

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 DELHI2</u>
Code of the Regional Centre	<u>29</u>
Month and Year of MMR	<u>JUNE, 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. Participated as Resource Person in Interactive Meeting organised by RC Delhi-2 in collaboration with Discipline of Psychology, SOSS, IGNOU HQs for orienting students about project, synopsis, internship, etc. pertaining to Courses/Programmes of Psychology on 13/6/2020 2. Participated as Resource Person in Interactive Meeting organised by RC Delhi-2 in collaboration with SOMS, IGNOU HQs for orienting students about internship and on-the-job-training on BBA Programme on 18/6/2020 3. MA Education YouTube videos developed by Dr. Niradhar Dey, etc. forwarded to LSCs for students of MAEDU 4. Coordinating with LSCs allotted for getting the daily schedule of e-counselling and uploading/forwarding the same on Google Form/Spreadsheet. 5. Action Points for enhancing admission prepared for RD 6. WhatsApp Message and email sent to LSCs on 01/07/2020 for informing them about the extension of last date of submission of RR form 7. Uploaded on Website and FB Page of RC Delhi-2 the brochure and pamphlet of SOCE for wider publicity of its Programmes. Forwarded the same to LSCs as well.
2.	Number of press releases/ media publicity released	Nil
3.	Any other (Please specify)	Upload of Information on RC Website and RC Facebook Page: <ol style="list-style-type: none"> 1. Daily IRC Schedule 2. Daily FB Live Session 3. Sharing Videos of Live Sessions 4. Upload of Online Counseling Schedules of LSCs

		<p>5. Upload of Youtube videos on Admission, Evaluation, Assignments and Study material</p> <p>6. Uploading Circular on Submission of Assignments, Detailed FAQs & Email Ids for online submission of assignments.</p> <p>7. Upload of Tabulated Important information for benefit of learners</p> <p>8. Notification Regarding Extension of Last Dates</p>
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B. Activities of the Regional Centre (Please provide Numbers only):

a) Meetings/Orientations through digital platform		
S. No.	Particulars	NOs.
1.	In-house meetings	12
2.	Coordinators Meetings	01
3.	Orientation Programme of ACs organized by RCs	Nil
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	Attended- participated in all the meetings conducted by RSD, Hqrs.-
7.	Meeting with hqrs and RSD - Interacted	-
8.	Any other (Please specify)	1. A virtual meeting among RC academics including Assistant Registrar was conducted over Google Meet on 06 June 2020 to discuss various issues pertaining to monitoring of online counselling session, submission and evaluation of assignment at LSCs, Promotion of Fresh IGNOU admission and Student Satisfaction Survey of NAAC.

		<ol style="list-style-type: none"> 2. Online Interaction with SOSS faculty, RC Officials with MAPC/BA(Psy) learners on 13.06.2020 regarding Synopsis, Project, Internship. 3. Online Interaction with BBARL learners on 18.06.2020 4. Online Interaction with BSW/MSW/MSWC learners on 20.06.20 5. RC Delhi-2 in association with LSC-0731, PCTI organized a webinar on “Role of Blended learning during COVID -19 Pandemic” on June 04, 2020 using Cisco Webex platform. Prof. P.V. Suresh, SOCIS, Dr. Sanjeev Pandey, Regional Director, RC Delhi-3 , Dr. Amit Chaturvedi, Regional Director RC Noida and Dr. Kanan Sharma, Regional Director, RC Delhi-2 were resource persons for the event. 6. RC Delhi-2 organized four hrs. Workshop on Artificial Intelligence in Collaboration with IGNOU LSC-0731 (PCTIL) for BCA, MCA and MCOM learners of RC Delhi-2 on 30th June 2020.
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	42
4.	Number of New Academic Counselors’ Empanelment processed from LSCs	48
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	-
7.	Any other (Please specify)	-

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	38 counselling sessions				
3.	Number of assignments	Received	Evaluate d	In process	Pendin g	Award Transmitted
		90410	73941			
4.	Any other (Please specify)	<p>Number of Assignment Awards received at the Regional Centre=1062 for Dec.,2019 TEE</p> <p>Number of Assignment Awards entered online at Regional Centre=1062 for December,2019 TEE</p>				

