

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**REGIONAL SERVICES**

**Monthly Monitoring Report of the Regional Centre**

Name and Code of the Regional Centre: **REGIONAL CENTRE DELHI2 (CODE-29)**

Month and Year of Submission: **JANUARY, 2020**

Date on which report was submitted to RSD: **10<sup>TH</sup> FEBRUARY, 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. Kanan Sharma*, Present RD	12		
Dr. Amit Chaturvedi*, RD	12		
Dr. Shyni Duggal, ARD	23		
Dr. Rita Chauhan, ARD	11		Faculty Development Programme 17.01.2020 to 28.01.2020 (12 days) at Ramanujan College , University of Delhi
Dr. Meena Singh, ARD,	23		
Dr. D. P. Singh , ARD	23		
Dr. A. Rehman, ARD	19	EL- (27.01.2020-30.01.2020)- 4 Days	
Sh. R. Sivaraj, AR	20	CL-(23.01.2020-24.01.2020)- 02 Days	Election training on 31.01.2020 appointed as Micro Observer (Counting) at SKV Bharat Nagar, Ashok Vihar, Delhi

Note :

1. Dr. Kanan Sharma, has joined on 16.01.2020 (F/N) at Regional Centre Delhi-2 Vide Order No. TA/1/I-II/2016/6217 dated 14.01.2020
2. Dr. Amit Chaturvedi, has been transferred to RC Noida from RC DELHI-2 VIDE Order No. TA/1/I-II/2016/6217 dated 14.01.2020 and relieved from RCDELHI-2 on 16.01.2020 (A/N)

## PART II – ACADEMIC ACTIVITIES

### I. Advocacy and Promotion

S.No.	Nature of activity	Details of meeting	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				
2.	Liasoning with Central /State Government Departments for collaborative projects, if any	Meeting with Director, MHRDC,	01 (8 <sup>th</sup> Jan., 2020)	IGNOU RC Delhi-2 with collaboration to Mahatma Hansraj Faculty Development Centre (MHRDC), Under Pandit Madan Mohan Malviya National Mission on teachers and teaching (MHRD, Government of India) proposed one week Faculty Development Programme for Academic/ Teachers of all over India	Dr. D.P.Singh (ARD) & Dr. Meena Singh (ARD)
3.	Liasoning with Colleges/Institutions for establishing IGNOU LSCs	1.Meeting with Principal Sri Guru Tegh Bahadur Khalsa College, University of Delhi on 24 <sup>th</sup> January 2020 for Opening the New LSC. 2. Meeting with Principal Ramjas College, University of Delhi on 8 <sup>th</sup> January 2020 for Opening the New LSC. 3.Visited Shaheed Rajguru College, University of Delhi for opening the new Centre	01(one)  01(one)  01(ONE)	Proposal given and College is ready for opening the centre.        The college is under the Jurisdiction of Regional Centre Noida	Dr. Meena Singh (ARD)        Dr. D.P.Singh (ARD) & Dr. Meena Singh (ARD)    Dr. D.P.Singh (ARD) & Dr. Meena Singh (ARD)

4.	Awareness activities for enhancing outreach of IGNOU Programmes				
<i>i.</i>	Awareness activities among prospective students				
<i>ii.</i>	Meetings with different Central/ State Units	Meeting with Principal of Hansraj College, Mahatma Hansraj Faculty Development Centre(MHRFDC), Under Pandit Madan Mohan Malviya National Mission on teachers and teaching (MHRD, Government of India) For Organizing Faculty Development Programe at Regional Centre Delhi-2	01	Proposal approved and Accepted by MHRFDC	1-Meena Singh, ARD & Dr. D.P.Singh, ARD, Regional Centre Delhi-2
<i>iii.</i>	Meeting with local NGO's for promoting IGNOU Programme (BDP)				
<i>iv.</i>	Participation in Exhibitions, job fair, placement meetings etc				
<i>v.</i>	Awareness meeting for special drive SC/ST, transgender, weavers and other underprivileged groups				
<i>vi.</i>	Number of press releases/ media publicity released				

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

## II. Activities at the Regional Centre:

a) Meetings/Orientations/Grievance Camps/Viva-voce organized				
S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1.	Academic Counsellors Orientation Programme(s)			
2.	Coordinators Meetings	One	One	Coordinator/PICs of selected LSCs for Admission Promotional Activities at IGNOU Facilitation Centre, Regional Centre Delhi-2, G.S.D.S on 17.10.2020.
3.	Study Centre Staff Orientation Programme			
4.	Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre	Three	Three	MAPC and BA(Psy) viva voce conducted at Regional Centre Delhi-2 for 163 learners.
5.	Number of Grievance Redressal Camp(s) organized at the Regional Centre			
6.	Any other.....	B.Ed Admission Counselling from January 22 to 27, 2020.	B.Ed Admission Counselling from January 22 to 27, 2020	Applicants working with KVs finding difficult to undertaken School Internship & Practice Teaching under the territorial Jurisdiction of RC Delhi-1, RC Delhi-2 and RC Delhi-3, Cut-off date for submitting Online Entrance Exam Forms, OBC under GOI, etc.

