

GUIDELINES FOR SUBMISSION OF ASSIGNMENTS FOR TEE JUNE 2021

To prevent the wide spread of COVID-19, University has closed its offices across the country and suspended the Physical activities in terms of Student Support at LSCs and Regional Centres. In this crisis situation, to help the student community, Visakhapatnam Regional Centre has adopted multiple ways to collect the assignment responses from the students who are supposed to appear the June Term End Examination-2021.

1. **Through Google form:** Regional Centre, Visakhapatnam has designed a Google form for the students for receiving the digital copy of the assignment responses from students. The link is given below:

<https://forms.gle/vhEHb3da9jggPfek8>

The Students who have already submitted the assignments at Study Centre, are NOT required to submit again through online mode.

The students of RC, Visakhapatnam (84) can submit the Assignment responses through this google form. One Assignment can be submitted with one form. Use the form again to submit the second assignment and so on. Please note that first page of your assignment should have details as given below:

- a) Enrollment Number
- b) Programme Code
- c) Course Code
- d) Study Center code

Only in PDF format (size should be less than 100 MB) & File name should be "Enrolment No-Course Code" (for e.g : 123456789-CIT-01)

The email ID given on the top of the form is meant for the response. A copy of submitted response will automatically go to the email given below. There will be no separate acknowledgement for submission of assignment. You can save the automatic response received at your email as acknowledgement.

Students belong to other Regional Centres should not submit assignments in this link. Navy Regional Centre (73) students are also NOT supposed to submit assignments here. They will not be taken into consideration for evaluation. Navy students are required to send their assignments to Navy RC email Id- rc73@ignou.ac.in only.

2. **Through email id of Regional Centre:** This option can be used only when the student is not able to submit the assignments through the above given Google form link. The students who have submitted the assignments at Study centre or through Google form need not send the assignments again through email. RC email id is rcvisakhapatnam@ignou.ac.in