

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, KALOOR, COCHIN (RC14)**

ORIENTATION PROGRAMME FOR ACADEMIC COUNSELORS
(Phase 2 -Outside Ernakulum District)

Date : 5th March 2019, Tuesday

Venue: Seminar Hall, II Floor, IGNOU Regional Centre, Kaloor, Cochin

Sl. No	Time	Particulars	Resource Person
1	10.15 -10.30am	Registration	
2	10.31-10.35am	Invocation	
3	10.36 -10.44am	Welcome Address	Dr. V. T. Jalajakumari Asst. Regional Director IGNOU RC, Cochin
4	10.45 -10.55am	Inaugural Address	Dr. J. S. Dorothy Regional Director IGNOU RC Cochin
5	10.56-11.15am	Self Introduction	
6	11.16-11.25am	Break for Refreshment	
7	11.26-12.01pm	Technical session 1 Introduction to ODL, SLM, Role of Academic counselors, Cycle of Admission	Dr. J. S. Dorothy Regional Director IGNOU RC Cochin
8	12.02- 12.31pm	Technical session 2 Academic Counseling for Theory and Practical, Web hosting of Counseling Schedule	Dr. Praseetha Unnikrishnan Asst. Director IGNOU RC Cochin
9	12.32 -1.05pm	Technical session 3: Internal and External Assessment, Importance of Tutor Comments in Assignment Responses; Empanelment of Evaluators for TEE	Dr. S. Vijayaragavan Asst. Regional Director IGNOU RC Cochin
10	Lunch Break		
11	1.45 -2.15pm	Technical session 4: Sensitizing learners about Projects, Submission of Synopsis, Submission of Dissertation and	Dr. V. T. Jalajakumari Asst. Regional Director IGNOU RC Cochin

		conduct of Viva-Voce; Introduction of Online Empanelment of Academic Counselors in IGNOU	
12	2.16 - 3.00pm	Technical session 5: Description and Hands on Experience on Online Empanelment of Academic Counselors	Mr. Sebastian D' Cruz (Ex. DP) and Mr. Muhammed Ansar T A, (AE. DP), IGNOU RC Cochin
13	3.01-3.15 pm	T A/DA related matters	Mr. K. Muraleedharan(SO) IGNOU RC Cochin
14	3.16- 3.30 pm	Vote of thanks	Mr. K.K Joseph (AR) IGNOU RC Cochin

Place: Kaloor

Date: 05.03. 2019

Regional Director

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU REGIONAL CENTRE, KALOOR COCHIN (RC14)

REPORT OF ACADEMIC COUNSELOR'S ORIENTATION PROGRAMME
FOR OUTSTATION LSCS ON 05.03.2019

Indira Gandhi National Open University, Regional Centre Cochin conducted One day Orientation Programmes for the Academic Counselors of LSCs outside Ernakulum district on 5th March 2019. The Orientation Programme was participated by 32 Academic Counselors empanelled for the LSCs located outside Ernakulam District.

The Agenda of the One day Orientation Programmes for the Academic Counselors of Local LSC is enclosed as Annexure 1. There were five Technical sessions held on various topics such as Introduction to ODL, SLM, Role of Academic counselors, Cycle of Admission, Academic Counseling for Theory and Practical, Web hosting of Counseling Schedule, Internal and External Assessment, Importance of Tutor Comments in Assignment Responses, Empanelment of Evaluators for TEE, Sensitizing learners about Projects, Submission of Synopsis, Submission of Dissertation and conduct of Viva-Voce, Introduction of Online Empanelment of Academic Counselors in IGNOU, Description and Hands on Experience on Online Empanelment of Academic Counselors, the Academics of RC Cochin had oriented the Academic counselors as resource persons. Besides, hands on experience was also given on Online Empanelment of academic counselors.

Dr. V T Jalajakumari, Assistant Regional Director gave the welcome address. In the inaugural address, Regional Director Dr. J.S. Dorothy gave a detailed description about the common features of ODL system besides the latest initiative of online empanelment of Academic Counselors undertaken by IGNOU to suit for the current digital scenario. The Self introduction session, enabled the participants to know each other and to be familiar with the other empanelled academic counselors.

In the first technical session Regional Director Dr. J.S. Dorothy traced the Introduction to ODL, SLM, Role of Academic counselors, and Cycle of Admission. In the second technical session Dr. Praseetha Unnikrishnan, AD of RC Cochin discussed with the Academic Counselors on the topic of Academic Counseling for Theory and Practical and also highlighted the importance of Web hosting of Counseling Schedule for effective communication with the learners. In the third Technical

Session handled by Dr.S.Vijayaragavan, ARD on the areas of Internal and External Assessment, Importance of Tutor Comments in Assignment Responses and Empanelment of Evaluators for TEE evaluation.

The fourth Technical session was for sensitizing the Academic Counselors on different matters regarding Projects and Internship by Dr. V. T. Jalajakumari, ARD.

A session for hands own experience on online portal for empanelment of academic counselors was facilitated by Shri. Sebastian D' Cruz (Ex. DP) and Shri. Muhammed Ansar T A, (AE. DP).

The technical sessions were summed up/concluded by a very "Question-Answer" game of reviewing the content of the sessions through group dynamics lead by the Academics with the game interaction anchored by Dr. Praseetha Unnikrishnan. Feedback was given that this "Question-Answer" game was very effective strategy for reviewing the transactions which took place in the Orientation programme as the "Question-Answer" were the summary of the salient features discussed during the day.

