

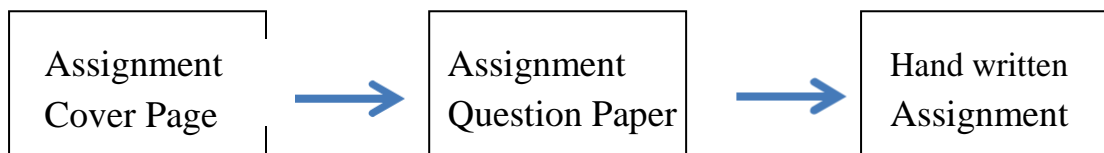
Dear Student,

In view of the unprecedented situation of nation-wide lockdown due to COVID-19 outbreak, all students enrolled under Regional Centre Aligarh are hereby informed that they can submit scanned copies of handwritten assignment to the Regional Centre, ALIGARH through e-mail.

A separate e-mail id has been created for submission of scanned copies assignments:  
[assignmentaligarhrc@gmail.com](mailto:assignmentaligarhrc@gmail.com)

Guidelines for submission of assignments for TEE June 2020 session:

1. You can download assignment questions paper of all programme to use the following link: <https://webservices.ignou.ac.in/assignments/>
2. Use A4 Size ruled (lined)/ plain paper (as you wish) to prepare assignments.
3. Prepare a Cover Page of each Assignment which contains the Name of the Learner, Enrollment Number, Study Centre Code, Programme Code and Course Code, Course Title, Address and Mobile No.
4. Please arrange the your assignment write up in the following pattern:



5. After scan the hand written assignments in pdf format please re-name pdf file in the following pattern: **EnrolmentNo\_ProgrammeCode\_CourseCode.pdf** (i.e.- 197991219\_BAG\_BEVAE181.pdf here *197991219 is Enrolment No, BAG (Bachelor of Arts) is Programme Code and BEVAE181 is course code*)
6. For each Course, their assignment responses should be scanned in ONE single pdf file. Means, if there are 5 courses in a programme, there should be 5 separate pdf files of these 5 courses. Learners are advised to check the last date of submission of their assignments on IGNOU / RC website.
7. Legible scanned copies of Handwritten Assignments along with Question paper/s in PDF format to be submitted ONLY ON [assignmentaligarhrc@gmail.com](mailto:assignmentaligarhrc@gmail.com)

You all are requested to follow Govt. guidelines and instructions to prevent spread of COVID-19.

Stay home, Stay Safe.

**Regional Director (I/c)**