

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	IGNOU Regional Centre Delhi -2
Code of the Regional Centre	29
Month and Year of MMR	JULY 2020
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)
<i>Dr. Kanan Sharma, RD</i>	Leave Record at IGNOU HQ
<i>Dr. Shyni Duggal, ARD</i>	NIL
<i>Dr. Rita Chauhan, ARD</i>	NIL
<i>Dr. Meena Singh, ARD,</i>	NIL
<i>Dr. D. P. Singh , ARD</i>	NIL
<i>Dr. A. Rehman, ARD</i>	NIL
<i>Sh. R. Sivaraj, AR</i>	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 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 BAG 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. 5. RC Delhi-2 are continuously interacting with LSCs and encourage learners to submit the online Re-registration form. 6. RC Delhi-2 have prepared one comprehensive poster containing all programme activated at RC Delhi-2 and four discipline specific promotional materials which are shared among LSCs for publicity of IGNOU Programme. These promotional posters are uploaded on RC Delhi-2 Website and Facebook Page for wider dissemination. 7. Various social networking tools such as WhatsApp groups, Google Business, Facebook, Twitter & Instagram are being extensively used for promotion for the July 2020 admission cycle. The videos, soft copy of brochures and pamphlets of various IGNOU programmes provided by IGNOU Programme Coordinators are uploaded on Website and FB Page of RC Delhi-2 for wider publicity.
2.	Number of press releases/ media publicity released	
3.	Any other (Please specify)	<ol style="list-style-type: none"> 1. The information about extension of NAAC survey till 31st July 2020 has been posted over website, Facebook and Twitter page of RC Delhi-2 for wider dissemination. The podcast links released by IGNOU HQ are shared with LSCs and learners through various social media platforms on regular basis. 2. The degrees of 33rd convocation for learners who have submitted their convocation fee are being sent through speed post.

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

a) Meetings/Orientations through digital platform		
S. No.	Particulars	NOs.
1.	In-house meetings	05
2.	Coordinators Meetings	2
3.	Orientation Programme of ACs organized by RCs	
4.	Orientation Programme for PTFs of study Centres organized by RCs	01
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 had attended all the meetings conducted by the RSD, Hqrs. on various issues like to Student Satisfaction Survey of NAAC, Online counselling sessions, Evaluation of Assignments, Promotion of IGNOU admission.
7.	Meeting with hqrs and RSD - Interacted	Dr. Kanan Sharma, RD had presented the progress report of RC Delhi-2 in a meeting with the RSD on 23 rd July 2020 and interacted all the meetings convened .
8.	Any other (Please specify)	<ol style="list-style-type: none"> 1. An audio-conferencing meeting was held on July 1, 2020 among academics of RC Delhi-2 to discuss various RC/LSC issues with respect to Evaluation of assignments, Promotion strategy of IGNOU admission for both Re-registration and Fresh Admission for July 2020, Feedback of learners regarding online counselling sessions, ODL Compliance of LSCs based on UGC notification, activation of new LSCs at Govt institutions and activation of additional programme at existing LSCs. 2. All academics also participated and provided their input for NAAC requirements during another audio/ virtual Meeting of RC Delhi-2 held on July 2, 2020. 3. An audio-conferencing meeting was arranged among the RC academics on July 18, 2020 , wherein all officials provided their put for

		<p>various promotional material to be developed for publicity of IGNOU Fresh admission for July 2020, Establishment of new LSCs at Govt institutions and activation of additional programme at existing LSCs.</p> <p>4. Another audio-conferencing meeting was organized on July 19, 2020 to compile academic, research and support services organized by RC Delhi-2 during lockdown.</p> <p>5. All the academics were resource person for Online Interaction with learners organized for BAG programme- January 2020 organized on July 23, 2020.</p> <p>6. Interaction with Dr. Niradhar Dey for MA Education Programme, and Courses of Education Discipline in BAG Programme. (Dr. Shyni Duggal)</p> <p>7. Coordinating with CSRC for resolving the problem of students facing Technical Errors in Re-registration. (Dr. Shyni Duggal)</p>
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b) Strengthening of LSCs

1.	Number of New Study Centre Proposals sent to HQ (If any)	--
2.	No of New Programmes Activation Proposals sent to HQ (If any)	1. Coordinated with Coordinators of three LSC-729 for activation of more Programmes at their study centres 1/7/2020 (Dr. Shyni Duggal, ARD)
3.	Number of New Academic Counselors' Empanelment processed from RCs	1. Emails sent to LSC 29060 and LSC-29061 for empanelment of evaluators for MA Education Programme Dissertation and Academic Counsellors for BAG 'Education' Courses (Dr. Shyni Duggal, ARD)
4.	Number of New Academic Counselors' Empanelment processed from LSCs	04
5.	Number of New Academic Counselors' added in the RSD portal	--
6.	Number of Scanned copies of assignments submitted by students at Regional Centre	--

7.	Any other (Please specify)	<p>1. A virtual meeting with Coordinator, Part time functionaries and Academic Counsellors of LSC-29061 (Aditi Mahavidyalaya) was organized on 29/7/2020 over Google meet.</p> <p>2. Total 26 persons including Assstt. Coordinators, Academic Counsellors and functionaries of LSC also participated.</p>				
c) Monitoring of LSCs/Examination center						
1.	Number of inductions meetings attended/addressed by RC academics	--				
2.	Number of academic counselling sessions (Digital) monitored by RC academic	Total: 22				
3.	Number of assignments	Received	Evaluated	In process	Pending	Award Transmitted
		38582 (220612 total assignments so far)	29907 (118019 total evaluated so far)	102593	NIL	57
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	
2.	Number of online academic counselling sessions organized by LSCs	551
3.	Number of online Grievance Redressal Camp(s) organized by LSCs	1 on 23 July 2020