It was ensured that all the sessions were interactive in nature and the participants given opportunity to clarify doubts related to both the academic and administrative matters with the resource persons. The Meeting came to an end at 4.00 p.m. with vote of thanks of Mr. K.K. Joseph (Assistant Registrar) and with National Anthem.



Participants of the outside Academic Counselors OP



Interaction with the participants

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, KALOOR, COCHIN (RC14)**

ORIENTATION PROGRAMME FOR ACADEMIC COUNSELORS

Date : 17th July 2019, Wednesday

Venue: Seminar Hall, II Floor, IGNOU Regional Centre, Kaloor, Cochin

S.No	Time	Particulars	Resource Person
1	10.00 -10.30am	Registration	
2	10.31- 10.32am	Invocation	
3	10.33 -10.36am	Welcome Address	Dr. V T Jalajakumari Asst. Regional Director IGNOU RC, Cochin
4	10.37 - 10.45am	Inaugural Address	Dr. J.S. Dorothy Regional Director, RC Cochin
5	10.46-11.00 am	Self Introduction	
6	11.01-11.10am	Break for Refreshment	
7	11.11-11.46am	Technical session 1: UGC(ODL) Regulations 2017 and NAAC Accreditation	Dr. V. T. Jalajakumari Asst. Regional Director IGNOU RC Cochin
8	11.47am-12.10pm	Technical session 2: Assignment in Open Learning System; Role and Responsibility of an Academic Counselor.	Dr. J.S. Dorothy Regional Director RC Cochin
9	12.11-12.40 pm	Technical session 3: Discussion on Programmes under CBCS	Dr. S. Vijayaragavan Asst. Regional Director IGNOU RC Cochin
10	12.41- 100.pm	Technical session 4: Interface with REC: Empanelment of Evaluators for TEE	Mr. Joji S Pattathil, (DR) REC Cochin
		1.00. - 1.30pm	Lunch Break
11	1.31 - 2.10pm	Technical session 5: Fresh Admission July 2019 session and Promotional meetings targeting in-campus students; Role of Academic Counselor in Promotional Meeting	Dr. Praseetha Unnikrishnan Asst. Director IGNOU RC Cochin
12	2.11-2.25pm	Technical session 6: Scrolling the Regional Centre website; Webhosting of the Counseling sessions	Mr. Sebastian D'Cruz (Ex.DP) IGNOU RC Cochin
13	2.26-3.00pm	Technical session 7: Online empanelment of Academic Counselors; e-support services in IGNOU	Mr. Muhammed Ansar T. (AE. DP) IGNOU RC Cochin
14	3.01-3.20 pm	Technical Session 8: Possibility of Fee Exemption for SC/ST Students under the SCSP and TSP Schemes, Waiver of IGNOU Programme fee for Jail Inmates and Refund of Fee	Mr. K. J. Joseph(S.O) IGNOU RC, Cochin
15	3.21- 3.40 pm	Technical Session 9: T A /DA related matters	Mr. K. Muraleedharan (SO) IGNOU RC Cochin
16	3.41-4.00. pm	Vote of thanks	Mr. K.K Joseph (AR) IGNOU RC Cochin

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU REGIONAL CENTRE, KALOOR COCHIN (RC14)

REPORT OF ACADEMIC COUNSELOR'S ORIENTATION PROGRAMME
FOR OUTSTATION LSCS ON 17.07.2019

Indira Gandhi National Open University, Regional Centre Cochin conducted one day Orientation Programme for the Academic counselors of LSCs under IGNOU RC Cochin on 17th July 2019.

Among the 33 LSCs in operational mode under Regional Centre Cochin, 42 Academic counselors were deputed by 21 LSCs to participate in the meeting.

Topics on the current functioning of IGNOU such as Introduction and Interpretation of UGC(ODL) Regulations, NAAC Accreditation, Assignment in Open Learning System, Role and Responsibility of an Academic Counselors, Discussion on CBCS Programme, Interface with REC: Empanelment of Evaluators for TEE, Fresh Admission July 2019 session and Promotional meetings targeting in-campus students, Role of Academic Counselor in Promotional Meeting, Scrolling the Regional Centre website- Webhosting of the Counseling sessions, Online empanelment of Academic Counselor, e-support services in IGNOU, Possibility of Fee Exemption for SC/ST Students under the SCSP and TSP Schemes, Waiver of IGNOU Programme fee for Jail Inmates and Refund of Fee and T A /DA related matters were included in the Agenda (Agenda enclosed as **Annexure 1**) for the ACOP.

Dr. V T Jalajakumari, Assistant Regional Director welcomed the gathering. In the inaugural address, Regional Director Dr. J.S. Dorothy gave a detailed overview of the changing scenario of ODL system and the role of Academic Counselors to ensure Student Support Services at LSCs to strengthen the new schemes as per UGC ODL Regulations.

In the First technical session, Dr. V T Jalajakumari Assistant Regional Director traced the UGC ODL Regulations 2017 in which she had given a detailed analysis on the current status of LSCs under RC Cochin. The Academic Counselors were informed about the updated Regional Centre website for NAAC Accreditation. She has also made a detailed presentation on the Renewal status of Academic Counselors, Activation of New Programmes at LSCs under the Regional Centre Cochin.

In the Second Technical session, Dr J S Dorothy, Regional Director had given a thorough feedback on the status of preparation of Awards of Assignments, Projects and Practicals pertaining to the TEE June 2019 on the basis of data in the ARMS and encouraged the Academic Counselors to

maintain the university norms and guidelines given time to time in accordance with the evaluation and sending back the Awards of Assignments, Projects and Practicals promptly. Also she suggested the ways of resolution of issue of awards of Assignments, Projects and Practical on the basis of evaluation and feedback in the form of tutor comments and the type of tutor comments to be used to facilitate didactic communication through the Assignment response.

