

IGNOU Assignment

The Complete Study Guide — 2026-27 Sessions

This guide goes beyond deadlines and formats. It explains how IGNOU's grading system actually works with real numbers, how to structure an answer that scores well, a week-by-week plan for finishing assignments without last-minute panic, and revision techniques built for students who are studying alongside work or other commitments. Prepared by Shrichakradhar for IGNOU distance-education students.

What's in this guide

- Part A — Understanding the System (why assignments exist, the grading math, key terms)
- Part B — Planning Your Assignment Cycle (annual rhythm, an 8-week timeline)
- Part C — Writing Answers That Score (word limits, answer structure, a worked example, presentation rules)
- Part D — Using Solved Assignments as a Study Tool (the right mental model, a 4-step method)
- Part E — Deadlines, Status and Troubleshooting
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- Part G — Quick Reference Appendix (programs, checklist, glossary, quick revision, key points)

PART A**Understanding the System**

Why assignments exist, how the grading math actually works, and the terms you'll see everywhere.

A1. Why Assignments Exist

IGNOU is a distance university, so there is no classroom to track whether you are actually studying between exams. Assignments — officially called Tutor Marked Assignments, or TMAs — are IGNOU's way of checking ongoing engagement with each course, not just what you can recall on one exam day.

IGNOU's evaluation runs on four tiers:

- Self-assessment exercises built into your study material — ungraded, for your own practice.
- Tutor Marked Assignments (TMA) — graded, compulsory, feeds 30% of your final score.
- Term-End Examination (TEE) — graded, feeds the remaining 70%.
- Project, practical, or internship components — for programs that require them.

Each course also carries a credit value, where one credit represents roughly 30 hours of study effort. A 4-credit course is designed around about 120 hours of learning — useful context when you're deciding how much time to budget for it.

A2. The Grading Math, Explained With Numbers

Most students hear "30% assignment, 70% TEE" and assume it works like a simple weighted average. It doesn't. You must clear the qualifying mark in **both** components separately. Here are two worked examples using the standard split most UG and PG courses follow — always confirm the exact weighting for your own program in its Programme Guide, since a few programs vary.

Example 1 — a strong exam does not rescue a failed assignment

Component	Score	Qualifying Mark	Cleared?
Assignment (30% weight)	32 / 100	35% (UG general)	No
TEE (70% weight)	68 / 100	35% (UG general)	Yes
Weighted total	57.2 / 100	—	Looks like a pass

The catch

Even though the weighted total (57.2%) looks comfortable, the course status shows "Not Completed" because the assignment fell below its own 35% qualifying mark. The student must resubmit the assignment in a later session before this course counts, regardless of the TEE score.

Example 2 — both components pass, even with modest scores

Component	Score	Qualifying Mark	Cleared?
Assignment (30% weight)	40 / 100	35% (UG general)	Yes
TEE (70% weight)	45 / 100	35% (UG general)	Yes
Weighted total	43.5 / 100	—	Grade D, Completed

The lesson: chase the qualifying mark in your assignment first, before worrying about maximizing your weighted average. A 40% assignment plus a 45% TEE clears the course; a 95% TEE cannot rescue a 30% assignment.

A3. Key Terms You'll See Everywhere

Term	What It Means
TMA	Tutor Marked Assignment — the graded assignment itself.
TEE	Term-End Examination — the written exam held every June and December.
Study Centre / LSC	Learner Support Centre where you submit assignments and attend counselling.
Regional Centre (RC)	The office that coordinates several study centres and handles escalations.
Grade Card	Your live, continuously updated online record of assignment and TEE marks.
Marksheet	The final, official document issued after you complete the whole program.
Credit	A unit of study workload; 1 credit is roughly 30 hours of learning effort.
Enrollment Number	Your unique 9-10 digit student ID, used on every form and front page.

PART B**Planning Your Assignment Cycle**

The annual rhythm behind IGNOU's two sessions, and a realistic week-by-week plan.