4.	Number of Scanned copies of assignments submitted by students Study center	38582
5.	Any other (Please specify)	<ol style="list-style-type: none"> 1. Sri Guru Gobind Singh College of Commerce have developed innovative mechanism to receive assignment programme wise through Google classroom and prepared videos to disseminate information about process of evaluation to evaluators. Most of LSCs under RC Delhi-2 are sending the assignment to evaluators through sharing option of Google Drive. 2. RC Delhi-2 in association with LSC-29047 Manovikas Charitable Society organized an exclusive session on “Career Options in Social Work and Counseling through IGNOU’s programme: on, July 4, 2020. Dr. G. Mahesh, Assistant Professor, School of Social Work, IGNOU was expert for the session. During the session, the career prospects of IGNOU programme was informed to participants and prospective learners were prompted to take admission in IGNOU programme. 3. LSC-29046, Vision Institute conducted two webinar on Mental Wellbeing in COVID -19 during the week. 4. Vivekananda College (LSC-0712) University of Delhi in collaboration with Regional Center Delhi-2 has initiated a survey based research study on "Covid 19-Food Security and Food Safety in Delhi". 5. LSC-29047, Manovikas Charitable Society has organized Mashavara 28.0 on Inclusion matters: ALL MEANS ALL For Intellectual and Developmental disabilities on, July 29, 2020. 6. LSC-0731, PCTI organized an online seminar on Operation Research.

D. Student Support Services

a) Learner / other Queries Handled

S. No.	Particulars	Number of queries responded
1	Post	--
2	Email	Total3799 ATR15103 829ADMISSION 750 ASSIGNMENTS 2063 SSC 157 MDU
3	Phone	--
4	i-GRAM	IGRAM 1380 + Other platform 11169=12549
6	Face Book, if applicable	--
7	Twitter, if applicable	--
8	RTI	Two
9	Court Cases	--
10	Digital Grievance Redressal Camp(s) organized by RC	One (Online Interactive Meet with 1 st year students of BAG Programme of RC Delhi-2 on 23/7/2020)
11	Any other	<ul style="list-style-type: none"> Email sent to 1,16,859 IGNOU learners for NAAC survey in the month of July,2020. One data card purchased for assignment award entry and RC acquired 3 mobile SIM cards which are being utilized exclusively for student enquiry.

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	Submission of Re - registration	37933
2	Fresh Admission Promotion for July 2020 cycle	65135
3	NAAC Student Satisfaction Survey	116859 Students

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. D.P. Singh published a paper in ' Yojana' (English) July 2020 edition on 'Gandhi Ji's approach of self reliance'.
3	Digital Conference/Webinar Organized	01	RC Delhi-2 organized Online Interaction with 1st year students of BAG Programme through Google meet on 23th July 2020 from 11.00 am to 1.20 pm. The queries raised by learners were resolved on spot by Regional Director and all academics of RC Delhi-2.
4	Digital Conference/Webinar Attended	05 07 03 03 02	Dr. MeenaSingh, ARD Dr. Rita Chauhan, ARD Dr. Shyni Duggal, ARD Dr. D.P. Singh, ARD Dr. A. Rahman, ARD
5	Digital Faculty Development Programme(s) Organized	--	--
6	Digital Faculty Development Programme(s) Attended	Seven (07) sessions of Online FDP Two weeks online FDP on “ADVANCED CONCEPTS FOR DEVELOPING MOOCS” organised by Ramanjuan College, University of Delhi from July 1-17, 2020.	Dr. Meena Singh, ARD Dr. Rita Chauhan, ARD

7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	01 01 01	Dr. Meena Singh, ARD Dr. Rita Chauhan, ARD Dr. Shyni Duggal, ARD
8	Participation in Doordarshan/Other Electronic Media Channel Programmes	02 (Watched)	Dr. Shyni Duggal, ARD
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	16,76,161	5,51,874	--
2	Non-Plan	2,37,69,974	2,12,93,187	--
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	22,75,978	94.08	NON-PLAN
2	Daily Wage payment	7,68,825	68.38	PLAN
3	Security	0.00	0.00	PLAN
4	Building Rent	0.00	0.00	PLAN
5	Travel and hiring of taxi	0.00	0.00	PLAN
6	Meeting/ workshop/Orientation Programme etc	0.00	0.00	PLAN
7	Printing/Publicity	0.00	0.00	PLAN
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	0.00	0.00	PLAN
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	0.00	0.00	PLAN
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	3,55,462 1,43,300	31.62 5.92	PLAN NON-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	28	04	05

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

1. Hiring of building for RCD-2 - Only one tender bid was received till the extended last date i.e. Upto 19.12.2019. Sealed bid along with the instrument of the earnest money, along with minutes of the local purchase committee was sent to the RSD on 1/2/2020 for seeking of the advice of the RSD on the matter .
2. Approval for the Local Purchase Committee -Proposal for approval of the re-constituted LPC was sent to the RSD on 3 March 2020 . The term of the LPC has already expired on 31st March 2020.
3. **Release of the quarterly Grant-** Large number of Study Centres payments are pending due to the non receipt of the quarterly grant.