In the Third Technical session, Dr. S. Vijayaragavan, ARD discussed on the topic of the new scheme implemented through CBCS in detail and cleared the doubts of the participants regarding the Programmes and the courses attached under various categories of syllabus. He had given a thorough analysis of BAG, BCOMG and BSCG programmes on the basis of counseling sessions to be given under new scheme.

In the Fourth Technical session a special interface with the REC was included in the Agenda of the Orientation Programme. The Deputy Registrar of Regional Evaluation Centre, Cochin Mr. Joji S Pattathil had given clarification to the participants on functioning of REC in connection with Term End Examinations and the changed jurisdiction related to reevaluation of answer scripts and photo copy of Answer script for the Exam Centres under Regional Centre Cochin. He also encouraged the Academic Counselors to continue their support by empanelling as evaluators of Answer scripts.

In the Fifth Technical sessions Dr. Praseetha Unnikrishnan , Asst. Director discussed on the topic of Status of involvement of LSC in Promotional Meetings and Impact of students strength on Part Time Staff at LSC . She requested the Academic Counselors to encourage the in-campus students by motivating them to join IGNOU Programmes. She also informed about the conduct of MBA/B.Ed. Entrance Examination in collaboration with National Testing Agency on 27th July 2019.

In the Sixth Technical session, webhosting of the counseling sessions in the IGNOU Regional Centre, Cochin website was handled by Mr. Sebastian D'Cruz (Ex.DP). He conveyed that as per the Digital initiative of the University, all information related to the conduct of Counselling session at various LSCs need to be uploaded in the Regional Centre website.

In the Seventh Technical session, online empanelment of Academic Counselors and E-support services in IGNOU website was handled by Shri. Muhammed Ansar T. (AE. DP) by giving hands on experience in the respective areas.

In the Eighth Technical session Possibility of Fee Exemption for SC/ST Students under the SCSP and TSP Schemes, Waiver of IGNOU Programme fee for Jail Inmates and Refund of Fee was shared by the Assistant Registrar Shri. K.K. Joseph and the Section Officer Shri. K. Muraleedharan.

It is also recorded that unrest happened when Dr. Marydass, Academic Counsellor for MEG expressed certain issues related to non receipt of Study Material against the prevailing promotional meeting, and related to the functioning of the Regional Centre in the view of Counselling sessions, payments and liaison with staff. The events were found to be baseless and have been given response during the eve by the Regional Director. The Academic Counsellor was asked to give his grievance in writing. But , the Regional Centre have not been received any communication from him in this regard. It was ensured that all the sessions were interactive in nature and the participants given an opportunity to clarify doubts related to many academic matters with the resource persons. The Meeting came to an end with the vote of thanks by Shri. K.K. Joseph (Assistant Registrar) and with National Anthem.



RC Staff with the Academic Counselors



Dr J.S Dorothy, RD giving inagural address in the ACOP

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, KALOOR, COCHIN (RC14)**

ORIENTATION PROGRAMME FOR NEWLY EMPANELLED /UNORIENTED ACADEMIC COUNSELORS/PART-TIME STAFF

Date : 18th September 2019, Wednesday

Venue: Seminar Hall, II Floor, IGNOU Regional Centre, Kaloor, Cochin

S.No	Time	Particulars	Resource Person
1	10.15 -10.30 am	Registration	
2	10.31-10.35 am	Invocation	
3	10.36 -10.44 am	Welcome Address	Dr. V. T. Jalajakumari Asst. Regional Director IGNOU RC, Cochin
4	10.45 -10.55 am	Inaugural Address	Dr. J. S. Dorothy Regional Director IGNOU RC Cochin
5	10.56-11.15 am	Self Introduction	
6	11.16-11.25 am	Break for Refreshment	
7	11.26-11.56 am	Technical session 1: Introduction to ODL, SLM (e-content), Role of Academic counselors, Cycle of Admission	Dr. Sindhu P Nair Asst. Regional Director IGNOU RC Cochin
8	11.57 am- 12.27 pm	Technical session 2 Academic Counseling for Theory and Practical-Web hosting of Counseling Schedule	Mr. Sebastian D' Cruz (Ex. DP) IGNOU RC Cochin
9	12.28 -12.58pm	Technical session 3: Internal and External Assessment, Importance of Tutor Comments in Assignment Responses	Dr. S. Vijayaragavan Asst. Regional Director IGNOU RC Cochin
10	12.59 -1.29 pm	Technical session 4:Interface with REC: Empanelment of Evaluators for TEE	Mr. Jojy S Pattathil Deputy Registrar IGNOU Regional Evaluation Centre (REC) Cochin
11	1.30 -2.00 pm	Lunch Break	
12	2.01 - 2.31 pm	Technical session 5: Sensitizing learners about Projects, Submission of Synopsis, Submission of Dissertation and conduct of Viva-Voce	Dr. V. T. Jalajakumari Asst. Regional Director IGNOU RC Cochin
13	2.32 - 3.02 pm	Technical session 6: Introduction of Online Empanelment of Academic Counselors in IGNOU : Description and Hands on Experience on Online Empanelment of Academic Counselors	Mr. Muhammed Ansar T A, (AE. DP), IGNOU RC Cochin
14	3.03-3.33 pm	Technical session 7: Importance of promotional meeting-role of Academic Counselor	Mr. K.J.Joseph (SO) IGNOU RC Cochin
15	3.34- 4.04 pm	T A/DA related matters	Mr. K. Muraleedharan(SO) IGNOU RC Cochin
16	4.05-4.35 pm	Vote of thanks	Mr. K.K Joseph (AR) IGNOU RC Cochin

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU REGIONAL CENTRE, KALOOR COCHIN (RC14)

REPORT OF ORIENTATION PROGRAMME FOR THE NEWLY EMPANELLED /UNORIENTED ACADEMIC COUNSELORS AND PART-TIME STAFF ON 18.09.2019

Indira Gandhi National Open University, Regional Centre Cochin (RC 14) conducted one day Orientation Programme for the newly empanelled /unoriented Academic counselors and Part-Time Staff of LSCs under IGNOU RC Cochin on 18th September 2019.

