

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

Date: 01/03/2023

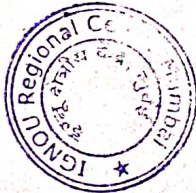
OFFICE ORDER 04/2023

In supersession of previous office order dt. 15.09.2021 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 (i/c)

Dr. E. Krishna Rao, Regional Director (i/c)
(Mr. Shashank Tripathi, JAT)

Regional Director (i/c) will be the overall Incharge of the Regional Centre to look after all the academic, promotional, administrative and financial 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 (i/c)

1. Liasoning with State Government, Higher Educational Institutes, Universities
2. Coordination with RSD, Schools and other Divisions at Headquarters
3. Coordination with other Regional Centres for Student Support Services
4. All the matters related to TEE, including pre-examination activities and post examination activities, finalization of advertisement for BSC Nursing/ BED
5. Planning the exam centre visits, appointment of observers for TEE and matters concerned with TEE and entrance examinations
6. All Workshops (other than B.Ed), seminars, conferences, special events etc.
7. Dealing with RTI Applications(online/offline), legal cases, public grievances etc
8. Monitor inward and outward section
9. Monitoring Samarth Portal, IGRAM and RTI portal for Student Grievances
10. Monitoring Online Academic Counsellors Empanellment Portal
11. Online student grievance redressal drive(every second and fourth Friday at 11am)
12. Uploading and monitoring all the details in RC website and RC Social Media time to time
13. Attending student queries (Face to Face, Letters, emails & IGRAM Portal)
14. Maintenance and monitoring RC Social Media FB, Twitter, YouTube, Telegram and updating
15. Monitoring PG Portal and IGRAM
16. Preparation of concept papers, RC reports on admissions, student support and grievances etc and submitting to Hqrs



Dr. P Namboothiripad, Asst Regional Director
(Mr. Pratik Daki, Mr. Girish Tamhane)

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 PGDSLML.
12. Establishment of new study centres and activation of new programmes at existing LSCs.
13. All matters related to Assignments- 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
14. All matters related to Convocations
15. Appointment of offline Academic Counsellors and Periodical Renewals of ACs and sending updated ACs data to internal sections and LSCs periodically
16. Appointment/ Renewal of LSC part time staff
17. Coordinators meeting, Orientation programme for academic counselors, planning and execution.
18. All the academic and administrative activities of LSC 4900 at RC
19. Attending to student queries (Face to Face, Letters, emails & IGRAM Portal)
20. Online student grievance redressal drive
21. Promotional measures to enhance Gross Enrollment Ratio at Regional Centre
22. Any other work assigned by Regional Director (i/c)



Mr. Vijayakumar M, Asst Registrar
(Mr. Sanjay Kumar, Assistant; Mr. Sunil Bait)

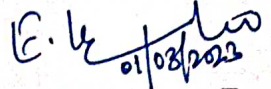
Administration, Finance and Accounts:

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, reconsilation 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 (i/c)
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 (i/c)
16. Arranging additional manpower as and when needed, pooling of hands during urgent work as directed from time to time by RD (i/c)
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





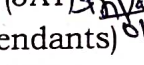

20. Cleanliness and hygiene of the office premises and pest control at RC
21. Any other work assigned by the Regional Director (i/c)

This order will be effective from the date of its issue. A review of this order will be conducted after 2-3 months for feedback and incorporate necessary changes if any required.


Dr. E. Krishna Rao
Regional Director (i/c)

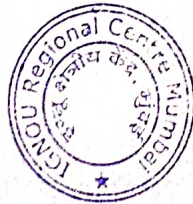
क्षेत्रीय निदेशक
REGIONAL DIRECTOR
इग्नू क्षेत्रीय केंद्र
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मुंबई - ४०० ०८०.
MUMBAI - 400 080.

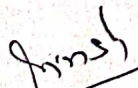
To

1. Dr. P. Namboothiripad, ARD
2. Mr. Vijayakumar M AR 
3. Mr. Sanjay Kumar (JAT) 
4. Mr. Shashank Tripathi (JAT) 
5. All DW 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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