

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)  
REGIONAL CENTRE, MADURAI**

**01.10.2021**

**CIRCULAR**

**INSTRUCTIONS FOR SUBMISSION OF ASSIGNMENTS FOR THE  
TERM END EXAMINATION - DECEMBER 2021**

1. Students are requested to submit their Assignments for the Term End Examinations, December 2021 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. If you are not able submit the assignments by visiting the Study centre OR unable to send by post/courier, **you may submit the scanned copies of handwritten assignments through EMAIL to the respective Study Centre. Kindly note any one of the method of submission is allowed.**
3. Instructions to submit the assignments online (Through Email) : 1. As per your Study Centre CODE e.g. if "2502", send scanned copy of your assignments to the Email ID mentioned against your STUDY CENTRE CODE (as reflected in your Registration Details) in the list of email IDs furnished below. Note: To know your Study Centre Code, please check your STUDY CENTRE CODE given in your registration details at [WWW.IGNOU.AC.IN](http://WWW.IGNOU.AC.IN) → STUDENT SUPPORT - STUDENT ZONE → REGISTRATION STATUS [CLICK HERE](#)

<https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>

4. The handwritten hard copies of the assignments should be scanned separately for each course (paper) in a separate pdf file (size is less than 25 MB) and the file name should indicate the course code and send all the pdf files in single mail/separate email.
5. The Subject line of your Email must contain your Enrollment No. Programme Code and Course Codes (for which assignments submitted) and TEE December 2021. **(Example: Enrollment No. XXXXXXXXXX - MP - MS01 - TEE December 2021)**
6. Assignments must have been written preferably on A4 size white papers and kindly avoid use of plastic wrappers. (use of Foolscape papers also allowed)
7. The learners those who wish to submit their assignments as above may take note of the following before sending: Every Assignment shall contain the front page with the following details: (Also paste the below information in your Email).

Every Assignment shall contain the front page with the following details:

Annexure - I

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, MADURAI

Assignment Submission for Term End Exam December 2021

(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 :
5. RC Name and Code :                      Madurai - Code: 43
6. Study Centre Code & Address :
7. Student Mobile Number :
8. Student Email ID :
9. Above information is cross checked and it is correct : Yes/No

Date of Submission:

(Signature of the student)

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**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 assignments.
- 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.

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

- 1) Copy of IGNOU Identity Card.
- 2) Second page should be as Annexure-1.
- 3) Printout of valid/applicable assignment question paper.
- 4) Hand written Assignments.

(Kindly check your registration details at [>>www.ignou.ac.in](http://www.ignou.ac.in))

[StudentZone](#)>>Registration Details - for Course Codes and your eligibility for the TEE before submission of Assignments)

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

8. All the Study Centres of RC Madurai have been instructed to provide scan copy of the Acknowledgement to the students upon receipt of Assignments at LSC by the email. After submitting the assignments, **kindly contact your LSC by email/phone.** (Visit <http://rcmadurai.ignou.ac.in/> and click the Study Centre for address/email of your LSC)
9. Always visit IGNOU website for all updates including the extension of the last for submission of Assignments if any.
10. In case of incorrect Enrollment No. Programme Code and Course Code, the assignment received by LSC **will be returned back to student for rectification.**
11. **Assignments shall be submitted only to the respective Learner Support Centre/Study Centre (LSC) as per the registration status and eligibility for TEE December 2021.**
12. Submit your assignment only once for all the course. Duplicate submission may lead to rejection of assignments.
13. Any query in this regard on assignment submission contact your study centre directly.
14. 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 2021 will reflect only in February 2022 onwards i.e. after release of results of TEE December 2021**
15. 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.
16. Check your Eligibility for the TEE December 2021 with your Programme Guide and Registration details in the website before submission of Assignments to your Study Centre.
17. Contact the Coordinator of your LSC in case any difficulty in sending assignments (or) if you have any queries.

