

IGNOU



Handbook for Academic Counsellors

Regional Centre, Shimla
Indira Gandhi National Open University

“Education is a liberating force, and in our age it is also a democratising force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances.”

-Indira Gandhi

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Foreword

Academic counselling - Essential for success of ODL System

Open and Distance Learning (ODL) is different from learning in conventional classroom setting. In ODL mode students have got the flexibility to learn with their own pace using specially designed study material. A variety of media and technology support is available to the learners of ODL system. But many of the learners who join open university like IGNOU, at times, feel themselves deprived of learning through face to face interaction. They face difficulties in meeting the challenges posed by this new system of teaching and learning. All these suggest that learners need to develop effective learning strategies, self discipline and high level of motivation to succeed in distance learning. Experiences show that studying at a distance is demanding and helping distance learner to progress successfully through their studies is even more demanding and challenging.

To achieve the goals of providing quality higher education to the students, IGNOU attach utmost importance to Student Support Services. Academic counselling forms the part of IGNOU integrated student support services. We seek services of teachers of universities and colleges as well as specialists from industries, health, agriculture, defense, non-government organizations etc., for purposes of academic counselling. A unique teaching-learning model developed by IGNOU is working in collaboration with local institutions.

Academic counselling has a crucial role to play in ODL mode of teaching-learning. It intends to make the learning more effective by introducing the students to distance learning mode, guiding self-learning in the desirable direction, re-enforcing motivation, developing studentship, and helping them to overcome learning disabilities. Academic Counsellors are considered as facilitators in the process of learning. In

IGNOU, academic councilors have the combined role of tutoring as well as counseling. They represent the face of the university with whom the learners can interact. They are the link between the learners and the distance education institution/open university. In addition, they evaluate the learners' assignment responses and provide feedback to the learners in form of tutor comments.

These days the landscape of open and distance learning is undergoing a major transformation world wide, as ODL is moving from margin to mainstream. To keep pace with the changing needs, it is our endeavor to put in place a better system. IGNOU believes in keeping all its functionaries updated about the developments in ODL so that they can align themselves well with the IGNOU's vision and mission.

Hereby, we present a companion book for academic counsellors. In the present document we have put together relevant information from various documents/books/publications of IGNOU. We hope that it will be helpful to our newly empanelled academic counselors to understand their role and functions for effective delivery. Experienced counsellors will also find it useful as recent developments/updates have been incorporated.

This is the first version of the document, some errors might be present in the text. We invite your comments so that in next version the errors can be eliminated and more details be added to topics which require further clarification. We value all suggestions/feedback that help enrich the learning experience of our students.

(Dr. Punam K. Singh)
Regional Director

About Us

Indira Gandhi National Open University (IGNOU) is a **Central University** established by an Act of Parliament in 1985 with the aim of democratizing and enhancing access to quality higher education through open and distance learning (ODL). IGNOU has one of the world's largest student support networks with 67 Regional Centres (RCs) and more than 2667 Learner Support Centres (LSCs) across the country. Today, it serves the educational aspirations of about 3 million students in India and 42 other countries.

✧ Achievements:

- Emergence of IGNOU as the **largest open university** in the world.
- Recognition as a “**Centre of Excellence in Distance Education**” by the Commonwealth of Learning in 1993
- Award of “**Excellence for Distance Education Material**” by the Commonwealth of Learning in 1999
- Launch of a series of 24-hour educational

