

Monthly Monitoring Report (March 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 Chauturvedi, RD	10	Nil	Joined on 18/03/19 (FN)
Dr. Meena Singh, ARD	Nil	CCL w.e.f. from 01.01.19 to 30.06.19	-
Dr. Rita Chauhan, ARD	18	01CL(22.03.19)	-
Dr. Vinita Katiyar, ARD	15	03 EL(18.03.19 to 20.03.19) 01 Academic Leave (15/3/2019)	-
Dr. D.P. Singh, ARD	13	05 EL (11.03.19 to 15.03.19), 01 CL(22/03/19)	-
Sh. R. Sivraj, AR	14	02 CL (11.03.19, 12.03.19), 03 EL (27.03.19 to 29.03.19)	-

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	-	-	In light of new ODL Guidelines 2017, a communication has been sent to the Principals of 21 Government Colleges under the Jurisdiction of RC Delhi-2 for Establishment of Learner Support Centres of IGNOU	Dr. Amit Chaturvedi, RD
2	Liasoning with Central /State Government Departments for collaborative projects, if any	02	02	1. For proposed Exam Centre for TEE June, 2019 Pratibha Vidyalaya, Near IP College, Civil lines. 2. Visited Maharishi Valmiki College of Education, Geeta Colony Delhi for exploring the possibility to re-open the B.Ed. Centre.	Dr. D.P. Singh, ARD Dr. A. Rahman Dr. Vinita Katiyar, ARD Dr. Rita Chauhan, ARD Dr. A. Rahman, ARD
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:

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	Orientation Programme for Academic Counsellors of AMT01 & LMT01 courses. Prof. Parvin Sinclair was the resource person for the said programme and all academics related to the above courses were invited and oriented.
2	Coordinators Meeting	01	01	Principal of Satyawati College Ms. Manjula Das and Dr. Abha Mathur, Newly appointed Coordinator of IGNOU LSC-Satyawati College (29057) visited and submitted his joining. 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	01	01	Dr. Vinita Katiyar, ARD, deputed as Observer at LSC-29052(Hans Raj College) for the OPENMAT held on 10 th of March, 2019.
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)	27	-
11	Number of New Counsellors added in the RSD portal	26	-
12	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	-	-
13	Number of Assignment Awards received at the Regional Centre	-	-
14	Number of Assignment Awards entered online at Regional Centre	-	-

C. Activities at the Learner Support Centres

S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1	Induction Meeting(s)	07	07	-
2	Monitoring of Learner Support Centres	-	-	-
3	Face to Face Counselling sessions held at the study centres	-	4279	-
4	Practical Counselling Sessions held at the study centres	-	1258	-
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	1850	1850
2	Email	1573	1573
3	Phone	4630	4630
4	IGram	193	193
5	Face to Face	15074	15074
6	Face Book, if applicable	-	-
7	Twitter, if applicable	-	-
8	RTI	04	04
9	Court Cases	-	-
10	Online I-card issued for July, 18 and January,2019 Session	250	250
11	Duplicate I-card	83	83
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	Presented a paper in a International Seminar held on 15-16 March, 2019 at Mata Sundari College for Women on "Socio Cultural Study of Agricultural issues".	Dr. Vinita Katiyar, ARD
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...	Participation in one day workshop on 28/03/19 on Plagarism and Research.	Dr. Rita Chauhan, ARD
11	Any other Activity...	Participated in one day workshop held on 26/03/19 on Research visibility in Technology Enabled Leadership Learning.	Dr. Amit Chaturvedi

* 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	44509	ALL LSC
4	Information regarding Induction Meeting	-	-
5	Information regarding Face to Face Counseling schedule	-	-
6	Information regarding collection of study material	10080	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	-	-
14	Information regarding convocation/degree	11916	ALL LSC
	Any other.....		
15	Information regarding RR Admission for July, 2019 session	106612	ALL LSC
16	Information regarding RR Confirmation for January, 2019 session	330	ALL LSC

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.....	Celebration of International Women's Day on 08.03.19.	Satyagraha Mandap, G.S.D.S

PART III : FINANCE AND ADMINISTRATION

S. No.	Account	Opening Balance	Closing Balance	Fund received from HQ
1	Plan	8327543/-	8130369/-	
2	Non-plan	21420059/-	4826648/-	
3	Any other grants			

Major Expenditure:

S. No.	Head	Expenditure during the month	Percentage of total budget fund utilized	Remarks
1	Regular Staff Salary	31041/-	0.18	
2	Daily Wage payment	859515/-	5.09	
3	Security	197060/-	1.17	
4	Building Rent	-	-	
5	Travel and hiring of taxi	66589/-	0.39	
6	Meeting/ workshop/Orientation Programme etc	23787/-	0.14	
7	Printing/Publicity	105425/-	0.62	
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	1463171/-	8.69	
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	9611768/-	56.97	
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	4513976/-	26.75	

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

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