

# **Manual for Academic Counselor**

India being the biggest democratic country in the world, will reach the path of success only when human resource is properly trained.

**APJ Abdul Kalam**

**KARNATAKA STATE OPEN UNIVERSITY**

**Mukthagangothri, Mysuru 570 006**

***MANUAL FOR ACADEMIC  
COUNSELORS***



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**Prof. D. Shivalingaiah**  
**Vice-Chancellor**

### **Foreword:**

KSOU was established in 1996 by the Act of state legislation. The University is specialized to empower different stakeholders by quality education, for which distance education assumed a great importance. As is known, the conventional universities will have rigidity, whereas the distance education provides greater flexibility coupled with learning at own pace.

The University firmly believed that empowerment of the dis-advantaged sections can be through need based academic programmes. In an endeavor to disseminate knowledge and skill, the University has carved out the state of the art student support service by which it will reach the mass.

The student support service system works in 3 tier systems namely, the Headquarters, the Regional Centres and the Learners Support Centres. Instructional delivery, by way of print, lecturing and counseling/PCP are provided to the students through the system. The study material is scientifically prepared by the experts both in house and outside. The material is interactive, so that student will feel the presence of a teacher while going through the content.

The knowledge and skill can be further augmented by the students through a popular mechanism of ODL system, which is termed as counseling. The learned teachers who engage themselves in the process of transmitting the knowledge and skills to the students are called Academic Counselors. Academic Counselors fulfill the essential conditions as stipulated by the UGC, therefore they play a strategic role in process of counseling. In fact the academic counselors are considered to be the philosopher, guide and friends of the students as such they act as the crucial interventionist to resolve many problems being faced by the students, be academic or non-academic. The role of academic counselors begins from the delivery of lecturing on the curriculum / courses and ends with the evaluation followed by the process of the feedback.

Under ODL system students can't expect the guides to provide the complete academic input, owing to time constraint. Therefore the students are advised to attend the counseling classes/PCP by glancing over the requisite knowledge of the topic concerned. Access, flexibility and success are the three important terminologies used in the ODL system.

The Dean (SC) at the headquarters is in-charge of conducting the PCP/counseling classes as per the academic planner. For this purpose, Regional Directors and Coordinators of the Learners Support Centres will be pressed into action. The Regional Directors and Coordinators of Learner Support Centre are working under the strict vigilance of Dean (SC), so as to ensure quality and standard in a perfect manner as stipulated by UGC.

The academic counseling will be conducted at the headquarters and notified Regional Centres/Learners Support Centres. The learners of distance education are hereby advised to attend the counseling/PCP, interact with the learned academic counselors and gain benefit out of it. The counseling process will resolve many

issues confronted by the students from the level of curriculum aspects till they get proper placement. I am confident that Academic Counselors will have very good experience in the process of counseling/PCP, which will apparently help accelerating the level of knowledge and skills. I wish all those who engage themselves in the process, a best of luck.

**Prof. D. Shivalingaiah**  
**Vice-Chancellor**

## **Preface:**

Karnataka State Open University is one of the leading ODL institutions in the country. The University has completed 2 decades successfully and making significant stride in the process of imparting quality, knowledge and skills to the heterogeneous group students. The University functions under the dictum of quality first and student foremost, as such it has adapted UGC- ODL Regulations 2017 scrupulously. The University has made complete transformation in the curriculum degrees, teaching, learning and evaluation students support services etc. In an endeavor to achieve a greater success, state of the art of infrastructure has been created. The student support services make a sincere effort to impart knowledge and skills to the students. The self-learning material, PCP/ Counseling and ICT enabled learning play a pivotal role in enriching the knowledge of the students.

The academic programmes of the University have been recognized by UGC New Delhi, therefore acceptable both for furtherance of the study and for selecting good career path.

The University has witnessed a radical changes and transformation in the mechanism of academic delivery. Many innovative issues have been adopted for which ICT is highly relied upon. Further few best practices have been pressed into the services to keep the stake holders contented. The University has adopted the process of continuous improvements to achieve the bench mark prescribed by the regulatory body from time to time.

Academic counseling is one of the strategies adopted by the University to facilitate both learned academicians and the students in the process of effective teaching learning. They congregate to discuss and resolve many issues, no matter

whether academic or career growth. The students support service facilitates the academic counseling at the specified centres and set a good academic ambiance for transmitting of knowledge from the academicians to the learners. I am sure learners will definitely participate in the programme, gain the requisite knowledge and skill and emerge as effective products in this competitive arena.

**Prof. Jagadeesha**  
**Dean(Academic)**

## **1.0 INTRODUCTION**

Karnataka State Open University is a pioneer in open and distance education system. Open and distance education system caters to needs of thousands of aspirants of higher education who could not be part of conventional system for various reasons. ODL system contributes significantly to the phenomenal growth of gross enrolment ratio.

The open and distance education system takes care of student needs by providing printed study material and also by conducting counseling sessions/ contact programme, besides limited scales of audio and video resources. The students located at various places across Karnataka can attend the classes in the learners support centre of their convenience and clarify their doubts with academic counselors. Academic counselors are located at learners support centres.