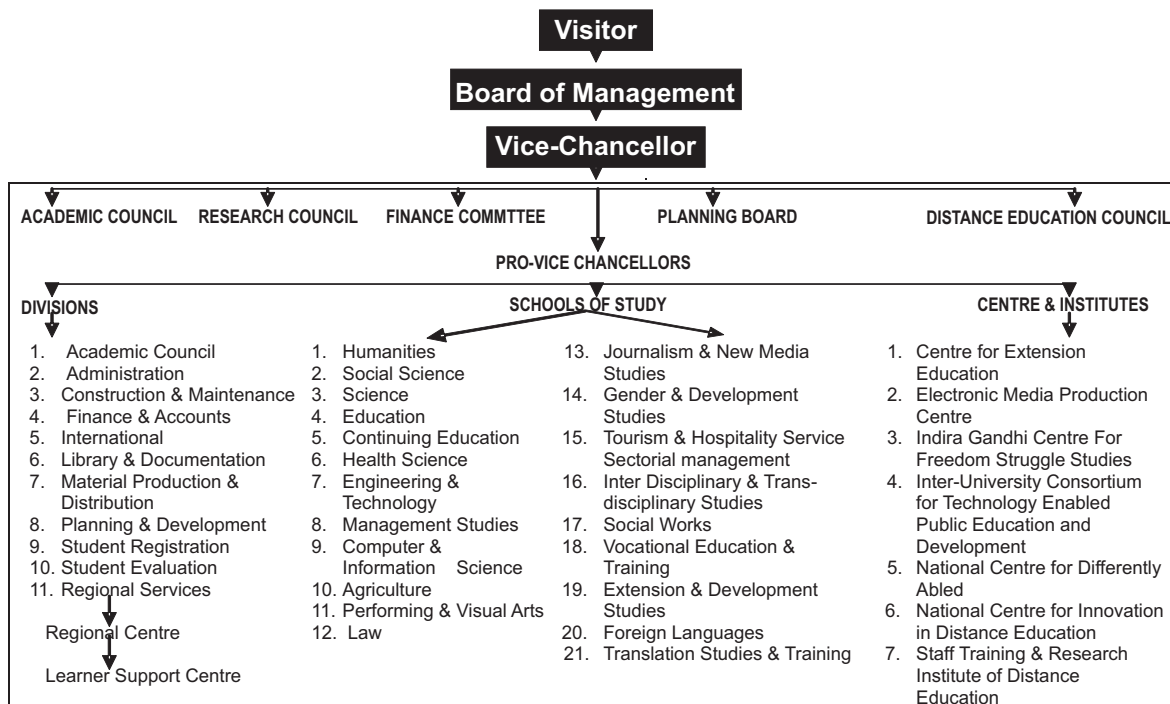
channels 'GyanDarshan'. IGNOU is the nodal agency of these channels and regular transmissions are done from the studio at EMPC, IGNOU.

- UNESCO declared IGNOU as the “**Largest Institution of Higher Learning in the world**” in 2010.]
- Largest network of learning support system.

✧ Recognition:

IGNOU is a National Open University established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/ Diplomas/ Certificates are recognized by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions.

✧ Organizational Structure:



✧ **Academic Programmes:**

The University offers a wide range of both short-term and long-term programmes leading to Certificates, Diplomas, Advance Diploma, associates Degree and Degrees. Most of these programmes have been developed after an initial survey of the demand for such programmes. They are launched with a view to fulfill the learner's needs.

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each Schools is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels.

✧ **Course Preparation:**

Self Learning Material (SLM) is specially the team of experts drawn from different Universities and specialized Institutions spread throughout the country as well as in-house faculty. The material are scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before these are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, inhouse faculty and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/modified, wherever necessary, before they are finally dispatched to the students, Study Centres and Telecast through Gyan Darshan.

✧ **Credit System:**

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling session, tele-conference and writing assignment

responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic effort he/she has to put in to successfully complete a course.

✧ **Programme Delivery:**

The methodology of instruction in this University is different from that of the conventional Universities. The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology as per the requirement. The main modes/ways of program delivery in IGNOU are:

a) **Self Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners in batches of blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

b) **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners. The video programmes are telecast on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. In addition, some selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the university website.

c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held outside the

regular working hours of the host institutions where the study centres are located.

d) Teleconferences: Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simulcasted on 'Edusat' channel from the University studios at EMPC, the schedule of which is made available at the study centres.

e) Practicals/Project Work: Some Programmes have practical/project component also. Practicals are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practicals is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the student along with the study materials.

❖ Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 67 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters.

The university provides effective student support services through a network of:

- ♦ 67 *Regional Centres* (including 25 *Recognised Regional Centres* catering to Army, Air Force, Navy, CRPF and Assam Rifles personnel).
- ♦ 2667 *Study Centres, Work and Programme Centres*, spread across the country.
- ♦ Nearly 33,212 academic peers from various

disciplines of the conventional University system are involved in these operations.

❖ Regional Centre, Shimla

In the ODL system, Regional Centre (RC) occupies a central position in the delivery of programmes and act as a “resource centre” in the region. The Regional Centre is established by the University for the purpose of coordinating and supervising the work of study centres in the region, and as such act as face of the university for all practical purposes. It also performs the role of monitoring and coordinating link between the university and the institutions in the region.

RC Shimla is one of the oldest Regional Centres established by IGNOU. It started functioning in October 1989 with 8 study centres located in states of Himachal Pradesh, Jammu & Kashmir, Punjab and union territory of Chandigarh. Subsequent to opening of regional centres in the adjoining areas the jurisdiction of RC Shimla was redefined in 1991 to promote and popularize the IGNOU programmes in the hill state of Himachal Pradesh. Since then RC Shimla has successfully been working towards implementation of IGNOU mandate in the region with strong support of 64 Learner Support Centres and more than 1303 academic councilors actively engaged in the mission. Today learners living even in a remote and difficult terrain of this hilly state can access and pursue higher education through open and distance learning mode of IGNOU. With a humble start of 700 learners enrolled in 1989, today approx. 12,434 learners are enrolled and they have the option to choose from more than a hundred programmes being offered at Regional Centre Shimla.

