

IGNOU REGIONAL CENTRE, GANGTOK
5TH Mile, Tadong, East Sikkim-737102

Dear Learner,

We all are passing through some difficult times due to the Covid pandemic. The country is seeing partial to complete lockdown in different states depending upon the severity of the pandemic. In these tough times, the offices of IGNOU, its Regional Centres & Study Centres are also closed & only online mode of teaching is being conducted. We are fully aware that most of our learners who are preparing for Term-End Examination, June-2021 have not been able to submit their assignments. As a result, the University has decided to accept soft copies of assignments through email. The learners may forward the soft copies to the email IDs of their respective Study Centres. ***However, it is strictly advised that the hard copies of the hand written assignments be kept & submitted later at their study centres as soon as lockdown is relaxed/withdrawn.***

Guidelines to forward soft copies of Assignments:

1. Remember to number each page of your assignment before scanning. Scan each page including the front page in pdf format.
2. Collate or merge the scanned pages into one file for each course. Name the merged file as 'Enrollment no._Course Code'. For eg. If there are 10 pages in your assignment for MSO-01 having Enrollment no. 195899347, then collate all the 10 scanned pages into one pdf file and rename it as **195889347_MS0-01**. Please try to keep the file size within 10 MB.
3. Repeat steps 1 & 2 for the other courses.
4. Check your study centre on IGNOU website <https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp> & forward the files for each course code to the email IDs of study centres as mentioned below,

Sl No.	Study Centre Name	Study Centre Code	Email
1	N.B.B.D College, Tadong, Gangtok	2401R	ignou2401@gmail.com
2	Govt. Sr Sec School, Mangang	2402D	kalzang7@gmail.com
3	Sikkim Govt. College, Rhenock	2407R	ignounamchi04@gmail.com
4	Namchi Govt. College, Kamrang	2404R	ignounamchi04@gmail.com
5	Sikkim Govt. College, Gyalshing	2418D	studycentre2418d@gmail.com
6	Sikkim University	2420R	ignousc2420@gmail.com