INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre Delhi-1
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 Student** :

2. **Enrollment Number** :

3. **Programme Code** :

4. **Course Code** :
   (Use this format course-wise separately)
5. **Study Centre Code** :

6. **Name of the Study Centre** :
   With complete address

7. **Mobile Number** :

8. **E-mail ID** :

9. **Details if this same assignment has** :
   been submitted anywhere else also

10. **Above information is cross checked and it is correct: Yes/No**

Date of Submission: **(Signature of the student)**

A. Important Instructions:-

1. Please do not send any assignment at any email of the Regional Centre, it will not be considered.
2. Please avoid duplicacy. Do not re-submit the same assignment anywhere else or by any other means.
3. About the mode of submission of assignments, pl wait for instructions from IGNOU Hqtrs. As soon as we shall come to know, we will share it with all.
4. Please do not use plastic covers. Use plain A4 size pages for assignments for uniformity and better management with this cover page format on each assignment.
5. Please write your name and enrollment no. at the bottom of each page of your assignment.
6. Please 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 **within next 09 months**, please write to us at **rcdelhi1@ignou.ac.in** giving your complete details and attaching the proof of assignment submission.
8. Assignment Question Paper can be downloaded from: https://webservices.ignou.ac.in/assignments/

B. Compulsory sequence of the Assignment Set:

1. Duly Filled in Assignment Submission Cover Page (This Format Page).
2. Copy of IGNOU Identity Card.
3. Printout of valid/applicable assignment question paper.
4. Handwritten Assignment, written on both the sides of page (preferably plain A4 size).