

Monthly Monitoring Report (August 2019)

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

Name of the RD/DD/ARD/AR	Number of days present	Number of days Leave availed	Number of days on tour/ academic leave/training
Dr. Amit Chautervedi, RD	20	NIL	
Dr. Rita Chauhan, ARD	20	NIL	
Dr. Meena Singh, ARD	19	CL-01	
Dr. Vinita Katiyar, ARD	20	NIL	
Dr. D.P. Singh, ARD	18	EL-01 16/08/19)	
		CL-01(15/08/19	
Dr. A. Rehman, ARD	16	CL-04 09/08 to 14/08/19 & 16/08/19	
Sh. R. Sivraj, AR	20	NIL	

PART II – ACADEMIC ACTIVITIES

A. Advocacy and Promotion

S.No.	Nature of activity	Number of meetings Planned	Number of meetings held	Out come and follow up done *	Name of the Official(s) involved
1	Liasoning with Central /State Government Departments for land/building and other collaborative projects	02	02	Visit for Opening LSC in Ambedker University (8/8/2019), (20/8/2019)	Dr. Amit Chaturvedi, RD Dr. D.P.Singh, ARD Dr. Ataur Rahman - ARD
2	Liasoning with Central /State Government Departments for collaborative projects, if any	01	01	Letter send to Sh. Tarun Kapoor, IAS, Vice Chairman, DDA, Delhi Request for allotment of Government Building at NCR Delhi-2 for IGNOU Regional Centre Delhi-2	Dr. Amit Chaturvedi-RD
3	Awareness Programme organized with students of Colleges for the promotion of IGNOU Programmes	02	02	IGNOU Study Centre-29061, Aditi Mahavidyalaya, Bawana	Dr. Amit Chaturvedi-RD Dr. D.P.Singh-ARD
				IGNOU Study Centre-29059, SPM College, Punjabi Bagh (11/8/2019)	Dr. Vinita Katiyar-ARD
4	Meeting arranged at Central/ State Units for creating awareness of IGNOU programmes	02	02	Establishment of new LSC in Satyawati College (Evening-30/8/2019)	Dr. Amit Chaturvedi-RD Dr. Meena Singh-ARD & Dr. D.P.Singh-ARD
				Establishment of LSC in Govt. College (Zakir Hussain College-Evening) (22/8/2019)	Dr. Amit Chaturvedi-RD Dr. D.P.Singh-ARD Dr. Ataur Rahman-ARD
5	Awareness meeting for	02	02	Awareness meeting for Admission Cycle, July-	

	special drive SC/ST, transgender, weavers and other privileged group			2019 organized by IGNOU Study Centre-0731, PCTi-Pitam Pura and Special Study Centre-29035D, Krishna Education Centre, Dilshad Garden, Delhi	
6	Meeting with NGO's and other State Units for promoting BPP/BDP	02	02	Two days State Level Seminar on “Think College” Higher Education Option for Persons with Intellectual and Developmental Disabilities with Manovikas Charitable Society-Jagatpuri at Satyagraha Mandap, Rajghat	Dr. Amit Chaturvedi-RD Dr. D.P.Singh-ARD Dr. Rita Chauhan-ARD Dr. Vinita Katiyar-ARD Dr. Ataur Rahman-ARD Dr. Meena Singh-ARD
7	Participation in Exhibitions, job fair, placement meetings etc			--	--
8	Number of press releases/ media publicity released			--	--

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

B. Activities at the Regional Centre:

PART I				
S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1	Academic Counsellors Orientation Programme(s) organized by Regional Centre	NIL	NIL	
2	Coordinators Meeting	NIL	NIL	
3	Study Centre Staff Orientation Programme Organized by Regional Centre	NIL	NIL	
4	Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre			
5	Number of Grievance Redressal Camp(s) organized at the Regional Centre	NIL	NIL	
6	Number of visits to Examination Centres	NIL	NIL	
7	Number of visits performed related to Monitoring of the activities of BPCCHN project	NIL	NIL	
	Orientation Programme of Exam Supt in Centre of June 2019 TEE	NIL	NIL	

PART II			
	Particulars	Number	Remark
8	Number of New Study Centre Proposals sent to HQ	NIL	NIL
9	No of New Programmes Activation Proposals sent to HQ	NIL	NIL
10	Number of New Academic Counsellors Empanelment sent to School(s)	92	
11	Number of New Counsellors added in the RSD portal	10	NIL
12	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	NIL	NIL
13	Number of Assignment Awards received at the Regional Centre	297483	NIL
14	Number of Assignment Awards entered online at Regional Centre	291308	NIL

