

GUIDELINES FOR ASSIGNMENTS

- Assignments constitute an important component of each course evaluation. Hence, submission of assignments is compulsory. The Grade that you get in your assignments will be counted in your final result.
- Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously.
- You need to complete one assignment for each course in every semester. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignments in time for that course.
- The main Objectives of the assignment are
 - To have further understanding of the theories and concepts covered in the course
 - To have an in-depth analysis and synthesis on the subject
 - To help you to relate the theoretical inputs to field and job situation

Selection and content of Assignments

- A list of topics/themes is enclosed for your reference. You have to select any one of these for the assignment for each course based on your interest and its utility to your work situation.
- Read the selected assignments carefully and follow the guidelines given.
- The content of the assignment should cover the importance of topic and relevance in extension
- It should also examine the various facets and components with specific details and illustrations.
- The content of the assignment should reflect your experiences in the application of given theme in the developmental programmes
- You should analyze and synthesize various facets on the topic and come out with conclusions and suggestions to utilize the given concept/theme.
- It should also reflect how an extension functionary can make use of the selected theme in various contexts of the job situations.
- It will be useful to highlight the various issues involved in the operationalisation of the concept, wherever necessary.
- Ultimately, writing the assignments should help you to end up with an in-depth understanding of the subject and also enhance your competencies to utilize the concept/theme in effective management of developmental programmes.

Specifications for writing the assignment

- The assignment should approximately of around 5000 words.
- You should refer to various field study reports, annual reports, program evaluation reports, observations of experts and other sources relevant to the assignment.
- The list of references should be clearly quoted at the end of the assignment.

Format

- Introduction
- Objectives of the assignment
- Details with subtopics
- Review of literature
- Analysis supplemented with case illustrations
- Summary and Conclusions
- References

Other guidelines for writing the assignments

- The study material given to you in the printed form will be helpful for writing the assignments. However, your field experience and observations would add value to it. Thus, combining conceptual aspects of the course with practical and field reflection will ensure good outcome.
- Make sure that it is presented in logical and has clear connection between paragraphs.
- Use only A 4 size paper for writing your assignments. Avoid using very thin paper. Allow a 4 cm margin on the left. This may facilitate the evaluator to write useful comments in the margins at appropriate places.
- Assignments can be submitted in your own handwriting or in type-written form.
- Do not copy from the assignments of other candidates. If copying is noticed, the assignments of candidates who has copied as well as who has written originally both will be rejected.
- Write each assignment separately for each course.
- The completed assignment should be submitted to the Coordinator of the Study Centre allotted to you.
- After submitting the assignments to the Study Centre get the acknowledgment from the Coordinator.
- For your own record retain a copy of acknowledgement for assignments and project report which you submit. This will help you to represent your case to the MANAGE in case any problem arise.
- The Assignment topics can be obtained from the Study Centre or may be downloaded from **MANAGE Website www.manage.gov.in**
- The assignments should be completed in all respects.

Note

As submission of assignments are prerequisite to appear for the examination, you have to submit the assignment of each course on or before the examination of that particular course.

Instructions for submitting the assignments

Write your Admission Number, Name, Full Address, Programme Title, Course Code, Course Title, Name of your Study Centre, Signature and Date. The top of the first page of your assignment sheet should look like as below:

Admission no.

Name

Address

Programme title

Semester I/II.....

Course code

Course title

Name of your Study centre

Signature

Date