

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

**36th Coordinator's Meeting**

Date : 12<sup>th</sup> September 2018

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

S.No.	Time	Particulars	Resource Person
1	10.00 - 10.30 am	Registration	
2.	10.31- 10.35 am	Invocation	
3	10.36 - 10.44 am	Welcome Address	Dr. Sindhu P Nair Asst.Regional Director IGNOU RC, Cochin
4	10.45 - 11.00 am	Inaugural Address	Dr. J. S.Dorothy Regional Director, RC Cochin
	11.01-11.15 am	Self Introduction	
5.	11.16 - 11.25 am	Break for Refreshment	
6.	11.26 am - 12.00 noon	Responsibilities of the HOI, Coordinator and the other part time staff	Dr. J. S. Dorothy Regional Director, RC Cochin
7	12.01-12.31pm	Preparation and Handling of Projects	Dr. Sindhu P Nair Asst.Regional Director IGNOU RC, Cochin
8	12.32 - 1.03 pm	LSC Development Activities	Dr. V. T. Jalajakumari Asst.Regional Director IGNOU RC, Cochin
9	1.04 -1.35 pm	Examinations and Evaluation	Dr. S. Vijayaragavan Asst. Regional Director IGNOU RC, Cochin
10	1.36 - 2.00 pm	Lunch Break	
11	2.00 - 2.30 pm	Admissions, Academic Counselling and Webhosting	Dr Praseetha Unnikrishnan Asst.Regional Director
12.	2.35. - 3..30pm	Finance & Administration matters - Special emphasis on Audit requirements/ Records to be kept at a LSC	Sri. K. K. Joseph, A R Sri. K J Joseph, S O Sri. K. Muraleedharan, SO IGNOU RC, Cochin
13.	3.31- 4.45 pm	Disbursement of TA/DA	
14.	4.46 -4.50 pm	Vote of thanks	Sri. K. K. Joseph, A R IGNOU RC, Cochin

# Indira Gandhi National Open University IGNOU Regional Centre, Kaloor Cochin (RC14)

## REPORT OF THE 36<sup>th</sup> COORDINATORS MEETING

36<sup>th</sup> Coordinators meeting was held at IGNOU Regional Centre on 12<sup>th</sup> Sep. 2018. Among the 36 IGNOU Study centers under Regional Centre Cochin, Coordinators/PICs of 29 LSCs were participated in the meeting. Various topics on current functioning of IGNOU, new initiatives to be started, the future plans for implementing extension programmes etc. were put in discussion.

In the inaugural address, Regional Director Dr. J.S. Dorothy described the common features of ODL system in the current scenario. Dr. Sindhu. P. Nair, Senior Assistant Regional Director had given the welcome address. The Self introduction session, the coordinators/PICs held the participants to know about the newly established study centres and their Coordinators and PICs. In the following sessions technical & Academic counselors of the Regional Centre conducted the sessions on various relevant aspects of IGNOU system. Regional Director Dr. J.S. Dorothy had handled the first session, where in the responsibilities of the Head of the Institutions, Coordinators and other part time staffs were explained. Dr. Sindhu.P.Nair (Assistant Regional Director) had given a session on the introduction to ODL systems, SLMS and Project and Internship. Dr. V.T. Jalajakumari (Assistant Regional Director) handled the sessions on various activities for the development and functioning of LSCs.

The Assistant Regional Director Dr. Vijayaragavan had given a detailed awareness on the evaluation with respect Term End Examination and handling of assignments. Dr. Praseetha Unnikrishnan (Assistant Regional Director) had presented her session with the processing of Admission and academic counseling.

In addition to the academic activities, a session was scheduled specifically for giving the direction and review on the finance and administrative matters with special reference on audit requirements and record keeping of LSCs.

The Assistant Registrar, Mr. K.K. Joseph, Section Officers, Mr. K.J. Joseph and Mr.K. Muralidharan were the resource persons for this session. The session followed by the processing of disbursement of TA&DA. All the sessions were highly interactive and given opportunity to the participants act in a dynamic way by clarifying both the academic and

administrative matters with the resource persons. The Meeting came to an end at 4.50 p.m. with the vote of thanks of Mr. K.K. Joseph (Assistant Registrar)

## PHOTOS

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY REGIONAL CENTRE, KALOOR,  
COCHIN (RC14)  
37<sup>TH</sup> COORDINATORS MEETING**

Date : 23<sup>rd</sup> November 2018

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

S.No.	Time	Particulars	Resource Person
1.	1.00 - 1.30 pm	Registration	
2.	1.31- 1.35 pm	Invocation	
3.	1.36 - 1.40 pm	Welcome Address	Dr. Sindhu P Nair Asst.Regional Director IGNOU RC, Cochin
4.	1.41 - 1.51 pm	Inaugural Address	Dr. J. S.Dorothy Regional Director, RC Cochin
5	1.52-2.07 pm	initiatives to be taken by the LSCs on the prioritized events of current session	Dr. J. S. Dorothy Regional Director, RC Cochin
6.	2.08 - 2.20 pm	Submission and Evaluation of Projects	Dr. Sindhu P Nair Asst.Regional Director IGNOU RC, Cochin
7.	2.21 - 2.31pm	Renewal of Part time Staff and Academic Counselors Empanelling faculty for translation of BDP	Dr. V. T. Jalajakumari Asst.Regional Director IGNOU RC, Cochin
8.	2.32 - 2.42 pm	Submission of assignments Examinations, Evaluation and Empanelment of Evaluators.	Dr. S. Vijayaragavan Asst. Regional Director IGNOU RC, Cochin
9.	2.43 -2.55pm	Promotional activities for Admissions and Webhosting	Dr. Praseetha Unnikrishnan Asst. Director, IGNOU RC, Cochin
10.	2.56- 3.05 pm	Arrangement for disbursement for TA/DA	Sri. K J Joseph, S O Sri. K. Muraleedharan, SO IGNOU RC, Cochin
11.	3.05. - 3.15 pm	Vote of Thanks	Sri. K. K. Joseph, A R

# Indira Gandhi National Open University IGNOU Regional Centre, Kaloor Cochin (RC14)

## REPORT OF 37<sup>TH</sup> COORDINATORS MEETING

The 37<sup>th</sup> Coordinators meeting was held at IGNOU Regional Centre, Cochin on 23<sup>rd</sup> November 2018. Among the 36 IGNOU Study centers under Regional Centre Cochin, Coordinators/PICs 28 LSCs had been participated in the meeting.

