

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE MUMBAI**

Date: 29/12/2023

OFFICE ORDER /2023

In supersession of previous office order dt. 01.03.2023 on the work distribution among the officers and staff of the Regional Centre Mumbai the revised work distribution is given below. Every officer will be incharge and responsible for the activities of the section allotted to him and will report to the Regional Director

Dr. E. Krishna Rao, Regional Director

Regional Director will be the overall Incharge of the Regional Centre to look after all the academic activities, admission promotions, ICT, finance and administration activities of Regional Centre and coordination with officer incharge of concern section. However, the following works will be handled in specific by Dr. E. Krishna Rao, Regional Director

1. Collaboration, liaisoning and networking with Academic Institutions/ Universities/ RCs/ LSCs, Government bodies, Industry, electronic media centres, etc
2. Training and capacity building of ODL functionaries including teachers, academics, policy planners and other staff and evaluation of Learning Resources and organizing workshops/ seminars/ conferences
3. Establishment and monitoring of ODL system at Regional Centre and Learner Support Centres/Study Centres
4. Organising Pre-Admission counselling; induction/ orientation/training programmes; conduct of admission and examination related activities and grievance redressal
5. Attending student queries, rendering instructions, guidance and student support to students for pursuing courses of study of study
6. Promotion and implementation of ODL system through institutional network. maintenance and monitoring RC Social Media FB, Twitter, YouTube, Telegram and updating
7. Implementation and management of learner support system/ODL and Conduct of feedback and learning analytics, and impact assessment studies
8. Conducting TEE, planning the exam centre visits, finalising observers for TEE and matters concerned with entrance examinations
9. Dealing with RTI Applications(online/offline), legal cases, public grievances etc
10. Monitor inward and outward section
11. Monitoring Samarth Portal, IGRAM, PG Portal and IGRAM and RTI portal for Student Grievances
12. Digitization of Academic Unit's database and its regular maintenance and Monitoring Online Academic Counsellors Empanellment Portal
13. ICT and communication technology using multiple media for innovations in students support. Uploading and monitoring RC website and RC Social Media (Facebook, Twitter, Youtube and Telegram).

14. Online student grievance redressal drive(every second and fourth Friday at 11am) and Offline student grievance redressal drive(Third Wednesday of every month)
15. Creating and maintaining ICT-based institutional databases and records, blogs, social media, newsletters, e-journals,etc
16. Monitoring/evaluating performance of Learner Support Centres/ examination Centres/ Regional Centres, and other Units at headquarters
17. Devising policies for marginalized sections and their implementation and monitoring
18. Monitoring Preparation of concept papers, RC reports on admissions, student support and grievances etc and submitting to Hqrs

ACADEMIC SECTION

**Responsible officer and incharge: Dr. P Namboothiripad,
Asst Regional Director**

Supporting staff: Mr. Shashank Tripathi, JAT, Mr. Pratik Daki, JAT (D/W), Mr. Swapnil Sahane, JAT (D/w), Mr. Prashant Patil, JAT (D/W), Mr. Bhavesh Chavan, JAT (D/W)

1. Admissions (Fresh & RR) & related matters including sending the confirmation letters, fee receipts and ID cards in offline cases. Rejection letter for all programmes when applications are rejected. Scrutiny of offline application forms (FR+RR). Uploading of admission data on RDTs and uploading final students list on RC website
2. Admission to all merit based programmes (with limited seats) such as B.Ed, Post Basic BSC (Nursing)etc.,
3. Maintenance of Admission records each cycle wise, arranging for data entry, preparation and verification of check list, transmission of data to Hqrs. Final scholar list preparation and sending to LSCs and uploading in RC Website
4. All the student support service related to Change of RC and LSC, Electives, Medium, Programme etc and issue of Bonafide Certificate, Reference letter, Migration Certificate, Duplicate ID card etc
5. Planning Induction Meeting and coordination with LSCs, uploading schedule on website and posting in social media
6. All the activities related to study material-dispatch, stock maintenance, SMS and emails to students
7. Obtaining the theory/ practical counseling schedules from all LSCs and their scrutiny and approval. Uploading the schedules in the RC website and posting in the RC social media
8. Matters related to scholarships, fee reimbursement, etc
9. Project proposals, handling of synopsis, projects evaluation and viva voce of all the programmes having projects/ field works etc through online and offline.
10. Handling of practical sessions and TEPE related matters
11. B.Ed Workshops, ECP of PGDHE and PGDSL.M.
12. Establishment of new study centres and activation of new programmes at existing LSCs.
13. Establishment of work centres on need basis
14. Establishment of exam centres for TEE and entrance exams, appointment of observers and monitoring exam centres