The Learner Support Centre shall be headed by a Coordinator who shall be a regular teacher not below the rank of a qualified Assistant Professor of the concerned College or Higher Educational Institution and assisted by the counselors as decided by the Higher Educational Institution.

Academic Counseling facilitates the teachers, interface and support to distance learners. Distance learners need to resolve their queries, doubts and clear confusions, in order to proceed and progress smoothly and attain the objective of successful completion of the chosen programme of study.

This manual provides counselors with essential inputs on the role and responsibility. It helps them to get started with the career of academic counselor for KSOU. This provides a practical orientation of what is expected of them as an academic counselor. This facilitates proper working and guides them whenever they are at cross roads

## **2.0 OPEN AND DISTANCE LEARNING SYSTEM**

Distance education system is a learning system which does not depend on regular teaching. It caters to the needs of the students who wish to learn what he/she wants to learn at than own place and pace. This is the system, which benefits every person who wishes to pursue higher education without compromising his/her work schedule. This

provides an opportunity to learn while earning. Therefore, distance education is a system by which many dis-advantaged section of the society, including the working class to get themselves educated. Access, flexibility and success are the terminologies which revolve around ODL. Unlike conventional university distance education is highly flexible. It is student centric than being teacher centric. The absence of face to face interaction is filled by self-learning material both print and audio visual and further by counseling sessions/personal contact programmes. The University will make all out efforts to deliver teaching through radio counseling, tele-conferencing and also through audio and video lessons.

Further the system of distance education caters to larger segment of population. Therefore, its contribution to Gross Enrolment Ratio is very significant both at the micro and macro level.

There are 14 open universities in India working strictly according to the regulations of notified by the University Grants Commission from time to time. Presently KSOU is functioning as per UGC Regulations (Open and Distance Mode) 2017.

### **3.0 KARNATAKA STATE OPEN UNIVERSITY**

The Karnataka State University was established in June 1996 with a vision **‘Higher Education to Everyone, Everywhere’**. The University blossomed in the era of globalization in which the economies of the world are being transformed from their original closed self-sustaining structure to the globalized context, where they can expose themselves to the competitive world. This transition forced the arena of knowledge emphasizing itself to more of its application than of accumulation of facts. The Karnataka State Open University in order to cope with the present global environment, is attempting to integrate interdisciplinary approaches in the dissemination of knowledge / skill with the aim of achieving overall human personality development.

The world has entered 21<sup>st</sup> century with a very stiff challenge ahead of it. No country can claim exception to this challenge. It is high time to realise the impact of globalization, knowledge revolution and significant advancement made in information

and communication technology resulting in global competitiveness for survival. This has compelled educationists and educational planners to re-define the roles of the Universities in the changing world. A new thinking, a new approach, new concepts and proper directions to convert demographical advantage into knowledge power house through a blending of academic knowledge with a conversion of semi-skilled and unskilled manpower into a professionally skilled manpower.

The KSOU was recognized by erstwhile DEC. Now all the academic Programmes of KSOU are recognized by University Grants Commission, New Delhi. KSOU is also recognized by Association of Indian Universities, New Delhi.

### **3.1 KSOU, THEN**

- Recognized by the Distance Education Council
- 6 Regional Centres
- Limited infrastructure
- Skeleton staff both teaching and non-teaching
- Conventional Programmes like BA, B.Com, MA, M.Com,
- Self-Instructional material and contact classes/weekend counseling

### **3.2 KSOU, NOW**

- Bigger Campus with sophisticated infrastructure including ICT enabled.
- 17 Regional Centres with own building in 10 places
- 67 LSCs
- Adequate staff, both teaching, non-teaching and technical
- Professional and Science courses like MBA, B.Ed, B.Lib.I.Sc, M.Lib.I.Sc and M.Sc
- Audio and Video study material
- Website for announcement of results and other circulars, SMS service
- Learner centric approach
- Many innovative and best practice

The Karnataka State Open University has come up like phoenix and induce the stakeholders to pursue higher education by opting the need based academic courses. The University has determined to implement all the provisions embodied in the UGC open Distance Learning Regulation 2017. The methodology set by the regulatory body has been adopted in true spirit and serve better quality of services to the students at large. In fact the University takes care of students from the moment they enroll themselves till they reach the path of success.

#### 4.0 ACADEMIC PROGRAMMES

Presently the KSOU is offering 31 programmes. UG and PG programmes are offered at present. It is planning to offer many programmes in future including Ph.D in various discipline.

