

**Indira Gandhi National Open University**  
Regional Centre, Pune  
First Floor, MSFC Building, 270, Senapati Bapat Road, Pune – 411 016

IG/RCP/16/Coordinators Meeting/September – 14/2014/  
October 14, 2014

**MEETING OF THE COORDINATORS AND PROGRAMME – IN - CHARGES**  
19<sup>th</sup> and 20<sup>th</sup> September, 2014

**MINUTES**

A two – day meeting of the Coordinators and Programme – in - Charges of IGNOU Regular, Programme and Special Study centres of Indira Gandhi national Open University (IGNOU), Pune Region, was held at Pune on 19<sup>th</sup> and 20<sup>th</sup> September, 2014.

The meeting was attended by Coordinators and Programme – in – Charges of IGNOU Study Centres, Programme Study Centres and Special Study Centres from Pune, Satara, Baramati, Nashik, Aurangabad, Srirampur, Jalna, Faizpur, Sangli, Malegaon, Beed and Sangamner districts of Maharashtra. The list is placed as Annexure – I.

The meeting was presided over by Dr Masood Parveez, Senior Regional Director, IGNOU Regional Centre, Pune. Dr Mrs. Kalpana Gupte, Deputy Director conducted the meeting. Shri C Balachandar, Assistant Registrar and Shri Y Subrahmaniyam, Section Officer, organized the meeting. The other members of the staff of RC Pune participated in the meeting.

As the outset, Dr Mrs Kalpana Gupte, welcomed all the participants and informed that convening this meeting had two main purposes; to introduce Dr Masood Parveez, the new Senior Regional Director of IGNOU Regional Centre, Pune and to discuss strategies for promotion and publicity of IGNOU Programmes. This was followed by a session of self introduction.

Dr Masood Parveez in his inaugural address welcomed the participants. He mentioned that IGNOU has been established to cater to the educational and training needs of the country through open and distance mode of learning. The University since been extending educational and training opportunities to a large section of the society, who due to one reason or the other could not complete their studies. It is reaching the unreached, belonging to the disadvantaged sections of the society; the SC, ST, minorities, the rural, tribal and those living in far flung and geographically unfavorable areas. The University is also giving opportunity to the professionals to upgrade their academic qualifications and skills in order to keep them updated as per demands of the competitive market. Over 3.5 million students are on our rolls today. It is declared as “The Largest University of the World” in terms of the number of students enrolled.

The University is undertaking the massive responsibility with the help of 21 Schools of studies in various disciplines located at IGNOU HQ, Maidan Garhi, New Delhi; a network of 65 Regional Centres; over 3500 Study Centres, offering over 200 academic and skill – based training

programmes, over 12,000 academic counsellors and evaluators spread at the length and breadth of the country. The University has study centres / Partner Institutions in 72 countries.

The Regional Centre, Pune since its establishment in the year 1991 has been catering to the educational demands of the people of Maharashtra. Regional Centres in Mumbai and Nagpur have also been established recently for looking after the local needs.

Dr Masood Parveez mentioned that it was felt necessary to review functioning of the Study Centres, its accessibility to the people, provision of support services to the learners, therefore, the two - day meeting of the Coordinators and Programme – in Charges has been convened. He appreciated the Officers and Staff of IGNOU Regional Centre, Pune and functionaries of Study Centres of Pune region for working to the best of their ability. He thanked them for the help and support extended and congratulated for the success achieved so far in providing support services to the learners.

Dr Masood Parveez further mentioned that there is a need to reach the people who are residing in the remote and far flung areas of Maharashtra, extending the facility of quality education similar to that is accessible to the people residing in the cities. The unique schemes of the Mobile Study Centres, the Sub Study Centres, the Work Centres, the Virtual Study Centres for online Studies of IGNOU has the strength of reaching to the disadvantaged these sections of the society. He further mentioned that information related to IGNOU Programmes, its flexible nature of study period, the quality of the programmes, the recognitions given by the apex bodies may need to be disseminated to the people. Therefore there is need to undertake intensive promotion and publicity activity in the region.

Dr Kalpana Gupte, Deputy Director, briefed about the various methods, the ways through which the promotion and publicity of IGNOU Programmes can be taken at the level of the Regional Centre and the Study Centres.

Subsequently, the Coordinators and Programme – in – Charges were requested to make a presentation on functioning of their study centres, their preparedness for the January 2015 session, their plans and schemes for promotion and publicity of IGNOU Programmes in the region. The presentations were followed by discussion.

