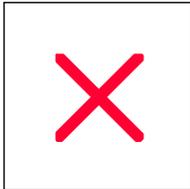


The Last Date for Online Submission is 31-May-2023

**GUIDELINES FOR SUBMISSION OF FINAL PROJECT/DISSERTATION/FIELD
WORK JOURNALS/INTERNSHIP REPORTS THROUGH "ONLINE MODE" FOR
JUNE 2023 TEE
((ONLY FOR SUBMISSION OF
PROJECTS/DISSERTATION/FIELD WORK
JOURNALS/INTERNSHIP REPORTS) EXCEPT DECE04 OF DECE
PROGRAMME)
NOTE: CANDIDATE SHOULD NOT UPLOAD TEE
ASSIGNMENT/SYNOPSIS ETC. IN THIS PORTAL) EXCEPT
DECE04 OF DECE PROGRAMME**



Note:

- 1. FOR DECE04 COURSE OF DECE PROGRAMME ONLINE LINK WILL BE DISPLAYED SEPARATELY**
- 2. CANDIDATES SHOULD NOT UPLOAD TEE ASSIGNMENT/ SYNOPSIS ETC. IN THIS PORTAL**

The University has decided to introduce and adopt "Online Mode" to submit final Project/Dissertation/Field Work Journals/Internship Report to facilitate the learners. The detailed guidelines for the learners are as under:

The learners are expected to prepare the Project Report based on the approved Project proposal wherever applicable as per the new project guidelines available at IGNOU Home page at in News and Announcements at page no.3

- 1. Incomplete submission of the Project Report will not be considered for evaluation.**
- Incomplete submissions will be removed from the portal once the last date is over. You will have to upload your submission again for next session. Reports received through email cannot be considered for evaluation.
- The University will not entertain any correspondence with respect to incomplete submission of Project Report after last date of submission.
- The learners may ensure that while submitting the final Project Reports through online mode, the proposal Pro-forma is duly approved in original, along with "Synopsis" and Bio-data of the Project Guide and originality certificate is duly signed by both the student and the Project Guide with date to be incorporated (wherever applicable).

5. The learners may ensure that while uploading of Project through online mode, scanned pages are clear and not blurred sequence is correct, pages are well lighted and not dim; orientation of pages is same – should not change between portal and landscape.
6. The learners are required to obtain approval in prescribed pro-forma of the Guide/Supervisor before submitting the Project through online. For seeking the approval of Synopsis, the Project proposal can be forwarded to the concerned Schools, Regional Centre at www.ignou.ac.in > Regional Network > Regional Centre's (E-mail ID of all RC's are available at <http://www.ignou.ac.in/ignou/aboutignou/regional/website>)

OR

to the concerned School at www.ignou.ac.in > absolut IGNOU > School of Studies (E-mail ID of all Faculties are available at <http://www.ignou.ac.in/ignou/aboutignou/school>).

7. The learner may ensure that while uploading the CSWCJS/PGDCOUN/BSW/BSWG/ MSW/MSWC Programmes Field Work Journals duly after completing internal assessment marks from the respective Study Centres. The learner may also contact to the Programme Coordinator (SOSW) for further information in this regard.
8. The learners may ensure that the Original Project Report is to be scanned in a single pdf format file for one Subject/Course, so as to enable the Regional Centre / Student Evaluation Division to download the same in a single pdf format file for further action.
 - The first page of the pdf file must carry the correct particulars of the learner as given below:
 - Title of the Project Report / Dissertation / Internship / Field Work
 - Name of the Learner
 - Programme Code
 - Enrolment Number as mentioned in the ID card (not control/registration number)
 - Regional Centre Code
 - Course Code(s)/of attached project
 - Mobile No. & E-mail ID
 - In case the Project Report is not found in order as per the Project guidelines, it will not be considered and no communication will be sent in this regard. The learner will be responsible for this.
9. The viva-voce of the Project Report will be conducted under certain guidelines by the concerned Faculties under Regional Centre. The students are advised to contact to the concerned Regional Centre.
10. In case of any query with regard to submitted Project/Dissertation/Field Work Journal/Internship report, the students are advised to write to the respective Regional Centre's Email ID (Email ID as mentioned at Point No.6) /SED (Project Section) Email ID.
11. The Project Evaluation Fee applicable to Projects w.e.f January 2023 Admission cycle shall be as under:
 - Up to 4 credit project work : Rs.300
 - Above 4 credits project work: Rs.500

The fee is to be submitted by the students along with the Term End Examination form.

The Student may be submitted the receipt of the fee paid along with the Project Report at the time of submission by Hardcopy or uploading in the online portal.

(If required fee are not paid along with TEE form, the Project Reports cannot be considered)

Do you want to continue **Yes** **NO**