

**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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<b>PART 2</b>	Details Of Group A Officers posted at RC
<b>PART 3</b>	RCs & LSCs Activities undertaken during the Reporting Month - <ol style="list-style-type: none"> <li><b>I.</b> Promotional &amp; Publicity Activity</li> <li><b>II.</b> Press release/media coverage</li> <li><b>III.</b> Meetings organized &amp; participated by RC</li> <li><b>IV.</b> Capacity building/OPs of PTFs &amp; ACs</li> <li><b>V.</b> Strengthening of LSCs</li> <li><b>VI.</b> Activities at LSCs &amp; RCs</li> <li><b>VII.</b> Online Programme (OL) allotted to RC (One time data for each session)</li> <li><b>VIII.</b> Details of Counselling schedule for Online Programme</li> <li><b>IX.</b> Project and Viva-Voce</li> <li><b>X.</b> Status of Assignments (ODL Programme)</li> <li><b>XI.</b> Status of Assignments (Online Programme)</li> <li><b>XII.</b> Monitoring activities (ODL &amp; Online Programme)</li> <li><b>XIII.</b> Student Support Services</li> <li><b>XIV.</b> Research and Academic Development Activities</li> </ol>
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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>May – 2023</u></b>
Date of submission report to RSD	<b><u>09/06/2023</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>NIL</u>	
<u>Dr. Rupali Srivastava, ARD</u>	<u>04 CL 02 EL</u>	
<u>Sh. R.S. Meena, AR</u>	<u>04 EL</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>08 (Through Google Meet &amp; Facebook Live)</b>	
2.	Number of programme specific publicities	<b>05 (SOFL programme, PGDAW, PGDCSR, PGDAB, NEP &amp; Bachelor Degree Programme)</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.)	<b>03 for (PH, Women &amp; Fees Support Scheme for SC/ST)</b>	
4.	Extension activities for sensitizing learners and other stakeholders to social and sustainable development issues leading to inclusive society	<b>2 (Extension activity for School Teachers)</b>	
5.	Collaborative extension and outreach Programs (If any)		

## II. Press release/media coverage

S. No.	Number of press releases/ published	NOs.	Action to be taken
1.		18	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	01	Coordinator Meet with RSD & our Coordinator's 15/05/2023

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

S. No.	Particulars	
1.	Coordinators Meetings	01
2.	Orientation Programmer of ACs organized by RCs	
3.	Orientation Programme for PTFs of study Centers organized by RCs	02 (Orientation of PTFS & Exam Superintendent for TEE June-2023)
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.

VI.

**VII. Strengthening of LSCs**

S. No.	Particular	No.
1.	Number of New Study Centers notified/opened	
2.	Number of New Programmes activated at existing LSCs	06 (LSC-88012 BSCG & CPLT) (LSC-88053 – MPS, MPA, MEG, MCOM)
3.	Number of new academic counselors empanelled	14
4.	Number of exam centers established in the region (Please submit this information only if the activity was done in the month for which you are reporting.)	
5.	Number of Exam centers for Entrance test established in the region (Please submit this information only if the activity was done in the month for which you are reporting.)	

**VIII. 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>	<b>01</b>
4.	Number of academic counseling sessions for <b>theory courses</b> organized by study centers for <b>ODL Prog - (ONLINE modes)</b>	<b>02 (Dr. Ajay Vardhan Acharya, RD)</b> <b>05 (Dr. M. Ali, ARD) for CLIS Programme Jan. 2023 all India Learners by LSC 2302</b>

5.	Number of academic counseling sessions for <b>theory courses</b> organized by study centers for <b>ODL Prog - (face to face mode)</b>	
6.	Number of academic counseling sessions for <b>practical courses</b> organized by study centers for <b>ODL Prog</b>	<b>04 (MCA New, BLIS, BSCG &amp; BED)</b>

**IX. 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		

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

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

**XI. 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		

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

S. No.	Particular	Offline mode	Online mode
1.	No. of Assignments received by RCs/LSCs	1928	0
2.	No. of Assignments awards transmitted to Hqrs during reporting month	724	

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

S. No.	Particulars	Online
1.	No. of Assignments submitted by students (OL Prog)	<b>84</b>

2.	No. of Assignments awards transmitted to Hqrs during reporting month (OL Prog.)	0
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#### XIV.

