Read this first

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What this file is. A free format guide and sample layout for IGNOU handwritten assignments: what the assignment booklet asks for on paper, margins and the front page, a filled-in layout you can copy for structure, and a checklist before you submit at your study centre.

How it was prepared. Rules taken from the instruction pages of the IGNOU BEVAE-181 assignment booklet (School of Sciences, valid 1 January to 31 December 2025). Instructions differ a little between booklets and schools, so always follow the booklet of your own course and session. Drafting was AI-assisted; every rule stated was checked against the documents named, and the file is published under the editorial responsibility of BK Sahni, founder. Prepared November 2026.

Your own work stays yours. IGNOU expects original work from every learner. Use this file to see structure and level of detail, then write in your own words from your own course material and your own data.

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IGNOU Handwritten Assignment: Format and Sample

What the booklet asks for

Point	As printed in the BEVAE-181 booklet (2025)
Paper	Foolscap size writing paper, not of a very thin variety
Margins	4 cm on the left, top and bottom of each answer sheet
Front page	Your details on top of the first page in the set format (below); the booklet asks you to follow it strictly to avoid delay in evaluation
Length	As given against each question, for example "in about 150 words each"
Submission	Complete answer sheets to your study centre by the due date; answer sheets received after the due date are not accepted
Copy	Keep a copy of your answer sheets
Validity	The booklet is valid for its session only; if you miss it, you need the next session's booklet

Front page layout (top of the first sheet)

Field	Write
Enrolment / Roll No.	[your number]
Name	[your name]
Address	[full postal address]
Course Code	BEVAE-181 [your course code]
Course Title	[as printed in your booklet]
Assignment No.	[for example BEVAE-181/TMA/2025]
Study Centre	[code and name]
Date	[date of submission]

Sample answer page layout

4 cm margin (left)

4 cm

Q1. [Question number written with each answer]

Introduction: [2 to 3 lines]

Main points with sub-headings

Diagram or table where it helps

Conclusion: [2 lines]

4 cm (bottom)

Writing the answers yourself, well

- Read the question twice and mark the command word: describe, explain, compare, list.
- Plan in five lines before you write: introduction, three or four points, conclusion.
- Write the question number with each answer, and keep to the length the booklet gives.
- Use sub-headings and underline key terms; add a labelled diagram where the topic has one.
- Write in your own words from your own study material. Where your booklet asks for handwritten answers, the handwriting must be your own.
- Number your sheets and staple them in order behind the front page.

Checklist before you hand it in

- Booklet of the current session, not an old one.
- Front page fields complete, course code correct.

- 4 cm margins kept on every sheet.
- Every question attempted (the BEVAE-181 booklet asks you to attempt both parts).
- A copy kept, and a receipt taken at the study centre.

To study before you write: our solved assignment PDFs (Rs 19 per course, Rs 29 for some courses) show one way to structure each answer. They are reference material; your submitted answers must be your own.

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