

# 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.**

### 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](http://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" 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.***