15. All matters related to Assignments including LMS portal- receipt from LSCs, uploading, ratification of grades, sample selection for Hqrs verification etc and pursue with the LSCs for evaluation of assignments and receipt of grades periodically
16. All matters related to Convocations
17. Processing Online Academic Counsellors applications and Periodical Renewals of ACs and sending updated ACs data to internal sections and LSCs periodically
18. Appointment/ Renewal of LSC part time staff
19. Coordinators meeting, Orientation programme for academic counselors, planning and execution.
20. All the academic and administrative activities of LSC 4900 at RC
21. Attending to student queries (Face to Face, Letters, RTI, PG Portal, emails & IGRAM Portal)
22. Conducting Online student grievance redressal drive and offline student grievance redressal drive and maintenance the database
23. Promotional measures to enhance Gross Enrollment Ratio at Regional Centre
24. Any other work assigned by Regional Director

FINANCE AND ADMINISTRATION SECTION

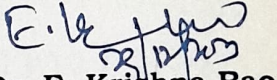
**Responsible officer and incharge: Dr. E. Krishna Rao, Regional Director
Dr. P Namboothiripad, Asst Regional Director**

Supporting staff : Mr. Sanjay Kumar, Assistant, Mr. Sunil Bait, JAT (D/W), Mr. Santosh Darvesh, JAT (D/W).

1. Preparation of monthly statements of RC accounts and LSCs, Preparation of budgets, monthly quarterly and annual accounts and other statements in support of accounts, preparation of BRS, reconciliation etc
2. Submission of proposals for quarterly grants, periodical review of budget utilization, seeking of additional funds if any and all related matters.
3. TDS return filing and issue of necessary certificates to deductees
4. Fee and sale money collection, remittances to Hqrs. Reconciliation of fee and sale money in coordination with concerned sections.
5. Maintenance of ledgers, ECR, cash books, advance registers, PBR, Study Centres sub-ledger and other connected records
6. Printing, publicity and purchase of stationery, other supplies for the RC and LSCs, repairs and maintenance at RC and LSCs
7. Custody and upkeep of equipment and assets of RC, Physical verification of stores and stock, both consumables and non-consumables at RC and LSCs. Submission of physical stock verification report for RC and LSCs
8. Processing of staff personal claims (TA/DA, medical claims, LTC, CEA, Honorarium, etc)
9. Processing of suppliers and service providers all type of bills, Building rent, security, manpower arrangement, insurance, Fire Safety, AMCs etc.,
10. Processing all type of study centre bills, evaluators, observers, ACs and other stakeholders bills

11. General Administrative activities of RC and LSCs. Empanelment of various services provides such as Taxi, hospital, printing work, repairs and maintenance etc
12. Procurement of stores and stock, furniture and equipment for both the RC and LSCs constitution of Local Purchase Committee etc
13. Liaison with other government authorities, institutions, public authorities as directed from time to time by RD
14. Staff postings like leave and service matters, Service Books, and all personal claims of staff.
15. Periodical audit of LSCs, Staff development activities, periodical training, arranging for job rotation etc as directed from time to time by RD
16. Arranging additional manpower as and when needed, pooling of hands during urgent work as directed from time to time by RD
17. Providing the logistic and other support services for all the meetings, orientation programmes, seminars, workshops, convocations and other events of RC.
18. Attendance and punctuality of contractual staff, housekeeping activities.
19. All the matters related to obsolete Study Material/ newspaper/ unused furniture disposal
20. Cleanliness and hygiene of the office premises and pest control at RC
21. Any other work assigned by the Regional Director

This order will be effective from 01st January 2024. A review of this order will be conducted after six months of implementation for feedback and incorporate necessary changes if any required.


Dr. E. Krishna Rao
Regional Director

Circulated To

1. All the Permanent Staff
2. All D/W staff (except attendants)

Copy to:

1. Director, Regional Services Division, IGNOU New Delhi- for information
2. Office Copy
3. RD Secretariat- for uploading in website

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