

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

**REPORT ON  
COORDINATOR'S MEETING HELD ON 01<sup>st</sup> November 2023**

The Regional Centre Mumbai has organised an Online Coordinator meeting on 01<sup>st</sup> November 2023 at 0300 PM through Google meet with the following agenda

- a) Induction Meeting for July 2023 admitted learners**
- b) Evaluation of Assignments for TEE December 2023**
- c) Online Counselling Sessions (practical/theory) for July 2023**
- d) Preparation and Conduction of Theory / Practical exam – TEE December 2023**
- e) Review of Student support services at LSCs**

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

<b>S. No</b>	<b>LSC Code</b>	<b>LSC Name</b>	<b>Coordinator/ Asst. Coordinator Attended</b>
1	1601	K J Somaiya College of Arts & Commerce, Vidyavihar	Ms.Prasanna Suvarna, Assistant Coordinator
2	1603	Sathey College, Vile Parle	Dr. Santhosh Zote Assistant Coordinator
3	1632	Pillai College, Panvel	Dr. Prashant Nitnaware, Coordinator Lalita Kakade, Assistant
4	49033	Dr. BMN College of Home Science, Matunga	Dr. Shahjahan Khan, Coordinator(p)
5	49041	Envirocar Labs Pvt. Ltd.	Dr. Nilesh Amritkar Coordinator(p)
6	49050	Seva Sadan College of Education, Ulhasnagar	Dr. Heena Wadhvani Coordinator Dr. Arul, Asst. Coordinator Dr. Rajshree Joshi, Asst. Coordinator
7	49053	Chandrabhan Sharma College of Arts, Commerce and Science	Mr. Sandeep Viswakarma Coordinator
8	49JSS001	JSS Raigad	Mr. Vijay Kokane

The meeting started with formal welcome and initial remarks of Dr. E. Krishna Rao Regional Director has highlighted the latest developments, initiatives and policies introduced by the IGNOU New Delhi related to Student Support Services.

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

- 1) **Induction Meeting for July 2023 admitted learners:** The Regional Director has informed and requested all the Study centre coordinators to actively participate in the induction meetings along with all the part time staff of LSCs which are planned in November 2023. It was also informed to the Coordinators that the concern LSCs should provide the programme specific information as well as student support services at the study centre level
- 2) **Assignment Evaluation December 2023 and June 2023:** The Regional Centre has successfully completed 99 percent of TEE June 2023 assignment evaluation however all the Coordinator are instructed to complete the remaining percent of evaluation strictly by 05<sup>th</sup> November 2023. Further all the Coordinators were informed to start the process of evaluation of December 2023 TEE assignments on priority basis thereby the University can declare the results soon after the TEE December 2023. The Regional Director has requested all the Coordinators to support in this matter for the benefit of students
- 3) **Online Counselling Session:** All the Study coordinators have been informed to conduct online/ offline sessions for semester based programmes like MCA,PGDCA, MBA, BCA, MSCIS and PGDIS immediately. Accordingly MCA and PGDCA counseling was given to LSC 49033, MBA and BCA was given to LSC49053, MSCIS and PGDIS was given to LSC 1632. Further he 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 to complete the counselling sessions before the TEE December 2022 for yearly programmes
- 4) **Practical Sessions:** The Regional Director has appreciated the Study centres for successfully conducting practical sessions of BSCG and MAPC through offline mode, Further the Study centres 49050 and 49026 were given the responsibility to conduct

MAPC offline/online practical sessions for TEE December 2023. The LSC 49045 was asked to plan and conduct MSCDFSM practicals on priority basis which was kept pending as mentioning non availability of labs. LSC 1601 was asked to complete the practical term end exams of BAPCH on priority basis which is also kept pending due to non availability of external examiners. Further LSC 1601 was asked to submit the practical exam awardlist of MSCENV and PGDAST programmes on priority basis

- 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 were instructed to conduct Student Grievance Redressal Drive through online or offline mode one day in every month in the last coordinators meeting. Accordingly all the LSCs are conducting monthly grievance redressal drive but the study centres were requested to conduct these drives effectively and all the Study centre have agreed for further strengthening the support services at LSCs.

All the LSC coordinators have been requested to attend Student phone calls and prompt reply for the student emails. Further the LSCs coordinators were requested to provide replies/information related to RTIs, PG Portal queries and IGRAM queries on priority basis as these queries should be replied within the stipulated time.

After the Regional Director's 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 in this meeting.

The meeting ended with Vote of Thanks by the Regional Director

**Dr. E. Krishna Rao**  
**Regional Director**