Issues related to Promotional Meeting for Admissions of 2019 January session, Term End Examination 2018 December, Web hosting of Counseling Sessions for theory and Practical, submission of assignment awards, supervision of project work, empanelment of evaluators, and Renewal of Part-time staff and Academic Counselors were discussed in relevance to field level situations.

In the Keynote address Dr. J.S Dorothy, Regional Director highlighted on the remarkable services and academic support rendered by the Coordinators and PICs under Regional Centre Cochin as the backbone for academic transactions are at the field level-LSC. The special role of LSC in conduct of promotional activities for the forth coming admission session to augment reach was also discussed. Acquiring optimum local support from various organizations like NGOs, other education institutions and Govt. agencies to convene promotional meetings either at each of the LSC or the target institution will enrich the clientele with additional qualification and at the same time increase IGNOU enrollment. The LSC were reminded to activate new programmes launched by various schools of IGNOU.

In the first technical session, Dr. Sindhu P. Nair, Assistant Regional Director, was the resource person to orient the Coordinators/PICs regarding the importance of academic relevance of projects and internships. She explained the courses for which internship and project is integrated as compulsory components. While highlighting the technical modalities of preparation and submission of projects and internships, the timely submission of the same were also reminded. She also requested to find out more eligible academic counselors for empanelling as project guides and evaluators especially for programmes like MAPC and MSCCFT programmes which have high enrolment.

In the second technical session Dr. V.T. Jalajakumari, Assistant Regional Director had delivered many points regarding the time bound activities of renewal of part-time staff and academic counselors and in a detailed manner she instructed the Coordinators/PICs to activate newly launched programmes like Post Graduate Diploma in Sustainable Sciences (PGDSS) & Post Graduate Diploma in Event Management (PGDEM) on priority urgent manner. The course details regarding syllabus, eligibility criteria for the empanelment of academic counselors etc. were also handed over to the participants. Invitation was placed for the cooperation and the participation of subject experts of sociology and political science to translate the course materials of IGNOU BDP programme. It was also shared that the proposal for consideration of translation was due to the high demand from the public for regional language academic transaction. Enrolment in BPP programmes from the unreached area of Idukki, Palakkad etc serve as a feeder programme for admission to BDP programme of IGNOU.

Dr. Vijayaragavan, Assistant Regional Director, in his session on Examination and Assignments, discussed about the expected way of preparation and submission of assignments by the learners. The assignment response should be written in own handwriting of the students and acknowledgement receipt should be issued course wise assignment wise to individual learner. The need of timely conduct of practical sessions and submission of internal grades/marks to Regional Centre prior to the conduct of the Term End Practical Examinations was also stressed upon. The time frame prescribed by the head quarters was deliberated and agreed upon for compliance at LSC level. The Coordinators/PICs agreed for timely submission of the Final awards of the internal components and that of the Practical Examinations for uploading the same in the SED portal promptly.

Dr.Praseetha Unnikrishnan, Assistant Director facilitated a discussion on the already adopted strategies of admission promotion activities at LSCs. She also emphasized on the required promotional activities for Management Programmes and professional programmes like B.Com (A&F), B.Com (F&CA) B.Com (CA&A) MCOM (BP&CG) etc. considering their high demand. She also described various innovative activities in vogue like Unnath Bharath

Abhiyan, Village Adoption and Digital literacy Programme under which activities have to be conducted under each LSC. All Coordinators/PICs were requested to cooperate for increasing the enrolment for the coming session.

The Assistant Registrar Mr. K.K. Joseph emphasized the need for maintenance of voucher for individual transaction, comply with the guidelines given for doing accounts and finance matters, to submit bills on time promptly instead of submitting towards the end of the financial year.

In the feedback session the Coordinator & PICs were requesting a hike in the remuneration for evaluation of examination answer scripts and evaluation charges of assignments. And Coordinators also demanded infrastructure support with computers, printers and scanners as the new digital initiatives are being introduced as an essential part of on line education. At this juncture, it was suggested that the facilities from the host institution be used and the gap filled at field level.

The meeting ended with the vote of thanks delivered by the Assistant Registrar Mr. K.K. Joseph.

**Some of the session snaps are added for reference.**



**Participants in the 37<sup>th</sup> Coordinators/PICs held on 23<sup>rd</sup> November 2018**



**The Keynote address by Dr. J. S. Dorothy, Regional Director**



**Dr. Sindhu P Nair. Asst. Regional Director speaks in the technical session -I**



**Dr. V. T. Jalajakumari, Asst. Regional Director speaks in the technical session-II**



**Dr. S. Vijayaragavan, Asst. Regional Director speaks in the technical session-III**



**Dr. Praseetha Unnikrishnan, Asst. Regional Director speaks in the technical session-  
IV**



**Reflections from the Coordinators/PICs-Dr. Ravikrishnan A K, Coordinator SC 1407**



**Reflections from the Coordinators/PICs-Fr.Tijo, Asst.Coordinator SC 14169**



**Reflections from the Coordinators/PICs Dr.Tom varghese, Coordinator SC 1402**



**Mr. K. K. Joseph Asst. Registrar proposing the vote of thanks**

Indira Gandhi National Open University  
IGNOU Regional Centre, Kaloor Cochin (RC14)

