

Monthly Monitoring Report (June 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	NIL	NIL
Dr. Rita Chauhan, ARD	19	NIL	NIL
Dr. Meena Singh, ARD	NIL	CCL (01/06/19 to 30/06/19)	
Dr. Vinita Katiyar, ARD	15	04 (EL 25/06/19 to 28/06/19)	
Dr. D.P. Singh, ARD	13	01 CL (17/06/19 & 5) EL (24/06/19 to 28/06/19)	
Dr. A. Rehman, ARD	14	05 EL (10/06/19 to 14/06/19)	
Sh. R. Shivraj, AR	09	10 EL (10/06/19 to 19/06/19 & 10 Days LTC)	

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	01	01	Meeting with Director, Institute of Nuclear Medicine & Allied Sciences(INMAS) Dated 06/06/19	Dr. Amit Chaturvidi & Dr. D.P.Singh
3	Awareness Programme organized with students of Colleges for the promotion of IGNOU Programmes	01	01	Orgainazed Awareness Programme on IGNOU Programmes at Aditi College Bawana on 07/06/2019	Dr. Amit Chaturvidi, Dr. D.P.Singh & Dr. A. Rahman
4	Meeting arranged at Central/ State Units for creating awareness of IGNOU programmes	01	01	Meeting with Dean Academics, Indira Gandhi Technical University for Women about IGNOU's computer programmes DATED 14/06/2019.	Dr. Amit Chaturvidi & Dr. D.P.Singh
5	Awareness meeting for special drive SC/ST, transgender, weavers and other privileged group			Govt Higher Education Kasmiri Gate on 27/06/2019	Dr. Vinita Katiyar & Mr. Ravinder Pratap
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	NIL	NIL	NIL	NIL
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:

PART I					
S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Suggestions/ Remark	Issues/
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	1/06/2019	2	Exam Centre-0734 Observer Duty TEE June 2019 (Sadhna Bhatia)
		1/06/2019		Exam Centre-29049 & 29060 Flying Squad Dr. Amit Chaturvedi & Dr. Rita Chauhan
		1/06/2019		Exam Centre 99021 Dr. D.P. Singh
		01/06/19		Observer Exam centre99002 Dr. A.Rahaman & Vivita Katiyar
		01/06/2019		Observer Exam centre---99024(Vinita Katiyar)
		06/06/2019		Exam Centre 99021 Flying Squad Dr. Amit Chaturvedi & Dr. D.P.Singh
		08/06/19		Observer Exam centre-99020 (Vivita Katiyar)
		10/06/19		Exam Centre 29002 Flying Squad Dr. Amit Chaturvedi & Dr. D.P.Singh
		10/06/2019		Observer Exam centre-99010 (Vinita Katiyar)
		13/06/19		Exam Centre 99002 Flying Squad Dr. Amit Chaturvedi & Dr. D.P.Singh
		13/06/2019		Observer Exam centre-99010 (Vivita Katiyar)
		14/06/19		Observer Exam centre-99010 (Vivita Katiyar)
25/06/19	Observer Exam centre-0731(Vivita Katiyar)			
27/06/2019				

				Amar Jyoti Flying Squad (Sadhna Bhatia) Exam Centre 0734 Flying Squad Dr. Amit Chaturvedi & Dr. A.Rahman Exam Centre-0734
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	NIL	NIL	NIL

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	01	10/06/2019/3068 MSCFDSM,DHNE,CNCC,CFN
10	Number of New Academic Counsellors Empanelment sent to School(s)	03	
11	Number of New Counsellors added in the RSD portal	49	
12	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	04	
13	Number of Assignment Awards received at the Regional Centre	19410	
14	Number of Assignment Awards entered online at Regional Centre	26034	

C. Activities at the Learner Support Centres

S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1	Induction Meeting(s)	NIL		
2	Monitoring of Learner Support Centres	NIL		
3	Face to Face Counselling sessions held at the study centres		179	
4	Practical Counselling Sessions held at the study centres	NIL	NIL	
5	Grievance Redressal Camp(s) organized at the Study Centre	NIL		

D. Learner / other Queries Handled

S. No.	Particulars	Number of queries received	Number of queries responded
1	Post	478	478
2	Email	2490	2490
3	Phone	3519	3519
4	IGram	106	106
5	Face to Face	6671	6671
6	Face Book, if applicable		
7	Twitter, if applicable		
8	RTI	02	02
9	Court Cases		
10	Online I-card issued for July, 18 and January,2019 Session	293	293
11	Duplicate I-card	257	257

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)		
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. Recourses person for two sessions of ECP of PGDHP at RC Noida ARD(RC)& ARD(VK)
12. Recourses person for one session of ECP of PGDSL M at RC Noida ARD(RC)& ARD(VK)

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		
4	Information regarding Induction Meeting		
5	Information regarding Face to Face Counseling schedule		
6	Information regarding collection of study material	2798	
7	Information regarding submission of Assignment		
8	Information regarding Term End Examination Hall Ticket		
9	Information regarding Practical Examinations	18358	
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		149012
13	Information regarding placement activities		
14	Information regarding convocation/degree		
15	Any other (Yoga Day) For CBCS		5040 273087

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	30012806	1655406	Nil
2	Non-plan	9120395	7019435	Nil
3	Any other grants	Nil	Nil	Nil

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	1913574	NIL	94.315	
2	Daily Wage payment	965116	NIL	7.143	-	
3	Security	-	-	-	-	
4	Building Rent	-	-	-	-	
5	Travel and hiring of taxi	-	-	-	-	
6	Meeting/ workshop/Orientation Programme etc	53613	-	0.396	-	
7	Printing/Publicity	39850	-	0.294	-	-
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	1917643	-	14.193	-	-
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	5868184	-	43.433	-	-
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	4666339	119554	34.537	5.684	-

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	--	--	--
2	--	--	--
3	--	--	--

Annexure-1

Sl.No.	SSC/RSC/ PSC Code	Name of Institution	Letter No.	Programme
1		Mata Sundari College for Women	IG/RCD2/Estt/SC/MSD Delhi/2019/2275 Dt.26/05/2019	MCOM, MEG ,MHD, MPS, MAH. BA, BCOM, BCOMCAA, BOCMF&A, DBPOFA, PGDIBO, CTE DCE, DFE, CBS