Sl.No.	Programmes offered	Duration	Scheme	Credits
<b>A. Under-graduate Programmes:</b>				
1	B.A.	3 Years	Annual	100
2	B.Com.	3 Years	Annual	100
3	B.Lib.I.Sc.	1 Years	Annual	32
4	B.Ed			
<b>B. Post-graduate Arts Programmes:</b>				
1	M.A – Kannada	2 Years	Annual	70
2	M.A – English	2 Years	Annual	70
3	M.A – Hindi	2 Years	Annual	70
4	M.A – Urdu	2 Years	Annual	70
5	M.A. – Sanskrit	2 Years	Annual	70
6	M.A – History	2 Years	Annual	70
7	M.A – Economics	2 Years	Annual	70
8	M.A - Political Science	2 Years	Annual	70
9	M.A - Public Administration	2 Years	Annual	70
10	M.A – Sociology	2 Years	Annual	70
11	M.A - Journalism and Mass Communication	2 Years	Annual	70
12	M.A - Ancient History & Archeology	2 Years	Annual	70
<b>C. Post-graduate Science Programmes:</b>				
1.	M.Sc. - Environmental Science	2 Years	Semester	72
2.	Master of Library and Information Science	1 Year	Annual	36
3	M.Sc.- Physics	2 Years	Semester	72
4	M.Sc.- Chemistry	2 Years	Semester	72
5	M.Sc. – Mathematics	2 Years	Semester	72
6	M.Sc. – Bio Chemistry	2 Years	Semester	72
7	M.Sc. – Micro Biology	2 Years	Semester	72
8	M.Sc. – Bio Technology	2 Years	Semester	72

9	M.Sc. – Computer Science	2 Years	Semester	72
10	M.Sc. – Information Science	2 Years	Semester	72
11	M.Sc. – Geography	2 Years	Semester	72
12	M.Sc. – Clinical Nutrition and Dietetics	2 Years	Semester	72
13	M.Sc. – Psychology	2 Years	Semester	72
<b>D. Post-graduate Commerce and Management Programmes:</b>				
1.	M.Com. – Master of Commerce	2 Years	Annual	70
2	M.B.A.	2 Years	Semester	125

#### **4.1 Credit System for the Programs**

The University follows the '**Credit system**' for all its programs. Each credit is of 30 hours of study comprising of all learning activities such as studying the self-learning material, participating in the counseling/contact classes, preparing assignment, visiting library/industry/institution, interacting through audio-visual and preparing for exams. Thus, a four credit course involves 120 study hours, a six credit course involves 180 study hours and so on. This helps the students to understand the academic efforts he/she has to put in order to successfully complete the course.

#### **5.0 DELIVERY MECHANISM**

Under UGC Open Distance Learning Regulations 2017, the programmes offered by the University will be delivered by print media (SLM), Audio –Visuals, PCP/counseling etc.

#### **5.1 Self-Learning Material**

The study material for various programmes is interactive in nature. The experts have developed the study material giving emphasis on learner centric approach. The students will feel the presence of a teacher while going through the material. The study material is prepared by adopting a methodology suggested by the regulatory body. The students will have the provision of sending feedback on the quality and content of the study material. This mechanism will help achieving continuous improvement and thereby the sustainability.

## **5.2 Audio – visual**

The University has adopted limited scale of audio-visual for the benefit of the students. Gyanavani Radio Station sponsored by IGNOU is housed in the headquarter. This system is able to reach the mass within the defined radius. In fact the University has already developed many audio related CDs for the benefit of students. Establishment of the state of the art visual centre is on the anvil which will start operating in future. Top class human resources will participate in the programme, which will be either live or recorded lectures.

