

## Format for Assignment Submission

For Term End Exam June/December-\_\_\_\_\_ (Year) \_\_\_\_\_

(Please read the instructions given below carefully before submitting assignments)

1. Name of the Learner :
2. Enrollment Number :
3. Programme Code :
4. Course Code :
5. Study Centre Code :
6. Name of the Study Centre :  
With complete address
7. Mobile Number :
8. E-mailID :
9. Details if this same assignment has :  
been submitted anywhere else also
10. Above information is crosschecked and it is correct: Yes/ No

Date of Submission:

(Signature of the learner)

**\*\*Assignments are to be submitted course wise.**

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### A. Important Instructions:-

Please:

1. Don't send any assignment at any email of the Regional Centre, it will not be considered.
2. Avoid duplicity. Don't re-submit the same assignment anywhere else or by any other means.
3. Submit the assignment responses at your study centre only.
4. Don't use plastic covers. Use plain A4 size pages for assignments for uniformity and better management with this cover page format on each assignment.
5. Write your name and enrollment no. at the bottom of each page of your assignment.
6. Retain a photocopy set of assignment submitted with you for record (may be asked to submit at later stage) and also keep the assignment submission receipt in safe custody.
7. If assignment awards are not updated in your Grade Card **with in next 06 months**, you can email us at [rcranchi@ignou.ac.in](mailto:rcranchi@ignou.ac.in) giving your complete details and attaching the proof of assignment submission.

### B. Sequence for arranging the Assignments:

1. Duly Filled in Assignment Submission Cover Page (This Format Page).
2. Copy of IGNOU Identity Card.
3. Print out of valid/applicable assignment question paper.
4. Hand written Assignment (preferably plain A4 size).