

Monthly Monitoring Report (January 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. K.D. Prasad, RD	20	03EL (16-18/01/19)	-
Dr. S. Srinivas, DD	09	14EL (10-23/01/19)	-
Dr. Meena Singh, ARD	Nil	CCL from 01.01.19 to 30.01.19	-
Dr. Rita Chauhan, ARD	18	5EL (01-04/01/19 & 22/01/19)	-
Dr. Vinita Katiyar, ARD	19	02CL & 02 EL	-
Dr. D.P. Singh, ARD	21	2CL (01/01/19 & 22/01/19)	-
Sh. R. Sivraj, AR	22	01CL (17/01/19)	-

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	01	01	1. The Regional Centre had held meeting with the District Magistrate to extend their support towards promotion of January 2019 academic cycle. They have also been requested to create awareness programme about IGNOU Programme among the eligible target group.	Dr. K.D. Prasad Dr. Vinita Katiyar
2	Liasoning with Central /State Government Departments for collaborative projects, if any	04	04	1. The meeting with Sh. B.K. Singh, commissioner, Navodya Vidyalaya Society (NVS) & his team, with Hon'ble Vice Chancellor, IGNOU with the request to develop a Training cum Certificate Programme for Teachers of Navodya Vidyalaya Schools on 08.01.19 at VCO. 2. Consultative meeting of Regional Centre officials, School of Education with teachers/administrative of Navodya Vidyalaya at NVS, Noida to obtain feedback on issues/feedback and views on their training needs in order to customise the certificate programme for NV teachers on 22.01.19. 3. The RC has also made efforts with the Chairpersons of different Colleges of Delhi University for exploring the possibilities for the establishment of IGNOU Study Centre in those colleges.	Dr. K.D. Prasad Dr. Rita Chauhan Dr. K.D. Prasad Dr. Rita Chauhan

				<p>4. The Principals of the Colleges of the University of Delhi falling under the jurisdictions of the RC have been contacted in order to promote the IGNOU Programmes among their students for motivating them to join IGNOU Programmes of their choice as an add on Programme.</p>	
3	<p>Awareness Programme organized with students of Colleges for the promotion of IGNOU Programmes</p>	07	07	<p>1. Meeting with PIC Dr. D. Katariya , Faculty Members, Deptt. of Psy. Drug and De-addiction Centre of Lady Harding Medical College and the learners of PGDMH Programme at LSC-29053P. Prof. Swati Patra from SOSS, IGNOU has also attended the meeting and interacted with the Learners of the Programme.</p> <p>2. Lady Harding Medical College, Maulan Azad Medical College and RML Hospital were visited on 16.01.19 to promote Skill based SOHS Programme-CGDA, CGCA, CPHA & CHHA offered under IGNOU-MoHFW collaboration for January, 2019 session.</p> <p>3. In order to minimize the drop-out in the RR for January, 2019, an additional efforts has been put-in by sending personal mails followed by SMS to 5781 learners on multiple occasions, who had not filled in the RR form and with this exercise, the Regional Centre has been successful and getting the registration of additional 2317 Learners for RR January, 2019.</p>	<p>Dr. K.D. Prasad Dr. Rita Chauhan</p> <p>Dr. Rita Chauhan Dr. Vinita Katiyar</p>

4. In order to further boost the fresh Admission for January, 2019 the Regional Centre has sent SMS to 28176 Learners, who had successfully cleared the respective programmes of their studies have been advised to seek admission in one of the Diploma and Certificates for their choices as an add-on programme.

5. The Regional Center Delhi-2 with the collaboration of the LSC-29054 (Arwachin Educare) conducted awareness event about IGNOU and its programmes among the potential candidates in nearby areas on 11/01/19 at Sanskar Ashram Complex, Dilshad Garden. The target audience of the event was candidates of economically weak sections and SC/ST category of the area.

6. One of the LSC-0731(PCTI) has hold Awareness & Promotional Drive Event regarding ongoing IGNOU admission for slum areas, Govt. Schools as well as employees of TATA POWER Delhi Distribution Unit on 28/01/19 at the premise of TPDDL (Tata Power Delhi Distribution Limited) Project Office, Sec-9, Rohini, Delhi. Reporting officer Mr. Dushyant Tyagi (DGM Project) TPDDL has extended his support to organise the activity in the premise.