## **5.3 PCP/Counseling**

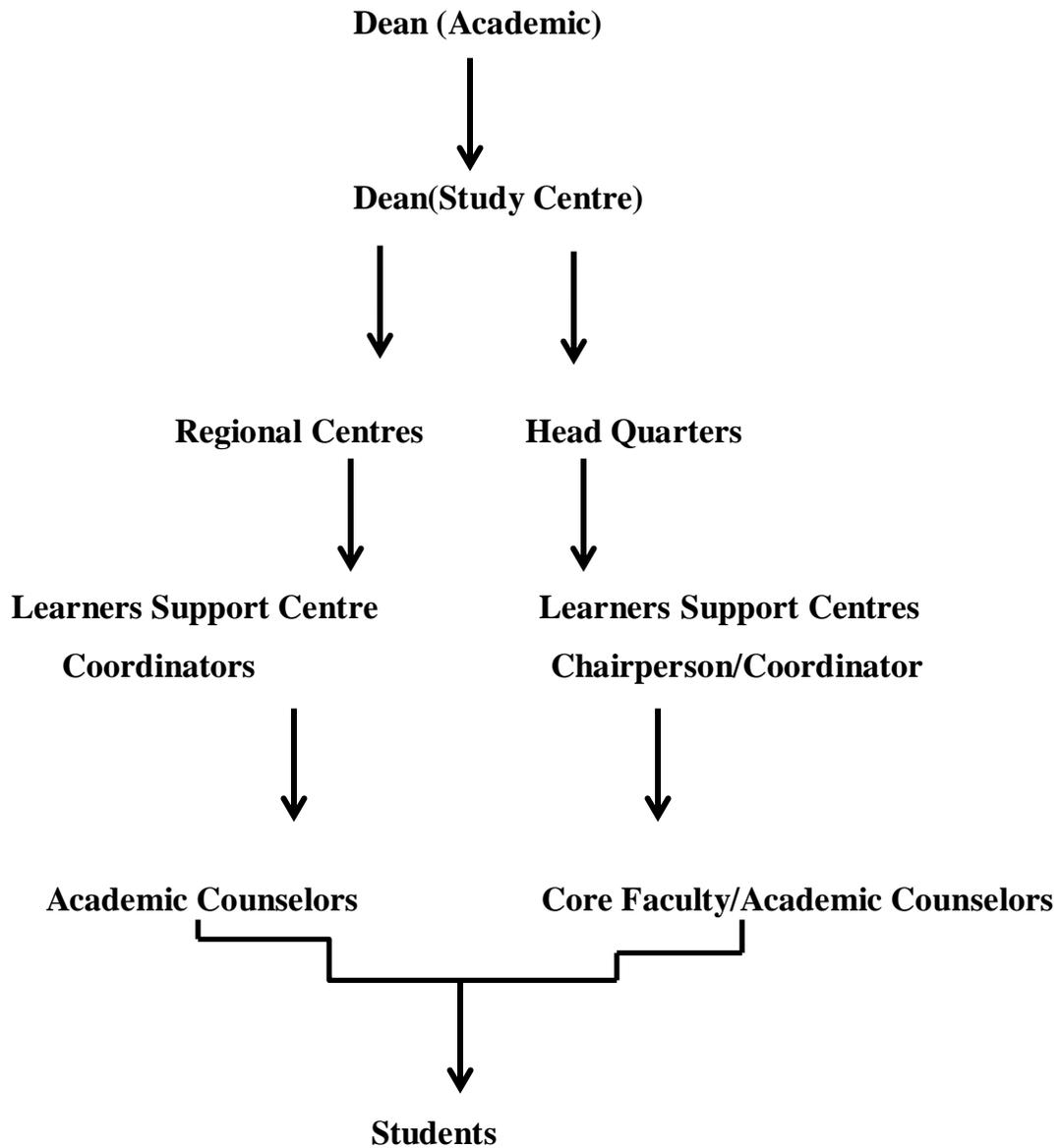
The University will arrange the PCP/Counseling at various notified centres. The teachers both In-house and teachers working in other institutions will be drafted for the purpose of PCP/Counseling. Experienced academicians will participate in the PCP/Counseling and render academic services strictly as per the regulations of UGC. It is needless to say that the teachers in PCP/Counseling need to be strategic to deliver the requisite knowledge and skill within the short period. It may be recalled that PCP/Counseling classes for a programme, is equal to that of 10 percentage of the credit assigned, as such complete delivery is not practicable. Nevertheless the teachers/academic counselors contribute their best to ensure student satisfaction.

## **5.4 Students Support Services:**

As already stated student support service is an integral part of open distance learning. The University has created certain services which facilitate the student to study the course/programme, so that he /she will accomplish the objectives for which he/she sought the admission. The student support services works under 3 tier systems namely the headquarters, regional centres and learner support centre. ICT facility / library / counseling / placement etc., have been provided in the said places which will enable for hassle free teaching learning process.

## 5.5 Organization Structure of Academic Counseling

The learning resources in the ODL system in general and KSOU in particular are developed through organized structure existing in the University. It is depicted as follows.



## 5.6 Structure of Self Learning Material

- Objectives are set in the beginning of the unit, which gives the road map of what is to be achieved by studying the unit
- The content of the SLM provides a fair idea of the topics stated

- Check your progress questions facilitates self-evaluation
- Study material given and sequential, logical and analytical views in the subject cancelled.
- Illustration, examples and cases provide clarity in the context.
- Self-assessment questions prepare the students for term end examination. It also provides checklist to examine whether the said objectives are achieved
- References give details of additional resources for self-study

## **6.0 ACADEMIC COUNSELING – A SOUL IN ODL SYSTEM**

As the term counseling clearly indicates, it is a process in which two people meet to explore problems and to identify solutions. In other words, it is a method of identifying practical solutions to the work that the candidates have undertaken. It involves variety of procedure to be followed for helping students so that they can accomplish the desired results. Counseling is at first introduced by British Open University; hence it is popular gamut to disseminate knowledge and skills to the distance learner. As of now counseling is popular in all open universities both in India and overseas.

The UGC ODL Regulation 2017 explicitly provides that ODL systems as encompassed by the counseling which facilitate the service provider and service user to meet at a particular place as per the convenience. This process facilitates to discuss about the academic, non-academic issues, diagnose the problem with palatable solutions.

The counseling is a continuous process which will be conducted both face to face and by the use of information communication technology. The teacher in the counseling is called academic counselor and the students in process are called counselee.

## **7.0 ACADEMIC COUNSELORS**

Academic counselor is the friend, the philosopher and the guide. He/she stand to support the students of ODL system to mould the students in a proper manner so that they can achieve the goal for which they sought admission.

Academic counselors are the teachers, who have

- Possessed the requisite qualification prescribed by the UGC.

