IGNOU Regular Study Centre (Code 28140) are hereby asked to submit Assignment for IGNOU Term End Examination (TEE) June 2016, only during Muralidhar Girls' College IGNOU office timing. Do not come on National and State Holidays, if there is any. (Come with the Assignment Receipt Copy i.e., the photocopy of the first page, stating the course code(s) you opt to submit)–

- Monday to Friday (3pm – 4:30pm)
- Saturday (4pm – 6pm)
- Sunday (10am – 2pm)

****Last Date of Assignment Submission – 31st March 2016**

- Try to submit your Term End Examination Form on or before 27th March 2016 along with Assignment(s) in Muralidhar Girls' College. Students, who opt for Assignment submission between 28th & 31st March 2016, have to go to the Regional Centre, Bikash Bhavan, Salt Lake for TEE 2016 Form submission.

- Before applying for any course, you must submit the Assignment of that course in Muralidhar Girls' College. You can apply for more than one course.
- Assignments submitted and successfully completed in IGNOU grade card once, need not be submitted again, but, in that case you have to show the Stamped Assignment Receipt Copy, along with print-out of the IGNOU Grade Card from www.ignou.ac.in
- Students are asked to carry their IGNOU identity card at the time of submission of Assignment and Term End Examination Form 2016.
- Assignments must be hand written only.
- No typed Assignments will be accepted. Handwriting should be written neatly and readable.
- Do not send the assignment through E-mail.
- Use only foolscap size paper for your response. Paper size must be same (preferably A4).
- Use any one colour ink pen. Do not use '**RED**' ink pen.
- Write only one side of the paper, not both sides.
- Leave at-least 1inch from left side of the paper.
- The Assignments are to be submitted in Course wise (i.e., separate files for each course) attached in a **Spiral Binding or Card Board File only. Tag all the pages carefully.**
- **The first page of the Assignment must have the following details:**
 - *Must mention IGNOU at the top of the front page*
 - *Name of the Student*
 - *Enrolment number of the Student*
 - *Programme Title*
 - *Course Title & Course Code*

- *Assignment Code Number*
 - *Date of submission*
 - *Signature of the Student*
 - *Study Centre Code : 28140*
 - *Contact number of the student with E-mail address*
- **The second page of the Assignment must have the question paper downloaded and printed from www.ignou.ac.in -> student zone -> assignment link. Do not write questions.**
- Write the relevant question number with each answer. The completed Assignment must be submitted to the Centre Coordinator of the Study Centre 28140 (Muralidhar Girls' College).
- Attach "Acknowledgment Receipt Copy" along with the Assignments. Get back acknowledgement / receipt while submitting your Assignments.
- The Coordinator / Study Centre has the right to reject the Assignments received after the due date. Therefore, the students are advised to submit the Assignments before the due date, **31st March 2016**.
- "Use of UNFAIR means / COPYING Assignments" are NOT Allowed.
- If the above instructions are not followed your Assignments will be rejected and you will be entitled to get '00' marks.
- Read the questions carefully so as to know what has been asked. Then think of the answer. The answer may not always be available in the reading material.

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

✚ **Planning:** Read the assignment carefully. Go through the units on which they are based. Make some points regarding each question and then rearrange these in a logical order. Write the answers in your own words. **Do not reproduce passages from the units.**

✚ **Organisation:** Be a little more selective and analytical before drawing up a rough outline of your answer. In an essay-type question, give adequate attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. In the course of your answer, you may like to make reference to other texts or critics as this will add some depth to your analysis" Make sure that, your answer:

- a) Logical and coherent.
- b) Clear connections between sentences and paragraphs.
- c) Written correctly, given adequate consideration to your expression, style and presentation.
- d) Does not exceed the number of words indicated in your question.

Note: Remember the submission of Assignment is precondition of permission of appearing in Term End Examination. If you have not submitted the Assignment in time you will not be allowed to appear in Term End Examination 2016.
