

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: October, 2019

Date on which report was submitted to RSD: 10th November, 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 Chaturvedi, RD	19	RH 2 days=28/10/19-29/10/19	-
Dr. Rita Chauhan, ARD	19	RH 2 days=28/10/19-29/10/19	07/10/19-12/10/19 Academic Leave participated in Faculty Development programme at Hansraj College.
Dr. Meena Singh, ARD	21	NIL	07/10/19-12/10/19 Academic Leave participated in Faculty Development programme at Hansraj College.
Dr. D.P. Singh, ARD	20	RH 01 day=07/10/19	
Dr. A. Rahman, ARD	21	NIL	
Dr. Shayni Duggal ARD	20	CL 01 Day=24/10/19	
Sh. R. Sivraj, AR	19	RH 2 days=28/10/19-29/10/19	

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				
2	Liasoning with Central /State Government Departments for collaborative projects, if any				
3	Awareness Programme organized with students of Colleges for the promotion of IGNOU Programmes	1	1	Celebrated World Mental Health Day at Department of Pshchology, Lady Lardinge Medical College & SSK Hospital, New Delhi on 10 th October 2019	Dr. Amit Chaturvedi,RD Dr. Shyni Duggal, ARD Dr. D.P.Singh, ARD
4	Meeting arranged at Central/ State Units for creating awareness of IGNOU programmes	1	1	Celebrated Corporate DIVAS : The Self Made Icon at Mata Sundri College for Women, University of Delhi on 03/10/2019	Dr. Amit Chaturvedi,RD Dr. D.P.Singh, ARD
5	Awareness meeting for special drive SC/ST, transgender, weavers and other privileged group				
6	Meeting with NGO's and other State Units for promoting BPP/BDP				-
7	Participation in Exhibitions, job fair, placement meetings etc	03	03	Participated at Career Conclave -3.0 from 21 st October, 2019 to 25 th October, 2019	Dr. Amit Chaturvedi Dr. A.Rahman Dr. D.P.Singh Dr. Meena Singh Dr. Shayni Duggal Dr. Rita Chauhan
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			
2	Coordinators Meeting			
3	Study Centre Staff Orientation Programme Organized by Regional Centre			
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			
6	Number of visits to Examination Centres	08	08	To convenience the Delhi University's College for establishing the Exam Centre for TEE December,2019.
7	Number of visits performed related to Monitoring of the activities of BPCCHN project			
	Orientation Programme of Exam Supt in Centre of June 2019 TEE			

PART II

	Particulars	Number	Remark
8	Number of New Study Centre Proposals sent to HQ		
9	No of New Programmes Activation Proposals sent to HQ		
10	Number of New Academic Counsellors Empanelment sent to School(s)	14	
11	Number of New Counsellors added in the RSD portal	14	
12	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	Nil	
13	Number of Assignment Awards received at the Regional Centre	302032	
14	Number of Assignment Awards entered online at Regional Centre	297415	

C. Activities at the Learner Support Centres

S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1	Induction Meeting(s)	08	08	
2	Monitoring of Learner Support Centres	08	08	
3	Face to Face Counselling sessions held at the study centres		251	
4	Practical Counselling Sessions held at the study centres		190	
5	Grievance Redressal Camp(s) organized at the Study Centre	-	-	It is being done on regular basis.

D. Learner / other Queries Handled

S. No.	Particulars	Number of queries received	Number of queries responded
1	Post	1677	1677
2	Email	3510	3510
3	Phone	5957	5957
4	IGRAM	8877	8877
5	Face to Face	13145	13145
6	Face Book, if applicable	--	--
7	Twitter, if applicable	--	--
8	RTI	03	02
9	Court Cases	--	--
10	Online I-card issued for July, 18 and January,2019 Session	655	655
11	Duplicate I-card	79	79

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	Antim Jan May-August, 2019 “Gandhi ki nayi taalim evam buniyadi shiksha	-
2	Research Article Published	-	-
3	Conference Organized	-	-
4	Conference Attended	-	-
5	Faculty Development Programme(s) Organized	-	-
6	Faculty Development Programme(s) Attended	04	Dr. A.Rahman Dr. D.P.Singh Dr. Meena Singh Dr. Shayni Duggal Dr. Rita Chauhan
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	Interactive Radio Counseling 24/10/2019)	Dr. Meena Singh (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)

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 IGNOU programmes for New Admission	-	-
2	Information regarding Fee submission in Fresh Admission forms July 2019	1317	
3	Information regarding Confirmation of New Admission	14024	
4	Information regarding Induction Meeting	8240	LSC-29060
5	Information regarding Face to Face Counseling schedule	1224	LSC-29061, 29062
6	Information regarding collection of study material	23006	ALL LSC
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		
12	Information regarding submission of the Re Registration form (for Jan, 2020)	87882	ALL LSC
13	Information regarding placement activities	419652	ALL LSC
14	Information regarding convocation/degree		
15	Any other Information regarding confiramtion of RR for July, 2019 & Information regarding attending repeat practical class	68 258	

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.....	1. Innovation Day, organised by IGNOU Institution, Innovation council NCIDE in collaboration with IGNOU RC Delhi-2 and GSDS on 23/10/19. 2. Vigilance Week on 28 th October, 2019 at RC Delhi-2. 3. National Unity Day on the occasion 144 birth Anniversary of Sradar Vallabh Bhai Patel on 31 st October,2019	

PART III : FINANCE AND ADMINISTRATION

S. No.	Account	Opening Balance	Closing Balance	Fund received from HQ
1	Plan	13540011.00	40927708.00	40320000.00
2	Non-plan	12371313.00	16185513.00	6344000.00
3	Any other grants			

Major Expenditure:

S. No.	Head	Expenditure during month		Percentage of Budget		Remarks
		PLAN	NON PLAN	PLAN	NON PLAN	
1	Regular Staff Salary	0.00	2353815.00	00	92.86	
2	Daily Wage payment	881851.00	00	6.77	0.00	
3	Security	00	00	0.00	0.00	
4	Building Rent	00	00	0.00	0.00	
5	Travel and hiring of taxi	35747.00	00	0.27	0.00	
6	Meeting/ workshop/Orientation Programme etc	44099.00	00	0.34	0.00	
7	Printing/Publicity	0.00	00	0.00	0.00	
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	1940950.00	00	14.91	0.00	
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	6130708.00	00	47.08	0.00	
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	3987858.00	180917.00	30.63	7.14	
Total		13021213.00	2534732.00	100	100	

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. 03/10/19

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				