

## Guidelines for submission of assignments for December 2024 session

Dear Students

As you know that assignment is a compulsory component of any programme/course for which you are enrolled in IGNOU. Before every Term End Exam (June and December) the learners are required to submit their assignments in their respective learner support centre (Study Centre). As December 2024 Term End Exam is approaching you are advised to submit your assignments latest by 30<sup>th</sup> September 2024 or till the University/ LSC may permit you.

The following guidelines may please be taken into consideration while submitting your assignments for TEE December 2024 session:

1. Please ensure that **you are eligible** for submission of assignment for TEE December 2024 session before submitting your assignments.
2. Please ensure that you are submitting your assignments in **your allotted study center only** failing which your assignment shall not be evaluated and no further correspondence will be entertained in this regards.
3. If you are **not sure** about your study center please **contact your Regional Center** concerned either through mail or through personal visit to get it confirmed.
4. The assignment should **be submitted once** in your allotted study center and not any other Regional Center / Study Center and **strictly avoid multiplication of submission**. It will create problems in evaluation and grading of the marks.
5. Read the **list of LSCs and mode of submission** of assignments carefully and follow the **timing days** (in Offline mode) **and the link/ Mail** (in online mode) wherever applicable.
6. The 1<sup>st</sup> page of each assignment should consist of the **name of the learner, enrolment number, study centre code, course code, and Mobile number and email ID** of the student (both offline and online mode) followed by I Card, question paper and response.
7. The assignments should be **hand written and scanned properly** if submitting online at your study center. The scan copy should be very clear in nature.
8. For each course the assignment response should be **scanned in single PDF** file which means if there are 5 questions in one assignment then there should not be 5 PDF files **it should be one single PDF ( not exceeding 10 MB)** containing all five responses of the assignment in case of online submission.

9. The file name should start with your enrolment number followed by your course for example if your enrolment number is 2564879528 and you intend to submit your MEG1 assignment then the file name should be given as 2564879528 MEG1.
10. If you have already submitted your assignment at your study centre please ignore.
11. Please contact the officials of your allotted Study Center/ Regional Center for any further clarification / doubts.

