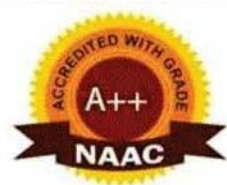




INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE MUMBAI



COORDINATOR'S MEETING- 27.06.2022

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE MUMBAI**

**COORDINATOR'S MEETING ON 27.06.2022
MINUTES OF MEETING (MoM)**

Date: 28/06/2022

The IGNOU Regional Centre Mumbai has organized an online coordinator meeting on 27th June 2022 at 0300 PM through Google meet with the following agenda

- a) Fresh Admission - July 2022 and promotional strategies
- b) Evaluation of Assignments for December 2021 TEE
- c) Online Counselling Sessions
- d) Preparation and Conduction of Theory / Practical exam - June 2022 TEE
- e) Project / Internship / workshop
- f) Student support services

This meeting has been attended by the following Study centre Coordinator /Asst. Coordinators

Sr. No	LSC Code	LSC Name	Coordinator/ Asst. Coordinator Attended
1	1601	K J Somaiya College of Arts & Commerce, Vidyavihar	Dr. Satyawan S Rao Hanegave, Coordinator
2	1603	Sathey College, Vile Parle	Dr. Jaishree Gaikwad, Asst. Coordinator
3	1632	Pillai College, Panvel	Dr. Prashant Nitware, Coordinator Lalita Kakade, Assistant
4	49026	Hansraj Jeevandas College of Education, Khar	Dr. Karuna Sinha, Coordinator Ms. Manisha Tandel, Assistant Coordinator
5	49033	Dr. BMN College of Home Science, Matunga	Dr. Shahjahan Khan, Coordinator
6	49041	Envirocar Labs Pvt. Ltd.	Ms. Swati, Assistant Coordinator
7	49045	Dr. BMN College of Home Science, Matunga	Dr. Bhavisha Sancheti, Coordinator
8	49050	Seva Sadan College of Education, Ulhasnagar	Dr. Beena Khemchandani, Coordinator Dr. Heena Wadhwani, Asst. Coordinator Dr. Rajshree Joshi, Asst. Coordinator Dr. Bhakti Jaisinghani, Asst. Coordinator
9	49JSS001	JSS Raigad	Mr. Vijay Kokane, Director

The meeting started with formal welcome and initial remarks by Dr.E.Krishna Rao, Regional Director (i/c). He has highlighted the latest developments, initiatives and policies introduced by the IGNOU New Delhi related to Student Support Services and other academic matters

The following issues have been updated and discussed extensively during the meeting:

- 1) **Promotional strategies for July 2022 admission:** The Regional Director (i/c) has informed and requested all the Study centre coordinators to actively participate and prepare programme specific posters for posting in social media and frequent press releases in local newspaper and electronic media for fresh admission. The Coordinators were asked to prepare programme specific short videos in local language and upload the same in the host institution website and social media. All the Coordinators were informed to compulsorily organize Promotional meeting in their college's for their regular students to promote the IGNOU programmes. Further, all the Coordinators were instructed to submit the promotional strategies at the study centre level and the roadmap for better Student Support Services.
- 2) **Assignment Evaluation December 2021 and June 2022:** The Regional Centre has successfully completed 86 percent of December 2021 assignment evaluation, however all the Coordinator are instructed to complete the remaining 14 percent of evaluation strictly by 30th June 2022. Further all the Coordinators were informed to start the process of evaluation of June 2022 TEE assignments on priority basis thereby the university can declare the results soon after the TEE June 2022. The Regional Director(i/c) has requested all the Coordinators to support in this matter for the benefit of students and speedy declaration of results
- 3) **Online Counselling Session:** All the Study centre coordinators have been informed to conduct online/ offline sessions for yearly programmes and the Regional Director has appreciated all the study centre for successful completion of theory counselling sessions of semester based programmes for January 2022 session. Further it has informed to all the study centres that the students of RC Pune and RC Nagpur should be allowed as the session is being organized for entire Maharashtra state. The study centre Coordinators were requested to get the academic counsellors from national pool, if the concern LSC is not having approved academic counselor for particular course at their LSC, to complete the counselling sessions before the TEE December 2022 for yearly programmes
- 4) **Practical Sessions:** The Regional Director (i/c) has appreciated the study centres for successfully conducting practical sessions of BSCG through offline mode and MAPC, BAPC, MSCDFSM and MSCENV practical through online mode. Further the Study centres 49050 and 49026 were given the responsibility to conduct MAPC offline/online practical sessions for June 2022 TEE
- 5) **Student Support Services:** The Regional Centre has been conducting Online Student Grievance Redressal Drive on second and fourth Friday of every month at 11:00 AM, in the same way all the LSCs have been instructed to conduct Student Grievance Redressal

Drive through online or offline mode one day in every month at LSC. All the Study centres have agreed for the proposal and same will follow from July 2022 onwards. Further all the LSC coordinators have been requested to attend Student phone calls and prompt reply for the student emails. It has been decided the database of the Study centre should be updated and this Student grievance Redressal Drive at LSC level will be implemented from July 2022 onwards

