

# **IGNOU Assignment Submission Guidelines**

**For TEE: December 2025**

**Study Centre Code: LSC 29070**

**Centre:** Indraprastha College for Women (IPCW), University of Delhi

**Submission Mode: Both Online and Offline**

Date of Submission of Assignments: The last date of submission through this link will be as per the last date of assignment submission notified by Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi. You may check the latest notification for last date at IGNOU Hqtrs. ([www.ignou.ac.in](http://www.ignou.ac.in)) or IGNOU Regional Centre website (<http://rcdelhi2.ignou.ac.in/>) or at RC Facebook Page (<https://www.facebook.com/ignourc2>). However, you are advised NOT to wait for the last date because many a times, the network/server problems may bar you from uploading your assignments on the last date.

## **General instruction for the submission of assignment and cover page**

- Your Name
- Enrollment Number
- Programme Title
- Course Code & Course Title
- Study Centre Code and Name (LSC 29070 – IPCW, DU)
- Session (e.g. July-Dec 2025)
- Signature (if required)

## **Guidelines for Offline Submission**

- **Offline Submission**
  - **Where:** LSC 29070, IPCW, University of Delhi
  - **When:** Every Saturday, 9:30 AM to 4:00 PM
  - **Instructions:**
    - Submit handwritten assignments in hard copy.
    - Attach the **IGNOU cover page** on each assignment.

- Attach a **photocopy of your IGNOU ID card** with each assignment.
- Include the assignment **question paper copy** inside.
- Get a **submission receipt** as proof.

## Guidelines for Online Submission

- **Online Submission**

- **Submission Link:** *(Google form Link).*

Please visit the official website of Indraprastha College for Women, University of Delhi for further details. <http://www.ipcollege.ac.in/>

- **Instructions:**

- Scan your handwritten assignment neatly (PDF format).
- Merge in this order:
  1. Cover Page
  2. IGNOU ID card (scan)
  3. Assignment Question Paper
  4. Handwritten answers
- **One PDF per course** (e.g., BEVAE181, MPS001, etc.)
- Use proper file name format:  
 CourseCode\_EnrollmentNo\_Name.pdf  
*(For e.g., BEVAE181\_123456789\_RiyaSharma.pdf)*

## ❖ Important Notes

- **Cover Page and IGNOU ID Card are mandatory** for **both** online and offline submissions.
- Submit **only the latest assignment** for the **correct session** (Dec 2025).
- **Any form of plagiarism is not allowed** – write in your own words.
- Keep a **copy of your submission** (PDF or hard copy) for reference.
- Students are requested to submit the assignments before the **deadline** to avoid problems.
- Students are requested to submit their assignment either in Offline Mode or Online mode.