**38<sup>TH</sup> MEETING OF COORDINATORS/PROGRAMME IN CHARGE UNDER COCHIN  
REGION**

Date : 28<sup>th</sup> February 2019, Thursday

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

S. 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. Sindhu P. Nair 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 -11.15 am	Self Introduction and a brief about the Institution	
6	11.16 - 11.25 am	Break for Refreshment	
7	11.26 -11.55 am	Technical Session 1: From Past to the present- New initiatives at IGNOU related to SLM; Online entry for empanelment of academic counselors	Dr. J. S. Dorothy Regional Director IGNOU RC Cochin
8	11.56 - 12.25pm	Technical Session 2: Maintenance of data base of students; web hosting of theory and practical Counseling Session Schedule	Dr.Praseetha Unnikrishnan Asst. Director IGNOU RC Cochin
9	12.26 - 1.00 pm	Technical Session 3: Appointment of Part time staff in tune with the student strength; Activation of new programmes - pending and proposed; Availability of Academic Counselors for the activated programmes at the LSC; Status of Renewal of Academic Counselors for January 2019 - List at LSC Vs RSD Portal	Dr. V. T. Jalajakumari Asst. Regional Director IGNOU RC Cochin

10	1.00 -1.15pm	Technical Session 4: Interface between REC and LSC-TEE Answer Script Evaluation Process; Empanelment of Evaluators; Issue of Regional Language	Shri. Jojoy S Pattathil Deputy Registrar Regional Evaluation Centre (REC) IGNOU Cochin
11	1.15 - 1.45 pm Lunch Break		
12	1.46 - 2.15 pm	Technical Session 5: RSD portal updation of Academic Counselors (Maintenance of database); Online Empanelment of academic counselors	Shri. Sebastian D'Cruz (Ex. DP) and Shri. Muhammed Ansar (AE DP) IGNOU RC Cochin
13	2.16 - 2.45 pm	Technical Session 6: Components of Internal and External Evaluation at IGNOU; Sensitizing learners about Projects, Submission of Synopsis, Submission of Dissertation and conduct of Viva-Voce; Submission of Assignments and practical awards in the online portal	Dr. Sindhu P Nair Asst. Regional Director IGNOU RC Cochin
14	2.46 - 3.15 pm	Technical Session 7: Settling of bills/Financial Year ending; Remittance of Bank interest, Disposal of waste; T A /DA related matters; LSC Audit	Shri. K.J. Joseph (SO) and Shri. K. Muraleedharan (SO) Section Officer IGNOU RC Cochin
15	3.16 - 3.30 pm	Vote of thanks	Shri. K.K Joseph Assistant Registrar IGNOU RC Cochin

# Indira Gandhi National Open University IGNOU Regional Centre, Kaloore Cochin (RC14)

## REPORT OF 38<sup>TH</sup> COORDINATORS MEETING

Indira Gandhi National Open University, Regional Centre Cochin conducted its 38<sup>th</sup> Coordinators/PICs meeting on 28<sup>th</sup> February 2019. Among the 36 LSCs in operational mode under Regional Centre Cochin, Coordinators/PICs of 19 LSCs had participated in the meeting. Of these one participant from St. Antony's College, Peruvanthanam (14186) was the first time participant. Various topics on the current functioning of IGNOU such as New initiatives at IGNOU related to SLM, Online entry for empanelment of academic counselors, Maintenance of data base of students, web hosting of theory and practical Counseling Session Schedule, Appointment of Part time staff in tune with the student strength, Activation of new programmes, Discussion on pending and proposed programmes to be activated upon their launch, Availability of Academic Counselors for the activated programmes at the LSCs, Status of Renewal of Academic Counselors for January 2019 with reference to the list of Academic Counselors at LSC as available in the RSD portal, Interface between REC and LSC on Term End Examination Answer Script Evaluation Process, Empanelment of Evaluators, Issues of answer scripts in Regional Languages, RSD portal updation of Academic Counselors (Maintenance of database), Sensitizing learners about Projects, Submission of Synopsis, Submission of Dissertation and conduct of Viva-Voce, Submission of Assignments and practical awards in the online portal etc. were discussed. Besides, hands on experience was also provided on Online Empanelment of academic counselors. (Agenda enclosed as **Annexure 1**).

Dr. Sindhu. P. Nair, Senior Assistant Regional Director gave the welcome address. In the inaugural address, Regional Director Dr. J.S. Dorothy had given a detailed description about the common features of ODL system and the latest initiative of online empanelment of Academic Counselors undertaken by IGNOU to suit the need for the current digital scenario. The Self introduction session, helped the participants to know each other as individual Coordinators and the PICs of newly established Study Centres. The technical sessions were by Academics and administrative officers of the Regional Centre. The

sessions were on various relevant aspects of functioning of IGNOU as described in the Agenda.

In the first session handled Regional Director Dr. J.S. Dorothy, the responsibilities of the Head of the Institutions, Coordinators/PICs and other part time staffs besides the new initiatives at IGNOU related to SLM, Online entry for empanelment of academic counselors were highlighted. Dr. Sindhu.P.Nair, Assistant Regional Director in the session on Components of Internal and External Evaluation at IGNOU deliberated on the aspects of Sensitizing learners about Projects, Submission of Synopsis, Submission of Dissertation and Conduct of Viva-Voce, Submission of Assignments and practical awards in the online portal. Dr. V.T. Jalajakumari, Assistant Regional Director in the session on the development and functioning of LSCs explained the various activities with reference to the Appointment of Part time staff in tune with the student strength, Activation of new programmes - pending and proposed to be activated upon their launch, Availability of Academic Counselors for the activated programmes at the LSCs, Status of Renewal of Academic Counselors for January 2019. A special session was conducted on Interface between REC and LSC on Processing of Evaluation of Term End Examination Answer Scripts, Empanelment of Evaluators and Issues of answer scripts in Regional Languages by Shri. Joji S Pattathil, Deputy Registrar of Regional Evaluation Centre, Cochin. A technical session for giving hands on experience on the digital initiative of Online Empanelment of academic counselors was facilitated by Shri.. Sebastian D'cruz, Executive DP and Shri.. Muhammed Ansar AE.DP. Dr. Praseetha Unnikrishnan Assistant Director in her session highlighted on the Maintenance of data base of students; web hosting of theory and practical Counseling Session Schedule. Besides, this, she presented the importance and handling of counseling sessions with the support of video demonstrations.

