



राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन)

**NATIONAL INSTITUTE OF
AGRICULTURAL EXTENSION MANAGEMENT**

(An Organization of Ministry of Agriculture & Farmers Welfare, Government of India)

GUIDELINES FOR SUBMISSION OF ASSIGNMENT

Assignments constitute an important component of evaluation of each course. Submission of assignment for each course is mandatory to complete the course. The Grade that you get in your assignments will be counted in your final result. The assignment is of 40 marks and the candidate has to secure a minimum of 50 percent marks i.e., a minimum of 20 marks to qualify. Therefore, you are advised to take your assignments seriously. You need to complete one assignment for each course in every semester within the stimulated timeline.

Objectives

The main objectives of the assignment are –

- To have a better understanding of the theories and concepts covered in the course.
- To have an in-depth analysis and synthesis on the subject.
- To help the candidates to relate with the theoretical inputs to field and job situation.

Selection and content of assignments

- A list of topics is provided at the webpage of the program under icon ‘Assignment (1st Semester)’. You have to select any two topics/ questions out of this list for the assignment for each course based on your interest and its utility to you. Each question will carry a maximum of 20 marks, i.e. total assignment will be of 40 marks.
- Mention the topic before you start your explanation/ writing for a particular topic so that it facilitates the examiner in understanding which topic/question is attempted by the candidate.
- The assignment should cover various facts and components with specific details and illustrations.
- You should analyse and synthesize various facts on the topic and come out with conclusions and suggestions to utilize the given concept/theme.
- It should also reflect how a warehouse operator 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 the candidate in achieving better understanding of the subject and also enhance your competencies to utilize the concept/theme in effective operation of different agri-warehousing activities.

Specifications for writing the assignment

- Each topic/ question of the assignment should not be answered in more than 800 – 1200 words and should not exceed 2-3 pages. So, total assignment is required to be completed within 1600 - 2400 words and 5-6 pages.
- You may refer to various field study reports, annual reports, program evaluation reports, observations of experts and other sources relevant to prepare your response to each topic/question in addition to the material shared under the course. The list of references should be clearly quoted at the end of the assignment.

Guidelines for writing the assignments

- **The first page of assignment should have basic information like, your name, your ID number, your batch number and subject code with name.**
- The study material provided to you in PDF form through MOOCs platform will be helpful for writing the assignments. However, literature review, field experience and observations, if any, 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 a logical manner and has clear connection between paragraphs.
- Use only **A4 size page** for typing your assignments.
- Assignments are to be submitted in **type-written form**. **Assignment can also be submitted hand written** but in such cases, writing has to be clear and legible.
- Do not copy the assignments from other candidates. Assignments found to be copied/ duplicate will be rejected.
- Write each assignment separately for each course. Eg. for Semester-I, you have to write 4 assignments i.e. a separate assignment for each of the four subjects i.e. AWM 101 to 104. Similarly, for Semester-II, you have to write five assignments i.e. a separate assignment for each of the five subjects i.e. AWM 201 to 205.
- For your own record retain a copy of each assignment that you submit.
- The Assignment topics are available under the icon ‘Assignment (1st Semester)’ provided on the webpage of the PGDAWM program (<https://www.manage.gov.in/pgdawm/pgdawm-moocs.asp>)
- The assignments should be completed in all respects as per guidelines.
- **PDF copy of assignment is required to be shared online. It is requested to use scanner to prepare PDF for hand written assignment for better clarity.**
- The completed assignments are to be uploaded in the MOOCs online website.

Process for online submission

Access the webpage of program

(Go to MANAGE website, <https://www.manage.gov.in/> – go to icon ‘Education’ – Scroll Down – PGDAWM (MOOCs Online Program) – Webpage of the program

