



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, ITI Building, Bulepur, Khanna

District: Ludhiana (Punjab) 141401

Ph. - 01628-229993, 237361

www.ignourckhanna.org.in

IG/RCKN/27th Convocation/

Dated 10th May 2014

Subject: Degree / Diploma available at IGNOU RC Khanna

Dear Learner,

This is to inform you that you are one of the candidates who had passed University Programme in the Term End Examination, December 2012/June 2013. Your name figures in the list (received from IGNOU Headquarters) of eligible candidates for awarding Degrees and Diplomas. In this regard, a letter had been sent to you in April 2014; however we have not yet received any communication from your side.

IGNOU Regional Centre, Khanna is in possession of your degree/diploma since 27th Convocation that was held on 16th April, 2014. You are advised to collect the same from IGNOU RC Khanna before:

30th June, 2014

You are requested to follow the instructions given below while coming to collect your degree/diploma:

1. The Degree registration fee is Rs. **400/- for each Degree / Diploma** (through **Demand Draft only** in favour of **IGNOU** and payable at **Khanna**).
2. The learner shall bring **Identity Card positively**, without which the degree shall not be issued.
3. Degree will be issued **only to the learner** concerned and not to any other representative.
4. You are required to bring the enclosed form duly filled in.

If you wish to get the degree by post, send the enclosed letter (duly filled in) along with the **demand draft** for **Rs. 400/-** drawn in favour of **IGNOU**, payable at **Khanna** to IGNOU Regional Centre, Khanna at the address given above along with the IGNOU identity card.

Hereafter, no further communication will be made to you in this regard and your degree/diploma will be returned to IGNOU HQs. Therefore, no request for issue of degree/diploma shall be entertained after the abovesaid dates.

With best wishes,

Yours sincerely,

-Sd-

(Regional Director)

IMPORTANT: Your feedback is important to us, therefore please fill the enclosed feedback form also and send to us along with the form for obtaining degree/diploma.

To,
The Regional Director,
IGNOU Regional Centre,
ITI Building, Bulepur
Khanna, Punjab

Madam,

This has reference to your letter No. IG/RCKN/27th Convocation/ dated 10th May, 2014. You are requested to get my degree/diploma issued to me. My particulars are as follows:

1. ENROLMENT NO. :
2. NAME IN FULL (IN ENGLISH) :
(IN CAPITAL LETTERS)
3. NAME IF FULL (IN HINDI) :
4. ADDRESS :
.....
.....
5. E-mail ID :
6. TELEPHONE NO. :
7. MODE OF RECEIPT OF DEGREE/DIPLOMA : IN PERSON
(Please tick (√) the relevant column) BY POST
8. Particulars of payment of Registration fee: DD No. Dated
Amount Rs..... Payable at
Bank Place of Issue.....
9. Name of the Programme: (i)
(ii) Programme Code

Yours faithfully,

Signature

Dated:



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FEEDBACK FORM for 27TH CONVOCATION AWARDEES

1. PROGRAMME CODE :

2. ENROLMENT NO. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3. NAME IN FULL : _____
(In English) (IN CAPITAL LETTERS)

4. E-mail ID : _____

5. MOBILE/TELEPHONE No. : _____

6. PRESENT OCCUPATION : _____

DESIGNATION : _____

OFFICE ADDRESS : _____

7. ROLE PLAYED BY IGNOU IN UPLIFTMENT OF YOUR CAREER:

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8. ANY ADDITIONAL INFORMATION ABOUT YOURSELF THAT YOU WISH TO SHARE WITH US:

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Signature _____

Date _____
Place _____