

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Regional Services Division**  
**Monthly Monitoring Report (MMR) of the Regional Center**

**General Guidelines: -**

- Please download this MS Word document to fill in the desired information.
- Filled – in format may be uploaded through the Google format link.
- The report along with **Geotag photographs & Date** in r/o of the events/activities may kindly be uploaded under **other event sections** of the Google Format.
- The report of every event/activity should include the date of the event/activity/ and **Geotag photographs** (As per the NAAC format).
- The report in r/o innovation/entrepreneurship development activities for IGNOU and innovation club activities may also be uploaded at the end of the Google form
- Web links of the ePamphlets/eBrochure and similar material/ activities may be shared with RSD (MS Doc format only).
- Press releases may kindly be uploaded in the MS Word format under the Press release /media coverages section.
- Only data for the reporting month should be provided.
- *Alternatively, RC may upload the reports of events/activities on the website of RC and web-link of the report may be uploaded under the Other **Event Section**.*

## Structure of MMR Format

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**Monthly Monitoring Report (MMR) of the Regional Center**

**PART 1. REGIONAL CENTER DETAILS**

Name of the Regional Center	<b><u>RC Jodhpur</u></b>
Code of the Regional Center	<b><u>88</u></b>
Month and Year of MMR	<b><u>June – 2023</u></b>
Date of submission report to RSD	<b><u>10/07/2023</u></b>

**PART 2. - DETAILS OF GROUP A OFFICIALS AT RC**

Name of the Official and designation	Leave Availed (EL/CL/CCL/RH/Any other please specify)	Remark
Dr. Ajay Vardhan Acharya, RD	All Days Present	
<u>Dr. Muakhtyar Ali, ARD</u>	<u>05 (EL) 01 (CL)</u>	
<u>Dr. Rupali Srivastava, ARD</u>	<u>All Days Working</u>	
<u>Sh. R.S. Meena, AR</u>	<u>01 CCL</u>	

**PART 3 – RCs & LSCs ACTIVITIES UNDERTAKEN DURING THE REPORTING MONTH**

**I. Promotional & Publicity Activity** (Please upload report of the event through google form **other event**)

S. No.	Nature of activity	Online (No.)	Offline (No.)
1.	Number of general publicity initiative/activities to enhance outreach	<b>11</b>	
2.	Number of programme specific publicities	<b>09 (MSC Physics, Bachelor in Journalism and Digital Media, MSC Geography, MSC in Applied Statistics, MSC Geo informatics, PG Diploma in Population and family health Studies, MA Sanskrit Online, MA Hindu Studies)</b>	

3.	Efforts for reaching out to the persons who do not have access to higher education (Disadvantaged communities e.g. PH, SC/ST, Women etc.)		
4.	Extension activities for sensitizing learners and other stakeholders to social and sustainable development issues leading to inclusive society	-	<b>01 ( Jail in mates )</b>
5.	Collaborative extension and outreach Programs (If any)		<b>01 (With Collaboration with LSC – 2311) 04 (Collaboration with 04 LSC – 2362, 88012, 88050, 88028)</b>

## II. Press release/media coverage

S. No.	Number of press releases/ published	NOs.	Action to be taken
1.		08	A copy of Press releases may please be uploaded in MS word format

## III. Meetings organized & participated

S. No.	Particulars	NOs.	Topic of meeting with date
1.	In-house meetings		
2.	Meeting with Hqrs and RSD - Participated/Interacted		

## IV. Capacity building of functionaries & Orientation Program of academic counselors.

S. No.	Particulars	
1.	Coordinators Meetings	
2.	Orientation Programmer of ACs organized by RCs	
3.	Orientation Programme for PTFs of study Centers organized by RCs	
4.	Training programme organized for handling of Learning Management System (LMS) for academic counselors, Students and RC functionaries.	