Academics & Staff at RC Shimla

Dr. Punam K. Singh	- Regional Director	Sh. Bhim Sen	- Assistant
Sh. Mohan Sharma	- Asstt. Regional Director	Ms. Promila	- Assistant
Dr. Asha Upadhyay	- Asstt. Regional Director	Sh. Nikka Ram	- JAT
Sh. C.L. Sharma	- Asstt. Registrar	Sh. Arun Kumar	- JAT
Dr. Kusum Saraswal	- Section Officer	Sh. Rajesh Kumar	- SPA
Ms. Vandana	- Assistant Executive	Sh. Sudarshan	- Stenographer
Sh. Jagdev Singh	- Assistant Executive		

Academic Counselling Services in IGNOU

Academic counselling is an important activity of learner support services offered by IGNOU. It is the key to the learners' success in ODL system.

The geographical separation of the teachers and learners along with socio-psychological constraints i.e. language, culture, motivation, inadequate skill, anxiety etc. affects the distance learners in completing the courses successfully. Most of the students who freshly enter the open system, requires general counselling to a large extent along with a small component of tutoring.

✧ Counselling and Tutoring

Generally counselling is related to personal and individual needs of a learner. Counselling helps learners identify their individual problems, the causes behind such problems and the means and ways of overcoming or circumventing such problems so as to enhance effective learning. Counselling is ultimately learner centric and communication is substantially from the student to the counsellor. On the other hand, tutoring is basically course centric. The tutorial interaction is mainly the exposition, explanation, illustration, demonstration, presentation and other pedagogical activities related to the course-content. Here communication is directed substantially from teacher to the student.

Counselling and tutoring services are organized through network of Regional Centre, Study Centre and partner institutions. Various mode/media used for counselling distance learners are:

- ♦ Face to face session at study centre
- ♦ Tele counselling through teleconferencing
- ♦ Interactive audio counselling
- ♦ T.V. Counselling - Gyan Darshan
- ♦ Radio counselling - Gyan Vani

Expected gain from the point of view of learners are:

- ♦ Get conversant with distance learning-teaching methodologies.
- ♦ Develop self-learning skills.

- ♦ Positive learning.
- ♦ Identifying misplaced concepts and undoing the same.
- ♦ Sustained motivation.

✧ Academic Counsellors :

The academic counsellor has the combined role of providing general counselling as well as tutoring to the IGNOU learners assigned to them. Academic counsellors address the comprehensive needs of distance learners. They are supposed to guide learners to study at a distance, familiarize them with the system and help them to overcome their academic problems that are hindering their process of learning. It encompasses all types of teacher-learner interaction that are aimed at facilitating learning. They act as Mentor and Teacher and responsible for academic progress of the learners.

✧ Empanelment of Academic Counsellors

Experienced and senior teachers of university/leading colleges or specialist from reputed institutions are empanelled as counsellors. A panel of names of interested qualified persons along with the bio-data in prescribed proforma (appendix) is forwarded by the Coordinator of the Learner Support Centres to the respective Regional Centre. After scrutiny as per university norms at RC level, the same is forwarded to the concerned School of IGNOU for necessary approval and empanelment.

✧ Functions of Academic Counsellor

- i) General counselling
- ii) Tutoring
- iii) Assessment and Evaluation

General Counselling :

Some common problems encountered by learners during their studies are anxiety/stress, low self confidence, relationship difficulties and self defeating behaviour. Problems related to

academics include semester withdrawal requests, alternative re-admission, evaluations, poor grade, learning disabilities, low in study skills etc. General counselling functions essentially involve conversational process that can help learner to overcome these problems and effectively confront and cope with uncertainties and conflicts.

Attributes essential for general counseling:

- *Warmth*: The ability to communicate personal warmth and to make learners feel welcome and valued.
- *Acceptance*: The quality of accepting the learner as an individual and not criticizing or judging them personally.
- *Genuineness*: Open, friendly and not to be defensive.
- *Empathy*: The ability to sense the feelings and experience of the student and so to fully appreciate them as if you were that person.

Tutoring

As a tutor, the Academic Counsellors assume a role of subject specialist where the emphasis is on dealing with problems related to the subject. The academic counselors of IGNOU are less of a tutor and more of interpreter of a highly structured course material. Thus tutoring is helping students improve their learning strategies in order to become independent learner.