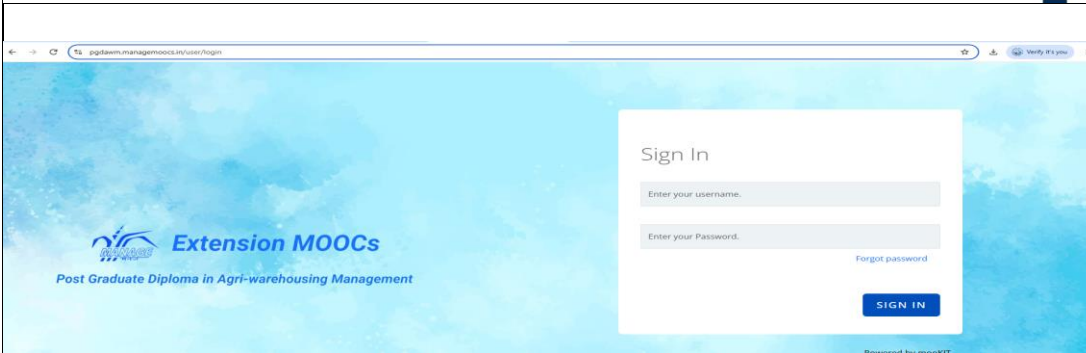
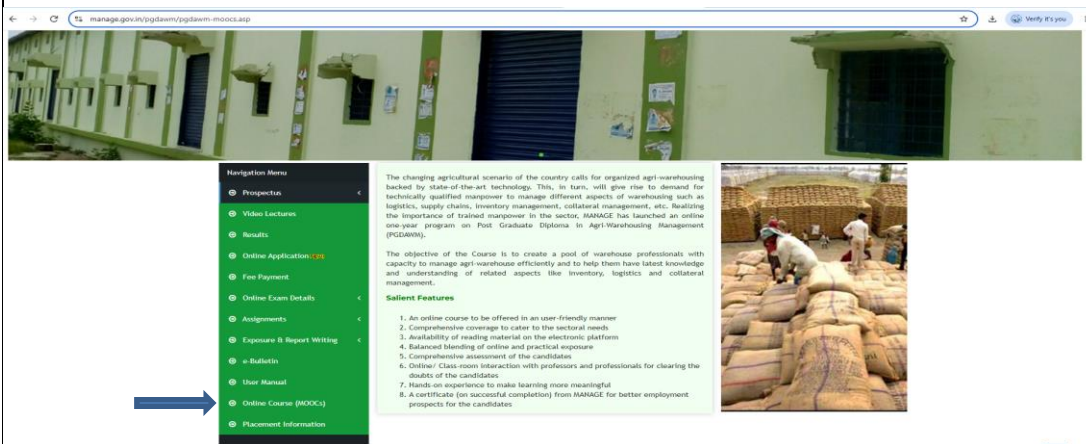
Or

Webpage of the program can also be accessed through the following link

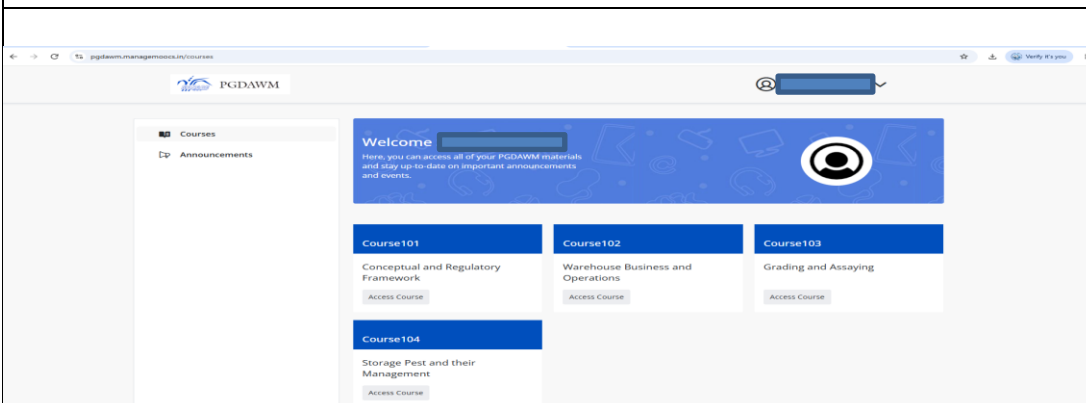
<https://www.manage.gov.in/pgdawm/pgdawm-moocs.asp>

Access ‘Online Course (MOOCs)’

