

**Monthly Monitoring Report (February 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. K.D. Prasad, RD	16	01 CL(11.02.19)	Transfer vide Order No. 69 dated 19.02.19 to RSD, IGNOU Hqrs. relieved on 26.02.19(FN)
Dr. S. Srinivas, DD	5	-	Relieved on 07.02.19(AN) transfer to RC Jabalpur vide Order No. 32 dated 25.01.19.
Dr. Meena Singh, ARD	Nil	CCL w.e.f. from 01.01.19 to 30.06.19	-
Dr. Rita Chauhan, ARD	19	01 EL(01.02.19)	Taken charge of RD (l/c) w.e.f. 26.02.19(FN)
Dr. Vinita Katiyar, ARD	18	02 EL(01.02.19 and 18.02.19)	-
Dr. D.P. Singh, ARD	20	Nil	-
Sh. R. Sivraj, AR	19	01 CL(05.02.19)	-

## 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	01	01	1. The Regional Centre had held meeting with Director, IHBAAS, Jhilmil, Delhi to explore the possibility for opening IGNOU Study Centre for MSCCFT, MAPC Programmes.	Dr. K. D. Prasad Dr. D.P. Singh
3	Awareness Programme organized with students of Colleges for the promotion of IGNOU Programmes	-	-	-	-
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	-	-	-	-
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	02	02	1. Newly appointed Coordinator of IGNOU LSC-Zakir Hussain College (29058) visited and submitted his joining. 2. Newly appointed Coordinator of IGNOU LSC-Shyama Prasad Mukherji College (29059) visited and submitted his joining. Both the coordinators provided with the insight about their role and responsibility. They have also been issued the authorisation letter for opening of IGNOU A/c.
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	-	-	-
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)	08	
11	Number of New Counsellors added in the RSD portal	38	
12	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	47	0731, 29045, 29040, 0769
13	Number of Assignment Awards received at the Regional Centre	155100	
14	Number of Assignment Awards entered online at Regional Centre	153069	

### C. Activities at the Learner Support Centres

S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1	Induction Meeting(s)	-	-	-
2	Monitoring of Learner Support Centres	06	06	-
3	Face to Face Counselling sessions held at the study centres	1180	1180	-
4	Practical Counselling Sessions held at the study centres	243	243	-
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 queries received	of	Number queries responded
1	Post	1121		1184
2	Email	1146		1657
3	Phone	4226		4226
4	IGram			
5	Face to Face	16516		16516
6	Face Book, if applicable	-		-
7	Twitter, if applicable	-		-
8	RTI	02		02
9	Court Cases			
10	I-card issued for July, 18 Session	308		308
11	Duplicate I-card	46		46
12	Email sent to the learners getting the Re-registration done during January , 19.	5781		5781

## 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	Presented Paper entitled <b>Empowering Women through Open and Distance Education-IGNOU RC Delhi-2 case Study presented in</b> "International Conference on "Bhartiya Women: Past, Present, and Future on Feb 23, 24, 2019" scheduled on 23 and 24 February, 2019 at NDMC Convention Center, Parliament Street, New Delhi – 110001, which is organized by SHAIKSHIK FOUNDATION.	Dr. K.D. Prasad, RD Dr. Rita Chauhan, ARD
2	Research Article Published	Research Article Published in <b>International Journal of Research and Analytical Reviews</b>	Dr. Vinita Katiyar, ARD
3	Conference Organized	-	-
4	Conference Attended	01	Dr. K.D. Prasad, RD Dr. Rita Chauhan, ARD
5	Faculty Development Programme(s) Organized	-	-
6	Faculty Development Programme(s) Attended	-	-
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	01	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...		

**\* 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	18373	
3	Information regarding Confirmation of New Admission		
4	Information regarding Induction Meeting		
5	Information regarding Face to Face Counseling schedule		
6	Information regarding collection of study material	13412	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		
13	Information regarding placement activities	317004	All LSC
14	Information regarding convocation/degree		

	<b>Any other.....</b>	3540	All LSCs
<b>15</b>	Information regarding Confirmation of RR Admission	166	
<b>16</b>	Regarding reallotment of LSC-29050(Shyam Lal College Eve.)	34616	LSC-29050
<b>17</b>	Digital Launch of Rashtriya Uchchatar Shiksha Abhiyan Project by Hon'ble Prime Minister on 03.02.19.	44300	All LSCs
<b>18</b>	Information regarding collection of Synopsis Status letter	1559	Learners of BCA-MCA

