



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

### Regional Centre

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### Minutes of the Meeting of Coordinator & Programme In – Charges held on 1<sup>st</sup> August, 2015

One day meeting of Coordinators and Programme In - Charges of Pune region was organized on 1<sup>st</sup> August, 2015 at Ambiance Hotel, Pune. Coordinators and Programme – In Charges from all Regular / Programme / Special Study Centres of Pune region; all Officers and Staff of the Regional Centre participated in the meeting.

The meeting began with lighting of the ceremonial lamp and Ganesh Vandana.

Dr. Masood Parveez, the Senior Regional Director, welcomed all the Coordinators and Programme In - charges by offering a rose to each of them. In his welcome address, the Senior Regional Director mentioned that IGNOU has been established with a mission to educate the Nation by catering to educational needs of the large population of the country, that still live in remote areas, tribal areas, far - flung areas; disadvantaged sections of society, who do not have access to quality education may be due social, economic and geographical reasons. Providing access to quality education at their door steps, using the best and experienced practices, and ICT has been the main objective and mission of the University.

In order to do this the University has established 23 Schools of Studies at the HQ, New Delhi to design and develop high quality need based academic programmes. The programmes developed at the Schools are delivered to the learners through a network of over 3500 study centres spread across the length and breadth of the country.

The Regional Director also mentioned that apart from maintaining quality of the study material and their delivery at study centres, the University has the responsibility to conduct fair evaluation of the learners also. Conduct Term End Examinations in June and December every year in a fair and smooth manner is the big challenge and a great responsibility for all of us at the Regional Centre and the study centres. In addition to conduct of theory examination, we conduct practical examinations, viva voce, assignment and project / dissertation evaluation at the Regional / Study Centres.

The Regional Director mentioned that the Regional Centre is putting its best in reaching to a large number of population in Maharashtra. Efforts are on in promoting IGNOU and its Programmes in the region. Efforts are on to establish study centres at all the districts of Pune region and also at the block level. Efforts are on for establishment of special study centres for the disadvantaged sections of the society. Efforts are also on to activate need based programmes at the study centres. Efforts are on for empaneling more number of experienced academic counsellors and evaluators.

The Regional Director requested all the Coordinators and Programme – in Charges to put their expertise and experience of long years in promoting IGNOU in their region and also on providing the best possible academic as well as administrative support to the learners at their study centres.

Consequent to the welcome address, as per the Programme, the Coordinators and Programme In – Charges were requested to make presentation on activities undertaken by them during the last academic session and their plans for the following session; July 2015.

### **Presentation by the Coordinators / Programmes**

**16140P - Pune – CPPDPT Programme:** Mrs. Geeta Balagangadharan, the Principal and Programme – in Charge reported that the Programme Study Centre has very successfully conducted theoretical counselling sessions and workshops of two batches of the CPPDPT Programme. They have 6 - 7 approved academic counsellors. The academic counsellors are teachers of various KVs from the city. She informed that KV teachers are getting benefited of the Programme. Change in attitude could be seen in the teachers after completing this programme.

The Principal expressed, the schools are finding it difficult to get replacement teachers when teachers of the school registered for the CPPDP Programme go for about 20 days for attending the workshop and intensive counselling sessions and for also giving the term end examinations.

**1616P - Pune – PGDMCH Programme:** Dr. P.W. Sambarey, PIC, B J Medical College, Pune reported that there is very low enrollment for the Programme. Every year about 5 - 6 learner register for the Programme and they are providing a good quality services to these learners. He gave a brief information and operational problems faced. He said we will be happy if more and more students are enrolled every year. The Programme Study Centre put effort in the promotion and publicity of the programme for enrolling more doctors for the Programme.

**16142 - IMCC, Pune – Regular Study Centre:** Dr Mrs Meenal Oak, the Coordinator, made a power point presentation to report the promotion and publicity measures the study centre has undertaken. The study centre is using mobile, emails, network based publicity, a blog, posting IGNOU's information on the website of their institution, a Facebook account and WhatsApp Groups for disseminating information about IGNOU and its programmes to the prospective learners.

The Coordinator further mentioned that 16142 is a new study centre, established last year. It is trying its best to learn and understand the ODL system and put their best to promote the programmes and provide the best possible support services, as they are part of the IGNOU family, the system.

