

**19.09.2024**
**CIRCULAR**
**INSTRUCTIONS FOR SUBMISSION OF ASSIGNMENTS FOR THE  
 TERM END EXAMINATION - DECEMBER 2024**
**Important Note: Assignments shall be submitted only to the allotted Study  
 Centre/Learner Support Centre (LSC) as per the schedule.**

S. No.	LSC Code (Study Centre Code)	LSC Address	Mode of Assignment Submission	Contact Mobile Nos.
1	2502	<b>The Coordinator</b> IGNOU LSC 2502 <b>G.R.D COLLEGE OF SCIENCE</b> Avanashi Road, Civil Aerodrome (PO), Coimbatore - 641014. Ph: 0422-2592399, 2572719 E-mail: <a href="mailto:ignou2502@gmail.com">ignou2502@gmail.com</a>	Speed Post /Courier/ in-person	Dr. R. Geetha Mobile: 9487487977  Dr. A. Malarvizhi Mobile: 9894305607 9751149894
2	2503	<b>The Coordinator</b> IGNOU LSC 2503 <b>THIYAGARAJAR COLLEGE</b> Theppakulam, Madurai -625009 Ph: 0452-2312235 E-mail: <a href="mailto:ignou2503@gmail.com">ignou2503@gmail.com</a>	Speed Post /Courier/ in-person	Dr. R. Lakshmanan Mobile: 7904109742 Dr. M. Selvakumar Mobile: 9994330101 Mr. Prabhu 9524127780
3	2504	<b>The Coordinator</b> IGNOU LSC 2504 <b>BISHOP HEBER COLLEGE</b> P O Box No. 615, Tirichy - 620017 Ph: 0431-2772200 E-mail: <a href="mailto:ignou2504@gmail.com">ignou2504@gmail.com</a>	Speed Post /Courier/ in-person	Dr. Florence Shalini Mobile: 9443076331 Dr. M. Jayakkumar Mobile : 9486917577 Dr. Edwin Moses. J. Mobile: 9003037972 Mr. Rajkumar Mobile 9994491633
4	2551	<b>The Coordinator</b> IGNOU LSC 2551 <b>SREE RAMU COLLEGE OF ARTS &amp; SCIENCE</b> N.M. Sungam, Aliyar Road, Pollachi, Coimbatore - 642007. Ph: 04259-286230, 286969 E-mail: <a href="mailto:sreeramucas@yahoo.com">sreeramucas@yahoo.com</a>	Speed Post /Courier/ in-person	Dr. Premalatha Mobile: 9976015315
5	2568	<b>The Coordinator</b> IGNOU LSC 2568 <b>H.K. ROWTHER HOWDIA COLLEGE</b> Uthamapalayam - 625533 Theni Dt. Ph: 04554-265225, E-mail: <a href="mailto:howdia2568@gmail.com">howdia2568@gmail.com</a>	Speed Post /Courier/ in-person	Dr. K. Shahul Hameed Mobile: 6380919974 Dr. A. Sulthan Mohideen Mobile: 9500808502 Mr. Mohamed Harish Mobile: 8807389395
6	40032	<b>The Coordinator</b> IGNOU LSC 40032 <b>RANI ANNA GOVT. COLLEGE FOR WOMEN</b> Gandhi Nagar, Tirunelveli - 627 008. E-mail: <a href="mailto:racignou40032@gmail.com">racignou40032@gmail.com</a>	Speed Post /Courier/ in-person	Dr. T. Selvamohan Mobile : 9443399613  Ms. Keerthana Muthu Mobile: 6382879667

