



**Indira Gandhi National Open University**  
**Regional Centre, Ranchi**

Website: [www.rcranchi.ignou.ac.in](http://www.rcranchi.ignou.ac.in); Email: [rcranchi@ignou.ac.in](mailto:rcranchi@ignou.ac.in)

Dear Learner,

In view of the lockdown due to the Corona pandemic, it has been decided to receive the hand written assignment responses through email. So, you are advised to email your hand written assignment responses to [assignment32ranchi@gmail.com](mailto:assignment32ranchi@gmail.com) by **30<sup>th</sup> April, 2020**.

Guidelines for Preparation and Submission of Assignment Responses for June 2020 TEE:

1. Your assignments are available on our website [www.ignou.ac.in](http://www.ignou.ac.in). You can download the assignment of July 2019-Jan 2020 by using the link <https://webservices.ignou.ac.in/assignments/> and prepare the responses.
2. You can use **A4 size paper [Ruled/Blank]** for writing the answers in your own handwriting beautifully leaving space in between the words and lines.
3. Prepare a **Cover Page** for the Assignment response mentioning the Course Code, Program Code, Enrolment No, Name and Address etc.
4. The Assignment Response should contain
  - a. The copy of the question that you have answered
  - b. The cover page
  - c. Your answers.
5. The scanned copy of the Assignment Response in **PDF format with a File name** which must contain your enrolment no, program code and course code e.g. 197053455\_MCOM\_MCO01.pdf is to be emailed to [assignment32ranchi@gmail.com](mailto:assignment32ranchi@gmail.com) by 30<sup>th</sup> April, 2020.
6. You must ensure before emailing your assignment response that the scanned copies of your assignment are **legible/readable**. Illegible/unreadable assignment responses will be returned for sending legible copies.

Please take good care of yourself and your family. Stay In - Stay safe

**(Regional Director)**