

FAQs on General Issues

Q-1: What is an IGNOU-Community College?

Ans: Institutions registered with IGNOU to offer certificate, diploma and two year post secondary education leading to an Associate Degree will be referred to as IGNOU-Community Colleges. They will offer a range of programmes at an affordable cost to students of all ages, following a flexible modular pattern of course delivery. The nature of the programmes and their pattern of delivery will depend upon the requirements of the community which the college serves. Successful completion of modules will lead to certificates, diplomas and associate degree.

Q-2: What is the philosophy of Community Colleges?

Ans: Institutions which are run “for the community, by the community, and of the community” offering opportunities to all sections of society particularly the marginalized and disadvantaged is the rationale for the establishment of a community college. It encourages students who may want to attend a three-year degree but are not academically, personally or economically ready to begin study in the formal system. In a community college students can choose to work towards an Associate Degree (two-year) in several academic and technical fields which will enable them to get transfer to a regular college or university for completion of a degree.

Q-3: How will an IGNOU Community College differ from regular undergraduate colleges?

Ans:

- Many school dropouts, late entrants into higher education and those in the workforce who find entry into the formal system to be rigid may avail of the programmes of community colleges and equip themselves for a degree.
- Community colleges unlike the formal system will offer students' choices to pursue continuing education in multiple formats – face-to-face, on-line, full-time, part-time.
- While regular colleges require full-time attendance, community colleges will accommodate students who pursue their studies part-time.
- Community colleges may provide a faster option for a student who wants a career-oriented qualification and may not require a three year degree. For example - a student may take a One Year Diploma of 32 Credits as a Pharmacy Technician or a 16 Credit Certificate as an Insurance Agent from the curricular content available with the college which may be supplemented by large repository of IGNOU's academic programmes.

Q-4: What is the admission process to be followed?

Ans: Community Colleges may admit a certain number of students for each programme depending on the physical and human infrastructure available. If the demand for a programme is very high, candidates may be shortlisted on the basis of their personal profiles. The admission procedure should be clearly stated.

Q-5: Will IGNOU affiliate Community Colleges?

Ans: No. Community Colleges will be registered with IGNOU and the degrees will be conferred by IGNOU.

Q-6: What will be the structure of IGNOU Community Colleges?

Ans: Community Colleges will be governed by a Community College Board / Board of Trustees comprising of the Founders/Management of the college, Representative of IGNOU, Local Government / District, Industry / Community Representatives. The College will also have an Academic committee and an Examination committee.

Q-7: What pedagogical methods should be followed in Community Colleges?

Ans: As the student clientele in Community Colleges are likely to be those who want an early exit into the world of work and also those who would like to upgrade their existing skills for professional advancement, the participatory approach through group discussions, simulations and self-discovery is found to be most appropriate.

Q-8: Will IGNOU provide text books for use by Community Colleges?

Ans: The material of IGNOU will be made available wherever required.

Q-9: Can programmes be offered in vernacular languages?

Ans: Yes, all Community Colleges may offer programmes according to the local need but keeping in mind the requirements of the job market, a compulsory paper each in Functional English and Computer Literacy should be included. The Functional English component may be tailor-made to the programme offered for example, Tourism-languages, sentences and speech commonly used in this sector.

Q-10: How will IGNOU help in the capacity development of its Community Colleges?

Ans: The large repository of courses and programmes developed by IGNOU will be made available to IGNOU community colleges through a content-sharing agreement for the purpose.

- Skill-upgradation and pedagogy related training will be provided by IGNOU.
- IGNOU's facilities for teleconferencing may be availed of by the community colleges.

Q-11: What will be the academic calendar for Community Colleges?

Ans: Academic Calendars are to be drawn by the Community Colleges, based on the broad framework of admissions in January/July and examinations on June/December.

Q-12: How will the standards of IGNOU Community Colleges be maintained?

Ans: IGNOU will devise a monitoring mechanism for quality assurance of community colleges. Regional Consortiums/ Networks of Community Colleges will be formed to identify and disseminate best practices. For each programme sector a national level Curriculum Review Committee will be constituted by IGNOU. An accreditation procedure in line with community colleges all over the world will be evolved in due course.

Q-13: Is it possible for students to work and attend a Community College at the same time?

Ans: Yes. Most students work during the day and community colleges can offer a broad range of evening and weekend classes.

Q-14: How can Community Colleges offer their services to Industry?

Ans: Community colleges may offer contracted services for specific occupational purposes—training specifically for the employees of certain companies, training for public–agency employees, and training for specific groups such as unemployed people or individuals trying to make the transition from welfare to self-sufficiency.

Q-15: How should the different types of evaluation be consolidated?

Ans: These will depend on the teaching methodologies. The components of evaluation must be appropriately proportioned with reference to the teaching methodologies.

Q-16: Will IGNOU provide financial assistance to Community Colleges?

Ans: Presently, there is no funding available from IGNOU to community colleges. However, IGNOU is a nodal agency for a number of governmental programmes in the non-formal sector and depending on the sector of operation, it will use the services of community colleges for implementation of these programmes.

Q-17: How can Community Colleges make optimal use of facilities?

Ans: Community colleges in addition to their own physical and human infrastructure may use the assets of the local community by effectively networking with local authorities and civil society.

Q-18: Provide guidelines for the:

(a) Formation of Community College Board.

(b) Constitution of Academic Committee of subject experts and university nominee.

(c) Setting up of Examination Committee.

Ans: These are the regulatory bodies of a Community College. The members concerned should have proven track record of capabilities in academic administration/ teaching and they should be well

versed with the norms of teaching and evaluation followed at the existing universities of the country. Above all their integrity should be beyond doubt.

While sending the nomination of these persons it should be ensured that the above mentioned qualities get reflected. The Community Colleges will also seek nomination of IGNOU Representatives. Specifications regarding (a), (b), (c) are listed below:

- (a) The nominees concerned should have experience in academic administration.
- (b) The nominees should preferably be subject experts related to the academic programmes on offer by the Community College concerned.
- (c) The nominees should have experience in handling of examination at institution of higher learning.

Q-19: Whether the selected Organizations / institutions has to pay any affiliation fee towards IGNOU ?

Ans: Community Colleges are not getting affiliated to IGNOU. As a matter of fact, IGNOU is by no means an affiliating university. So the question of affiliation fee does not arise. However, each Community College will have to pay fees to IGNOU as per the structure given below:

Registration:

Certificate Programme: Rs. 250/-,

Diploma Programme: Rs. 500/-,

Associate Degree Programme: Rs. 750/-

Examination:

@ Rs. 50/- per student per course

Certification:

@ Rs. 350/- per student

Q-20: How much time will it take a Community College to start the programmes after the submission of desired documents to IGNOU.

Ans: It depends on the document. We hope that we should not take more than 10 days to nominate IGNOU representatives to the regulatory bodies. Rest depends on the outcome of the meetings of the regulatory bodies.

Q-21: Is it compulsory to hold the meeting in the presence of IGNOU representative or can we meet within ourselves by having other members of the committee but communicate the outcome of the meeting to them and also to IGNOU Community College Examination Board?

Ans: Yes. However, if the IGNOU representative cannot take part and all possibilities of having him/her at the meeting gets exhausted then the minutes should be sent for his / her endorsement.

