

Guidelines for

ONLINE SUBMISSION OF ASSIGNMENTS FOR TEE-DEC 2020

Dear Learners,

In view of prevailing situations, those who are unable to submit assignment hardcopies at their Study Centre, can submit the handwritten scanned copies of the assignments through google link for December 2020 Term End Examinations. In this connection you are advised to **read the instructions given below for submitting assignments**

- 1) Submit the scanned copies of your assignments in **PDF** format through Google form link.
- 2) THE PDF FILE NAME WILL BE IN THE FOLLOWING FORMAT: (COURSE/SUBJECT CODE-PROGRAM CODE-ENROLLMENT NO.-STUDENT NAME) Example: BHDLA135-BAG-1234567890-ATUL
- 3) Separate Google form is to be used for every course code (subject) through the given link.
- 4) The assignments should be hand written only.
- 5) **Put your signature on every page of assignment.**
- 6) You will have to produce original hard copy of your assignment whenever asked by the Regional Centre/ Study Centre **failing which marks will not be updated.**
- 7) No need to submit hardcopy of assignments again at your study centre after submitting the assignments through link.
- 8) If you have already submitted your assignments at your study centre then no need to submit it through link
- 9) **First page of your assignment should have your**
 - a) Enrollment Number
 - b) Programme
 - c) Course Code
 - d) Study Centre Code
 - e) Name of the Student
- 10) Please do not send scanned assignments more than once for a particular course.

- 11) The scanned images should be clear, no intimation will be given to submit again and evaluation will be done accordingly (Use scanning apps available at play store).
- 12) Do not copy assignments From books or any other means, copying will be treated as a case of unfair means.
- 13) Kindly Adhere to word limit when writing your assignments.

LINK FOR SUBMITTING SCANNED ASSIGNMENTS



<https://forms.gle/ouH7qHXdrCvrDnPn8>