- A post-graduation in the concerned subject with NET/SET/SLET/M.Phil/Ph.D.
- Completed 5 years teaching experience at the level for which the counselors are drafted.
- The qualities such as empathy, friendly attitude, positive outlook, a sense of humour, self-awareness through knowledge in the subject.

### **7.1 Steps to become Academic counselor:**

Those who have passed the above qualification and experience, can apply to the University through the Coordinator of the Learners Support Centre where he/she would like to work as an Academic Counselor. The Coordinator will forward the same to the Dean (Study Centre), KSOU, along with recommendations.

If the University thinks that the applicant can be a good Academic Counselor, it will place before the Committee which recommends the proposal for designating as academic counselor. Needful orders will be issued by the Office of the Dean(Study Centre) after obtaining the approval from the authorities. Generally the period of appointment is one year. The individual should undergo a one-day academic counselor's training programme conducted by the University within stipulated period.

### **7.2 Renewal of Appointment of Academic Counselor**

The appointment of Academic Counselor will be renewed annually, provided

- The individual wishes to continue to work as an academic counselor and submit the same in writing through the Co-ordinator Learners Support Centre.
- The Learners Support Centre Co-ordinator forwards the same to the University with recommendations based on
  - i) The feedback received from the students and
  - ii) Self - appraisal

The University will normally renew the appointment for a further period of one year., The University reserves the right to refuse the renewal if the performance is not up to the mark and not in tune with the objectives, rules and regulations of the University.

## **8.0 PRE-REQUISITES OF AN ACADEMIC COUNSELOR**

An Academic Counselor

- should be a post graduate from a recognized University.
- be familiar with the characteristics of distance learners, their needs and difference from conventional face-to-face education and application of basic principles of instructional design.
- should have thorough knowledge of subject matter and common misconceptions related to the course(s).
- should have deep understanding of the necessity of learner-centered environment through online and blended learning mode.
- should have ability to design constructivist learning environment.
- be familiar with practical applications of learning theories, self-paced instruction, and computer-mediated communication and learning.
- should have ability to foster a sense of community among learners.
- should have adaptability and flexibility with the capabilities and limitations of the delivery media.
- be familiar with the delivery medium to provide basic troubleshooting.
- should have ability to handle multitasking.
- should await time management respond to learners in timely manner, extensive and advance preparation and planning.
- should have Professional characteristics motivated to teach, self-confident, articulate, good writer.

- be well versed with the pedagogy of instruction in the ODL system in general and KSOU in particular
- understand the difference between conventional classroom teaching and academic counseling;
- have a orientation towards KSOU self -learning material , the three-tier system
- awareness of the credit system and other rules.

## **9.0 FUNCTION OF ACADEMIC COUNSELORS**

Academic counselors play a vital role in distance education system. They act as bridge between the university and the students. Academic Counselors are required to perform 4 types of functions namely tutorial function, counseling function, evaluation function and feedback function.

### **9.1 Tutorial Function**

Academic counselor (AC) shall guide the learners on the learning resources. Proper guidance can be given by way of

- giving a holistic view of the entire course content by presenting it in a synoptic form to the learners.
- specifying the learning requirements of the course content, and how the learner can fulfill them.
- guiding and encouraging the learners to read the learning materials on their own.
- clarifying course-content related doubts, including those arising out of printers devil.
- guiding learners in making the best use of available audio-visual and reference materials.
- acting as a resource person/moderator in intensive contact programmes/seminars.
- guiding learners in preparing assignments/response sheets.
- enhancement of Knowledge
- development of practical skills by using laboratory

## **9.2 Counseling Function**

Academic counselors have to help the learners to overcome their pre-course related problems besides their personal issues. This can be effectively done by devising.

- study technique suited to him/her.
- developing self-confidence, so that they believe in their ability to learn on their own.
- feeling that they are in no way inferior to or a disadvantaged lot when compared with, students in the conventional system.
- overcoming examination fear.
- conducting counseling sessions to help the students to manage stress
- informing about program, fee and structure
- advising about choice of study and/or career
- helping to come out of all problems faced in open and distance mode of learning
- monitor the overall academic progress

## **9.3 Evaluation Function**

Evaluation function involves evaluating the assignments term-end examination answer scripts. It involves:

- assessing the worth of assignments etc., giving detailed comments so that the learners get effective feed-back about their performance. For details see appendix.
- helping the university in the conduct of examinations by acting as invigilators, observers, it necessary.
- evaluating term-end examination answer-scripts, project reports or other components of University examination if requested.

#### **9.4 Feed-back Functions:**

Feedback function involves providing feed-back to the university to enable it to improve its functioning. It involves

- passing on to the University learner, and their suggestion to improve the learning materials, delivery systems student support services etc.
- helping the University in the contextualization of the learning process (for further details see annexure).

#### **10.0 RESPONSIBILITIES OF ACADEMIC COUNSELORS**

The responsibilities of academic counselors includes

- Conducting of counseling sessions for effective teaching-learning
- Conducting of counseling sessions for easing out students problems
- Administrative activities such as
  - a. Record maintenance, viz.
    - i. Internal Assessment
    - ii. Attendance
    - iii. Students database
  - b. Give feedback on counseling and assignment evaluation to the Coordinator of Learner Support Centre/RD
- Students to maintain discipline.
- Time management during class.

