

**Monthly Monitoring Report (July 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 Chauturvedi, RD	21	01CL 12/07/2019	NIL
Dr. Rita Chauhan, ARD	22	NIL	NIL
Dr. Meena Singh, ARD	22	NIL	NIL
Dr. Vinita Katiyar, ARD	22	NIL	NIL
Dr. D.P. Singh, ARD	21	01CL 08/07/2019	NIL
Dr. A. Rehman, ARD	22	NIL	NIL
Sh. R. Sivraj, AR	21	01CL 05/07/2019	NIL

## 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	NIL	NIL	NIL	NIL
2	Liasoning with Central /State Government Departments for collaborative projects, if any	NIL	NIL	NIL	NIL
3	Awareness Programme organized with students of Colleges for the promotion of IGNOU Programmes	01	01	MOU Sign on IGNOU Programmes at Aditi College Bawana on 04/07/2019  MOU Sign with (Guru Gobind Singh College on 25/07/2019	Dr. Amit Chaturvidi, Dr. D.P.Singh Dr. Rita Chauhan  Dr. Amit Chaturvidi, Dr. D.P.Singh Dr. Rita Chauhan
4	Meeting arranged at Central/ State Units for creating awareness of IGNOU programmes			Meeting with Principal (Guru Gobind Singh College of Commerce Pitam Pura on 19/07/2019  Meeting with Principal Jakir Hussain College(Evening) on 12 <sup>th</sup> & 18 <sup>th</sup> /07/2019	Dr. Amit Chaturvidi, Dr. Rita Chauhan  Dr. A. Rahman
5	Awareness meeting for special drive SC/ST, transgender, weavers and other privileged group	NIL	NIL	NIL	NIL

6	Meeting with NGO's and other State Units for promoting BPP/BDP	NIL	NIL	NIL	NIL
7	Participation in Exhibitions, job fair, placement meetings etc	04	04	B.Ed Admission Counselling at Regional Centre Delhi-1 on 17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup> & 23 <sup>rd</sup> July 2019	Dr. Vinita Katiyar
8	Number of press releases/ media publicity released	NIL	NIL	NIL	NIL

\* A separate sheet/page can be attached giving elaborate details.

### B. Activities at the Regional Centre:

<b>PART I</b>				
S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1	Academic Counsellors Orientation Programme(s) organized by Regional Centre	NIL	NIL	NIL
2	Coordinators Meeting	NIL	NIL	NIL
3	Study Centre Staff Orientation Programme Organized by Regional Centre	NIL	NIL	NIL
4	Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre	NIL	NIL	NIL
5	Number of Grievance Redressal Camp(s) organized at the Regional Centre	NIL	NIL	NIL
6	Number of visits to Examination Centres	NIL	NIL	NIL
7	Number of visits performed related to Monitoring of the activities of BPCCHN project	NIL	NIL	NIL
	Orientation Programme of Exam Supt in Centre of June 2019 TEE	<b>01</b>	<b>03/07/2019</b>	Orientation Programmes of Practical exam centre BCA/MCA new guidelines of online question paper was discussed.

**PART II**

	<b>Particulars</b>	<b>Number</b>	<b>Remark</b>
<b>8</b>	Number of New Study Centre Proposals sent to HQ	02	<b>IG/RCD-2/EST/SC/MSC DELHI/2019/3815 Dt.30/07/19 IG/RCD-2/EST/SC/AM DELHI/2019/3960 Dt.30/07/19</b>
<b>9</b>	No of New Programmes Activation Proposals sent to HQ	NIL	NIL
<b>10</b>	Number of New Academic Counsellors Empanelment sent to School(s)	198	NIL
<b>11</b>	Number of New Counsellors added in the RSD portal	03	NIL
<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	218575	NIL
<b>14</b>	Number of Assignment Awards entered online at Regional Centre	147329	NIL

**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 Issues/ Suggestions/ Remark</b>
<b>1</b>	Induction Meeting(s)	NIL	NIL	NIL
<b>2</b>	Monitoring of Learner Support Centres	NIL	NIL	NIL
<b>3</b>	Face to Face Counselling sessions held at the study centres	NIL	684	NIL
<b>4</b>	Practical Counselling Sessions held at the study centres	NIL	84	NIL
<b>5</b>	Grievance Redressal Camp(s) organized at the Study Centre	NIL	NIL	NIL