B1. The Two-Session Rhythm

IGNOU runs on a fixed annual rhythm. Once you recognize the pattern, planning becomes far easier:

- January session question papers are released for courses feeding the June TEE.
- July session question papers are released for courses feeding the December TEE.
- Each cycle repeats roughly six months later — miss one, and you wait for the next.

B2. A Realistic 8-Week Timeline

Most students start too late and end up copying under pressure, which is exactly what leads to identical, flagged submissions. Spreading the same work over eight weeks removes that pressure entirely.

Week	What to Do
1	Download the question paper for your current session. Confirm programme and course codes.
2	Read the relevant study material units for each question before writing anything.
3	Draft rough answers in your own words — a notebook or a typed draft, not the final copy.
4	Add examples, data, or diagrams where the question allows it.
5	Compare your draft against a solved reference copy. Note gaps, not answers to copy.
6	Rewrite the final version by hand on the prescribed paper, following presentation rules.
7	Proofread. Check word limits, front page details, and page numbering.
8	Submit 5-7 days before the deadline. Keep a photocopy or scan of everything.

Why the buffer week matters

Study centres get crowded in the final two or three days before a deadline. Submitting a week early avoids queues, printer or photocopier shortages, and any last-minute front-page mistakes you won't have time to fix.

B3. What Happens After You Submit

- Your study centre forwards assignments to evaluators; marks typically appear online in 30-45 days.
- Your Grade Card updates continuously, course by course, as marks arrive — it is not the final result.
- Your Marksheets are a separate, official document issued only after you complete the full program.
- A course shows "Not Completed" if either the assignment or the TEE falls below its qualifying mark.

PART C**Writing Answers That Score**

Word limits by mark weightage, the anatomy of a strong answer, a worked template, and presentation rules.

C1. Word Limits by Mark Weightage

IGNOU does not reward length for its own sake. Examiners are specifically told to value clarity and relevance over volume. Use this as a general reference — your own assignment booklet's stated limit always takes priority.

Marks	Typical Word Limit	Notes
5 marks	150-200 words	One focused point, defined and briefly explained.
10 marks	300-350 words	Two to three points, each with a short explanation.
20 marks	500-700 words	Some PG diploma courses allow up to 900 — check your booklet.
Very short notes	50-100 words	Definitions or key terms only.

The 10-20% rule

Treat the stated limit as a target, not a wall. Going 10-20% over is generally tolerated if every sentence is relevant; going 50% over risks the evaluator skimming or ignoring the extra material. Going drastically under the limit is treated as an incomplete answer.

C2. The Anatomy of a High-Scoring Answer

Regardless of subject, strong answers tend to follow the same skeleton:

Part	Purpose
Opening line	Restate the question in your own words — proves you understood it.
Definition or framing	Define the key term or concept the question is built around.
2-4 main points	Each point gets its own short paragraph: claim, then explanation.
Example or evidence	A real example, case, or data point makes an abstract point concrete.
Diagram or table	Use one wherever the subject allows — examiners reward visual clarity.
Conclusion	One or two lines that directly answer the question's "so what."

C3. A Worked Example Template

Here is how a 10-mark answer (300-350 words) typically breaks down in practice. This structure works across subjects — only the content changes:

Answer Section	Approx. Words	What Goes Here
Opening line	20-30	"[Topic] can be understood through three main factors..."
Point 1 + explanation	70-90	State the first factor, explain why it matters, one example.
Point 2 + explanation	70-90	State the second factor, explain it, one example.
Point 3 + explanation	70-90	State the third factor, explain it, one example.
Conclusion	25-35	Tie the three points back to the question directly.

Notice the pattern: roughly 10% of your words on the opening, 75-80% split evenly across your main points, and about 10% on the conclusion. This ratio holds whether the question is on economics, literature, or computer networks.