Among the 33 LSCs in operational mode under Regional Centre Cochin, 20 numbers of Academic counselors and 6 numbers of Part-Time Staff were deputed by 9 LSCs to participate in the Orientation Programme.

Topics related to Open and Distance Learning System in General and IGNOU in particular like Introduction to ODL, SLM (e-content), Role of Academic counselors, Cycle of Admission; Academic Counseling for Theory and Practical-Web hosting of Counseling Schedule; Internal and External Assessment, Importance of Tutor Comments in Assignment Responses; Interface with REC: Empanelment of Evaluators for TEE; Sensitizing learners about Projects, Submission of Synopsis, Submission of Dissertation and conduct of Viva-Voce; Introduction of Online Empanelment of Academic Counselors in IGNOU: Description and Hands on Experience on Online Empanelment of Academic Counselors; Importance of promotional meeting-role of Academic Counselor; were included in the Agenda (Agenda enclosed as Annexure 1) for the Orientation Programme.

Dr. V T Jalajakumari, Assistant Regional Director welcomed the gathering. In the inaugural address, Regional Director Dr. J.S. Dorothy gave a detailed overview of the changing scenario of ODL system and the role of Academic Counselors and Part-Time Staff to ensure sustainable Student Support Services at LSCs to strengthen the new schemes as per the Government and the University. She also encouraged the Academic Counselors that the Academic Counselors and Part-Time Staff can touch somebody's life forever as ODL teachers.

In the First technical session, Dr. Sindhu P Nair, Assistant Regional Director in the topic "Introduction to ODL, SLM (e-content), Role of Academic counselors, Cycle of Admission" traced ODL system in which she had given a description on Characteristics of Distance Learners, Learner Support in ODL system, problems of Open and Distance Learners, SLMs, Role of Academic

Counsellors with special reference to SLMs, Tutoring and Counselling and Admission cycles prevalent in IGNOU.

In the Second Technical session, Mr. Sebastian D'Cruz (Ex.DP) handled the topic "Academic Counseling for Theory and Practical-Web hosting of Counseling Schedule" shared the experiences of webhosting of the counseling sessions in the IGNOU Regional Centre, Cochin website besides hands-on-experience on online admission procedures. He conveyed that as per the Digital initiative of the University, all information related to the conduct of Counselling session at various LSCs need to be uploaded in the Regional Centre website. He also shared that amidst the active centres only a few are prompt in sending the counseling Schedule for webhosting.

In the Third Technical session, Dr. S. Vijayaragavan, ARD discussed on the topic, internal and external assessment and importance of Tutor comments in the assignment responses. He also briefed on Theory and Practical Term End Examinations besides the types of Tutor comments to be written in the Assignment Response.

In the Fourth Technical session a special interface with the REC was included in the Agenda of the Orientation Programme. The Deputy Registrar of Regional Evaluation Centre, Cochin Mr. Jojoy S Pattathil had given clarification to the participants on functioning of REC in connection with Term End Examinations and evaluation. He also explained the changed jurisdiction related to reevaluation of answer scripts and photo copy of Answer script for the Exam Centres under Regional Centre Cochin. He also encouraged the Academic Counselors to continue their support by empanelling as evaluators of Answer scripts.

The Fifth Technical session was handled by Dr. V.T. Jalajakumari; Asst. Regional Director on the topic "Sensitizing learners about the Projects, Submission of Synopsis, Submission of Dissertation and Conduct of Viva-Voce" traced the process of evaluation of proposals and projects at the Regional Centre. In addition, she explained about the schedule of activities related to the submission of synopsis and projects at school concerned, Regional Centre and Study Centre Programme wise. The need for empanelment of more Project Guides (Internal Supervisors) and External Evaluators were highlighted and encouraged them to submit applications for empanelment of Project Guides in the prescribed format.

In the Sixth Technical session, Shri. Muhammed Ansar T. (AE. DP) handled the Topic "Introduction of Online Empanelment of Academic Counselors in IGNOU: Description and Hands on Experience on

Online Empanelment of Academic Counselors". In his presentation, Shri. Muhammed Ansar T. (AE. DP) explained the process of online empanelment of Academic Counselors by giving hands-on- experience in this task.

In the Seventh Technical Session was handled by Sh. K.J. Joseph, Section Officer handled the topic "Importance of promotional meeting-role of Academic Counselor". He highlighted the importance of the promotional meeting and different strategies should be adopted in promotional meetings to convince the aspirants of Higher Education. He has also briefed about the role of Academic Counsellors on IGNOU Admission.

It was ensured that all the sessions were interactive in nature and the participants given an opportunity to clarify doubts related to many academic matters with the resource persons. As a token of participatory approach for summarizing the content transacted, Dr.Usha Parvathy, Academic counselor for PGDHE coordinated the Quiz session encompassing the various topics covered during the Orientation Programme.

