



Sri Guru Gobind Singh College of Commerce

University of Delhi

IGNOU STUDY CENTRE- 29062

REGIONAL CENTRE: DELHI-2

ASSIGNMENT SUBMISSION NOTICE

Date: 16 September 2026

Read the instructions carefully and follow the guidelines Before submission of assignments

General Instructions:

-> Learners of Only Study Centre Code **29062** are required to use this form for submission of their assignments. **The assignments submitted by learners of other Study Centres WILL NOT BE EVALUATED.**

-> Learner should have GMAIL ID for online submission. If you don't have then please create one GMAIL id.

-> Learner should upload all the assignments at the same time using single email ID. He/she will not be allowed to edit the responses once assignments are uploaded. Only 1 Submission entry per Email id is allowed.

YOU CANNOT EDIT THE FORM ONCE SUBMITTED

-> Upload your pdf files of assignments from your **HARD DISK** only. DO NOT upload your pdf files from the "Google Drive" or links to the assignments.

Specific Instructions:

1. The assignment should be **hand written** on lined sheets or plain A4 sheets and scanned properly.

2. **First page of each assignment should contain** name of learners, course code/ title and study Centre code, contact details etc. **First page of assignment** may be downloaded from here: <https://drive.google.com/file/d/1zi9X9gO6WWDHb4GAEHbC1Q5PB7czTV6s/view?usp=sharing>

3. **Second Page should contain** IGNOU ID card photo.

4. **Third page should contain LATEST** Assignments available. The valid assignment question paper for the current session may be downloaded from the following link:

<https://www.ignou.ac.in/studentService/download/assignments>

5. After the three pages, attach the solution of assignment. Every page of the solved assignment must be signed by the students and enrolment number to be written either at top or bottom of the page before scanning and uploading the same.

6. For each Course, the assignment answers should be scanned in ONE single pdf file. Means, if there are 10 questions in one assignment, there should NOT be 10 separate pdf files of these 10 answers. These should be scanned in **ONE single pdf file** and uploaded.

7. The learner should create each assignment PDF separately. **Each assignment should be separately submitted** for each course on Google Form using **same single email ID**. **If he/she has 6 courses in his programme, he/she should submit all the 6 assignments at the same time using ONLY ONE Google form with same email ID.**

8. In case the learner wants to submit assignments of current and previous sessions, he/she should use two different Google Forms separately. **He/she should use one Google Form to submit current year assignments with one email id and another Google Form to submit last year assignments with another email id.** He/she will not be allowed to edit the responses once assignments are uploaded.

9. **Name of the pdf file** should be in the unique Format, i.e., "Enrollment Number_Course Code". For example, for assignment of MC01 course, please name the scanned copy of handwritten assignment response in one pdf file as: **"Your EnrollmentNumber_Course Code"** For example: 1234567890_MC01.

10. The scanned copy of PDF File should be (**size less than 10MB**) very clear in nature so that evaluators can read and evaluate soft copy of your submitted assignments.

11. Learners are advised to check the **last date of submission** of their assignments at IGNOU Hqtrs. (www.ignou.ac.in) or IGNOU Regional Centre website (<http://rcdelhi2.ignou.ac.in/>). 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. Please **retain ORIGINAL assignments safe** with you for records. You may be asked anytime by the LSC/RC to submit the original hard copy assignments, if required.

12. Please do NOT upload Projects/Internships/Journals/Reports etc. through this Google Form. This Google Form is for Assignments only.

13. Don't send assignments on this email id or any other mail id.

14. All the assignments are to be submitted on google form created for each programme by SGGSCC study centre (29062). **No assignments will be evaluated received on any mail id other than google form.**

15. The Learners are advised to **use laptop or desktop to upload their assignments.**

16. GOOGLE FORM will **automatically send Online Acknowledgement/Receipt** on your EMAIL. Please keep this Online Acknowledgement/Receipt safe with you.

9821956883 (For students queries through whatsapp Msg only)

You Can submit your assignments through this link.

<https://forms.gle/MroCzUTk9Jc9FTS79>

NOTE: No separate acknowledgement/receipt will be given by the Centre for this submission

Prof. (Dr.) SATVINDER KAUR

Coordinator

SGGSCC - IGNOU STUDY CENTER, 29062