

**IMPORTANT INFORMATION FOR ONLINE ASSIGNMENT SUBMISSION**

**Soft copy of Assignments to be submitted to your allotted Study Centre's email id only.**

**See instructions for assignment submission given by your Study Centres on this website.**

1. Assignments have to be submitted directly at the email id/google form provided by your Study Centre on this website. Assignments are to be submitted as per guidelines given by your centre.
2. Assignments are to be submitted to ONLY contact email/emails as provided by your Study Center and not to any other email id.
3. Learner will submit scanned copy of handwritten solved assignment along with scanned copy of I-Card and assignment question.
4. The Assignment File should be in PDF format and names in the Unique Format of "Enrolment Number and Course Code". For example, for enrolment number 2001218290 submitting MS01 assignment, the File Name given should be 2001218290MS01.
5. You are advised to submit the online assignment along with the below mentioned information.

Enrollment No.	_____
Name	_____
Programme	_____
Course Code	_____
Study Centre Name/Code	_____
Contact No.	_____

6. If any discrepancy is found in the assignments submitted, it will be returned back to the learner for correction and resubmission.
7. In case A4 writing paper is not available with you, you may use any kind of writable paper to complete your assignment.
8. The sent report of the email by which you submit your assignment is your assignment submission receipt. No separate receipt will be provided.
9. You can send the course wise assignment attachment separately one by one by email if all assignments cannot be attached together in a single email.
10. You can also submit your assignments through Google drive.
11. Retain hard copy of the Assignments sent, for future reference.