

Indira Gandhi National Open University (IGNOU)
Staff Training and Research Institute of Distance Education (STRIDE)

28th May, 2020

MADE Programme: Guidelines for Online Submission of Assignments to STRIDE, IGNOU

Dear MADE learners

As you are aware, due to the COVID19 crisis and ensuing lockdown, IGNOU has taken the decision to initiate online submission of assignments. We have been sending you instructions from time to time on online submission. However in order to further facilitate your online assignment submission to STRIDE, a set of guidelines for submitting MA in Distance Education (MADE) programme (including PG Diploma in Distance Education (PGDDE)) assignments through online mode has been prepared. You are requested to observe the following guidelines while submitting your assignment to STRIDE.

A. Writing your Assignment

1. While writing your assignment, please ensure that you write your Programme code (MADE) , course code(MDE xxx), name, address, mobile number, email id, in CAPITAL LETTERS on the first page of each assignment.
2. Please write the question of the assignment before each answer – Please DO NOT make a separate file containing the questions.
3. Please write number of Question exactly as given in the assignment
4. Please write in continuous pages – DO NOT write every answer on a new page as this only increases the number of pages and increases file size.

B. Submitting your Assignment

5. Please submit your assignments in handwritten form.
6. Please scan each assignment and prepare it in PDF format.
7. Please ensure that each assignment is saved in a separate file. DONOT scan all the assignments and place in one file.
8. Please ensure that file name of each assignment is given as <course code><your name >. For example, if you are submitting assignment of MDE-411 and your name is Raj Kumar, then the assignment file attachment should be written as **MDE 411 Raj Kumar**. Your next attachment of your MDE-412 assignment file should written as **MDE-412, Raj Kumar**. Please DO NOT put file names like ‘Cam Scanner 1’, ‘assignment 1’, or ‘course code 411” or any other name.
9. Please maintain word limit of each answer as given in the assignment and ensure that your file size is not too heavy (Each assignment should not be more than 5-10 MB each).
10. Please ensure that your file is virus free before you send it to us.
11. Academic support for MADE is offered directly by STRIDE, therefore you are required to submit your assignment directly to STRIDE (not to Regional Centre or Study Centre).

12. You have to send your assignment through email to EITHER the Programme Coordinator (PC) MADE OR Course Coordinator (CC) of the respective MADE course at email given below. However if sending directly to Course Coordinator, then please inform PC through email for ensuring necessary record keeping of your assignment.

Programme	Programme Coordinator	Email
MADE	Dr. Anita Priyadarshini	madecoordinator@ignou.ac.in

Course Code	Course Coordinator	Email
MDE-411	Prof. Rampelli Satyanarayana	rsatyanarayana@ignou.ac.in
MDE-412	Prof. Basanti Pradhan	basantipradhan@ignou.ac.in
MDE 413	Sh. Tata Ramakrishna	tataramakrishna@ignou.ac.in OR p.lakshmi@ignou.ac.in
MDE-414	Prof. C.R.K. Murthy	crkmurthy@ignou.ac.in
MDE-418	Dr. G. Mythili	gmythili@ignou.ac.in
MDE-415	Prof. Santosh Panda	spanda.ignou@gmail.com
MDE-416	Prof. Rampelli Satyanarayana	rsatyanarayana@ignou.ac.in
MDE-417	Prof. Santosh Panda	spanda.ignou@gmail.com
MDE-419	Dr. Anita Priyadarshini	anitapriyadarshini@ignou.ac.in
MDEP-420	Dr. Anita Priyadarshini	anitapriyadarshini@ignou.ac.in

C. General Instructions

13. You can check your registration status on IGNOU website at <http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>
14. For any course related academic counseling/issue/clarifications on any course topic, please email DIRECTLY to the concerned Course Coordinator.
15. Always quote your name and enrolment number while writing to us.
16. Please always keep a copy (photocopy or scanned) of the assignment sent by you for your study purpose and record.
17. STRIDE cannot be held responsible for the evaluation for your assignment, if the above instructions are not followed by you.
18. Please DO NOT send any assignments by postal delivery to STRIDE, IGNOU as IGNOU is following the government's directions and we are still in a lockdown situation and are working from home.
19. In case you have posted your assignments in/before March 2020 and not received the grade, please re-submit it through ONLINE procedure following the above stated instructions.
20. Please write all emails related to MADE assignments/project proposals/any other issue to Dr. Anita Priyadarshini, Programme Coordinator, MADE at madecoordinator@ignou.ac.in.

STRIDE is available to provide all academic support to you for the successful completion of your MADE/PGDDE programme.

Stay safe and best regards

Dr. Anita Priyadarshini
Programme Coordinator, MADE
STRIDE, IGNOU