Q-22: What are the other procedures that we need to follow for further process, like where we have to submit the Undertaking and other papers if required? When we have to submit to IGNOU the names and details of the Community College Board, Academic Committee and Examination Committee? When the College will submit a draft brochure indicating the programmes it wishes to offer, salient features, fee structure, members of the committees and any other highlights to the Community College Board for approval?

Ans: Regulatory Bodies are to be framed immediately after the registration of a Community College. Academic Programmes identified are to be a part of the EOI document. All documents are to be submitted at the Community College Unit, IGNOU.

After getting the academic programmes approved by the Academic Council, a Community College may bring out its brochure to facilitate admissions.

Q-23: What is the procedure for changing the name of the institution?

Ans: First get the approval of the Community College Board. Then send an application to us mentioning the compelling reason for the change with an affidavit. We shall get back to you after receiving your application.

Q-24: Who we have to contact for updating of the Community College name?

Ans: No. Community College Unit, IGNOU.

Q-25: From where can we find the Undertaking Form on IGNOU Website?

Ans: Click the link on Community College.

Q-26: How and when to start the programmes after the formation of Community College Board, Academic Committee & Examination Committee?

Ans: From the next available session (Jan or July) after getting the required approvals.

Q-27: By when will we be able to register our students for the university examination?

Ans: First they are to be registered for admission. Dates are to be announced by you.

Q-28: Is it possible to conduct Examination Committee meeting without IGNOU Representative?

Ans: Please see answer to Q-21.

Q-29: As students are already working in various factories in their places, they request us to permit them to undergo the course in their places in some reputed institution recognized by us. Can we be permit to have tie-up with these institutions through a MoU.

Ans: Such a situation should have been anticipated prior to sending the EOI. However, you have to send us the details of the tie-up and get our approval. If an MoU is required it would be between the institution and the Community College. IGNOU will not be a signatory to the MoU.

Q-30: Can the date of Admission be extended to complete all the admission formalities?

Ans: Yes, by the Community Colleges for Category 2 & 3 Programmes for Category 1, IGNOU schedule has to be followed. In any case, the last date for submission of students data with fees has to be adhered to.

Q-31: We are not having facilities for interactive/ teleconferencing sessions. Please advise us as to how to make use of the DTH, EduSat / Gyandarshan.

Ans: Please contact your Cable TV operator for installing DTH and getting access to the Gyandarshan channels (GD-1, GD-2, GD-3 and GD-4). These are all must carry channels. EDUSAT signals are available through GD-2.

Q-32: Is there any rebate of fees for SC/ST/Female students?

Ans: For IGNOU students there is a provision for reimbursement from the Welfare Departments of State Government. Please see the IGNOU website. In order to have a similar provision for the student of Community Colleges, the matter is to be taken up with the State Welfare department by the respective Community Colleges.

Q-33: Whether or not the mark sheets will be registered at the employment exchanges?

Ans: It seems that the hint is towards the issue of recognition. The academic programmes conducted through Community Colleges should not be considered equivalent to those pertaining to collegiate education, so that steps such as registration of Certificate with Employment Exchanges are to be taken. Let us try to ensure that the students of the Community Colleges become high quality performer and the employment providers get to know about the credential of the student through their performance.

Q-34: Whether Transfer Certificate or Migration Certificate is required for admission into diploma courses?

Ans: No. Not also for admission to certificate Programme and Associate Degree Programme.

Q-35: Whether any student can change the course once the registration procedure is complete?

Ans: This has to be decided by the Community Colleges in respect of Category 2 & 3 programmes. For Category 1 programme IGNOU norms will be applicable.

Q-36: If the IGNOU member is not present in the meeting can we get their opinion/comments/observation by email or fax. Kindly clarify?

Ans: By email/fax after exhausting all possibilities of having the IGNOU nominee at the meeting. Please see answer to Q. 37.

Q-37: For tie-up with American Community Colleges can we get support in visa processing and travel and stay at America.

Ans: These are to be worked out. First send a comprehensive proposal.

Q-38: Can we offer Online NON CREDIT short term Certificate Programme? Whether IGNOU will award Certificate?

Ans: Yes, with due approval of the Academic and Examination Committee. It cannot be called a Certificate Programme.

Q-39: As per our understanding these Community Colleges are being targeted to provide maximum reach to the rural population providing skill, training and certificates as per the local needs which varies at every kilometer in this country. Can we open learning centers in extreme rural areas so that we can contact them at our district headquarters Economically weak population cannot afford to stay at district headquarters for a considerable length of time.

Ans: Provide the details of the learning centre to us for our consideration.

Q-40: What steps IGNOU can take up to arrange educational loan from Nationalized bank to the students?

Ans: Efforts towards this direction are to be taken up by the Community Colleges.

Q-41: Is there any criteria of minimum number of students for registration in a particular programme?

Ans: No.

Q-42: Is there any fee regulation-maximum limit that we can collect from a student for Certificate, Diploma and Associate Degree Programme? Or can Community Colleges fix the amount of fees for the Category 2 & 3 Programmes?

Ans: Fees are to be fixed with due approval of the Fees Fixation Committee.

Q-43: Provide remuneration guidelines for members conducting examinations at all levels.

Ans: To be fixed by the Community Colleges.

Q-44: Are books of IGNOU available for the Community College for programmes like Certificate in Garment Stitching and Certificate in Personality Development and Spoken English?

Ans: Not as of now.

Q-45: Regarding publicity in media and newspapers will IGNOU share some of the expenditure?

Ans: No.

Q-46: Do Community Colleges have last date for admission?

Ans: To be decided by the Community College.

Q-47: How can Community Colleges use the regional offices?

Ans: First, let us know how you like to make use of the Regional Office. We are in the process of equipping the Regional Offices in terms of themselves gaining expertise in multiple areas of operation of the Community Colleges.

Q-48: What are the steps being taken for training the faculty at the Community Colleges?

Ans: We have to undertake Training Programmes in all areas in an elaborate manner at different parts of the country.

Q-49: As students are already working in various factories in their places, they request us to permit them to undergo the course in their places in some reputed institution recognized by us. Can we be permit to have tie-up with these institutions through a MOU.

Ans: Such a situation should have been anticipated prior to sending the EOI. However, you have to send us the details of the tie-up and get our approval. If an MoU is required it would be between the institution and the Community College. IGNOU will not be a signatory to the MoU.

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Ans: By email/fax after exhausting all possibilities of having the IGNOU nominee at the meeting. Please see answer to Q-13 of Issues related to Examination.

Q-57: As per our understanding these Community Colleges are being targeted to provide maximum reach to the rural population providing skill, training and certificates as per the local needs which varies at every kilometer in this country. Can we open learning centers in extreme rural areas so that we can contact them at our district headquarter Economically weak population cannot afford to stay at district headquarters for a considerable length of time.

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Q-66: What are the steps being taken for training the faculty at the Community Colleges?

Ans: We have to undertake Training Programmes in all ares in an elaborate manner at different parts of the country.

Q-67: Can we issue advertisement is the Media/Newspaper?

Ans: Yes, with the approval of the Community College Board.

Q-68: Can we admit students in Face-to-Face as well as Distance Learning Mode?

Ans: You may admit Face to Face/Distance Learning as well as Online Mode.

Q-69: Can we issue the minute and other documents through e - mails?

Ans: Please correspond to us only though e-mail.

