



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE RAJKOT

SAURASHTRA UNIVERSITY CAMPUS, RAJKOT-360005

Phone: 0281-2572988, Fax: 0281-2571603, E-mail: rcrajkot@ignou.ac.in

Website: <http://www.ignou.ac.in/>, <http://rcrajkot.ignou.ac.in/>

Facebook account @IGNOURegionalCentreRajkot

Twitter account @IGNOU_RC_Rajkot



Sub: **Guidelines for online Submission of Assignment Responses for Term End Examination June (TEE) 2020 (Regional Centre Rajkot-42) by 31st May, 2020.**

Dear Learner,

Please follow instructions before submission. As you all are aware that now the Government has extended the lockdown period in the whole country till 3rd May, 2020 due to Corona pandemic COVID - 19. It has been decided to receive the hand written assignment responses through ONLINE. So, you are advised to upload your hand written assignment responses to Google Link: → [Click here for submit Assignment for TEE June 2020](#) or

→ <https://docs.google.com/forms/d/e/1FAIpQLSffRccKFv182WT5K1YJRnSjHVPqIgQhkNOWB4eAMVz255h0MQ/viewform>

by 31st May, 2020. The link for receipt of the assignments will be closed after 31st May, 2020.

(Before upload please Sign in your Gmail account in browser).

Guidelines for Preparation and Submission of Assignment Responses for Term End Examination June 2020:

1. Your latest assignments are available on our website → <http://www.ignou.ac.in/>. You can download the assignment of July 2019/ Jan 2020 by using the link → <https://webservices.ignou.ac.in/assignments/> and prepare the responses.
2. You can use **A4 size paper [Ruled/Blank]** for writing the answers in your own handwriting beautifully leaving space in between the words and lines
3. Prepare a Cover Page for the Assignment response mentioning the Course Code, Program Code, Enrolment No, Name and Address etc. **(Cover page of Assignment Assessment Sheet and acknowledgment slip enclosed herewith for your reference).**
4. The Assignment Response should contain **(Sample for assignment copy enclosed for your information)**:
 - a) The cover page
 - b) The copy of the question that you have answered
 - c) Your answers.
5. **Prefer computer scanned copies of hand written assignments or Use scanning apps like Cam Scanner App at Play store.**
6. The scanned copy of the Assignment Response in PDF format with a File name which must contain your enrolment no, program code and course code e.g. **158784784_MCOM_MCO01.pdf** is to be upload to
→ [Click here for submit Assignment for TEE June 2020](#) or
→ <https://docs.google.com/forms/d/e/1FAIpQLSffRccKFv182WT5K1YJRnSjHVPqIgQhkNOWB4eAMVz255h0MQ/viewform>
by 31st May, 2020. The link for receipt of the assignments will be closed after 31st May, 2020.
(Before upload please Sign in your Gmail account in browser). You can upload 10 hand written assignment in one time. **(Maximum No. of file - 10 and Maximum Size of each file - 50 MB)**

7. **You must ensure before upload your assignment response that the scanned copies of your assignment are legible / readable. Illegible / unreadable assignment responses will be rejected. No intimation will be given to submit again and evaluation will not be done accordingly.**
8. The students have already submitted their assignments online to rcrajkot@ignou.ac.in, they also have to re-submit through the Google Link (See instruction point no. 6).
9. **No need to submit a hardcopy of assignments again at your study centre if you have submitted assignments through link.**
10. **Please note those who have already submitted their assignments at their concerned study centre for Term End Examination June 2020 should not submit the scanned copy through link.**
11. **Those who have submitted old written Assignments will be rejected.** No intimation will be given to submit again and **evaluation will not be done accordingly.**
12. Keep in safe custody of your handwritten assignments; you should submit them when the Regional Centre asks for hard copies for the verification process.

You all are suggested to refer and follow below instructions which one is related to you:

- All the students, who take admission in the January 2020 session under Certificate programmes, semester base programmes are advised to submit computer scanned copies of your handwritten assignments by online through Google link up to **31st May, 2020 (See instruction point no. 6)**. You can submit online exam form without late fee for TEE June 2020 by **15-05-2020** through → <http://exam.ignou.ac.in/>
- The other students, who take admissions in previous sessions and want to appear in term end examination June 2020, are advised to submit computer scanned copies of your handwritten assignments online through Google Link up to **31st May, 2020 (See instruction point no. 6)**. You can submit online exam form without late fee for TEE June 2020 by **15-05-2020** through → <http://exam.ignou.ac.in/>
- **All the students, who take admission in yearly programmes i.e. master's degree, bachelor's degree, P.G. Diploma, Diploma in January 2020 session, there is no need to submit assignments and online exam form for TEE June 2020.** These students' term end examinations will be held in the month of December 2020. They may submit their assignments and term end exam form in the month of September 2020.

Please take good care of yourself and your family. Stay Home - Stay safe

--

IGNOU Regional Centre Rajkot
Saurashtra University Campus
Rajkot - 360005
Phone: (0281) - 2572988
Fax: (0281) - 2571603
Website: www.ignou.ac.in &
<http://rcrajkot.ignou.ac.in/>

Note: You can also follow our Facebook account [@IGNOURegionalCentreRajkot](#) and Twitter account [@IGNOU_RC_Rajkot](#) for any updates.