Dr Meenal Oak said; Coordinator has a vital role to play in functioning of the study centre as per norms and as per expectations of the University and the society. He / she may need to take personal interest and discharge the duties with dedication for the benefit of the society.

**1676P - Pune - PGDGM Programme:** Dr Anita Basavaraj, Professor of Medicine, B J Medical College and PIC reported that enrollment in the PGDGM Programme is also reducing. Efforts may need to be made immediately to promote and publicize the Programme, as the Government is going to advertise positions of Geriatric Experts at the Government Hospitals. She narrated about the challenges the PSC has to undertake to coordinator with various departments of the hospital, such as the PSM, Orthopedics, ENT, Dentistry, Dermatology, Radiology, etc. to organize the practical sessions. She said; the PSC is displaying posters and banners at the campus of the medical college and hospital to promote the IGNOU Programmes. She further reported that the PSC has sufficient number of approved academic counsellors. External examiners for the practical examination are invited from other medical colleges.

Dr Mrs Basavaraj has been requested to write to the medical colleges of the State about IGNOU Programmes on Health Sciences and arrange promotion lectures at these colleges.

**16130P - Pune - B. Ed. Programme:** Mrs. Semi T. Koul, the PIC reported that their PSC has been established in 2012. This is their 4<sup>th</sup> year and B Ed Programme is being conducted as per norms of the University satisfactorily. There are 12 approved academic counsellors sufficient enough for running of IGNOU B.Ed. She made a power point presentation to show functioning of the study centre and the promotion and publicity activities undertaken. The PSC as per instructions of the Regional Centre has been distributing pamphlets and posters to B Ed learners of IGNOU and also of their college during counselling sessions and workshops to display and distribute them at the schools they are working / practice teaching.

**1661P – Pune - B.Sc. Nursing Programme:** Dr. Mrs Shubhada Kale, PIC give information about the programme execution. They use services of their students for distributing pamphlets and charts given by IGNOU.

**1611- Jalgaon – Regular Study Centre:** Prof. S.T. Ingle, Coordinator give details of the Study Centre. The study centre is established in the year 1994. More than 42 IGNOU Programmes are activated at the study centre. He made a PPT presentation showing year wise enrolment of students. A decline in enrollment has been seen. He gave the reason being high dropout ratio due to medium of instruction in IGNOU is English and Hindi. The learners have other option like YCMOU and Directorates of Distance Learning in the State Universities offering programmes in Marathi.

For promotion and publicity, the study centre is visiting Railways; Thermal Power Station; the Ordnance Factory for giving career counseling to the employees of these organizations.

The Coordinator expressed the difficulty the study centre is facing of arranging counselling sessions due to low enrollment and also due to low attendance of the learners. He requested for simplification of biodata format for empanelment of academic counsellors. He also expressed the difficulty of getting interested persons who could function as the academic counsellors.

The Coordinator requested for provision of few items of furniture and equipment to the study centre.

The Coordinator was requested to initiate promotion and publicity in an intensive manner, as enrollment at other study centres of the region is increasing gradually in spite of the same conditions; the programmes being offered in English and Hindi medium, due to their personal efforts.

**1608 - Nasik – Regular Study Centre:** Dr. R. D. Darekar, the Coordinator, informed that Study Centre is established in 1989, and the study centre has been activated for a number of academic programmes. He said; their institution is privileged to have associated with IGNOU as a study centre, in order to cater to educational needs of deprived sections of society, those who were not able to complete their education due to one or the other reason. They are helping such persons to achieve their great goal.

He said; due to quality services being provided by them to learners, a remarkable increase in the enrolment has been noticed. The study centre conducts TEE and Entrance Examination of the University. They make publicity & promotion of IGNOU programmes displaying flexes and banners at all institutions of their Management, personal counselling at local organizations like Artillery Centre, Nashik and MIG, Ozar. Articles and press releases are also published in newspapers.

**16115P- Jalgaon – Programme Study Centre of B. Ed. Programme –** Mr. Jagdish Ise, APIC, informed that the B Ed PSC at Jalgaon is established in 2010. Since then the PSC has been functioning very smoothly following all the norms and procedure of the University. No complaints as yet. He gave a brief of the host institution; KCE Society College, Jalgaon. They run B.Ed., M. Ed of YCMOU also.

