



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, DELHI-2**

**Proforma for Appointment of
Part-Time Coordinator/Programme In charge**

1. Name (Block Letter) :
2. Designation :
3. Address (Residence) :
-
-
- Address (Office) :
-
-
4. Date of Birth :
5. Pay Scale/Pay Allowances :
6. Academic Qualification

| Degree | Subjects | University | Year | Division |
|-------------------------------|-----------------|-------------------|-------------|-----------------|
| Doctoral Degree | | | | |
| Masters Degree | | | | |
| Bachelor Degree | | | | |
| Any other (Please specify) | | | | |

7. Experience
 - a) Total teaching experience at UG/PG Level:.....
 - b) Details of teaching experience during the last 5 years

| | Subject | Year/s with date | |
|------------------------------------|----------------|-------------------------|-----------|
| | | From | To |
| Research Level | | | |
| PG Level | | | |
| UG Level | | | |
| Any other (Pl. Specify) | | | |

- c. Administrative/Supervisory Experience :
- d. Experience of work connected with :.....
IGNOU Activities such as Course Writing,
Counselling, Asstt. Coordinator etc.
- e. Research Experience :.....

.....

.....

.....

.....

.....

Signature of the candidate

Name:.....

Recommendations of the Principal/Head of the host Institution

**Signature of the Principal/
Head of the host Institution**

Name:.....

Seal

To be filled by Regional Director

Based on the self-attested photocopies of the received documents the credentials of _____
_____ stands verified. He/she is recommended for appointment as Part-Time
Coordinator/PIC at IGNOU SC _____/ the proposed centre.

Signature of Regional Director

Name:.....

Seal

Date:.....

Place:.....

FUNCTIONS OF COORDINATORS

ANNEXURE-A

1. The Coordinator is responsible for all the activities of the Study Centre. He shall coordinate the work of all the individual counselors and act as a liaison between the University Regional Centre and the Study Centre.
2. He shall be responsible for maintenance of all records and registers in respect of all activities of the Study Centre either academic or administrative.
3. He shall supervise the work of the non-teaching staff members of the Study Centre.
4. All the communication from the University, Regional Centre and the Study Centre will be addressed to the Coordinator. He will sign all the papers pertaining to the Study Centres.
5. The Coordinator of the Study Centre will inform the students of the time and date allotted to them for attending the contact programme, tutorials etc.
6. The Study Centre has to be kept open on the days fixed by the University. The Counsellors will have to be assigned the specific days on which they have to come.
7. The Coordinator should ensure the time evaluation of the written assignments by the concerned counselors and arrange to dispatch them to the Candidates. He shall maintain a record of the assignments.
8. The Library facilities should be properly maintained and extended to the students coming the Study Centres for contact programmes and guidance. The Coordinator may impress upon the students on their regular attendance and submission of the assignments in time.
9. The Coordinator shall ensure that the Study Centre is properly equipped with the Study material and the necessary audio and video equipment, tapes etc. for imparting teaching to the students. The Coordinator shall ensure that the audio and video equipment are kept in proper working order.
10. The Coordinator shall be available at the concerned Study Centre between the appointment times of at least three days in a week (the days of the week will be as notified by the University). One of which will be Sunday, for answering any doubts of students and for counseling them in. In case, the Coordinator is not able to attend to this duties on the notified days or has to be away from work for reasons beyond his control he shall make alternate arrangements to ensure that the work of the Study Centre is not affected.
11. The Coordinator shall abide by the instruction issued to him from time to time by the Regional Director/Director, Regional Director/Director, Regional Services Division and shall submit periodical reports to them on the progress of the courses, the students as may be required.
12. The Coordinator shall ensure discipline in the Study Centre consistent with the aims and objects of the University.
13. The Coordinator shall be required to perform such other duties, as are assigned by University from time to time for the effective functioning of Study Centre.

FUNCTIONS OF PROGRAMME-IN CHARGE

ANNEXURE-A

1. Ensure availability of necessary Infrastructural facilities in consultation with Head of the host institution:
 - a) Space for counselling and audio-video sessions
 - b) Laboratories/Hospitals/Public/Health/Centre/]Industries/Libraries/Computers as and when required.
 - c) Installation of Equipment/Apparatus/Instruments etc.
 - d) Ensure that the Equipment/Apparatus etc. are in working order.
 - e) Arrange proper consumables as well as other materials required for practicals.
2. Demonstrative access to workshop apparatus/Computers/Site Equipment's/Drawing Board/Technical Library.
3. Conduct of Practicals / Field Sessions and Examinations as per Schedule.
4. Organising of Counselling and Audio-Video Sessions:
 - a) Identify course-specific academic counselors
 - b) Prepare schedules of Counselling / Practicals / Clinical Sessions in consultation with Head of the Host Institution.
 - c) Oversee conduct of Counselling / Practicals / Clinical sessions and maintain a record of attendance.
 - d) Arrange periodic meetings with the counsellors and students to review progress of the programme.
5. Assignment Handling: Receive assignments and get them evaluated from the concerned counsellors and arrange to send the feedback to the students and sent report and award list.
6. Feedback & Quality Control:
 - a). Give programme specific information to the prospective and the enrolled students.
 - b) Sent monthly feedback reports on counselling, audio-video and practical sessions conducted and student response to the programme.
 - c) Maintain session-wise record of practical work and prepare an evaluation report of students in consultation with Counsellors/Supervisors.
7. Arrange payment to the Counsellors/Evaluators and others as per payment norms of the programme and maintain a record relating to such payments.
8. The host institution of the work centre will be paid hire charges towards the use of Laboratories/Equipments/consumables as per the approved norms of the University.
9. Remuneration to the personnel approved by the University working at the work centre will be paid as per the approved norms of the university.
10. Arrange practical sessions, demonstrations, fieldwork etc. as per the IGNOU Programme requirements.
11. Receive assignments from students, get them evaluated by the IGNOU approved Academic Counsellors & send feedback to students and grade sheets to SED Division and the RC.