

Guidelines for Conducting Online Practical Counselling Sessions of CITL-001 Course of

CITOL Programme

1. The practical counselling sessions should be conducted through online mode. The details of the practical counselling sessions are given below:

(it shall be provided by the concerned Nodal Centre/ Counsellor)

2. The students/participants should have their own facility to use the computer and software packages relevant to the syllabus.
3. The concerned Academic Counsellor will share the meeting link to the learners to conduct the practical sessions in online mode.
4. The learner are supposed to join the meeting at the scheduled time and complete the practical problem assigned for that session (see your lab manual for details).
5. The academic counsellor can do the counselling by sharing the screen of the computer having the requisite software. The students can clarify their doubts from academic counsellor by sharing their respective screen.
6. 70% attendance is compulsory for the CITL-001 lab course. This is a pre-requisite for taking the term-end practical examination in this lab course.
7. A student who fails to fulfil the 70% attendance requirements will be allowed to re-register for this lab course. For fee details and the application form, you may contact your coordinator.
8. Each student is required to prepare a separate lab record for each lab session. The lab record should be mailed to practical counsellor after completion of each session.
9. Student attendance for practical sessions will be recorded in the lab record file maintained by counsellor.
10. Student need to strictly follow the guidelines given in the Lab manual of the CITL-001.
11. No hardware or software facility will be provided by IGNOU for the online students. They have to make their own arrangements.
12. Before attending the counselling session, students are advised to go through the course material for each session, as per the session schedule and make a plan of the points to be discussed during online counselling. Unless students go through the Units in advance, their lab counselling session may not be fruitful.