The link is provided as the 2nd last icon at the vertical toolbar



Use your login/ password to Sign-In

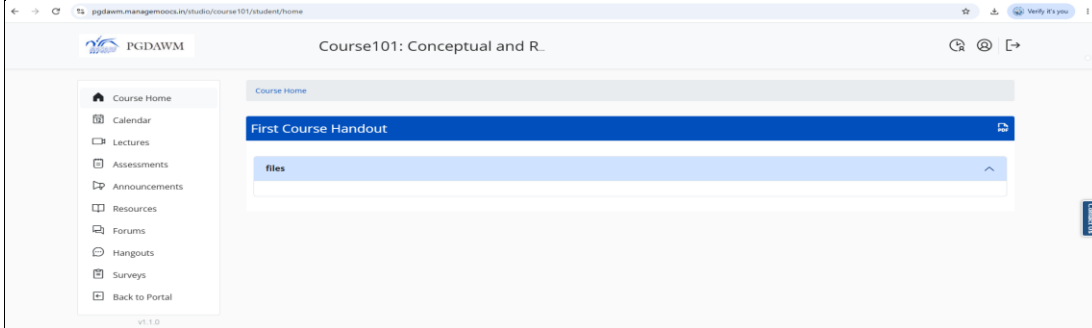


Flow of event

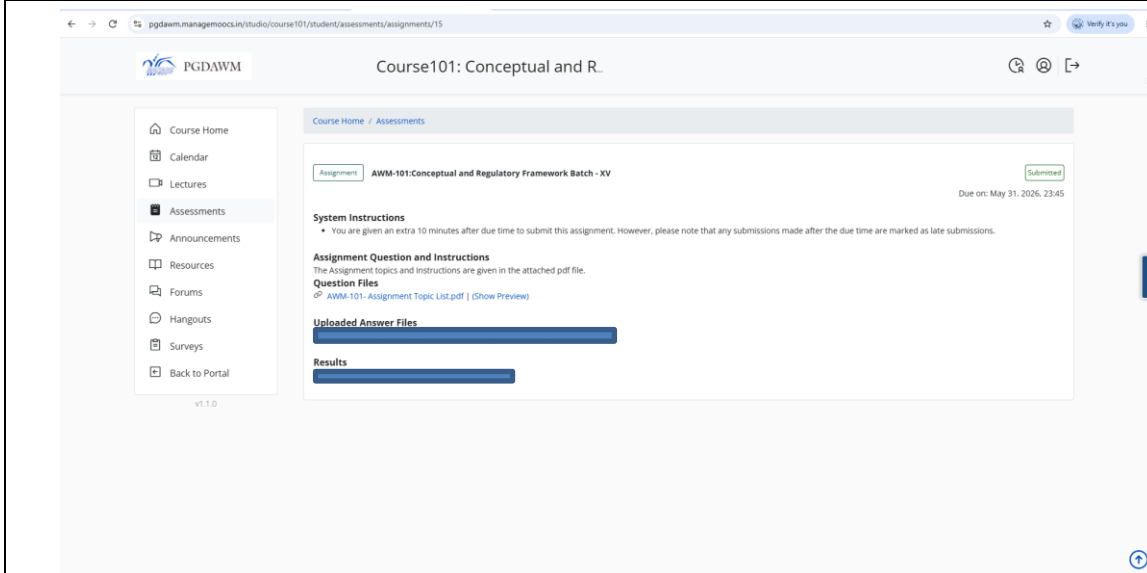


All the subjects will be on display – choose the subject you want to submit the assignment for, eg AWM - 101

The moment you will click on AWM-101, it will direct you to the page you visit to access the reading material available under resources option



Click on Assessments and Scroll Down, you will find the submission link for your assignment. (Look for your batch as previous batches information may also be there). It will appear as, AWM-101: Conceptual and Regulatory Framework Batch-XV. Click on the link, it will be activated during the Submission Window (assignment dates are shared separately with the enrolled candidates). The screen will appear as indicated below –



After clicking on the assignment link, the above window appear then click on upload answer file. Once it is done, click on submit option

Submission of assignment is completed

Instructions for submitting the assignments

Write your Admission/ ID Number, Name, Course Code, Course Title, Signature and Date.

The first page of your assignment sheet should look like as below:

Admission/ ID No.

Name

Batch No.

Semester I/II

Course code

Course title

Signature

Date

In case of any difficulty, kindly contact:

Mr. Naga Durga Rao - Mobile No.9100865690