

**Monthly Monitoring Report (May 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	23	Nil	-
Dr. Rita Chauhan, ARD	22	CL(01/05/19)	-
Dr. Meena Singh, ARD	Nil	CCL w.e.f. from 01.01.19 to 30.06.19	-
Dr. Vinita Katiyar, ARD	20	CL(15/05/19 & 27/05/2019) EL(22/05/2019)	-
Dr. D.P. Singh, ARD	22	CL(21/05/19)	-
Dr. A. Rehman, ARD	23	Nil	-
Sh. R. Sivraj, AR	23	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	01	01	Letter sent to Secretary Higher Education Govt of NCT for establishment of LSC under University of NCT.	Dr. Amit Chaturvedi (RD)
2	Liasoning with Central /State Government Departments for collaborative projects, if any	01	01	Letter issued to Guru Govind Singh Indraprastha University, Ambedkar University & National Law University for establishing IGNOU Regular Study Centre at their Colleges/Institutions .	Dr. Amit Chaturvedi (RD) Dr. D. P. Singh(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	02	02	Meeting with Principal Mata Sundri College & Aditi College of Bawana.	Dr. D. P. Singh & Dr. A.R.Rehman Dr. Amit Chaturvedi & Dr. D.P.Singh
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	-	-	-
2	Coordinators Meeting	-	-	-
3	Study Centre Staff Orientation Programme Organized by Regional Centre	03	03	Discussed new UGC ODL Guidelines 2017.
4	Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre	554	535	-
5	Number of Grievance Redressal Camp(s) organized at the Regional Centre	01	01	546 Student attended Redressal comp for BSC Practical related issues
6	Number of visits to Examination Centres	05	05	Pre Exam visit for establishing of Exam Centre, TEE June 2019
7	Number of visits performed related to Monitoring of the activities of BPCCHN project	-	-	-
8	Orientation Programme of Exam Supt in Centre of June 2019 TEE	01	01	Dr. Amit Chaturvedi(RD) Dr. D.P.Singh(ARD) Dr. Rita Chauhan (ARD) Dr. Vinita Katiyar(ARD) Dr. A.Rahman(ARD)

PART II			
	Particulars	Number	Remark
8	Number of New Study Centre Proposals sent to HQ	01	Mata Sundri College IG/RCD2/Estt/SC/MSCDelhi/2019/2275 dated-20.05.2019
9	No of New Programmes Activation Proposals sent to HQ	Nil	-
10	Number of New Academic Counsellors Empanelment sent to School(s)	99	-
11	Number of New Counsellors added in the RSD portal	07	-
12	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	-	-
13	Number of Assignment Awards received at the Regional Centre	1894	-
14	Number of Assignment Awards entered online at Regional Centre	1894	1894

### C. Activities at the Learner Support Centres

S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Suggestions/ Issues/ Remark
1	Induction Meeting(s)	01	01	Satyawati College (29057) Dr. Amit Chaturvedi, Dr. D.P.Singh(ARD), Dr. Vinita Katiyar(ARD), Dr. A.Rahman(ARD) & Sh. R.Sivaraj(AR)
2	Monitoring of Learner Support Centres	01	01	29045
3	Face to Face Counselling sessions held at the study centres	-	1573	-
4	Practical Counselling Sessions held at the study centres	-	442	-
5	Grievance Redressal Camp(s) organized at the Study Centre	-	-	-

### D. Learner / other Queries Handled

S. No.	Particulars	Number queries received	of	Number queries responded	of
1	Post	679		675	
2	Email	8771		8771	
3	Phone	4268		4268	
4	IGram	572		572	
5	Face to Face	8332		8332	
6	Face Book, if applicable	-		-	
7	Twitter, if applicable	-		-	
8	RTI	01		01-	
9	Court Cases	-		-	
10	Online I-card issued for July, 18 and January,2019 Session	213		213	
11	Duplicate I-card	172		172	

### 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	1. Two days National Conference at Shraddhanand College 2. One day Conference on Student Support Services, innovative ideas at NCIDE. 3. Resource Person for ECP of PGDSLM Programme at RC Delhi-3, Dwarka	Dr. Amit Chaturvedi (RD)
5	Faculty Development Programme(s) Organized	-	-
6	Faculty Development Programme(s) Attended	-	-
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	02	Dr. D.P.Singh, ARD 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)**

11. Recourses person for two sessions of ECP of PGDHP at RC Noida Dr. Rita Chauhan, ARD & Dr. Vinita Katiyar ,ARD
12. Recourses person for one session of ECP of PGDSLM at RC Noida Dr. Rita Chauhan, ARD & Dr. Vinita Katiyar, ARD.

### 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	1020	1020
2	Information regarding deficiency in the Fresh Admission Forms	-	-
3	Information regarding Confirmation of New Admission	-	-
4	Information regarding Induction Meeting	1020	1020
5	Information regarding Face to Face Counseling schedule	-	-
6	Information regarding collection of study material	-	2552
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	171686	-
13	Information regarding placement activities	-	-
14	Information regarding convocation/degree	-	-
15	Any other.....Information regarding grievance Redressal camp for BSC practicals	11513	0729

## 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	<b>4507061.00</b>	<b>30082428.00</b>	<b>45730000.00</b>
2	Non-plan	<b>923781.00</b>	<b>9120395.00</b>	<b>13889000.00</b>
3	Any other grants			

### Major Expenditure:

S. No.	Head	Expenditure during the month	Percentage of total budget fund utilized	Remarks
1	Regular Staff Salary	-	<b>5428878.00</b>	<b>Non Plan-94.58</b>
2	Daily Wage payment	<b>Plan 880766.00</b>	-	<b>4.34</b>
3	Security	-	-	
4	Building Rent	-	-	
5	Travel and hiring of taxi	<b>Plan 17961.00</b>	-	<b>0.08</b>
6	Meeting/ workshop/Orientation Programme etc	<b>4920.00</b>	-	<b>0.02</b>
7	Printing/Publicity	<b>Plan 114342.00</b>	-	<b>0.56</b>
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	<b>Plan 2224285.00</b>	-	<b>10.96</b>
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	<b>Plan 10917415.00</b>	-	<b>53.83</b>
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	<b>Non-plan 6121593.00</b>	<b>Non-plan 310615.00</b>	<b>30.21 Non Plan-5.42</b>

#### **PART IV: STAFF STRENGTH**

<b>Sl. No.</b>	<b>Academic Staff</b>	<b>Non Academic Staff</b>	<b>Daily Wage staff Engaged at Regional Centre</b>	<b>Daily Wage staff Engaged at House</b>	<b>Security Guard</b>
<b>01</b>	<b>06</b>	<b>16</b>	<b>31</b>	<b>04</b>	<b>05</b>

One Junior Academic Counsellor(Full Time) w.e.f. 18/02/19

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

<b>S. No.</b>	<b>Details of pending matter(s)</b>	<b>Date of forwarding to RSD</b>	<b>Remarks</b>
<b>1</b>	--	--	--
<b>2</b>	--	--	--
<b>3</b>	--	--	--

#### **Annexure-1**

<b>Sl.No.</b>	<b>SSC/RSC/ PSC Code</b>	<b>Name of Institution</b>	<b>Letter No.</b>	<b>Programme</b>
<b>1</b>	--	--	--	--
<b>2</b>	--	--	--	--