

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL SERVICES DIVISION

Monthly Monitoring Report (MMR) of the Regional Centre during Lockdown

PART I REGIONAL CENTRE DETAILS

| | |
|---|-----------------------|
| Name of the Regional Centre | RC DELHI-2 |
| Code of the Regional Centre | 29 |
| Month and Year of MMR | DECEMBER, 2020 |
| Date of submission report to RSD | 08.01.2021 |

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

| Name of the RD/DD/ARD/AR (Work from Home) | Remark (Please specify Status if on leave, or other) |
|--|---|
| Dr. Kanan Sharma RD | Leave Record at IGNOU HQ |
| Dr. ShyniDuggal, ARD | NIL |
| Dr. Rita Chauhan, ARD | 24.12.2020 (One -RH) |
| Dr. Meena Singh, ARD, | NIL |
| Dr. D. P. Singh , ARD | 14.12.2020-15.12.2020 (02- CL) |
| Dr. A. Rehman, ARD | NIL |
| Sh. R. Sivaraj, AR | 23.12.2020 to 24.12.2020 (02- EL) |

Activities Undertaken during lockdown in the reporting month

A. Academic Activities

| S. No. | Nature of activity | No. |
|--------|---|--|
| 1. | Digital promotional initiative/activities to enhance outreach | Activities related to promotion of IGNOU Programmes is being done through RC Website, Facebook, BULK SMS and Whatsapp chat. |
| 2. | Number of press releases/ media publicity released | NIL |
| 3. | Any other (Please specify) | Following activities are uploaded on RC website and RC Facebook page for information to stakeholders:- 1. IRC Schedule upload on daily basis. 2. Counselling schedule of Delhi NCR Regional Centres combined as well as LSCs specific. 3. Activation of new programmes Notification about extension of Examination, Admission, Re-registration, submission of synopsis, Projects, Assignments etc. |

B. Activities of the Regional Centre (Please provide Numbers only):

| a) Meetings/Orientations through digital platform | | |
|---|--|---------------|
| S. No. | Particulars | NOs. |
| 1. | In-house meetings | Eight |
| 2. | Coordinators Meetings | NIL |
| 3. | Orientation Programme of ACs organized by RCs | NIL |
| 4. | Orientation Programme for PTFs of study Centres organized by RCs | NIL |
| 5. | Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre | NIL |
| 6. | Meeting with hqrs and RSD - Participated | Five for NAAC |
| 7. | Meeting with hqrs and RSD - Interacted | 15 |

| | | | | | | |
|---|--|--|-----------|------------|---------|-------------------|
| 8. | Any other (Please specify) | 1) Interacted with CD, IGNOU Hqs. for creating Link/ Feature for LSC Information (SD, ARD) 14/12/2020 2) Participated in Google Meet for New Features in Admission Portal (SD, ARD) 04/12/2020 3) Attended Meeting of RDs of Delhi-NCR regarding Low Enrollment Progs. (SD, ARD), 16/12/2020 | | | | |
| b) Strengthening of LSCs | | | | | | |
| 1. | Number of New Study Centre Proposals sent to HQ (If any) | Nil | | | | |
| 2. | No of New Programmes Activation Proposals sent to HQ (If any) | Nil | | | | |
| 3. | Number of New Academic Counselors' Empanelment processed from RCs | 05 | | | | |
| 4. | Number of New Academic Counselors' Empanelment processed from LSCs | 60 | | | | |
| 5. | Number of New Academic Counselors' added in the RSD portal | Nil | | | | |
| 6. | Number of Scanned copies of assignments submitted by students at Regional Centre | 932 | | | | |
| 7. | Any other (Please specify) | -- | | | | |
| c) Monitoring of LSCs/Examination center | | | | | | |
| 1. | Number of inductions meetings attended/addressed by RC academics | | | | | |
| 2. | Number of academic counselling sessions (Digital) monitored by RC academic | | | | | |
| 3. | Number of assignments | Received unevaluated | Evaluated | In process | Pending | Award Transmitted |
| | | 1037 | | 932 | 85 | 25610 |
| 4. | Any other (Please specify) | 06 Exam centre proposals were sent for holding exam in Feb.2021(Govt. Schools) followed by their entry on portal. | | | | |

C. Activities at the Learner Support Centers

| S. No. | Particulars | No. |
|--------|--|-----|
| 1. | Number of digital Induction Meeting(s) organized by LSCs | NIL |
| 2. | Number of online academic counselling sessions organized by LSCs | 190 |
| 3. | Number of online Grievance Redressal Camp(s) organized by LSCs | -- |
| 4. | Number of Scanned copies of assignments submitted by students Study center | 932 |
| 5. | Any other (Please specify) | NIL |