**D. Learner / other Queries Handled**

<b>S. No.</b>	<b>Particulars</b>	<b>Number of queries received</b>	<b>Number of queries responded</b>
<b>1</b>	Post	835	835
<b>2</b>	Email	2390	2390
<b>3</b>	Phone	5371	5371
<b>4</b>	IGram	720	<b>720</b>

5	Face to Face	11039	11039
6	Face Book, if applicable	NIL	NIL
7	Twitter, if applicable	NIL	NIL
8	RTI	NIL	05(admission)
9	Court Cases	NIL	NIL
10	Online I-card issued for July, 18 and January,2019 Session July 19	NIL	345
11	Duplicate I-card	NIL	36(SSC)

### 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 (ie) performed on strengthening of the Open and Distance Learning	NIL	NIL
2	Research Article Published	NIL	NIL
3	Conference Organized	NIL	NIL
4	Conference Attended	NIL	NIL
5	Faculty Development Programme(s) Organized	NIL	NIL
6	Faculty Development Programme(s) Attended	FDP on ICT cyber security 10 <sup>th</sup> July to 16 <sup>th</sup> July 2019.	Dr. Rita Chauhan
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	IRC at IGNOU HQ on 28 <sup>th</sup> July 2019	Dr. Vinita Katiyar
8	Participation in Doordarshan/ Other Electronic Media Channel programmes	NIL	NIL
9	Participation in Phone in Programmes on Career Counselling Organized by Print Media	NIL	NIL
10	Any other Activity...	NIL	NIL

\* 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	NIL	NIL	NIL
3	Mobile Study Centre activity (ies)	NIL	NIL	NIL
4	Any other...	NIL	NIL	NIL

**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	NIL	NIL
2	Information regarding deficiency in the Fresh Admission Forms	NIL	NIL
3	Information regarding Confirmation of New Admission	NIL	NIL
4	Information regarding Induction Meeting	NIL	NIL
5	Information regarding Face to Face Counseling schedule	NIL	NIL
6	Information regarding collection of study material	12567	
7	Information regarding submission of Assignment	NIL	NIL
8	Information regarding Term End Examination Hall Ticket	NIL	NIL
9	Information regarding Practical Examinations	NIL	NIL
10	Information regarding Project Viva Voce, workshop	NIL	NIL
11	Information regarding declaration of the term end examination result	NIL	NIL
12	Information regarding submission of the Re Registration form	175602	
13	Information regarding placement activities	NIL	NIL
14	Information regarding convocation/degree	NIL	NIL
15	Any other.....	NIL	NIL

## H. Other Activities at Regional Centre

S. No.	Particulars	Details of Activity(ies) Performed	Place(s) Visited along with District Name
1	Digital Initiatives	NIL	NIL
2	Unnat Bharat Abhiyaan /Village Adoption Activity(ies)	NIL	NIL
3	Swachh Bharat Abhiyaan Activity(ies)	NIL	NIL
4	Any other.....	NIL	NIL

## PART III : FINANCE AND ADMINISTRATION

S. No.	Account	Opening Balance	Closing Balance	Fund received from HQ
1	Plan	16554061.00	38470361.00	37300000.00
2	Non-plan	7019435.00	16803695.00	11690000.00
3	Any other grants			

### Major Expenditure:

S. No.	Head	Expenditure during the month		Percentage of total budget fund utilized		Remarks
		Plan	Non Plan	Plan	Non Plan	
1	Regular Staff Salary	NIL	2040240	NIL	97.44	
2	Daily Wage payment	916005	NIL	5.88	NIL	
3	Security	197060	NIL	1.26	NIL	
4	Building Rent	NIL	NIL	NIL	NIL	
5	Travel and hiring of taxi	73307	NIL	0.47	NIL	
6	Meeting/ workshop/ Orientation Programme etc	28247	NIL	0.18	NIL	
7	Printing/Publicity	8579	NIL	0.06	NIL	
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	1787207	NIL	11.47	NIL	
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	8440574	NIL	54.16	NIL	
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	4132757	53646	26.52	2.56	
	<b>Total</b>	<b>15583736</b>	<b>2093886</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	NIL	NIL	NIL
2	NIL	NIL	NIL
3	NIL	NIL	NIL

**Annexure-1**

Sl.No.	SSC/RSC/ PSC Code	Name of Institution	Letter No.	Programme
1	NIL	NIL	NIL	NIL
2	NIL	NIL	NIL	NIL