

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	RC DELHI-2
Code of the Regional Centre	29
Month and Year of MMR	AUGUST, 2020
Date of submission report to RSD	09.09.2020

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	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. Email sent to LSCs for informing them about the extension of the last date of submission of RR Form and Fresh Admission Form.2. Prepared the Admission Promotional Posters and Uploaded on Website and FB Page of RC Delhi-2.3. Google Meet with Master level students and informed them about various Certificate Level Programmes for them and other Programmes also for wider publicity of IGNOU Programmes.4. Shared the Admission Promotional Posters with LSCs for wider publicity of IGNOU Programmes.
2.	Number of press releases/ media publicity released	--
3.	Any other (Please specify)	<ol style="list-style-type: none">1. RC Delhi-2 has earmarked three mobile contact numbers exclusively for dealing with all general queries including the pre-admission counselling in present pandemic situation. These contact number have been shared with all LSCs, uploaded over the RC website and Face book page for wider dissemination.2. The information about extension of NAAC survey till 31st August 2020 was uploaded over the RC website, Face book and Twitter page of RC Delhi-2 for wider dissemination.3. The information about Face book Live broadcast of the Ministry of Human Resource Development (MHRD) and University Grants Commission (UGC) Event on "Conclave on Transformational Reforms in Higher Education under National Education Policy, 2020 scheduled on 7th Aug 2020 was shared among all the LSCs for wider dissemination to all concerned.

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

a) Meetings/Orientations through digital platform		
S. No.	Particulars	Nos.
1.	In-house meetings	11
2.	Coordinators Meetings	SIX (06)

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	--
6.	Meeting with hqrs and RSD - Participated	Dr. Kanan Sharma, RD regularly attended and participated in all the meetings with the RSD, HQ and provided progress report of RC Delhi-2 as and when required.
7.	Meeting with hqrs and RSD - Interacted	Dr. Kanan Sharma, RD regularly attended and participated in all the meetings with the RSD, HQ.
8.	Any other (Please specify)	<ol style="list-style-type: none"> 1. Coordinating with CSRC for resolving the problem of SC/ST students facing problem in submitting Re-registration Form.(Dr. Shyni Duggal, ARD). 2. Coordination for shifting of male students of MA Education Programme from LSC-29061 to LSC-29060. (Dr. Shyni Duggal, ARD). Organised and attended internal meeting with staff for Study material. (Dr. D.P. Singh, ARD). 3. RC Delhi-2 celebrated 74th Independence Day with all the members of the RC staff and their families through virtual mode, as due to the security reasons on account of the celebrations at the Red Fort, entry to the RC is prohibited. A series of events such as Painting and Drawing Competition, Poem, Patriotic songs were organized along with children and other family members of RC staff to mark the occasion of Independence Day.
b) Strengthening of		
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	220 Coordinating with experts for empanelment as Academic Counsellors for MA Education Programme Coordinating with experts of Environmental Sciences, for empanelment to newly launched M.SC ENV, PGDEOH,PGDSS.
4.	Number of New Academic Counselors' Empanelment processed from LSCs	355
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	203734				
7.	Any other (Please specify)	Coordinated with Coordinator of LSC-0712 for reviving Bachelor Level Programmes 21/8/2020 (Dr. Shyni Duggal, ARD)				
c) Monitoring of LSCs/Examination center						
1.	Number of inductions meetings attended/addressed by RC academics	Identification of Examination centres for June 2020 to be conducted in Sept 2020- Dr. Rita Chauhan				
2.	Number of academic counselling sessions (Digital) monitored by RC academic	9 Counselling sessions monitored by Dr. Rita Chauhan 14 Counselling sessions monitored by Dr. Meena Singh				
3.	Number of assignments	Received	Evaluated	In process	Pending	Award Transmitted
		10939 (till 31/8/2020)	181638			39710 (till 31/8/2020)
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	Nil
2.	Number of online academic counselling sessions organized by LSCs	1243
3.	Number of online Grievance Redressal Camp(s) organized by LSCs	
4.	Number of Scanned copies of assignments submitted by students Study center	10939
5.	Any other (Please specify)	

