

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**REGIONAL SERVICES**

**Monthly Monitoring Report of the Regional Centre**

Name and Code of the Regional Centre: IGNOU REGIONAL CENTRE DELHI-2 (29)

Month and Year of Submission: DECEMBER, 2019

Date on which report was submitted to RSD: 10<sup>th</sup> JANUARY, 2020

**PART I - STAFF STRENGTH AND ATTENDANCE (GROUP A OFFICIALS ONLY)**

<b>Name of the RD/DD/ARD/AR</b>	<b>Number of days present</b>	<b>Number of days Leave availed</b>	<b>Number of days on tour/ academic leave/ training</b>
Dr. Amit Chaturvedi, RD	18	01.12.2019 to 03.12.2019 =3days EL	* EL w.e.f. 28.11.19
Dr. Shyni Duggal, ARD	13	26.12.2019 to 27.12.2019= two days CL	Faculty development programme organized by Kalindi College 17.12.2019 to 23.12.2019 (Six days)
Dr. Rita Chauhan, ARD	20	09.12.2019 (CL- one day)	-
Dr. Meena Singh, ARD,	14	10.12.2019 to 13.12.2019 ( 4 days-EL) 18.12.2019 to 20.12.2019 (3 days CL)	-
Dr. D. P. Singh , ARD	18	16.12.19 to 18.12.19 (EL-3 days)	-
Dr. A. Rahman, ARD	20.5	12.12.2019 (half day CL)	Faculty development programme organized by Kalindi College 17.12.2019 to 23.12.2019 (Six days)
Sh. R. Sivaraj, AR	20	31.12.2019 (one day- CL)	-

**PART II – ACADEMIC ACTIVITIES**

**A. Advocacy and Promotion**

<b>S.No.</b>	<b>Nature of activity</b>	<b>Number of meetings Planned</b>	<b>Number of meetings held</b>	<b>Out come and follow up done *</b>	<b>Name of the Official(s) involved</b>
<b>1</b>	Liasoning with Central /State Government Departments for land/building and other collaborative projects	01	01	Meeting with Prof. Mahesh Gupta, Vice-Chancellor of GGS Indraprastha University, Delhi for Establishment of LSCs under prestigious University on 05.12.2019.	Dr. Amit Chaturvedi, RD & Dr. D.P. Singh, ARD
<b>2</b>	Liasoning with Central /State Government Departments for collaborative projects, if any	-	-	-	-
<b>3</b>	Awareness Programme organized with students of Colleges for the promotion of IGNOU Programmes	-	-	-	-
<b>4</b>	Meeting arranged at Central/ State Units for creating awareness of IGNOU programmes	-	-	-	-
<b>5</b>	Awareness meeting for special drive SC/ST, transgender, weavers and other privileged group	-	-	-	-
<b>6</b>	Meeting with NGO's and other State Units for promoting BPP/BDP	-	-	-	-
<b>7</b>	Participation in Exhibitions, job fair, placement meetings etc	01 01	01 01	Meeting with Director, NCIDE on 19.12.19. Meeting with Principal of Shyam Lal College on 11.12.19.	Dr. Amit Chaturvedi, RD Dr. Amit Chaturvedi, RD

					Dr. D.P. Singh, ARD Dr. Shyni Duggal, ARD
<b>8</b>	Number of press releases/ media publicity released	-	-	-	-

**\* A separate sheet/page can be attached giving elaborate details.**

**B. Activities at the Regional Centre:**

<b>PART I</b>				
<b>S. No.</b>	<b>Particulars</b>	<b>Proposed (Number)</b>	<b>Actually Held (Number)</b>	<b>Major Issues/ Suggestions/ Remark</b>
<b>1</b>	Academic Counsellors Orientation Programme(s) organized by Regional Centre	<b>1</b>	-	Orientation of ACs/FWSs of SOSW Progs. has been proposed for February 2020
<b>2</b>	Coordinators Meeting	-	-	-
<b>3</b>	Study Centre Staff Orientation Programme Organized by Regional Centre	<b>01</b>	<b>01</b>	Orientation of Exam Superintendents for smooth and fair conduct of TEE2019
<b>4</b>	Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre	-	-	-
<b>5</b>	Number of Grievance Redressal Camp(s)/Desk organized at the Regional Centre	<b>05</b>	<b>05</b>	<ol style="list-style-type: none"><li>1. Change of Examination Centre</li><li>2. Letter to disabled learner</li><li>3. I card to Examinee</li></ol>