#### **11.0 ACADEMIC COUNSELORS PREPARATIONS**

The academic counselors shall prepare themselves before initiating counseling session through

- Abreast with latest knowledge to relating to the subject.
- Familiarizing with the programme guide and with course material including Audio Video/any other media component of the course

- Obtaining assignments, which constitutes an important component of the evaluation process. This will be able to help them to discuss with the learners in the counseling sessions
- Developing genuine and sustained interest in students, both as learners as well as individuals.
- Being equipped with thorough knowledge about the university to facilitate students in their academic programmes.
- Ethics and value based delivery of the academic services.

## **12.0 PREPARING LEARNERS FOR COUNSELING**

The counselors have to prepare the learners for counseling sessions. They have to

- Ensure that learners have advance information about units that would be covered and also during counseling sessions.
- Ensure that learners are clear about aims and objectives of each counseling sessions
- Appraise learners of the tasks expected of them during the counseling session
- Ensure that learners are aware of and appreciate the ‘student centred philosophy’ underlying counseling sessions.

This may prove to be a challenging task in the beginning since many distance learners, particularly those who have entered the system afresh, will find it difficult to assume self-control of their learning. Therefore, in the beginning the learners would need more of general counseling than subject specific counseling

Ensure that the learners have:

- Access to study material including Programme Guide and Assignments
- A thorough knowledge of programme structure
- Information about University rules in general and regular attendance in the counseling sessions in particular.

- Information about multi-media inputs offered by the University such as Teleconferencing, Interactive Radio Counseling, Gyan Darshan, Gyan Vani, web conferencing and library facilities.
- Knowledge of calendar of the University activities including submission of assignments responses, term end examination forms, re-registration forms
- Awareness of the University's website [www.ignou.ac.in](http://www.ignou.ac.in) and the Regional Centre website.

### **13.0 PROCESS OF ACADEMIC COUNSELING:**

Counseling Programmes will be coordinated in the learner support centre by the respective coordinator. It will be arranged on weekends / holidays to fulfil the requirement of learning as stipulated by the UGC. It may be noted that 10% of total learning hours shall be earmarked for each course of the programme.

- In case of undergraduate courses it will be week-end counseling and the time table will be brought out by the office of the Dean (SC), KSOU. Accordingly it will be implemented by the coordinator of learner support centre.
- In case of PG programmes, the process will be by the way of PCP. Generally PCP will be arranged by the office of the Dean (SC) towards the end of the course of the study. In other words it will be arranged in January to March. In case of the semesters it will be December /May. The schedule of the PCP will be notified by Dean (SC) of the university.
- The Academic counselor shall collect a set of study-materials pertaining to the area of specialization. They shall study the programme guide to get an overall view of the programme and its requirements
- The Academic counselor shall study the self-materials supplied to the learners to get an idea of objectives of the course which the learners are supposed to achieve by studying the same.

- They shall study the material to know the scope of the subject matter to be learnt, its analysis, and check your progress. They shall make their own estimate of areas in which learners are likely to require assistance.
- They shall get the number of learners who have registered for the course to get an idea of number of counselees they have to face.
- They shall get an idea of number of counseling sessions and the time schedule available.

### **13.1 During Counseling:**

- First session – Academic counselor need to create an environment so that the counselor and counselee can understand each other.
- Counselor shall initiate counseling process from simple to complex.
- Counselor shall create confidence in the minds of counselee which will help him/her to open up so that the counseling process starts logically.
- Counselor shall introduce the course requirements in terms of teaching learning as per the bench-mark.
- After giving insight on the topic/chapter, discussion may be allowed so as to enable the students to get their academic problem solved.
- Academic Counselor shall give importance on check your progress which is normally found at the end of every major topics/units. He /She should motivate the learner to answer the check your progress related questions.
- Academic counselor shall focus on questions for self studies. Further sincere attempts may be made to convince the learner about the answer to the questions.
- Academic counselor may stress upon the contemporary issues if there are provisions.

- Academic counselors may also give insight on the questions of assignments. Students may use the opportunity to get such questions clarified in case the problem is left unresolved.
- Academic counselor shall advise the learner about the writing of the assignment without giving any scope for plagiarism.
- Academic counselor should also advise the skills to be acquired by the learner through hands on experience.
- Academic Counselor shall inform the students about the significance of the practical classes which will enhance the skills
- The practical classes for science program will be held in the headquarters.
- The Academic counselors shall orient the student about the do's and don'ts of the examinations.
- Counselor shall motivate the students to study the learning resources well in advance, so that counseling will be properly conducted. Counselor may advise the students to refer the text book/ journals/ newspaper either print /electronic to acquire mastery over the subject.
- Counselors shall prepare lesson plan and submit it to the Coordinator of learner support centre who in turn shall forward it to the office of Dean (SC).
- Academic counselors may evaluate the assignment submitted by the students if invited by the learner support centre.
- May be students advised to give the feed-back on SLM, and send the filled in to the University.
- Advise the students to submit feed-back on the lectures deliver by the teachers.
- Give proper placement related informations.