Q-70: What if the students have discontinued the studies, whom it has to be intimated?

Ans: The Community Colleges will have to find their own ways about strategizing retention of students. Relevant records are to be sent to the Nodal Officer, Community College Unit, IGNOU.

Q-71: How will IGNOU supply the study materials to Community Colleges?

Ans: Supply will be made on demand from the Community College concerned. They will write to the Nodal Officer and it would be forwarded the Material Production Distribution Division who will indicate the cost with 25% discount. On payment of this cost books will be supplied.

Q-72: Can we enroll the students throughout the year?

Ans: You may admit students throughout the year but registration will only be done corresponding to January and July cycles of admissions.

Q-73: Community Colleges are established to serve the economically weaker sections of the society. Hence we collect a nominal fee, which is less than the fee collected by government colleges. At least 50% of our students are not able to pay even this nominal fee. Hence Community Colleges like ours have to cover almost 75 to 80% of the running costs and 100% of the establishment cost from our own resources, and also may be borrowing from other institutions run by our Trust. Moreover, we will have to cover, on top of the running costs, air travels, hotels, daily allowance and local conveyances for the IGNOU representatives who will be attending the Academic, Exam and Board meetings. These costs far exceeds the fee collected from the students. Their participation is indeed extremely valuable and most helpful to run the Community Colleges. Hence, our request is that IGNOU may kindly consider covering air travel, hotel and daily allowances of the

IGNOU representatives who will be attending the various meetings of the Community Colleges at least for the first three years.

Ans: It is a policy decision. We shall remember your suggestion. However, it may be noted in this connection that so far IGNOU has not been provided any extra funds for its Community College Scheme.

Q-74: Which office records are to be maintained at the Community College office?

Ans: Student Records and all correspondences with IGNOU like Proceedings of all meetings like that of Community College Board, Academic Committee and Examination Committee.

Q-75: Whether IGNOU has taken up issue of internship in industries with Government of India, Ministry of Labour as per Apprentices Act 1961, 1973?

Ans: No.

Q-76: Can community colleges offer courses in the morning as well, because many students may want to work in the afternoon and night shifts?

Ans: Yes. The Logistics are to be managed by the Community Colleges.

Q-77: Should a Community College follow its course codes?

Ans: Community Colleges should only follow the Programme Code, Course Code and College Code provided by IGNOU.

Q-78: Is the admission date to be adhered according to IGNOU schedule or can we relax and extend the same ourselves, ensuring completion of the credit-based total study hours before the exam schedule of IGNOU for the respective Sessions of January and July.

Ans: For Category 1 you have to strictly follow the IGNOU norms and for Category 2 and 3 the Community Colleges will announce the admission date. However, admissions can only be taken for January and July Cycle. In all cases IGNOU will provide the last date for receipt of admission data.

Q-79: We need some clarifications regarding admitting students in face-to-face / Distance Learning as well as Online Mode.

- i) Can we admit students for Category -3 programmes only or Category 2 also?
- ii) What will be the process to admit students in Distance Learning mode?
- ii) What will be the requirement of minimum students to have exam centre for the students of Distance learning mode?

Ans:

- i) You can admit for both the Categories.

- ii) For Category 1 programmes IGNOU norms are to be followed. For Category 2 and 3 the intending Community Colleges will have to develop their procedure under the guidance of the Community College Board. The Student Handbook and admission application form should clearly indicate about both the provision.
- iii) If it is a IGNOU programme then 50, otherwise there is no restriction.

Q-80: It is in reference to the instruction from Hon'ble VC in which he has mentioned that Community Colleges should not start Learning Centers/Study Centers without the knowledge of IGNOU. Does it mean that if we want to start Learning Centres/Study Centres in District/ Tehsil/Block Level we have to send fresh proposal for each Learning Centre/Study Centre.

Ans: Yes. Fresh proposals are to be sent.

Q-81: How will IGNOU supply the study materials to Community Colleges?

Ans. Supply will be made on demand from the Community College concerned. They will write to the Nodal Officer and it would be forwarded the Material Production Distribution Division who will indicate the cost and both will be supplied.

Q-82: Can the students under distance education mode choose their schools/places to attend their practicals/contact classes as per their convenience?

Ans. It is not understood as to why schools are to be selected.

In so far as practicals are concerned attendance is compulsory irrespective of the mode of instruction, i.e. face-to-face or distance. So students may be given the liberty to select the workplace but the Community College will have to ensure the monitoring mechanism.

Q-83: How to get into an agreement in the form of an MOU with schools for training/practicals for the Distance Education students?

Ans. It is not understood why an Agreement/MOU will be required. However, if it is that essential than the tie-up with the school has to be done by the Community College concerned. IGNOU will not be a party to that agreement. It can however be a facilitator.

Q-84: Shall we enroll the students throughout the year?

Ans. You may admit students throughout the year but registration will only be done corresponding to January and July cycles of admissions.

Q-85: Community Colleges are established to serve the economically weaker sections of the society. Hence we collect a nominal fee, which is less than the fee collected by government colleges. At least 50% of our students are not able to pay even this nominal fee. Hence Community Colleges like ours have to cover almost 75 to 80% of the running costs and 100% of the establishment cost from our own resources, and also be borrowing from other institutions run by our Trust. Moreover, we will have to cover, on top of the running costs, air travels, hotels, daily allowance and local conveyances for the IGNOU representatives who will be attending the Academic, Exam and Board meetings. These costs far exceeds the fee collected from the students. Their participation is indeed extremely valuable and most helpful to run the Community Colleges. Hence, our request is that IGNOU may kindly consider covering air travel, hotel and daily allowances of the IGNOU representatives who will be attending the various meetings of the Community Colleges at least for the first three years.

Ans. It is a policy decision. We shall remember your suggestion. However, it may be noted in this connection that so far IGNOU has not been provided any extra funds for its Community College Scheme.

Q-86: Do the second semester students have to register again with IGNOU?

Ans. It depends on the pattern of registration which has to be handled by the Community Colleges.

Q-87: Which office records are to be maintained at the Community College office?

Ans. Student Records and all correspondences with IGNOU like Proceedings of all meetings like that of Community College Board, Academic Committee and Examination Committee.

Q-88: Whether IGNOU has taken up issue of internship in industries with Government of India, Ministry of Labour as per Apprentices Act 1961, 1973?

Ans. No.

Q-89: Can community colleges offer courses in the morning as well, because many students may want to work in the second and night shifts?

Ans. Yes.

Q-90: Should we follow our course code?

Ans. Community College should only follow the Programme Code, Course Code and College Code provided by IGNOU.

Q-91: Is the admission date to be adhered according to IGNOU schedule or can we relax and extend the same ourselves, ensuring completion of the credit-based total study hours before the exam schedule of IGNOU for the respective Sessions of January and July.

Ans. For Category 1 you have to strictly follow the IGNOU norms and for Category 2 and 3 the Community Colleges will announce the admission date. However, admissions can only be taken for January and July Cycle. In all cases IGNOU will provide the last date for receipt of admission data.

Q-92: Should the students of Community Colleges have flexibility in deciding about the time to finish their programmes as per their convenience?

Ans. It is advisable to have flexibility of time. However, the decision lies with the Community College under authentication of the Community College Board.

