

**Personal Contact Program/Video Conferencing Guidelines**

- i. NGA-SCE shall conduct three hours personal contact program/video conferencing per course subject to minimum number of enrolments as specified in clause (vi)
- ii. The PCP/Video conferencing sessions shall be conducted at NGA-SCE University Regional Office.
- iii. Prior registration is required by the student to attend the personal contact program/video conferencing sessions. The registration will be online. The student who wants to attend the PCP/video conferencing sessions for any course shall complete the registration process as prescribed with prescribed fee on or before the last date notified by NGA-SCE in this regard. Please note an incomplete form or form submitted without fee shall not be accepted.
- iv. The student shall be allowed to attend the PCP/video conferencing sessions on payment of requisite fees as announced by NGA-SCE from time to time. Fee once paid shall not be refunded in any case except mentioned in the clause (vi)
- v. Enrolment to attend PCP/video conferencing sessions for any course shall be final and student will not be allowed to change/modify or cancel under any circumstances.
- vi. NGA-SCE reserves the right to cancel the personal contact program/video conferencing sessions for any course at any University Regional Office where less than 15 students register for that course at that University Regional Office. In such case the PCP/video conferencing sessions fee paid by the students for that course shall be refunded.
- vii. Student shall carry the Identity Card and the Entry Pass for attending Personal Contact Program/Video Conferencing sessions and will show the same when asked by NGA-SCE officials. Students failing to do so may be barred from attending the Personal Contact Program/Video Conferencing sessions.
- viii. The information about date, schedule and other details of PCP's/Video Conferencing Sessions shall be available on NGA-SCE website after closure of registration process.
- ix. The student shall be required to record his/her attendance at the PCP/Video Conferencing session attended.
- x. NGA-SCE strongly recommends students attending PCP/Video conferencing sessions to submit the duly filled in Session feedback form. This will help us to improve our lecture deliverables.
- xi. The 3 hour delivery of PCP/Video Conferencing session held by NGA-SCE for any course shall not be more than once during any academic cycle and shall not be repeated under any circumstances.
- xii. Student's failure to attend Personal Contact Program/Video Conferencing session that they have enrolled in will be treated as a lapse on part of the students. No refund will be given in this case.