### b) Strengthening of Network of LSCs/ Establishment related activities

	Particulars	Number	Remark
1.	Number of New Study Centre Proposals sent to HQ	--	--
2.	No of New Programmes Activation Proposals sent to HQ	8 (Eight)	DMOP at 0769, 0731, & 29045; DEVMT at 0769, 0731, & 29045; and MAEDU at 29060, & 29061 sent through email
3.	Number of New Academic Counselors' Empanelment sent to School(s)	20	
4.	Number of New Academic Counselors' added in the RSD portal	23	

### c) Monitoring of LSCs/ECs

1.	Visits undertaken for Monitoring of LSCs	25 <sup>th</sup> January, 2020  27 <sup>th</sup> January, 2020  one	Dr. D.P. Singh (ARD) Visited at LSC SPD & PCTI(731)  Dr. D.P. Singh (ARD) & Dr. Meena Singh (ARD) Visited at LSC( KSM)  Dr. Rita Chauhan visited at LSC-29057 (Satyawati College) Interaction with Academic Counsellor.
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2.	Number of LSCs sent Counseling Schedules to RC	06	
3.	RC received 2% Evaluated Assignments (Programme Wise) from the Study Centre(s)		
4.	Number of Assignment Awards received at the Regional Centre	171431	
5.	Number of Assignment Awards entered online at Regional Centre	166859	
6.	Number of visits to Examination Centers	2	Dr. Meena Singh Visited to Examination Centre for monitoring the BCA/MCA Practical Exam at: 1.Study Centre -0769, Shyamlal College, University of Delhi, Shahdara. 2.K.S Memorial Society for Education and Research,Patpadganj Industrial Area, New Delhi.
		1 <sup>st</sup> January 2020	Dr. D.P. Singh (ARD) & Dr. A. Rahman (ARD) Visited at Exam Centre Hartcourt Buttler Sr. Secondary School & Exam Centre S.D. Society Girls Sr. Secondary School.
		2 <sup>nd</sup> January 2020	Dr. D.P. Singh (ARD) as an Observer visited at Exam Centre Shyam Lal College (0769).
		1 <sup>st</sup> January 2020 & 3 <sup>rd</sup> January 2020	Dr. Rita Chauhan, ARD as an Observer visited at 0784 and 29045 on 03-01-2020.
7.	Number of visits performed related to Monitoring of the activities of BPCCHN project		
8.	Any Programme with huge number of enrollment where additional counseling support is planned. Please give details.		

### III. Activities at the Learner Support Centers

S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1	Induction Meeting(s)	01	01	Interaction with students for CBCS system at 29057 Satywati College on 05-01-2020 by Dr. Rita Chauhan
3	Face to Face Theory Counseling sessions held at the study centers		654	
4	Practical Counseling Sessions held at the study centers		39	
5	Grievance Redressal Camp(s) organized at the Study Centre			

6	Any other activity...			
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#### IV. Learner / other Queries Handled

S. No.	Particulars	Number of queries received					Number of queries responded	Status
		Admission	Study Materials	Assignments	Exams	Others/ SSC		
1	Post	68	01	37	6	1124	1214	
2	Email	88	188	56	200	1900	2432	
3	Phone	142	--	395	520	4050	5107	
4	i-GRAM	1264	163	424	186	329	2184	
5	Face to Face	286	3198	470	650	5805	10409	
6	Face Book, if applicable	--	--	--	--	--	--	
7	Twitter, if applicable	--	--	--	--	--	--	
8	RTI	--	01	--	--	--	--	
9	Court Cases	--	--	--	--	--	--	
10	Duplicate I Card	07	--	--	--	905	912	

#### V. 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(s) Published		
3	Conference Organized		
4	Conference Attended		
5	Faculty Development Programme(s) Organized		
6	Faculty Development Programme(s) Attended	Two weeks FDP (17 01-2020 to 28-01-2020) on Recent trends on Research Methodology at Ramanujan College. Major topics Python, m-learning and Network science covered during FDP.	Dr. Rita Chauhan, Assistant Regional Director
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	19 <sup>th</sup> January, 2020 IRC on Role of Assignment in OD	Dr. Aatur Rahman, ARD Dr. Shyni Duggal, ARD
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...		

