

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre Delhi-1

IG/RCD-1/07/Circular/2020/
Dated: 12th April, 2020

REVISED CIRCULAR

In light of the University Circular, dated 30.03.2020, as given on Page 02, the learners under RC Delhi-1 are advised to submit **scanned copies of their hand written assignments** by e-mail at assignmentsrcdelhi1@ignou.ac.in. The file should be named as course code.studycentrecode,enrollmentno.

Those learners who have already submitted their assignment by email at assignmentsrcdelhi1@gmail.com or hard copies need not to re-submit again.

Those learners who wish to submit their assignments online, they are requested to note and comply with the following:

01. Please write Name and Enrollment Number on every page before scanning.
02. Keep the original assignments safe with you. You may be asked to submit by the hard copies by the Regional Centre in future, if required.
03. The email must carry the following details of the sender:
 1. Name of the learner:
 2. Enrollment number:
 3. Regional Centre Code:
 4. Study Centre Code:
 5. Programme Code:
 6. Course Code(s) of attached assignments:
 7. Mobile number:
 8. Email ID:
04. For each Course, their assignment responses should be scanned in ONE single pdf file. Means, if there are 10 questions in one assignment, there should NOT be 10 separate pdf files of these 10 answers. These should be scanned in ONE single pdf file for easy download at RC end.
05. The *first page of the pdf* of each Course must also carry the learner's correct details as per point no. 03 above.
06. Learners are advised to check *the last date* of submission of their assignments on IGNOU / RC website.
07. The assignment question papers are available on University website "<https://webservices.ignou.ac.in/assignments/>"
08. Learners may try the "CamScanner" mobile application for scanning their handwritten assignments and saving them as pdf. There is absolutely no need to go out for this purpose. If required, you may download the "CamScanner" mobile application from Google Play Store and watch Youtube tutorials on how to use this app.

There is NO need to ask for the RECEIPT of assignments submitted by email at the regional centre. Keep a copy of your email safe with you for future reference if required.

Regional Director
RC Delhi-1

**Indira Gandhi National Open University
Regional Services Division**

IG/RSD/Assignments/2020

Dated: 30-03-2020

CIRCULAR

In view of the complete lockdown to combat the COVID-19 pandemic, the University through the ACD Notification dated 27th March 2020, has advised to undertake ICT enabled measures for providing learner support. In furtherance of this initiative, the Regional Centres are required to facilitate assignment submission by learners **through email. Learners can submit scanned copies of handwritten assignments through email to the respective RC email.** If required, Regional Centre can also create a dedicated email id for accepting scanned copies of handwritten assignments.

The Regional Centre will then take care for further process of evaluation till further orders. Accordingly, the Regional Centres should inform all the Learner Support Centres and learners concerned via email/sms. The information can also be displayed on the RC website and RC Facebook page, for wider dissemination.

This is issued with approval of the Hon'ble Vice Chancellor.

Dr. M. Shanmugam
Director
Regional Services Division

Distribution:

All Regional Directors/Regional Directors (I/C)

Copy to:

1. Hon'ble Vice Chancellor, for information
2. Pro- Vice Chancellors, for information
3. Registrar SED
4. All Directors of Schools/Heads of the Divisions/Centres/Units etc.
5. All Academics of RSD