

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>MAY, 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. An interactive meeting on Google Meet was organised for students of RC Delhi-2 for resolving their problems on 27-5-2020.2. MA Education YouTube videos developed by Dr. Niradhar Dey, etc. forwarded to LSCs for students of MAEDU3. Coordinating with LSCs allotted for getting the daily schedule of e-counselling and uploading/forwarding the same on Google Form/Spreadsheet.4. Developed Guidelines for the Conduct of E-counselling during Lock down for LSCS.5. The project guidelines for MAPC , DAFE, BSW, MSW, MSWC, MSCCFT were shared with the concerned learners and specific LSCs through email and WhatsApp groups.6. The social media channels are used for Digital marketing and promotion. The IGNOU programmes are promoted through Facebook and Instagram. The live sessions shared among friends over Facebook page also help in advertising IGNOU programmes.7. Email were sent to all IGNOU learners regarding attending EEMA Eduposium 2020 held on 11th and 12th May, 2020 in the field of event education sector in India at Facebook and Zoom platform. Academic fraternity of LSCs and RCs were encouraged to attend a webinar conducted by Hon'ble MHRD Minister, Dr Ramesh Pokhriyal Nishank on "Acharya Devo Bhava" his Twitter & Facebook on May 14, 2020.8. The email and sms were sent to learners for Re-registration and providing guidance for the same on email, whatsapp and phone calls
2.	Number of press releases/ media	

	publicity released	
3.	Any other (Please specify)	<p>Upload of Information on RC Website and RC Facebook Page & Twitter:</p> <ol style="list-style-type: none"> 1.FB Live with Hon'ble Vice Chancellor & HRD Minister 2.Daily IRC Schedule 3.Daily FB Live Session 4.Sharing Videos of Live Sessions 5.Upload of Online Counseling Schedules of LSCs 6.Upload of Youtube videos on Admission, Evaluation, Assignments and Study material 7.Uploading Circular on Submission of Assignments, Detailed FAQs & Email Ids for online submission of assignments. 8.Upload of Tabulated Important information for benefit of learners 9.Notification Regarding Extension of Last Dates

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

a) Meetings/Orientations through digital platform		
S. No.	Particulars	NOs.
1.	In-house meetings	10
2.	Coordinators Meetings	03 (virtual meeting with individual Coordinators)
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	Participated in RSD meeting held on May 04, 2020 & May 26, 2020 (Dr. Kanan Sharma, RD) Coordinated with Faculty of SOHS for pending Admission of Merit based Programmes.
7.	Meeting with hqrs and RSD - Interacted	Attended- participated in all the meetings conducted by RSD, Hqrs.
8.	Any other (Please specify)	1.A virtual meeting among the academics of RC Delhi-2 was organized on May 03 2020 to discuss strategies for conducting IGNOU Term End Examination looking

		<p>into the present catastrophe. The suggestions, and action plan for Term End Examination were submitted to SED, IGNOU.</p> <p>2. RC Delhi-2 organized “Online Interaction with Students” on May 27, 2020 from 11.00 am to 1.30 pm through Google Meet for BAG and BCOMG learners of July 2019 session, who are going to appear for IGNOU Examination for the first time. It was live casted over facebook also.</p> <p>3. Another meeting with all RC officials was organized on May 03, 2020 to discuss various modalities for segregation and distribution of online assignments to LSCs for evaluation.</p> <p>4. Online meeting on 8/5/2020 along with other staff of the section to deal with the problem being faced with sorting and forwarding of assignment to the concerned LSCs (Dr. A. Rahman)</p> <p>5. LSC-29061, Aditi MahaVidyalaya in collaboration with RC Delhi-2 organized a webinar on MINDFULNESS on 02 May 2020.</p> <p>6. RC Delhi-2 alongwith Its LSC -29047 Manovikas Charitable Society conducted an online session on “Higher Education through IGNOU” on May 23, 2020, through Google meet. Dr. Kanan Sharma , Regional Director and Dr. Hemlata, Director, National Centre for Disability Studies elaborated upon IGNOU programme as Higher Education.</p> <p>7. RC Delhi-2 further in association with LSC-29061, Aditi College organized a webinar on 'Self-Management in the shadow of Covid 19 Pandemic' on May 25, 2020 wherein IGNOU learners were explained about self-management in post lockdown scenario to remain fit and healthy.</p> <p>8. RC Delhi-2 alongwith LSC-29046 Vision Institute of Advanced Studies conducted another webinar on “Emotional Issues and Well being during COVID 19” on May 27, 2020 from 2.30-3.30 pm using Go to Webinar for IGNOU learners</p>
b) Strengthening of LSCs		
1.	Number of New Study Centre Proposals sent to HQ	NIL