#### XV. Monitoring activities (ODL Programme)

S. No.	Particulars	No.	Remark/Action to be taken
1.	Number of Induction Meeting(s) attended by officials of RCs	01	Report may kindly be uploaded under other event section
2.	Number of academic counseling sessions visited/monitored by officials of RC	07 – Monitoring of BED Ist Year Workshop at LSC 2351, 2380 & 88019) (Dr. Muakhtyar Ali Ali, ARD)  11 – Monitoring of CLIS, BED & BLIS Workshop –(Dr. Rupali Srivastava, ARD)  05- Monitoring of BSCG Practical Counselling	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.)	01 (Dr. Muakhtyar Ali Ali, ARD) BSCG Practical at LSC – 88008, Jodhpur	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

#### XVI. Student Support Services

**a) Learner / other Queries Handled**

S. No.	Particulars	Number of queries responded
1	Post	52 - Dr. Ajay Vardhan Acharya, RD 28 – Dr. Muakhtyar Ali, ARD 32 – Dr. Rupali Srivastava, ARD
2	Email	630- - Dr. Ajay Vardhan Acharya, RD 1540 – Dr. M. Ali, ARD 699, - Dr. R. Srivastava, ARD
3	Phone	350 – (office Landline ) – Dr. M. Ali, ARD 410 (Personal Mobile) – Dr. M. Ali, ARD 175 (Guidance through WhatsApp) – Dr. M. Ali, ARD 110 – – Dr. Rupali Srivastava, ARD
4	i-GRAM	
6	Face to face	
7	Facebook	97 Query
8	Twitter,	
9	RTI	03
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.		07	

**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	
12.	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.....	

## **XVII. 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	01	Dr. Ajay Vardhan Acharya, RD (UC Approved 06 day short term Professional Development Programme NEP-2020 : Programme evolution in Distance and Online Learning (Online Mode) 10-17 May 2023
<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... Orientation Programme for School Teachers	02	Dr. Muakhtyar Ali, ARD

**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>3074736</b>	<b>9578185</b>	<b>5000000</b>
<b>2</b>	Non-Plan	-	-	-
<b>3</b>	Any other grants	-	-	<b>3200000</b>

**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>70204</b>		
<b>3</b>	Security	<b>85431</b>		
<b>4</b>	Building Rent	<b>100000</b>		
<b>5</b>	Travel and hiring of taxi	<b>11000</b>		
<b>6</b>	Meeting/ workshop/Orientation Programme etc	-		
<b>7</b>	Printing/Publicity	-		
<b>8</b>	LSC/PSC/SSC Payments (Salary of Part Time functionaries)			
<b>9</b>	LSC/PSC/SSC Payments (Counseling, Assignment Evaluation, Practical etc)			
<b>10</b>	Other Expenditure (Total of remaining expenditures which are not covered under the above heads) ...	<b>839710/-</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>3</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>3</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.	Appointment of New Coordinator P	IGNOU LSC-88002, Swami Kesvanand Agriculture University, Bikaner	Through E-Mail	28/08/2020	
5.	Appointment of New Coordinator	IGNOU LSC-88025, Shri B.R.Mirdha Govt. PG College, Nagaur	Through E-Mail	08/03/2021	
6.	Activation of New Programme (CCP)	IGNOU LSC-88012, Aravali Mahavidhalya, Banswara	IG/RCJOD/ANP./2021/231	27/07/2021	
7.	Establishment of new LSC	Shri Jain Adarsh Mahavidhalya, Nokha, Bikaner	IG/RCJOD/Estt./2021/597	24/09/2021	
8.	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.
9.	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
10.	Activation of BCA proposal LSC –	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

	88008				
11.	Appointment of Coordinator at LSC-88014	Shri Tagore PG College, Kuchaman City	IG/RCJodhpur/app.2 022/2010	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
12.	Appointment of Coordinator at LSC-2304	Onkarmal Somani College of Commerce, Jodhpur	IG/RCJodhpur/app.2 023/2258	20/01/2023	Discrepancy received from RSD on 29/03/2023 & remove on 03/04/2023 through mail
13.	Activation of MBA proposal LSC – 88053	G.D. Memorial College, Jodhpur	IG/RC/ANP/88053/2 023/2288	24/01/2023	
14.	Activation of MEC proposal LSC – 88053	G.D. Memorial College, Jodhpur	IG/RC/ANP/88053/2 023/2293	24/01/2023	
15.	Activation of MAPC proposal LSC – 88053	G.D. Memorial College, Jodhpur	IG/RC/ANP/88053/2 325/2293	02/02/2023	

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

1. Digital Media Platforms used by the Regional Centre/LSC for Online Meetings & Academic Counselling: Google Meeting.
2. Link of the RC Facebook Page: <https://www.facebook.com/jodhpurrc>
3. RC Twitter Handle: @IgnouJodhpur
4. Link of the RC Twitter Account: <https://twitter.com/IgnouJodhpur>
5. Link of the RC Youtube page: <https://www.youtube.com/channel/UC8axcSrvR3BZRSPHbW8QQWA>
6. Number of Posts on the RC Facebook Page for the month:- 49
7. Total Number of Likes on the RC Facebook Page: 203
8. Total Number of followers of the RC Facebook Page: 1649
9. Number of posts on Twitter for the month:18
10. Total Number of followers of the RC Twitter handle:23
11. Number of posts on Youtube during the month:0
12. 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...		