				7. The Regional Center Delhi-2 with the coloboration of the LSC-29035D(Krishna Education) has conducted a community admission drive for the prospective students of East Delhi.	
4	Meeting arranged at Central/ State Units for creating awareness of IGNOU programmes	03	03	<p>1. Meeting at Zakir Hussain College on 18.01.19.</p> <p>2. Meeting with Directorate of School Education, Delhi Govt. on 23.01.19 for promotion of IGNOU Programmes in their schools.</p> <p>3. The Regional Centre in coordination with the LSC-29045 setup the IGNOU Admission Help-Desk in the Office of SDM, Rajouri Garden, New Delhi. The visitors, who approached to Help-Desk for their enquiry provided with admission information Kit including list of Programmes & LSC, fee structure and list of documents required, so that people can choose the LSC and Programme accordingly.</p>	<p>Dr. Rita Chauhan Dr. Vinita Katiyar</p> <p>Dr. D.P. Singh Dr. Vinita Katiyar</p> <p>Dr. K.D. Prasad Dr. S. Srinivas Dr. D.P. Singh Dr. Rita Chauhan Dr. Vinita Katiyar</p>
5	Awareness meeting for special drive SC/ST, transgender, weavers and other privileged group	01	01	1. The Regional Centre in coordination with the LSC-29045 conducted a Shiksha Seminar exclusively for SC/ST Candidate at MCD Office, Shadipur Gaon on 29.01.19. The beneficiaries of the Seminar were <i>Safai Karmchhari</i> , employees of various other Departments, who are engaged in Sanitation and Sewer Department of MCD, <i>Malaria Vibhag</i> .	<p>Dr. K.D. Prasad Dr. S. Srinivas Dr. D.P. Singh Dr. Rita Chauhan Dr. Vinita Katiyar</p>

				Sh. Tejram Phore, Municipal Counsellor of the area has extended his full support and announced to hold such types of educational events with the help of IGNOU more frequently.	
6	Meeting with NGO's and other State Units for promoting BPP/BDP	-	-	-	-
7	Participation in Exhibitions, job fair, placement meetings etc	01	01	<p>1. Participated in “Career Conclave” at Tyagaraj Stadium organised by Delhi Govt. on 31st January, 2019. In this event 79 Counsellors from the Govt. Schools of Delhi Govt. have been provided with the Publicity & Promotional Kits in order to utilise it in different Govt. Schools. More than 2000 Brochures, Pamphlets and other promotional material were distributed among the visitors.</p> <p>2. Career Oriented Seminar titled “Global Retail Industry Transformation & Analytics- A Digital Disruption Journey” on 27.01.19 at LSC-29045 for the students of BBA(R) Programme.</p> <p>Dr. Parenja, Internation Retail Expert and a member of Harvard Leadership Excellence Circle was the Key Speaker of the Seminar.</p>	Dr. K.D. Prasad Dr. S. Srinivas Dr. D.P. Singh
8	Number of press releases/ media publicity released	-	-	-	-
9.	Any Other			1. Sh. Manoj Tiwari, MP visited the Regional Centre Delhi-2 on 01/01/19. He has shown keen interest in our Programmes and has	

				<p>desired address our learners in one of the Induction Meeting.</p> <p>2. The Regional Director had meeting with Director (RSD) on re-defining of Jurisdiction of RCs of Delhi and NCR on 05/01/19 at IGNOU Hqrs.</p> <p>3. Observance of the Voters Day on 25/01/19. On the day, Pledge was administered among the Officials and Staff of the Regional Centre.</p> <p>4. The Regional Centre has organised Pariksh Pe Charcha 2.0 by Hon'ble Prime Minister by beaming the event on bigger screen at B.N. Pande Hall on 28/01/19. About more than 100 Learners participated in the event.</p>	
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* 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	01	01	Training Capsule for the effective evaluation of the assignments for the Academic Counsellors on 09/01/19.
2	Coordinators Meeting	04	04	<p>1. Training for LSCs for Processing & Online transmission of TMA Awards on 10.01.19.</p> <p>2. Injecting Impetus for expending further outreach of IGNOU Programmes for ongoing admission January, 2019 section on 11/01/19</p> <p>3. Newly appointed Coordinator of IGNOU LSC-0769 visited and submitted his joining.</p> <p>4. Newly appointed Coordinator of IGNOU LSC-29040W visited and submitted her joining. Both the coordinators provided with the insight about their role and responsibility. They</p>

