

Indira Gandhi National Open University

Regional Centre, Pune

Study Centre Monitoring Report

Academic Functions of the Regular / Programme / Special Study Centre

Study Centre Code: _____

Academic Session (January / July of the Year): _____

Date of the Visit: _____

Name of the Officer Visited: _____

S No	Activities	Yes	No	Remarks
1	Whether the study centre has conducted Induction Meetings of all the Programmes, or not.			
2	Whether the study centre has adequate number of academic counsellors as the programmes activated, or not.			
3	Whether the study centre has scheduled the theoretical counselling sessions as per norms. Copy of the counselling schedule to be attached.			
4	Whether the study centre has scheduled the practical counselling sessions as per norms. Copy of the practical counselling schedule to be obtained.			
5	Whether the study centre has maintained attendance sheets of learners of the theoretical counselling sessions, or not.			
6	Whether the study centre has maintained attendance sheets of learners of the practical counselling sessions, or not.			
7	Whether the study centre has maintained a register for recording assignment submission by the learners, or not.			
8	Whether the study centre has maintained a register for recording details of the assignments given to the evaluators, or not.			
9	Whether the study centre has maintained a register for recording details of the evaluated assignments returned to the learners, or not.			
10	Whether the study centre has maintained a register / records of the project reports submitted by the learners, their evaluation / forwarding to SED, IGNOU, New Delhi for evaluation, or not.			
11	Whether the study centre has maintained copies of the award lists of the assignments, projects, workshops, or not.			
12	Whether the study centre (If it functions as an Examination Centre) has maintained attendance sheets of the term end examinations (theory and practicals), or not			
13	Whether the study centre submits award lists of assignments, project reports and workshop in a			

	regular manner, or not. Details to be checked from the registers and noted down if there is irregularity.			
14	Whether the study centre has facilities to view teleconference / web conference, or not.			
15	Whether the study centre has a Library, or not.			
16	If yes, list of the books and journals to be obtained.			

17. Any specific difficulty faced by the study centre (Use extra sheet if necessary):

Name & Signature of the Coordinator / Programme – in – Charge

18. Over all remarks, observations and suggestions for improvement (Use extra sheet if necessary):

Signature of the Officer Visited the Study Centre