#### **H. Other Activities at Regional Centre**

<b>S. No.</b>	<b>Particulars</b>	<b>Details of Activity(ies) Performed</b>	<b>Place(s) Visited along with District Name</b>
<b>1</b>	Digital Initiatives	-	-
<b>2</b>	Unnat Bharat Abhiyaan /Village Adoption Activity(ies)	-	-
<b>3</b>	Swachh Bharat Abhiyaan Activity(ies)	-	-
<b>4</b>	Any other.....	<p>1. The Regional Centre &amp; some LSCs of the Region organised the Live Telecast of inagration of the Project-<b>Rashtriya Uchchatar Shiksha Abhiyan (RUSA)</b>. The event was held at Sher-e-Kashmir International Convention Centre (SKICC), Srinagar on <b>3<sup>rd</sup> February 2019</b>. About more than 130 Learners, officials and staff of the Regional Centres participated in this PAN India event.</p> <p>2. Observance of Road Safety Week on 4<sup>th</sup> February, 2019. A pledge on Road Safety has been administered among the Officials and Staff of the Regional Centre..</p> <p>3. Dr. M. Shanmugam, Director, RSD visited the Regional Centre Delhi-2 on 12/02/19.</p> <p>4. IGNOU RC, Delhi-2 has received a request from Gandhi Smiriti and Darshan Samiti, Rajgaht about a joint Programme on <b>75<sup>th</sup> Kasturba NirvaanDiwas- "Matri Shakti Ko Samarpit Prarthana Sabha EvamNari Shashaktikaran Par</b></p>	<p>IGNOU-GSDS Facilitation Centre, B.N. Pande Hall, Gandhi Smriti and Darshan Samiti</p> <p>IGNOU-GSDS Facilitation Centre, B.N. Pande Hall, Gandhi Smriti and Darshan Samiti.</p> <p>IGNOU-GSDS Facilitation Centre, B.N. Pande Hall, Gandhi Smriti and Darshan</p>

		<p><b>Paricharcha</b>". The Regional Centre had organized the event on 22<sup>nd</sup> February 2019 at IGNOU-GSDS Facilitation Centre, B.N. Pande Hall in collaboration with Gandhi Smriti and Darshan Samiti.</p> <p>Dr. D.P.Singh, ARD &amp; Dr. Rita Chauhan, ARD had delivered a talk on Women Empowerment and they further participated in the panel discussion. The learners from different LSCs of Master of Arts in Gandhi and Peace Studies (MGPS), Master of Arts in Political Science (MPS), Post Graduate Certificate in Gandhi and Peace Studies (PGCGPS) were participated.</p>	Samiti.
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### **PART III : FINANCE AND ADMINISTRATION**

<b>S. No.</b>	<b>Account</b>	<b>Opening Balance</b>	<b>Closing Balance</b>	<b>Fund received from HQ</b>
1	Plan	6486875	8327543	2250000
2	Non-plan	54828300	23468395	
3	Any other grants			

#### **Major Expenditure:**

<b>S. No.</b>	<b>Head</b>	<b>Expenditure during the month</b>	<b>Percentage of total budget fund utilized</b>	<b>Remarks</b>
1	Regular Staff Salary	1555781	4.94	
2	Daily Wage payment	1731013	5.52	
3	Security	197060	.62	
4	Building Rent			
5	Travel and hiring of taxi	44779	0.14	
6	Meeting/ workshop/Orientation Programme etc			
7	Printing/Publicity	18132	0.05	
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	2517020	8.00	
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	17391791	55.28	
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	8001864	25.43	



### 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
1.	05	14	31	04	05

Junior Academic Consultant=01 full time w.e.f. 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	Requirement of Computer/Printers etc.	Email sent to RSD on 18.09.16	RC is in urgent need of new Computers, as a result the expenditure on Computer Maintenance is high.
4	Rewiring of electrical lines of IGNOU RC Delhi-II premises at Rajghat, N.D	Reminder sent to Chief Engineer, CMD & copy endorsed to Director, RSD on 20.09.18	It is required on PRIORITY BASIS.

#### **Annexure-1**

Srno.	SSC/RSC/ PSC Code	Name of Institution	Letter No.	Programme
1	29045	School of Professional Development .	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