SWAMI SHRADDHANAND COLLEGE
IGNOU STUDY CENTRE (SC-0729)

Assignment Submission Guidelines

Dear Learners,

All learners are hereby informed that they must submit their assignments either **online via email** or **offline at the Study Centre**. Kindly ensure that you carefully follow the instructions given below when submitting your assignments:

General Instructions:

- Assignments must be submitted **only at your designated Study Centre**.
- It is mandatory to mention your **programme, name, enrolment no. and subject/course details on the front page** along with assignment question paper.
- Ensure that you **attempt the correct assignment question paper** and attach it along with your submission.
- A **clearly visible copy of your ID card** must be attached immediately after the front page of each assignment.
- All assignments should be **handwritten in your own handwriting**.
- Submission of **incorrect or previous year's assignments will not be evaluated**.
- Students are advised to **retain a hard copy of their assignments** and a copy of the filled submission form for future reference and record purposes.
- For further updates and instructions, visit the official website: **www.ss.du.ac.in/ignou**

Instructions for Online Submission:

- Assignments must be sent in **PDF format (separate file for each course)** to the email: ignou0729@gmail.com**.** The name of file should in the following format: Course Code_Enrollment Number_Name of the Candidate.
- **Example:** If Mr. Ajay submits BPHCT-131 assignment and his enrollment number is 123456789 then file's name must be: BPHCT-131_123456789_Ajay.
- Write your complete name, programme, enrollment number and page number at the bottom of each page of assignment. Also note that pages must be arranged in a sequence.

Note: Non-compliance with the above instructions may result in rejection or non-evaluation of the assignment.



(Prof. Parveen Garg)
Coordinator