In addition to the academic activities, a session was specifically included in the Agenda for giving the direction and review on the finance and administrative matters with special reference on audit requirements and record keeping at LSCs. The Assistant Registrar Shri.. K.K. Joseph, Section Officers Shri.. K.J. Joseph and Shri.. K. Muraleedharan were the resource persons for this session.

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.

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## PHOTOS





**Indira Gandhi National Open University  
IGNOU Regional Centre, Kaloor Cochin (RC14)**

**40<sup>TH</sup> COORDINATOR /PIC MEETING OF ALL LSC UNDER REGIONAL CENTRE  
COCHIN (RC14)**

Date : 7<sup>th</sup> July 2020, Tuesday Time: 10.45 AM -1.40 PM Meeting Administered by  
Dr.V.T.Jalajakumari , ARD

S. No	Time	Particulars	Resource Person
1	11-11.05am	Welcome Address	Dr. J. S. Dorothy Regional Director IGNOU RC Cochin
2	11.06-11.20am	Inaugural Address for the first Virtual Meeting of the Coordinator /PIC Meeting of all LSC under Regional Centre Cochin (RC14)	Dr. M. Shanmugam Director Regional Service Division IGNOU New Delhi
3	11.21-11.31am	Admission & Re-registration of January 2020 -New Link Strategies for Promotional activities for July 2020 admission session at RC Level and LSC level Maintenance of LSC records under purview of NAAC requirements Student Satisfaction Survey by NAAC	Dr. Praseetha Unnikrishnan Asst. Director IGNOU RC Cochin
4	11.32-11.42am	Contribution for Online Counseling by Academic Counselors Online Learning Platforms for Counseling Sessions During COVID 19 Pandemic Modalities for submission of Online Counseling Schedule Uploading Online Counselling Schedule in Website - Status at RC14	Dr. Sindhu P. Nair Asst. Regional Director IGNOU RC Cochin
5	11.43-11.53am	Guidelines for Assignment Evaluation Activities - with focus on online submissions during lockdown period. Evaluation of soft copy assignment by Approved academic 19Counselors. A brief about Google link for submitting the soft copy of the Assignment Response. Preparation of Award list; Extended date for submission of Assignment Response . Assignment Award List Receipt Status for Dec, 2019 session as on March 2020 - Validation of Pending Awards Term End Examination June 2020 seating Arrangements and preparations. Empanelment of Observers	Dr. S. Vijayaragavan Asst. Regional Director IGNOU RC Cochin
6	11.54-12.04 pm	Status of Renewal of Academic Counselors, Appointment of Academic Counselors in Online portal, Fulfillment of requirements for Academic Counsellors vis-à-vis programmes including CBCS based programmes at LSC. Status of Part-time Staff appointment and renewal at LSCs.	Dr.V.T.Jalajakumari Asst. Regional Director IGNOU RC Cochin

		Ensuring the right number of PTS appointed as eligible on the basis of the student enrolment. Extended date and Online Submission of Synopsis/Project/Practicum/Internship	
7	12.05-1.05pm	Settlement of Claim during lockdown -stressing the need for monthly submission of bills. Guidelines on Administrative and Financial matters (items under purview of LSC financial audit may be shared) and feedback, if any specific to LSC. Payment norms for online counseling	Shri. K.K.Joseph Asst. Registrar IGNOU RC Cochin
8	1.06pm-1.15pm	About REC and Evaluation of Answer Scripts Empanelment of Evaluators	Sh. Jojoy S. Pattathil Deputy Registrar Regional Evaluation Centre, Cochin
9	1.16-1.30pm	Open Discussion (Based on proceedings of the meeting, arrive at listing of action points for RC/LSC)	Coordinated by Dr. V T Jalajakumari Asst. Regional Director IGNOU RC Cochin
10	1.36-1.40pm	Vote of Thanks	Sh.K. K. Joseph Asst. Registrar

**Indira Gandhi National Open University  
IGNOU Regional Centre, Kaloor Cochin (RC14)**

**ONLINE/VIRTUAL MEETING OF COORDINATOR /PIC OF ALL LSCS UNDER  
REGIONAL CENTRE COCHIN (RC14)**

Indira Gandhi National Open University, Regional Centre Cochin has conducted its 40<sup>th</sup> Coordinators/PICs meeting on 7<sup>th</sup> July 2020 through Online/Virtual mode. Among the 34 LSCs in operational mode under Regional Centre Cochin, Coordinators/PICs of 32 LSCs had participated in the meeting. Totally there were 42 members in the meeting. The meeting was coordinated by Dr V T Jalajakumari ARD.

Various topics on the current functioning of IGNOU such as Admission & Re-registration of January 2020, Strategies for Promotional activities for July 2020 admission session at RC Level and LSC level Contribution for Online Counseling by Academic Counselors, Empanelment of Evaluators, Fulfillment of requirements for Academic Counsellors vis-à-vis programmes including CBCS based programmes at LSCs, Maintenance of LSC records under purview of NAAC requirements, Student Satisfaction Survey by NAAC, Modalities for submission of Online Counseling Schedule Guidelines for Assignment Evaluation Activities with focus on online submissions during lockdown period. Evaluation of soft copy assignment by Approved academic Counselors, Google link for submitting the soft copy of the Assignment Response, Preparation of Award list; Extended date for submission of Assignment Response Term End Examination June 2020 seating Arrangements and preparations Status of Renewal of Academic Counselors, Appointment of Academic Counselors in Online portal, Status of Part-time Staff appointment and renewal at LSCs. Ensuring the right number of PTS appointed as eligible on the basis of the student enrolment, Extended date and Online Submission of Synopsis/Project/Practicum/Internship Online Learning Platforms for Counseling Sessions During COVID 19 Pandemic Settlement of Claim during lockdown, Guidelines on Administrative and Financial matters (items under purview of LSC financial audit may be shared) and feedback, if any specific to LSCs. Payment norms for online counseling Presentation and inputs by Coordinator/PIC on Learner Support during lockdown period were put included in the Agenda (Agenda enclosed as **Annexure 1**).

