

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL SERVICES DIVISION

Monthly Monitoring Report (MMR) of the Regional Centre

PART I REGIONAL CENTRE DETAILS

Name of the Regional Centre	REGIONAL CENTRE DELHI-2
Code of the Regional Centre	29
Month and Year of MMR	SEPTEMBER, 2020
Date of submission report to RSD	07.10.2020

PART II - STAFF STRENGTH AND ATTENDANCE (GROUP A OFFICIALS ONLY)

Name of the RD/DD/ARD/AR	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	1 st to 15 th September 2020 (15 Days EL)
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	<p>1. Email sent to LSCs for informing them about the extension of last date of submission of RR Form and Fresh Admission Form.</p> <p>2. Shared the Admission Promotional Posters with LSCs for wider publicity of IGNOU Programmes.</p>
2.	Number of press releases/ media publicity released	
3.	Any other (Please specify)	

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	
3.	Orientation Programme of ACs organized by RCs	
4.	Orientation Programme for PTFs of Study Centres organized by RCs	<p>Organised Online Orientation program for Examination Centre Superintendent's on 15th September, 2020 organised by RC Delhi-2 for TEE June 2020 (Dr. Kanan Sharma, RD; Dr. Rita Chauhan, ARD; Dr. Meena Singh, ARD; Dr. A. Rahman, ARD; and Dr. Shyni Duggal, ARD</p> <p>Organised Online orientation program for Term End Practical Examination Centre Superintendent's on 5th September, 2020 organised by RC Delhi-2 for TEE June 2020 (Dr. Kanan Sharma, RD; Dr. Rita Chauhan, ARD; Dr. Meena Singh, ARD; Dr. A. Rehman, ARD and Dr. Shyni Duggal, ARD</p>

5.	Name (Programme Code) and Number of Programmes for which Project viva – voce held at Regional Centre	Organising and monitoring Viva-Voce TEE June 20 for BCA/MCA students on 22 nd , 23 rd , 24 th & 27 th September, 2020.(Dr. D.P. Singh ARD) Attended and monitored Viva-Voce for MAPC program on 27 th September, 2020 jointly organised by RC Noida & RC Delhi-2. (Dr. D.P.Singh, ARD)
6.	Meeting with hqrs and RSD - Participated	
7.	Meeting with hqrs and RSD - Interacted	Coordinated with SRD for pending case BCA-MCA Integrated Programme
8.	Any other (Please specify)	
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	92
4.	Number of New Academic Counselors' Empanelment processed from LSCs	95
5.	Number of New Academic Counselors' added in the RSD portal	13
6.	Number of Scanned copies of assignments submitted by students at Regional Centre	NIL
7.	Any other (Please specify)	
c) Monitoring of LSCs/Examination center		
1.	Number of inductions meetings attended/addressed by RC academics	One virtual visit to LSC 0769 for interacting with Coordinator and functionaries of LSC on 4/9/2020 Dr. Shyni Duggal, ARD
2.	Number of academic counselling sessions (Digital) monitored by RC academic	12 Sessions Dr. Meena Singh, ARD 22 Sessions (Dr. Shyni Duggal, ARD)

3.	Number of assignments	Received	Evaluated	In process	Pending	Award Transmitted
		250540	223110	--	--	134487
4.	Any other (Please specify)	<p>Online Assignment awards transmitted June, 20 from 1/9/20 to 30/09/20.</p> <p>6 Examination Centres (June TEE-2020) Monitored By Dr. Meena Singh, ARD & Dr. D.P. Singh, ARD.</p> <p>Exam Centre Monitoring: Two in Person at Exam Centres 29062 and 29084, Four through Google Meet, 20 through/ Videos (Dr. Shyni Duggal, ARD & Dr. A.Rahman, ARD)</p>				

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	
3.	Number of online Grievance Redressal Camp(s) organized by LSCs	
4.	Number of Scanned copies of assignments submitted by students Study center	150 assignments received from Study Centres for evaluation
5.	Any other (Please specify)	

D. Student Support Services

a) Learner / other Queries Handled

S. No.	Particulars	Number of queries responded
1	Post	408
2	Email	3572
3	Phone	1805
4	i-GRAM	2704
6	Face Book, if applicable	--
7	Twitter, if applicable	--
8	RTI	Assignment Section 2 RTI received from SED and replied the same.
9	Court Cases	--
10	Digital Grievance Redressal Camp(s) organized by RC	--

11	Face to Face at SSC Counter	4200
12	Online Icard issued for Old students other than January, 2020	549
13	Duplicate I-card	119

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	Deficiency in the Fresh Admission Forms	1573
2	Submission of Re - registration	60309
3	Submission of Fresh admission forms	36625

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		
3	Digital Conference/Webinar Organized		
4	Digital Conference/Webinar Attended	01 01 05	Dr.Meena Singh, ARD Dr. Rita Chauhan, ARD Dr. Shyni Duggal, ARD
5	Digital Faculty Development Programme(s) Organized		
6	Digital Faculty Development Programme(s) Attended	01	Dr. Shyni Duggal, ARD
7	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)	02 (IRC) - on 20/09/2020 & 24/09/2020 01 on 06/09/2020	Dr. Rita Chauhan, ARD Dr. Shyni Duggal, ARD
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...	Email sent for Submission of Re - registration	34275 (Admission)
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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	25903749	9972532 (after adjusting pending bills of Rs. 90,0000)	
2	Non-Plan	18877787	16905315	
3	Any other grants			

Major Expenditure (Please report under these heads only):

S. No	Head of Expenditure	Expenditure during month		Percentage of budget	
		Plan	N. Plan	Plan	N. plan
1	Regular Staff Salary	0.00	2180853.00	0.00	97.06
2	Daily Wage Payment	2553687.00	0.00	15.95	0.00
3	Security	291561.00	0.00	1.82	0.00
4	Building Rent	0.00	0.00	0.00	0.00
5	Travel and Hiring of taxi	34336.00 (payment towards for the month of February 2020)	0.00	0.21	0.00
6	Induction Meeting/ Workshop/ orientation	0.00	0.00	0.00	0.00
7	Printing/Publicity	92040.00 (payment towards for the month of February 2020)	0.00	0.57	0.00

8	LSC/ PSC/ SSC Payments (Salary)	3030383.00	0.00	18.93	0.00
9	LSC/ PSC/ SSC Payments (Counselling, Assignment Evaluation Practical, etc.)	7370722.00	0.00	46.03	0.00
10	Other Expenditure (Remaining)	2639298.00	66051.00	16.48	2.94
Total		16012027.00	2246904.00	100.00	100.00

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