Mr. K. Muraleedharan (SO) facilitated in the T A/DA related matters. The Meeting came to an end with the vote of thanks by Shri. K.K. Joseph (Assistant Registrar) and with National Anthem.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, KALOOR, COCHIN (RC14)**

ORIENTATION PROGRAMME FOR ACADEMIC COUNSELORS OF LSC 14187

Date : 25th October 2019, Friday

Venue: St.Michael's College, Cherthala

S.No	Time	Particulars	Resource Person
1	09.30 -10.00am	Registration	
2	10.01-10.05am	Invocation	
3	10.06 -10.10 am	Welcome Address	Sri: Hari.U Coordinator IGNOU RSC-14187
4	10.11 -10.20 am	Inaugural Address	Dr. V Mathew Syndicate Member of University of Kerala & Principal , SMC, Cherthala
5	10.21-10.30 am	Self Introduction	
6	10.31-11.00 am	Technical session 1: Introduction to ODL, Cycle of Admission,Academic Counseling for Theory and Practical	Dr. Praseetha Unnikrishnan Asst. Director IGNOU RC Cochin
7	11.00 am- 11.10 am	Tea Break	
8	11.11 -11.41am	Technical session 2 SLM (e-content), Role of Academic counselors, Introduction of Online Empanelment of Academic Counselors in IGNOU : Description and Hands on Experience on Online Empanelment of Academic Counselors	Dr. V. T. Jalajakumari Asst. Regional Director IGNOU RC Cochin
9	11.42am -12.15 pm	Technical session 3: Internal and External Assessment, Importance of Tutor Comments in Assignment Responses, Examination	Dr. Praseetha Unnikrishnan Asst. Director IGNOU RC Cochin
10	12.16 -1.00 pm	Technical session 4:Sensitizing learners about Projects, Submission of Synopsis, Submission of Dissertation and conduct of Viva-Voce	Dr. V. T. Jalajakumari Asst. Regional Director IGNOU RC Cochin
11	1.00 -1.30 pm	Lunch Break	
12	1.30 - 2.00pm	Technical session 5: Interaction of the participants	Dr. Praseetha Unnikrishnan Dr. V. T. Jalajakumari
13	2.32 - 3.02 pm	Technical session 6: T A/DA related matters	Dr. Praseetha Unnikrishnan Dr. V. T. Jalajakumari
14	3.03-pm	Vote of thanks	Sri: Jose Raju Office Assistant, RSC 14187, SMC

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU REGIONAL CENTRE, KALOOR COCHIN (RC14)

REPORT OF ORIENTATION PROGRAMME FOR THE N ACADEMIC
COUNSELORS of NEWLY ESTABLISHED LSC 14187 AT ST. MICHAEL'S
COLLEGE CHERTHALA ON 25.10.2020

Indira Gandhi National Open University, Regional Centre Cochin (RC 14) conducted one day Orientation Programme for the empanelled Academic counselors of the newly established LSC 14187 at St. Michael's College (SMC), Cherthala under IGNOU Regional Centre Cochin on 25th October 2019.

Among the 23 newly empanelled academic counselors, 19 participated in the Orientation Programme.

Topics related to Introduction to ODL, Cycle of Admission, Academic Counseling for Theory and Practical, SLM (e-content), Role of Academic Counselors, Introduction of Online Empanelment of Academic Counselors in IGNOU, Description and Hands on Experience on Online Empanelment of Academic Counselors, Internal and External Assessment, Importance of Tutor Comments in Assignment Responses, Examination, Sensitizing learners about Projects, Submission of Synopsis, Submission of Dissertation and conduct of Viva-Voce were included in the Agenda (Agenda enclosed as Annexure 1) for the Orientation Programme.

Sh. Hari. U, Coordinator of IGNOU RSC-14187 welcomed the gathering. In the inaugural address Dr. V Mathew Syndicate Member of University of Kerala & Principal St. Michael's College (SMC), Cherthala gave a detailed overview of the changing scenario of Higher Education through ODL system and the role of IGNOU in increasing reach of Higher Education in India.

The First technical session, handled by Dr. Praseetha Unnikrishnan, Assistant Director covered the topics - Introduction to ODL, Cycle of Admission, and Academic Counseling for Theory and Practical in which she had given a description on ODL system with reference to IGNOU, Characteristics of Distance Learners, Admission cycles prevalent in IGNOU. Learner Support in ODL system, problems of Open and Distance Learners and role of academic counselors in general. The significance of

Academic Counseling for Theory and Practical courses was emphasized in this session. Dr. Unnikrishnan shared experiences of webhosting of Counseling schedules in IGNOU Regional Centre website and the need to upload the same. In addition, the online admission procedure was also elaborated.

In the Second Technical session Dr. V. T. Jalajakumari Asst. Regional Director, RC Cochin was the resource person. A detailed presentation on IGNOU SLMs, its characteristic and structure was provided in this session. The SLM (e-content) was also described to emphasize the digital initiatives of the University. The role of Academic Counselors, Introduction of Online Empanelment of Academic Counselors in IGNOU, Description and Hands on Experience on Online Empanelment of Academic Counselors were the other key areas of this session.

In the third session, Dr. Praseetha Unnikrishnan elaborated on Internal and External Assessment, Importance of Tutor Comments in Assignment Responses and Examination. She also briefed on Theory and Practical Term End Examinations besides the types of Tutor Comments to be provided by the Counsellors while evaluating the Assignment Responses. Evaluated Assignments were also distributed among the participants to clear their doubts regarding Tutor Comments.

