

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL SERVICES DIVISION

Monthly Monitoring Report (MMR) of the Regional Centre during Lockdown

PART I REGIONAL CENTRE DETAILS

Name of the Regional Centre	REGIONAL CENTRE DELHI-2
Code of the Regional Centre	29
Month and Year of MMR	November, 2020
Date of submission report to RSD	10 th December 2020

PART II - STAFF STRENGTH AND ATTENDANCE (GROUP A OFFICIALS ONLY)

Name of the RD/DD/ARD/AR (Work from Home)	Remark (Please specify Status if on leave, or other)
Dr. Kanan Sharma RD	Leave Record at IGNOU HQ
Dr. Shyni Duggal, ARD	CL-6 days (03.11.2020, 9.11.2020-13.11.2020), 04.11.2020 (RH-01 days)
Dr. Rita Chauhan, ARD	CL-1 (13.11.2020), RH (16.11.2020)
Dr. Meena Singh, ARD,	NIL
Dr. D. P. Singh , ARD	NIL
Dr. A. Rehman, ARD	NIL
Sh. R. Sivaraj, AR	On leave w.e.f.17.11.2020-30.11.2020) due to Covid-19

Activities Undertaken during lockdown in the reporting month

A. Academic Activities

S. No.	Nature of activity	No.
1.	Digital promotional initiative/activities to enhance outreach	Email = 833 SMS = 13229
2.	Number of press releases/ media publicity released	--
3.	Any other (Please specify)	

B. Activities of the Regional Centre (Please provide Numbers only):

a) Meetings/Orientations through digital platform		
S. No.	Particulars	NOs.
1.	In-house meetings	05
2.	Coordinators Meetings	--
3.	Orientation Programme of ACs organized by RCs	--
4.	Orientation Programme for PTFs of study Centres organized by RCs	--
5.	Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre	PGDSS = 04 PGDEOH = 02 MAPC = 31
6.	Meeting with hqrs and RSD - Participated	09
7.	Meeting with hqrs and RSD - Interacted	06
8.	Any other (Please specify)	--
b) Strengthening of LSCs		
1.	Number of New Study Centre Proposals sent to HQ (If any)	NIL
2.	No of New Programmes Activation Proposals sent to HQ (If any)	NIL
3.	Number of New Academic Counselors' Empanelment processed from RCs	37
4.	Number of New Academic Counselors' Empanelment processed from LSCs	87
5.	Number of New Academic Counselors' added in the RSD portal	One for BAG Prog. (BESC-131, 132, 133, 134) - ARD, SD
6.	Number of Scanned copies of assignments submitted by students at Regional Centre	75
7.	Any other (Please specify)	

c) Monitoring of LSCs/Examination center						
1.	Number of inductions meetings attended/addressed by RC academics	One (0729-Dr. Shyni Duggal, ARD) One (0729 – Dr. Meena Singh, ARD) Two (0731, 0740D-Dr. D.P. Singh, ARD) Two (0731, 0740D- Dr. A. Rahman, ARD)				
2.	Number of academic counselling sessions (Digital) monitored by RC academic					
3.	Number of assignments	Received	Evaluated	In process	Pending	Award Transmitted
		75 unevaluated	55	55	10000	241539
4.	Any other (Please specify)					

C. Activities at the Learner Support Centers

S. No.	Particulars	No.
1.	Number of digital Induction Meeting(s) organized by LSCs	06
2.	Number of online academic counselling sessions organized by LSCs	NIL
3.	Number of online Grievance Redressal Camp(s) organized by LSCs	NIL
4.	Number of Scanned copies of assignments submitted by students Study center	NIL
5.	Any other (Please specify)	

D. Student Support Services

a) Learner / other Queries Handled

S. No.	Particulars	Number of queries responded
1	Post	651 = 2 (MDU) +185(Assignments) +45(Admission section)+419 (SSC)
2	Email	3396= 288 (MDU)+850(Assignments) +833 (Admission section)+ 1425(SSC)
3	Phone	1477 = 395 (Assignments)+ 51 (Admission section) +1031(SSC)
4	i-GRAM	2141 = 354 (MDU)+914(Assignment + 416 (Admission Section)+457(SSC)
6	Face Book, if applicable	--
7	Twitter, if applicable	--
8	RTI	2
9	Court Cases	NA
10	Digital Grievance Redressal Camp(s) organized by RC	--
11	Face to Face	5543
12	I-card	606

b) Utilization of the SMS Service for Learner Support

S. No.	SMS sent Regarding (Please specify)	Number of Learners Covered (e.g. 1000, 2000, 3000 etc)
1	To collect the Study Material by hand	4505(MDU)
2	Regarding fee submission of Fresh Admission Cycle	13229 (Admission section)

Research and Academic Development Activities

S. No	Particulars	Numbers	Name & Designation of the Academics (no)
1	Systemic Research Activity (ies) performed on strengthening of the Open and Distance Learning		--
2	Research Article(s) Published		--
3	Digital Conference/Webinar Organized		--
4	Digital Conference/Webinar Attended	National Webinar on "Importance of Early Education in the Mother Tongue (MoE)	Dr. Shyni Duggal, ARD
5	Digital Faculty Development Programme(s) Organized		--
6	Digital Faculty Development Programme(s) Attended		--
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	15/11/2020	Dr. Ataur Rahman, ARD
8	Participation in Doordarshan/Other Electronic Media Channel Programmes		--
9	Participation in Phone in Programmes on Career Counselling Organized by digital media		--
10	Any other Activity...	Attended meeting of the Innovation Club of IGNOU on 27 th November 2020	Dr. Kanan Sharma, RD Dr. Meena Singh, ARD Dr. Rita Chauhan, ARD

Note: Only numbers may kindly be provided in the format. (Separate file may be sent as email attachment for detailed information.)

PART IV : FINANCE AND ADMINISTRATION

S. No.	Account	Opening Balance	Closing Balance	Fund received from HQ
1	Plan	3065635	13452421	17193000
2	Non-Plan	14401197	15494737	3206000
3	Any other grants	0	0	0

Major Expenditure (Please report under these heads only):

S. No.	Head	Expenditure during the month	Percentage of total budget fund utilized	Remarks
1	Regular Staff Salary	2189277	100.00	NON-PLAN A/C
2	Daily Wage payment	951057	13.93	PLAN A/C
3	Security	208258	3.05	PLAN A/C
4	Building Rent	0		PLAN A/C
5	Travel and hiring of taxi	12604	0.18	PLAN A/C
6	Meeting/ workshop /Orientation Programme etc	0	0	PLAN A/C
7	Printing/Publicity	25173	0.37	PLAN A/C
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	5506917	80.68	PLAN A/C
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	0	0	PLAN A/C
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	121497	1.78	PLAN A/C
11	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	0	0	NON-PLAN A/C

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 (If applicable)	Security Guards
1	06	16	29	04	05

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