

## **Guidelines for conducting Practical Counselling Sessions for BCALOL Programme**

The practical counselling sessions should be conducted through online mode. The guidelines for conducting the practical counseling sessions are given as below:

- i The learners should have their own facility to use the computer and software packages, relevant to the syllabus.
- ii The concerned Academic Counsellor will create and share a meeting link to the learners to conduct the practical sessions in online mode.
- iii The learners are supposed to join the meeting link for the practical counseling at scheduled time and complete the practical assignments for that session (see your lab manual for details).
- iv The academic counsellor will do the counselling by sharing his/her screen of the computer, having the requisite software. The learners can clarify their doubts from the academic counsellor by sharing their respective screen.
- v 70% attendance is compulsory for each lab course. This is a pre-requisite for taking the term-end practical examination in the respective lab courses.
- vi A student who fails to fulfill the 70% attendance requirements will be allowed to re-register for that lab course.
- vii The learners are required to prepare a separate lab record for each lab session. These lab records should be E-mailed to the academic counsellor after completion of each lab session.
- viii The learners' attendance for practical sessions will be maintained course wise on receipt of lab record by the academic counselor.
- ix Learners need to strictly follow the guidelines given in the lab manuals for the respective lab courses.
- x No hardware or software facility will be provided by IGNOU for the online learners. They have to make their own arrangements.
- xi Before attending the counselling session for each course, learners are supposed to go through the course material as per the session schedule and make a plan of the points to be discussed. Unless learners have not gone through the materials, there may not be much to discuss and a counselling session may not be fruitful.