For IGNOU publicity the PSC is using social media. WhatsApp and Facebook groups have been formed and webpages have been developed. Publicity is also being done through newspapers, handbills and distribution of posters. The PSC is giving personal counseling for B.Ed. Admission. The centre has distributed pamphlets and posters, sent from RC, during workshop of B.Ed. Result of it is very good. The PSC is providing promotional information to the students of three districts; Jalgaon, Dhule and Nandurbar.

**1677P - Shrirampur – Programme Study Centre of B Ed Programme:** Mr Vijay S Patole, the PIC give brief information about his college, the Rayat Shikshan Sanstha's SSB College of Education, Shrirampur through power point presentation. The institution has good infrastructure for running the B.Ed. Programme. The college is offering regular B.Ed. and B Ed of YCMOU & IGNOU B.Ed. and MA (Edu) Programmes.

The PIC has been asked to follow the norms and procedures of the University very strictly while scheduling the theoretical counselling sessions and the workshops.

**1639 - Beed – Regular Study Centre:** Mr. Amol Palkar, the Coordinator, informed that Balbhim College, Beed is established in 1960 and the Study Centre of IGNOU in 2005. Prof. B. B. Sonawane was the first Coordinator, who has trained and guided him in understanding IGNOU activities.

The Coordinator inform that IGNOU publicity is done by them through newspaper, WhatsApp group, advertisement in local TV channel, contacting other colleges, displaying boards and banners and distributing pamphlets. There is increase in enrolment in recent years. He said; social media groups are useful these days for publicity. He personally tries to solve students' problems. They are trying to improvise arrangements during Induction Meeting year by year. Study centre has seven functionaries, and sufficient number of approved academic counsellors to run the programmes on offer.

Dr Amol Palkar raised some issues related to delay in declaration of result of term end examinations, insufficient amount sanctioned for organizing induction meetings, organizing B Sc lab courses for less number of enrolled and attending students. He said it should be made compulsory to register lab courses of B Sc Programme every year, enabling the study centres to arrange them without much problem. He said; arranging all lab courses of B Sc in one vacation period is very difficult.

He requested the Regional Centre to acknowledge receipt of application form as soon as it is received. In the norms way form receipt is not acknowledged. Only final confirmation and letter of discrepancy goes to the concerned students.

It has been agreed upon to send SMS to the concerned students as soon as application form for admission is received. Further communication may follow after scrutiny of the application form and finalization of the admissions.

**1606 - Kolhapur – Regular Study Centre:** Dr. C. S. Dalvi, Coordinator of the study centre was present in the meeting. He informed that IGNOU study centre 1606 at SIBER, Kolhapur is established in 1999. He gave the information on the SIBER and programmes run by SIBER and the IGNOU Study Centre.

Dr. Dalvi gave change in eligibility criteria for admission to the Management Programme, reason for decline in the enrolment. He suggested for revision in admission criteria, giving chance to fresher's to get enrolled in the Management Programme.

He said; the study centre conducts induction meeting in February /August every semester. They give a write up about IGNOU system to the newly enrolled students during the Induction Meetings giving details of the counselling schedule, schedule for submission of assignments, schedule for submission of re - registration forms, examination forms, and such other information. The Coordinator reported that they have

sufficient number of approved academic counsellors for all the programmes and courses activated at the study centre.

The study centre does promotion and publicity by publishing press releases and articles in the newspapers, meeting principals of colleges of Shivaji University of the area, pamphlet distribution in the local colleges, use of social media by forming WhatsApp and Facebook groups. The study centre contacts IGNOU learners at ICICI Bank, HDFC Banks, HR Managers of Kirloskar on personal level to encourage their employees for getting enrolled at IGNOU.

Study centre organizes Guest Lectures on educational opportunities and Government policies in order to promote education through open and distance learning. Dr Dalvi presented Learner Retention Model (LRM model) emphasizing improvement in student support services. He said; identification of problems of the dropouts is very essential. Every study centre should undertake this activity and help the dropouts to come back to continue and complete their studies.