Attributes essential for ideal tutoring:

- ♦ Provides clear explanations
- ♦ Welcome extra questions
- ♦ Locate one's fault but correct them kindly
- ♦ Makes thorough but cheerful and constructive comments
- ♦ Be helpful in achieving objectives and encourage a student in difficulty
- ♦ Write all corrections legibly and with meaningful details

Assessment & Evaluation

The evaluation of learners depends upon various instructional activities undertaken by them. IGNOU

follows three-tier system of evaluation, as under:

- a. Self-Assessment Questions
- b. Tutor marked Assignment (TMA)
- c. Term-End Examination (TEE)

(a) Self Assessment Questions: Self Assessment Questions are incorporated in the instructional materials as 'Check Your Progress' exercises. Although they do not carry any weightage for passing the examinations but help the students to assimilate the subject matter and to assess the progress of the learner at different stages of the course.

(b) Tutor Marked Assignment : Assignments are an integral and compulsory components of the instructional system in ODL system. A learner has to write assignment responses compulsorily before taking term-end examination. A learner has to submit Tutor Marked Assignments (TMA) responses to the Coordinator of the Study Centre concerned to which s/he is attached. It generally carries 25% - 30% weightage towards the final grades. The TMA comprises of a variety of questions such as essay-type, short answer type, objective type, problem solving exercises etc. The Coordinators after receiving the assignment response (AR) from the learners, hand over the same to the Academic Counsellors of respective courses. The Academic Counsellors evaluate the assignment and award grades/marks according to their judicious estimates of learner's performance. It is expected that the assessment will be accurate, objective and in conformity with the norms laid down by the University.

A learner should be suggested to keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term end examination is conducted at various examination centers spread all over the country and abroad in June and December

The evaluators are also expected to give comprehensive but precise and specific comments on each assignment and assessment sheet to help the students identify their strong and

weak points for further improvement of their performance. These remarks should be suggestive and remedial in nature, helpful in motivating the candidate for better learning and better performance in their subsequent assignment.

Separate assessment sheets are required to be used for each assignment and for each student. If two questions are required to be attempted in an assignment and graded separately, the assessment sheets should be prepared separately for each graded response. The Assessment sheet should be prepared in duplicate by using carbons. Original copy of the assessment sheet is meant for the student and the second copy is to be retained by the Coordinator of Study Centre for his records.

The grades/marks assigned for the individual questions and the overall grade/marks written in the assessment sheet need to be in consonance with the general attributes (traits) as identified by the evaluators at the bottom of the assessment sheet.

Tutor Comments

Comments of an Evaluator (Academic counselor) are reactions to the assignment response of the learner expressed through written words that effect the student learning. The Academic Counsellor while marking the Assignment writes Marginal comments on the scripts and Global comments on the accompanying assessment sheet indicating the strengths and weakness of the students along with the grade assigned. Tutor comments, both 'marginal' and 'global' should corroborate with the grade given to the student.

Marginal comments are of specific nature whereas global comments are of general nature, explaining why a particular grade was given, confirming student's good and bad points and suggesting ways of improvement for a higher grade.

Through comments, an evaluator is able to keep up continuous interaction with the distance learner. Positive feedback in terms of constructive and positive comments increase the motivation of a distance learner by making him/her see clearly his/her achievement, learning style, mode of presentation, drawbacks, etc., in relation to those of the peers. Except for the face-to-face contact at Study Centres, the distance learner has no opportunity of meeting the peer group. As such, the comments on TMAs serves as an important mode of commination and help break learner's isolation.

While writing comments, the following steps to be followed:

- The counsellor goes through the assessment question critically, understand what the assignment asks for and builds up an ideal response in his mind.
- The defects and weaknesses in the assignment question, course units on which the particular assignment question is based and the weaknesses of concerned learner are identified and are matched with the pre-determined ideal response.

Numerical values of the letter grades is indicated as under:

Letter Grade	Qualitative Value	Equivalent Point Grade	(Range)	Marks
A	Excellent	5	(4.5-5.0)	70% and above
B	Very Good	4	(3.5-4.49)	55% but less than 70%
C	Good	3	(2.5-3.49)	45% but less than 55%
D	Satisfactory	2	(1.5-2.49)	35% but less than 45%
E	Unsatisfactory	1	(0.0-1.49)	Less than 35%

- The response need to be evaluated taking into consideration its organizational aspect viz- divisions of the content, accuracy of information, content, coverage, logical and critical analysis of concepts, clarity in expression, language etc. You should guard yourself against the possible bias. Wherever needed, The evaluator need to write down meaningful or teaching type comments in the margin of each page of the response and finally global comments or the overall remarks is made on an assignment response.
- Grade (or marks) awarded should correspond to the global comment.

