



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE, KARNAL  
06, Subhash Colony, Karnal – 132001, Haryana  
Website: [www.rckarnal.ignou.ac.in](http://www.rckarnal.ignou.ac.in)**

Dear Learner,

In view of the unprecedented situation of nation- wide lockdown due to COVID-19 outbreak, all IGNOU learners are hereby informed that they can submit scanned copies of Hand written assignment to the Regional Centre through e-mail.

A separate e-mail id has been created for submission of Assignments: [rckassignment2020@gmail.com](mailto:rckassignment2020@gmail.com)

Guidelines for submission of Assignments:

- 1) Legible Scanned copies of Handwritten Assignments along with Question paper/s in PDF format to be submitted ONLY on [rckassignment2020@gmail.com](mailto:rckassignment2020@gmail.com)
- 2) Name of the Learner, Enrollment Number, Study Centre Code, Programme Code (Registration Status as available IGNOU Website) and Course Code should be mentioned clearly on the Scanned Copy of the Assignment/s.
- 3) Each PDF copy should be named as Programme Code (i.e. BA, BAG, MAH, MEG), Course Code (EHD01, FST01, BEVAE101), 9 or 10 Digit of Enroll No. and 4 Digit Study Centre Code.

**For example:**

**If, Enroll No. 123456789, Programme code BAG, Study Centre Code 1002 and Course Code BEVAE181, then give the name of each PDF file as**

**123456789\_BAG\_1002\_BEVAE181**

- 4) Soft copy of the assignment should be sent one time only, no need to send again.
- 5) Subject of the e-mail written clearly with Name of the learner, Programme Code, Study centre code as well as Course code/s.

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

**Stay home, Stay Safe.**

**Regional Director**