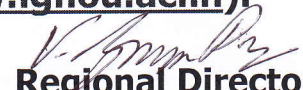


# **Guidelines for Submission of** **June-2016** **Term End Examination form**

**Before submitting the Term-end Examination form at the**  
**Regional Centre, ensure that:**

1. Enrolment No. Exam.Centre Code, Course Code (s) are correctly entered in TEE form.
2. Verify your Programme & registered Course(s) from IGNOU website (<http://www.ignou.ac.in>->Student Zone -> Registration Details).
3. Verify validity of programme and course(s). (i.e for MBA programme course validity is 2 years and programme validity is 8 years).
4. Assignment submission is mandatory. Pl. ensure that you have submitted the assignment responses at your Study Centre and taken Co-ordinator/Programme In-charge signature in the TEE form.
5. The Examination fee is of Rs. 120/- per course.
6. The fee should be submitted by way of Demand Draft (DD) drawn in favour of IGNOU and payable at Trivandrum.
7. The DD Date, DD Amount, drawee name (IGNOU) should be reflected correctly on the Demand Draft.
8. The Examination fee once remitted is not refundable and not adjustable in any circumstances.
9. Submit your Examination form at the Regional Centre concerned under which your examination centre falls. (i.e For Regional Centre, Trivandrum, Exam.Centres are 1441, 1473, 1404, 1413, 2511, 2507, 2535D, 43036)
10. The TEE form received after last date i.e 15-05-2015 will not be accepted.
11. Learners may submit TEE form Online also ([www.ignou.ac.in](http://www.ignou.ac.in)).

  
Regional Director  
IGNOU Regional Centre  
Trivandrum