



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
IGNOU REGIONAL CENTER, ANGUL (CODE 89)  
Plat No. 758-759, Similipada Chowk, Angul 759 122 ODISHA

CIRCULAR- XI

IG/RC/Angl/89/  
17<sup>th</sup> Feb 2024

All Coordinators/PICs of the LSCs of IGNOU RC Angul are requested to take up the followings for implementation at their center with immediate effect.

1. Send all pending bills/vouchers of your SC, if any, to RC by 29th Feb 2024. No bills of this (current) financial year 23-24, will be entertained, in next financial year 24-25 commencing from 1<sup>st</sup> April 2024. Make sure to submit pending bills if any to the office of the RC Angul by 29th Feb 2024
2. The total fresh admission of a center (**in Jan 23 + July 23**), is the criteria for renewal of part time staff at each LSC. As per the norms of the University, no center should have less than 150 fresh enrolment for renewal of existing part time staff / and continuation of a centre further as an active center .
3. All centers should focus on **ONLINE empanelment** of teachers in the Academic counselor portal for the existing courses at their center and also for new courses for activation of new programs at their center.
4. For ongoing admission, Plan to have at least one OFFLINE activity and one ONLINE activity in each month followed by updating in your social media platform/Network for wider dissemination. This would be one of the criteria for review of MMR of your center.
5. Academic Counseling: Send **schedule of OFFLINE / F2F counseling** for selected programmes of your center, for students of July 23, (whose examinations are due in June 24) to conduct OFFLINE during March -April 2024 followed by **ONLINE counseling** in April-May 2024 . There should be 60% OFFLINE/F2F Counseling and 40% ONLINE counseling in each course. Accordingly prepare schedule and submit to RC in advance for approval. Schedule, should be approved by RC and communications of approved counseling schedule should be sent to students at least 10 days in advance.
  - During counseling sessions, advise counselors to discuss assignment questions and questions of last TEEs to make their sessions interesting and meaningful for students.

To  
All Coordinators/PICs  
IGNOU LSCs, RC Angul

*M. K. Dash*  
एम. क. दाश / M. K. Dash  
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