Dr. J.S Dorothy, Regional Director welcomed the gathering. Inauguration of the 40<sup>th</sup> Coordinator/PIC meeting was done by Dr M Shanmugam, the respected Director, Regional Service Division. In his inaugural address, Dr M Shanmugam Director, Regional Service Division highlighted the use of Technology as the need of the hour to overcome the challenges of the current pandemic. By remembering the days of his RDship at RC Cochin, Sir was highlighting the efficiency of RC to handle Student Support Services through ICT and ....all LSCs and RC to maximize the use of ICT at this venture and reminded the RC to strengthen the LSCs by empowering Coordinators and Academic Counselors to use Technology in the right way to maximize student support services. At the same time Sir was highlighting the already available Technological interventions of IGNOU. Also Sir has appreciated the RC staff and LSC staff for their sincere efforts especially at this crucial time on the aspects of management of SLMs, submission and evaluation of assignments, arrangements being done for the conduct of Term End Examination, online academic counseling, conduct of practical and subsequent activities using technology.

In the first technical session, Dr. Praseetha Unnikrishnan, AD presented on Admission & Re-registration of January 2020, various Strategies for Promotional activities for July 2020 admission session at RC Level and LSC level. In the next session, Dr. Sindhu P Nair, ARD presented on contribution for online counseling by academic counselors, empanelment of evaluators, fulfillment of requirements for Academic Counsellors vis-à-vis programmes including CBCS based programmes at LSCs, maintenance of LSC records under purview of NAAC requirements, student satisfaction survey by NAAC and modalities for submission of online counseling schedule. In his session Dr. S. Vijayaragavan, ARD presented on Guidelines for Assignment Evaluation Activities with focus on online submissions during lockdown period. Also he described about Evaluation of soft copy assignment by Approved Academic Counselors, about Google link for submitting the soft copy of the Assignment Response, preparation of Award list, extended date for submission of Assignment Response and Term End Examination June 2020 and seating arrangements and preparations for examination by following COVID protocol. In her technical session Dr.V. T. Jalajakumari ARD made a detailed presentation on status of Renewal of Academic Counselors, appointment of Academic Counselors in Online portal, status of Part-time Staff appointment and renewal at LSCs. She clarified about the appointment of part time staff ensuring the right number as per eligibility on the basis of the student enrolment.

Extended date and Online Submission of Synopsis/Project/Practicum/Internship was also shared with the LSCs.

In the next Technical session a special interface with the REC was included in the Agenda. The Deputy Registrar of Regional Evaluation Centre, Cochin Mr. Jojoy S Pattathil had shared about the works done in connection with revaluation and issuance of photocopy of answer books during lockdown period. Also he intimated about the difficulties of REC to work from home due to the confidentiality and other technicalities in nature. Sir has given clear information about the dispatch of answer books during examination, medium of writing the examination and about the student's queries regarding genuineness of evaluation. He also encouraged the Coordinators to continue their support in empanelling more evaluators and requested RC's support in this regard.

In addition to the academic presentations, in the last session the Assistant Registrar of RC Cochin Shri. K.K. Joseph presented on settlement of claim during lockdown, guidelines on Administrative and Financial matters (items under purview of LSC financial audit may be shared) and feedback. He shared the payment norms for online counseling also.

In the Open Discussion, conduct of Practical sessions of BSC programme was specified and the Regional Director encouraged the coordinator to stretch the schedule for later consideration as the hot spots of COVID 19 are spread over almost all districts. Also she has given practical solutions for a number of queries like submission of practicum files, renewal of academic counselors, internal evaluation of practicum, system acknowledgement of assignments, equipping the LSCs with proper guidelines for conducting online classes etc. to keep them in touch with. It was ensured that all the sessions were interactive in nature and the participants were given opportunity to clarify doubts related to both the academic and administrative matters with the resource persons. The Meeting came to an end at 2.30 p.m. with vote of thanks of Mr. K.K. Joseph, Assistant Registrar.

Meeting for Coordinators and Di... Meet "Coordinator /PIC M... Meet

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REC

M Shanmugham rc cochin Mohamed Mubarak

Every new day is another chance to change your life.

