



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTER BHUBANESWAR

IG/RC/21/Admin/2019/A22
19th Augu 2019


The following information are brought to the notice of the Coordinators/PICs of all Learner Support Centers of RC for implementation with immediatye effect

1. Last date of Admission to July 2019 session is extended till 27th Aug 2019
2. MMR and F&A Link of every month should be submitted in the ONLINER LINK on or before 10th of subsequent month. On 10th midnight the Link(s) will be closed automatically.
3. For Counselling and Assignment Evaluation, Course wise approval of Counsellor is very important. No bills and vouchers of any kind should be prepared and submitted to RC, if the counselor is not approved for the particular course. It would be a violation of financial code of conduct of the University.
4. Study Centers should process bio data of perspective Counsellors in the ONLINE PORTAL ONLY and ensure to creat a pool of approved counselors in each course to handle the counseling sessions effectively and assignment evaluation timely with course wise approved counselors only.
5. Study Centers may initiate the process to start counseling sessions from September 2019, if and only if, they have completed Evaluation of assignments of June 2019 TEEs, upload the awards in the portal and submitted the award list to RC, with submission of Counselling Schedule to RC and obtaining approval of the schedule from RC. Counselling conducted without APPROVED COUNSELLING SCHEDULE will be treated as Unauthorised and the responsibility and financial implications of any kind will be on the concerned coordinators/PIC of the concerned center.
6. All Coordinators and PICs are requested to cooperate the Asst Regional Directors for Academic and Administrative monitoring of the Study Center and the Asst Registrar fir Financial Auditing from time to time.

To
The Coordinators/PICs
IGNOU LSCs, RC Bhubaneswar

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1. Office Order File, RC Bhubaneswar, IGNOU
2. All Asst Regional Directors and Asst Registrar, RC Bhubaneswar for information and record.


(Regional Director)
एम. के. दाश / M.K. Dash
क्षेत्रीय निदेशक / Regional Director
इ.गा.रा.मु.बि.क्षेत्रीय केन्द्र
IGNOU, Regional Centre
भुवनेश्वर, ओडिशा / Bhubaneswar, Odisha


(Regional Director)
19/8/19
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