

# Assignments

<https://youtu.be/v3uJjOvMi-w> (in English)

<https://youtu.be/sZJ5z8k0hDQ> (in Hindi)

Hello learners! Welcome to Indira Gandhi National Open University. In this small video, let us discuss why assignments are important, how you should answer them and what you should do after you have prepared them.

An education system survives on the basis of a sound assessment and evaluation system. In open and distance education system, we have two types of evaluation system: Formative(continuous) Evaluation and summative(Term End) Evaluation. Formative evaluation is done through self-check exercises and assignments. We find the self-check exercises or self-assessment questions in the self-learning materials. These exercises help you check your progress from time to time. Likewise, assignments are there for every course. They form a compulsory component of formative/continuous assessment in every distance learning system. They constitute 25-30% of the total weightage of a course. The marks or grades obtained by you in the assignments are taken into account while calculating the overall grade. Assignments are based on the self-instructional materials provided to you by the university. They contain both short answer type and long answer type questions. You are expected to understand the contents and make application of their theoretical knowledge while answering the questions. They are useful to you in many ways: They help you to:

- have a grasp of the contents of the course concerned
- interact with the teachers or academic counsellors and develop your rapport with them
- improve your writing and presentation skills
- gauge your level of understanding of the contents
- know your learning deficiencies and fill in the information gaps- what is required of you in the assignments and what you have produced
- assess your ability to make application of the understanding of the contents.
- understand your relative position in the class

While evaluating the assignments, the distance tutors assign grades and give supportive and constructive comments on the margins of the assignments and help you know where you stand.

Hence you should take this job seriously and keep the following things in mind while attempting the assignment responses.

You should:

- download the assignments relevant to you from the university website([www.ignou.ac.in](http://www.ignou.ac.in))
- read the self-instructional materials thoroughly before attempting the assignments
- keep margins on the left for tutor's comments
- provide correct and relevant information
- arrange points in logical sequence and in a coherent manner
- maintain preciseness, clarity of expression, comprehensiveness
- use correct and simple language
- keep the assignment response neat and legible
- stick to word limit given in the assignment questions
- avoid copying from others or using ready-made responses available in the market
- use cover page for each of the assignment responses and the cover page should contain all information about you like your name, enrollment number, programme and course code, name and code of the Study Centre and date of submission
- obtain a receipt from the Study Centre regarding the submission of assignment(s)
- collect the evaluated assignment responses from the Study Centre after they are evaluated
- check the evaluated assignments properly and ensure that all the answers have been checked and awarded marks/Grades
- demand justification from the academic counsellors for the marks/awards given to you if you are not satisfied
- write to [rcpatnaassignment@gmail.com](mailto:rcpatnaassignment@gmail.com) or [rcpatna@gmail.com](mailto:rcpatna@gmail.com) in case you have any problem or queries in regard to assignments
- contact the Officer in charge of Assignments given under whom to contact on the Regional Centre website (<http://rcpatna.ignou.ac.in/Ignou-RC-Patna/userfiles/file/whom-to-contact.pdf>)

You must take the writing of assignments seriously and use them as important tools for learning.

Wish you joyful learning during your stay in the university!