	(If any)					
2.	No of New Programmes Activation Proposals sent to HQ (If any)	NIL				
3.	Number of New Academic Counselors' Empanelment processed from RCs	12				
4.	Number of New Academic Counselors' Empanelment processed from LSCs	16				
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	40512 approx.				
7.	Any other (Please specify)	-				
c) Monitoring of LSCs/Examination center						
1.	Number of inductions meetings attended/addressed by RC academics	08				
2.	Number of academic counselling sessions (Digital) monitored by RC academic	38 Counselling Sessions				
3.	Number of assignments	Received	Evaluated	In process	Pending	Award Transmitted
		40512	26194	14318		
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	08
2.	Number of online academic counselling sessions organized by LSCs	4086 Counselling Sessions
3.	Number of online Grievance Redressal Camp(s) organized by LSCs	-

4.	Number of Scanned copies of assignments submitted by students Study center	40,512 Approx
5.	Any other (Please specify)	<p>LSC- 29060, Mata Sundri College, conducted a webinar on “SUCCESS THROUGH TEAMWORK” on May 4 , 2020.</p> <p>LSC-29046, Vision Institute of Advanced Studies had organized live sessions on Facebook to keep people stress free in this pandemic situation</p> <p>LSC-29047,Manovikas Charitable Society has initiated the “Mashwara” a live Platform for Consultancy for Persons with Intellectual and Developmental Disabilities (IDD) during the Coronavirus outbreak.</p> <p>LSC-29060 Mata Sundri College organized an INTERNATIONAL WEBINAR ON EMOTIONAL WELL-BEING, which was attended by IGNOU learners.</p> <p>LSC-29045,SPD organized online skill development seminar for IGNOU learners</p>

D. Student Support Services

a) Learner / other Queries Handled

S. No.	Particulars	Number of queries responded
1	Post	--
2	Email	26,741
3	Phone	--
4	i-GRAM	1290 + other platform grievances 11764=13054
6	Face Book, if applicable	--
7	Twitter, if applicable	--
8	RTI	--
9	Court Cases	--
10	Digital Grievance Redressal Camp(s) organized by RC	One (For BAG & BCOMG students, on May 27, 2020)
11	Email sent for NAAC Student’s Satisfaction Survey	1552 Students of January, 2017 session
12	IGNOU Gyandarshan Webcast Detailed schedule sent through Emails	28000 Students of January, 2020 session & July,2019 session

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)
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1	Information regarding NAAC- SSS	166770
2	Confirmation of New Admission	48
3	Submission of Re – registration	59096
4	For filling the Alumni Registration form	24179
5.	Information sent to Students regarding psychological help and assistance to ensure mental health and well-being	45368
6.	Regarding link of email ids for Assignment submission	40000
7.	Regarding link of email id/Google form for Assignment submission with guidelines	48349
8.	Informing regarding about filling up online Re-registration	36236