The tutor comments shall ensure:-

- ♦ individual attention to each learner.
- ♦ maintain continuous interaction.
- ♦ break his/her isolation.
- ♦ increase his/her motivation.
- ♦ Make learner see clearly the achievement, learning style, mode of presentation, drawbacks etc.
- ♦ provide remedial suggestions to improve study skills.
- ♦ Understand the difficult portion of the SLMs which he/she could not grasp.
- ♦ Summarise and report his/her progress.

Nature of Comments:

(a) Tutor Type - The comments which promotes rapport between the teacher and the learner. Examples of 'Tutor' type comments are given below:

- ♦ **Positive Comments** are those comments which approve the attempt and also further encourage improving it so as to achieve better score or awards.
- ♦ **Constructive Comments** are both negative and positive and can be more effective, if they are lucidly and enthusiastically constructed with words likeyou can also include these 2,3, 4 points or you can further consultbook foretc.
- ♦ **Global Comments** are usually given on the body of the Comment sheet which has parameters to comprehensively evaluate the learners on spellings, syntax, coverage,

adequacy and legibility etc.

- ♦ **Personal Comments** means such wording that undoes the isolation which the Distance learner normally suffers. But a caution to the academic counselor must be given that they should have a very high degree of patience and linguistic sophistication.

(b) Non Tutor Type - The comments which do not have clear communication.

Examples of Non-Tutor Type Comments are given below:

- ♦ **Negative Comments** are those statements which may fully put the learner at a distance giving them the impression that they are not able to understand the core of the context. The words like *you are not clear, too brief, expand it* or likewise are the statements which may not be used as they may again create wedge between the learner and that tutor.
- ♦ **Hollow comments:** *the words like read the answer and attempt it again or strike out all irrelevant portions* are usually not appreciated as they do not pin point the actual message that is to be conveyed to the learner. Such words need to be avoided.
- ♦ **Misleading Comments:** Some of the comments that the teacher may write could also mislead the learns and he may take different course. Usually sentences like *read the lesson again* and *write the answer* or *consult some more books* are something that the learner may not specifically inclined to work on.
- ♦ **Null comments** are those observations which may be verbally comprehensible but they at a distance they do not convey anything such as crossing, rounding, question marks and so forth. They may not be sending the message that the tutor might have intended, hence need to be avoided.
- ♦ **Harmful Comments:** Such comments are rude and they fail to bring any purposeful results in the communication. The statements such as horrible, nonsense, funny are stated to be the harmful comments.

In nutshell, the assignments response evaluation is an important task to be performed by the Academic counselors and they must take every care that this proves to be an important tool in bridging the gap and the communication becomes supplemental as well as promotional to the learners in all respects.

Students support service like counselling, face-to-face contact which also provide additional academic and personal support to the learner, it is however, only the comments written by the Evaluator (Academic Counsellor) that can ensure individual attention to each learner.

TEMPLATE - EVALUATOR'S GLOBAL COMMENTS

Dear XYZ

I have gone through your assignment word-by-word. Believe me that there is considerable development from TMA 01. I felt that you had made a particular effort to structure your answer and I credited this in the marks for overall quality of the discussion. For question 1 and 2 I have indicated areas where you could have included more detail and further examples. In question 3 you could have analysed with few examples whereby your answer would have been much superior as compared to many others. For example, by showing how the ecological principles relate to the modifications summarized in question 3 would demonstrate that you can relate ideas and apply concepts approximately. However, do not worry at this movement. Look at for opportunities to do this in future questions. Each response could have been summarized as how you reached a particular conclusion.

A general point to work on is the use of references which are an essential part of academic work and will be needed in your assignment which will demonstrate your academic excellency. I will sent you same material on this and perhaps it is something we could look at in a tutorial session.

For details please refer comments written in the margins against each response.

Overall this work is most promising and shows a good level of understanding. I hope you are progressing well.

Best wishes
ABC

If the space is not sufficient, please use back page.

C. Term-End Examination (TEE)

IGNOU's Term-End Examinations are conducted twice a year, in the months of June and December. The learners are permitted to appear in term-end examination subject to the conditions that (1) registration for the course, in which they wish to appear is valid, (2) minimum time to pursue these courses in elapsed, and (3) they have also submitted the required number of assignments (s), if any, duly authenticated by the Coordinator/ Incharge of the Study Centre/PSC etc. in the courses by the due date.

The Regional Centre identifies the Examination Centres at the existing Learner Support Centres and the Coordinators/PICs are deputed as Centre Superintendents for the examination period. The services of the Academic counselors may be required for smooth conduct of Term End Exams and evaluation.

