

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**REGIONAL SERVICES DIVISION**

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

**PART I REGIONAL CENTRE DETAILS**

<b>Name of the Regional Centre</b>	<b>RC DELHI2</b>
<b>Code of the Regional Centre</b>	<b>29</b>
<b>Month and Year of MMR</b>	<b>OCTOBER, 2020</b>
<b>Date of submission report to RSD</b>	<b>10.11.2020</b>

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

<b>Name of the RD/DD/ARD/AR (Work from Home)</b>	<b>Remark (Please specify Status if on leave, or other)</b>
Dr. Kanan Sharma RD	Leave Record at IGNOU HQ
Dr. Shyni Duggal, ARD	NIL
Dr. Rita Chauhan, ARD	NIL
Dr. Meena Singh, ARD,	NIL
Dr. D. P. Singh , ARD	01 <sup>st</sup> October 2020, One CL
Dr. A. Rehman, ARD	19-23 <sup>rd</sup> October 2020 (5days CL)
Sh. R. Sivaraj, AR	13 <sup>th</sup> October 2020 One CL

**Activities Undertaken during lockdown in the reporting month**

**A. Academic Activities**

<b>S. No.</b>	<b>Nature of activity</b>	<b>No.</b>
1.	Digital promotional initiative/activities to enhance outreach	<b>Promotion of IGNOU admission through VAROUS digital platforms, Whatsapp, and Website.</b>
2.	Number of press releases/ media publicity released	--
3.	Any other (Please specify)	--

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

<b>a) Meetings/Orientations through digital platform</b>		
<b>S. No</b>	<b>Particulars</b>	<b>Nos.</b>
1.	In-house meetings	<b>05</b>
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	BCA, MCA, BBARL, PGDSS, PGDEOH, MAPC, BA(Psy), MAAE
6.	Meeting with Hqrs and RSD - Participated	--
7.	Meeting with Hqrs and RSD - Interacted	--
8.	Any other (Please specify)	1. Fit India Freedom Run on 01.10.2020 2. Celebrated Ekta Diwas on the occasion of Sardar Vallabhbhai Patel's Birthday on 31.10.2020 3. Conducted TEPE, June 2020 of <b>9997</b> students for various programmes. 4. Conducted Project VIVA VOCE (TEE June, 2020) of <b>1073</b> students for various programmes. 5. Vigilance Awareness Week celebrated and taken Pledge on 27 <sup>th</sup> October 2020.
<b>b) Strengthening of LSCs</b>		
1.	Number of New Study Centre Proposals sent to HQ (If any)	--
2.	No of New Programmes Activation Proposals sent to HQ (If any)	--
3.	Number of New Academic Counselors' Empanelment processed from RCs	12
4.	Number of New Academic Counselors' Empanelment processed from LSCs	20

5.	Number of New Academic Counselors' added in the RSD portal	--				
6.	Number of Scanned copies of assignments submitted by students at Regional Centre	260				
7.	Any other (Please specify)					
<b>c) Monitoring of LSCs/Examination center</b>						
1.	Number of inductions meetings attended/addressed by RC academics					
2.	Number of academic counselling sessions (Digital) monitored by RC academic	3 Academic Counselling sessions monitored by Dr. Meena Singh, ARD.				
3.	Number of assignments	Received	Evaluated	In process	Pending	Award Transmitted
		260		225	35	38590
4.	Any other (Please specify)	<ul style="list-style-type: none"> <li>Virtually Monitored Practical Exam of BCA/MCA held in Oct, 2020 by Dr. Shyni Duggal, ARD=49 sessions, Dr. Ataur Rahman, ARD-35 sessions; Dr. Meena Singh, ARD -43 sessions.</li> <li>Virtually monitored 05 Examination Centres each by Dr. Shyni Duggal, ARD, Meena Singh, ARD, Dr. Ataur Rahman, ARD &amp; Dr. D.P.Singh, ARD.</li> <li>Monitored BCA, MCA, BBARL, PGDSS, PGDEOH, MAPC, BA(Psy), MAAE viva-voce by Dr. D.P.Singh, ARD.</li> </ul>				

### C. Activities at the Learner Support Centers

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

### D. Student Support Services

#### a) Learner / other Queries Handled

S. No.	Particulars	Number of queries responded
1	Post	470
2	Email	4191
3	Phone	1900
4	i-GRAM	2667
6	Face Book, if applicable	--
7	Twitter, if applicable	--
8	RTI	02

9	Court Cases	NA
10	Digital Grievance Redressal Camp(s) organized by RC	
11	Online I-card issued	616
12	Face to Face queries	7595

**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 Study material from MPDD, IGNOU Hqrs.	500
2	Information regarding Fee Submission for fresh Admission forms July 2020	8614
3	Information regarding removal of discrepancies for July 2020 session	2041

**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	01	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)	03	Dr. Shyni Duggal (ARD) Dr. D.P.Singh (ARD) Dr. Meena Singh (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...		--

**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	9972532	3065635	--
2	Non-Plan	16905315	14401197	
3	Any other grants			

**Major Expenditure (Please report under these heads only):**

<b>S. No.</b>	<b>Head</b>	<b>Expenditure during the month</b>	<b>Percentage of total budget fund utilized</b>	<b>Remarks</b>
1	Regular Staff Salary	<b>2280347</b>	<b>93.82</b>	<b>NON PLAN A/C</b>
2	Daily Wage payment	<b>930734</b>	<b>13.48</b>	<b>PLAN A/C</b>
3	Security			<b>PLAN A/C</b>
4	Building Rent			<b>PLAN A/C</b>
5	Travel and hiring of taxi	<b>2892</b>	<b>0.04</b>	<b>PLAN A/C</b>
6	Meeting/ workshop/ Orientation Programme etc.			<b>PLAN A/C</b>
7	Printing/Publicity			<b>PLAN A/C</b>
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	<b>2710620</b>	<b>39.25</b>	<b>PLAN A/C</b>
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	<b>3796</b>	<b>0.05</b>	<b>PLAN A/C</b>
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)	<b>3258855</b>	<b>47.18</b>	<b>PLAN A/C</b>
11	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)	<b>150294</b>	<b>6.18</b>	<b>NON PLAN A/C</b>

**PART IV: STAFF STRENGTH**

<b>S. 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 Ware House (If applicable)</b>	<b>Security Guards</b>
1	<b>06</b>	<b>16</b>	<b>29</b>	<b>04</b>	<b>05</b>

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