**(Dr. M. Shanmugam)**  
**REGIONAL DIRECTOR**

**EMAIL IDS FOR ASSIGNMENT SUBMISSION TO TEE DECEMBER 2021 AT THE ALLOTTED YOUR LSC**

S. No.	LSC Code (Study Centre Code)	LSC Address	Email ID for Assignment Submission to TEE December 2021	Contact Mobile Nos.
1	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>	<a href="mailto:ignou2502assignmentsdec2021@gmail.com">ignou2502assignmentsdec2021@gmail.com</a>	Dr.R. Geetha Coordinator Mobile: 9487487977
2	2503	<b>THIYAGARAJAR COLLEGE</b> Theppakulam, Madurai –625009 Ph: 0452-2312235 E-mail: <a href="mailto:ignou2503@gmail.com">ignou2503@gmail.com</a>	<a href="mailto:ignou2503assignmentsteeec21@gmail.com">ignou2503assignmentsteeec21@gmail.com</a>	Dr. A. Elangovan Coordinator Mobile: 9944786087 Mr. John Bosco Mobile: 9566721578
3	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>	<a href="mailto:ignou2504assignmentsteeec21@gmail.com">ignou2504assignmentsteeec21@gmail.com</a>	Dr. Suresh Frederick Coordinator Mobile 9443108000 Mr. M. Jayakkumar Asst. Coordinator Mobile: 9486917557 Mr. Rajakumar Mobile 9994491633
4	2507	<b>V.O.C. COLLEGE</b> Palayamkottai Road, Tuticorin – 628 008. Ph: 0461-2310906 E-mail: <a href="mailto:ignou2507@gmail.com">ignou2507@gmail.com</a>	<a href="mailto:assignment2507@gmail.com">assignment2507@gmail.com</a>	Dr. Jude Christo Cedric Asst. Coordinator Mobile: 9443078887 Mr. M. Sivaraj Ph.: 0461-2310906
5	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>	<a href="mailto:ignou2551assignment@gmail.com">ignou2551assignment@gmail.com</a>	Mrs. Hema Ambiha Coordinator Mobile: 9629166651 Ms. M. Kousalyadevi Mobile: 9677523398
6	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>	<a href="mailto:ignou2568assignments@gmail.com">ignou2568assignments@gmail.com</a>	Dr. M. Basheer Ahamed Meeran Coordinator Mobile: 9442032861 Dr. K. Shahul Hameed Asst. Coordinator Mobile: 9486828120 Mr. Mohamed Harish Mobile: 8807389395
7	40032	<b>40032 RANI ANNA GOVT. COLLEGE FOR WOMEN</b> Gandhi Nagar, Tirunelveli – 627 008. E -mail: <a href="mailto:racignou40032@gmail.com">racignou40032@gmail.com</a>	<a href="mailto:rac2021assignments@gmail.com">rac2021assignments@gmail.com</a>	Dr. A. Saravanagandhi Coordinator Mobile: 9442908041 Dr. T. Selvamohan Asst. Coordinator Ph: 0462 232 2432
8	43016	<b>VIVEKANANDA COLLEGE</b> Tiruvedakam West, Madurai Dt- 625234 Ph: 04543-260257, E-mail: <a href="mailto:ignouvc43016@gmail.com">ignouvc43016@gmail.com</a>	<a href="mailto:ignou43016assignmentsteeec21@gmail.com">ignou43016assignmentsteeec21@gmail.com</a>	Dr. G. Balakrishnan Coordinator Mobile: 8124728093 Dr. M. Premanantham Mobile: 9578302472
9	43052	<b>SREE SEVUGAN ANNAMALAI COLLEGE,</b> Devakottai Extension, Sivagangai (Dt) - 630 303. Mob : 94435 02890 <b>E-mail : <a href="mailto:dvkssac@yahoo.co.in">dvkssac@yahoo.co.in</a></b>	<a href="mailto:ignou43052assignmentsteeec21@gmail.com">ignou43052assignmentsteeec21@gmail.com</a>	Mr.K.Kasiviswanathan Coordinator Mobile: 75983 18823