**1617P – VIT Pune - Programme Study Centre - Computer Education Programmes:** PIC, Mr. S. S. Pawle, the PIC informed that PSC 1617P is established in year 1999. The Programme Study Centre had a good enrollment in the year 2010 -11, thereafter there is constant decline in the enrolment. The study centre displays promotional information on the notice board, uses college website, displays flex boards in the campus, distributes leaflets, conducts admission counselling in the evenings for promotion and publicity of IGNOU Programmes. He informed that authorities of the College encourage college staff to take admission in IGNOU Programmes. The study centre is involving teachers from the sister institutions and from the industry for conducting the counselling sessions. This has resulted in getting students from other institutions. The PIC has informed that they are planning to have awareness camps, exhibitions, radio talks for promotion and publicity of computer education programmes of IGNOU.

The PIC has raised the issue of revision of syllabus of the MCA and BCA Programmes. He said the BCA Programme is tough for the students who have just come after 10+2, and MCA Programme is comparatively pitched low, needs updating.

**1693P - Baramati – Programme Study Centre of Programmes of School of Agriculture.** Mr. Balkrishna Pendharkar, the PIC, give information about institutions of Vidya Pratishthan and about the IGNOU programmes run by the centre. The centre has 15 approved academic counsellors for various courses. He said; though they have low enrollment, but the number is increasing gradually since last 5 years. The centre promotes IGNOU programmes through a web link the Vidya Pratishthan.

**16113P- BAIF- Pune – Programme Study Centre for Watershed Management:** Mr. Vijay Deshpande, the PIC said BAIF is working in tribal areas giving education on Watershed Management to poor people. The study centre conducts promotion and publicity of DWM Programme at 13 districts of Maharashtra, where Programmes and Projects of BAIF are undergoing. Farmer visit these centres, therefore the PSC has displayed IGNOU information boards at these centres.

**16144 – Pune - Regular Study Centre:** Dr Mohammad Ibrahim Jagirdar, could not attend the meeting. Ms. Ketki Deshpande, Assistant Coordinator, participated in the meeting. Ms Deshpande informed that the study centre is undertaking promotion and publicity activity by displaying posters and distributing pamphlets at their college campus. There is a good sale of forms as their institution conduct entrance examinations of many other institutions. The centre is also providing admission counselling to the prospective learners and their parents.

The Assistant Coordinator reported that they have been scheduling theoretical and practical counselling sessions of the programmes activated as per norms and procedures of the University and the Regional

Centre, and they are seeking help and guidance of Dr Mrs Kalpana Gupte, Deputy Director for scheduling the theoretical and practical counselling sessions.

**1630P- Pune – Programme Study Centre of B Ed Programme:** Mrs. Usha Pardeshi, APIC participated in the meeting. Dr Bhushan Patil, the PIC could not attend the meeting. Mrs Pardeshi briefed about the centre and all other related activities.

**16116P - Jalgaon – Programme Study Centre of B Ed Programme:** – Mrs. Shashikala Mahajan, PIC participated in the meeting. She briefed about the publicity done by the PSC by distributing posters, pamphlets, PTA Meetings in the rural and tribal areas.

**16123D- Ahmednagar – Special Study Centre:** Mr. Jaimon Varghese, the Coordinator, give brief information about the institution. He further informed that their institution was earlier a Partner Institution under the then Convergence Scheme. Now the Special Study Centre has been activated for the MSW, DAFE and CAFÉ Programmes. The study centre has submitted proposals for activation of 18 more programmes. He said there is tremendous response for IGNOU Programmes in their area. The centre has sold all the admission forms sent by the Regional Centre and they have requested for some more forms. The study centres distributes pamphlets and posters in the district taking help of the 300 regular students of the institute. The study centre keeps one session on promotion and publicity of IGNOU in their workshops / seminars and related the programmes.

**1605 - Satara – Regular Study Centre:** Dr. R G Phadtare – Coordinator, informed that IGNOU Study Centre at their institution is established in the year 1989, and is the oldest study centre of the region offering mostly Programmes of the Management Programmes. He however mentioned that due to revision in the eligibility criteria of the Management Programme, enrollment of the study centre has reduced drastically. He further mentioned that postgraduates in his region are interested to do MBA, but the revised eligibility criteria do not permit admission of fresh postgraduates for the MBA Programme. Eligibility for admission to MP should be relaxed.

