

IGNOU Assignment Submission Checklist 2026

Print this checklist | Tick every box before submitting | June & December 2026 TEE

Student Details:

Name: _____ Enrolment No.: _____ Programme: _____

STEP 1 — Before Downloading

- I know my programme code (BAG / BCOMG / MEG / MBA / BCA / MCA etc.)
- I know my exact course code (BEGLA-135 / MPS-001 / MCO-01 etc.)
- I have opened the official IGNOU Current Assignments portal only
Avoid third-party or old PDF downloads
- I have verified the valid session matches my enrolment cycle
- I have checked the last-modified date on the portal — file is current
- I have verified the due date for my TEE (June 2026 / December 2026)

STEP 2 — Before You Start Writing

- I have A4 size paper (white, sufficient sheets for all questions)
- I am writing with blue or black ink pen only
Pencil, red ink, or gel pen — not recommended
- I have read all assignment questions carefully at least once
- I have referred to my IGNOU study material / textbooks for answers

STEP 3 — Front Page / Cover Page

- Student name filled (exactly as per IGNOU records)
- Enrolment number filled (9-digit, no spaces)
- Programme code filled correctly
- Course code filled correctly (one front page per course)
- Study centre code and name filled
- Regional centre name filled
- Session / TEE filled (June 2026 or December 2026)
- Mobile number and email filled
- Submission date written
- Signature done

STEP 4 — While Writing Answers

- All questions attempted (do not skip any question)
- Question number written clearly before each answer
- Answers written in own words (no direct copying from solved assignments)

STEP 5 — Assembly Before Submission

- Front page / cover page placed as FIRST sheet
- ID card photocopy attached (if required by your study centre)
- Assignment question paper attached
- Each course assignment kept SEPARATELY (do not mix courses)
- Submission is before the last date — NOT on the last day
June 2026 TEE: 30 April 2026 | December 2026 TEE: 31 October 2026

STEP 6 — At the Study Centre

- Submitting at MY allotted study centre only (not any other centre)
- Collected submission receipt with stamp and signature
- Receipt has my name, enrolment number, course code, and date
- Took a photograph / photocopy of submitted assignment
Keep as backup proof

STEP 7 — After Submission

- Receipt saved safely (physical + digital photo)
- Set a reminder to check assignment status after 30 days
- Note the submission date and course code for reference
- Will check grade card after 60-90 days for marks update

Important Reminder:

Assignment status check: ignouproject.com/ignou-assignment-result/ | Need help? Chat with us on WhatsApp
For complete guides on every step, visit: ignouproject.com/ignou-assignment/