Comment [2]: done

Comment [1]: Please change the value from 43568 to 45368

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	1. Presented a paper in a International webinar on " Covid-19 : A Global Issue" organised by R R PG College, Amethi UP on 23-24 May 2020 2. Presented a Research Paper in a International Webinar held on May,17-18,2020 on"Apad -Dharma: Moral Imperative and COVID-19" Organised by DAV PG COLLEGE, BHU, VARANASI	Dr. D.P. Singh Dr. Meena Singh
3	Digital Conference/Webinar Organized	1. The general information about IGNOU programme were given to prospective learners during a live webinar	Dr. Kanan Sharma, RD Dr. Shyni Duggle Dr. Rita Chauhan Dr. Meena Singh Dr. D.P. Singh

		<p>session organized on May 23, 2020 by RC Delhi-2 on “Higher Education opportunities by IGNOU” over Google Meet.</p> <p>2. RC Delhi-2 organized “Online Interaction with Students” on May 27, 2020 from 11.00 am to 1.30 pm through Google Meet for BAG and BCOMG learners of July 2019 session, who are going to appear for IGNOU Examination for the first time. The interactive session was live streamed over Google platform and also on RC Delhi-2 Facebook simultaneously for benefit to all learners.</p>	<p>Dr. R. Rahman ARDs</p> <p>Dr. Kanan Sharma, RD Dr. Shyni Duggal Dr. Rita Chauhan Dr. Meena Singh Dr. D.P. Singh Dr. R. Rahman ARDs</p>
4	Digital Conference/Webinar Attended	<p>02</p> <p>09</p> <p>09</p> <p>07</p> <p>05</p>	<p>Dr. Shyni Duggal</p> <p>Dr. D.P. Singh</p> <p>Dr. Rita Chauhan</p> <p>Dr. Meena Singh</p> <p>Dr. A. Rahman</p> <p>(detailed information in Annexure-1.)</p>
5	Digital Faculty Development Programme(s) Organized	-	-
6	Digital Faculty Development Programme(s) Attended	1.Two-Days Workshop on Use of ICT Tools for Teaching and Providing Online Support to Students During Covid-19, organized by SOCIS.	Dr. Shyni Duggal, Dr. Rita Chauhan

		<p>2. " Badalta Bhartiya Paridrishya : Sahitya, Sanskriti, Sanchar aur Manovigyan' Organised by MHRDC at Ramanujan College, New Delhi, Delhi University on 22nd to 28th May 2020.</p> <p>3. HR College organized with EDFly Learn(Learning Management Solution) on the topic Faculty Development Programme on E-learning on 20th May, 2020</p>	<p>Dr. D.P. Singh Dr. Meena Singh</p> <p>Dr. A. Rahman</p>
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	<p>03.05.2020 03.05.2020 28.05.2020</p>	<p>Dr. Rita Chauhan Dr. Shyni Duggle Dr. Meena Singh</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.Viewed a Lecture by Prof. Kanhare, PVC, Preparation for Exams on Gyandarshan</p> <p>2. Meeting of Innovation Club, NCIDE, IGNOU.</p> <p>3. Attended Meeting of Innovation Club on Web-based Video Conferencing during Lockdown- Issues & Challenges on 12-5-2020</p>	<p>Dr. Shyni Duggal, Dr. Rita Chauhan,</p> <p>Dr. Shyni Duggal, Dr. Rita Chauhan, Dr. D.P. Singh</p> <p>Dr. Kanan Sharma, Dr. Shyni Duggal, Dr. Rita Chauhan and Dr. D.P. Singh</p>

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	1,93,77,783	1,87,17,808	--
2	Non-Plan	2,77,86,521	2,57,23,346	--
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	3104995	100	NON-PLAN
2	Daily Wage payment	659975	100	PLAN
3	Security	0	0	PLAN
4	Building Rent	0	0	PLAN
5	Travel and hiring of taxi	0	0	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)	0	0	PLAN
9	LSC/PSC/SSC Payments (Counselling, Assignment Evaluation, Practical's etc)	0	0	PLAN
10	Other Expenditure (Total of remaining expenditures which are not covered under the above heads)...	0	0	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