Academic counselors shall evaluate assignment and offer comments about the strength and weakness of the assignment so that the students will move on the path of advising success in terms of quality.

## 14.0 EVALUATION

Academic Counsellors who engaged in teaching learning process will be provided an opportunity to evaluate the written assignments submitted by the students from time to time. The assignments relating to UG programme will be controlled by the Regional Directors of the respective geographical boundary.

They in turn engaged the concerned academic counsellors to evaluate the assignments. The concerned academic counselors shall evaluate objectively, offer comments, award the marks/grade, prepare a statement of marks and submit it to the Regional Directors through the Co-ordinators of learner of support centre. Further they shall return the assignments with comments wherever require.

## 15.0 TRAINING OF ACADEMIC COUNSELORS

The office of the Dean (SC) will conduct training programme at the notified regional centres/headquarters. The purpose of training is to impart skill and knowledge to the academic counselors so that they will be able to cope up with the needs of students during the training. The method of teaching in PCP, counseling, evaluation and the placement aspects will be covered in the training programme. Experts in ODL system will participate in the program and harness academic counselors properly as per the bench marks of the ODL system.

The participants for the training program will be made on the basis criteria set by the university time to time. A certificate will be issued for participating in the programme

## 16.0 QUALITY ASSURANCE IN ACADEMIC COUNSELING

- a. The KSOU shall take adequate measures for training and capacity building of its teaching and counselors at regular intervals.
- b. **Regular visits**, by the Higher Educational Institution for on the spot monitoring and interaction with functionaries of academic counseling.

- c. **CIQA** : Centre for internal quality assurance constituted by the University under the UGC ODL regulation -2017, provide greater opportunity for the quality enhancement of teaching learning. The committee members interact with academic counsellors and get the feedback from the students and recommend suitably for quality enhancement.
- d. **NAAC** : The criteria set by the National Assessment and Accreditation Council will be the self-explanatory for the academic counselors to imbibe the quality suggested by the concerned statutory institutions. This will undoubtedly promote quality especially in teaching, learning and evaluation.

**APPLICATION FOR ACADEMIC COUNSELOR ON CONTRACT BASIS FOR THE YEAR 20\_\_ - 20\_\_**

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ College  
KSOU Learner’s Support Centre  
\_\_\_\_\_

To,

The Dean(Study Centre)  
Karnataka State Open University  
Mukthagangothri, Mysore- 570006

Through,  
The Coordinator

\_\_\_\_\_  
\_\_\_\_\_ College  
KSOU Learner’s Support Centre  
\_\_\_\_\_

Dear Sir,

I am willing to offer my services as Academic counselor during the year \_\_\_\_\_ in the learners support centre mentioned above. I have completed PG in \_\_\_\_\_ and have \_\_\_\_\_ years teaching experience.

Yours Sincerely

Place:

Date:

**Recommendation of the Learner Support Centre Coordinator**

- 1. Based on the feedback receive from the students(See Appendix D for Criteria)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. Base on my own assessment (Criteria: Punctuality, completing the work allotted on time, Willingness to help the students, cooperation with the learner support centre administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

Signature and Seal of the LSC coordinator

**Note:** Please attach attested photo copies of degree/statement of marks/service certificates

**APPLICATION FOR RENEWAL OF CONTRACT AS ACADEMIC COUNSELOR FOR THE  
YEAR 20\_\_ - \_\_**

From,

\_\_\_\_\_  
Academic Counselor  
\_\_\_\_\_ College  
KSOU Learner’s Support Centre  
\_\_\_\_\_

To,

The Dean(Study Centre)  
Karnataka State Open University  
Mukthagangothri, Mysore- 570006

Through,

The Coordinator,  
\_\_\_\_\_ College  
KSOU Learner’s Support Centre  
\_\_\_\_\_

Dear Sir,

I am willing to offer my services as Academic counselor during the year \_\_\_\_\_ in the learners support centre mentioned above. I have worked for \_\_\_\_\_ years as academic counselor

Yours Sincerely

Place:

Date:

Recommendation of the Coordinator, Learner Support Centre

- 3. Based on the feedback receive from the students(See Appendix D for Criteria)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. Based on my own assessment (Criteria: Punctuality, completing the work allotted on time, willingness to help the students, cooperation with the learner support centre administrator).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

Signature and Seal of the LSC coordinator

**Note:** Attach photo copy of service Certificate for working as Academic Counselor

**KARNATAKA STATE OPEN UNIVERSITY**  
**Mukthagangothri, Mysore – 570 006**

**FORMAT FOR SEMESTER/ANNUAL PLAN / WORK DONE STATEMENT OF  
COUNSELING WORK**

Name of the learners support centre			
Name of the Academic Counselor			
Programme		Course	

