

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL SERVICES

Monthly Monitoring Report (MMR) of the Regional Centre

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>March 2020</u>
Date of submission report to RSD	<u>31.07.2020</u>

PART II - 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 RD	Leave Record at IGNOU HQ		
Dr. Shyni Duggal, ARD	21	NIL	
Dr. Rita Chauhan, ARD	16	05 DAYS EL (02.03.2020 to 06.03.2020)	
Dr. Meena Singh, ARD	21	NIL	
Dr. D. P. Singh , ARD	20	01 day CL (11.03.2020)	
Dr. A. Rehman, ARD	21	NIL	
Sh. R. Sivaraj, AR	13	02 EL (04.03.2020 to 06.03.2020) and 05 medical leave (16.03.2020 to 20.03.2020)	

PART III – ACADEMIC ACTIVITIES

A. Advocacy and Promotion

S. No.	Nature of activity	No.
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	<ol style="list-style-type: none"> 1. Miranda House, North Campus, University of Delhi (March 2, 2020):Dr. D.P. Singh & Dr. Shyni Duggle 2. Deptt. of Social Works, North Campus, University of Delhi (March 2, 2020), and 3. Ambedkar College, Yamuna Vihar, Shahdara (March 3, 2020) 4. Keshav Mahavidyalaya, University of Delhi, Sainic Vihar,Pitampura,(March 4 , 2020)
5.	Awareness activities for enhancing outreach of IGNOU Programmes	Nil
<i>i.</i>	Awareness activities among prospective students	Nil
<i>ii.</i>	Meetings with different Central/ State Units	<ol style="list-style-type: none"> 1. Visit to Bhartiya Vidya Bhavan, Andhra Society for Education & Malayalam & Kerala Education Society to explore possibilities of Exam Centre for TEE June 2020 by : Dr. D.P.Singh (ARD) DR. Rita Chauhan (ARD) Dr. Meena Singh (ARD) 2. Visit at DAV Management Committee,Ramjas School, Guru Hargobind Singh Institute of Management , Arche De Schools by Dr. Rita Chauhan, ARD and Dr. Ataur Rahman, ARD 3. Visit to Keshav Mahavidyalaya, University of Delhi for Meeting with Principal for Establishment of New LSC

		by: Dr. Meena Singh (ARD) Dr. Ataur Rahaman(ARD)
iii.	Meeting with local NGO's for promoting IGNOU Programme (BDP)	Nil
iv.	Participation in Exhibitions, job fair, placement meetings etc	Nil
v.	Awareness meeting for special drive SC/ST, transgender, weavers and other underprivileged groups	Nil
vi.	Number of press releases/ media publicity released	Nil

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

B. Activities at the Regional Centre:

a) Meetings/Orientations/Grievance Camps/Viva-voce organized		
S. No.	Particulars	No.
1.	Academic Counsellors Orientation Programme(s)	Nil
2.	Coordinators Meetings	Nil
3.	Study Centre Staff Orientation Programme	Nil
4.	Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre	Nil
5.	Number of Grievance Redressal Camp(s) organized at the Regional Centre	Nil
b) Strengthening of Network of LSCs/ Establishment related activities		
1.	Number of New Study Centre Proposals sent to HQ	NIL
2.	No of New Programmes Activation Proposals sent to HQ	NIL
3.	Number of New Academic Counselors' Empanelment sent to School(s)	30
4.	Number of New Academic Counselors' added in the RSD portal	26
c) Monitoring of LSCs/ECs		
1.	Visits undertaken for Monitoring of LSCs	-
2.	Number of visits to Examination Centers	Eight Centre for Proposed Examination centre for June TEE 2020 was visited

3.	Number of visits performed related to Monitoring of the activities of BPCCHN project	
4.	Number of LSCs sent Counseling Schedules to RC	04
5.	RC received 2% Evaluated Assignments (Programme Wise) from the Study Centre(s)	-
6.	Number of Assignment Awards received at the Regional Centre	7859
7.	Number of Assignment Awards entered online at Regional Centre	7859