D. Student Support Services

a) Learner / other Queries Handled

S. No.	Particulars	Number of queries responded
1	Post	57
2	Email	8063
3	Phone	2141
4	i-GRAM	1792 (iGRAM) + 7180 (other portal)
6	Face Book, if applicable	15
7	Twitter, if applicable	
8	RTI	04
9	Court Cases	
10	Digital Grievance Redressal Camp(s) organized by RC	One (Online Interactive Meet with students of Master level Programme of RC Delhi-2 on 22/8/2020)

11	Email sent for Submission of Re - registration	30553
12	IRC schedule was forwarded to learners of January 2020 session	8500
13	Learners for Feedback of students (MDU)	15000
14	Emails sent to learners to undertake NAAC survey	92000

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	Deficiency in the Fresh Admission Forms	555
2	Submission of Re - registration	112244
3	Information regarding organizing a webinar on 22/08/2020	1001
4	For filling the Alumni Registration form	42496
5.	Learners to undertake NAAC survey.	116859

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	One (01)	Dr. Shyni Duggal, ARD
4	Digital Conference/Webinar Attended	Two (02) Two (02) Six (06) One(01)	Dr. Shyni Duggal, ARD Dr. Rita Chauhan, ARD Dr. MeenaSingh,ARD Dr. D.P. Singh, ARD
5	Digital Faculty Development Programme(s) Organized	--	--
6	Digital Faculty Development Programme(s) Attended	One (01) organized by STRIDE One (01) organized by STRIDE One Organised by Ramanujan College, University of Delhi	Dr. Shyni Duggal, ARD Dr. Rita Chauhan, ARD Dr. Meena Singh, ARD
7	Participation in Interactive Radio Counseling Session (Gyan Vani/AIR)	One (01) One (01) One (01) One (01)	Dr. Kanan Sharma, RD Dr. ShyniDuggal,ARD Dr. Meena Singh, ARD Dr. D.P. Singh, ARD

8	Participation in Doordarshan/Other Electronic Media Channel Programmes	02 03	Dr. Kanan Sharma, RD, gave a presentation on Gyan Darshan on 30 th August 2020. Dr. Shyni Duggal, ARD Dr D P Singh, ARD
9	Participation in Phone in Programmes on Career Counselling Organized by digital media	--	--
10	Any other Activity...	One (01) organized by SRD & RSD for Academics involved in Admission Act as Resource person as well as panelist in National webinar on "Role of EIA and Contemporary Environmental Issues in India" organized by DAV Centenary College, Faridabad on 7 th Aug 2020.	Dr. Kanan Sharma, RD Dr. Shyni Duggal, ARD Dr. Rita Chauhan

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	551874	25903749	25464000
2	Non-Plan	21293187	18877787	0
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
		PLAN	NON PLAN	PLAN	NON PLAN	
1	Regular Staff Salary	0	2187903	0	92.42	
2	Daily Wage payment	0	0	0	0	Payment to the manpower agency towards engagement of DW employees for the month of July 2020 was paid in Sept 2020
3	Security	0	0	0	0	
4	Building Rent	0	0	0	0	
5	Travel and hiring of taxi	0	0	0	0	
6	Meeting/ workshop /Orientation Programme etc.	0	0	0	0	
7	Printing/Publicity	0	0	0	0	
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	0	0	0	0	
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	0	0	0	0	
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	80125	179486	100	7.58	

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	4	5

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

- Release of balance amount of Quarterly grant.
- Approval for the Local Purchase Committee
- RSD has extended the validity of the existing Local Purchase Committee for one more year. But the existing Local Purchase Committee of RC Delhi-2 does not have an external expert well versed with the GFR for dealing in financial matters. RCD-2 had suggested the name of Shri. R. Thygarajan, former Deputy Registrar, IGNOU as the member (outside expert) vide letter No. IG/RCD-2/Purchase Committee/2016 dated 03.03.2020 followed by subsequent reminders through the emails. Approval may be given for the proposed Committee.
- Approval for disposal of obsolete materials at the RC vide letter No. IG/RCD-2/F&A /2019/0163 dated 5/02/2020.