

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE JAMMU (SPMR COLLEGE OF COMMERCE)
CANAL ROAD JAMMU

Proforma for Renewal of Term of **Coordinators** of Study Centres/Special Study Centres/Program Study Centres
(To be filled in by Coordinator and sent to RD so as to reach latest by 15th November)

1	Name/Address of SC/SSC/PSC													
2														
3														
4														
5														
6	Programs for which activated & Enrolment in Jan/July-2011			Program	Enlr	Program	Enlr	Program	Enlr	Program	Enlr	Program	Enlr	
	Jan-2011	July-2011	Total											
7	Data related to Counselling Session organized and Assignments submitted and evaluated (for the period Jan-Sept. 2011)			A	Total No. of Counselling Sessions organized (1) Theory = (2) Practical =									
				B**	Consolidated Percentage of Attendance (1) Theory = (2) Practical =									
				C	No. of Audio-Video Sessions organized (Please list three Audio & Video programs which evoked good response.									
				D	No. of Teleconferences(TCF)/ Videoconference(VCF) Sessions organized									
				E	Total No. of Assignments submitted									
				F	No. of Students to whom feedback of Assignments has been sent.									
8	Promotion of IGNOU activities			A	Increase/Decrease in Fresh Admission in comparison to the previous year									
					Jan-2010	Jan-2011	July-2010	July-2011						
				B	Utilization of Library Facilities & average No. of learners per week) =									

9	Management of the Study Centre/Program Study Centre/Special Study Centre	
	A	Identification of Academic Counsellors (Programme-Wise)
	B	Programmes in payment to Counsellors/ Evaluators and Submission of Bills to RC.
	C	Promptness in sending relevant Reports to RC
	D	Other activities (like participation in Seminars, Workshops/Symposium etc.
10	General Assessment/Appraisal of the Centre by the Coordinator/PIC /SSC for Renewal (Highlight achievements and also mention shortcomings/drawbacks)	

P.3.

Method of Calculation for Item 7(b)

Let the enrolment and percentages of attendance for the Programmes be as under:

Name of the Prog.	enrolment	Percentage of attendance
Programme-1	N 1	P 1
Programme-2	N 2	P 2
Programme-3	N 3	P 3

Then consolidated percentage of attendance is given by

$$P = \frac{N_1P_1 + N_2P_2 + N_3P_3}{N_1 + N_2 + N_3}$$

For example, if: $N_1 = 100$, $N_2 = 200$, $N_3 = 50$ and
 $P_1 = 60$, $P_2 = 50$, $P_3 = 40$

$$\text{Then, } P = \frac{6000 + 10000 + 2000}{100 + 200 + 50} = \frac{18000}{350} = 51.4\%$$

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