Q-93: It has been clarified by the authorities of IGNOU that Community Colleges can not run PGDCA then how come some of the Community Colleges, namely CEDMAP Bhopal is advertising for the enrolment in PGDCA programme .Why this dual policy?

Ans. First of all, let it be made known very clearly that IGNOU does not follow any dual policy. It is being reiterated that Community Colleges are not allowed to offer PGDCA. However, because of the functional autonomy given to the Community College they may offer any programme but certification by IGNOU will be done only for Certificate/Diploma/Associate Degree Programme.

Q-94: What is the procedure to change members in Academic Committee and Examination Committee?

Ans. Please follow general guidelines and intimate about the change to us.

Q-95: While identifying a programme why you are so selective?

Ans. Yes, we are selective to the extent that the programmes satisfy the need of the community.

Q-96: Is there any limitation about running non-credit programmes? How many students can we take?

Ans. There is no limitations. However, limitations may get introduced that due to constraints of infrastructure.

Q-97: After doing Associate Degree Programme from Community College will the third year be done from IGNOU or any other University?

Ans. We are targeting for IGNOU only.

Q-98: For the launching of our college we will print some invitation card, where we want to put IGNOU's logo too. Can we do so? And which colour? Since we have seen four different colours (two shades of blue, black and maroon) of the logo, we would like you to specify the colour.

Ans. Any official document of a Community College which is meant for public consumption should have IGNOU logo on the top left corner and the institution logo on the top right corner. The preferable colour for IGNOU logo is blue.

Q-99: One of the academic members is under transfer to a far off place and hence the person has expressed the desire to relinquish membership from the committee. Can the trustees of the institution nominate another competent person as replacement?

Ans. Yes. Please ensure that the new member has proper credentials.

Q-100: What are the conditions for physically handicapped?

Ans. Please do not use the expression. 'Physically Handicapped', rather use 'Differently Abled'.

It would be welcome if the Community Colleges create facilities for the Differently Abled. For the IGNOU students there is a provision for reimbursement of fees by the respective State Welfare Departments which is clearly mentioned in the Student Handbook and Prospectus. However, the Community Colleges can create their norms and get the same approved by the Community College Board and subsequently seek the support of the State Government.

The Community Colleges would be expected to provide support like facility of reader to the visually impaired, facility of amanuensis during examination, etc.

Q-101: Can the Common Prospectus and application form used by IGNOU be used by Community Colleges?

Ans. No. A format for Prospectus and application form are under preparation which would be shortly sent to you.

Q-102: Whether the Regional Director of IGNOU can be consulted for our day-to-day clarification of doubts regarding the operationalisation of the courses and programmes?

Ans. We are in the process of creating such an enabling mechanism.

Q-103: Is there any provision for the scholarship of economically backward class of students in Community Colleges?

Ans. Not as of now. The initiative has to be taken by the Community Colleges.

Q-104: What is the credit transfer procedure for any Associate Degree in Business Administration with specialization or without when they go for final admission in IGNOU for Degree?

Ans. It is under process.

Q-105: Do we have any set guidelines for signing of an MOU with any university for the credit transfer in the third year after and Associate Degree Programme?

Ans. No.

Q-106: NGOs working in Kharagpur, West Bengal visited our Community College in Orissa for a two day exposure study. Having got convinced about the concept and the benefit of Community College systems to create employment for the youth, they have sent letters of request for us to start a Community College in Kharagpur, for which, suitable infrastructure is available.

- a. Whether a decision by the Green Valley Community College Board is enough to start the Community College at Kharagpur?
- b. Whether we need to apply once again to IGNOU for a separate registration
- c. Is there any other procedure to be followed?

Ans. No. They have to apply with a fresh EOI. It has to be followed up with the standard procedure of presentation.

Q-107: Is there any format for sending queries at a teleconference?

Ans: There is no particular format. Send your query through e-mail/fax/phone.

Q-108: What is the check list to be followed by a Community College after getting registered with IGNOU?

Ans: Please follow the steps mentioned in the Letter of Acceptance.

Q-109: When are the Study Materials to be sent to students?

Ans: The timings and logistics are to be decided by the Community College after getting the approval from Academic Committee.

Q-110: How to get an approval of a proposal regarding Community College?

Ans: Please go to IGNOU website and visit the link 'Community College'.

Q-111: Who will be providing the College code, programme code and course code?

Ans: All the codification will be done by IGNOU and those codes cannot be changed by the Community College.

Q-112: Can we change the contents of Study Material send by IGNOU?

Ans: Definitely not in the print. However, these may be customised as per the need of the students.

Q-113: In which manner we can increase the students?

Ans: You have to promote your programmes in the community by adopting suitable strategies, like awareness meetings, Community Radio Programmes, Press Releases, Press Conference, participation at Book Fairs and similar for exhibitions, etc.

Q-114: For preparing syllabus and courses of study for Category 2 by suitable mix of IGNOU programmes we need to refer the same. How could we readily refer to the same at the time of need, is it available on the net?

Ans: Yes, it is available on the IGNOU Website.

Q-115: Hon'ble VC, IGNOU had assured during the Inaugural meeting of Community Colleges at Vigyan Bhawan, New Delhi, that the study materials to Community Colleges will be made available at a nominal charges. But when we purchased the study materials the effective price was more than the cost price, as detailed below:

(i)	Price per Proforma Invoice	
	F. No. IG/MPDD/CC/09/07/299 dt. 20.08.09	7860.00
	Discount 25 %	1965.00
	Packing & Postage	<u>2500.00</u>
	Total	8395.00
	i.e. 6.8% more over the quoted price 7860.00	
(ii)	Cost of actual purchased Study Materials vide	
	MPDD Receipt No. A-6947 dated. 23-11-09	6670.00
	Discount 25%	1392.00
	Packing & Postage	<u>2500.00</u>
	Total	6678.00
	i.e. 19.9% moreover the quoted price 5570.00	

The packing and postage is charged as Rs. 2500/- in both the cases irrespective of the Volume and cost of the required study material which needs attention of the concerned authorities.

Is it possible that the study materials required by Regional Centre of IGNOU against the requisition placed with the Regional Centre of MPDD/IGNOU by community colleges for subsequent collection by respective colleges from the Regional Centre. Otherwise more logical discount and packing and postage charges be considered.

Ans: Your observations have been noted. However, it should not be construed that discount has not been given. We shall try to see that distribution can be done from the Regional Centres.

Q-116: On the IGNOU Text Books/ Study Materials the price is not printed. Can the price-list of the same be made available to community colleges by post or on internet for their reference and needful as and when necessary.

Ans: The Price List is under revision. It will be duly uploaded on the website.

Q-117: Some of the Community Colleges have received requests from Foreign Nationals for getting enrolled into their Community Colleges. So they have been exploring the possibility of the same and have sought our advice about the specific norms and guidelines, which might have to be followed in this regard.

Ans: There should not be any objection if the students concerned follow all the rules and regulations of the Community College; for example, they must fulfill the requirement of attendance at the practical classes, the disciplinary norms of the institution, etc.

Q-118: Some of the Community Colleges have enrolled Indian students residing abroad and they intend to have their practical classes conducted in a foreign country. They have sought specific guidelines about the evaluation of the practical exercises.

Ans: We may ask them to provide their learning and evaluation methodologies for approval/advice of the Community College Academic Board and Community College Examination Board. They should also follow the norms created for sending the marks of Continuous and Term-end Evaluation.

