

# 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.drklbcollegc.ac.in](http://www.drklbcollegc.ac.in) E-mail:

[ignoustudycentre28165@gmail.com](mailto:ignoustudycentre28165@gmail.com) Phone Number: 9477821674

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## 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                           | Time                 | Examination          |
|-----|--------------------------------|----------------------|----------------------|
| 1.  | 08/11/2025<br>to<br>20/11/2025 | 01:00 p.m.–5:00 p.m. | TEE<br>DECEMBER 2025 |

Last Date of Submission: **20/11/2025**

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

**[rckolkatta.ignou.ac.in](http://rckolkatta.ignou.ac.in)**

(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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**Phone Number: 9477821674**

*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](mailto:ignoustudycentre28165@gmail.com)*

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# 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; not typed assignments will be accepted.  
Handwriting should be neat and readable.
- ⌘ A4 Paper Size should be same and write through front 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 individually in spiral binding with question papers and ID card 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 learner support centre
- ⌘ *Last date of assignment submission :( If not extended by IGNOU-New Delhi)*  
**31/10/2025 (For TEE December 2025)**
- ⌘ Late submission of assignment will not be accepted on any account.
- ⌘ Never send the assignment through g-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 Title**
- 5) Course Title & Course Code**
- 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 HANDWRITTEN 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.***