Practical/Project

The practical activities, if any, in a particular course is undertaken at the Study Centre, the Regional Centre, keeping in view the administrative viability, may club the study centres for practical. The attendance for practical is compulsory.

In some of the programmes, the learner need to carry out project work. In BCA/MCA/MA (Psychology) /MA (Education)/MED programme. The project proposal/ synopsis as well as project report is to be submitted at the Regional Centre. In other programmes, the project proposal is to be submitted to the concerned school of IGNOU and the Project Report (in respect of approved project proposal) to the Registrar, Students Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068.

Other Useful Information

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material and assignments	Concerned Regional Centre
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4	Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, Hall Ticket	Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in or Ph. : 29572202 , 2957 2209
5	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc.	Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068. E-mail : npsingh@ignou.ac.in or Ph. : 29536103, 2957 210, 29572212, bdresult@ignou.ac.in, mdresult@ignou.ac.in
6	Non-reflection of Assignment Grades/Marks	Deputy Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi 110068 E mail: assignment@ignou.ac.in Ph. : 011 29571312, 29571319, 29571325
7	Practical marks of all programme	praticalsed@ignou.ac.in
8	Status of Project Reports of all programmes	praticalsed@ignou.ac.in Asstt(Projects), SED, IGNOU Maidan Garhi, New Delhi -68 Ph.: 011 -29571324/29571313/29571321, E-mail : projects@ignou.ac.in
9	Original Degree/Diploma/Verification of Degree/Diploma	Assistant Registrar (Exam.I), SED, , Block 9/IGNOU, Maidan Garhi, New Delhi- 110068. Ph. : 29535438, 2957 2224, 29572213 , E-mail : convocation@ignou.ac.in
10	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
11	Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block -3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110068, E-mail : sedgrievance@ignou.ac.in Ph. : 29532294, 29572218, 29571313
12	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi- 110068
13	Academic Content	Director of the School concerned
14	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
15	Submission of Project Reports Except BCA & MCA	Asstt. Registrar (Projects), SED, Block -12, Telephone Nos.: 29571321 E-mail : projects@ignou.ac.in
16	Submission of BCA & MCA, Project Reports	Concerned Regional Centre
17	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi -110068, E-mail : ssc@ignou.ac.in Tel.Nos.: 29535714, 29572513, 29572514, 29533869, 29533870

Important Dates

Admission schedule (Tentative)

	July, Session	January, Session
Submission of filled in application forms at concerned Regional Centre	Round the Year	
For programmes activated in the Regional Centre concerned	30 th June (without late fee) 15 th July (with late fee of Rs.300/-)	30 th November, (without late fee) 15 th December (with late fee of Rs. 300/-)

Re-Registration schedule

July Session	January session	Late fee
1 st February to 30 th March	1 st August to 1 st October	Nil
1 st April to 30 th April	3 rd October to 31 st October	Rs. 200/-
1 st May to 31 st May	1 st November to 30 th November	Rs. 500/-
1 st June to 20 th June	1 st December to 20 th December	Rs. 1000/-

Term End Examination Form submission

For TEE June	Late Fee	For TEE December	Late Fee
1 st March to 31 st March	Nil	1 st to 30 th September	Nil
1 st April to 20 th April	Rs. 300/-	1 st to 20 th October	Rs. 300/-
21 st April to 30 th April	Rs. 500/-	21 to 31 st October	Rs. 500/-
1 st May to 15 th May	Rs. 1000/-	1 st to 15 th November	Rs. 1000/-

Readmission schedule

Programmes	Re-admission period admissible	Date	Remarks
Cert Prog:	6 months after the Maximum duration of the Programme	1 st August to 31 st October	In case a learner is not able to complete the programme within the maximum duration specified for completion of the programme, he/she may seek re-admission by sending the Re-admission form along with the pro-rata fee for uncompleted courses to the Registrar, SRD, IGNOU, Maidan Garhi, New Delhi.
Diploma and PG Diploma	One year after the Maximum duration of the Programme	and	
Deg and PG Degree	2 Years after the expiry of maximum duration of the Programme	1 st February to 30 th April	

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL SERVICES DIVISION
 MAIDAN GARHI, NEW DELHI –110068

BIO –DATA PROFORMA FOR ACADEMIC COUNSELLORS FOR ALL MASTER'S, BACHELOR'S, DIPLOMA AND
 CERTIFICATE PROGRAMMES (EXCEPT COMPUTERS, HEALTH SCIENCES & ENGG. PROGRAMME).