10	43076	<b>J.J. COLLEGE OF ARTS AND SCIENCE</b> Sivapuram Post, Pudukkottai – 622422 Ph: 04322-260103, 261801, 261802 E-mail: <a href="mailto:ignou43076@gmail.com">ignou43076@gmail.com</a> <a href="mailto:jjcollege.pdkt@gmail.com">jjcollege.pdkt@gmail.com</a>	<a href="mailto:ignou43076assignmentsteeedec21@gmail.com">ignou43076assignmentsteeedec21@gmail.com</a>	Dr.R. Manimaran Coordinator Mobile: 9865947655, 8144433867 Mr. S.J. Sathish Aaron Joseph Asst. Coordinator Mobile: 9842472754
11	43078	<b>BON SECOURS COLLEGE FOR WOMEN</b> Vilar Bypass Road Thanjavur – 613 006 Ph: 04362-257447 E-mail: <a href="mailto:ignou43078@gmail.com">ignou43078@gmail.com</a>	<a href="mailto:ignou43078assignmentsdec2021@gmail.com">ignou43078assignmentsdec2021@gmail.com</a>	Dr. Kathiroli Coordinator Mobile: 9865542536
12	43080	<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>	<a href="mailto:ignou43080assignmentsdec2021@gmail.com">ignou43080assignmentsdec2021@gmail.com</a>	Dr. M. Muruganantham Coordinator Mobile: 9952863060 Mr. Syed Abuthahir Mobile: 8344516520
13	43084	<b>SREE NARAYANA GURU COLLEGE</b> Palakkad Main Road, KG Chavadi, Coimbatore – 641105 Ph: 0422-2656371 E-mail: <a href="mailto:sngcignou43084@gmail.com">sngcignou43084@gmail.com</a>	<a href="mailto:ignou43084assignmentsteeedec21@gmail.com">ignou43084assignmentsteeedec21@gmail.com</a>	Dr. I. Mariya Yesuraja Coordinator Mobile: 9944800192 Mr. John Bellaro Regan Asst.Coordinator Mobile: 9786815894
14	43086	<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>	<a href="mailto:ignou43086assignmentsteeedec21@gmail.com">ignou43086assignmentsteeedec21@gmail.com</a>	Dr. Shahul Hameed Coordinator Mobile: 8300157893 Mr. P. Vasu Mobile: 8124420492
15	43000	<b>IGNOU Regional Centre, Sikkandar Chavadi,</b> Madurai – 625 018. Ph: 0452-2380775	<a href="mailto:rcmaduraiassignments@ignou.ac.in">rcmaduraiassignments@ignou.ac.in</a>	Regional Director Ph: 0452-2380733/2380775 (CGAS July 2021 session & DTH January 2021 Programmes)
16	2516	<b>SRI RAMAKRISHNA MISSION VIDYA. COLLEGE OF EDUCATION</b> Periyayakenpalayam Coimbatore Dt – 641020 Mobile: 8012533915 E-mail: <a href="mailto:ignou2516@gmail.com">ignou2516@gmail.com</a>	<a href="mailto:ignou2516assignmentsteeedec21@gmail.com">ignou2516assignmentsteeedec21@gmail.com</a>	Dr. Subramonian Coordinator (P) Mobile: 9487023668 Dr. Jegadesh, Mobile: 9843931342
17	2525	<b>COLLEGE OF NURSING SRI RAMAKRISHNA INST. OF PARAMEDICAL SCIENCES</b> New Sidhapudur, Coimbatore - 641 044. Phone : +91- 422- 4500161, 4500162, 2247756 Email:con_sripms_cbe@yahoo.co.in	<a href="mailto:ignou2525assignment@gmail.com">ignou2525assignment@gmail.com</a>	Prof. Girijakumari S. Coordinator (P) Mobile: 8778040248 Ms. K. Sasikala Mobile: 9843517402

**(Dr. M. Shanmugam)**  
**REGIONAL DIRECTOR**

To :

1. Notice Board and Website of RC Madurai
2. All LSCs of RC Madurai
3. RC Madurai Website.