

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL SERVICES

Monthly Monitoring Report of the Regional Centre

Name and Code of the Regional Centre: REGIONAL CENTRE DELHI2 (CODE-29)

Month and Year of Submission : FEBRUARY, 2020

Date on which report was submitted to RSD: 17th MARCH, 2020

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. Kanan Sharma	20+ (3 Saturdays)		
Dr. Shyni Duggal	20		
Dr. D. P. Singh	19 ½	CL (16.02.2020)- Half Day	
Dr. Rita Chauhan	20		
Dr. Meena Singh	20		
Dr. A. Rahman	20		
Dr. R. Sivaraj	20		

PART II – ACADEMIC ACTIVITIES

I. Advocacy and Promotion

S.No.	Nature of activity	Details of meeting	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				
3.	Liasoning with Colleges/Institutions for establishing IGNOU LSCs				
4.	Awareness activities for enhancing outreach of IGNOU Programmes				
i.	Awareness activities among prospective students	Central Institute of Education, DU	One Awareness Meeting	Research Degree & Certificate Level Programmes	ARD (SD)
ii.	Meetings with different Central/ State Units				
iii.	Meeting with local NGO's for promoting IGNOU Programme (BDP)				
iv.	Participation in Exhibitions, job fair, placement meetings etc	(1) Participated in Inauguration ceremony of Gandhi Hat at Gandhi Darshan Rajghat on 20 th February 2020	01	Skill Development Exhibition & Sales Centre	Dr. Kanan Sharma (RD) Dr. D.P. Singh (ARD)

		(2) Participated in "Peace and Non-violence Lecture Series		Practicing Non-Violence in the 21 st Century lecture by Dr. Martin Arnold , Eminent German Peace Researcher on 25 th February 2020	Dr. D.P. Singh (ARD) & Dr. A. Rahman (ARD)
v.	Awareness meeting for special drive SC/ST, transgender, weavers and other underprivileged groups	Guru Ramdas College of Education, IPU, Shahdara	One Awareness Meeting	Queries about all Types of Programmes	ARD (SD)
vi.	Number of press releases/ media publicity released				

*** A separate sheet/page can be attached giving elaborate details.**

II. Activities at the Regional Centre:

a) Meetings/Orientations/Grievance Camps/Viva-voce organized				
S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1.	Academic Counsellors Orientation Programme(s)	One	One	Workshop for Academic Counsellors and Field Supervisors of SOSW Programmes was organized in collaboration with SOSW during 28-29 February, 2020
2.	Coordinators Meetings			
3.	Study Centre Staff Orientation Programme			
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.	Any other..... 33 rd Convocation PGPDSS Viva Voce conducted on 27/02/2020 BSC Nursing counseling on 27/02/2020	Two Visits Two One One	Two Visits Two One One	Venue of Convocation visited on: 16-02-2020 and 17-02-2020 Two Meeting at Regional Centre Delhi-3.
b) Strengthening of Network of LSCs/ Establishment related activities				
	Particulars	Number		Remark
1.	Number of New Study Centre Proposals sent to HQ	Nil		Nil
2.	No of New Programmes Activation Proposals sent to HQ	Nil		Nil
3.	Number of New Academic Counselors' Empanelment sent to School(s)	24		24

4.	Number of New Academic Counselors' added in the RSD portal	10	10
c) Monitoring of LSCs/ECs			
1.	Visits undertaken for Monitoring of LSCs		
2.	Number of LSCs sent Counseling Schedules to RC		
3.	RC received 2% Evaluated Assignments (Programme Wise) from the Study Centre(s)		
4.	Number of Assignment Awards received at the Regional Centre	191297	
5.	Number of Assignment Awards entered online at Regional Centre	35278	
6.	Number of visits to Examination Centers		
7.	Number of visits performed related to Monitoring of the activities of BPCCHN project		
8.	Any Programme with huge number of enrollment where additional counseling support is planned. Please give details.		

III. Activities at the Learner Support Centers

S. No.	Particulars	Proposed (Number)	Actually Held (Number)	Major Issues/ Suggestions/ Remark
1	Induction Meeting(s)			
3	Face to Face Theory Counseling sessions held at the study centers		1109	
4	Practical Counseling Sessions held at the study centers		149	
5	Grievance Redressal Camp(s) organized at the Study Centre			
6	Any other activity...			

IV. Learner / other Queries Handled

S. No.	Particulars	Number of queries received					Number of queries responded	Status
		Admission	Study Materials	Assignments	Exams	Others (SSC)		
1	Post	68	04	27	10	1063	1172	
2	Email	272	138	155	189	--	754	

3	Phone	162	--	397	520	1920	2999	
4	i-GRAM	164	97	224	356	223	1064	
5	Face to Face	440	2396	480	780	6240	10336	
6	Face Book, if applicable		--					
7	Twitter, if applicable							
8	RTI		04					
9	Court Cases							
10	Duplicate I Card					337		