Part – I – General Information

Study Centre/Programme SC :

1. Name (in BLOCK Letters) :
2. Date of Birth :
3. Present Designation/ Profession :
4. Whether belongs to SC/ST/OBC :
5. Residential Address
(Mention Pin Code)
6. Office Address :
(Mention Pin Code)
7. Phone No. (Off) (Resi.) (Mobile)
8. E-mail address :

Part – II – Programme specific information

9. Academic Qualifications:

Sl. No.	Degree	University	Year	Subjects	Specialization

10. Details of teaching experience :

Level	Course Taught	Tutorial/teaching Experience	Name of the Institution	Total teaching Experience
Under Graduate				
Post Graduate				

11. Research and Publication :

- i) No. of research Articles published :
- ii) No. of Books published :
(add an additional sheet, if required)
- iii) Details of Research work/ Project work guided :



12. Please indicate your work experience commensurate with the issue of counselling for the course of your choice :
.....
.....

13. Please tick the language(s) in which you will be able to counsel.

English

☐

Hindi

☐

Regional Language (Pl. specify)

14. Experience in the Open and Distance Learning.

Yes

☐

No

☐

(If yes, Please give detail on a separate sheet)

15. Please mention priority – wise, the choice you would like to do counselling for (see the syllabi of the concerned programme and write course codes).

i)

ii)

iii)

16. Any other relevant information:

17. If enrolled as student of IGNOU, please give the following details:

i) Programme with Enrolment No. :

ii) Present Status: Completed ☐ Not Completed ☐

DECLARATION

I hereby declare that information given above is correct. I accept to undertake the tasks of academic counselling evaluation of assignment scripts and any other activities related to the academic functions of the Study Centre.

Place :

Date :

Signature

For use at the Study Centre/Programme SC

Original Degrees/Certificates/Marksheets have been verified by the undersigned and the candidate is recommended for empanelment as a part time academic Counsellor for the following courses:

.....
.....

Special recommendation, if any (Add extra sheet, if required.):

.....
.....

Place :

Date :

Signature Of The Coordinator/
Programme Incharge With Stamp

For use at the Regional Centre of IGNOU

Based on the self-attested photocopies of the relevant documents the credentials of the persons as stated by the Coordinator stand verified. He/She is recommended for empanelment for the following Courses:

.....
.....

Special recommendation, if any (Add extra sheet, if required.) :

.....
.....

Place :

Date :

Signature of The Regional Director
With Stamp

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, SHIMLA-2**

(To be filled in Duplicate)

Enrolment No. _____ Programme _____

Assessment

Student's Name _____ Course _____

Study Centre Code No. _____ Assignments No. _____

Grade

If the space is not sufficient, please use back

page.

Please tick (✓) in the relevant box below

CONTENT					STRUCTURE & PRESENTATION					
Accurate Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inaccurate Information	Well Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inadequately Planned
Adequate Coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inadequate Coverage	Concise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Too Long or too Short
Good Conceptual Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Poor Conceptual Analysis	Clearly Expressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Clearly Expressed

Evaluator's Signature _____ Moderator's Comments, if any _____

Date _____

Name in full _____

Evaluator's Code No. _____

Address _____

*First copy is meant for Student and the second copy for the Study Centre's record.

SL. No

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

AWARD LIST FOR ASSIGNMENTS

(To be filled in Triplicate)

Programme _____

Session: June/Dec.....

Course Code _____

Study Centre _____

Assignment No. _____

Place _____

Maximum Marks _____

Please arrange Enrolment Nos. in ascending order only and write complete and correct enrolment number in nine digits.

S. N.	Enrolment No.									Name of the Candidate	Award (TMA)
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											

Signature of coordinator _____ Signature of Evaluator _____

Date _____

Date _____

Name & Address Office Stamp _____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDY CENTRE CODE & Address _____

REMUNERATION BILL FOR EVALUATION OF ASSIGNMENTS/HANDLING CHARGES

PROGRAMME _____ COURSE _____

NAME OF COUNSELLOR/CO-ORDINATOR _____

 ADDRESS _____

Details of Assignments/Scripts Assessed/Evaluated:

Batch	Course No.	Assignment Number	No. of Assignments	Rate Per Script		Amount	
				Rs.	P.	Rs.	P.