ANNUAL PLAN		ANNUAL WORK DONE STATEMENT	
Session No/Date	Topic to be Covered	Session No/Dated	Topic Actually Covered
1/		1/	
2/		2/	
3/		3/	
4/		4/	
5/		5/	
6/		6/	
7/		7/	
8/		8/	
9/		9/	
10/		10/	
11/		11/	
12/		12/	

If some sessions, could not be conducted as per plan, please state the reasons here:

-----  
-----  
-----  
-----

Counter signature of Coordinator

Signature of Academic Counselor

---

Note: Prepare Separate work-done Statement for each Programme / Course

## KARNATAKA STATE OPEN UNIVERSITY

**Mukthagangothri, Mysore – 570 006**

### FORMAT FOR RECEIPT AND DISTRIBUTION OF ASSIGNMENTS

Name of the Learners Support Centre ----- Centre Code No.:-----  
 Programme Title ----- Course/paper ----- Assignment No.: -----

Sl. No	Roll No.	Name of the Student	Date of Receipt Assignment	Name of the Evaluator	Date of Delivery to the Evaluator	Date of Receipt from Evaluator	Date of Return of Evaluated Assignment to the Student	Date of Dispatch of Award
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Place:

Date:

Signature of the Co-ordinator with Seal

---

To be prepared by the office of the Learner Support Centre. Roll No .and name will be provided by the University

## KARNATAKA STATE OPEN UNIVERSITY Mukthagangothri, Mysore – 570 006

### ASSIGNMENTS EVALUATION PROFORMA

Name of the Learner Support Centre ----- Centre Code No.:-----  
 Programme Title ----- Course: ----- Assignment No. -----  
 Roll No. ----- Name of the Student: -----  
 Grade/Marks Awarded -----

**Evaluator’s Comments**

-----  
 Please tick (✓) in the Relevant box below

CONTENT				PRESENTATION			
<b>Analysis of The Topic</b>	<b>Good</b> <input type="checkbox"/>	<b>Average</b> <input type="checkbox"/>	<b>Poor</b> <input type="checkbox"/>	<b>Conciseness</b>	<b>Good</b> <input type="checkbox"/>	<b>Average</b> <input type="checkbox"/>	<b>Poor</b> <input type="checkbox"/>
<b>Relevance</b>	<b>Good</b> <input type="checkbox"/>	<b>Average</b> <input type="checkbox"/>	<b>Poor</b> <input type="checkbox"/>	<b>Organization</b>	<b>Good</b> <input type="checkbox"/>	<b>Average</b> <input type="checkbox"/>	<b>Poor</b> <input type="checkbox"/>
<b>Adequacy</b>	<b>Good</b> <input type="checkbox"/>	<b>Average</b> <input type="checkbox"/>	<b>Poor</b> <input type="checkbox"/>	<b>Language Expression</b>	<b>Good</b> <input type="checkbox"/>	<b>Average</b> <input type="checkbox"/>	<b>Poor</b> <input type="checkbox"/>

Evaluator’s Signature ..... Moderator’s comments, if any  
 Date .....  
 Name in full .....  
 Address: ..... Signature of the moderator .....  
 ..... Name in full .....

To be prepared in duplicate and the first copy is meant for the student and the send copy for the Study Centre record.

**KARNATAKA STATE OPEN UNIVERSITY**  
**Mukthagangothri, Mysore – 570 006**

**MARKS LIST**

Learners Support Centre ----- Centre Code No.:-----

Programme Title ----- Course code: ----- Maximum Marks: 20

Sl.No.	Roll No.	Name of the Student	Marks Awarded		Remarks
			In Figures	In words	
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
19					
20					

Signature of the Co-ordinator with seal -----

Signature of Evaluator -----

Date: -----

Date: -----

Name of Address -----

-----

**Note:**

- The University will arrange Roll No. in the ascending order and Provide the marks list.
- Award only numerical marks.
- Prepare the marks list in triplicate. First two copy of this Proforma may be sent to Examination Branch of the University and the third copy may be retained at the Centre.
- In the marks awarded column enter the total marks of two assignment of each candidate (i.e., max 20), rounded off to nearest whole number.

**KARNATAKA STATE OPEN UNIVERSITY  
Mukthagangothri, Mysore – 570 006**

**BILL FOR EVALUATION OF ASSIGNMENT FOR THE YEAR -----**

Name of the Learner Support Centre ----- Code No.:-----

Name of Evaluator -----

Address: -----  
-----

Sl. No	Class	Subject	Course No:	Title of the Course	No. of Assignments Evaluated	Rate		Total Amount	
						Rs.	Ps	Rs.	Ps.

Rupees (in words) -----

Place:

Date:

Signature of the Evaluator  
(with Stamp)

Certified that Sri/Smt. -----

has evaluated ----- assignments as mentioned above and handed over the corrected assignments along with the marks lists to me on -----

Place:

Date:

Signature of the Coordinator  
(with Seal)

Certified that the bill submitted by the Evaluator is verified and found correct.

Place:

Date:

Signature of the Coordinator  
(with Seal)

To be prepared in triplicate, one copy to be kept in the Learners Support Centre. Two copies to be sent to the University head Quarters for payment.