

Monthly Monitoring Report (April 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	19	18/04/19 Special leave for casting the vote at Agra.	-
Dr. Rita Chauhan, ARD	19	CL(18/04/19)	-
Dr. Meena Singh, ARD	Nil	CCL w.e.f. from 01.01.19 to 30.06.19	-
Dr. Vinita Katiyar, ARD	18	CL(16/04/19) RH(15/04/19)	-
Dr. D.P. Singh, ARD	19	CL(26/04/19)	-
Dr. A. Rehman, ARD	19	CL (18/04/19)	-
Sh. R. Sivraj, AR	19	CL (04/04/19)	-

PART II – ACADEMIC ACTIVITIES

A. Advocacy and Promotion

Sl. 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	02	02	<p>1. Inauguration of Study Centre-29058 (Zakir Hussain College, Delhi University).</p> <p>2. Sh. Sandeep Kumar, IAS, Secretary Higher Education, Govt. of Delhi RC have been contacted in order to Establishment of Regular Study Centres of IGNOU at Prestigious Government Higher Education Institutions and Collaboration with Government of Delhi for Launching of Skill Development Programmes of IGNOU like CLP, CPLT, CIT, DDT, DVAPFV, CPF and many more in collaboration with Department of Higher Education Govt. of Delhi.</p>	<p>Dr. Vinita Katiyar, ARD</p> <p>Dr. Rita Chauhan, ARD</p>
3	Awareness Programme organized with students of Colleges for the promotion of IGNOU Programmes	01	01	To search possibility of LSC of IGNOU at Mata Sundari College on 16/04/19.	<p>Dr. D.P. Singh, ARD</p> <p>Dr. A. Rehman, ARD</p>
4	Meeting arranged at Central/ State Units for creating awareness of	-	-	-	-

	IGNOU programmes				
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	01	01		
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	02	02	
7	Number of visits performed related to Monitoring of the activities of BPCCHN project	-	-	-

PART II

	Particulars	Number	Remark
8	Number of New Study Centre Proposals sent to HQ	Nil	--
9	No of New Programmes Activation Proposals sent to HQ	Nil	--
10	Number of New Academic Counsellors Empanelment sent to School(s)	20	--
11	Number of New Counsellors added in the RSD portal	81	--
12	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	-	--
13	Number of Assignment Awards received at the Regional Centre	2687	--
14	Number of Assignment Awards entered online at Regional Centre	2687	--

C. Activities at the Learner Support Centres

S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Suggestions/ Remark	Issues/
1	Induction Meeting(s)	04	04	-	
2	Monitoring of Learner Support Centres	-	-	-	
3	Face to Face Counselling sessions held at the study centres	4115	4115	-	
4	Practical Counselling Sessions held at the study centres	1367	1367	-	
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	977	977
2	Email	2079	2079
3	Phone	3980	3980
4	IGram	412	412
5	Face to Face	8224	8224
6	Face Book, if applicable	-	-
7	Twitter, if applicable	-	-
8	RTI	2	2
9	Court Cases	-	-
10	Online I-card issued for July, 18 and January,2019 Session	234	234
11	Duplicate I-card	95	95

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)	Attended IRC on 18/04/19.	Dr. Vinita Katiyar, 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...	Deputed as Observer for Entrance exam of M.Phil & Ph.D at Exam Centre 29052 (Hans Raj College).	Dr. Vinita Katiyar, ARD

* 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 deficiency in the Fresh Admission Forms	-	-
3	Information regarding Confirmation of New Admission	40	
4	Information regarding Induction Meeting	-	-
5	Information regarding Face to Face Counseling schedule	-	-
6	Information regarding collection of study material	13383	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	1680	ALL LSC
11	Information regarding declaration of the term end examination result	-	-
12	Information regarding submission of the Re Registration form	-	-
13	Information regarding placement activities	618036	ALL LSC
14	Information regarding convocation/degree	-	-
15	Any other..... Information regarding repeat practical students	324	

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.....	Convocataion held at Manekshaw Hall on 03/04/19.	

PART III : FINANCE AND ADMINISTRATION

S. No.	Account	Opening Balance	Closing Balance	Fund received from HQ
1	Plan	8130369.00	4507061.00	
2	Non-plan	4826648.00	923781.00	
3	Any other grants			

Major Expenditure:

S. No.	Head	Expenditure during the month	Percentage of total budget fund utilized	Remarks
1	Regular Staff Salary	Non-plan 3913962.00	Non-plan 96.54	
2	Daily Wage payment	Plan 916941.00	Plan 24.92	
3	Security	Plan 98530.00	Plan 2.68	
4	Building Rent	-	-	
5	Travel and hiring of taxi	Plan 31809.00	Plan 0.86	
6	Meeting/ workshop/Orientation Programme etc	-	-	
7	Printing/Publicity	Plan 48060.00	Plan 1.31	
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	Plan 1411960.00	Plan 38.37	
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	Plan 896142.00	Plan 24.36	
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	Non-plan 140146.00 Plan 275866.00	Non-plan 3.46 Plan 7.50	

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	31	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	02 Activation of New Programmes	Annexures related to name, date of forwarding are attached in Annexure-1	Annexure-1
2	Payment of Storage charge to Central Warehouse Commission for the month of Feb.2018	Latest Reminder sent on 24.09.18 to RSD	Pending since February 2018
3	Rewiring of electrical lines of IGNOU RC Delhi-II premises at Rajghat, New Delhi.	Reminder sent to Chief Engineer, CMD & copy endorsed to Director, RSD on 20.09.18	It is required on PRIORITY BASIS.

Annexure-1

Sl.No..	SSC/RSC/ PSC Code	Name of Institution	Letter No.	Programme
1	29045	School of Professional Devp.	11040 dt.07.03.18 Reminder forwarded on 18.05.18 vide Letter No.1890	BA
2	29046D	Vision Institute of Advanced Studies	7595 dt. 22/11/18	BSW, CIT