\*Kindly upload related report under “**other event**” section

## V. Strengthening of LSCs

S. No.	Particular	No.
1.	Number of New Study Centers notified/opened	
2.	Number of New Programmes activated at existing LSCs	
3.	Number of new academic counselors empaneled	13
4.	Number of exam centers established in the region <i>(Please submit this information only if the activity was done in the month for which you are reporting.)</i>	14
5.	Number of Exam centers for Entrance test established in the region <i>(Please submit this information only if the activity was done in the month for which you are reporting.)</i>	

## VI. Activities at LSCs & RCs *(Information regarding student support services provided by RC/LSC for the students of ODL Prog. & Online Prog.)* Related report may kindly be uploaded

S. No.	Particulars	No.
1.	Number of inductions meetings organized for the students of <b>ONLINE Programme.</b>	
2.	Number of inductions meetings organized for students of <b>ODL Prog (Online mode)</b>	
3.	Number of inductions meetings organized for <b>ODL Prog - (face to face mode)</b>	
4.	Number of academic counseling sessions for <b><u>theory courses</u></b> organized by study centers for <b>ODL Prog - (ONLINE modes)</b>	
5.	Number of academic counseling sessions for <b><u>theory courses</u></b> organized by study centers for <b>ODL Prog - (face to face mode)</b>	
6.	Number of academic counseling sessions for <b><u>practical courses</u></b> organized by study centers for <b>ODL Prog</b>	

## VII. Online Academic Programme allotted to RC (One time data for each session)

S. No.	Level of Programme allotted to RCs	No.	Sessions (Jan/July)
1.	UG		
2.	PG		
3.	Diploma/PG Diploma		
4.	Certificates		

**VIII. Details of Counselling sessions for Online Programme**

S. No.	Programme	No. of sessions organized for OL Prog.		Link of Counselling Sessions
		THEORY	PRACTICALS	
1.				

**IX. Project and Viva-Voce**

S. No.	Particular	ODL Prog. (No.)	OL Prog. (No.)
1.	Number of Programme for which Project viva – voce held at Regional Center		

**X. Status of Assignments (ODL Programme)**

S. No.	Particular	Offline mode	Online mode
1.	No. of Assignments received by RCs/LSCs	15	
2.	No. of Assignments awards transmitted to Hqrs during reporting month	4296	

**XI. Status of Assignments (Online Programme)**

S. No.	Particulars	Online
1.	No. of Assignments submitted by students (OL Prog)	-
2.	No. of Assignments awards transmitted to Hqrs during reporting month (OL Prog.)	0

**XII. Monitoring activities (ODL Programme)**

S. No.	Particulars	No.	Remark/Action to be taken
1.	Number of Induction Meeting(s) attended by officials of RCs		Report may kindly be uploaded under other event section
2.	Number of academic counseling sessions visited/monitored by officials of RC		Report may kindly be uploaded under other event section
3.	Number of TE exam centers visited/monitored by RC (Please submit this information only if the activity was done in the month for which you are reporting.)	12	Details of exam & exam center may kindly be provided
4.	Number of Entrance exam centers visited/monitored by RC (Please submit this information only if the activity was done in the month for which you are reporting.)		Details of exam & exam center may kindly be provided

### **XIII. Student Support Services**

#### **a) Learner / other Queries Handled**

S. No.	Particulars	Number of queries responded
1	Post	60 (Dr. Ajay Vardhan Acharya, RD) 34(Dr. Muakhtyar Ali, ARD) 38 (Dr. Rupali Srivastava, ARD)
2	Email	1106 (Dr. Ajay Vardhan Acharya, RD) 1050 (Dr. Muakhtyar Ali, ARD) 718 (Dr. Rupali Srivastava, ARD)
3	Phone	530 (Dr. Ajay Vardhan Acharya, RD) 425 on Personal Number (Dr. Muakhtyar Ali, ARD) 150 on Office Landline Number (Dr. Muakhtyar Ali, ARD) 275 – Whatsapp (Dr. Muakhtyar Ali, ARD) 120 (Dr. Rupali Srivastava, ARD)
4	i-GRAM	
6	Face to face	444 ( As per Visitor Register)
7	Facebook	105 (Dr. Muakhtyar Ali, ARD) 25 (Dr. Rupali Srivastava, ARD)
8	Twitter,	
9	RTI	01
10	Court Cases (If applicable)	

