

IGNOU REGIONAL CENTRE, MADURAI

CIRCULAR

**Instructions for submission of Scan Copy of Handwritten Assignments in PDF Format
by Email during COVID19 Lockdown Period**

In the light of the IGNOU Circular dated 30.03.2020 as available in the RC Madurai website, the Learners taking Term End Examination, June 2020 are hereby instructed as follows **for submission of Assignments:**

The Learners those who wish to submit their **scan copy of handwritten assignments in PDF format through email**, may send the same before the last date Viz. 30.04.2020 (You may check website www.ignou.ac.in once) to the following Email only.

Email ID for Assignments submission - rcmaduraiassignments@gmail.com

The learners those who wish to submit their soft copy of assignments as above may take note of the following before sending:

Every Assignment shall contain the front page with the following details:

1. **Name of the Learner –**
2. **Enrollment Number –**
3. **Programme Code -**
4. **Course Code of Assignment –**
5. **RC Code (43) and LSC Code –**
6. **Mobile Number**
7. **Email ID –**

The Learners are requested to send the soft copies of their assignments with the File Name in the Unique Format i.e. “**Enrolment Number _ Programme Code and Course Code**”. For example, for MS01 assignment of MBA, it is advised to send the scanned copy of the handwritten assignment response in one file with the File Name: **2001218290_MP-MS01** in PDF format. Separate PDF file for each course code shall be sent and if required all PDF in zip file may also be sent. (**All assignments put together shall be sent in single email only**)

The Subject line of the Email must contain the **Enrollment Number, Name and Programme Code also Total No. of Assignments** Example – 2001218290 - XXXXXXXX – 05 and the also mention the above details (S.No. 1 to 7) of Learner in the Email for easy identification at RC.

Assignments downloading Link – <https://webservices.ignou.ac.in/assignments/>

Regional Director

Note: 1. The Learners of January 2020 session (Fresh and Re-Registration) belonging to **semester mode** of programmes and all Certificate Programme Learners are eligible to write TEE June 2020.

2. The Learners of July 2019 session (Fresh and Re-Registration) belonging to **Yearly Mode** of programmes and all BAG/BCOMG/BSCG learners (both I and II semesters) are eligible to write TEE June 2020. Kindly read your programme guide once