



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTER BHUBANESWAR

IG/RC/21/Admin/2019/ 1726
19th Augu 2019

CIRCULAR: FOR COUNSELLING & ASSIGNMENT EVALUATION

All Coordinators/PICs are requested to advise the Academic Counsellor to discuss the Assignment Questions in the Counselling Session allotted to them and explain the learners **“how to write the assignments with appropriate content, structure, presentation”** giving reference to the Unit, Block and Course pertaining to the assignment questions of each Course in a Programme.

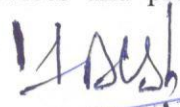
- Learners should be encouraged to write the assignments and submit to the Counsellor (with A4 size paper) in the subsequent counseling session for discussion and interaction with all other learners. Spiral binding, use of PVC sticks, printed cover page etc should be strictly avoided (Cover page of each should just contain the En. No.; Course Code; Name of the learner).
- Each counsellor should be given a separate file (one file for each course) with Course Code containing list of students such as; En. No, Name of learner, and Assignment Award.
- On submission of assignments by the learner in the counseling session, followed by discussion and interaction, Counsellor should evaluate and assign awards to the learner with return of the evaluated assignments to concerned learners and entry of Award in the file containing the list.

With this, counseling sessions, assignment preparation, assignment evaluation and award list preparation will go hand in hand during the course of counseling sessions and learner will be encouraged to improve quality of writing of assignment from one Question to other and even from assignments of one course to other course with a spirit competition and with a motivation to get their award instantly in the counseling sessions/ OR within a minimum time limit during the course of counseling only.

This would avoid extensive delay in evaluation of assignments of learner, even after declaration of the results. With this experiment we can facilitate student support services and promote learning habits of distance learners to a great extent.

To
The Coordinators/PICs
IGNOU LSCs, RC Bhubaneswar
C.C:

1. Office Order File, RC Bhubaneswar, IGNOU
2. All Asst Regional Directors, RC Bhubaneswar for information & record to follow up with all allotted centers for effective and efficient implementation of counseling sessions.


(Regional Director)
एम. के. दाश / M.K. Dash
क्षेत्रीय निदेशक / Regional Director
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