

**GUIDELINES/ INSTRUCTIONS FOR ONLINE SUBMISSION OF ASSIGNMENTS FOR TEE JUNE, 2022**

1. Please email the scanned pdf file of your handwritten assignment along with copy of IGNOU Student Identity Card/ Registration Slip and Assignment Question Paper.
2. Learners must submit/ send the assignments at the email id prescribed for the relevant course code only, assignments submitted at any other email id(s) will not be accepted.
3. Only hand written assignments shall be submitted.
4. First page of your assignment should have the following:
  - a) NAME
  - b) ENROLLMENT NUMBER
  - c) PROGRAMME CODE (e.g. BAG, BCOMG, MCOM etc.)
  - d) COURSE CODE (e.g. FST-01, BEVAE-181, IBO-01 etc.)
5. The handwritten assignment File should be in a PDF format and PDF file name should be in the Unique Form at of "Programme, Enrolment Number and Course Code". Example: The File Name given should be MCom\_2001218290\_IBO-01 if student of M.Com programme having enrolment no. 2001218290 is submitting assignment of course code IBO-01.
6. The scanned assignment should be clear and legible, no intimation will be given to submit your assignment again and evaluation will be done accordingly (Use scanning apps like Adobe Scan etc.)
7. No need to submit hard copy of assignments again at study centre if you have submitted assignments online.
8. Please do not send scanned assignments for a particular course more than once.
9. It is advisable that all assignments of a program are submitted together in one go. Duplication in submission of assignments should be avoided.
10. Last date of receipt of assignments will be as notified by IGNOU.
11. In case of any difficulty/query, kindly email at [studentenquiry38045@gmail.com](mailto:studentenquiry38045@gmail.com)