6	Number of visits to Examination Centres	32	32	<p>Exam Duty in TEE December 2019 on 2<sup>nd</sup> December 2019- Dr. D.P. Singh,ARD, Dr. A. Rahman, ARD, Dr. Rita Chauhan, ARD and Dr. Meena Singh ARD</p> <ol style="list-style-type: none"> <li>1. International Institute of Adult &amp; Lifelong Edu. (29049P )</li> <li>2. Shyam Lal College (0769)</li> <li>3. CCIT (0730)</li> </ol> <p>Exam Duty in TEE December 2019 on 3<sup>rd</sup> December 2019- Dr. A. Rahman, ARD , Dr. Meena Singh ARD and Dr. Shyni Duggal, (ARD)</p> <ol style="list-style-type: none"> <li>1. Bitcom (0784)</li> <li>2. PCTI (0731)</li> <li>3. TECNIA (29010)</li> <li>4. JIMS (29032)</li> </ol> <p>On 5<sup>th</sup> December 2019- Dr. Amit Chaturvedi, RD and Dr. D.P. Singh, ARD</p> <ol style="list-style-type: none"> <li>1. Harcourt Butlor Senior Secondary School</li> </ol> <p>On 11<sup>th</sup> December 2019 - Dr. Amit Chaturvedi, Regional Director , Dr. D.P. Singh,ARD, Dr. Shyni Duggal, (ARD)</p> <ol style="list-style-type: none"> <li>1. Hira Lal Public School</li> <li>2. B.M Bharti Public School</li> <li>3. Shyam Lal College</li> </ol> <p>On 14<sup>th</sup> December 2019 - Dr. Amit Chaturvedi, Regional Director alongwith Director, RSD</p> <ol style="list-style-type: none"> <li>1. Shyam Lal College</li> <li>2. CCIT</li> </ol> <p>On 1<sup>st</sup> January 2020- Dr. D.P. Singh,ARD &amp; Dr. A. Rahman, ARD</p> <ol style="list-style-type: none"> <li>1. Sr. Secondary ,Dhakka, Kingsway Camp</li> <li>2. SD JVS Girls Public School, Karolbagh</li> <li>3. Harcourt Butlor Sr. Secondary school</li> </ol> <p><b>Exam Observer Duty -</b></p> <ol style="list-style-type: none"> <li>1. Vidhya Institute (29050) Dr. D.P.Singh ,ARD-03/12/19</li> <li>2. International Institute of Adult &amp; Lifelong Edu.(29049P )- DR. Meena Singh,ARD on 5<sup>th</sup> December 2019.</li> <li>3. Satyawati College- Dr. D.P.Singh ARD on 9<sup>th</sup> December,2019</li> <li>4. Hira Lal Public School- Dr. D.P.Singh, ARD on 21<sup>st</sup> December, 2019.</li> <li>5. International Institute of Adult &amp; Lifelong Edu.(29049P )-DR. D.P Singh,ARD on 24<sup>th</sup> December 2019.</li> <li>6. Shyam Lal College (0769)- Dr. Meena Singh ARD on 24<sup>th</sup> December 2019</li> <li>7. BITCOM (0784) – Dr. Meena Singh</li> </ol>
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				<p>ARD on 30<sup>th</sup> December 2019</p> <p>8. Shyam Lal College (0769)- Dr. D.P Singh ARD on 2<sup>nd</sup> January 2020.</p> <p>Visited Nine Exam Centres (Two as Observer, and Seven as Flying Squad)- Dr. Shyni Duggal,ARD</p> <p>Visited six Exam Centre as Observer(exam centre- 0731,29049,29045,0784,29072)- Dr. Rita Chauhan</p>
7	Number of visits performed related to Monitoring of the activities of BPCCHN project	-	-	-

<b>PART II</b>			
	<b>Particulars</b>	<b>Number</b>	<b>Remark</b>
<b>8</b>	Number of New Study Centre Proposals sent to HQ	01	For Establish the new study centre in Satyawati College (Evening).
<b>9</b>	No of New Programmes Activation Proposals sent to HQ	-	-
<b>10</b>	Number of New Academic Counsellors Empanelment sent to School(s)	25	
<b>11</b>	Number of New Counsellors added in the RSD portal	30	
<b>12</b>	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	Nil	
<b>13</b>	Number of Assignment Awards received at the Regional Centre	38946	
<b>14</b>	Number of Assignment Awards entered online at Regional Centre	25880	

### **C. Activities at the Learner Support Centres**

<b>S. No.</b>	<b>Particulars</b>	<b>Proposed (Number)</b>	<b>Actually Held (Number)</b>	<b>Major Issues/ Suggestions/ Remark</b>
<b>1</b>	Induction Meeting(s)	-	-	-
<b>2</b>	Monitoring of Learner Support Centres	<b>05</b>	<b>05</b>	(LSC-0731, 0784, 29049, 29045, 0729) Dr. Rita Chauhan
<b>3</b>	Face to Face Counselling sessions held at the study centres	-	-	-
<b>4</b>	Practical Counselling Sessions held at the study centres	-	-	At LSC-29052 and 0729
<b>5</b>	Grievance Redressal Camp(s) organized at the Study Centre	-	-	-

### **D. Learner / other Queries Handled**

<b>S. No.</b>	<b>Particulars</b>	<b>Number of queries received</b>	<b>Number of queries responded</b>

1	Post	897	897
2	Email	2523	2523
3	Phone	4963	4963
4	IGram	633	633
5	Face to Face	12870	12870
6	Face Book, if applicable	-	-
7	Twitter, if applicable	-	-
8	RTI	01	01
9	Court Cases		
10	Online I-card issued for July, 18, January, 2019 Session and July, 2019	1282	1282
11	Duplicate I-card	290	290

