

# **ASSIGNMENT BOOKLET**

## **STENOGRAPHIC SKILLS COURSE**

**(BSSI-014)**

**Diploma in Modern Office Practice Programme**

**(DMOP)**

**For January 2023 session**

**For July 2023 session**



**School of Vocational Education and Training  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110 068**

Dear Student,

The **Audio** contains the **assignments for the Course BSSI -014** of DMOP program. Before attempting the assignments, **please carefully listen the instructions**. Each course has one assignment, which is based on course materials of these courses. **You are also required to transcript your responses in your handwriting only and no typed or printed assignments will be accepted**. Further, you may note that in case your assignment response(s) happens to be a **copy** of assignment response sheet submitted by another student, **your assignment may be summarily rejected and/or your marks may be made null and void**. Therefore, you are strongly advised not to allow any other student to copy it. The last date of submission of assignment is given below. You are advised not to wait for the last date to submit your assignments. Therefore, you may note that the **assignment answer sheets received after the due date will be summarily rejected** and no communication will be entertained in this regard.

You must submit/send your assignment answer sheets to the Coordinator/ Programme In-charge of your Study Centre/ Programme Centre, to reach there on or before the due date. In case there is no Study Centre, **assignments to be either scanned & submitted to the Programme Coordinator at SOVET, Block-15 E, (FF), New Academic Building, IGNOU, Maidan Garhi, and New Delhi-110068 or emailed at dmopsovet@ignou.ac.in**

#### Instructions for Formatting Your Assignments

- On the top of the first page of your Tutor Marked Assignment (TMA) answer sheet, please writethe details exactly in the following format:

Enrollment No: _____	Date: _____
Course Code: _____	Course Title: _____
Name: _____	Address & Mobile: _____

Signature: \_\_\_\_\_

- Please follow the above format strictly to facilitate evaluation and avoid delay.
- Use only foolscap size writing paper/A4 size (not of very thin variety) for writing your answers.
- Leave 3 cm margin on the left, top and bottom of your answer sheet.
- Your answer should be precise and to the point. While solving problems, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.
- The sheets need to be scanned & submitted only to the Programme Coordinators

Answer sheet received after the due date shall not be accepted. We strongly feel that you should retain a copy of your assignment answer sheet duly acknowledged by the office of the Coordinator/ Programme In-charge of your Study Centre/ Programme Study Centre to avoid any unforeseen situation.

*Wishing you all good luck!*

**LAST DATE FOR SUBMISSION OF ASSIGNMENT**

FOR JANUARY 2023 SESSION LEARNER -----**30<sup>th</sup> SEPTEMBER 2023, for appearing in Dec 2023 TEE**

FOR JULY 2023 SESSION LEARNER----- **31<sup>st</sup> MARCH 2024, for appearing in June 2024 TEE**

(Or Dates notified by the University from time to time. Please visit IGNOU website homepage)