**1645P- Aurangabad – Programme Study Centre of B. Ed. Programme:** – Dr Mrs Kaneez Fatima, the PIC could not participate in the meeting. Mrs. Tahmina Naaz, APIC participated in the meeting. The APIC reported about various activities undertaken by the study centre for providing academic and administrative support to the learners. The centre has promoted IGNOU Programmes in the seminars and workshops organized at their institutions. The posters and pamphlets of IGNOU were distributed in the schools of the area through the B Ed and M Ed students. She further informed that one of their M Ed learners is a Gold Medalist in this 28<sup>th</sup> Convocation.

**1659 – Lonavla – Regular Study Centre:** Dr Ms Niranjana H Desai, the Coordinator did not attend the meeting. Mr. Vinod Joshi - Assistant Coordinator of the Study Centre participated in the meeting. He said the centre provides personal counseling and guidance to the prospective learners for filling up of the application forms. The study centres undertakes promotion and publicity by distributing posters and pamphlets to the recruits of INS Shivaji and colleges and schools around Lonavala.

He further informed that most of the learners attached to the study centre are from INS Shivaji. They get transferred frequently. It is due to this reason there is low enrollment for the 2<sup>nd</sup> and 3<sup>rd</sup> year of the programmes activated at the study centre.

**16138 – Sangli – Regular Study Centre:** Dr. R. M. Yallati, Coordinator, gave information about his institution, the V.P. Institute, Sangli. He mentioned IGNOU Study Centre at their institution is established in June, 2014 with BPP, B.Com, M.Com, BCA and MCA Programmes. The centre has submitted proposals for activation of five more programmes. The study centre promotes IGNOU Programmes in the region by

distributing pamphlets and displaying posters at the prominent places of the city and also at 42 colleges located in Sangli region. He said, the centre is getting very good inquiries for IGNOU Programmes. The Coordinator meets heads of the institutions of the local colleges for promotion and publicity. He has met the District Collector, for sponsoring staff of the district administration for the Disaster Management Programme of IGNOU. He has submitted proposal for activation of the Programme.

**16148 – Central Prison, Nashik – Special Study Centre:** Shri Jayant Sega Naik, Superintendent of Central Prison, Nashik and Coordinator of the newly established Special Study Centre, mentioned the Central Prison, Nashik would do its best in educating the inmates in order to help them to lead a respectable life after their release. He sought help of IGNOU Study Centre 1608: Nashik for providing academic support to the Prison Study Centre.

Dr Shahid Ansari, PIC IGNOU Programme Study Centre of B Ed Programme 16127P: Malegaon and Dr S A Somwanshi of IGNOU Study Centre, MGM, Aurangabad attended the meeting.

The Programme In – Charges of IGNOU Programme Study Centres of CPPDPT Programme; 16146P: KV ISP, Nashik and 16147P: KV NRC Artillery Centre, Nashik Road, Nashik did not attend the meeting.

#### **Matters Related to Finance & Accounts**

Shri Chenna Balachandar, Assistant Registrar, pointed out the common errors being committed by the study centres while submission of the monthly recoupment bills. He has also appraised about the norms and procedures of the University related to finance, accounts and administration of the study centres. Few queries related to installation of telephones and internet connectivity at the study centre; maintenance of furniture and equipment of the study centre; promotion and publicity; purchase of stationary; printing of forms and leaflets was also clarified.

#### **Matters related to Activation of New Academic Programmes, Renewal of Empanelment of Academic Counsellors; Scheduling of Counselling Sessions, and Evaluation of Assignments**

Dr. Kalpana Gupte, Deputy Director briefed the Coordinator about the procedure for activating the study centres for the new academic programmes, empanelment of new academic counsellors, and renewal of appointment of the approved academic counsellors.

She has also brief the Coordinators about the new eligibility criteria for admission to the B Ed Programme January 2016. Few queries related to scheduling of theoretical sessions and the practical sessions were responded.