After the Regional Director's (i/c) presentation and discussion all the LSC Coordinators were requested to present their plans, progress and strategies on the meeting agenda

Each Study centre coordinator has given detailed presentation and expressed their consent for the proposals and suggestions made by the Regional Director (i/c) in this meeting. All the coordinators have agreed to focus on the July 2022 admission promotions and complete the action points within the stipulated time given by the Regional Centre as details given in the below table

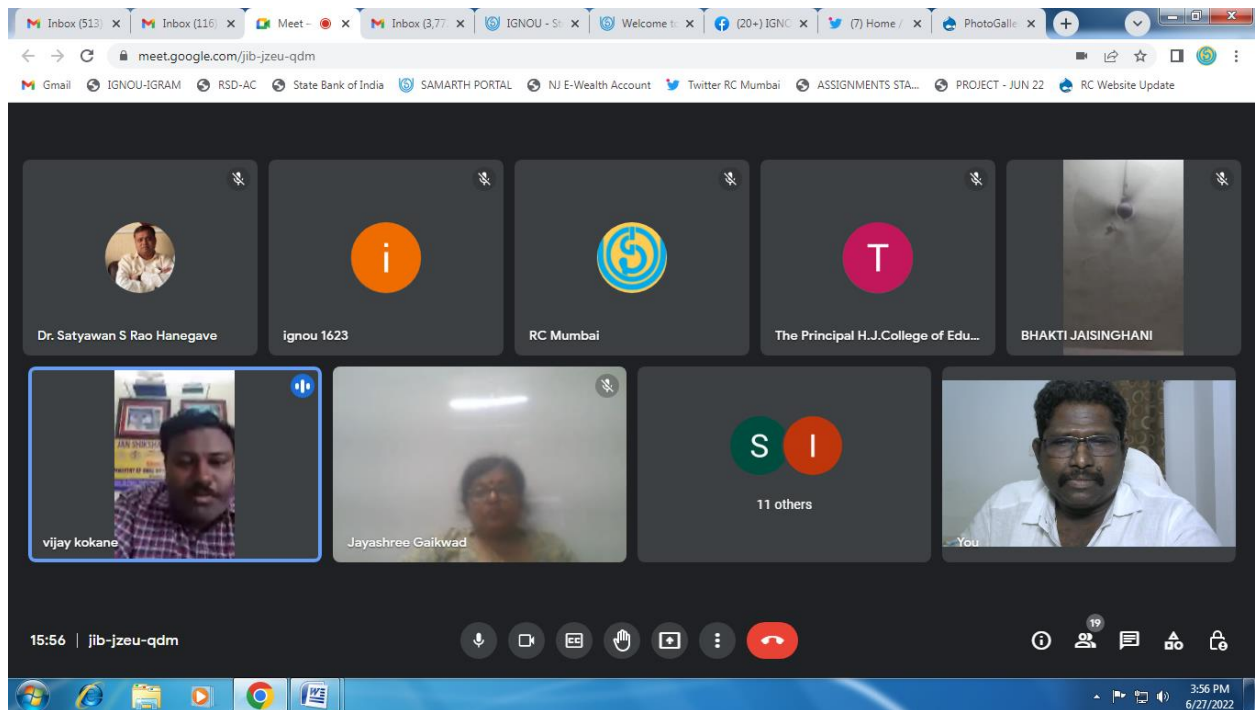
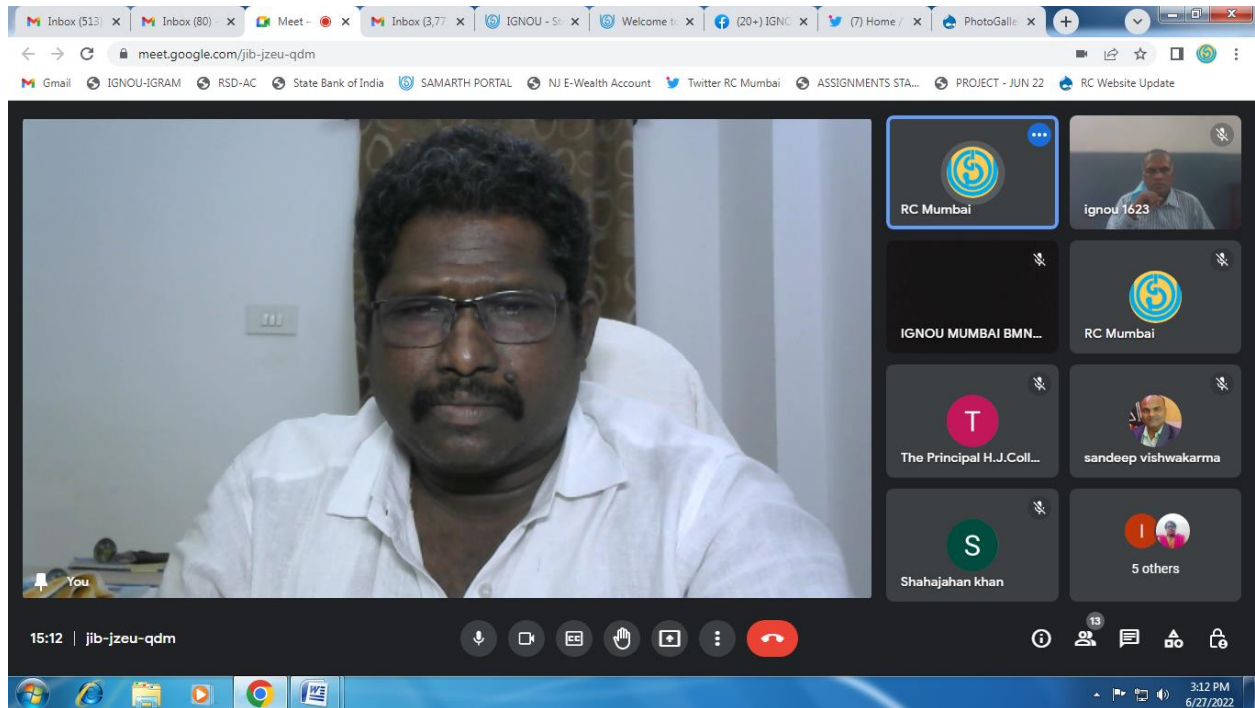
S. No	Action Point	Programme(s) allotted	Responsible LSC	Coordinator/ Asst. Coordinator
1	Preparation of Poster	MEG, MEC, MSCENV, BTS, PGDAST	1601	Dr. Satyawan S Rao Hanegave
2	Preparation of Poster	MARD, MCOM, MHD, MSO, PGDDM, MPA	1603	Dr. Jaishree Gaikwad Dr. Santosh Zote
3	Preparation of Poster	MACSR, MAER, MADVS, PGDIS, MSCIS	1632	Dr. Prashant Nitnaware
4	Preparation of Poster	PGDSLM, MAEDU, PGDEMA, PGDHE	49026	Dr. Karuna Sinha
5	Preparation of Poster	MCA, PGDCA, CIT	49033	Dr. Shahjahan Khan
6	Preparation of Poster	PGDFSQM, MSCFSQM	49041	Ms. Swati
7	Preparation of Poster	MSCDFSM, CNCC, CFN	49045	Dr. Bhavisha Sancheti
8	Preparation of Poster	BLIS, MLIS, MAPC, PGDET, PGDHE	49050	Dr. Beena Khemchandani
9	Preparation of Poster	MBA, BCA, MPS, MAH	49053	Mr. Sandeep Vishwakarma
10	Preparation of Videos(5minutes) Marathi/Hindi/English	MTTM, BSW, MSW, MAJMC, PGJMC	1601	Dr. Satyawan S Rao Hanegave