C4. Presentation Standards That Protect Your Marks

- Use A4 or foolscap paper, ruled or plain — check what your own study centre prefers, as this varies by region.
- Leave a margin of roughly 3-4 cm on the left, top, and bottom for the evaluator's comments.
- Write answers in blue or black ink; avoid red, which is reserved for the evaluator.
- Write your enrollment number at the top of every single page, not just the front page.
- Answer questions in the same order they appear on the question paper.
- Number every page and tie or staple the assignment together before submission.
- Keep a photocopy or scanned copy of the complete assignment before you hand it in.

C5. Language Habits That Quietly Cost Marks

- Copying sentences directly from the study material — rephrase every idea in your own words.
- Writing one unbroken paragraph — break answers into points, and underline key terms.
- Padding with irrelevant background to look thorough — examiners skim past filler.
- Never linking back to the question — always close by answering it directly, in the last line.

PART D**Using Solved Assignments as a Study Tool**

The right mental model, and a 4-step method that turns a solved copy into real learning.

D1. The Right Mental Model

Think of a solved assignment the way you'd think of a worked example in a mathematics textbook. You don't memorize the specific numbers in a worked example — you study the method, then apply it to your own problem. A solved assignment works the same way: study the structure and reasoning, then write your own version.

Why this matters beyond marks

Thousands of students on the same course code can access the same solved PDF. Submitting it unchanged is easy to spot and risks resubmission. Using it as a method to learn from, and rewriting it yourself, protects your marks and actually builds understanding you'll need for the TEE.

D2. A 4-Step Study Method

This is a version of "active recall" — a well-established learning technique — applied specifically to assignment preparation:

Step	What to Do	Why It Works
1. Read	Read the full solved answer once, without writing anything.	Builds a first impression of structure and content.
2. Recall	Close the copy. On rough paper, write out the main points from memory.	Forces retrieval, which is what actually builds memory.
3. Compare	Check your recall against the solved version. Note what you missed.	Shows you exactly where your understanding is thin.
4. Rewrite	Write your final answer in your own words, filling the gaps you found.	Produces an answer that is genuinely yours and better understood.

D3. Turning Assignment Prep Into TEE Revision

Assignment questions are drawn from the same units your TEE will test. Keep a clean copy of every final answer you write, organized by course. Four to six months later, when you're revising for the TEE, this becomes a set of self-written revision notes you already understand — far more useful than rereading the original study material from scratch.

PART E**Deadlines, Status and Troubleshooting**

The 2026-27 session calendar, and what to do when something goes wrong.

E1. Sessions and Deadlines (2026-27)

Session	Feeds Into	Deadline	Status (July 2026)
January 2026	June 2026 TEE	31 May, extended to 15 June 2026	Closed
July 2026	December 2026 TEE	Tentatively 30 Sept 2026*	Open now

*Indicative only. Confirm the final date on ignou.ac.in before it becomes urgent.

E2. Troubleshooting Common Problems

Problem	What to Do
Status still "Not Received" after 45 days	Take your submission receipt or courier proof to your Study or Regional Centre in person.
Assignment marks look wrong on the grade card	Report it to your Regional Centre. Note that assignment marks are usually not open to revaluation the way TEE marks are — the main remedy for a failing mark is resubmission next session.
Missed the submission deadline	You'll need to resubmit in the next session. There is no way to backdate a submission.
Realized you solved the wrong session's paper	Discard it immediately and download the current session's paper — do not submit the old one.
Front page details incomplete or wrong	Fix it before submission if possible; an incomplete front page is a common reason assignments are returned.

PART F**Revision Techniques for Distance Learners**

Study methods built for students juggling IGNOU alongside work, family, or other commitments.

F1. Active Recall Beats Rereading

Rereading notes or study material feels productive, but it mostly builds familiarity, not memory. Actively testing yourself — closing the book and writing out what you remember — is consistently shown to build stronger, longer-lasting recall. This is the same principle behind the 4-step method in Part D.

