

Personal Contact Program (PCP) Guidelines

- i. NGA-SCE shall conduct three hours personal contact program (face to face sessions) per course subject to minimum number of enrolments as specified in clause (vi)
- ii. The PCP sessions shall be conducted at NGA-SCE University Regional Office.
- iii. Prior registration is required by the student to attend the personal contact program sessions. The registration will be online. The student who wants to attend the PCP 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 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 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 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 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 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 sessions.
- viii. The information about date, schedule and other details of PCP's Sessions shall be available on Student Portal – Announcement section after closure of registration process.
- ix. The student shall be required to record his/her attendance at the PCP session attended.
- x. NGA-SCE strongly recommends students attending PCP 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 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 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.