#### **b) Number of Grievance Redressal Camp(s) organized by RCs/LSCs**

S. No.	Offline	Online	Report may kindly be uploaded under other event section
1.		05	

#### **c) 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.	IGNOU programmes for New Admission	
2.	Deficiency in the Fresh Admission Forms	
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	
8.	Face to Face Counseling schedule	
9.	Collection of study material	
10.	Submission of assignment	
11.	Term End Examination Hall Ticket	

<b>12.</b>	Practical Examinations	
<b>13.</b>	Project Viva Voce, workshop	
<b>14.</b>	Declaration of the term end examination result	
<b>15.</b>	Placement activities	
<b>16.</b>	Convocation/degree	
<b>17.</b>	Any other.....	

#### **XIV. Research and Academic Development Activities**

<b>S. No.</b>	<b>Particulars</b>	<b>Numbers</b>	<b>Name &amp; Designation of the Academics(no)</b>
<b>1</b>	Systemic Research Activity (ies) performed on strengthening of the Open and Distance Learning		
<b>2</b>	Research Article(s) Published	01	Dr. Muakhtyar Ali, ARD
<b>3</b>	Conference/Webinar Organized		
<b>4</b>	Conference/Webinar Attended		
<b>5</b>	Faculty Development Programme(s)Organized		
<b>6</b>	Faculty Development Programme(s) Attended		
<b>7</b>	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)		
<b>8</b>	Participation in Doordarshan/Other Electronic Media Channel Programmes		
<b>9</b>	Participation in Career Counseling		
<b>10</b>	Any other Activity...		



**PART 4: FINANCE AND ADMINISTRATION**

<b>S. No.</b>	<b>Account</b>	<b>Opening Balance</b>	<b>Closing Balance</b>	<b>Fund received from HQ</b>
<b>1</b>	Plan	<b>9778185/-</b>	<b>5706103/-</b>	<b>1101250/-</b>
<b>2</b>	Non-Plan			
<b>3</b>	Any other grants			

**Major Expenditure (Please report under these heads only):**

<b>S. No.</b>	<b>Head</b>	<b>Expenditure during the month</b>	<b>Percentage of total budget fund utilized</b>	<b>Remarks</b>
<b>1</b>	Regular Staff Salary	<b>805296</b>		
<b>2</b>	Daily Wage payment	<b>92856</b>		
<b>3</b>	Security	<b>88278</b>		
<b>4</b>	Building Rent	<b>100000</b>		
<b>5</b>	Travel and hiring of taxi	-		
<b>6</b>	Meeting/ workshop/Orientation Programme etc	<b>BED Workshop of Rs. 110609/-</b>		
<b>7</b>	Printing/Publicity	-		
<b>8</b>	LSC/PSC/SSC Payments (Salary of Part Time functionaries)	<b>1869054</b>		
<b>9</b>	LSC/PSC/SSC Payments (Counseling, Assignment Evaluation, Practical etc)	<b>52853</b>		
<b>10</b>	Other Expenditure (Total of remaining expenditures which are not covered under the above heads) ...	<b>369539</b>		

**PART 5: STAFF STRENGTH**

<b>S. No.</b>	<b>Academic Staff</b>	<b>Non-Academic Staff</b>	<b>Daily Wage staff Engaged at Regional Center</b>	<b>Daily Wage staff Engaged at Warehouse (If applicable)</b>	<b>Security Guards</b>
<b>1.</b>	<b>03</b>	<b>04</b>	<b>03</b>	<b>0</b>	<b>03</b>

