



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTER BHUBANESWAR**

IG/RC/21/Admin/2019/1724
19th Augu 2019

Coordinators/PICs of LSCs are requested to equip their study center with empanelment of course wise approved counselors for each course as per the student's allocation. This is the major activity of IGNOU Study CENTER to take up the subsequent activities such as conduct of counseling sessions and assignment evaluation timely. Accordingly, part time staffs and additional part time staff are allotted at the SC based on the student's allocation. At some of the centers, even with the presence of adequate number of part time staff such activities are not being taken place timely and finally activities like assignment evaluation are handed over to RC during the time of publication of result of the students. Also some of the study centers are simply avoiding scheduling counseling sessions to students, with a clue that course wise approved counsellors are not available at the center. Such matters are taken up very seriously by the competent authorities of the University HQs, based on the MMR of each center & RC as well.


Therefore, the prime responsibility of all IGNOU centers is to ensure that COURSE WISE APPROVED counsellors are in place at the center as per students allocation and new bio data should be generated from time to time (may be from other institutions, organizations, offices, retired faculties) to enhance the pool of approved counselors in each course, without of which there will be no other options to initiate for withdraw of additional part time staff at the center. Also Coordinator/PIC should think to replace the part time staff who failed to perform and who did not cooperate and coordinate to take up such time bound responsibility with the Coordinator/PICs of the center. THIS IS HIGH TIME TO COMPLETELY STREAMLINE ALL OPERATIONAL ACTIVITIES AT THE STUDY CENTER TIMELY

To
The Coordinators/PICs
IGNOU LSCs, RC Bhubaneswar


(Regional Director)
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C. C:

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


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