



IGNOU REGIONAL CENTRE DELHI2

Frequently Asked Questions

Question	What is the last date for submission of assignment in IGNOU?
Answer	The last date for submission of assignments is 31 st May 2021 for all the Programmes/ Courses in IGNOU. Students are advised not to wait for the last date and submit their assignments as soon as possible.
Question	Who have to submit the assignment before 31 st May 2021?
Answer	Students who are enrolled/re-registered in July 2020 cycle for annual mode programme like BAG, BSC, B.Com and Master programmes. Similarly, the students who got enrolled/re-registered in any Certificate or semester-based Programme for Jan session 2021 like BCA/ MCA and MP etc., they have to submit their assignments latest by the 31 st May 2021.
Question	Can a student appear in Term End Examinations without submission of assignments?
Answer	No, student cannot appear in Term End Exam without submission of assignment in any course.
Question	From where student can get the assignments questions?
Answer	Assignments may be downloaded from the IGNOU website through the following links: www.ignou.ac.in/studentzone/downloads or https://webservices.ignou.ac.in/assignments/
Question	What if the assignment questions of a certain Programme/ Course are not available on the IGNOU website?
Answer	Student may write an Email to the Course Coordinator, School of Study concerned at the IGNOU headquarters. The details of Schools of Study are available on the IGNOU website at http://www.ignou.ac.in/ignou/aboutignou/school . Student may find out the School to which the Programme / Course belongs and act accordingly.
Question	Can a student submit typed assignments?
Answer	No, typed assignments cannot be submitted under any circumstances either online or by hand at the study centre. Only hand written assignments will be accepted.
Question	Which paper should be used to write the assignments?
Answer	Students may use A-4 Size paper (ruled / blank) sheets to write their assignments.
Question	What if the - 4 size paper is not available due to lock down in the country?
Answer	Students may write on any writable paper and submit online.
Question	How can the assignments be submitted – Online or by hand at the study centre?
Answer	Students may submit their assignments as per the practice (online or by hand) being followed by their study centres. The details of each study centre are available at the following URL: http://rcdelhi2.ignou.ac.in//Ignou-RC-Delhi-2/userfiles/file/link%20June,21.pdf
Question	What if the study centre is closed during lock down? How students can submit their

	assignments by hand?
Answer	Students may submit their assignments by hand as per the timing and days mentioned on the above-mentioned links by visiting their study centres as per their convenience. Alternatively, they may send their assignments by speed post. They need to keep a proof of the speed post and photo copy/ies of the assignment/s for future reference, if required.
Question	What a student should do if the whole assignments cannot be attached in a single email as one file?
Answer	Student may send scanned assignment separately for each course. They need to mention the specific course in their email. They may send more than one email if they have to send assignments for more than one course.
Question	Will the students get the receipt of their email for submission of online assignment?
Answer	No, receipt will be provided. The email sent by the student will be considered as a receipt of the assignment submission.
Question	Do the students need to submit hard copy of their assignments to their study centres also after online submission?
Answer	No. Once the students have submitted their assignments online, there is no need to submit the hard copy at the same. However, they need to retain the hard copies of their submitted assignments with them for future references and records, if required.
Question	What should a student do if his/her assignment marks are not updated?
Answer	First of all, the assignments submitted by 31 st May, 2021 for June 2021 exams will normally get updated by August/ September 2021 tentatively. The schedule may get affected due to the covid crisis. Students are requested not to send any query before that period. Thereafter, they may check their grade card status. If they will find that assignment marks are not updated, they may contact their Study Centre/ Regional Centre to resolve your issues, if any.
Question	Can a student submit his/her assignment at the email ID of the Regional Centre?
Answer	No. Assignments submitted at any other email ID of Regional Centre or study centre to which they do not belong, will not be accepted. Students are advised to be very careful, and requested to submit their assignments only at their study centre link / email and nowhere else.
Question	From where student can get the guidelines for online submission of assignments?
Answer	<p>Due to complete lock down, University has permitted all the students to submit the soft copy of their hand written assignments through email at their respective Study Centres latest by <u>31st May 2021</u>. The students have to adhere the following /guidelines while sending the assignments:</p> <ul style="list-style-type: none"> • The assignments should be hand written and scanned properly. • The 1st page of each assignment should consist of the name of the student, enrolment number, study centre code, course code, Mobile number and email ID of the student. • Each page of the assignment must be signed by the students either on top or bottom of the page before scanning and uploading the same. • Scan the assignments by using Mobile or Cam Scan separately one by one. The scanned copy should be very clear in nature.

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| | <ul style="list-style-type: none">• 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.• The scan assignment for each course can be sent separately <u>if all assignments of the courses cannot be attached together.</u>• The file name should start with the enrolment number of the student followed by the course. For example if the enrolment number of student is 2564879528 and s/he intend to submit her/his MEG1 assignment then the file name should be given as 2564879528 MEG1. |
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