V. 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(s) Published		
3	Conference Organized		
4	Conference Attended	Presented research Paper in a International Seminar on "Theorising Gandhian Politics" Organized by Dyal Singh College(Evn), University of Delhi on 29 th February-2020	Dr. Meena Singh, ARD, RCD-2
5	Faculty Development Programme(s) Organized		
6	Faculty Development Programme(s) Attended		
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	IRC on ICT Intervention for Student Support Attended IRC Programme as a Resource Person on 9 th February-2020 at IGNOU HQ	ARD (SD) Dr. Meena Singh ARD, RCD-2
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... Delivered a Talk Department of Education, Seminar organized by CIE, DU	'Action Research in Education and Beyond'	ARD (SD)
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* Additional sheets may be used for details (if required)

VI. Details about Web Conferencing (WC)

S. No.	Particulars	Details	Remark
1.	No. of WC held		
2.	No. of WC participated	1	ALL Officers of RC Delhi-2
3.	No. of occasion interacted in WC		

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.	SMS sent Regarding	Number of Learners Covered (e.g. 1000, 2000, 3000 etc)	Code of the LSC(s) whose learner SMS was sent (If Applicable)
1	IGNOU programmes for New Admission		
2	Deficiency in the Fresh Admission Forms	31648	
3	Confirmation of New Admission		
4	Information regarding Induction Meeting		
5.	Confirmation of New Admission		
6.	Submission of Re - registration	37873	ALL LSCs
7.	Confirmation of Re - registration		
5	Face to Face Counseling schedule		
6	Collection of study material	23318	ALL LSCs
7	Submission of assignment		
8	Term End Examination Hall Ticket		
9	Practical Examinations		
10	Project Viva Voce, workshop		

11	Declaration of the term end examination result		
13	Placement activities	139876	ALL LSCs
14	Convocation/degree	72534	ALL LSCs
15	Any other..... Orientation Programme and Live Teleconfercing for Academic Counsellors Collection of BCA-MCA status approval letter	807 1602	ALL LSCs

H. Unnat Bharat Abhiyaan (UBA)

Name of Village(s) adopted:

District(s):

S. No.	Nature of activity undertaken	Date & Place of visit	Details of Activity	Observations & Action taaken
1.	Household Survey conducted			
2.	Entrepreneurship and Skill development (if any)			
3.	Sanitation & Hygiene			
4.	Water Conservation/Rain water harvesting			
5.	Clean Potable Water			
6.	Awareness on various health issues (Credible Primary Health)			
7.	Importance of ICT & its training			
8.	Any other activity			

I. Alumni Activities

Number of Alumni registered:3456

Details of activities performed:

J. Placement Activities

S.no.	Date of Placement Drive	Name of Company invited	Number of Learners participated	Number of learners selected for placement
1.				
2.				

K. Other Activities at Regional Centre

S. No.	Particulars	Details of Activity(ies) Performed	Place(s) Visited along with District Name
1	Digital Initiatives		
2	Swachh Bharat Abhiyaan Activity(ies)		
3	Any other.....	33 rd Convocation 2020	
	Matiribhasha Diwas	Viewed Live Telecast on Gyan Darshan followed by Discussion and participation by the RC Academics and Staff.	RC Delhi-2

Part III: Finance and Administration

S. No	Accounts	Opening Balance Rs.	Closing Balance Rs.	Grants From Hqrs Rs.
1	Plan Account	51177624	29673436	0
2	Non Plan Account	9754167	22829644	1535900
3	Any Other Grants	0	0	0

S. No	Head of Expenditure	Expenditure during month		Percentage of budget	
		Plan	N Plan	Plan	N plan
1	Regular Staff Salary	0.00	2100783.00	0.00	91.91
2	Daily Wage Payment	1132772.00	0.00	5.27	0.00
3	Security	208258.00	0.00	0.97	0.00
4	Building Rent	0.00	0.00	0.00	0.00
5	Travel and Hiring of taxi	46942.00	0.00	0.22	0.00
6	Induction Meeting/ Workshop/ orientation	41259.00	0.00	0.19	0.00
7	Printing/ Publicity	1534.00	0.00	0.01	0.00
8	LSC/ PSC/ SSC Payments (Salary)	1969110.00	0.00	9.16	0.00
9	LSC/ PSC/ SSC Payments (Counseling, Assignment Evaluation Practical, Etc)	11441553.00	0.00	53.24	0.00
10	Other Expenditure (Remaining)	6647238.00	184910.00	30.93	8.09
Total		21488666.00	2285693.00	100.00	100.00

Financial audit of LSCs

Name of LSC	Code	Details of Audit
Nil	Nil	Nil

Digital payment to Academic Counselors

Payment made to LSC directly by RC through online mode (NEFT): No

If yes, number of Academic Counselors paid through online mode: N.A

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 Associate (Full Time) joined on 03.10.2019

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.			
4.			
5.			

PART VI: FEDBACK STUDIES CONDUCTED

The questionnaires for obtaining feedback can be accessed at the following link:

Learners: <http://ignou.ac.in/userfiles/Learner's%20Feedback.pdf>

Academic Counselors: <http://ignou.ac.in/userfiles/Counsellor's%20Feedback.pdf>

1. Number of feedback studies conducted:
2. Target group: Students/Academic Counselors
3. Name of Programme(s) for which feedback study undertaken:
4. Framework of Feedback Report(s) is as follows: (Attach as separate Annexure)

Title of the Report:

Objectives:

Target Group:

Sample size:

Data Analysis and Interpretation:

Findings/Observations:

Recommendations/Suggestions