



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL SERVICES DIVISION
MAIDAN GARHI, NEW DELHI – 110068**



**PROFORMA FOR RENEWAL OF TERM OF COORDINATOR OF SCS / SSCS AND
PROGRAMME IN-CHARGES OF PSCS**

1. Name of the Study Centre/
Programme Study Centre/
Special Study Centre, with address: _____

2. Code No.: _____

3. Programmes for which activated, with
enrolment figures for the last cycle/ semester
in parentheses. [For example, MBA (100)] _____ :

4. Name of the Coordinator/
Programme-in-Charge (PIC): _____

5. Date of initial appointment as Coordinator / PIC: _____

6. Last date of renewal: _____

7. Counselling and assignment-related data (for the period January – September)

a) Total number of counselling sessions organized:

Theory Practical

b). Consolidated percentage of attendance:

Theory

Practical

(Procedure for calculation given on the reverse)

c). Number of Audio / Video sessions organized:

(Please list three audio and video programmes, which evoked good response)

Video

Audio

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

d). No. of Teleconference (TCF)/Videoconference (VCF) sessions organized:

TCF _____

VCF _____

e). Total number of assignments submitted : _____

f). No. of students to whom feedback of assignments has been provided: _____

8. Promotion of IGNOU activities :

a) Increase in fresh admission in comparison to the previous year : _____

b) Utilization of Library Facility (indicate average number of learners per week): _____

9. Management of the Centre

a) Identification of Academic counsellors (programme-wise number): _____

b) Promptness in payment to counsellors/ evaluators and submission of bills to RC: _____

c) Promptness in sending relevant reports to the RC: _____

d) Other activities (like participation in seminars, workshops, symposium etc.): _____

10. General assessment and recommendation regarding renewal: _____

Signature of Coordinator/Programme In-charge

Recommendation of Regional Director

Regional Director

Method of Calculation for Item 7(b)

Let the enrolment and percentages of attendance for the programmes be as under:

Name of the Prog.	Enrolment	Percentage of attendance
Programme-1	N1	P1
Programme-2	N2	P2
Programme-3	N3	P3

Then consolidate percentage of attendance is given by

$$P = \frac{N1P1+N2P2+N3P3}{N1+N2+N3}$$

For example, if: $N1 = 100$, $N2 = 200$, $N3 = 50$ and,

$$P1 = 60, P2 = 50, P3 = 40$$

$$\text{Then, } P = \frac{6000+10000+2000}{100+200+50} = \frac{18000}{350} = 51.4\%$$