

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

**Date 02/04/2020**

Dear students,

As informed earlier also, RC Shillong has created an email ID for submission of scanned copies of handwritten assignments, i.e., [assignmentrcshillong@gmail.com](mailto:assignmentrcshillong@gmail.com). So, submit the scanned copies of your handwritten assignments by following the instructions:

1. The assignment answers for all the questions of a course should be scanned and send in one single pdf file with page number in each page. The name of the document/file should be the course code of the assignment which you are submitting. This will help RC in downloading the assignments for each course without any problem.
2. The first page of the pdf file for each course should also carry the details of the learner:
  - a. Name of the learner
  - b. Enrollment number:
  - c. Regional Centre Code:
  - d. Study Centre Code:
  - e. Programme Code:
  - f. Course Code of the assignment:
  - g. Mobile number:
  - h. Email ID.
3. You should keep the hard copies of the assignments with you and should submit to RC Shillong, if you are asked to do so (in future).

Last date of assignment submission for the June 2020 exam is 30th of April 2020 without late fine.

Regional Director