7	43016	<b>The Coordinator</b> <b>IGNOU LSC 43016</b> <b>VIVEKANANDA COLLEGE</b> Tiruvedakam West, Madurai Dt- 625234 Ph: 04543-260257, E-mail: <a href="mailto:ignouvc43016@gmail.com">ignouvc43016@gmail.com</a>	Speed Post /Courier/ in-person	Dr. G. Balakrishnan Mobile: 8124728093
8	43052	<b>The Coordinator</b> <b>IGNOU LSC 43052</b> <b>SREE SEVUGAN ANNAMALAI</b> <b>COLLEGE</b> , Devakottai Extension, Sivagangai (Dt) - 630 303. E-mail : <a href="mailto:dvkssac@yahoo.co.in">dvkssac@yahoo.co.in</a>	Only in-person	Mr. K. Kasiviswanathan Mobile: 75983 18823
9	43078	<b>The Coordinator</b> <b>IGNOU LSC 43078</b> <b>BON SECOURS COLLEGE FOR</b> <b>WOMEN</b> , Vilar Bypass Road Thanjavur - 613 006 Ph: 04362-257447 E-mail: <a href="mailto:ignou43078@gmail.com">ignou43078@gmail.com</a>	Speed Post /Courier/ in-person	Dr. Jayalakshmi Mobile: 6369729708
10	43080	<b>The Coordinator</b> <b>IGNOU LSC 43080</b> <b>G.T.N. ARTS COLLEGE</b> G.T.N. Nagar, Karur Road Dindigul - 624005 Ph: 0451-2431299 E-mail: <a href="mailto:ignougtnlsc@gmail.com">ignougtnlsc@gmail.com</a>	Speed Post /Courier/ in-person	Mr. S . Arun Mobile: 9865523309 Dr. Manimageswaran, Mobile: 9715132762
11	43086	<b>The Coordinator</b> <b>IGNOU LSC 43086</b> <b>The Gandhigram Rural Institute,</b> (Deemed to be University), Gandhigram - 624 302 Dindigul District, Tamil Nadu. Ph: 0451-2452371-76 E-mail: <a href="mailto:ignou43086@gmail.com">ignou43086@gmail.com</a>	Speed Post /Courier/ in-person	Dr. Shahul Hameed Mobile: 8300157893
12	43087	<b>The Coordinator</b> <b>IGNOU Learner Support Centre (R)</b> <b>- 43087</b> <b>Central University of Tamil Nadu,</b> Neelakudi Campus, Kangalancherry, Thiruvarur - 610 005. Ph: 4366-277230/277261 E-mail: <a href="mailto:ignou43087@gmail.com">ignou43087@gmail.com</a>	Speed Post /Courier/ in-person	Dr. Venkatraman Mobile: 7010471928
13	43015 (incl 4300/ 43000)	<b>IGNOU Regional Centre</b> , Sikkandar Chavadi, Madurai - 625 018. Ph: 0452-2380775	Speed Post /Courier/ in-person only for LSC 43015 @ RC	Dr. Karthikeyan Assistant Coordinator Ph: 6380171837 Ph: 0452-2380733/2380775 <b>(Note: Online Learning (OL)</b> <b>Programme Students shall submit</b> <b>their Assignments only at</b> <b>LMS Portal of IGNOU at</b> <b><a href="https://lms.ignouonline.ac.in/">https://lms.ignouonline.ac.in/</a></b> )
14	2516P	<b>The Coordinator (P)</b> <b>IGNOU LSC 2516P</b> <b>SRI RAMAKRISHNA MISSION</b> <b>VIDYA. COLLEGE OF</b> <b>EDUCATION</b> Periyanyakenpalayam Coimbatore Dt - 641020 Mobile: 8012533915 E-mail: <a href="mailto:ignou2516@gmail.com">ignou2516@gmail.com</a>	Speed Post /Courier/ in-person	Dr. Jegadesh, Mobile: 9843931342

15	2525P	<b>The Coordinator (P)</b> IGNOU LSC 2525P COLLEGE OF NURSING SRI RAMAKRISHNA INST. OF PARAMEDICAL SCIENCES New Sidhapudur, Coimbatore - 641 044. Phone : +91- 422- 4500161, 4500162, 2247756 Email: <a href="mailto:con_sripms_cbe@yahoo.co.in">con_sripms_cbe@yahoo.co.in</a>	Speed Post / in-person	Mrs. Sasikala Mobile: 9843517402
16	43MS1	<b>The Coordinator/Nodal Officer</b> IGNOU Extn. Centre 43MS1 IGNOU-MSDE EXTENSION CENTRE - 43MS1 NATIONAL SKILL TRAINING INSTITUTE (W), COE Building, Government I.T.I Campus, Tiruverumbur, Trichy - 620014 Ph: 0431-2552515	Speed Post / in-person	Smt. A.Mariammal Chamy Coordinator/Nodal Officer Mobile: 7045268187

1. Students are requested to submit their Assignments for the Term End Examinations, **December 2024** in hardcopies **to the concerned Study Centre (LSC) (Refer the attached LSC list)**, either by post or courier or in person before the last date. **(Check your programme guide for details)**
2. The Extension of last date if any (to be notified by SED) for assignment submission will be announced at the IGNOU website and RC Madurai website. **Therefore learners are always check website for such information.**