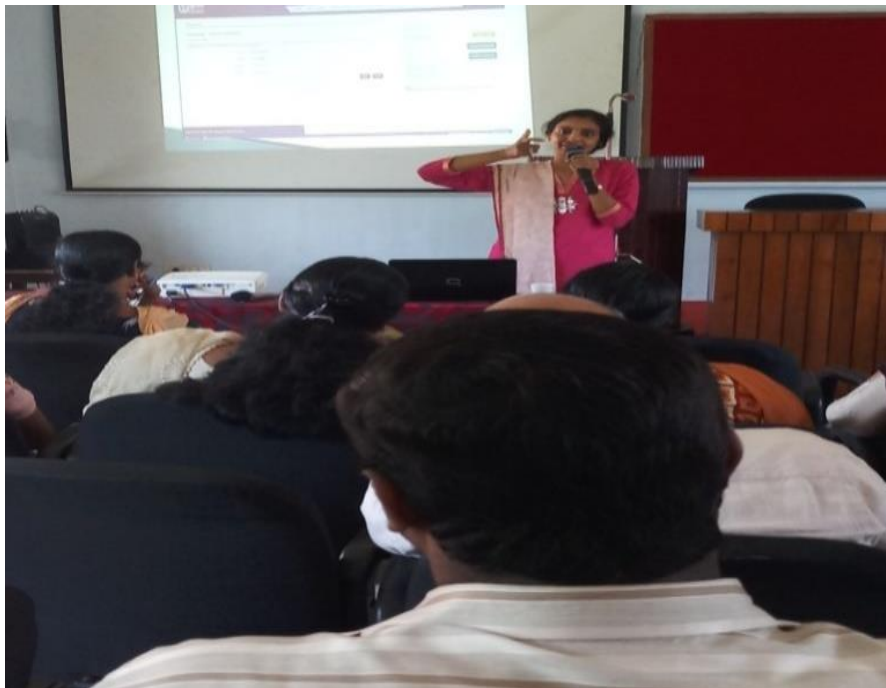
In the fourth Technical session, Dr V. T. Jalajakumari provided the inputs on Sensitizing learners about Projects, Submission of Synopsis, Submission of Dissertation and conduct of Viva-Voce. She traced the process of evaluation of proposals and projects at the Regional Centre. In addition, she explained about the schedule of activities related to the submission of synopsis and projects at School concerned, Regional Centre and Study Centre Programme wise. The need for empanelment of more Project Guides (Internal Supervisors) and External Evaluators was also highlighted and encouraged the participants to submit application for empanelment as Project Guides in the University prescribed format.

In the fifth and sixth technical sessions, both the resource persons together clarified the doubts of the participants through an interactive session and also facilitated the participants in the T A related matters.

The Meeting came to an end with the vote of thanks by Shri. Jose Raju, Office Assistant, St. Michael's College Cherthala and with National Anthem.



Inaugural address by Dr. M Mathew, Syndicate Member of University of Kerala & Principal, St. Michael's College (SMC), Cherthala during the Orientation Programme for empanelled Academic counselors on 25.10.2019



Dr. Praseetha Unnikrishnan, AD addressing the participants during the Orientation Programme for Academic counselors of the newly established LSC 14187 at St. Michael's College (SMC), Cherthala on 25.10.2019



Dr. V. T. Jalajakumari, ARD addressing the participants during the Orientation Programme for Academic counselors of the newly established LSC 14187 at St. Michael's College (SMC), Cherthala on 25.10.2019



Participants at the Orientation Programme for Academic counselors of the newly established LSC 14187 at St. Michael's College (SMC), Cherthala on 25.10.2019