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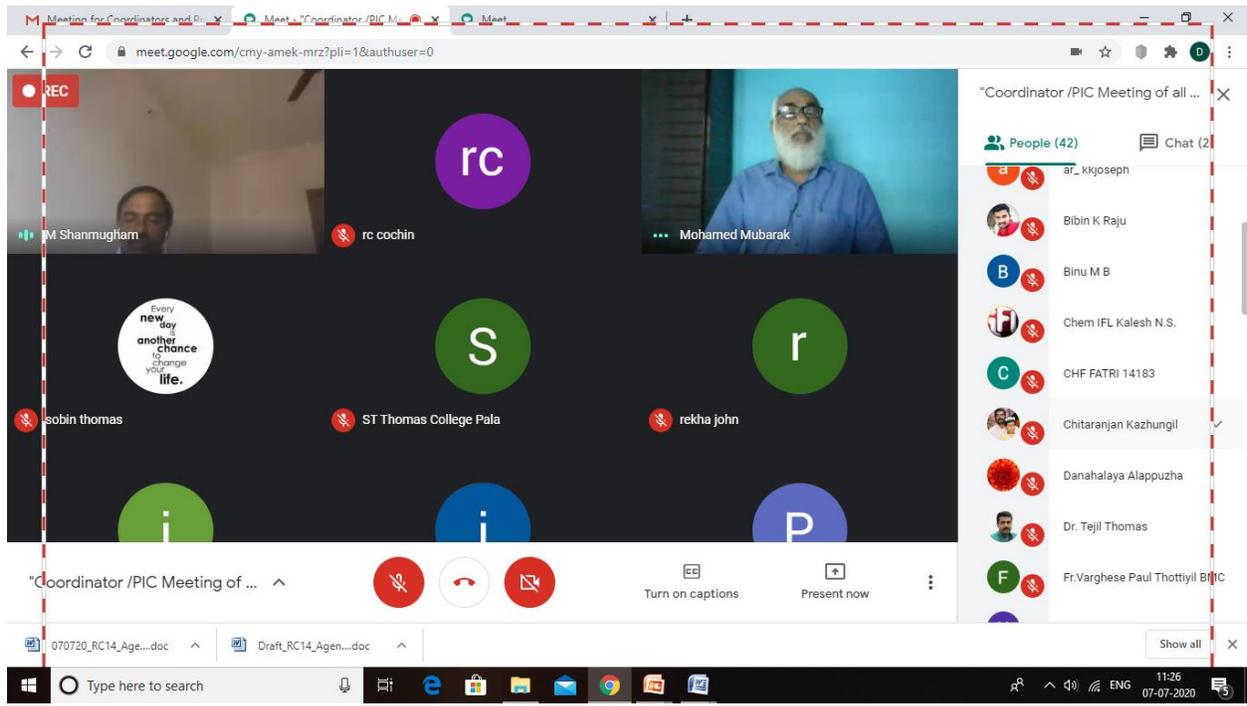
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People (42) Chat (2)

- ar\_kjoseph
- Bibin K Raju
- Binu M B
- Chem IFL Kalesh N.S.
- CHF FATRI 14183
- Chitaranjan Kazhungil
- Danahalaya Alappuzha
- Dr. Tejil Thomas
- Fr.Varghese Paul Thottiyil B...

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RC14\_ REPORT ON THE ONLINE/VIRTUAL MEETING OF COORDINATOR/ASST. COORDINATORS FOR SUSTENANCE OF STUDENT SUPPORT SERVICES OF 1407 (SREE KERALA VARMA COLLEGE) ON 11<sup>th</sup> MAY, 2020 AT 11.00 am

An Online/Virtual Meeting for Coordinator/Assistant Coordinators for sustenance of Student Support Services of LSC1407 (Sree Kerala Varma College, Thrissur District, Kerala) was held on 11<sup>th</sup> May, 2020 from 11.00 am to 1.30 pm using *Google Meet*. The Virtual Programme using *Google Meet* was Administered/Coordinated by Dr. Praseetha Unnikrishnan, AD for ensuring the sustenance of Student Support Services of LSC1407, Sree Kerala Varma College, Thrissur District (one of the high enrolment LSC).

The Resource Persons for the Virtual Meeting were Dr. J.S.Dorothy RD, Dr. Sindhu P.Nair ARD, Dr. V.T. Jalajakumari and Dr. S. Vijayaragavan, ARD, Dr. Praseetha Unnikrishnan, AD and Shri. K.K. Joseph, AR. Around ten participants including the Coordinator (Dr. Ravikrishnan) and three Asst. Coordinators (Dr. Aiswarya S. Babu, Shri. Viswas Nadh and Dr. Sudheendharan of LSC1407 attended the virtual meeting.

Dr. J.S. Dorothy, RD gave a brief introduction about the recent developments on the basis of the 28.04.20 and 08.05.20 Meetings wherein the translation into the regional language for the MOOC on SWAYAM Portal/SWAYAM Prabha Portal was the objective besides highlighting the importance for sustenance of student support services at LSC during the lockdown period; Dr. Praseetha Unnikrishnan, AD shared about the recent communication related to Fresh Admission/ Re-registration of January 2020 and Promotional activities for July 2020; Dr. V.T. Jalajakumari, ARD shared about the Status of Renewal of Academic Counselors, empanelment of Academic Counsellors in online portal besides the Status of Part-time Staff appointment/renewal at LSC1407; Dr. S. Vijayaragavan, ARD briefed about the broad Guidelines for Assignment Evaluation Activities - with focus on online submission during lockdown period and the postponement of the Term End Examination June 2020; Dr. Sindhu P.Nair ARD encouraged the Contribution for Online Counselling by Academic Counsellors of 1407 besides the Fulfillment of requirements for Academic Counsellors vis-à-vis programmes including CBCS based programmes at LSC1407, Empanelment of Evaluators and Maintenance of LSC records under purview of NAAC requirements; Shri. K.K. Joseph, AR shared a brief on the Settlement of Claim and Guidelines on Administrative and Financial matters (items under purview of

LSC financial audit) and feedback, specific to LSC1407. Dr. Ravikrishnan, Coordinator, LSC1407 interacted on the aspects within the scope of the Agenda.

This was followed by the presentation of Dr. Ravikrishnan, Coordinator LSC1407 wherein the activities being undertaken/ planned with respect to Admission Promotion, Empanelment of Academic Counsellors in online portal, Receipt of Scanned Copies of Assignment responses for Evaluation and efforts for contribution for an Online/Virtual Counseling video during the present lockdown period was presented. It was expressed that the LSC would take efforts for Promotion/ on the spot admission campaign, urgent empanelment of Academic Counsellors wherever required and process online assignments received and contribution towards Online/Virtual Counseling video for benefit the learners during the present lockdown period. The Assistant Coordinators of LSC1407, Dr. Aiswarya S. Babu, Shri. Viswas Nadh and Dr. Sudheendharan also put across their view points on specific issues especially with respect to conduct of Term End Examinations. Specific case based queries with respect to social distancing during examinations, use of more invigilators, empanelment of new programmes and eligibility criteria required for empanelment of academic counselors were addressed during the open discussion by the resource persons.