Total

 (Rupees)

 Certified that I have assessed/evaluated above detailed assignments/scripts and sent the 'award list' No. _____ Dated _____ to the co-ordinator, IGNOU, SC, _____
 (_____)

Date: _____

 Signature
 (Evaluation)

 VARIFIED/PASSED FOR PAYMENT OF Rs. _____ (Rs. _____)

Certified that the evaluation report on above assignments has been forwarded to Evaluation Division vide letter No. _____ dated _____

Date _____

 Signature
 (Co-ordinator)

Received a sum of Rs. _____ (Rs.) _____

By cash/Cheque No. _____ dated _____

Date _____

(Signature of Evaluator)

Affix Revenue
Stamp

(FOR USE IN EVALUATION BRANCH)

Entered in Control Register on page _____ Sl. No. _____

AR

SO

S/Asstt.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
 BILL FOR THEORY / PRACTICAL COUNSELLING**

Annexure-VI

STUDY CENTRE/PROGRAMME CENTRE/WORK CENTRE : _____
 _____ Month : _____

Programme : _____ Semester / Year _____

NAME, ADDRESS AND E-MAIL ID OF THE COUNSELLOR:

(Res.) _____

Year/Session: _____ E-mail _____

Sl. No.	Date	Course & Block Covered	Time From To	Brief Description of time spent on Discussion-Counselling/ Practical	No. of Students Present	Counselling/ Practical Charges (Rs)	Conveyance (Rs)	Total (Rs)	Acquaintance of the Counsellor
In Words (Rupees _____)									

- 1) Certified that the amount has not been claimed and drawn previously.
- 2) Certified that the counselling/practical was done according to the monthly counselling schedule.
- 3) Certified that the counselling/practical has been done by the Counsellor appointed for the programme course and in support of counselling/practical claim
 Attendance Sheet (s) for the above session (s) has/have been enclosed.

Signature of the Counsellor with full name
 Stamp/Signature of the Coordinator
 with full name & centre address

For USE at Regional Centre

Passed for payment of Rs. _____ (Rupees _____)

Receipt

Received _____
 (Rupees _____)

Affix Revenue
 Stamp

Signature

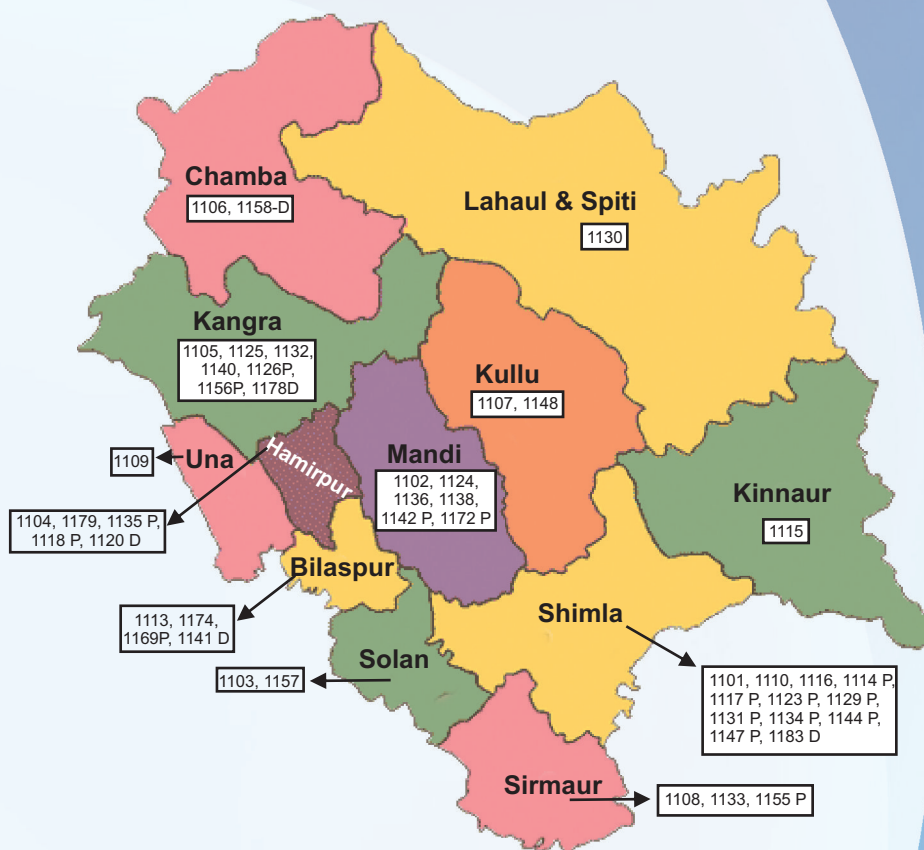
Note

- University notifies changes/amendments in its rules/regulations time to time. As a result, part of information contained in this document may change or get amended. For updates please visit our website www.ignou.ac.in or contact Regional Centre.
- All care has been taken to present the information accurately. In case of any ambiguity/error please refer to documents issued by IGNOU HQ or visit our website www.ignou.ac.in.

*"If the mind is intensely eager, everything can be accomplished-
mountains can be crumbled into atoms "*

-Swami Vivekanand

Learners Support Centers in Himachal Pradesh



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-Publication team, RC Shimla

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