				have also been issued the authorisation letter for opening of IGNOU A/c.
3	Study Centre Staff Orientation Programme Organized by Regional Centre	01	01	Orientation Programme for the Academic Counsellors for further strengthening the Student Support Services at LSCs in the region on 10.01.19.
4	Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre	80	75	BA and MAPC Viva-voce has been conducted at RC Delhi-2 on 17.01.19.
5	Number of Grievance Redressal Camp(s) organized at the Regional Centre	01	01	It is an ongoing activity of the Regional Centre. On an average about 500 students & visitors visit the counters of Regional Centre everyday.
6	Number of visits to Examination Centres	04	04	TEE DEC.,2018& BCA/MCA Practical Exam monitoring.
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)	37	-
11	Number of New Counsellors added in the RSD portal	Nil	-
12	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	03 Samples	The samples are being forwarded to concerned Schools of IGNOU. The LSCs have also been conveyed about the remedial measures as suggested by Schools.
13	Number of Assignment Awards received at the Regional Centre	82529	-
14	Number of Assignment Awards entered online at Regional Centre	111983	-

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	-	10	-
3	Face to Face Counselling sessions held at the study centres	866	-	-
4	Practical Counselling Sessions held at the study centres	3584	-	TEE Practical Examination December, 2018.
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	1229	1229
2	Email	1288	1288
3	Phone	4623	4623
4	Igram	423	423
5	Face to Face	11133	11133
6	Face Book, if applicable	-	-
7	Twitter, if applicable	-	-
8	RTI	02	02
9	Court Cases	-	-
10	I-card issued for Jan.2018 & July, 18 Session	543	543
11	Duplicate I-card	50	50
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	-	-
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)	01	Dr. S. Srinivas
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): NOT APPLICABLE

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	72800	-
2	Information regarding deficiency in the Fresh Admission Forms	-	-
3	Information regarding Confirmation of New/ RR Admission	40782	All LSCs
4	Information regarding Induction Meeting	-	-
5	Information regarding Face to Face Counseling schedule	-	-
6	Information regarding collection of study material	9886	All LSCs
7	Information regarding submission of Assignment	191	0712
8	Information regarding Term End Examination Hall Ticket	-	-
9	Information regarding Practical Examinations	-	-
10	Information regarding Project Viva Voce, workshop	164	29046D
11	Information regarding declaration of the term end examination result	-	-
12	Information regarding submission of the Re Registration form	71697	All LSCs
13	Information regarding placement activities	48076	All LSCs
14	Information regarding convocation/degree	-	-
15	Any other....."Priksha Pe Charcha 2.0" by Hon'ble Prime Minister	3540	All LSCs

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.....	-	-

PART III : FINANCE AND ADMINISTRATION

S. No.	Account	Opening Balance	Closing Balance	Fund received from HQ
1	Plan	7220651	6486875	-
2	Non-plan	583069	54828300	56250000
3	Any other grants	-	-	-

Major Expenditure:

S. No.	Head	Expenditure during the month	Percentage of total budget fund utilized	Remarks
1	Regular Staff Salary	1778324	84046	-
2	Daily Wage payment	Nil	-	-
3	Security	Nil	-	-
4	Building Rent	-	-	-
5	Travel and hiring of taxi	6927	0.33	
6	Meeting/ workshop/Orientation Programme etc	Nil	-	-
7	Printing/Publicity	Nil	-	-
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	Nil	-	-
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	105387	5.00	-
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	214857	10.21	-

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	14	31	04	05

PART V: PENDING ISSUE(S) AT REGIONAL SERVICES DIVISION

S. No.	Details of pending matter(s)	Date of forwarding to RSD	Remarks
1	03 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.
5	Posting of an ARD at RC Delhi-II during the period of maternity leave of Dr. Meena Singh	Letter sent to RSD on 06.09.2018.	F.No.IG/RCD-2/PF/2015/4116
6	Requirement of ACs for RC Delhi-II		RSD has sought condemnation certificate from the dealer, follow up action on which is being taken by RC Delhi-II

Annexure-1

Sl.No.	SSC/RSC/ PSC Code	Name of Institution	Letter No.	Programme
1	29050	Shyam Lal College (Eve)	4173 dt.11.09.18	PGJMC
2	29045	School of Professional Devp.	11040 dt.07.03.18 Reminder forwarded on 18.05.18 vide Letter No.1890	BA
3	29046D	Vision Institute of Advanced Studies	7595 dt. 22/11/18	BSW, CIT