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	2300
3.	Number of online Grievance Redressal Camp(s) organized by LSCs	<p>Three (03)</p> <p>For MAPC students on 13.06.2020</p> <p>For BBARL students on 18.06.2020 and</p> <p>For BSW/MSW/MSWC students on 20.06.20</p>
4.	Number of Scanned copies of assignments	-

	submitted by students Study center	
5.	Any other (Please specify)	<p>LSC-0729, Swami Shraddhanand College, Delhi University and Akhil Bhartiya Itihas Sankalan Yojna jointly organized a webinar on “Higher education in India: Covid 19 and beyond” on June 02, 2020 at 3.00 pm through Google Meet. Hon’ble Vice Chancellor, Prof. Nageshwar Rao was Chief Guest and Dr. Balmukund Pandey, Organizing Secretary, Akhil Bhartiya Itihas Sankalan Yojana was key speaker for the event.</p> <p>LSC-0740, All India Women Conference organized an interactive session of learners with Dr. G. Mahesh, Programme Coordinator , MSW to resolve the issues faced by IGNOU learners regarding field journal and internship on June 04, 2020</p> <p>LSC-29058, Dept of Psychiatry, Lady Hardinge Medical College, organized exclusive session for submission of practicum for MSCCFT through online platform.</p> <p>LSC-0731, PCTI have organized six days training programme " Virtual Class 2020" with two hrs daily session for teaching communities and other academicians to make them learn how to arrange Virtual Class Room using digital technologies</p> <p>LSC-29047, Manovikas Charitable Society have conducted two online consultations session on June 06 and June 10, 2020 exclusively for persons with Intellectual and Developmental disabilities to embrace them with life and problem solving skills and importance of hygiene.</p> <p>LSC-29060, Aditi Mahavidyalaya under RC Delhi-2 organized an webinar on International Yoga Day on June 21, 2020. LSC-29047, Manovikas has also organized online summer camp Manbhavan in which Dr Aditi Nigam (PT) International Yoga Champion Team MileAge demonstrated Yoga for the Persons with Intellectual and Developmental disabilities on 23rd June 2020.</p>

D. Student Support Services

a) Learner / other Queries Handled

S. No.	Particulars	Number of queries responded
1	Post	-
2	Email	21496
3	Phone	-
4	i-GRAM	1643
6	Face Book, if applicable	-
7	Twitter, if applicable	-
8	RTI	02
9	Court Cases	-
10	Digital Grievance Redressal Camp(s) organized by RC	-
11	Email sent for NAAC Student's Satisfaction Survey (July, 2019 Fresh & RR session)	32500 Students
12	IGNOU Gyandarshan Webcast Detailed schedule sent through Emails(July,2019 session)	2000 Students

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	SMS were sent to existing learners informing them about submission of RR online forms for July 2020 session.	55532

2	For attending online classes of previous students of PGDGM Programme	58
3	Online Interaction with IGNOU faculty & RC Delhi-2 Officials for Internship, Field work Journal and Project report of BSW, MSW & MSWC Programme	4656

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	4	Dr. Rita Chauhan (ARD) Dr. Meena Singh (ARD) Dr. A. Rahman(ARD) Dr. D.P.Singh (ARD)
2	Research Article(s) Published	-	-
3	Digital Conference/Webinar Organized		
4	Digital Conference/Webinar Attended`	1.) Three(03) attended 2.) Seven (07) attended 3.) Four (04) attended 4.) Six (06) attended 5.) Three (03) attended	1.) Dr. Shyni Duggal 2.) Dr. Rita Chauhan 3.) Dr. A. Rahman 4.) Dr. Meena Singh 5.) Dr. D.P. Singh (detailed information in Annexure-1.)
5	Digital Faculty Development Programme(s) Organized	-	-

