



IGNOU REGIONAL CENTER, ANGUL (CODE 89)  
Plat No. 758-759, Similipada Chowk,  
Angul 759 122 ODISHA

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CIRCULAR-VI

IG/RC/Angl/89/2023/198

6<sup>th</sup> Sep 2023

**PROCESSING OF ASSIGNMENTS FOR EVALUATION AT THE LSCS**

Collect **OPTIONS** from approved Academic Counselors (course wise) who are interested and willing to evaluate assignments within a stipulated time limit of 10 - 15 days of receipt of assignments. Process assignments received at the study center on a week to week basis and have a plan to complete assignment evaluation before the TEEs in Dec 2023 starts.

- Receive assignments *from all students* who approached to study center for assignment submission, *even from students of other study center also*.
- **Segregate the assignments** received at your center each day, course wise and prepare a course wise list of assignments received in a register / OR computer XL file.
- Status of receipt of assignment should be communicated to RC on week to week basis in the Google Form
- **Based on OPTION received from (course wise approved) counselors, allocate** the assignments for evaluation on a week to week basis without waiting to the last date of submission of assignments.
- Remaining (non receipt of willingness/option from Counselors/ OR non availability of course wise approved Counselors) assignments should be sent to RC with a complete list in every week, without waiting to last date.
- From Regional Center office Sh. S. R. Mallick (Mob no. 8981732728; E. Mail [srmallick@ignou.ac.in](mailto:srmallick@ignou.ac.in) ) will coordinate with all study centers to collect the weekly data and receive of assignments awards and any other issues related to assignments

(M. K. Dash)

To

All Coordinators/PICs

IGNOU LSCs, RC Angul

C. C: Office Circular File, IGNOU RC Angul and Director RSD, IGNOU for record and kind information pl.