

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

IGNOU LEARNER SUPPORT CENTRE-28165
DR. KANAILAL BHATTACHARYYA COLLEGE
15 KONA ROAD, RAMRAJATALA, P.O.: SANTRAGACHI, HOWRAH-711104, WEST BENGAL
Website: www.drklbcollege.ac.in E-mail:
ignoustudycentre28165@gmail.com Phone Number: 9477821674

NOTICE

Students are hereby informed that they can submit their assignments in the IGNOU Learner Support Centre, Dr. Kanailal Bhattacharyya College (LSC-28165) as per following Schedule:-

Sl.	Date	Day	Time	Examination
1.	08.03.2025	Saturday	12:00 Noon –5:00p.m.	TEE June 2025
2.	09.03.2025	Sunday	02:00p.m.–5:00p.m.	
3.	15.03.2025	Saturday	12:00 Noon –5:00p.m.	
4.	16.03.2025	Sunday	02:00 p.m.–5:00p.m.	
5.	22.03.2025	Saturday	12:00 Noon –5:00p.m.	
6.	23.03.2025	Sunday	02:00p.m.–5:00p.m.	
7.	29.03.2025	Saturday	12:00 Noon –5:00p.m.	
8.	30.03.2025	Sunday	02:00p.m.–5:00p.m.	

Last Date of Submission: **31/03/2025**

N.B. (1) No submission will be entertained after the above mentioned dates.

(2) Students are requested to download the Acknowledgement Slip & also keep scan copy of their Submitted Assignments & Acknowledgement Slip with them.

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Acknowledgement Slip for submission of Assignments of (LSC-28165)(Student Copy)

1. Name of the Student : (In Block Letters)
2. Mobile Number :
3. Enrolment Number :
4. Programme Code :
5. Course Code(s) of : 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)Students are asked to keep scan copy of their Submitted Assignments & Acknowledgement Slip with them. (ii).For any queries please mail to:ignoustudycentre28165@gmail.com

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Last Date of Submission: **31.03.2025**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE,
BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK
BIDHAN NAGAR (SALT LAKE CITY), KOLKATA-700091, WEST BENGAL
Website: rckolkata.ignou.ac.in, email: rckolkata@ignou.ac.in

GUIDELINES FOR SUBMISSION OF ASSIGNMENTS

You need to submit the assignments (Latest) within the stipulated time for being eligible to appear in the Term-End Examination. The link for downloading assignments question is <https://www.ignou.ac.in/studentService/download/assignments>

Generally the minimum passing mark in assignment is 35 for bachelors degree and 40% for master degree. If in any case a student fails to obtain passing marks then she/he needs to re-submit the assignment in the next cycle (i.e. after 6 month).

Please obtain an **acknowledgement receipt** copy from the study centre for the assignments submitted and retain it. Also keep a photocopy of the assignments with you.

Following instruction are to be carefully followed before writing the assignments:

1. Use A4 size ruled / white paper for writing your assignments and tie all the pages carefully. Allow a four cm margin on the left and leave some space between each answer. This will facilitate the evaluator to write general/ global comments in the margin at appropriate places.
2. **Answers should be in your own handwriting using blue or black pen.** Do not print or type the answers. Do not copy your answers from the study material sent/ internet to avoid penal scoring.
3. The assignments are to be submitted **separately stitching with xerox copy of IGNOU Identity card and separate question paper for each courses.**
2. In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.
5. Attach only one **"Acknowledgment Receipt Copy"** for all the assignments. Get back the acknowledgement receipt signed and stamped by Study Centre personnel while submitting your assignments.

The Coordinator 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. Late submission of assignment will not be accepted.

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

Wish you all the best!

Sd/-
Assignment – In- Charge
IGNOU RC Kolkata

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 BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK
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The Assignment must have the following details:

- 1) Enrolment Number:
- 2) Name, Address and Contact number of the Student
- 3) **Programme Code:**
- 4) Course Title & Course Code:
- 5) Date of submission:
- 6) Signature:

FAQs on Assignment Updation

1. **What is IGNOU Assignment submission status?**

The status of assignments submitted for **June Session** starts reflecting on the website from **September** month onwards. Similarly the status of assignment submitted for **December Session** starts reflecting on the website **from March** month onwards.

Steps to Check IGNOU Assignment mark status is given as below.

Visit the official link. <https://isms.ignou.ac.in/changeadmdata/StatusAssignment.asp?>

- **Enter** your **enrollment** number.
- **Select** your programme.
- Click on **submit** button.

2. **What is the Meaning of different Status message in IGNOU Assignment Submission status**

There are 3 types of messages which reflect under “Status” Column.

Message	Meaning
Received to be Processed	This is the first stage of message. This indicates your data has been forwarded by Regional Center to HQ New Delhi.
Received and in-Process	This is the second stage of message. This indicates your data has been downloaded by IGNOU HQ and is under process for updation.
Check Grade Card Status for detail	This is third and final stage of message. This indicates you data has been processed by HQ and mark/ grade is updated in the Online Grade Card.

Sd/-
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IGNOU RC Kolkata