Consequent to the discussions, the following decisions were taken:

1. The study centres would schedule the Induction Meetings soon after receipt of study material by their learners,
2. The theoretical counselling sessions would be scheduled as per norms for every session (July and January) separately,
3. The counselling schedule to be submitted to the Regional Centre for approval,
4. Learners of the B Sc Programme to be encouraged to attend the lab courses every year in order to avoid piling up of all the lab courses for the 3<sup>rd</sup> year,
5. Efforts would be made at the Regional Centre to club learners of lab courses of various study centres of the region in order to have viable number of students for conduct of the practicals.
6. Study centres to submit the monthly monitoring report (MMR) regularly,
7. Functioning of the study centres would be monitored through various means,
8. Every study centre would undertake promotion and publicity of IGNOU Programmes,

9. Every study centre would submit the recoupment / imprest bills on monthly basis,
10. Study centres would be opened for the students; registered and prospective as per the notified schedule of opening of the study centre,

### **Best Study Centre of the Year 2014 - 15**

As per the decision taken in the meeting of the Coordinators held in September 2014, The Regional Centre instituted the Best Study Centre of the Year Award. The Best Study Centre of the Year would be assessed by a Committee on the basis the following 20 parameters.

1. Activities undertaken in the promotion and publicity of IGNOU Programmes,
2. Per cent increase in the sale of prospectus,
3. Per cent increase in the enrollment (July 2014 and January 2015,)
4. Per cent increase in the submission of assignment marks / awards,
5. Regularity and accuracy in submission of the assignment marks / awards,
6. Regularity and accuracy in submission of Monthly Monitoring Reports,
7. Regularity and accuracy in submission of Monthly Statement of Accounts,
8. Regularity and accuracy in submission of schedule of theoretical and practical counselling sessions,
9. Regularity and accuracy in submission of imprest bills,
10. Regularity and accuracy in submission of adjustment bills towards the advances released,
11. Maintenance of books of accounts,
12. Maintenance of student records,
13. Maintenance of pool of approved academic counsellors,
14. Regularity in submission of proposals for renewal of appointment of the academic counsellors,
15. Regularity in submission of proposals for renewal of appointment of part time staff,
16. Conduct of term end examinations: To be assessed on the basis of reports of the Observers / Members of the Flying Squad,
17. Redress of student grievances,
18. Physical upkeep of the study centre: Maintenance of study centre, the furniture and equipment,
19. Regularity in responding to the letters / emails of the Regional Centre, and
20. Regularity in attending meetings of the Coordinators

Assessment of the Committee on functioning of the study centres in the year 2014 - 15 is given at Annexure – I.

On the basis of securing highest marks on the above mentioned 20 parameters, IGNOU Study Centre 1608: KTHM College, Nashik was awarded Best Study Centre of the Year 2014 – 15.

The Award was handed over to Dr. R. D. Darekar, Coordinator, IGNOU Study Centre, 1608, Nasik.

The Regional Director mentioned that due to the collective effort put in by the Coordinator, Assistant Coordinators, the Academic Counsellors and Part Time Staff of the Study Centre; the study centre could function efficiently and has secured the highest marks. The help support and cooperation provided by the Head of the Institution of KTHM College for smooth and efficient functioning of the study centre was also appreciated.

At the end, Certificates of Participation were distributed to all the participants. The Meeting ended with a vote of thanks given by the Dr. Kalpana Gupte and a group photograph.

Place: Pune

Date: August 25, 2015

**REGIONAL DIRECTOR**  
IGNOU Regional Centre, Pune













INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, PUNE



ASSESSMENT OF THE COMMITTEE FOR BEST STUDY CENTRE AWARD - 2014-15

Parameters/ Study Centre	1605	1606	1608	1610	1611	1616	1617	1630	1639	1645	1659	1661	1675	1676	1677	1684	1693	16113	16115	16116	16123	16127	16130	16135	16136	16137	16138	16139	16140	16141	16142	16143	16144	16145	16146	16147		
1	2	5	6	7	1	3	2	2	7	3	5	1	0	0	2	2	4	1	2	2	2	2	2	2	1	1	5	4	3	1	1	2	2	2	2	1	1	
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19	5	7	8	6	2	2	6	5	7	5	2	5	2	4	3	2	3	5	3	3	4	3	4	3	2	7	7	4	5	3	7	7	5	0	0	0	0	
20	10	0	10	5	0	10	10	5	10	5	0	10	0	10	10	10	10	10	10	0	10	0	10	10	0	5	10	10	10	0	0	10	10	10	0	0	0	0
Total	83	101	133	102	58	67	107	80	117	76	60	78	57	65	88	84	83	76	78	83	29	78	88	47	33	91	77	69	56	54	89	91	83	7	6	6	6	

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