

IGNOU REGULAR STUDY CENTRE

MURALIDHAR GIRLS' COLLEGE
STUDY CENTRE CODE: 28140
P-411/14 GARIAHAT ROAD, KOLKATA-700029
Phone : ☎ (033) 2419-7287
EMAIL : ignousc28140@gmail.com

NOTICE

Students are hereby informed that they can submit their assignments in the IGNOU Regular Study Centre, Muralidhar Girls' College (SC-28140) as per following Schedule:-

Sl.	Day	Time	Remarks
1.	Monday to Saturday (except Government Holidays)	2:00 p.m. to 4:00 p.m.	TEE June 2024

N.B. (1). Date of assignment submission is mentioned in the website :
rckolkatta.ignou.ac.in

(2). Students are asked to :

(a). download the Acknowledgement Slip.

(b). keep scan copy of their Submitted Assignments & Acknowledgement Slip with them

(c). mention the Course Codes of all submitted assignments in the front page.

(d). attach a copy of identity card just below the front page.

Acknowledgement Slip for submission of Assignments of (SC – 28140)(Student Copy)

1. Name of the Student :
(In Block Letters)
2. Mobile Number :
3. Enrolment Number :
4. Programme Code :
5. Course Code(s) of all :
Submitted Assignment

.....
Full Signature of the Student with Date

.....
*For office use only
(Signature of the Receiving Person
with Official Seal & Date)*

N.B. : (i).For any queries please mail to : ignousc28140@gmail.com

IGNOU Assignment Submission Rules

- ⌘ Download the Assignments from the link: <https://webservices.ignou.ac.in/assignments/>
- ⌘ (<http://www.ignou.ac.in/> → Student Support → Student Zone → Assignments)
- ⌘ Assignments must be hand written only; no typed assignments will be accepted.
Handwriting should be neat and readable.
- ⌘ A4 Paper Size should be same and write through **front & back side** of the paper only.
- ⌘ Use any one black or blue ink pen. Do not use 'RED' ink pen.
- ⌘ The assignments are to be submitted together in a single spiral binding with separate question paper for separate courses.
- ⌘ Students should do the assignment work from home, not during the practical / theory sessions.
- ⌘ The students must submit the assignment according to prior notice given by study centre
- ⌘ *Last date of assignment submission is mentioned in the website : rckolkatta.ignou.ac.in*
(For TEE June 2024)
- ⌘ *Late submission of assignment will not be accepted on any account.*
- ⌘ Never send the assignment through e-mail.

The Assignment must have the following details:

- 1) Enrollment number
- 2) Name, Address and Contact number of the Student
- 3) Question paper in printed format
- 4) Programme Code.
- 5) Course Code & Course Title.
- 6) Assignment Code Number
- 7) Date of submission
- 8) Signature

Attach "Acknowledgment Receipt Copy" & IGNOU Identity Card along with the assignments.

Get back acknowledgement receipt signed by Study Centre personnel while submitting your assignments.

Attach Photocopy of the downloaded Question Paper along with the assignment. **DO NOT ATTACH QUESTION PAPER IN HAND WRITTEN FORMAT**

The Coordinator / Study Centre has the right to reject the assignments received after the due date. Therefore, the students are advised to submit the assignments before the due date.

"Use of UNFAIR means / COPYING Assignments" are NOT Allowed.

N.B : STUDENTS ARE ASKED TO KEEP SCAN COPY OF THEIR SUBMITTED ASSIGNMENTS & ACKNOWLEDGEMENT SLIP WITH THEM.