

## Guidelines and Links for online/offline Submission of Assignments for TEE June, 2023

To facilitate the learners the University has permitted all the students to submit their hand written assignments either soft copy (scanned) or Offline through email/Google Link /By hand at their respective Study Centres latest by 30<sup>th</sup> March, 2023. The students have to adhere the following format while sending the assignments:

1. The assignments should be hand written and scanned properly.
2. The 1<sup>st</sup> page of each assignment should consist of the name of the learner, enrolment number, study centre code, course code, Mobile number and email ID of the student.
3. Each page of the assignment must be signed by the students either on top or bottom of the page before scanning and uploading the same.
4. Scan your assignments by using Mobile or Cam Scan separately one by one. The scan copy should be very clear in nature.
5. For each course the assignment response should be scanned in single PDF file which means if there are 5 questions in one assignment then there should not be 5 PDF files it should be one single PDF containing all five responses of the assignment.
6. The scan assignment for each course can be sent separately through emails. All assignments of all the courses cannot be attached together in a single email.
7. The file name should start with your enrolment number followed by your course for example if your enrolment number is 2564879528 and you intend to submit your MEG1 assignment then the file name should be given as 2564879528 MEG1.
8. If you have already submitted your assignment at your study centre please ignore.