FAQs on Issues related to Registration

Q-1: Who will be eligible to enroll in Community Colleges?

Ans: Anyone who has completed 10+2 or its equivalent is eligible to enroll for the Associate Degree Programme. Similarly students who have completed the BPP Programme of IGNOU may also enroll for the Associate Degree Programme. Eligibility for Certificate Programmes vary from 8th pass and above and that for Diploma Programme vary from 10th pass and above.

Q-2: Can Community colleges offer short-term certificate/diploma programmes lesser than the duration stipulated by IGNOU?

Ans: Yes, the Community colleges may offer need-based programmes, which will be referred to as non-credit programmes.

Q-3: We need following clarifications regarding admission of students in Face to Face / Distance Learning as well as Online Mode.

- i) Can we admit students for Category -3 programmes only or Category 2 also?
- ii) What will be the process to admit students in Distance Learning mode?
- iii) What will be the requirement of minimum students to have exam centre for the students of Distance learning mode?

Ans.

- i) You can admit for both the Categories.
- ii) For Category 1 programmes IGNOU norms are to be followed. For Category 2 and 3 the intending Community Colleges will have to develop their procedure under the guidance of the Community College Board. The Student Handbook and admission application form should clearly indicate about both the provision.
- iii) If it is a IGNOU programme then 50, otherwise there is no restriction.

Q-4: Is semester pattern mandatory for Diploma courses?

Ans. Yes. This is required for ensuring student friendly workload.

Q-5: Is it possible to give admission to the student in second semester of ADP after completion of Certificate Programme or shall we have to wait for the result?

Ans: There is no need to wait for the result of the Certificate Programme for entry to the second semester of ADP. However, for final certification all courses, starting from the certificate level to Associate Degree Programme, have to be completed successfully.

Q-6: What is the student registration process for Community College?

Ans: We have sent a detailed guideline through our e-mail dated 8th March, 2010.

Q-7: What will be the territory for giving admission?

Ans: The programmes are to be handled face-to-face and attendance in practical is compulsory. The territory may be defined on the basis of above.

FAQs on Issues related to Academic Matters

Q-1: What is the suggested structure of Certificate and Diploma Programme?

Ans: Certificate programmes should be of 6 months' duration and equivalent to 16-20 credits. A Diploma programme is of one year duration with 32-36 credits.

The pattern of credits is as follows:

- Full-time programmes – one credit is equivalent to 15 contact hours.
- Part-time / Distance learning programmes – one credit is equivalent to 30 hours of study by a student which includes self-study, assignments, library work, etc.
- All Community Colleges must conduct theory/practical/in-service/apprenticeship in appropriate proportions commensurate with the teaching methodology.

Q-2: Does IGNOU prescribe the contents of Associate Degree Programmes?

Ans: IGNOU will not prescribe the contents. The Community Colleges will do that and will take guidance from IGNOU. For Associate Degree Programme, the structure is modular – Certificate Diploma Associate Degree Programme.→

Q-3: What will be the desired structure of an Associate Degree Programme?

Ans: The Associate Degree Programme may comprise of Foundation Courses in the first semester and Applied Courses in the chosen Programme Sector during the second semester. The Foundation Courses may comprise of Life and Livelihood Skills relating to Functional English, Personality Development, Computer Literacy and Communication Skills.

In the second year (third semester) the emphasis may be on Electives and Applied Courses. In the fourth semester besides Electives, there must be a compulsory component of Internship, Project Work ranging between 14 to 16 credits.

Q-4: How will students transfer from an Associate Degree to the third year of graduation?

Ans: For students who complete an Associate Degree and wish to register for the third year in IGNOU, a credit transfer policy will be worked out between the Community College and IGNOU. The international pattern is to accept about 80% of the credits earned during Associate Degree Programme.

Q-5: What is the structure of Bachelor's Preparatory Programme (BPP)?

Ans: Bachelor's Preparatory Programme has the following three courses.

- i) Preparatory Course in General Mathematics
- ii) Preparatory Course in Social Sciences
- iii) Preparatory Course in Commerce

A student has to select any two from the above courses.

Q-6: What is the medium of instruction for the various programmes?

Ans: Most of IGNOU's programmes are offered in English and Hindi. A good number of programmes are also available in regional languages. However, a Community College is expected to offer its programmes in vernacular medium.

Q-7: How will Community Colleges propagate their programmes?

Ans: On approval of the draft brochures/ fliers, individual community colleges may advertise their programmes through print and electronic media. They can also use local press, cable TV for promotional purpose.

Q-8: How will a Community College prepare the syllabus for its various programmes?

Ans: The Academic Committee may draw on its own internal / external expertise and wherever necessary include the courses of IGNOU by contextualizing them to local needs.

Q-9: What is the role of the Academic Committee?

Ans: An academic committee comprising of subject experts will oversee the academic planning and management of the college. It will develop the curricular framework and contents for various programmes. All community college programmes will have:

- A judicious blend of theory and practical
- Locale-specific needs clearly integrated into the curriculum
- Mandatory industry-community linkage

Q-10: Who will transact the curriculum?

Ans: Teachers / trainers in the community college will be responsible for programme delivery. Practitioners from the community will also be an essential human resource component. The qualifications and work experience for each programme sector will be laid down by the academic committee.

Q-11: We have chosen some programmes to be implemented. For some of the programmes we have capable faculty but for some of our implemented programmes we do not. So we have to publish an advertisement to check the availability of faculty. Please advice in this regard.

Ans: This reflects improper planning. A Community College should ensure availability of faculty and infrastructure before sending the EOI.

Q-12: Which are the Associate Degree Programmes that can be run through a Community College?

Ans: A Community College is supposed to identify the programmes as per the need of the community. The Master List given on the IGNOU website carries the names of all programmes on offer by the Community Colleges. This would definitely give you an idea.

Q-13: Can you let me know the procedure that the university follows in order to give us the recognition of our course?

Ans: A Community College Academic Board has been constituted in IGNOU for this Purpose which will meet quarterly to take up the issue.

Q-14: Our College has already received the award letter for running Community College for Associate Degree in Social Work. Our college has the qualified faculty and other amenities required for running MSW. Your approval and guidance would enhance the empowerment the local students who are unable to pursue the full time course. Please advice.

Ans: You cannot offer any Masters Programme through a Community College.

Q-15: After completing PGDCA, whether there is any benefit in the lateral entry or not?

Ans: As such Community Colleges are not supposed to conduct PGDCA. IGNOU had a scheme of lateral entry into BCA after completion of PGDCA, but now it stands withdrawn. However, at IGNOU there is a provision of Integrated MCA starting from the first year of BCA.

Q-16: What is the methodology to be adopted for running the short term courses?

Ans: Like any other Academic Programme these have to be decided by the Academic Committee.

Q-17: After acquiring the Associate Degree shall we be legally permitted in all Engineering Colleges to enter the third year under lateral entry scheme?

Ans: No.

Q-18: For our Associate programme in technical stream can we transfer the credits to IGNOU SAPET?

Ans: No.

Q-19: After completion of Associate Degree, will you give permission to start 3 year IGNOU distance learning facility in our Community Colleges?

Ans: No.

Q-20: What is the minimum educational qualification and age of formal students in Associate Degree Programmes?

Ans: 10+2. No age bar.

