

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL SERVICES

Monthly Monitoring Report of the Regional Centre

Name and Code of the Regional Centre: IGNOU REGIONAL CENTRE DELHI-2 (29)

Month and Year of Submission: NOVEMBER, 2019

Date on which report was submitted to RSD: 10th DECEMBER, 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	16	CL 01 day (22.11.19) EL 03 days (28.11.19 TO 30.11.19)	
Dr. Shyni Duggal, ARD	19	CL 01 day (08.11.19)	Faculty development programme in Distance Education w.e.f. 31.10.19 to 06.11.19.
Dr. Rita Chauhan, ARD	9	EL 11 days (04.11.19 to 14.11.19)	
Dr. Meena Singh, ARD	15	Nil	Five days Academic Leave from 15.11.19 to 21.11.19 to attend the Faculty development programme at Hansraj College.
Dr. D.P. Singh, ARD	14	EL 01 day (01.11.19)	Five days Academic Leave from 15.11.19 to 21.11.19 to attend the Faculty development programme at Hansraj College.
Dr. A. Rehman, ARD	20	Nil	Faculty development programme in Distance Education, Hqrs. w.e.f. 31.10.19 to 06.11.19.
Sh. R. Sivraj, AR	19	CL 01 day (15.11.19)	

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	-	-	-	-
2	Liasoning with Central /State Government Departments for collaborative projects, if any	01	01	INMAS, Timar Pur, New Delhi on 26 th November 2019	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	-	-	-	-
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	1.) 01 2.) 01	1.) 01 2.) 01	1.) Orientation of Exam Superintendents for smooth and fair conduct of TEE2019. 2.) Orientation Training Workshop for Academic Counsellors and Programme In-charges for PGCMDM Programme collaboration with SOHS, IGNOU, & INMAS from 26 th Nov. to 28 th November 2019
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	-	-	-
7	Number of visits performed related to Monitoring of the activities of BPCCHN project	-	-	-
	Orientation Programme of Exam Supt in Centre of Dec.,2019 TEE	01	01	Training Programme for examination centre superintendents on 25th November 2019.

PART II			
	Particulars	Number	Remark
8	Number of New Study Centre Proposals sent to HQ	NIL	NIL
9	No of New Programmes Activation Proposals sent to HQ	NIL	NIL
10	Number of New Academic Counsellors Empanelment sent to School(s)	51	
11	Number of New Counsellors added in the RSD portal	67	
12	Monitoring of the 2% Assignments (Programme Wise) of the Study Centre(s)	NIL	
13	Number of Assignment Awards received at the Regional Centre		
14	Number of Assignment Awards entered online at Regional Centre	299172	299172

C. Activities at the Learner Support Centres

S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1	Induction Meeting(s)			
2	Monitoring of Learner Support Centres			
3	Face to Face Counselling sessions held at the study centres	578	578	
4	Practical Counselling Sessions held at the study	160	160	

	centres			
5	Grievance Redressal Camp(s) organized at the Study Centre			

D. Learner / other Queries Handled

S. No.	Particulars	Number of queries received	Number of queries responded
1	Post	1068	1068
2	Email	2637	2637
3	Phone	4287	4287
4	IGram	930	930
5	Face to Face	14965	14965
6	Face Book, if applicable		
7	Twitter, if applicable		
8	RTI	01	01
9	Court Cases		
10	Online I-card issued for January,2019 and July,2019 Session	1012	1012
11	Duplicate I-card	98	98

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	1.) One (31-10-2019 to 06-11-2019) 2.)FDP at Hansraj College, University of Delhi 15 th Nov to 21 st Nov. 2019 3.) Participated 4 days (FDP) in November, 2019	1.)Dr. Shyni Duggal, ARD 2.) Dr. D.P. Singh (ARD) Dr. Meena Singh (ARD) 3.)Dr. A. Rahman
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	17 th November 2019	Dr. D.P.Singh(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)

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 Re-allotment of SC for New Admission	-	-
2	Information regarding Fee submission in Fresh Admission Forms July 2019	-	-
3	Information regarding Confirmation of RR Admission	-	-
4	Information regarding Induction Meeting	4490	LSC-29061
5	Information regarding Face to Face Counseling schedule	-	-
6	Information regarding collection of study material	23006	ALL LSC
7	Information regarding submission of Assignment	-	-
8	Information regarding Term End Examination Hall Ticket	64230	ALL LSC
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	141386	ALL LSC

	Registration form		
13	Information regarding placement activities	-	-
14	Information regarding convocation/degree	-	-
15	Any other..... Information regarding Teleconferencing session for CLIS & CFN	308	LSC-0734D, 0708, 07112D,0712,0729 & 29056D

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..... 1. Foundation Day, 2. Constitution day	1.) IGNOU Foundation Day Celebration on 19th November, 2019 2.) Constitution day (Samvidhan Divas) celebration on 26 th November,2019.	1.) RC Delhi-2 2.)RC Delhi-2

PART III : FINANCE AND ADMINISTRATION

S. No.	Account	Opening Balance	Closing Balance	Fund received from HQ
1	Plan	40927708	26774319	0
2	Non-plan	16185513	13924247	0
3	Any other grants	-	-	-

Major Expenditure:

S. No.	Head	Expenditure during the month		Percentage of total budget fund utilized	
		PLAN	NON PLAN	PLAN	NON PLAN
1	Regular Staff Salary	0.00	2125581.00	0	94.00
2	Daily Wage payment	875430.00	0	6.19	0
3	Security	0.00	0	0	0
4	Building Rent	0.00	0	0	0
5	Travel and hiring of taxi	29093.00	0	0.21	0
6	Induction Meeting/ workshop/Orientation Programme etc	48334.00	0	0.34	0
7	Printing/Publicity	51950.00	0	0.37	0
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	1895520.00	0	13.39	0
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	10149588.00	0	71.71	0
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	1103474.00	135685.00	7.80	6.00
	Total	14153389.00	2261266.00	100.00	100.00

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	28	04	05

One Junior Academic Consultant (Full Time) joined w.e.f. 03.10.19

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

Srno.	SSC/RSC/ PSC Code	Name of Institution	Letter No.	Programme
1	-	-	-	-
2	-	-	-	-