The technical support for the conduct of the meeting was provided by Shri. Mohammad Ansar, AEDP. The Guidelines prepared by Shri. Muhammad Ansar (AEDP) 'Virtual Meeting through *Google Meet* - Guidelines for Desktop" containing Steps to Join and start a Meeting using *Google Meet* from Desktop' and "Virtual Meeting through *Google Meet* - Guidelines for Android Mobile containing Steps to Join and start a Meeting using *Google Meet* from Android Mobile handset" which was also published/uploaded in the Regional Centre website under <http://rccochin.ignou.ac.in/aboutus/3> was used as reference to get accustomed to the use of *Google Meet*.

The virtual meeting ended with a Vote of thanks by Shri K.K. Joseph, AR, RC14.

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Meet - Online/Virtual Meet | x | M Inbox (4.359) - js.dorothy@ignou... x | M Inbox (739) - rccochin@ignou.ac... x | New Tab

meet.google.com/pxv-oavn-axc

Ravi Krishnan Praseetha Unnikrishnan-3861 aiswarya s

joseph kidangan Sindhu Nair - ARD Cochin Dr.Jalajakumar/BC Cochin

24 of 24 - Clipboard  
Item not Collected: Delete items to increase available space

12:26 PM  
5/11/2020

meet.google.com/cbd-rjhp-wuu

Staff Meeting-2

Turn on captions Present now

24 of 24 - Clipboard  
Item not Collected: Delete items to increase available space

1:57 PM  
5/11/2020

RC14\_ REPORT ON THE ONLINE/VIRTUAL MEETING OF COORDINATOR/ASST. COORDINATORS FOR SUSTENANCE OF STUDENT SUPPORT SERVICES OF 14157 (RAMS, ERNAKULAM) ON 08<sup>th</sup> MAY, 2020 AT 11.30 am

An Online/Virtual Meeting for Coordinator/Assistant Coordinators was organized/administered in the *Google Meet* Platform by Dr. Sindhu P Nair, ARD for ensuring the sustenance of Student Support Services of LSC14157 RAMS, Ernakulam (one of the high enrolment LSC) on 08.05.2020 from 11.30 am to 1.00 pm. Around ten participants including the Coordinator and two Asst. Coordinators of LSC14157 attended the virtual meeting.

The Resource Persons for the virtual Meeting were the Academics and AR of RC14.

Dr. J.S. Dorothy, RD who gave a brief introduction about the recent developments on the basis of the 28.04.20 Meeting wherein the translation into the regional language for the MOOC on SWAYAM Portal was the objective besides highlighting the importance for sustenance of student support services at LSC during the lockdown period; Dr. Praseetha Unnikrishnan, AD shared about the recent communication related to Fresh Admission/ Re-registration of January 2020 and Promotional activities for July 2020; Dr. V.T. Jalajakumari, ARD shared about the Status of Renewal of Academic Counselors, empanelment of Academic Counsellors in online portal besides the Status of Part-time Staff appointment/renewal at LSC14157; Dr. S. Vijayaragavan, ARD briefed about the broad Guidelines for Assignment Evaluation Activities - with focus on online submission during lockdown period and the postponement of the Term End Examination June 2020; Dr. Sindhu P.Nair ARD encouraged the Contribution for Online Counselling by Academic Counsellors of 14157 besides the Fulfillment of requirements for Academic Counsellors vis-à-vis programmes including CBCS based programmes at LSC14157 and Maintenance of LSC records under purview of NAAC requirements; Shri. K.K. Joseph, AR shared a brief on the Settlement of Claim and Guidelines on Administrative and Financial matters (items under purview of LSC financial audit) and feedback, specific to LSC14157. Shri. Vijayakumar, Coordinator interacted on the aspects within the scope of the Agenda.

This was followed by the presentation of Sh Vijayakumar, Coordinator LSC14157 wherein the activities being undertaken/ planned with respect to Admission Promotion, Empanelment of Academic Counsellors in online portal, Receipt of Scanned Copies of

Assignment responses for Evaluation and efforts for contribution for an Online/Virtual Counseling video during the present lockdown period was presented. It was expressed that the LSC would take efforts for Promotion/ on the spot admission campaign, urgent empanelment of Academic Counsellors wherever required and process online assignments received and contribution towards Online/Virtual Counseling video for benefit the learners during the present lockdown period. Specific case based queries were addressed during the open discussion by the resource persons.

The technical support for the conduct of the meeting was provided by Shri. Mohammad Ansar, AEDP. The Guidelines prepared by Shri. Muhammad Ansar (AEDP) 'Virtual Meeting through *Google Meet* - Guidelines for Desktop" containing Steps to Join and start a Meeting using *Google Meet* from Desktop' and "Virtual Meeting through *Google Meet* - Guidelines for Android Mobile containing Steps to Join and start a Meeting using *Google Meet* from Android Mobile handset" which was also published/uploaded in the Regional Centre website under <http://rccochin.ignou.ac.in/aboutus/3> was used as reference to get accustomed to the use of *Google Meet*.

The virtual meeting ended with a Vote of thanks by Shri K.K. Joseph, AR, RC14.

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Participant list with icons for participants, messages, and information.

- Dr.Jalajakumari RC Cochin (You)
- Vijayakumar Panikker >
- Vijaya Ragavan >
- Sindhu Nair - ARD Cochin >

Also in the meeting (5)

A screenshot of a Google Meet browser window. The address bar shows "meet.google.com/uyb-awag-hbp". The main content area displays a video feed of a woman with dark hair, wearing glasses and a blue patterned top. A "Microphone off" indicator is visible above her video. In the top right corner of the video area, there are icons for participants, messages, and a "You" label. At the bottom of the browser window, there are icons for "Meeting details", "Microphone off", "Mute", and "Video off". A notification in the bottom right corner says "2 of 24 - Clipboard Item not Collected: Delete items to increase available space". The Windows taskbar at the very bottom shows various application icons and the system tray with the time 1:33 PM and date 5/8/2020.