Q-21: Can we conduct three year degree programmes?

Ans: No.

Q-22: Our College has already received the award letter for running Community College for Associate Degree in Social Work. Our college has the qualified faculty and other amenities required for running MSW. Your approval and guidance would enhance the empowerment the local students who are unable to pursue the full time course. Please advice.

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Q-24: What is the methodology to be adopted for running the short term courses?

Ans: Like any other Academic Programme these have to be decided by the Academic Committee.

Q-25: After acquiring the Associate Degree shall we be legally permitted in all Engineering Colleges to enter the third year under lateral entry scheme?

Ans: No.

Q-26: For our Associate programme in technical stream can we transfer the credits to IGNOU SAPET?

Ans: No.

Q-27: For tie-up with American Community Colleges can we get support in visa processing and travel and stay at America.

Ans: These are to be worked out. First send a comprehensive proposal.

Q-28: Can we offer Online NON CREDIT short term Certificate Programme? Whether IGNOU will award Certificate?

Ans: Yes, with due approval of the Academic and Examination committee. It cannot be called a Certificate Programme.

Q-29: After completion of Associate Degree, will you give permission to start 3 year IGNOU distance learning facility in our Community Colleges?

Ans: No.

Q-30: What is the minimum educational qualification and age of formal students in Associate Degree Programmes?

Ans: 10+2. No age bar.

Q-31: Can we conduct three year degree programmes?

Ans: No.

Q-32: After completion of Associate/Associate Applied degree, will IGNOU give permission to conduct 3rd year degree programme under Category 1 in the same Community College?

Ans: Your question is confusing because under Category-1 we have direct programmes of IGNOU. So issue of its completing in third year does not arise. In so far as continuing into a third year degree after completing Associate Degree Programme under Community College is concerned it may be noted that the three year degree programme to be pursued will essentially be an IGNOU programme and for that the concerned learner has to take admission through an IGNOU Study Centre.

There is nothing called an Associate Applied Degree.

Q-33: Is Associate Applied Degree in the Community College Scheme of IGNOU approved by All India Council for Technical Education (AICTE) or not?

Ans: Perhaps your query is about Associate Degree Programme. As such IGNOU does not need the approval of AICTE. As a matter of fact we would first expect the pass-outs of the Community Colleges to perform and thus make themselves acceptable to the society.

Q-34: In case of Associate Applied Degree is Mathematics at foundation level compulsory or not?

Ans: There is nothing called Associate Applied Degree, nor there is any Mathematics course at the foundation level.

Q-35: Can the students under Distance Education mode choose their schools/places to attend their practicals/contact classes as per their convenience?

Ans: It is not understood as to why schools are to be selected.

In so far as practicals are concerned attendance is compulsory irrespective of the mode of instruction, i.e. face-to-face or distance. So students may be given the liberty to select the workplace but the Community College will have to ensure the monitoring mechanism.

Q-36: How to get into an agreement in the form of an MOU with schools for training/practicals for the Distance Education students?

Ans: It is not understood why an Agreement/MOU will be required. However, if it is that essential then the tie-up with the school has to be done by the Community College concerned. IGNOU will not be a party to that agreement. It can, however be a facilitator.

Q-37: We would like to conduct Short-term Non-Credit Certificate Programme (SNCP) with the approval of our Academic Committee for 30 days / 90 hrs. in Battery Maintenance, etc.

- a) Do we have your concurrence?
- b) Whether SNCP can be offered through Distance Education mode and Online Mode?

Ans: The Academic Committee is authorized to give the approval. The Distance Education and Online mode should have different Creditisation Packages.

Q-38: In Associate Degree Programme (Business Administration) if students finish the entire programme within three semesters instead of four semesters, whether she/he should be allowed to study extra subjects during the remaining semesters? Whether the successful completion of the programme entitles her/him to the award of a BA (Honours) degree?

Ans: The Associate Degree Programme should be officially spread over four semesters. There is no bar for studying extra subjects but credits can not be earned corresponding to them.

Q-39: What will be the major criteria of selecting teachers in Community College- Graduation or skill?

Ans: Both are equally important.

Q-40: How to evaluate projects and award marks? Is there any specific evaluation methodology that we need to follow?

Ans: The subject expert should be able to do the needful. However, you may take guidance from the Academic Committee.

Q-41: Is it necessary to get approval from IGNOU every time to adopt a new programme?

Ans: Yes. Approval of the Academic Committee will be required.

Q-42: Can we start Montessori Teachers' Training programme under Category 3?

Ans: Yes, but the certification will not be indicative of any recognition by the NCTE.

Q-43: After completion of Associate/Associate Applied degree, will IGNOU give permission to conduct 3rd year degree programme under Category 1 in the same Community College?

Ans: Your question is confusing because under Category-1 we have direct programmes of IGNOU. So issue of its completing in third year does not arise. In so far as continuing into a third year degree after completing Associate Degree Programme under Community College is concerned it may be noted that the three year degree programme to be pursued will essentially be an IGNOU programme and for that the concerned learner has to take admission through an IGNOU Study Centre. Admission through a Community Linked Learners' Centre can also be considered.

There is nothing called an Associate Applied Degree.

Q-44: Is Associate Applied Degree in the Community College Scheme of IGNOU approved by All India Council for Technical Education (AICTE) or not?

Ans. Perhaps your query is about Associate Degree Programme. IGNOU does not need the approval of AICTE for the Associate degree Programme as there are not among the collegiate technical degree. We expect the pass-outs of the Community Colleges to perform and thus make themselves acceptable to the society.

Q-45: In case of Associate Applied Degree is Mathematics at foundation level compulsory or not?

Ans. There is nothing called Associate Applied Degree, nor there is any Mathematics course at the foundation level.

Q-46: We would like to conduct Short-term Non-Credit Certificate Programme (SNCP) with the approval of our Academic Committee for 30 days / 90 hrs. in Battery Maintenance, etc.

- a) Do we have your concurrence?
- b) Whether SNCP can be offered through Distance Education mode and Online Mode?

Ans. The Academic Committee is authorized to give the approval. The Distance Education and Online mode should have different Creditisation Packages.

Q-47: In Associate Degree Programme (Business Administration) if students finish the entire programme within three semesters instead of four semesters, whether she/he should be allowed to study extra subjects during the remaining semesters? Whether the successful completion of the programme entitles her/him to the award of a BA (Honours) degree?

Ans. The Associate Degree Programme should be officially spread over four semesters. There is no bar for studying extra subjects but credits can not be earned corresponding to them.

Q-48: What will be the major criteria of selecting teachers in Community College- Graduation or skill?

Ans. Both are equally important.

Q-49: Is it necessary to get approval from IGNOU every time to adopt a new programme and suspend the previous programme under Category 1?

Ans. Yes. Approval of the Academic Committee will be required.

Q-50: Can we start Montessori Teachers' Training programme under Category 3?

Ans. Yes. The certification will not be indicative of any recognition by the NCTE.

Q-51: What should be the qualification of the teachers?

Ans. It depends upon the programme.

Q-52: When is the Academic Committee meeting supposed to be held?

Ans. It is to be scheduled by the Community Colleges.

Q-53: Whether a same programme (e.g., Certificate in Laptop Maintenance) can be offered both by Direct and Online for different set of students?

Ans. Yes, but the creditisation packages will be different.

