

**IGNOU REGIONAL CENTRE
SILIGURI**

Owing to further extension of the lockdown on account of Covid 19, the last date of submission of assignments through e-mail has been extended till 15.06.2021

Guidelines for Assignment Submission:

1. Assignments are available at the assignment section of IGNOU homepage. The link is <https://webservices.ignou.ac.in/assignments/>
2. Choose your programme like BA, BAG, BCOM, BCOMG, MPA, MSO etc. from the given list of programmes.
3. Download the assignment questions related to your programme for the academic session 2020-2021 or the assignment which is valid for submission between January 2021-December 2021.
4. You have to submit assignments of all the courses for which you are enrolled in the academic session July 2020 to June 2021 and Jan 2021 in case of BCA, MCA and certificates programmes.
5. Write/Solve the assignments on A4 size plain paper. Follow the instructions given in the assignment question paper.
6. Scan the assignments and make soft copies in pdf format for each course separately. Save the assignment files with the file name: Course Code_ Programme Code_Enrolment Number. e.g. MEG01_MEG_165234782.
7. **Learners can submit scanned copies of handwritten assignments through the dedicated email**

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Preparation of Assignment for Term end examination:

1. The Top sheet of the assignment should contain personal details as per the admission status like Name of the learner; Enrolment number; Programme name; Programme code; Course name ; Course code; Medium; Name of the Study Centre; Study Centre Code; Name of the Regional Centre; Regional Centre Code; Mobile number; email address.
2. Below the top sheet a downloaded assignment question should be attached.
3. The above two should be followed by the assignment Question and the corresponding answer.
4. Give page numbers to assignments. One assignment should be made as a single pdf document i.e., **All assignments of one course should be scanned and saved in a single pdf file only**. For example, if your assignment answer is in five pages, continuously scan the five pages and finally save the five pages together as a **single pdf document**. Scanning assignments through a flat bed scanner is suggested. Keep the paper straight and focused with proper light adjustment. Please **do not submit your assignment through shared Google Drive** as it creates technical problem in downloading at our end.

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