**Every Assignment shall contain the front page (TOP SHEET) with the following details:**



**Annexure - I**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**REGIONAL CENTRE, MADURAI**

**TOP SHEET**  
(To be filled and  
submitted for each  
(Course Code)  
assignment  
separately)

**Assignment Submission for Term End Exam December 2024**

(Please read the instructions given below carefully before submitting assignments)

1. Name of the Learner :
2. Enrollment Number :
3. Programme Code :
4. Course Code of Assignment:  
(Use separate form for each Course Code of assignment)
5. RC Name and Code :                      Madurai - Code: 43
6. Study Centre (LSC) Code & Address :
7. Student Mobile Number :
8. Student Email ID :
9. Details if this same assignment has been submitted anywhere else also...
10. Above information is cross checked and it is correct : Yes/No

Date of Submission:

(Signature of the student)

**A. General Instructions:**

- 1) Please **do not send** any assignment at any email of the Regional Centre, Madurai, it will not be considered and no correspondence will be made/replied.
- 2) We **discourage plastic covers**. Use plain A4 size pages for assignments for uniformity and better management with this cover page on each assignment.
- 3) Please write your name and enrolment number at the bottom of each page of your assignment.
- 4) Please retain a photocopy set of assignment submitted with you for record and also keep the assignment submission receipt in safe custody.

**A. Assignment should have following components in the same sequence :**

- 1) Duly Filled in Assignment Submission Cover Page (TOP Sheet Page)
- 2) Copy of IGNOU Identity Card.
- 3) Printout of your Registration Page  
(<https://isms.ignou.ac.in/changeadmdata/AdmissionStatusNew.ASP>)
- 4) Printout of valid/applicable assignment question paper.
- 5) Hand written Assignment.

(Kindly check your registration details at <https://isms.ignou.ac.in/changeadmdata/AdmissionStatusNew.ASP>  
(Registration Details - Check for Course Codes and your eligibility for the TEE before submission of Assignments)

Assignments downloading Link - <https://webservices.ignou.ac.in/assignments/>

(If you unable to find certain course code/s related assignments, search in Google with the relevant Course code with the word "Assignment for TEE December 2024) and find the link under IGNOU website then **read the assignment completely for authenticity and instructions thereon**)

1. Always visit IGNOU website for all updates including the extension of the last for submission of Assignments if any.
2. In case of incorrect Enrolment No. Programme Code and Course Code, the assignment received by LSC **will be returned back to student for rectification.**
3. **Assignments shall be submitted only to the respective Learner Support Centre/Study Centre (LSC) as per the registration status and eligibility for TEE December 2024.**
4. Submit your assignment only once for all courses. Duplicate submission may lead to rejection of assignments. Do not re-submit the same assignment anywhere else or by any other means.
5. Any query in this regard on assignment submission contact your study centre directly.
6. 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 2024 will reflect only in February/March 2024 onwards i.e. after release of results of TEE December 2024 results.**
7. If you have opted for the printed Study Material and not yet received the same, please log on to [www.egyankosh.ac.in](http://www.egyankosh.ac.in) to download the soft copy of the study materials (or) download **IGNOU e-content mobile app** from Google Play store.
8. Check your Eligibility for the TEE December 2024 with your Programme Guide and Registration details in the website before submission of Assignments to your Study Centre.
9. The Programmes (BAM/BCOMF/BSCM), Hons Degree Programmes and FYUP students shall read Programme Guide for eligibility for TEE.
10. The Online Programme (OL) Learners are requested to see the PPT for assignment submission in LMS portal at [http://rcmadurai.ignou.ac.in/news/detail/1/PPTs\\_on\\_LMS\\_Portal\\_Use-325](http://rcmadurai.ignou.ac.in/news/detail/1/PPTs_on_LMS_Portal_Use-325)

**LSC Functional Timings:**

Sunday: 9.30 am to 5.00 pm

Tuesday to Saturday in the evening hours 4.00 pm to 6.00 pm  
and **Monday is holiday**

(Dr. M. Shanmugam)  
Sr. Regional Director

To: 1. Notice Board and Website of RC Madurai 2. All LSCs of RC Madurai 3. RC Madurai Website/Link at Social Media.