Meet - Presentation on SWAYAM Meet - uyb-awag-hbp

meet.google.com/uyb-awag-hbp

10 You

Dr. Jalajakumari RC Cochin

Sindhu Nair - ARD Cochin

Joseph kidangan

Vijayakumar Panikker

Vijaya Ragavan

SUJINI BABU

Praseetha Unnikrishnan-3861

CS Yacob P O

Raji Gopal

24 of 24 - Clipboard  
Item not Collected: Delete items  
to increase available space

12:00 PM  
5/8/2020

SUJINI BABU and 3 more

You

joseph kidangan

Praseetha Unnikrishnan-3...

Vijayakumar Panikker

Sindhu Nair - ARD Cochin

Vijaya Ragavan

... Dr. Jalajakumari RC Cochin

11:58 AM  
5/8/2020

Meeting interface showing a large video feed of a man in a red shirt. The browser address bar shows `meet.google.com/uyb-awag-hbp`. The top right corner displays the number of participants: "Raji Gopal and 3 more" and "You". A list of participants is visible on the right side:

- Dr. Jajajakumar RC Cochin
- Praseetha Unnikrishnan-3...
- Vijayakumar Panikker
- Sindhu Nair - ARD Cochin
- Vijaya Ragavan

A system message at the bottom right states: "24 of 24 - Clipboard Item not Collected: Delete items to increase available space". The Windows taskbar at the bottom shows the time as 11:57 AM on 5/8/2020.

Meeting interface showing a grid of 10 participants. The browser address bar shows `meet.google.com/uyb-awag-hbp`. The top right corner displays "10" participants and "You". The participants in the grid are:

- Praseetha Unnikrishnan-3861
- Vijaya Ragavan
- joseph kidangan
- Vijayakumar Panikker
- CS Yacob P O
- Sindhu Nair - ARD Cochin

At the bottom, there are controls for "Meeting details", "Turn on captions", and "Present now". The Windows taskbar at the bottom shows the time as 11:56 AM on 5/8/2020.

Meet - Presentation on SWAYAM | Meet - uyb-awag-hbp

meet.google.com/uyb-awag-hbp

Praseetha Unnikrishnan 3861

Vijaya Ragavan

Joseph kidangan

Vijayakumar Panikker

CS Yacob P O

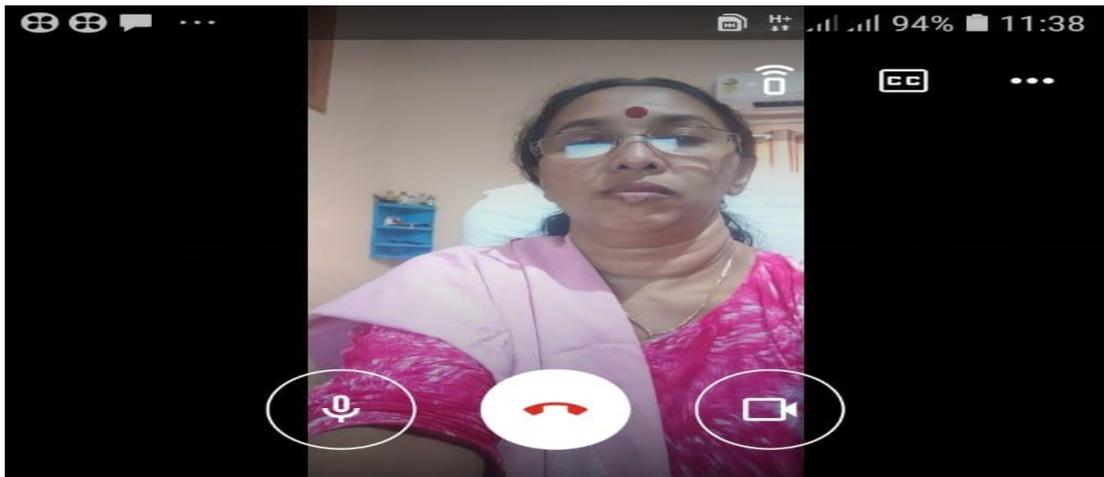
SUJINI BABU

Sindhu Nair - ARD Cochin

Dr.Jalajakumari RC Cochin

Raji Gopal

11:52 AM  
5/8/2020



(9)



CS Yacob P O



joseph kidangan



Raji Gopal

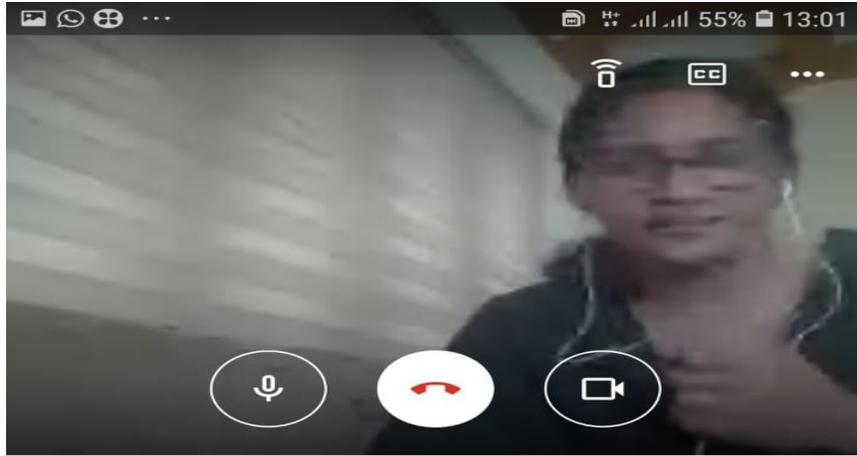


rc cochin



Vijayakumar Panikker





- (9)
-  Dr. Jalajakumari RC Cochin (You)
  -  Vijayakumar Panikker >
  -  Vijaya Ragavan >
  -  Sindhu Nair - ARD Cochin >

Also in the meeting (5)

-  CS Yash D C >

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