After detailed deliberations, it has been resolved to undertake the following activities for extending our accessibility and reach to the people of Maharashtra, help them in their development for the overall development of the State.

- Identification of areas and locations in Maharashtra that need education and training,
- Launching of new academic programmes as per need and local demand,
- Identification of need – based, skill development programmes for the youth,
- Identification of institutions that would associate with IGNOU for imparting education and training to the youth,
- Establishment of study centres for the disadvantaged sections of the society; the SC, ST, minorities, the rural, and the tribes,
- Maintenance and improvement in the of quality of student support services in the region,



- Identification of training needs of the employees of the Government and Private establishments, and
- Promotion and publicity of IGNOU Programmes in the State.
- Identification of institutions and experienced faculty for translation of the academic and skill based programmes,
- Following up with various Departments of the State Government and the corporate bodies for sponsorship of their personnel for registering to IGNOU Programmes,
- Establishment of a Regional Campus Placement Cell and following up with employers and various placement agencies for organizing campus placement interviews for the IGNOU learners,
- Establishment of Regional Alumni Association, and
- Establishment of a quick student grievance redress system.

It was also resolved that the activities will be undertaken at Pune and the towns of Maharashtra with the help and support of IGNOU Study Centres of the region. The Study Centres were requested to submit their proposals in the prescribed format for promotion and publicity in the region. A copy of the format is issued to them. The same is placed as Annexure – II.

Dr Kalpana Gupte, Shri Ch Balachandar, and Shri Y Subrahmaniyam briefed the Coordinators and Programme – in Charges on aspects related to scheduling and conduct of the theoretical and practical counselling sessions; assignment evaluation; conduct of examination; submission of monthly monitoring reports; submission of recoupment bills; monthly statement of account; deduction of TDS, etc., and also clarified their doubts in their respective sessions.

During the Open Session, the Coordinators and Programme – in – Charges requested for issue of furniture and equipment such as computers and printers. They are all asked to submit their proposals in the prescribed format. A copy of the standard list of furniture and equipment to be supplied to the Regular / Programme / Special Study Centres is distributed to all of them again.

Issue related to non – receipt, short receipt and delayed receipt of study material was discussed. It was informed to the Coordinators that there has been some delay this time in receipt of study material from GNOU, Maidan Garhi, New Delhi. The study material will be dispatched to the learners and the study centres as soon as it is received.

Keeping in view of delay in receipt of the study material and the ensuing Term End Examination (TEE) in December, 2014, the Study / Programme Study Centres were advised to schedule Induction Meetings and the counselling sessions as soon as study material to their learners is received.

The matter related to submission of assignments while submitting the examination form was raised by the Coordinators. It was informed that the Regional Centre has submitted a request to HQ of the University to delink submission of assignments with the examination form submission for TEE December, 2014 keeping in view of non – receipt, short receipt and delayed receipt of the study material. The study centres were asked to take an undertaking from the examinees that they would

submit their assignments before they appear in the TEE December, 2014, while endorsing their examination form.

The following suggestions were also given by the Coordinators and the Programme – in Charges.

- PG Diploma in Geriatric Medicine needs revision,
- Supply of reference books to the Study / Programme Study Centres to be restarted,
- Arrangements of accommodation to be made for the students who attend the intensive practical sessions in spells of 10 – 15 days,
- To issue study material to the academic counsellors on their empanelment,
- Norms of payment for providing support to the learners at the study centres needs revision,
- Programme specific orientation programme for the academic counsellors to be organized,
- Training programme on functioning of study centres, especially on aspects related to handling of assignments, examination and finance and accounts may be organized for the functionaries of study centres,
- Stock of old / pre revised study material and prospectus stacked at the study centres to be disposed off,
- There may be buffer stock of study material for helping the students under situations of delayed receipt of their study material.

The Regional Director ensured the Coordinators and the Programme – in – Charges that the suggestions given by them will be forwarded to the HQ of the University with recommendations for consideration. Necessary action that can be taken up at the level of the Regional Centre will be initiated.

Dr Kalpana Gupte proposed vote of thanks. The participating Coordinators and the Programme – in Charges were issued Certificate of Participation.

Consequent to conclusion of the two – day meeting of the Coordinators, a Press Conference was organized. The Coordinators and the Programme – in – Charges participated in the Press Conference. About 16 journalists from the print and electronic media participated in the Press Conference. The Medial Release (Annexure – III) and clippings of the news published in the newspapers are enclosed (Annexure – IV).

  
(Masood Parveez)  
Senior Regional Director