



INDIRA GANDHI NATIONAL OPEN UNIVERSITY REGIONAL CENTRE SILIGURI

INSTRUCTIONS FOR SUBMISSION OF ASSIGNMENTS FOR TEE DECEMBER 2021

1. Students are requested to submit their Assignments for the TEE December 2021 in hardcopies to the concerned Study Centre (LSC)/Regional Centre (RC) either by post or in person before the last date.

2. If you are not able to submit the assignments by visiting the Study Centre/ Regional Centre OR unable to send by post, you may submit the scanned copies of handwritten assignments through Google Form. The link is given below:

<https://forms.gle/7G9ZxNxyoihdtHWX8>

The Students, who have already submitted the assignments at Study Centre / Regional Centre, are NOT required to submit again through online mode. **Any one of the method of submission is allowed.**

3. Assignments must have been written preferably on A4 size white papers and scanned properly by using Mobile or Cam Scan separately one by one. The scan copy should be very clear in nature.

4. The handwritten hard copies of the assignments should be scanned separately for each course in a separate pdf file (size should be less than 10 MB) & File name should be "Course Code_ Programme Code_ Enrolment Number" (for e.g. : MEG01_MEG_165234782). One pdf file can be submitted with one form. Use the form again to submit the second pdf file and so on.

5. Please check your registration details at www.ignou.ac.in>> StudentZone>>Registration Details – for Course Codes and your eligibility for the TEE before submission of Assignments.

6. Students submitting online assignment will receive the Assignment Submission Receipt as a Google Form on their email. That is, your Google Form will be your Assignment Submission Receipt.

7. Assignment submission status appears in the IGNOU website under student's registration details only after its evaluation & uploading the awards. Assignment status for TEE December 2021 will reflect after release of results of TEE December 2021.

8. Every Assignment shall contain the front page with the following details:

ASSIGNMENTS FOR THE TEE– December 2021

- Name of the Learner –
- Enrollment Number –
- Programme Code –
- Course Code of Assignment –
- RC Name and Code – Siliguri – Code: 45
- LSC Name and Code –
- Student Mobile Number –
- Student Email ID –
- Assignment submission date –

Signature of the Learner

9. Enter Correct Enrollment Number, Programme Code, Course Code and Study Centre etc.

10. Always visit IGNOU website for all updates including the extension of the last for submission of Assignments if any.

11. Please write your name and enrollment no at the bottom of each page of your assignment.

12. Please enter your personal mail ID on the time of the assignment submission.

13. Only assignment can be submitted on this portal, so Projects and Practical will not be acceptable in this portal.

14. Students submitting assignments on the online assignment submission portal are not required to submit their assignments to their study center again.

Special NOTES:

1. The Students who have already submitted assignments by hand/post and through email at the Regional Centre / Study Centre, need not require to submit it again through Google form.

2. Submit your assignment only once for the entire course. After submitting assignment for Google form you should not send it again on email. Duplicate submission may lead to rejection of assignments.

IGNOU, RC SILIGURI