

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE MUMBAI**

**Date: 25/04/2020**

**NOTICE  
SUBMISSION OF SCANNED COPY OF ASSIGNMENTS**

Dear Learner,

In view of complete lockdown to combat the COVID-19 pandemic and keeping in view the submission of assignments for **June 2020** Term End Examination, the university has decided **to accept the scanned copies of the assignments through email**. In this connection you are advised to **read the instructions given below for submitting assignments**

- 1) Submit the **scanned copies of your assignments in pdf format** through the google form with link given below

<https://forms.gle/rb68LwaAtYuQ5xGQ9>

- 2) Separate google form is to be filled for every course code through the same link.
- 3) The assignments should be **hand written** only.
- 4) Write your **enrolment Number on every page** of your assignment along with **signature**
- 5) You will have to **produce original hard copy of your assignment** whenever asked by the Regional Centre/ Study Centre **failing which marks will not be updated**.
- 6) Last date to accept the assignments in scanned copy is **15<sup>th</sup> July 2020**, the link for receipt of the assignments will be closed after 15<sup>th</sup> July.
- 7) No need to submit hardcopy of assignments again at your study centre if you have submitted assignments through link
- 8) Please note **those who have already submitted their assignments at their concerned study centre** for Term End Examination June 2020 **should not** submit the scanned copy through link.
- 9) First page of your assignment should have your
  - a) Enrollment Number
  - b) Programme
  - c) Course Code
  - d) Study Centre Code
- 10) Please do not send scanned assignments more than once for a particular course.
- 11) The scanned images should be clear, no intimation will be given to submit again and evaluation will be done accordingly ( Use scanning apps like Cam Scanner App at play store).

Dr. E. Krishna Rao  
Regional Director (i/c)