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, KALOOR, COCHIN (RC14)**

VIRTUAL ORIENTATION PROGRAMME FOR ACADEMIC COUNSELORS OF LSC 1453P

Date : 24th April 2020, Saturday

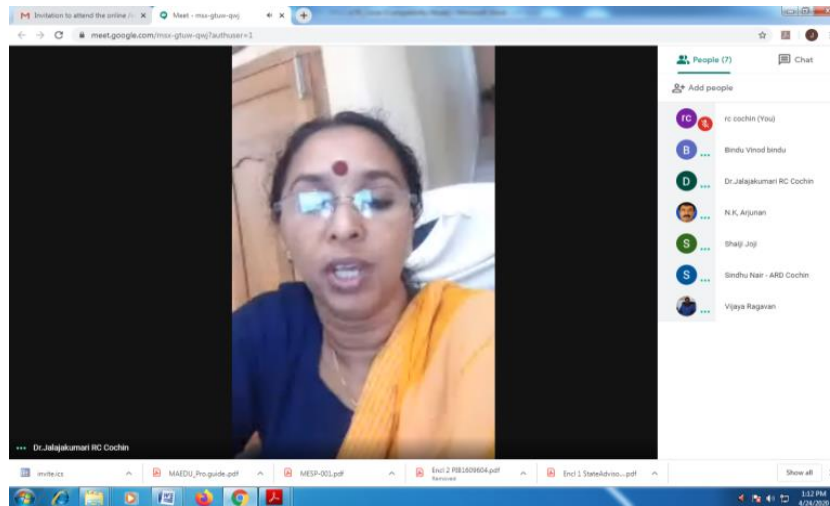
Time: 12.00 noon- 1.30pm

S.No	Particulars	Resource Person
1	General Introduction about dissertation (MESPO1) as a Course	Dr. J. S. Dorothy Regional Director, IGNOU RC Cochin
2	Preparation and submission of project proposal and Dissertation.-Time frame from synopsis to Viva-Voce	Dr. S. Vijayaragavan, Asst. Regional Director, IGNOU RC Cochin
3	Internal Supervisor and External Examiner - empanelment procedure and eligibility criteria for empanelment.	Dr. Sindhu P Nair, Asst. Regional Director, IGNOU RC Cochin
4	Theory base through Counseling Session for Course on Projects	Dr. Praseetha Unnikrishnan Asst. Director, IGNOU RC Cochin
5	Facilitation of the Identification of Research problem by the learners	
6	Support services to prevent dropout from the course on dissertation; Preparation of the dissertation work write-up Vs performance in the Viva-Voce; expected actions from project guides (Internal supervisor) as per university norms-discussion and clarification on the basis of current experience observing the performance of learners in Dissertation/Viva-Voce	Dr. V. T. Jalajakumari Asst. Regional Director, IGNOU RC Cochin
7	Bill preparation and settlement of claim for synopsis evaluation and project supervision/evaluation. Clearance of remuneration of Project guides (Internal and External supervisor)	Shri. K.K.Joseph Asst. Registrar, IGNOU RC Cochin
8	Open Discussion	

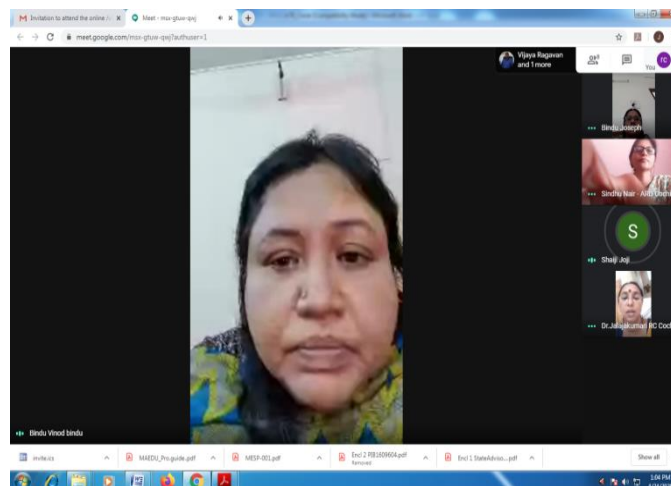
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU REGIONAL CENTRE, KALOOR COCHIN (RC14)**

**REPORT OF ORIENTATION PROGRAMME FOR THE N ACADEMIC
COUNSELORS OF LSC 14153 MES, EDATHALA ON 24.04.2020**

Indira Gandhi National Open University, Regional Centre Cochin conducted a Virtual/Online Orientation Programme for Academic Counselors of MAEDU of LSC1453P to orient the Academic Counselors pertaining to issues related to Dissertation (MESP1) on 24th April 2020. Dr. J.S. Dorothy, RD gave a brief introduction to the meeting and all Academics contributed towards the meeting with respect to inputs pertaining to Admissions, Counseling sessions and other related matters. Thirteen participants participated in the Orientation Programme. The meeting was administered and Coordinated by Dr. V.T. Jalajakumari, ARD.



Dr. V.T. Jalajakumari, ARD addressing the participants during the Virtual/Online Orientation Programme for Academic Counselors on 24.04.2020



Participants of Virtual/Online Orientation Programme for Academic Counselors on 24.04.2020

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, KALOOR, COCHIN (RC14)**

**VIRTUAL ORIENTATION PROGRAMME FOR ACADEMIC COUNSELORS ON ONLINE
COUNSELING AND EVALUATION STRATEGIES**

Date : 11th August 2020, Tuesday

S.No	Time	Particulars	Resource Person
1	10.30-10.40am	General Introduction about virtual Academic Counselors Orientation Programme(ACOP)	Dr. J. S. Dorothy Regional Director, IGNOU RC Cochin
2	10.41-11.00am	Inaugural Address for the first Virtual Orientation Programme of the Academic Counselor of all LSCs under Regional Centre Cochin (RC14)	Dr. M. Shanmugam Director Regional Service Division IGNOU New Delhi
3	11.01-11.20 am	Modalities of online counseling	Dr. Sindhu P Nair, Deputy Director, IGNOU RC Cochin
4	11.21-11.40am	Issues related to the Evaluation of soft copy of assignment response ;Expression of interest from Academic counselor to be the observer for the Term End Examination	Dr. S. Vijayaragavan, Asst. Regional Director, IGNOU RC Cochin
5	11.41am -12.15 pm	Utilization of online tools/platforms in Academic Counseling	Dr. Praseetha Unnikrishnan Asst. Director, IGNOU RC Cochin
6	12.16-12.30 - pm	IGNOU norms governing project guidance (Internal supervisor Vs learner ratio; necessity for empanelment of more external evaluator; Empanelment of Academic Counselor Vs Renewal; How to view the data related to the Academic counselor in the RSD portal	Dr. V. T. Jalajakumari Asst. Regional Director, IGNOU RC Cochin
7	12.31-12.45pm	Modality for Accessing the Study Material Payment norms for online counseling Importance of online fiscal transfer	Shri. K.K. Joseph Asst. Registrar, IGNOU RC Cochin
8	12.46-12.56pm	About REC and Evaluation of Answer Scripts Empanelment of Evaluators	Shri. Jojoy S. Pattathil Deputy Registrar Regional Evaluation Centre, Cochin
9	12.57-1.22pm	Open discussion for clarification on technical sessions held	Dr. V. T. Jalajakumari Asst. Regional Director, IGNOU RC Cochin
10	1.23-1.30pm	Feedback session through Google Form	

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU REGIONAL CENTRE, KALOOR COCHIN (RC14)**

**REPORT OF ORIENTATION PROGRAMME FOR THE N ACADEMIC
COUNSELORS OF ALL LSCS UNDER RC COCHIN ON 11.10.2020**

Indira Gandhi National Open University, Regional Centre Cochin (RC 14) conducted virtual Orientation Programme for the Academic Counselors of all LSCs under IGNOU Regional Centre Cochin on 11th October 2020 Tuesday from 10.30 am to 2.45pm. Among the 1650 empanelled academic counselors in the RSD portal, 225 participated in the Orientation Programme.

