

## ASSIGNMENT RELATED INFORMATION FOR STUDY CENTER AND D.EL.ED TRAINEES

- Assignments are to be submitted at the concerned Study Centers before completion of PCP. All Study Center Coordinators are requested to receive assignments with proper acknowledgement and get it evaluated before completion of PCP's at their center.
- There are three assignments in each course. Each assignment carries ten marks. Please evaluate assignment for ten marks.
- Preserve assignments in safe custody. NIOS will issue instructions for uploading of assignments/posting of marks. Study center coordinators are requested to kindly wait for further instructions in this regard.
- For latest updates and information keep visiting our Regional Center website [rcddn.nios.ac.in](http://rcddn.nios.ac.in)

### Course Based Assignments

The following point should be kept in mind when you prepare the assignments:

- Make the answer concise and systematic. Always try to avoid irrelevant details and focus on the question and its various aspects.
- Take care of the word limit wherever specified in the assignments. Please stick to the word limit as far as possible. At the same time, make the descriptions adequate and not too short. The word limit is set to sharpen the focus of the responses and not to restrict your expression.
- You have to write the answers in your own handwriting.
- You have to submit the assignments responses to the study centre you are attached to. The schedule for submission of Course Based Assignment is per directions of concerned Study Center or NIOS.

How to send completed 'Assignment-responses' and other issues:

- Write your enrolment no., name and full address and date at the top right hand corner of the first page of your assignment response(s).
- Write the course title code and assignment code in capital letters in the centre at the top of the first page of your response(s).

(Leave the top left-hand corner blank for office use). The top of the first page of your response(s) should look something like this:

Study Centre.....  
Course Title.....  
Course Code.....  
Assignment Code.....

Enrol. No.....  
Name.....  
Address.....  
Date.....

Please follow the format strictly. If you do not write your enrolment number and address, your assignment-responses are likely to be lost.

- The assignment-response should be complete in all respects. Incomplete responses will bring you poor grades.
- Use only foolscap size paper for your responses. Use ordinary writing paper, not the very thin variety.
- Leave a 3/2" margin on the left and at least 4 lines in between each answer in an assignment response. This will enable the resource person evaluating the response to write useful comments at appropriate places.
- Make sure you answer the questions on the basis of the Study Learning Material provided to you by NIOS in the website [www.nios.ac.in](http://www.nios.ac.in) / Swayan portal.
- Please keep a copy of the assignment responses that you send us after submitting at concerned study center with proper receiving.