C. Activities at the Learner Support Centers

S. No.	Particulars	No.
1	Induction Meeting(s)	Nil
3	Face to Face Theory Counseling sessions held at the study centers	Nil
4	Practical Counseling Sessions held at the study centers	Nil
5	Grievance Redressal Camp(s) organized at the Study Centre	Nil

D. Student Support Services

a) Learner / other Queries Handled

S. No.	Particulars	Number of queries responded
1	Post	226
2	Email	1179
3	Phone	1730
4	i-GRAM	1179
5	Face to Face	4867
6	Face Book, if applicable	--
7	Twitter, if applicable	--
8	RTI	05
9	Court Cases	--
10	Email sent for NAAC Student's Satisfaction Survey	4218 Students of January, 2017 session

* Additional sheets may be used for details (if required)

b) Utilization of the SMS Service for Learner Support

S. No.	SMS sent Regarding	Number of Learners Covered (e.g. 1000, 2000, 3000 etc)
1	IGNOU programmes for New Admission	-
2	Deficiency in the Fresh Admission Forms	1189
3	Confirmation of New Admission	-
4	Information regarding Induction Meeting	-
5.	Confirmation of New Admission	-

6.	Submission of Re - registration	-
7.	Confirmation of Re - registration	23494
5	Face to Face Counseling schedule	-
6	Collection of study material	1715
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	-
14	Convocation/degree	944
15	Any other.....	-

E. Research and Academic Development Activities

S. No.	Particulars	Numbers	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	-	-
5	Faculty Development Programme(s) Organized	-	-
6	Faculty Development Programme(s) Attended	-	-
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	01 01	Dr. Shyni Duggle Dr. D.P. Singh
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...	-	-

F. **Any Specific Activities other than above routine items (Please report NIL if no item to report)

a) Alumni Activities

Number of Alumni registered:	3462
Activities performed (Yes/No)	No.

b) Placement Activities

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

c) 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.....	-	-

Utilization of MeLT Bus/Van (If it is given by the University) NA

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...	-	-	-

d) Unnat Bharat Abhiyaan (UBA): NA

i) **Name of Village(s) with District(s) if adopted any new in this month**

ii) **Activities undertaken in adopted village**

S. No.	Nature of activity undertaken	Date & Place of visit	Details of Activity	Observations & Action taken
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	-	-	-

e) Details about Web Conferencing (WC)

S. No.	Particulars	No.
1.	No. of WC participated	-
2.	No. of occasion interacted in WC	-

f) Financial audit of LSCs

Name of LSC	Code	Details of Audit
-	-	-
-	-	-

g) Digital payment to Academic Counselors

- i. Payment made to LSC and Academic Counselors directly by RC through online mode (NEFT): **Yes**
- ii. If yes, number of LSC and Academic Counselors paid through online mode: **(to all the LSCs through NEFT)**

h) Any other specific activities undertaken at Regional Centre/Study Centers, would like to report.

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	2,96,73,436	1,11,86,930	--
2	Non-Plan	2,28,29,644	2,28,46,472	--
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	0	0	NON-PLAN
2	Daily Wage payment	850457	4.41	PLAN
3	Security	0	0	PLAN
4	Building Rent	0	0	PLAN
5	Travel and hiring of taxi	20969	0.11	PLAN
6	Meeting/ workshop/Orientation Programme etc	44200	0.23	PLAN
7	Printing/Publicity	0	0	PLAN
8	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	3868936	20.05	PLAN
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	10783993	55.89	PLAN
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	3724942 (Fee sharing of LSCs)	19.31	PLAN
11.	Miscellaneous	100314	100	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	Security Guard
1	6	16	29	4	5

One Junior Academic Associate (Full Time) joined on 30.10.2019

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