Topics related to General Introduction about virtual Academic Counselors Orientation Programme(ACOP), Modalities of online counseling, Issues related to the Evaluation of soft copy of assignment response, Expression of interest from Academic counselor to be the observer for the Term End Examination, Utilization of online tools/platforms in Academic Counseling, IGNOU norms governing project guidance (Internal supervisor Vs learner ratio, necessity for empanelment of more external evaluator; Empanelment of Academic Counselor Vs Renewal, How to view the data related to the Academic counselor in the RSD portal, Modality for Accessing the Study Material, Payment norms for online counseling, Importance of online fiscal transfer, About REC and Evaluation of Answer Scripts and Empanelment of Evaluators were included in the Agenda (Agenda enclosed as Annexure 1) for the Orientation Programme.

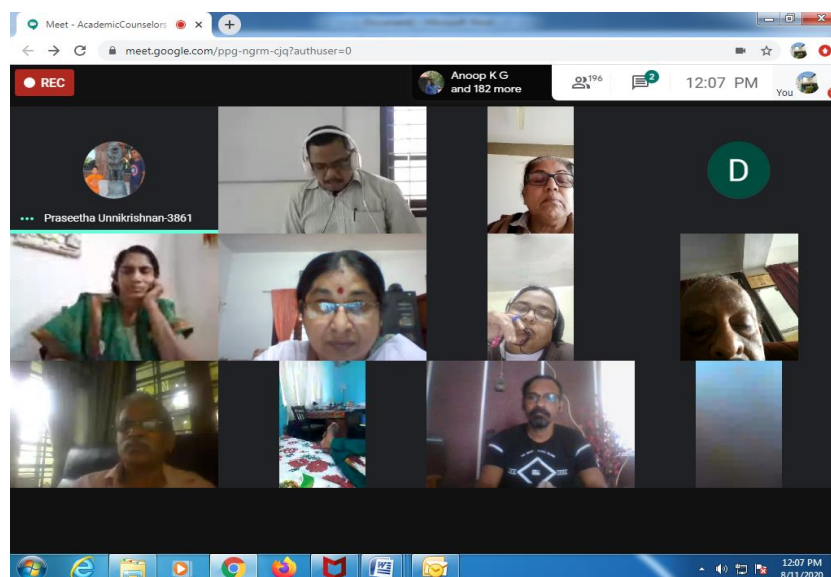
Dr. J.S. Dorothy, Regional Director Introduced the Orientation Programme and welcomed Dr. M. Shanmugam, the Director, Regional Service Division and the participants. In his Inaugural address Dr. M. Shanmugam, Director, Regional Service Division explained briefly about IGNOU, highlighted the wide variety of Distance Learners with different characteristics and the different kinds of exposure the academic counselors are getting by dealing these distance learners. Also the Director was reminding them about the opportunities they are getting at IGNOU and its credibility in their professional development, besides emphasizing the duties and responsibilities of the Academic Counselors in the Online Counseling sessions, evaluation and other support services. Gratitude was placed to the LSC functionaries, and RC staff as well for their continuous effort in student support services during the period of COVID 19 using ICT facilities.

Dr. Sindhu P Nair, DD presented on Modalities of Online Academic Counseling. Dr S Vijayaragavan, ARD discussed on the Issues related to the Evaluation of soft copy of assignment response, Expression of interest from Academic counselor to be the observer for the Term End Examination. Dr. Praseetha Unnikrishnan, AD presented on Utilization of online tools/platforms in online Academic Counseling. Dr. V. T. Jalajakumari ARD presented on IGNOU norms governing project guidance (Internal supervisor Vs learner ratio; necessity for empanelment of more external

evaluator; Empanelment of Academic Counselor Vs Renewal, ; viewing the data related to the Academic counselor in the RSD portal.

A special interface Session with the REC was included in the Agenda for the ACOP. The Deputy Registrar of Regional Evaluation Centre, Cochin Mr. Jojoy S Pattathil shared about the works done in connection with revaluation and issuance of photocopy of answer books during lockdown period. Information about the RCs under Kochi Regional Evaluation Centre about the currently going on processes under Regional Evaluation Centre. He also requested the support of RD, RC Cochin to empanel more evaluators and for that he has explained the eligibility conditions also. In addition to the academic presentations, in the last session the Assistant Registrar of RC Cochin Shri. K.K. Joseph presented on Modality for Accessing the Study Material Payment norms for online counseling and Importance of online fiscal transfer.

In the Open Discussion, the queries were answered by the officials of the Regional Centre. Practical solutions for a number of queries on conducting the online classes was also highlighted. It was ensured that all the sessions were interactive in nature and the participants were given opportunity to clarify doubts the academic counselors The Meeting came to an end at 2.45 p.m. with the vote of thanks of Mr. K.K. Joseph, Assistant Registrar.



Screenshot of the Virtual/Online Orientation Programme for Academic Counselors on 11.10.2020