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

## VI. Details about Web Conferencing (WC)

S. No.	Particulars	Details	Remark	
1.	No. of WC held	One		
2.	No. of WC participated	One		
3.	No. of occasion interacted in WC			

## 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.	SMS sent Regarding	Number of Learners Covered (e.g. 1000, 2000, 3000 etc)	Code of the LSC(s) whose learner SMS was sent (If Applicable)
1	IGNOU programmes for New Admission	87154	
2	Deficiency in the Fresh Admission Forms		
3	Confirmation of New Admission		
4	Information regarding Induction Meeting		
5.	Confirmation of New Admission		
6.	Submission of Re - registration	203944	
7.	Confirmation of Re - registration		
8.	Face to Face Counseling schedule		
9.	Collection of study material	8115	
10	Submission of assignment		
11	Term End Examination Hall Ticket		
13	Practical Examinations		
14	Project Viva Voce, workshop	326	LSC-Vision 29046D and Amar Jyoti (0734D)
15	Declaration of the term end examination result		
16	Placement activities (At Convention Centre, IGNOU ,Maidan Garhi)	384670	All LSCs
17	Convocation/degree		
18	Any other.....		

## H. Unnat Bharat Abhiyaan (UBA)

Name of Village(s) adopted:

District(s):

S. No.	Nature of activity undertaken	Date & Place of visit	Details of Activity	Observations & Action taaken
1.	Household Survey conducted			
2.	Entrepreneurship and Skill development (if any)			
3.	Sanitation & Hygiene			
4.	Water Conservation/Rain water harvesting			
5.	Clean Potable Water			
6.	Awareness on various health issues (Credible Primary Health)			
7.	Importance of ICT & its training			
8.	Any other activity			

#### I. Alumni Activities

Number of Alumni registered: 3438

Details of activities performed:

#### J. Placement Activities

S.no.	Date of Placement Drive	Name of Company invited	Number of Learners participated	Number of learners selected for placement
1.				
2.				

#### K. Other Activities at Regional Centre

S. No.	Particulars	Details of Activity(ies) Performed	Place(s) Visited along with District Name
1	Digital Initiatives		
2	Swachh Bharat Abhiyaan Activity(ies)		
3	Any other.....	Administered the Pledge on Swachhta Abhiyan (20 <sup>th</sup> January, 2020)	IGNOU RCDelhi-2, G.S.D.S, Rajghat
		Administered the Pledge on National Voter Day (24 <sup>th</sup> January, 2020)	IGNOU RCDelhi-2, G.S.D.S, Rajghat



**PART III : FINANCE AND ADMINISTRATION**

S. No.	Accounts	Opening Balance Rs.	Closing Balance Rs.	Grants From Hqrs Rs.
1	Plan Account	8448716	51177624	49130000
2	Non Plan Account	11790430	9754167	0
3	Any Other Grants	0	0	0

S. No	Head of Expenditure	Expenditure during month		Percentage of budget	
		Plan	N Plan	Plan	N plan
1	Regular Staff Salary	0.00	1870371.00	0.00	91.76
2	Daily Wage Payment	915795.00	0.00	14.31	0.00
3	Security		0.00	0.00	0.00
4	Building Rent	0.00	0.00	0.00	0.00
5	Travel and Hiring of taxi	16981.00	0.00	0.27	0.00
6	Induction Meeting/ Workshop/ orientation	9280.00	0.00	0.14	0.00
7	Printing/ Publicity	125914.00	0.00	1.97	0.00
8	LSC/ PSC/ SSC Payments (Salary)	0.00	0.00	0.00	0.00
9	LSC/ PSC/ SSC Payments (Counselling, Assignment Evaluation Practical, Etc)	4852791.00	0.00	75.82	0.00
10	Other Expenditure (Remaining)	479279.00	168035.00	7.49	8.24
<b>Total</b>		<b>6400040.00</b>	<b>2038406.00</b>	<b>100.00</b>	<b>100.00</b>

**Financial audit of LSCs**

Name of LSC	Code	Details of Audit
School of Professional Development AG-22, Ring road, Shalimar Bagh, Delhi- 110088.	29045	Reported awaited

**Digital payment to Academic Counselors**

Payment made to LSC directly by RC through online mode (NEFT): No

If yes, number of Academic Counselors paid through online mode:

**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>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			

**PART VI: FEDBACK STUDIES CONDUCTED**

The questionnaires for obtaining feedback can be accessed at the following link:

Learners: <http://ignou.ac.in/userfiles/Learner's%20Feedback.pdf>

Academic Counselors: <http://ignou.ac.in/userfiles/Counsellor's%20Feedback.pdf>

1. Number of feedback studies conducted:
2. Target group: Students/Academic Counselors
3. Name of Programme(s) for which feedback study undertaken:
4. Framework of Feedback Report(s) is as follows: (Attach as separate Annexure)

Title of the Report:

Objectives:

Target Group:

Sample size:

Data Analysis and Interpretation:

Findings/Observations:

Recommendations/Suggestions