Q-54: Whether a programme (Certificate in Webpage Development) can be offered through a blended mode of Direct and Online for the same set of students as blended programme gives opportunity for learning the know-how (theory) by Online and the do-how by hands on practical in a lab/workplace?

Ans. It is a very welcome move. Please get the creditisation packages duly vetted by the Academic Committee.

Q-55: What is the procedure to add new course in our existing Community College programmes offering?

Ans. Identify the programmes and get the creditisation approved by the Academic Committee.

Q-56: If we want to add any programme which is currently being done at any other Community College, can we offer the same in the way the particular Community College is doing?

Ans. Yes.

Q-57: State whether students who completed Community College Diploma under Tamilnadu Open University/ Manonmaniam Sundaranar University are eligible for second year Associate Degree Programme through Lateral Entry mode.

Ans. All such questions/requests should come to us with the Creditisation Scheme. It is indeed very crucial because the decision in this regard is related to the mechanism of Credit Transfer. Please send the same so that we can take up the matter at the Community College Academic Board (CCAB).

Q-58: About 50 Students who are doing their 1st year B.Com. in a Govt. Arts and Science College (of Berhampur University) want to discontinue after completing the 1st year Exam to be held in April 2010 and they wish to take admission for the 2nd year of Associate Degree Programme in our Community College in June 2010.

- a. **Whether these students can be given admission for the 3rd Semester of Associate Degree in Commerce offered in our Community College?**
- b. **What are the procedures and guidelines to be followed while enrolling these students who wish to migrate from Govt. College (after one year of study) to a Community College?**

Ans. a. See to the answer of Q-169.

b. The framing of necessary guidelines is under process.

Q-59: What is the procedure to develop an online programme?

Ans: First the content has to be generated and then it has to be fine tuned as per the need of webagogy. The Creditisation Scheme should be different from that of a face-to-face Programme. The said scheme has to be validated through the Academic Committee.

Q-60: Can BPP programme can be offer under Category -3?

Ans: No. BPP is a full-fledged IGNOU Programme.

Q-61: What is the format of the course code?

Ans: We have to decide after we get the syllabus/creditisation from all Community Colleges.

Q-62: How to prepare course and syllabus for Category-2 programme?

Ans: This is to be based on how the Community College has decided to repackage the credits of the concerned IGNOU Programme.

Q-63: For Conducting Category-2 programme is regional language permissible by IGNOU?

Ans: Category-2 programme can be done in vernacular medium

Q-64: Which are the three year Degree programmes we are targeting in respect of Associate Degree Programme?

Ans: BA., BCom, BSW, BTS.

Q-65: Can the Community Colleges of North-East region including Jharkhand state take up the Category 1 programmes, like CTE, CTPM, CPT, CPC, DPE without any barrier or statutory prerequisite from NCTE, IGNOU, etc.?

Ans: CPT, CPC, DPE would require clearance from NCTE. So these are not to be offered through the Community College Scheme.

FAQs on Issues related to Examination

Q-1: How will the examination system be organized?

Ans: The credibility of any educational institution lies in the rigour and fairness of its examination process. The Examination Committee of every Community College will frame the guidelines under the overall supervision of the Community College Examination Board.

Q-2: As per minutes of Community College Examination Board (CCEB) examination for Programme Category 2 & 3 will be conducted by the Community Colleges. If a Community College programme falls under these two categories then confirm whether or not Community College should have to send examination forms of the students to IGNOU.

Ans: No, but in such case a Community College should send the consolidated records of the students with the fees.

Q-3: What is the procedure for selection of code and from where we can get following codes for filling up of the examination form?

**Programme Code
Study Centre Code
Exam Centre Code
Course Code**

Ans: Programme and Course Codes will be provided by IGNOU. IGNOU Study Centre Codes are available on the Website. If a Community College is an Exam Centre then the code will be same as that of the Community College.

Q-4: Please guide us about the feasibility of conducting exam with the meagre amount of Rs. 50/- per course.

Ans: At the initial stage, you may have to provide some financial support from your institution. At a later stage when hopefully your Community College will become more popular, you will be able to break even.

Q-5: Can we send joint Demand Draft drawn in favour of Community College of all our students instead of separate DD for separate students?

Ans: Yes. It is Rs. 50/- per student irrespective of the number of courses.

Q-6: Let us know more about conducting of the examination and the evaluation.

Ans: Please see the documents on Examination Norms sent through e-mail dated 12 November, 2009.

Q-7: Provide clarification regarding the exam fees and convocation fees (if any) to be collected from the students.

Ans: Please see response to Q-3.

Q-8: Whether the exam conducted are semester wise or annually?

Ans: Effectively semester wise – during April to June and October to December.

Q-9: Whether the exam will be conducted continuously or there will be some gap between the examinations?

Ans: The Community Colleges are to prepare their own schedule for Category 2 and 3 Programmes. For Category 1 Programme schedule will be drawn by IGNOU.

Q-10: Is there any provision for supplementary or backlog?

Ans: It is suggested that IGNOU scheme of minimum and maximum permissible duration be followed; for example duration of a Certificate Programme is 6 months to 2 years. If any student fails in any particular course he can get it changed in subsequent examination (s) within the maximum permissible period.

Q-11: In case any student fails in the exam, what will be the fees in the next year?

Ans: Course wise exam fees remain same for Category 1 Programme. For category 2 and 3 Programmes it is Rs. 50/- per student irrespective of the number of courses.

Q-12: Can the papers be reevaluated?

Ans: Every Community College should have provision for Re-evaluation.

Q-13: If a student fails in any of the papers, whether he/she will be required to appear for all the exams again?

Ans: As per IGNOU norms only the papers in which he/she has failed.

Q-14: Is it permitted to publish the Internal Marks awarded to students before the examinations?

Ans: Yes. The evaluated scripts may also be shown to the students.

Q-15: For Diploma & ADP Practical examinees can we have one examiner?

Ans: Yes, subject to the approval of the Examination Committee.

Q-16: How many students need be enrolled by our college to be considered as an Exam Centre?

Ans: At least 50 for Category 1, no lower limit for Category 2 & 3.

Q-17: Please provide guidelines for setting of Question papers for examinations?

Ans: Only very general guidelines can be provided. Please try to set objective/short-answer type questions which would be able to test the skill acquired by the learner and his understanding. There should be very little emphasis on test of memory.

Q-18: Are internal marks applicable to Certificate Programme also?

Ans: Yes.

Q-19: Whether or not we have to pay the exam fee also for Category 2, to IGNOU?

Ans: Yes.

Q-20: What is the format of award list for periodic assessment & term end assessment and whether or not the hard copy or the scanned copy or fed in MS - Excel to be sent to IGNOU?

Ans: Format has been given at Appendix of the Manual. Yes, the copy has to be sent essentially to IGNOU.

Q-21: What will be the method of evaluation of term end examination whether the copies to be sent to IGNOU for Category 2 or 3?

Ans: Method of evaluation has to be decided by the Exam Committee. Category 2 & 3 Programme Papers are not to be sent to IGNOU.

Q-22: What is the role of Regional Director in conducting Exam of Category 2.

Ans: He may send Observers.

Q-23: In our system internal assessment has three dimensions covering 40 marks

- a) Diary maintained for academic progress
- b) Project Presentation as per the interest of the students
- c) Unit test

Is the above OK?

