INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTER PUNE

<mark>**Submission of Scan Copy (PDF format) of Hand written assignment for the Session December-2021 (DO NOT re-submit the assignments online if already submitted to Study Centre / Regional Centre in person (or) by post; (For online assignment submission link is given at the end of Page. Before that Please read the instructions very carefully)**</mark>

(1) Assignments are to be hand-written using A4-size paper (ruled or un-ruled);

(2) First page / Cover Page of Assignment response for each course should have Students details clearly written: (a) Student Name, (b) Enrolment Number, (c) Programme Code, (d) Course Code (e) Study Centre Code; (See the Sample for First Page of assignment how to prepare)

(3) Scan First page / Cover Page & Assignment response for one course and save it as pdf file. The file should be named using your enrolment & course code: Example: 2006440917_MSW01; 190584443_TS06; 2006944153_MS21; 2004411565_BEGEA182; 2006327839_BCHCT131; 2001305501_MPC01;

(4) For each course make separate .pdf files as suggested in S.No.(3) above;

(5) In the Google Form, select your Link as per your Programme, DO NOT make mistake & submit assignment for ONE Course only; for next course again open the Link & fill-in the Google Form & submit next course assignment; Each time ensure First page / Cover Page contains student details;

(6) DO NOT combine & submit all course assignments as single file, it is not accepted; DO NOT make mistake in scanning & naming of file, follow instructions as given in S.No. (3) above;

(7) DO NOT re-submit the assignments if already submitted to Study Centre / Regional Centre in person (or) by post; DO NOT submit assignment response of each course two / three times, it will not be accepted;

(8) DO NOT make mistake in writing your enrolment number, Programme code & curse code each assignment; if you have made any mistake your assignment is not evaluated.

(9) DO NOT submit Assignment by Email. If any student has sent the soft copy of assignments by email, it is not accepted and they have to submit using the Google Form Link only as per their programme of study;

(10) Google Acknowledgement: Those who submit Assignments using the Google Form Link will get E-Mail acknowledgement from Google & RC-Pune will not send any separate Acknowledgement; DO NOT send emails to RCPune attaching your Google Form Acknowledgement; RC-Pune will not re-confirm it;

(11) The Assignment Submission Status under the Link: http://admission.ignou.ac.in/changeadmdata/StatusAssignment.asp? Will show you status only in the month of March 2021, after Assignments are evaluated & it is not for knowing assignment acknowledgement status;

(12) GRADE CARD STATUS UPDATION: Please note once RC-Pune has uploaded the assignment marks / grades under Assignment Status, it is downloaded, verified & then uploaded in you Grade Card Status by SED, IGNOU, New Delhi, from LAST-WEEK of April-2021 to MID-WEEK of May-2021. Wait, check & contact RC-Pune only in END May-2021 by Email: http://www.ignou.ac.in/ignou/studentzone/results/4 * Email: Student should type his / her Email ID correctly to receive the Acknowledgement;

LAST DATE FOR SUBMITTING ASSIGNMENT IS 30th Sept 2021 IGNORE ALL DATES MENTIONED IN THE ASSIGNMENTS. ---x------------------------------x-------------------------------------x------------------------x---------------- Your Email Address in which you want to get acknowledgement (Google will send you acknowledgement, No need of RC-Pune acknowledgement)

<mark>**Click Here to Submit the Assignment**</mark>