

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	<u>REGIONAL CENTRE DELHI-2</u>
Code of the Regional Centre	<u>29</u>
Month and Year of MMR	<u>APRIL, 2020</u>
Date of submission report to RSD	

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	NIL
Dr. Rita Chauhan, ARD	NIL
Dr. Meena Singh, ARD,	NIL
Dr. D. P. Singh , ARD	NIL
Dr. A. Rehman, ARD	NIL
Sh. R. Sivaraj, AR	NIL

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	<ol style="list-style-type: none">1. Updated Welcome/Confirmation Message/Letter and uploaded on RC Delhi's website and FB page2. Prepared one Video Prog. on Re-registration, and uploaded the same of RC Delhi-2's website3. Welcome/Confirmation Message/Letter and uploaded on RC Delhi's website and FB page4. Prepared Letters for students and LSCs for informing them about the Launch of RR Portal for RC's Website and FB Page5. Provided information to LSCs about Launching of RR through Mail & Whatsapp
2.	Number of press releases/ media publicity released	
3.	Any other (Please specify)	Upload of Information on RC Website and RC Facebook Page <ol style="list-style-type: none">1. Daily IRC Schedule2. Daily FB Live Session3. Appeal of Hon'ble Vice Chancellor in Covid Conditions4. Sharing Videos of Live Sessions5. Upload of Online Counseling Schedules of LSCs6. Upload of 11 Examination Centres on Portal7. Upload of Information on DEVMT8. Testing of RR Portal9. Uploading Circular on Submission of Assignments10. Upload of RDs Message for fresh admitted learners

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

a) Meetings/Orientations through digital platform		
S. No.	Particulars	NOs.
1.	In-house meetings	08
2.	Coordinators Meetings	01
3.	Orientation Programme of ACs organized by RCs	01
4.	Orientation Programme for PTFs of study Centres organized by RCs	Nil

5.	Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre	Nil				
6.	Meeting with hqrs and RSD - Participated	01 Attended- participated in all the meetings conducted by RSD, Hqrs.				
7.	Meeting with hqrs and RSD - Interacted	Interacted with the Faculty of SOHS for Admission to its Merit-based Programmes.				
8.	Any other (Please specify)	Information/ guidelines received from Schools/IGNOU, Hqrs. from time to time are sent to learners through different digital platforms, like email/ Bulk SMS/ uploaded on RC Website/ RC Facebook page, etc.				
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	05				
4.	Number of New Academic Counselors' Empanelment processed from LSCs	07				
5.	Number of New Academic Counselors' added in the RSD portal	NIL				
6.	Number of Scanned copies of assignments submitted by students at Regional Centre	3825				
7.	Any other (Please specify)	-				
c) Monitoring of LSCs/Examination center						
1.	Number of inductions meetings attended/addressed by RC academics	45 approx				
2.	Number of academic counselling sessions (Digital) monitored by RC academic	150 approx				
3.	Number of assignments	Received	Evaluated	In process	Pending	Award Transmitted
		26576		26576		
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	71
2.	Number of online academic counselling sessions organized by LSCs	3714
3.	Number of online Grievance Redressal Camp(s) organized by LSCs	-
4.	Number of Scanned copies of assignments submitted by students Study center	26576

5.	Any other (Please specify)	RC Delhi-2, in association with LSC -29061, Aditi College has organised a webinar on psychological wellbeing and mental health of students during Covid-19 pandemic.
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D. Student Support Services

a) Learner / other Queries Handled

S. No.	Particulars	Number of queries responded
1	Post	--
2	Email	12669
3	Phone	--
4	i-GRAM	IGRAM 1298 + Other platform grievances 9543=10841
6	Face Book, if applicable	05
7	Twitter, if applicable	-
8	RTI	-
9	Court Cases	-
10	Digital Grievance Redressal Camp(s) organized by RC	-
11	Email sent for NAAC Student's Satisfaction Survey	17801 Students of January, 2018 session
12	IGNOU Gyandarshan Webcast Detailed schedule sent through Emails	21582 Students of January, 2020 session, Fresh

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	Information regarding RC Delhi-2 website link to new learners pertains to January, 2020 session	43328
2	Information regarding induction programmes	43326
3	Information regarding SO Sciences contact details and egyankosh link for material to BSCG students	834
4	Information regarding LSC-29061(Aditi Maavidyala) email ids for Assignments	4472
5.	Information regarding LSC-29060 (Mata Sundri College) email ids for Assignments	6402
6.	Confirmation of New Admission	21836
7.	Submission of Re – registration	37579

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	01	Dr. Meena Singh, ARD
3	Digital Conference/Webinar Organized	-	-
4	Digital Conference/Webinar Attended	<ol style="list-style-type: none"> 1. IGNOU IIC- MIC Driven Activity Leadership talk with Dr. Vinay Sahasrabudhe, President ICCR 16th April 2020 2. IGNOU IIC- MIC Driven Activity Leadership talk with Mr. Ronnie Screwvala, Chairman UpGrad 17th April 2020 3. IGNOU IIC - MIC Driven Activity: Leadership talk with Dr. Anand Deshpande, Founder, Chairman & Managing Director, Persistent Systems on 14 April, 2020 4. National Innovation and Startup Policy for Students and Faculty 2019 - A Guiding Framework for HEIs for Implementation "on 21.04.2020 5. IGNOU IIC- MIC Driven Activity Leadership talk with Padma Shri, Vaidya Rajesh Kotecha, Secretary Ministry of Ayush, Govt of India 6. ICT Initiatives by UGC- e PGpathshala- April 15, 2020 7. Presented two research Papers in International Webinar 	<p style="text-align: center;">(1to 6.) Dr. Rita Chauhan, ARD</p> <p style="text-align: center;">(s.no.7.) Dr. Meena Singh, ARD</p>
5	Digital Faculty Development	-	-

	Programme(s) Organized		
6	Digital Faculty Development Programme(s) Attended	-	-
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	30.04.2020 25.04.2020 12.04.2020 12.04.2020	Dr. Kanan Sharma, RD Dr. Rita Chauhan, ARD Dr. D.P. Singh, ARD Dr. A. 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...		<p>-All academics of RC Delhi-2 have recorded short videos on ODL system, counselling sessions, Self-Learning materials including IGNOU e-content, Evaluation system including Assignment, Theory and practical components and contact points for various learner support. These videos were uploaded over IGNOU website, Facebook page and circulated among LSCs and newly admitted learners of January 2020 session</p> <p>Dr. Rita Chauhan has undertaken online counselling session on BEVAE-181 - Environmental Studies on 26-04-2020 at LSC-29057 for learners of BAG -July 2019 batch</p> <p>-DrMeena Singh has Awarded 'Certificate of Excellence On participation in the Quiz on Padma Awards,2020</p>

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 ADMINISTRATIONApril

S. No.	Account	Opening Balance	Closing Balance	Fund received from HQ
1	Plan	1,11,86,930	1,93,77,783	90,46,500
2	Non-Plan	2,28,46,472	2,77,86,521	91,27,500
3	Any other grants	--	--	--

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	4209990	100	NON-PLAN
2	Daily Wage payment	855647	100	PLAN
3	Security	0	0	PLAN
4	Building Rent	0	0	PLAN
5	Travel and hiring of taxi	0	0	PLAN
6	Meeting/ workshop/Orientation Programmeetc	0	0	PLAN
7	Printing/Publicity	0	0	PLAN
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	0	0	PLAN
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	0	0	PLAN
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	0	0	PLAN

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