

15.09.2025
CIRCULAR
**INSTRUCTIONS FOR SUBMISSION OF ASSIGNMENTS FOR THE
 TERM END EXAMINATION - DECEMBER 2025**
**Important Note: Handwritten 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	The Coordinator IGNOU LSC 2502 G.R.D COLLEGE OF SCIENCE Avanashi Road, Civil Aerodrome (PO), Coimbatore - 641014. Ph: 0422-2592399, 2572719 E-mail: ignou2502@gmail.com	Speed Post / Courier/ in-person Only Agniveer students can submit assignments by email to LSC	Dr. R. Geetha Mobile: 9487487977 Dr. A. Malarvizhi Mobile: 9894305607 9751149894
2	2503	The Coordinator IGNOU LSC 2503 THIYAGARAJAR COLLEGE Theppakulam, Madurai -625009 Ph: 0452-2312235 E-mail: ignou2503@gmail.com	Speed Post / Courier/ in-person	Mr. S. Kumarappan Mobile: 9994023262 Dr. M. Selvakumar Mobile: 9994330101
3	2504	The Coordinator IGNOU LSC 2504 BISHOP HEBER COLLEGE P O Box No. 615, Tirichy - 620017 Ph: 0431-2772200 E-mail: ignou2504@gmail.com	Speed Post / Courier/ in-person	Dr. S. Azariah Kirubakaran Mobile: 9443142282 Dr. M. Jayakkumar Mobile : 9486917577 Dr. Edwin Moses. J. Mobile: 9003037972 Mr. Rajkumar - 9994491633
4	2568	The Coordinator IGNOU LSC 2568 H.K. ROWTHER HOWDIA COLLEGE Uthamapalayam - 625533 Theni Dt. Ph: 04554-265225, E-mail: howdia2568@gmail.com	Speed Post / Courier/ in-person	Dr. K. Shahul Hameed Mobile: 6380919974 Dr. A. Sulthan Mohideen Mobile: 9500808502 Mr. Mohamed Harish Mobile: 8807389395
5	40032	The Coordinator IGNOU LSC 40032 RANI ANNA GOVT. COLLEGE FOR WOMEN Gandhi Nagar, Tirunelveli - 627 008. E -mail: racignou40032@gmail.com	Speed Post / Courier/ in-person	Dr. T. Selvamohan Mobile : 9443399613 Ms. Muthumari 8973642492
6	43080	The Coordinator IGNOU LSC 43080 G.T.N. ARTS COLLEGE G.T.N. Nagar, Karur Road Dindigul - 624005 Ph: 0451-2431299 E-mail: ignougtnlsc@gmail.com	Speed Post / Courier/ in-person	Mr. S. Arun Mobile: 9865523309 Dr. Manimageswaran, Mobile: 9715132762

7	43086	The Coordinator IGNOU LSC 43086 The Gandhigram Rural Institute, (Deemed to be University), Gandhigram - 624 302 Dindigul District, Tamil Nadu. Ph: 0451-2452371-76 E-mail: ignou43086@gmail.com	Speed Post / Courier/ in-person	Dr. Shahul Hameed Mobile: 8300157893
8	43087	The Coordinator IGNOU Learner Support Centre (R) - 43087 Central University of Tamil Nadu, Neelakudi Campus, Kangalancherry, Thiruvavur - 610 005. Ph: 4366-277230/277261 E-mail: ignou43087@gmail.com	Speed Post / Courier/ in-person	Dr. Venkatraman Mobile: 7010471928
9	43015 (incl 4300/ 43000)	The Coordinator RC-LSC - 43015 IGNOU Regional Centre, Sikkandar Chavadi, Madurai - 625 018. Ph: 0452-2380775	Speed Post / Courier/ in-person only for LSC 43015 @ RC LSC 43015 (Note: Online Learning (OL) Programme Students shall submit their Assignments only at LMS Portal of IGNOU at https://lms.ignouonline.ac.in/	Dr. Karthikeyan Ph: 6380171837 Ph: 0452-2380733/2380775
10	2516P	The Coordinator (P) IGNOU LSC 2516P SRI RAMAKRISHNA MISSION VIDYA. COLLEGE OF EDUCATION Periyarayanpalayam Coimbatore Dt - 641020 Mobile: 8012533915 E-mail: ignou2516@gmail.com	Speed Post / Courier/ in-person	Dr. Jegadesh, Mobile: 9843931342
11	43MS1	The Coordinator/Nodal Officer IGNOU Extn. Centre 43MS1 IGNOU-MSDE EXTENSION CENTRE - 43MS1 NATIONAL SKILL TRAINING INSTITUTE (W), COE Building, Government I.T.I Campus, Tiruvavur, 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 2025** 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

Assignment Submission for Term End Exam – **TEE DECEMBER 2025**

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

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

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/>
<https://www.ignou.ac.in/pages/54>

(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 2025”) 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 2025.**
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 2025 will reflect only in February/March 2025 onwards i.e. after releases of results of TEE December 2025 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 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 2025 with your Programme Guide and Registration details in the website before submission of Assignments to your Study Centre.
9. The Programmes (**BAM/BCOME/BSCM**), **All Hons Degree Programmes and Four Year UG Degree Programme - FYUP students** shall read Programme Guide for eligibility for TEE. (Exam is Yearly Basis and assignment submission also yearly basis from the registration session)
10. Students to know their Programme wise eligibility for TEE in the Page No. 28 to 56 at Common Prospectus of IGNOU – Link [https://www.ignou.ac.in/viewFile/services/Common_Prospectus/Common-Prospectus-English\(July2025\).pdf](https://www.ignou.ac.in/viewFile/services/Common_Prospectus/Common-Prospectus-English(July2025).pdf)
11. 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

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.

Learners are advised to read the Common Prospectus at [https://www.ignou.ac.in/viewFile/services/Common_Prospectus/Common-Prospectus-English\(July2025\).pdf](https://www.ignou.ac.in/viewFile/services/Common_Prospectus/Common-Prospectus-English(July2025).pdf) (Page Nos. 28 to 56) to know the mode of examination for each Programme of study. Also read your Programme Guide carefully.