F2. Spaced Repetition on a Simple Schedule

Instead of studying a topic once and moving on, revisit it at increasing intervals. This single change is one of the most effective ways to move information into long-term memory:

Review Point	What to Do
1 day later	Quickly recall the main points of what you studied, from memory.
1 week later	Recall again, then check the areas you're unsure about.
1 month later	A final recall check before you file it away as "known."

F3. The Teach-Back Method

Explain your answer out loud, as if teaching it to someone who knows nothing about the topic — a friend, a family member, or even a voice recording on your phone. If you stumble or fall back on jargon, that's the exact spot where your understanding is still thin. This is often faster at finding gaps than any amount of rereading.

F4. Build Your Own Question Bank

Over your program, you'll write dozens of TMA answers. Keep them organized by course in one folder or notebook. Combined with previous years' TEE question papers (available on the IGNOU website), this becomes a personal, high-relevance question bank — far more targeted than generic guides, because it's built from your own actual coursework.

F5. A Weekly Rhythm for Working Students

Most IGNOU learners are balancing study with a job, family, or both. Consistency beats intensity: four or five sessions of 45-60 focused minutes a week will outperform one exhausting six-hour weekend cram, because spaced, regular study is what actually builds retention.

A simple weekly structure

Two sessions for reading new study material, two sessions for assignment writing or revision recall, and one shorter session for reviewing what you covered a week or a month earlier. Adjust the split as deadlines approach.

PART G**Quick Reference Appendix**

Programs, front page checklist, glossary recap, quick revision, and key points to remember.

G1. Programs Covered

Level	Examples
Bachelor's	BAG, BCOMG, BSCG, BCA, BSW, BLIS, and Honours variants (BAECH, BAPSH, BAPCH)
Master's	MEG, MHD, MPS, MSO, MEC, MPA, MAPC, MCOM, MBA, MSW, MLIS, MSCIS
Diploma / Certificate	PGDRD, PGDDM, PGDHE, DNHE, CES, CFN and other short-duration diplomas

G2. Front Page Checklist

- Name, exactly as it appears on your IGNOU ID card
- Enrollment Number (10 digits)
- Programme Code and Title
- Course Code and Title
- Study Centre Code
- Address, mobile number, and email
- Date of submission
- Signature — handwritten, even on a typed reference copy

G3. Glossary Recap

Term	Meaning
TMA / TEE	Tutor Marked Assignment / Term-End Examination
LSC / RC	Learner Support Centre (Study Centre) / Regional Centre
Grade Card / Marksheet	Live running record / final official document

Quick Revision

- Assignments = 30% of grade; TEE = 70%. Both must clear their qualifying mark separately.
- Qualifying mark: 35% for UG general courses, 40% for professional UG, PG, Diploma, Certificate.
- A strong TEE score cannot rescue a failed assignment — see the worked examples in Part A2.
- January session feeds the June TEE; July session feeds the December TEE.
- July 2026 deadline: tentatively 30 September 2026 — confirm on ignou.ac.in.
- Use the 8-week plan in Part B2 instead of starting in the final week.
- Word limits: ~150-200 words (5 marks), ~300-350 (10 marks), ~500-700 (20 marks).
- Answer anatomy: opening line, definition, 2-4 points with examples, conclusion.
- Use solved assignments with the 4-step method: read, recall, compare, rewrite.
- Keep your final answers — they become your TEE revision notes later.
- Status and marks typically update 30-45 days after submission.
- Missing the deadline delays your result by a full six-month cycle.

Key Points to Remember

- Your assignment is a gatekeeper for your exam, not just marks — no submission means no TEE admit card.
- Passing both components separately matters more than maximizing your weighted average.
- A solved assignment is a worked example to learn from, not a script to submit unchanged.
- Spreading assignment work across eight weeks removes the pressure that leads to copied, flagged submissions.
- Active recall and spaced repetition — used in Part D and Part F — apply to both assignments and TEE revision.

This guide summarizes general IGNOU assignment rules and study techniques for the 2026-27 sessions. Always verify current dates and program-specific requirements on ignou.ac.in.