### E. Research and Academic Development Activities

S. No.	Particulars	Details of Activity(ies) Performed	Name and Designation of the Academics involved
1	Systemic Research Activity (ies) performed on strengthening of the Open and Distance Learning	-	-
2	Research Article Published	-	-
3	Conference Organized	-	-
4	Conference Attended	-	-
5	Faculty Development Programme(s) Organized	-	-
6	Faculty Development Programme(s) Attended	FDP organized by Hansraj College at Kalindi College, New Delhi from 17-12-2019 to 23-12-2019	ARD (SD) ARD (AR)
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	-	-
8	Participation in Doordarshan/ Other Electronic Media Channel programmes	-	-
9	Participation in Phone in Programmes on Career Counselling Organized by Print Media	-	-
10	Any other Activity...	B.Ed Admission Counselling from December 30, 2019 to January 03, 2020	Applicants working with KV's finding difficult to undertake School Internship and Practice Teaching under the territorial Jurisdiction of RC Delhi-1, RC Delhi-2 and RC Delhi-3

\* Additional sheets may be used for details (if required)

### F. Utilization of MeLT Bus/Van (wherever it is given by the University)

S. No.	Particulars	Details of Activity(ies) Performed	Place Visited along with District Name	Name and Designation of the Academics Coordinated



1	Support in Counselling Sessions			
2	Digital Literacy for Rural Population			
3	Mobile Study Centre activity (ies)			
4	Any other...			

### G. Utilization of the SMS Service for Learner Support

S. No.	Particulars	Number of Learners Covered (e.g. 1000, 2000, 3000 etc)	Code of the LSC(s) whose learner SMS was sent (If Applicable)
1	Information regarding Re-allotment of SC for New Admission		
2	Information regarding Fee submission in Fresh Admission Forms July 2019		
3	Information regarding Confirmation of RR Admission		
4	Information regarding Induction Meeting		
5	Information regarding Face to Face Counseling schedule		
6	Information regarding collection of study material	5018	All LSC
7	Information regarding submission of Assignment		
8	Information regarding Term End Examination Hall Ticket		
9	Information regarding Practical Examinations	10350	All LSC
10	Information regarding Project Viva Voce, workshop		
11	Information regarding declaration of the term end examination result		
12	Information regarding submission of the Re Registration form	410288	All LSC
13	Information regarding placement activities		
14	Information regarding convocation/degree		
15	Any other..... Information regarding raised fee for MBA	600	

### H. Other Activities at Regional Centre

S. No.	Particulars	Details of Activity(ies) Performed	Place(s) Visited along with District Name
1	Digital Initiatives	-	-
2	Unnat Bharat Abhiyaan /Village Adoption Activity(ies)	-	-
3	Swachh Bharat Abhiyaan Activity(ies)	-	-
4	Any other.....	-	-

**PART-III: FINANCE AND ADMINISTRATION**

S.NO.	Account	Opening Balance	Closing Balance	Fund received from HQ
1.	PLAN	2,67,74,319	84,48,716	0.00
2.	NON-PLAN	1,39,24,247	1,17,90,430	0.00
3.	Any other grants			

**Major Expenditure**

S. No.	Head	Expenditure during the month		Percentage of total budget fund utilized		Remarks
		Plan	Non-Plan	Plan	Non – Plan	
1.	Regular Staff Salary	0.00	21,38,217.00	0.00	93.84	
2.	Daily wage Payment	8,85,040.00	0.00	4.77	0.00	
3.	Security	4,98,249.00	0.00	2.68	0.00	
4.	Building Rent	0.00	0.00	0.00	0.00	
5.	Travel and hiring of taxi	5,500.00	0.00	0.03	0.00	
6.	INDUCTION Meeting/ workshop/Orientation Programme etc.	1,58,054.00	0.00	0.85	0.00	
7.	Printing /Publicity	64,015.00	0.00	0.34	0.00	
8.	LSC/PSC/SSC payments (salary)	21,80,717.00	0.00	11.74	0.00	
9.	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc.	93,01,889.00	0.00	50.08	0.00	
10.	Other Expenditure (Total of remaining expenditures which are not covered under the above heads).	54,78,861.00	1,40,470.00	29.50	6.16	
	<b>TOTAL</b>	<b>1,85,72,325.00</b>	<b>22,78,687.00</b>	<b>100.00</b>	<b>100.00</b>	

**PART IV: STAFF STRENGTH**

S. No.	Academic Staff	Non Academic Staff	Daily Wage staff Engaged at Regional Centre	Daily Wage staff Engaged at Ware House	Security Guard
<b>01</b>	<b>06</b>	<b>16</b>	<b>28</b>	<b>04</b>	<b>05</b>

One Junior Academic Associate (Full Time) joined on 03.10.2019

**PART V: PENDING ISSUE(S) AT REGIONAL SERVICES DIVISION**

S. No.	Details of pending matter(s)	Date of forwarding to RSD	Remarks
<b>1</b>			

2			
3			

**Annexure-1**

<b>Srno.</b>	<b>SSC/RSC/ PSC Code</b>	<b>Name of Institution</b>	<b>Letter No.</b>	<b>Programme</b>
1				
2				