Annexure-1

Research and Academic Development Activities

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

S. No.	Particular	Numbers	Name & Designation of the Academics (no)
1.	<ol style="list-style-type: none">1. 'How to Access Taylor and Francis Journals' on 19/05/2020.2. Self Management in the shadow of Covid 19 Pandemic', organised by LSC-29061	02	Dr. Shyni Duggal, ARD
2.	<ol style="list-style-type: none">1. Attended Webinar of Aditi Mahavidyalay on Role of the Geeta to deal with present Pandemic on 09.05.2020.2. International webinar on COVID : Opportunities for India organised by Netaji Subhash Chandra Bose Government Girls PG College Aliganj, Lucknow, India on Sunday May 10, 2020 at 3:30 pm3. Attended Webinar on Higher Education Opportunities and Challenges in Building a Learning Community Online , AL-AMEEN COLLEGE, Edathala, Ernakulam (Dist.), Edathala, Aluva, Kerala on 11.05.2020.4. Participate in the Virtual Meeting of the Innovation Club@IGNOU on 12th May, 2020 at 11.00am to 12.50 PM .5. Participated in two days Webinar 12th and 13th May organised by Hansraj College on 'Myths and Truths of Fitness and Corrective Excercises for various Body Deformities'	09	Dr. D.P. Singh

	<p>6. Attended National Webinar, organised by Shivaji College on 'Covid -19 - Impact on students with Disabilities on 13.05.2020.</p> <p>7. Webinar on 15.05.2020 organised by RC and REC Bhopal at 11 .00 AM The Digital Transformation of Higher Education COVID 19 and Beyond</p> <p>8. Resource Person: Mr. Raghav Gupta, MD - India and APAC, Coursera, Time: 11:00 am to 12:00 pm</p> <p>9. 8. Attended two webinar organized by CEMCA-COL on 4th & 6th May 2020</p>		
3.	<ol style="list-style-type: none"> 1. LOCKDOWN , Children and role of media 2. Launch Ceremony of MA In Sanskrit by IGNOU 3. ARCHAEOLOGY of Sacret 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. 7. Psychological Well-Being and COVID19: An Internal Journey’ organized by Shivaji College, University of Delhi on 7th May,2020. 	07	Dr. Meena Singh, ARD
4.	<ol style="list-style-type: none"> 1. Webinar on Psychological Well-Being and COVID19: An Internal Journey’ organized by Shivaji College, University of Delhi on 7th May,2020. 2. Webinar on Use of Online Resources in teaching-learning process. 3. National Webinar on the topic "The New Normal in Education" on Internal Quality Assurance Cell of 	09	Dr. Rita Chauhan

	<p>St. Albert's College Autonomous</p> <ol style="list-style-type: none"> 4. Webinar on 'Self-Management in the shadow of Covid 19 Pandemic' on May 25, 2020 5. Webinar on "Emotional Issues and Well being during COVID 19, on May 20 2020 6. E-Shodh Sindhu Web of Science Certification Series Session-4 on May 25, 2020 7. Taylor & Francis webinar on "How to access T&F journals" on May 19, 2020 8. Webinar on Webinar titled 'Boosting Immunity and Maintaining Health with Alternate Medicines. , by Gandhi Smriti and Darshan Samiti on May 23, 2020 9. Webinar on Higher Education Options at IGNOU on May 23, 2020 		
5.	<ol style="list-style-type: none"> 1. Arabic literature organized by Jawaharlal Nehru University 2. Arabic novels: organised by Jawaharlal Nehru University 3. Attended Webinar organized by REC Bhopal 4. Attended Webinar of Aditi Mahavidyalay on Role of the Geeta to deal with present Pandemic on 09.05.2020. 5. Attended Webinar on Higher Education Opportunities and Challenges in Building a Learning Community Online , AL-AMEEN COLLEGE, Edathala, Ernakulam (Dist.), Edathala, Aluva, Kerala on 11.05.2020. 	05	Dr. A. Rahman