



IGNOU REGIONAL CENTRE DELHI2

Guidelines for Submission of Online Assignments at the Study Centres

Due to the lock down the University has given the option to all those students who were eligible to appear for the forthcoming examinations to submit the soft copy of their hand written assignments through email at their respective Study Centres, available at the link :

rcdelhi2.ignou.ac.in/Ignou-RC-Delhi-2/userfiles/file/scwise_email_ids_assignments.pdf, latest by **31st May 2020**. The students have to adhere to the following format while sending the assignments:

1. The assignments should be hand written and scanned properly.
2. The Cover page of each assignment must carry the **Name** of the learner, **Enrolment number**, **Study Centre code**, **Programme**, **Course code**, **Mobile number** and **email ID** of the student (prominently). Study Centre code should be as per the Confirmation Letter of the student.
3. Each page of the assignment must carry Name, Enrolment Number and signature the student on **top of the page** before scanning and uploading the same.
4. Scan your assignments by using Mobile or Cam Scan separately one by one. The scanned copy should be very **clear and legible in nature**.
5. For each course the assignment response should be scanned in **single PDF** file which means if there are 5 questions in one assignment then there should not be 5 PDF files. It should be one single PDF containing all five responses of the assignment.
6. The scanned assignment for each course can be sent separately **if all assignments of the courses cannot be attached together**.
7. The **file name** should begin with your **Enrolment number** followed by your **course**, for example if your enrolment number is 2564879528 and you intend to submit your MEG1 assignment then the file name should be given as 2564879528MEG1.

Note : Don't forget to retain the copy of your assignments.

The above points should be followed strictly.

Be safe and stay healthy