11	Preparation of Videos(5minutes) Marathi/Hindi/English	BSCG, CDM, CES, BAG	1603	Dr. Jaishree Gaikwad Dr. Santosh Zote
12	Preparation of Videos(5minutes) Marathi/Hindi/English	PGDUPDL, DEVMT, MAER	1632	Dr. Prashant Nitnaware
13	Preparation of Videos(5minutes) Marathi/Hindi/English	PGDSLM, MAPC	49026	Dr. Karuna Sinha
14	Preparation of Videos(5minutes) Marathi/Hindi/English	MCA, PGDCA, CIT	49033	Dr. Shahjahan Khan
15	Preparation of	PGDFSQM, MSCFSQM	49041	Ms. Swati

S. No	Action Point	Programme(s) allotted	Responsible LSC	Coordinator/ Asst. Coordinator
	Videos(5minutes) Marathi/Hindi/English			
16	Preparation of Videos(5minutes) Marathi/Hindi/English	MSCDFSM, CNCC, CFN	49045	Dr. Bhavisha Sancheti
17	Preparation of Videos(5minutes) Marathi/Hindi/English	BLIS, MLIS, MAEDU, PGDEMA	49050	Dr. Beena Khemchandani
18	Press Release in local newspaper/electronic media	All programmes in general and LSC programmes in particular	All LSCs	Coordinator of LSC
19	Promotional Strategies adopted by the LSC (one page write up with photographs)	All Programmes	All LSCs	Coordinator of LSC
20	Promotional Meeting with learners of your institutes	All Programmes	All LSCs	Coordinator of LSC
21	Roadmap for strengthening student support services	All programmes	All LSCs	Coordinator of LSC

The meeting ended with Vote of Thanks by the Regional Director (i/c)

Dr. E. Krishna Rao
Regional Director (i/c)

Photos



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre Mumbai

COORDINATOR'S MEETING

27th June 2022 @ 3.00 pm

Link to join - <https://meet.google.com/iib-izeu-adm>

