

Dear Learner,

For quick resolution of grievances related to assignment submission, non reflection of assignment marks a dedicated email id has been created. The email id is: assignmentkolkata@ignou.ac.in. The Learners are advised to send their queries/ grievances as per format to this email id only.

प्रिय शिक्षार्थी,

असाइनमेंट सबमिशन धित शिकायतों के त्वरित समाधान के लिए, एक समर्पित ईमेल आईडी बनाई गई है। ईमेल आईडी है:

assignmentkolkata@ignou.ac.in। शिक्षार्थियों को सलाह दी जाती है कि वे अपने प्रश्नों/शिकायतों को प्रारूप के अनुसार केवल इस ईमेल आईडी पर भेजें।

প্রিয় শিক্ষার্থী,

অ্যাসাইনমেন্ট সংক্রান্ত অভিযোগের দ্রুত সমাধানের জন্য, একটি ডেডিকেটেড ইমেল আইডি তৈরি করা হয়েছে। ইমেল আইডিটি হল:

assignmentkolkata@ignou.ac.in. শিক্ষার্থীদের শুধুমাত্র এই ইমেল আইডিতে format অনুযায়ী তাদের প্রশ্ন/অভিযোগ পাঠাতে পরামর্শ দেওয়া হচ্ছে।



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
KOLKATA REGIONAL CENTRE

Bikash Bhavan, North Block, 4th Floor, Salt Lake, Kolkata-700 091

To
The Regional Director
IGNOU Regional Centre
Bikash Bhavan, Kolkata

Subject : Non-reflection of Assignment Mark(s) / Grade(s) in the Grade Card

Name :

Enrolment No.

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 Programme Code

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Mode of Submission : Offline / Online (Please tick)

Place of Submission : Study Centre / Regional Centre (Please tick)

Date of submission :

If Study Centre, please mention **Study Centre Code** :

If online :

(i) Date of submission :

(ii) Do you have hard copy / scanned copy of submitted assignments : : YES / NO (Please tick)

Sl. No.	Course Code	Enclosure(s)
1.		Please attach copy / copies of duly signed (by Study Centre functionary) 'Acknowledgement Receipt(s)' obtained from the Study Centre towards submission of assignment(s).
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Date : _____
Signature :

Address : City / Village :

District :

Mobile No. :

E-mail Id :

Note : Please **submit** this duly filled-in format along with hard copy /copies of "Acknowledgement Receipt(s)" at Regional centre or send to : assignmentkolkata@ignou.ac.in along with scanned copy/copies of "Acknowledgement Receipt(s)". **Attachment should be named as follows : Your Name - Programme Code- Your Enrolment No.-Study Centre Code.** Example : Akash-BAG-2251123345-2842 , Bikash-MAPC-2251232268-28162 etc.

Please note that there is no provision to submit assignment(s) ONLINE. You are advised to submit hard copy /copies of your assignments(s) at your Study Centre within due date(s). Please keep Xerox/photocopy of assignment(s) for future reference. Do not send your assignments to the above mentioned E-mail Id, else the same will NOT be evaluated.
