

**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: September , 2019**

**Date on which report was submitted to RSD: 10<sup>th</sup> October , 2019**

**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 Chautervedi, RD	20	0	0
Dr. Rita Chauhan, ARD	19	CL-01 02/09/2019	
Dr. Meena Singh, ARD	19	CL-01 02/09/2019	
Dr. Vinita Katiyar, ARD	16	0	Dr. Vinita Katiyar (ARD) has been transferred to RSD IGNOU HQ on 16/09/2019(A/N)
Dr. D.P. Singh, ARD	20	0	
Dr. A. Rehman, ARD	0	0	
Dr. Shyni Duggal ARD	15	0	Dr. Shyni duggal ARD has joined on 09/09/2019(A./N)
Sh. R. Sivraj, AR	20	0	

**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	01	01	Zakir Hussain College for Promotion and opening of LSC  Mata Sundri College for Exam Centre	Dr. A.Rehman & Dr. D.P.Singh  Dr. A.Rehman & Dr. D.P.Singh
4	Meeting arranged at Central/ State Units for creating awareness of IGNOU programmes	03	03	Signing of MOU at Satyawati College(Evening) Delhi University  Meeting with Principle & Faculty of Miranda House College for Awareness and establishment of Study Centre(06/09/2019)  Signing of MOU with Satyawati College(Moring) (19/09/2019)	Dr. Meena Singh (ARD) Dr. Shyni Duggal (ARD) with Dr. Amit Chaturvedi, Regional Director  Dr. Rita Chauhan and Dr. Vinita Katiyar  Dr. Rita Chauhan with Dr. Amit Chaturvedi, Regional Director
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				
8	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>
1	Academic Counsellors Orientation Programme(s) organized by Regional Centre			
2	Coordinators Meeting	01	16/09/2019	<b>CBCS system and student support services were discussed during coordinator meeting.</b>
3	Study Centre Staff Orientation Programme Organized by Regional Centre	01	16/09/2019	<b>Discussed functioning of study centre related matter and maintaining the Records. Administration &amp; Finance, Part Time Staff, Counselling Schedule, SLM, Assignment</b>
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			
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			

<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	Nli	
<b>9</b>	No of New Programmes Activation Proposals sent to HQ	NIL	
<b>10</b>	Number of New Academic Counsellors Empanelment sent to School(s)	78	
<b>11</b>	Number of New Counsellors added in the RSD portal	83	
<b>12</b>	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	NIL	NIL
<b>13</b>	Number of Assignment Awards received at the Regional Centre	300414	300414
<b>14</b>	Number of Assignment Awards entered online at Regional Centre	294734	294734

### **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 Suggestions/ Remark</b>	<b>Issues/ Remark</b>
<b>1</b>	Induction Meeting(s)	<b>26/09/2019</b>	<b>JIMS(29032)</b>		<b>Dr. Rita Chauhan with Regional Director</b>
<b>2</b>	Monitoring of Learner Support Centres	29/09/2019	Hans Raj College(29052)		Dr. Rita Chauha
<b>3</b>	Face to Face Counselling sessions held at the study centres		1370		
<b>4</b>	Practical Counselling Sessions held at the study centres		477		
<b>5</b>	Grievance Redressal Camp(s) organized at the Study Centre				

**D. Learner / other Queries Handled**

S. No.	Particulars	Number of queries received	Number of queries responded
1	Post	1130	
2	Email	3447	
3	Phone	4529	
4	IGram	1443	
5	Face to Face	13520	
6	Face Book, if applicable		
7	Twitter, if applicable		
8	RTI	01	
9	Court Cases		
10	Online I-card issued for July, 18 and January,2019 Session	632	
11	Duplicate I-card	75	

**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		
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	Interactive Radio Counseling 12/09/2019 Interactive Radio Counseling 15/09/2019 Interactive Radio Counseling 19/09/2019 Interactive Radio	Dr. Rita Chauhan Dr. A.Rahman (ARD) Dr. D.P.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)

11.

12.

**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	42477	
3	Information regarding Confirmation of New Admission	77128	
4	Information regarding Induction Meeting	Induction Meeting at SC-29032-JIMS,Rohini on 26 <sup>th</sup> Sept. 2019	Dr. Amit Chaturvedi, Regional Director with Dr. Rita Chauhan, ARD
		Induction Meeting at SC-29052, Hansraj College, Malka Ganj on 29 <sup>th</sup> Sept. 2019	Dr. Amit Chaturvedi, Regional Director with Dr. Rita Chauhan, ARD
		Induction Meeting at International Institute of Adult Education (29049P, 30/09/2019)	Dr. D.P.Singh ARD with Dr. Amit Chaturvedi, Regional Director
5	Information regarding Face to Face Counseling schedule		
6	Information regarding collection of study material	20403	
7	Information regarding submission of Assignment		
8	Information regarding Term End Examination		101588

	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		
13	Information regarding placement activities		
14	Information regarding convocation/degree		
15	Any other Alumi Registration & Information regarding remove Discrepancies of Fresh Admission July 2019 session	56992(*2) 2130	

#### 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)	Participation in One day on Orientation Programme on 24/09/2019	Dr. A.Raheman IIT Delhi
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	25572293.00	13540011.00	0.00
2	Non-plan	14423676.00	12371313.00	0.00
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	2063430.00	00	93.93	
2	Daily Wage payment	871970.00	00	7.142	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	31565.00	00	0.259	0.00	



6	Meeting/ workshop/Orientation Programme etc	407.00	00	0.003	0.00	
7	Printing/Publicity	944.00	00	0.008	0.00	
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	2939228.00	00	24.075	0.00	
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	5684235.00	00	46.560	0.00	
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	2680141.00	133305.00	21.953	6.07	
<b>Total</b>		<b>12208490.00</b>	<b>2196735.00</b>	<b>100</b>	<b>100</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
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				