GUIDELINES FOR ASSIGNMENTS

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

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.

Submission of assignment for each course(AEM101 to AEM 105 and 201 to AEM 205) is mandatory to complete the course. The assignment is for 20 marks and the candidate has to secure a minimum of 10 marks to qualify.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.

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 operationalization 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

o The assignment should contain not more than 1200 to 1300 words and should not exceed 3 pages.
o You may refer to various field study reports, annual reports, program evaluation reports, observations of experts and other sources relevant to the assignment.
o The list of references should be clearly quoted at the end of the assignment.

Format

o Introduction
o Objectives of the assignment (there must be at least two objectives)
o Details with subtopics Review of literature
o Analysis supplemented with case illustrations/ field examples
o Summary and Conclusion
o References

Other guidelines for writing the assignments

o 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.
o Make sure that it is presented in a logical manner and has clear connection between paragraphs.
o Use only A 4 size page for typing your assignments.
o Assignments are to be submitted in type-written form.
o Do not copy from the assignments of other candidates. Assignments found to be duplicated /copied will be rejected.
o Write each assignment separately for each course. Eg. for Semester-I, you have to write a separate assignment for each of the five subjects i.e AEM 101 to 105. Similarly, for Semester-II, you have to write a separate assignment for each of the five subjects i.e. AEM 201 to 205.
o For your own record retain a copy of each assignment that you submit..
o The Assignment topics are available in the PGDAEM-MOOCs **webpage http://www.manage.gov.in/moocs/evaluation.asp**
o The assignments should be completed in all respects as per guidelines
o The completed assignments are to be uploaded in the MOOCs online website .

Note

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

Instructions for submitting the assignments

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

Admission no. …………………………………………

Name …………………………………………….

Semester I/II………………………………………

Course code ……………………………………….

Course title ……………………………………….

Signature …………………………………………

Date ……………………………………………….