**PART 6: PENDING ISSUE(S) AT REGIONAL SERVICES DIVISION**

Sr. No.	Nature of Proposal	Name of Study Centre	Letter No.	Date	Remark
1.	Activation of New Programme (CHCWM)	IGNOU LSC-88001, RUVAS, Bikaner	IG/RC-88/ANP/88001/2019/1715	19/11/2019	As per your instructions regarding Activation of New programme 03 Academic Counselors bio data upload on academic counsellor portal on 25/03/2020 but all are pending at HQ's level.
2.	Activation of New Programme (BLIS)	IGNOU LSC-88007, Shri Nathji Institute of Bio Technology and Management, Nathdwara	Through E-Mail	14/07/2020	03 Academic Counselors have been approved on online portal and discrepancy removed on 26/03/2021.
3.	Activation of New Programme (DMOP)	IGNOU LSC-88007, Shri Nathji Institute of Bio Technology and Management, Nathdwara	Through E-Mail	29/08/2020	As per your instructions regarding Activation of New programme 05 Academic Counselors bio data upload on academic counselor portal on 08/07/2020 but all are pending at HQ's level.
4.	Activation of New Programme (CCP)	IGNOU LSC-88012, Aravali Mahavidhalya, Banswara	IG/RCJOD/ANP./2021/231	27/07/2021	
5.	Establishment of new LSC	Shri Jain Adarsh Mahavidhalya, Nokha, Bikaner	IG/RCJOD/Estt./2021/597	24/09/2021	
6.	Shifting of Study Centre 2333	Shri Dhanrajji Shri Chandji Badamiya College of Professional Studies, Varkana	IG/RCJodh/Est./2022/1218	11/03/2022	Discrepancy received from RSD on 18/04/2022 & pending at Institute level.
7.	Activation of MCA proposal LSC – 88008	Mahila PG Mahavidhalaya, Jodhpur	IG/RCJodhpur/88008/2022/1324	11/05/2022	Discrepancy received from RSD 31/08/2022 Now pending at LSC Level
8.	Activation of BCA proposal LSC – 88008	Mahila PG Mahavidhalaya, Jodhpur	IG/RCJodhpur/88008/2022/1343	24/05/2022	Discrepancy received form RSD on 18/07/2022 now pending at LSC level
9.	Appointment of Coordinator at LSC-88014	Shri Tagore PG College, Kuchaman City	IG/RCJodhpur/app.2022/2010	12/12/2022	Discrepancy received from RSD 16/01/2023 Now pending at LSC Level and removed on 02/02/2023 We received again discrepancy and now pending at MDSU Ajmer
10.	Activation of MBA proposal LSC –	G.D. Memorial College, Jodhpur	IG/RC/ANP/88053/2023/2288	24/01/2023	

	88053				
11.	Activation of MEC proposal LSC – 88053	G.D. Memorial College, Jodhpur	IG/RC/ANP/88053/2023/2293	24/01/2023	Discrepancy Received form RSD 06/06/2023, Pending at LSC Level
12.	Activation of MAPC proposal LSC – 88053	G.D. Memorial College, Jodhpur	IG/RC/ANP/88053/2325/2293	02/02/2023	

## **PART 7: INFORMATION ABOUT THE USE OF SOCIAL MEDIA BY REGIONAL CENTERS**

- Digital Media Platforms used by the Regional Centre/LSC for Online Meetings & Academic Counselling: Google Meeting.
- Link of the RC Facebook Page: <https://www.facebook.com/jodhpurrc>
- RC Twitter Handle: @IgnouJodhpur
- Link of the RC Twitter Account: <https://twitter.com/IgnouJodhpur>
- Link of the RC Youtube page: <https://www.youtube.com/channel/UC8axcSrvR3BZRSPHbW8QQWA>
- Number of Posts on the RC Facebook Page for the month:- 49
- Total Number of Likes on the RC Facebook Page: 203
- Total Number of followers of the RC Facebook Page: 1649
- Number of posts on Twitter for the month:18
- Total Number of followers of the RC Twitter handle:23
- Number of posts on Youtube during the month:0
- Total Number of subscribers of the RC Youtube channel: 1671

## **PART 8. Utilization of MeLT Bus/Van (wherever it is given by the University)**

<b>S. No.</b>	<b>Particulars</b>	<b>Details of Activity(ies) Planned</b>	<b>Details of Activity(ies) Performed</b>
<b>1</b>	Support in Counseling Sessions		
<b>2</b>	Digital Literacy for Rural Population		
<b>3</b>	Mobile Study Centre activity (ies)		
<b>4</b>	Any other...		