

GUIDELINES FOR ANSWERING ASSIGNMENTS

1. Assignments constitute the continuous evaluation which carry a weightage of 20 per cent in each course. There will be two assignments for each course. The Candidates should answer compulsorily both the assignments per course and the average of two will be counted for the purpose of final result. A candidate shall be declared to have passed in the assignments if he / she secures not less than 8 marks in each course.
2. The main purpose of assignment is to test the student's comprehension of the course material sent to him and also in helping him in getting through the courses. The information given in the printed course material should be sufficient for answering the assignments. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to School of Distance Education, Andhra University before the due date. It is desirable that the student should retain a copy of all assignment responses which he / she submits.
3. Answering Assignments: While Answering Assignments:

- i) A Student should read the assignment carefully and follow the specific instructions, if any.
- ii) He / She has to study thoroughly the units on which assignments are based.
- iii) He / She should note down relevant points of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, introduction as well as conclusion are to be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs.

The answer should cover the main points of the question. While solving case questions, proper format should be used.

- iv) Each Assignment is to be answered and submitted separately in a booklet form using A-4 Size papers providing clear cut margins and sufficient space in between each answer. On the top of the first page of each assignment the required information be furnished invariably in the format given below.
- v) The responses should be in candidate's own handwriting. Print or Typed answers will not be accepted. Answers copied either from course material sent by the University or from the response sheets of other students or Xerox copy of other's assignment will get zero marks. After receiving the assignment from the candidate, the Office of the School of Distance Education will arrange to sent acknowledgement thereon.

4. The top of the first page of each assignment should consist of the following information.

a) Regd. No. _____

b) Academic Year: _____

c) Study Centre: _____

d) Course Code & Title: _____

e) Assignment No. _____

f) Signature: _____

g) Date: _____

Name and Address: _____

If pass marks are not obtained in any assignment, it should be resubmitted. Since the Assignment Question Papers are being changed every year, backlog candidates shall have to answer the current year assignment question papers and submit the assignments. Assignments submitted on the basis of previous years question papers will not be considered. Once the pass marks are obtained, the assignments cannot be resubmitted for improvement of marks / class.

Note: Please Note that there is no revaluation provision for assignments. Hence, candidates should take necessary precautions while answering the assignments.