C. Activities at the Learner Support Centres

S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1	Induction Meeting(s)	--		--
2	Monitoring of Learner Support Centres	--		--
3	Face to Face Counselling sessions held at the study centres	--	494	--
4	Practical Counselling Sessions held at the study centres	--	67	--
5	Grievance Redressal Camp(s) organized at the Study Centre	--		--
6	Attended B.Ed Admission 2 nd and 3 rd round counseling 2019 organized by Regional Centre Delhi-1 (Noida RC)	05	05	Dr. Vinita Katiyar 05 to 07 August 2019 & 19-20 August 2019
7.	Visited EMPC IGNOU HQ a resource person for Gyan Vani	01	01	Dr. Meena Singh (ARD) 22/08/2019

D. Learner / other Queries Handled

S. No.	Particulars	Number of queries received	Number of queries responded
1	Post	1046	1046
2	Email	2714	2714
3	Phone	4478	4478
4	IGram	1067	1067
5	Face to Face	10801	10801
6	Face Book, if applicable	--	--
7	Twitter, if applicable	--	--
8	RTI	03	03
9	Court Cases		
10	Online I-card issued for July, 18 and January,2019 Session	262	262
11	Duplicate I-card	38	38

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	01	Dr. Vinita Katiyar
5	Faculty Development Programme(s) Organized	--	--
6	Faculty Development Programme(s) Attended	--	--
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...	Attended Project Viva voce of PGDSS as External Examiner Hands on training on fold Scope(23/8/19)	Dr. Vinita Katiyar Dr. Rita Chauhan (ARD)

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

11. Recourses person for two sessions of ECP of PGDHP at RC Noida ARD(RC)& ARD(VK)
12. Recourses person for one session of ECP of PGDSLM at RC Noida ARD(RC)& ARD(VK)

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	188	--
2	Information regarding Fee submission in Fresh Admission Forms July 2019	27230	--
3	Information regarding Confirmation of RR Admission	81182	--
4	Information regarding Induction Meeting	171	--
5	Information regarding Face to Face Counseling schedule		--
6	Information regarding collection of study material	39519	--
7	Information regarding submission of Assignment	--	--
8	Information regarding Term End Examination Hall Ticket	--	--
9	Information regarding Practical Examinations	--	--
10	Information regarding Project Viva Voce, workshop	--	--
11	Information regarding declaration of the term end examination result	3014	
12	Information regarding submission of the Re Registration form	19230 (Admission)	
13	Information regarding placement activities	--	--
14	Information regarding convocation/degree	--	--
15	Any other..... Information regarding grievance Redressal camp for BSC practicals	--	--

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.....	One Student – One Tree a Scheme of MHRD, Government of India	Plantation Drive organized by IGNOU Isc-29045(SPD) on 23 rd August 2019. Dr. Vinita Katiyar(ARD), Sh. R. Sivraj,(AR) Participated in the event, Around 50 students planted tree and shrubs on the big area. Variety of Plants including Jamun, Neem, Raat Ki Rani, and many other flowering plants were planted.

PART III : FINANCE AND ADMINISTRATION

S. No.	Account	Opening Balance	Closing Balance	Fund received from HQ
1	Plan	38470361.00	25578893.00	0.00
2	Non-plan	16803695.00	14625676.00	0.00
3	Any other grants			

Major Expenditure:

Sl. 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	2040240.00	0.00	88.12	
2	Daily Wage payment	980511.00	0.00	7.55	0.00	
3	Security	0.00	0.00	0.00	0.00	
4	Building Rent	0.00	0.00	0.00	0.00	
5	Travel and hiring of taxi	38532.00	0.00	0.30	0.00	
6	Meeting/ workshop/Orientation Programme etc	32010.00	0.00	0.25	0.00	

7	Printing/Publicity	2100.00	0.00	0.02	0.00	
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	664106.00	0.00	5.11	0.00	
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	10387908.00	0.00	80.01	0.00	
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	878498.00	275019.00	6.77	11.88	

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
01	06	16	30	04	05

One Junior Academic Counsellor(Full Time) w.ef. 18/02/19

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

S. No.	Details of pending matter(s)	Date of forwarding to RSD	Remarks
1	--	--	--
2	--	--	--
3	--	--	--

Annexure-1

Srno.	SSC/RSC/ PSC Code	Name of Institution	Letter No.	Programme
1	--	--	--	--
2	--	--	--	--