D. Student Support Services

a) Learner / other Queries Handled

| S. No. | Particulars | Number of queries responded |
|--------|---|--|
| 1 | Post | 1119 |
| 2 | Email | 4792 |
| 3 | Phone | 2787 |
| 4 | i-GRAM | 3273 |
| 6 | Face Book, if applicable | -- |
| 7 | Twitter, if applicable | -- |
| 8 | RTI | Assignment Section 1 (Enrno. 159910187 Lasika) Replied on 29/12/20. |
| 9 | Court Cases | -- |
| 10 | Digital Grievance Redressal Camp(s) organized by RC | -- |
| 11 | Online I-Card issued for July 2020 Session | 658 |
| 12 | Face to Face | 9075 |

b) Utilization of the SMS Service for Learner Support

| S. No. | SMS sent Regarding (Please specify) | Number of Learners Covered (e.g. 1000, 2000, 3000 etc) |
|--------|---|--|
| 1 | Information regarding Paying the fee of New Admission | Admission Section =16490 |

Research and Academic Development Activities

| S. No | Particulars | Numbers | Name & Designation of the Academics (no) |
|-------|---|--|--|
| 1 | Systemic Research Activity (ies) performed on strengthening of the Open and Distance Learning | | |
| 2 | Research Article(s) Published | | |
| 3 | Digital Conference/Webinar Organized | | |
| 4 | Digital Conference/Webinar Attended | Webinar on Innovation & Startups | Dr. Shyni Duggal |
| 5 | Digital Faculty Development Programme(s) Organized | | |
| 6 | Digital Faculty Development Programme(s) Attended | | |
| 7 | Participation in Interactive Radio Counseling Session (GyanVani/ AIR) | One on 3/12/2020 | Dr. ShyniDuggal Dr. A. Rahman |
| | | One on 13/12/2020 | Dr. D.P. Singh Dr. Meena Singh |
| 8 | Participation in Doordarshan/Other Electronic Media Channel Programmes | | |
| 9 | Participation in Phone in Programmes on Career Counselling Organized by digital media | | |
| 10 | Any other Activity... | 1-Prepared Annual Report for MoE, Presentation for NAAC and Compiled Maulshee, RC Profile | Dr. Shyni Duggal Dr. Rita Chauhan Dr. D.P. Singh Dr. A Rahman Dr. Meena Singh ARD |
| | | 2-Visited at LSC-0712 (Vivekanad Mahila College), on 28/12/2020 for the meeting with Principal, coordinator of LSC and other office bearer of LSC. | Dr. Meena Singh, ARD |
| | | 3-Monitoring of online Academic Counselling organised by LSC-29057 and LSC-29063 on 19th December-2020 | Dr. Meena Singh, ARD |

Note: Only numbers may kindly be provided in the format. (Separate file may be sent as email attachment for detailed information.)

PART IV : FINANCE AND ADMINISTRATION

| S. No. | Account | Opening Balance | Closing Balance | Fund received from HQ |
|--------|------------------|-----------------|-----------------|-----------------------|
| 1 | Plan | 13452421 | 1316926 | 9047400 |
| 2 | Non-Plan | 15494737 | 13333217 | 0 |
| 3 | Any other grants | 0 | 0 | 0 |

Major Expenditure (Please report under these heads only):

| S. No. | Head | Expenditure during the month | | Percentage of total budget fund utilized | |
|--------|--|------------------------------|------------|--|------------|
| | | Plan | Non-Plan | Plan | Non – Plan |
| 1. | Regular Staff Salary | 0.00 | 2189277 | 0.00 | 94.89 |
| 2. | Daily wage Payment | 922600.00 | 0.00 | 9.90 | 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 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6. | INDUCTION Meeting/ workshop/Orientation Programme etc. | 0.00 | 0.00 | 0.00 | 0.00 |
| 7. | Printing /Publicity | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. | LSC/PSC/SSC payments (salary) | 2590479.00 | 0.00 | 27.80 | 0.00 |
| 9. | LSC/PSC/SSC Payments/ (Counselling, Assignment Evaluation, Practical's etc. | 3589174.00 | 0.00 | 38.51 | 0.00 |
| 10. | Other Expenditure (Total of remaining expenditures which are not covered under the above heads). | 2216778.00 | 117892.00 | 23.79 | 5.11 |
| | | 9319031.00 | 2307169.00 | 100.00 | 100.00 |

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 (If applicable) | Security Guards |
|---------------|-----------------------|---------------------------|--|---|------------------------|
| 1 | 06 | 16 | 29 | 04 | 05 |

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