6	Digital Faculty Development Programme(s) Attended	<p>1. Online FDP on Open Source Tools for Research by Ramanujan College, University of Delhi (8-14 June)</p> <p>2. Online FDP on "Shahitya, Media, Manovigyan aur vanijya ke vividh ayam" organized by Ramanujan College, University of Delhi (29th May to 3rd June)</p>	<p>1. Dr. Rita Chauhan, ARD</p> <p>2. Dr. Meena Singh</p>
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	<p>1.) IRC on 18th June 2020</p> <p>2.) IRC on 18th June, 2020</p>	<p>1.) Dr. Rita Chauhan, ARD</p> <p>2.) Dr. A. Rahman, ARD</p>
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>1. Meeting of Innovation Club, NCIDE, IGNOU</p> <p>2. Training programme on "Artificial Intelligence" for learners of BCA, MCA, MCOM on 30th June 2020.</p> <p>3. Participated in a workshop on Book Publishing for IGNOU Fraternity conducted By Elsevier on 22nd June 2020.</p> <p>4. Attended virtual</p>	<p>1. Dr. Shyni Duggal, ARD</p> <p>2. Dr. Rita Chauhan, ARD</p> <p>3. Dr. Rita Chauhan, ARD</p>

		conference for the best minds in learning to reboot and redesign higher education in India from June 24-26, 2020.	4. Dr. Rita Chauhan, ARD
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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	1,87,17,808	16,76,161	--
2	Non-Plan	2,57,23,346	2,37,69,974	--
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	2104995	100	Non-Plan
2	Daily Wage payment	0	0	Plan
3	Security	416516	2.41	Plan
4	Building Rent	0	0	Plan
5	Travel and hiring of taxi	4998	0.02	Plan
6	Meeting/ workshop/Orientation Programme etc	0	0	Plan
7	Printing/Publicity	0	0	Plan
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	5680730	33	Plan
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	10710416	62.2	Plan
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	407325	2.3	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

Annexture-1

Research and Academic Development Activities

Digital Conference/Webinar Attended by Academics in the month of June, 2020 MMR are given below:-

S. No.	Particular	Numbers	Name & Designation of the Academics (no)
1.	<ol style="list-style-type: none">1. Higher Education in India: Covid-19 and Beyond', organised by LSC-07292. Harnessing the Power of Contemporary Alumni3. 'Building Sustainable (Financially) Alumni Relations	03	Dr. Shyni Duggal, ARD
2.	<ol style="list-style-type: none">1. National Webinar such as "Higher Education in India : Covid 19 and Beyond" on 2nd June,2. UGC INFLIBNET webinar on "Research Ethics and Plagiarism issue" on 03rd June, 2020.3. Participated in "Role of Blended learning under COVID 19 Pandemic on 4th June, 2020.4. National Webinar on "Holistic Approach for Sustainable Environment- Post Covid-19" on 5th June by IGNOU.5. National webinar series of Yoga and holistic health organized by SOHS for three days (15-17June 2020).6. She attended a workshop on Book	07	Dr. Rita Chauhan

	<p>Publishing for IGNOU Fraternity conducted By Elsevier on 22nd June 2020.</p> <p>7. She has attended virtual conference for the best minds in learning to reboot and redesign higher education in India from June 24-26, 2020.</p>		
3.	<ol style="list-style-type: none"> 1. Participated in training program on use of ICT tools for teaching and providing online support to Students during Covid 19. 2. Participating in a 7days National Workshop on Research Methodology organised by IGNOU Regional Centre Noida from 9th-15th June, 2020. 3. Attended 25th Prof. Ram Reddy Memorial Lecture (through Virtual Mode)on 02 July 2020. 	03	Dr. D.P. Singh
4.	<ol style="list-style-type: none"> 1. LOCKDOWN , Children and role of media 2. Launch Ceremoney of MA In Sanskrit by IGNOU 3. ARCHAEOLOGY of Sacred Cities” 4. Role of library in Archiving and Dissemination of knowledge in Unprecedented Times of COVID-19 5. Role of blended Learning post covid -19. 6. Holistic approach of sustainable environment-post covid-19 	06	Dr. Meena Singh, ARD
5.	<ol style="list-style-type: none"> 1. Attended two international webinar meeting on Arabic literature 	04	Dr. A. Rahman

	<p>organized by Jawaharlal Nehru University.</p> <p>2. Attended two international webinar meetings organized by Jamia Millia Islamia on Arabic literature through google meet.</p>		
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