Ans: Please ask the Exam Committee.

Q-24: We would like to start On - Demand Exam. How to go about it?

Ans: Please send us the comprehensive plan. Question banking must precede such an activity.

Q-25: As we fall under category 2, let me know whether the examination fee of Rs. 50 has to be remitted to you?

Ans: Yes. It is Rs. 50/- per student irrespective of the number of courses.

Q-26: Let us know more about conducting of the examination and the evaluation.

Ans: Please see the documents on Examination Norms sent through e-mail dated 12 November, 2009.

Q-27: Provide clarification regarding the exam fees and convocation fees (if any) to be collected from the students.

Ans: Please see response to Q-19 of General issues.

Q-28: Whether the exam conducted are semester wise or annually?

Ans: Effectively semester wise – during April to June and October to December.

Q-29: Whether the exam will be conducted continuously or there will be some gap between the examinations?

Ans: The Community Colleges are to prepare their own schedule for Category 2 and 3 Programmes. For Category 1 Programme schedule will be drawn by IGNOU.

Q-30: Is there any provision for supplementary or backlog?

Ans: It is suggested that IGNOU scheme of minimum and maximum permissible duration be followed; for example duration of a Certificate Programme is 6 months to 2 years. If any student fails in any particular course he can get it changed in subsequent examination (s) within the maximum permissible period.

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Ans: Course wise exam fees remain same for Category 1 Programme. For category 2 and 3 Programmes it is Rs. 50/- per student irrespective of the number of courses.

Q-32: Can the papers be revaluated?

Ans: Every Community College should have provision for Re-evaluation.

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Ans: Format has been given at Appendix of the Manual. Yes, the copy has to be sent essentially to IGNOU.

Q-40: What will be the method of evaluation of term end examination whether the copies to be sent to IGNOU for Category 2 or 3?

Ans: Method of evaluation has to be decided by the Exam Committee. Category 2 & 3 Programme Papers are not to be sent to IGNOU.

Q-41: Should the First semester students register for the second semester before the exam of first semester is conducted?

Ans: They may do so.

Q-42: What is the role of Regional Director in conducting Exam of Category 2.

Ans: He may send Observers.

Q-43: In our system internal assessment has three dimensions covering 40 marks

- a) Diary maintained for academic progress
- b) Project Presentation as per the interest of the students
- c) Unit test

Is the above OK?

Ans: Please ask the Exam Committee.

Q-44: We would like to start On - Demand Exam. How to go about it?

Ans: Please send us the comprehensive plan. Question banking must precede such an activity.

Q-45: Can we hold examination for the visually impaired students at our institution? Will IGNOU provide amanuensis?

Ans: Yes. You have to make arrangement for amanuensis. Make sure that he/she is less qualified than the candidate.

Q-46: Whether we have to convene Academic/Examination Committee meeting for publishing result?

Ans: Do so, if you please. It would be a good practice.

Q-47: Shall we send the filled-in examination forms to SED IGNOU?

Ans: Please retain the forms at the Community College for Category 2 and 3 Programmes. You have to send the consolidated data to us. Category 1 Programme Form is to be sent to the address given below:

Registrar, SED
IGNOU
New Delhi – 110068

Q-48: Which system of evaluation is more preferable to the University – grading/awarding marks?

Ans: Grading is more scientific. However, since every Community College may not be conversant with the Grading System, we are asking them to award marks only. If necessary, we shall convert the marks into grades.

Q-49: What are the procedures to be followed prior to the declaration of results of Category-3 programme?

Ans: You have to send the tabulated marksheets to us subsequent to which IGNOU will declare the result.

Q-50: Will there be examinations for Non-Credit Programmes as well? If not, how should Community Colleges evaluate candidates? Can they come up with their own evaluation methodologies?

Ans: Examinations are to be taken for the non-credit programmes also. The Evaluation Methodologies are in any case to be decided by the Community Colleges and the approval of Academic Committees concerned is to be sought.

Q-51: Whether we have to convene Academic/Examination Committee meeting for publishing result?

Ans. Do so, if you please. It would be a good practice.

Q-52: Whether we have to send the marks to IGNOU?

Ans. Yes. Then only IGNOU will declare the results.

Q-53: Shall we send the filled-in examination forms to SED IGNOU?

Ans. Please retain the forms at the Community College for Category 2 and 3 Programmes. You have to send the consolidated data to us. Category 1 Programme Form is to be sent to the address given below:

Nodal Officer
Community College Unit
IGNOU,
Maidan Garhi
New Delhi-110068
(Near Punjab National Bank)

Q-54: Which system of evaluation is more preferable to the University – grading/awarding marks?

Ans. Grading is more scientific. However, since every Community College may not be conversant with the Grading System, we are asking them to award marks only. If necessary, we shall convert the marks into grades.

Q-55: What are the procedures to be followed prior to the declaration of results of Category-3 programme?

Ans. You have to send the tabulated marksheets to us subsequent to which IGNOU will declare the result.

Q-56: How to evaluate projects and award marks? Is there any specific evaluation methodology that we need to follow?

Ans. The subject expert should be able to do the needful. However, you may take guidance from the Academic and Examination Committees.

Q-57: Will there be examinations for Non-Credit Programmes as well? If not, how should Community Colleges evaluate candidates? Can they come up with their own evaluation methodology?

Ans. Examinations are to be taken for the non-credit courses also. The Evaluation Methodologies are in any case to be decided by the Community Colleges and the approval of Academic and Examination Committees concerned is to be sought.

Q-58: Where would be our examination centre and who will be the invigilator (s) for the examination?

Ans. Please see Examination Norms sent through e-mail dated November 12, 2009.

Q-59: What is the procedure for submission of Assignments before examination and where to submit and who will evaluate the same and how marks will be added in their result?

Ans. Assignment form the continuous evaluation component of the total assessment package. Every aspect related to it has to be handled by the Community College concerned.

Q-60: How to evaluate the practicals for ADP?

Ans: This is to be done as per the evaluation methodology for practicals validated by the academic and the examination committees.

Q-61: What is the passing percentage for Continuous evaluation, Term end examination and aggregate?

Ans: Continuous Evaluation – 40%
Term End Examination – 40% and
Aggregate – 50%

Q-62: Is there any provision for Grace Marks?

Ans: Community College will recommend themselves whether they have to give the grace marks or not and how much. However, such a matter should have the validation of the Examination Committee.

Q-63: How the exams will be conducted in Category-3 programme?

Ans: By the Community Colleges on validation of norms by the examination committees.

Q-64: Can the results be passed with Internal examination committee to avoid the time delay and the expenses? The minutes can be circulated to the external members.

Ans: Yes. But, if there is any policy related issue, it should be referred to IGNOU.

Q-65: What is the role of the Moderation Board for a candidate who gets 40% in continuous evaluation and Term-end and fails to get 50% in aggregate?

Ans: The Moderation Board does not have any role. Its terms of reference are related to the issue of setting of Question Papers. If any consideration is to be made in the case of result declaration of a candidate , then it should be done through a Result Consideration Committee.

Q-66: As we fall under category 2, let me know whether the examination fee of Rs. 50 has to be remitted to you?

Ans: Yes. It is Rs. 50/- per student irrespective of the number of courses.

Q-67: Should the First semester students register for the second semester before the exam of first semester is conducted?

Ans: They may do so.